

## Transportation Coordinating Committee

DATE 7-16-2020

Board Members Present: Dave Benson, Judi Nigbor, Donna Fisher, Paulette Jones,

Board Members Absent: Mary Bornhoeft

Others Present: Jan Krueger, Adam Sengbusch, Susan Kohn

1. Call to Order	Gary called the meeting to order at 9:04.
2. Pledge of Allegiance	
3. Review and Approve Agenda	Dave made a motion to approve the Agenda and Donna seconded the motion. Motion Passed
4. Election of new chairperson	Motion made by Judi to nominate Dave Benson as chair. Gary called for other nominations. No other nominations made. Motion made by Judi to close the nominations and unanimously appoint Dave Benson as chair. Motion seconded by Dave. Motion Passed.
5. Citizen Comments	none
6. Minutes of Last Meeting	Judi made a motion to approve the minutes of last meeting. Donna seconded the motion. Motion passed
7. Wisconsin Department of Transportation 53.10	<p>a. Audit of the program – Follow-up. Jan gave a recap of the process for the audit last summer/fall. Updated policies and procedures were accepted by DOT and the audit is complete.</p> <p>b. 2020 Vehicle Enhancements. Discussion on the approved 53.10 grant. Rear loading wheelchair accessible van was approved. Discussion on anticipated delivery date and possible upgrades for the vehicle.</p> <p>Dave made a motion to approve upgrades to the new Rear loading wheelchair accessible van to be made at the dealership prior to delivery to the department. Upgrades may include Remote Start, Back-up camera, Lift upgrade, basic items to meet the needs/enhance safety of the customers. Donna seconded the motion. Motion passed.</p>
8. Wisconsin Department of Transportation 85.21	Discussion for new participants. Jan gave an update of COVID-19 capacity concerns and meeting our top tier needs of medical transportation.
9. Transportation Manual Updating	A project of revamping the old transportation manual has started. As a result of the 53.10 audit and policy updates the manual is being re-formatted and updated. An early draft manual was shared with the committee.
10. Transportation Program – Specialist Report a) Quarterly Reports 2019 b) Quarterly Reports 2020	Adam provided the quarterly reports. For 2019 and 1 <sup>st</sup> quarter of 2020. Review and discussion.  A request to consider running the number of vets that utilize the program.
11. Transportation needs of the community a. Volunteer appreciation (requested agenda item)	Judi reported that this topic was brought up by a past committee member. Judi agrees that we should show some type of appreciation for volunteers. However, this topic is better suited for an in-person meeting. Additionally, doing something when we are not so restricted by COVID-19 would be

	recommended. Dave would also like some type of acknowledgement for volunteers, but agrees that this topic should be tabled until a later date.
12. Veteran Service Officer Report	Sue was available from the Veteran Service Office. She did not have anything to report, but was taking information back to share.
13. Schedule Next Meeting Date	September 24 <sup>th</sup> at 9am
14. Motion to Adjourn	Dave made a motion to adjourn the meeting at 9:39. Donna seconded the motion. Motion passed.

Minutes Submitted by Jan Krueger

(Drafted 7/16/2020)