



State Coordinating Council for Community Transportation
May 7, 2015, 1:30 to 3:30 p.m.
NH DOT, 7 Hazen Drive, Concord, NH

Attending Members:

1. Fred Roberge
2. Van Chesnut
3. Patrick Herlihy
4. Bill Finn
5. Phyllis Brooks
6. Pam Jolivette
7. Mike Tardiff
8. Mike Whitten

Others:

1. Shelley Winters
2. Teirrah Hussey
3. Mike Acerno
4. Jeff Donald
5. Matt Waitkins
6. Rebecca Harris
7. Pat Crocker
8. Tim White

Chair Fred Roberge called the meeting to order at 1:40 PM.

Minutes of April 2, 2015

Patrick Herlihy moved and Bill Finn seconded a motion to approve the minutes of April 2. Vote: Unanimous to adopt as written.

Report of the Nominating Committee

Patrick Herlihy as chair of the nominating committee presented a slate of Officers for the year beginning July 1 through June 30 2016.

- Fred Roberge, Chair;
- Pam Jolivette, Vice Chair;
- Bill Finn, Treasurer;
- Pat Crocker, Secretary.

Van Chesnut moved and Phyllis Brooks seconded a motion to accept the slate as presented. The officers will be voted on at the August meeting.

The SCC will be in recess for June and July and will reconvene on August 6, 2015.

The NHTA meeting will be on June 11 at the NHTA meeting. The SCC will remain in recess until August.

Report from Subcommittees

Leadership – Annual Report

The report is close to a completion and was presented to members in final draft.

The Chair thanked Pat Crocker and Matt Waitkins for their work on the project. Van Chesnut moved that Matt Waitkins & Pat Crocker be authorized to complete the report with edits based on any added comments and corrections submitted by the members upon completion of their review, Mike Whitten seconded the motion. Vote: Unanimous.

Agency Partnerships Committee

Pam Jolivette reported that the committee had begun to take a look at the policies of various programs, BEAS IIIB, Bill Finn, Dept. of Ed. and Bev DOT. Rebecca Harris has drafted a document about each of the policies. She will share the draft with the SCC. Many agencies have policies that recognize the needs for transportation, but not all have funding attached to them. This document will be used as an outreach tool to the various departments. Coordination plans are required for 5310 funding, but are no longer applicable to the 5311 and never was applicable to 5307. Pat Crocker will send this committee the VDP program survey. The objective will be to look for opportunities for coordination using this data and offer the opportunity to work together in cooperation. The idea is to propagate coordination, with the leadership of DOT.

Communications and Outreach – no report

Volunteer Program Assistance

The VDP forum will be held Friday, June 26 at LGC out on Triangle Drive. The tentative agenda will include:

Accessible transportation requirement for volunteer driver programs

Presentation – Shelley Winters (NH DOT Bureau of Rail & Transit)

Risk Management – Insurance – Driver Screening /Training /Passenger Assistance

Presentation – How did managed care change driver screening/testing

Volunteer Recruitment and Retention Round – Panel /Discussion Medicaid

Managed Care Transportation – Panel /Discussion

Operational Policies: Best Management Practices around the Roundtable

Handouts – BMP materials around the state/ SCC policy guidance

Pat Crocker will compile e-mails from volunteer driver program operators so that they can be included in the invitation to the event. The audience is for operating people, those who are working hands on in volunteer driver program management. Registration will be required.

Volunteer Driver Program Trip Policies

Patrick Herlihy opened the discussion stating that some regions are running out of funds before the end of the contract period. DOT would like to assure that programs can operate for the full 12 months of the contract period. DOT believes it is detrimental to the program and individuals if service has to be curtailed for any lengthy period of time. Service should be year round and a triage plan developed with rules and reasons for limiting the service on a more even basis over a 12 month period. For example: Everyone gets the number of miles or trips and a policy would be shared with riders when they sign up. DOT would like to see the federal funding spread more equally over the 12 months of the contracts.

While some organization simply say that people are limited to 10 trips per month, another organization cut number of trips per passenger and reduced driver reimbursement mid-year to address the short fall. Rider's families also helped with donations. This year that organization has been managed differently so that passengers are aware upfront that the service is not unlimited. Now they look at spend down monthly.

DOT stressed that the contract period is for the full year of services and that the lack of funds doesn't negate the responsibility for providing accessible trips simply because the federal funds are exhausted.

The SCC will solicit policy samples from those organizations that have limits or restrictions. The responses will be sent to Patrick Herlihy so that he and Shelley Winters can review them. They will then bring them back to the SCC for recommendations. Since the SCC made recommendations for insurance coverage, DOT would like to have the SCC also weigh-in on these policies.

Another thought would be to limit the amount billable monthly so that the budget of 5310 funds are not exhausted to the end of the contract period and it is clear that the nature of the service remains in compliance with 5310 programs that require accessible transports. The consensus was that a DOT directive would be helpful in assuring that is clear that the ADA requirements must be met for the entire contract period.

Pam Joslin spoke about the process CATS use for budgeting funds monthly. The screening process has to happen whether they have Medicaid and it is the way to

manage the DOT funds. They catalogue all the trips and therefore can tell from their data the general trends as well as through their process of screening and awareness that they can't go over the budget. The spend down has to be better managed and this could have contract implications. If riders know what the rules are up front, there are no disappointments or unmet expectations.

The SCC will request policies from different regions through the RCC Liaisons and revisit this issue in August.

Public Comments/Other Business

NHTA's Annual Meeting will be June 11, 2015. The cost will be \$35.00 per person that includes breakfast and Lunch at The Holiday Inn in Concord. The agenda is in process and the invitations will be prepared and sent out in the very near future. "Shelley Winters was requested to offer remarks from DOT" to "An inquiry was made as to a DOT speaker for the NHTA Annual Meeting and Patrick H. indicated that he would check with Assistant Commissioner Cass and Deputy Commissioner McKenna to see if either was available."

Patrick Herlihy moved and Van Chesnut seconded motion to adjourn at 3:25 p.m.

Next meeting: August 6; location to be determined.

Adopted: August 6, 2015