



## State Coordinating Council for Community Transportation

February 4, 2016 – 1:30 to 3:30 p.m.

NH DOT Hazen Drive, Concord, NH

Minutes

### Members:

1. Fred Roberge
2. Van Chesnut
3. Patrick Herlihy
4. Bill Finn
5. Pam Jolivette
6. Beverly Raymond
7. Mike Tardiff

### Others:

1. Shelley Winters
2. Matt Waitkins
3. Rebecca Harris
4. Pat Crocker
5. Michael Acerno
6. Shemika Flynn, Todd Allen,  
Routematch

Chair Roberge called the meeting to order at 1:30 p.m. Introductions followed.

### Approval Minutes of January 7, 2016 Meeting

Van Chesnut moved to adopt the minutes as presented; Patrick Herlihy seconded.

Vote: Adopt as written Unanimous

### Committee Reports

**Software** – IT Manager Dane Prescott provided an up–date on installations. MTA, COAST and ESNE have implemented and are in process of update. Tri–County Cap is another site and is also in process; CATS are in discussions on how to proceed. A committee met with the new Director in December. If CAHS does not honor the MOA, they will be receiving a bill for the cost of the software pilot if they will not continue with it. MOAs had been signed with all the pilot sites. They are at the point of this, that the original contract expires in 2016 but there is an option to renew for the next 3 years. Some of the implementation has been delayed due to management changes at the sites. The implementation although delayed. If CATS does not participate, DOT will solicit another pilot site.

NH DOT IT conducted a business process review at each of the 5 beta sites. Each region does things differently and this has led to need for additional customization. NH DOT plans to extend the contract with SBSS unless the SCC has strong concerns otherwise. Contract includes software, licenses, training, customization and interfaces and maintenance. There is funding in the existing contract as funds have not been depleted and can be spread out over the three year extension. SCC consensus was to continue with the project as proposed.

**Volunteer Programs** – Committee meeting on February 18 at BM–CAP at 11:00 AM to begin to work on the content and logistics for the next VDP forum.

**Agency Partnerships** – Rebecca Harris provided a PowerPoint Presentation (See Attached). Questions and discussions followed. Best use of information: use this presentation to provide feedback to RCCs about survey outcomes; data to consultant rewriting the plan; executive summary for annual report; engaging state agencies and regional non–profits by demonstrating what coordination looks like. Everything is moving along and will help to inform the plan and its development unlike the previous plan which was crafted with less community input.

**Plan Rewrite** – RFP final draft has been completed and the scope of services has been completed. It will be run by legal counsel and assure the process is correct. Volunteers who score proposals will be asked to complete a financial disclosure statement. The form is online but requires an actual signature.

**Communications** – Was able to use Foundation Messages to create an FAQ for community transportation. The bill to increase local option registration tax was lost on the house floor following a division vote. Creating framed messages for a local tool kit is a second potential part of the engagement with the framing consultant.

**FY 2015 Annual Report** – Matt Waitkins will take the lead but both he and Pat Crocker will help produce the annual report. Some suggested topics are: The Volunteer Forum and Survey; Plan Rewrite with an explanation of how it was determined that a new plan was necessary; and what was done to deploy new system of software project; framing and communications issues. A collage of existing services who is participating photos was suggested for the back and front covers. Offer an opportunity to be in the annual report.

**Transit Planning 4 All Funding Opportunity** – Inclusive Planning Grants for community transportation giving older adults and people with disabilities the opportunity participate in the development of transportation policy. March 18 is the deadline for the applications. There will be up to 8 awards made nationally. The period is 12 months and a maximum of \$86,000, but only the first six–months of funding at \$43,000 are guaranteed. The case studies suggest that the objectives are similar to what the RCC’s are doing now. The application process is robust and highly competitive. It was suggested that RCCs/SCC take a look at the best practices in lessons learned accompanying this application, rather than write an application for the grant. Good ideas are already available to be taken to implementation here. SCC recommends that the RCC’s review the case studies. Some regions are considering whether to complete an application.

**New Business/Public Comments**

NHTA annual meeting will be June 2. Please send Van Chesnut any comments about what you would like to see at this meeting.

**Agenda March 2016**

Format and content for the NHTA/SCC/TNH meetings.

Van Chesnut moved and Patrick Herlihy seconded a motion to adjourn at 3:40 p.m.

Adopted: March 3, 2016