

# Minutes

## WAUSHARA COUNTY TRANSPORTATION COORDINATING COMMITTEE

<b>Date</b>	December 03, 2009
<b>Location</b>	Conference Room #268, Waushara County Courthouse
<b>Call to Order</b>	Meeting called to order at 1:30 PM by Chairman, Bill Downie.
<b>Roll Call:</b>	Fred Kaiser, Dawn Anderson-Mueller, Debbie Paavola, Rick King, Bernadette Krentz, Bill Downie, Fred Gellerup, Joanna Wisner, Beverly Monson
<b>Others Present</b>	<ul style="list-style-type: none"> <li>▪ Nathanael Brown</li> </ul> Members of the public: <ul style="list-style-type: none"> <li>▪ Bev Walker, Heartland-Preston Inc.</li> <li>▪ Barb Stanke, Waushara County HS</li> <li>▪ Bill Rosenau, Waushara County Veteran's Service Officer(incoming)</li> <li>▪ Lynne Wichman</li> <li>▪ Kim Cassidy, Vision 2020</li> <li>▪ Marilyn Dehling, Aurora Dialysis</li> <li>▪ Shanon Kolodzik, Preston Place</li> <li>▪ Dorothy Schultz, Preston Place</li> </ul>

### Minutes and Actions of this meeting

Item	Discussion / Action
Adoption of Agenda	<ul style="list-style-type: none"> <li>▪ <b>Motion to approve adoption of agenda by Rick King; second by Fred Kaiser.</b></li> <li>▪ <b>Motion Carried</b></li> </ul>

Item	Discussion / Action
Approval of Minutes	<ul style="list-style-type: none"> <li>▪ <b>Motion by Bernadette Krentz to approve minutes of August 18; Second by Joanna Wisner.</b></li> <li>▪ <b>Motion Carried</b></li> </ul>

Reports	Discussion / Action
Waushara Industries	<ul style="list-style-type: none"> <li>▪ Rick King reported that of the three vehicles order, two had arrived. These were both mini-buses. The third vehicle, a mini-van, was expected sometime in 2010.</li> </ul>
Dep't of Aging Services	<ul style="list-style-type: none"> <li>▪ Nathanael Brown reported that a training session was held for volunteer drivers in October to talk about the H1N1 virus and what precautions to take.</li> <li>▪ Nathanael also reported that the new software program had been installed and was being used along side the old system. This double system will run through the end of 2009. Committee members asked to see a demonstration when staff was comfortable working with it.</li> <li>▪ Debbie Paavola reported that the Commission on Aging had approved most of the co-pay rate changes that were discussed at the last meeting. The rates they did not change were the minibus mealsite rates. They voted to leave the rate within three miles at \$0.50. They changed the rate from three to seven miles to \$1.00, and over seven miles to \$4.00 because a volunteer driver would have to be used.</li> <li>▪ Debbie thanked everyone for their letters of support concerning the STRAP grant application.</li> <li>▪ Debbie mentioned that funds from the trust account had been used to purchase the new vehicles and the new software program.</li> </ul>
Dep't of Human Services	<ul style="list-style-type: none"> <li>▪ Dawn Anderson-Mueller reported that HS was still investigating transportation for children. HS staff had kept track of how many rides were needed during a one month period. About 50% of the rides were before 5:00 pm, with the other 50% being later than that.</li> <li>▪ Clinical staff had taken 213 trips, and Child Protective Services had taken 215 trips.</li> </ul>

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Veteran's Services	<ul style="list-style-type: none"> <li>▪ Fred Kaiser thanked everyone for the pleasure of working with them. He will be retiring before the next meeting.</li> <li>▪ Veteran's office didn't have any big problems to report, they continue to work through the small issues that always seem to arise.</li> <li>▪ Fred introduced Bill Rosenau who will be the new VSO, and mentioned that he will need to be appointed to the committee.</li> </ul>
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New Business	Discussion / Action
A. Review & Approval of 2010 Transportation Grant Application – s85.21	<ul style="list-style-type: none"> <li>▪ Public hearing called to order.</li> <li>▪ Made sure everyone had a copy of the 2010 application.</li> <li>▪ Debbie Paavola reviewed the transportation budget for 2009. She said that the minibus project had spent over \$99,000 so far this year. She projects that there will be \$8,000 left at the end of the year that can be put into the trust account.</li> <li>▪ The Dept of Aging budget for the volunteer driver project has spent over \$55,000 so far this year. Debbie projects that there will be \$10-12,000 remaining at the end of the year that can be transferred to the trust account.</li> <li>▪ The Veteran's office share of the volunteer driver project is projected to break even.</li> <li>▪ Debbie stated that more minibus revenue had been taken in during 2009 than was original projected, but there had been drop in revenue for the volunteer driver program.</li> <li>▪ Nathanael reviewed the 2010 s85.21 application. He showed in section A that the application is for \$80,711, and there is a \$16,142 required match. Then invited questions at any point during the review. Someone asked how this amount compared to last year, and it was pointed out that there was a slight increase.</li> <li>▪ Nathanael noted in Section B of the application that people who cannot walk will be served. Also that the three new vehicles would help increase service, especially if STRAP funding is secured.</li> <li>▪ In Section C, he highlighted the needs and gaps identified in the 2008 SAFETEA-LU plan.</li> <li>▪ Debbie explained what the SAFETEA-LU plan involved.</li> <li>▪ Nathanael explained that the needs and gaps continue to be addressed. STRAP funding would help serve people looking for transportation for employment by expanding minibus hours. The new software program would help address other gaps, and coordination with other counties continued to be discussed.</li> <li>▪ For Section D, Nathanael explained that for both the minibus and volunteer driver programs, medical trips are the top priority.</li> <li>▪ For Section E, he explained both the volunteer driver and minibus projects. He noted that there were no major changes to the volunteer driver program. It is a door to door service every Monday – Friday except for holidays. Currently there are 18 drivers, and there are a few new people interested. Co-pays are \$0.25 per mile. If a person uses over \$500 of transportation in a year the co-pays go to \$0.35 for the rest of the year, or until they hit \$1,000.00. At that point the co-pay rate will be the full cost of the trip. Nathanael explained that there were a few changes for the minibus program in 2010. Notably that there were now five vehicles available, with a sixth on the way. The hours will remain Monday-Friday 8:00 am to 4:30pm unless STRAP funding is received. In that case the hours will expand to 7:30 am to 6:00 pm. The minibus program is a door to door service, and all areas of the county are served each week. Rates were also reviewed. It is \$4 for local trips, with three stops allowed. Berlin trips cost \$8, Oshkosh and Stevens Point are \$10, and Appleton is \$12.</li> <li>▪ For Section F, Nathanael explained that there is currently \$24,194 in the trust account. Much of this is budgeted for unexpected repairs and maintenance for the minibus vehicles, changes in the cost of gasoline, and changes to the reimbursement rate for volunteer drivers. Also included in the plans is the annual fee for the new software. The committee asked if this is a fixed fee, and it was stated that yes it is. Much of the rest of the fund is budgeted for equipping the new vehicles with signs, radios, and emergency supplies.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ He noted that for Section G there was no study planned for 2010.</li> <li>▪ Nathanael reviewed the budget highlighting that total expenditures for the volunteer driver program were budgeted at \$118,113 and total expenditures for the minibus program were budgeted at \$106,641.</li> <li>▪ Debbie explained that the amount of county levy available to the program had been frozen at the same level, and that expanding service under these conditions was difficult because funding had to be secured from other sources.</li> <li>▪ The members of the public were given the chance to comment.</li> <li>▪ Fred Gellerup asked if the grants were constant. Debbie explained that the s85.21 was available every year. She noted that if STRAP funding was received, that the STRAP program was set to expire at the end of 2010. She had been told that there were people working to try and extend that program.</li> <li>▪ Fred asked how an increase in demand would be met if budgets remain the same. Debbie said that finding efficiencies and increased coordination were the first step. Reducing service would be a last resort.</li> <li>▪ <b>Motion by Fred Kaiser to approve the s85.21 application as written; Second by Bernadette Krentz. Motion carried with no dissent, Rick King abstaining.</b></li> </ul>
<p>B. Recommendation to Appoint Vision 2020 Representative to TCC</p>	<ul style="list-style-type: none"> <li>▪ Debbie introduced Kim Cassidy from Vision 2020.</li> <li>▪ Kim explained what Vision 2020 meant. The goal of the organization is to eliminate childhood poverty by 2020. The local chapter's goal is more general in that they want to end all poverty in Waushara County by 2020.</li> <li>▪ They have several sub-committees, one of which is dedicated to addressing transportation barriers in the area. They want to ensure that they are not duplicating this committee's efforts, and would try to enhance them.</li> <li>▪ <b>Motion by Rick King to recommend to the county board that Kim Cassidy be appointed to the TCC to represent Vision 2020, and to recommend that Bill Rosenau be appointed to take Fred Kaiser's seat as the Veteran's Service Officer. Second by Fred Kaiser. Motion Carried.</b></li> </ul>
<p>C. Acceptance of United Way Funding and Input on Process for Implementing After-Hour &amp; Urgent Need Transportation</p>	<ul style="list-style-type: none"> <li>▪ Debbie Paavola said that \$750 had been received from the United Way for after hour urgent need transportation.</li> <li>▪ Rick King said that letters had been sent out to hospital and nursing homes. It said that the service was available and gave them the number to call Waushara industries. For after hours calls, there is a pager number listed. A driver has the pager and will come in to Waushara Industries, get a van, and pick the person up. If he is not able to, there are a few back-ups.</li> <li>▪ The passenger would be billed for the trip. The charge would be \$15/hr for the driver and \$1/mile. This would be billed in 15 minute increments.</li> <li>▪ If the passenger failed to pay the bill, the money from United Way would be used to cover the costs.</li> <li>▪ Questions arose as to if Medical Assistance could be billed if the passenger was covered by it. Rick and Barb Stanke would meet to discuss this.</li> <li>▪ It was mentioned that private insurances would not cover this service.</li> <li>▪ It was recommended that Waushara Industries have the passengers sign a form agreeing to pay for the trip, and Rick said that it was a good idea.</li> <li>▪ Rick will inform Care WI that the service is being offered.</li> <li>▪ Debbie asked Rick to keep track of how many people are served, for the purposes of future grant writing.</li> <li>▪ Members of the public representing nursing homes said that they thought this was a very valuable service and that they would try to assist in getting guardians to pay for trips.</li> </ul>
<p>D. Signage for New Vehicles</p>	<ul style="list-style-type: none"> <li>▪ Nathanael Brown distributed photos of the current minibus vehicles.</li> <li>▪ Discussion followed on what color the new vehicles are.</li> </ul>

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	<ul style="list-style-type: none"><li>▪ Debbie Paavola asked what the committee members thought about changing the signs for the new vehicles to read, "Waushara County Transportation," instead of, "Waushara County Minibus." Discussion followed.</li><li>▪ <b>Motion by Joanna Wisner to purchase signage for the new vehicles identifying them as, "Waushara County Transportation." Second by Fred Kaiser. Motion Carried.</b></li></ul>
E. Weather Cancellation Policy	<ul style="list-style-type: none"><li>▪ Debbie Paavola distributed copies of the weather cancellation policy that she had drafted after a TCC meeting last year. She then reviewed the policy.</li><li>▪ A member of the public asked if drivers would wait for dialysis patients after 4:30pm if the clinic was running behind after opening late for snow. She was assured that if a driver had brought a patient in, they would take them home.</li><li>▪ Fred Gellerup said he thought the policy was clear and well written.</li><li>▪ <b>Motion by Fred Kaiser to adopt the policy as written. Second by Bernadette Krentz. Motion Carried.</b></li></ul>
FUTURE AGENDA ITEMS	<ul style="list-style-type: none"><li>▪ Barb Stanke mentioned that she had been invited to a meeting about a statewide brokerage for Medical Assistance transportation, and that she could provide an update at the next meeting.</li><li>▪ It was suggested that there be food at the next meeting.</li><li>▪ The next meeting was scheduled for February 23, 2010 at 10:00 am.</li></ul>
Public In Attendance	<ul style="list-style-type: none"><li>▪ Bev Walker, Heartland-Preston Inc.</li><li>▪ Barb Stanke, Waushara County HS</li><li>▪ Bill Rosenau, Waushara County Veteran's Service Officer(incoming)</li><li>▪ Lynne Wichman</li><li>▪ Kim Cassidy, Vision 2020</li><li>▪ Marilyn Dehling, Aurora Dialysis</li><li>▪ Shanon Kolodzik, Preston Place</li><li>▪ Dorothy Schultz, Preston Place</li></ul>
ADJOURNMENT	<ul style="list-style-type: none"><li>▪ <b>Motion to adjourn at 2:35 PM by Rick King; second by Joanna Wisner. Motion Carried.</b></li></ul>
Recorded By:	Nathanael Brown, Debbie Paavola

Respectfully submitted,