STIF Advisory Committee meeting minutes on 10-4-18

**Introductions:** David Ross- Community Connection, Jeannie Vice-TAC member, Connie Guentert-Community Connection, Kathleen Ellyn-Wallowa County Chieftain, Caprice Locke-Wallowa County Grants Coordinator/PTAC member, Tasha Tanzey- Winding Waters Clinic, Crystal Allen- Wallowa County Grant Administration Trainee.

**Advisory Committee members:** David Ross, Jeannie Vice, Caprice Locke, Tasha Tanzey

**Guests:** Kathleen Ellyn, Connie Guentert, Crystal Allen

**Review and Approve Minutes:** Tasha asked if everyone had time to review the minutes. Committee members took time to review. Caprice asked if TAC was correct for Jeannie Vice. Connie stated that there are two different committees, and Jeannie’s designation is correct. Caprice stated that she has the same designation in the minutes. Connie stated that she would correct Caprice’s designation to PTAC. Committee reviewed the minutes for any other corrections, seeing none, a motion was made to approve the minutes with the one correction. Motion to approve made by Caprice, Seconded by Jeannie, and all in favor. Minutes Approved with one change.

**Agenda item #3:** Quorum Present

**Agenda item#4:** Review Public Meeting information:

Connie presented the three survey’s completed from 7 public meetings. Connie explained that we held more meetings than required, a meeting in each community at 12:00 pm, and at 6:00 pm. except for the city of Joseph due to a charge to use their facility. This many meetings were held to encourage public participation, and ensure that there was an optional time available to suit different work schedules. Two of the surveys were completed by attendees at the evening meeting in Enterprise. The people thought that the meeting was about roads but were willing to participate. The third survey was completed by a shopping bus rider. Kathleen Ellyn stated that she has heard from two community members how excited they were about the new funding and new or increased services. Tasha stated that Winding Waters Clinic experiences client transportation barriers each day. All committee members reviewed the surveys.

Connie explained that she would like to have a fixed route in the county but having a required complimentary paratransit bus service does not make budgetary sense. Kathleen asked what Paratransit is? Connie explained that Paratransit is a transit service that will deviate off routed stops to pick up riders at their homes if they meet the paratransit guidelines. This is a ADA requirement when operating a fixed route and a federal rule that must be followed.

**Agenda item #5:** Review Project Plan

The list of projects was handed out to members for review and explanation. Connie explained that the plan is a biennial plan but this first grant cycle has an additional year involved as fund collection began in July 2018 to assist with dispersing funds in Late April 2019. The disbursement date has been changed several times with the date being moved further out each time. Connie explained that ODOT asked for 100% funding and 130% funding projects. Caprice asked about projects that couldn’t be completed without the 130% funding; was that taken into consideration when projects were identified.
Connie stated that this was considered. Connie asked if members wanted to go over the plan year by year, project by project. Connie was asked to provide a summary of the projects by year and project. Connie explained the list of projects by year and project, providing historical data and information as necessary. Caprice asked for clarification about year 1 carry-over if 100% funding or 130%. Connie stated that this is a 100% funding level. Crystal asked about if staffing wages included taxes? Connie stated it did. Caprice asked about the building remodel and how the $40,000 was calculated. Connie stated that she reached out to a contractor to give a rough estimate for the remodel. She further explained that the remodel will cost significantly more than the $40,000 and CCNO will cover the remainder of the costs with set aside funds. Connie explained that the year 3 project list is a continuation of year 2 projects; free fare, staffing costs, and continued demand response service at 5 days per week.

130% funding levels each year are in the plan; those funds will be held over for future operational costs. Connie explained that STIF funding allows for carry-over funds and this committee identified the importance of carry-over for future operational costs if necessary.

Caprice asked for clarification about STIF required services under this funding. Connie explained that new/expanded services, low-income households, and students (grades 9-12) are requirements. Caprice asked about old Health Department building being available for transit services. Tasha stated Winding Waters is using this facility at this time. Connie explained that separating transportation from the current office will impact client services in other programs. The building expansion was discussed, where in the building the expansion would take place. Caprice asked about Bus Shelters and stated how important they are to our community, especially with expanded services. Connie explained that we can apply for a discretionary grant for bus shelters and it is possible to piggyback on another grant to get a better deal. Connie stated that she reached out to partner agencies concerning costs and all the requirements. There is a significant process in getting shelters installed due to DEQ and the public process. Bus shelters should be identified as a future project, possibly the next grant cycle.

Connie asked for final comments or suggestions. She emphasized this committee needs to approve the plan. Tasha asked for an explanation of Demand Response and how it is operated. Connie explained the service, and how it works for dispatching & riders. A conversation continued about how the new demand response services will operate with the increased days & hours of service. David stated he thought that the expansion of services will benefit Winding Waters medical clients as they will be able to ride the bus, free of charge, to the clinic which can possibly alleviate service denials. Connie stated that this service will most likely explode over the next few years. Caprice was complimentary to the partnership between Community Connection and Winding Waters, and that it was nice that there wasn’t a duplication of services. Tasha explained how Community Health Workers advocated for and assist clients in many ways. A conversation ensued about community partners and the positive impact that it has on clients when collaboration occurs.

Plan of projects attached to minutes.

**Agenda #6: Plan changes or recommendations**

No changes or suggestion to the plan. Jeannie made a motion to approve the plan as written, Tasha seconded the motion, all in favor, unanimous approval by the committee.

**Meeting on Tuesday, October 8th, 2018:**
Discussion about the next scheduled meeting and the need to have it. Committee decided that the meeting was publicly posted and should therefore be held.

Meeting adjourned at 11:04 am.

Minutes respectively submitted by: Connie Guentert

Minutes approved on 10-9-18 meeting at 10:00 am.