

Helena Transportation Advisory Council Minutes
City County Building, 316 North Park
Room #426
April 15, 2014
3:00 PM

Attendance: Cindy Baril (outgoing Vice Chair), Steve Larson (HATS), Allison Batch (SAVE), Elizabeth Andrews, (HCC District #2/incoming Chair), Les Clark (MILP), Brian Johnson (United Way/incoming Treasurer), Carole Solomon (YWCA), Jaymie Sheldahl (RMDC-Head Start/incoming Secretary), M.C. Beeby (Youth Connections), Laura Erickson (Finance L&C County), Deborah Swingley (Mt Council MDD/incoming vice-chair), Andy Hunthausen (BOCC), Vivian Crabtree (outgoing Chair), Karen Lane (L&C Health Dept), Mike Hruska (taxi), Janette Clark (pending), Pat Sanders (DPHHS), Rachel Peura (City Helena ADA Committee), Susan Pesta (West Mont), Judy Harris (citizen), John McRea (Aging Services), Bobb Allen (at large), Jennie K. P. Ekwortze (Senior Companions) and Barbara Sheridan (outgoing Secretary/HATS).
Conference Phone: No callers.

Introductions: Meeting started with introductions all in attendance signed sign-in sheet.

Approval of minutes: Deborah Swingley moved to amend the 3/18/14 minutes with the following language, "Staff was reminded that HTAC role is to advise the Lead Agency, and part of the TDP and FY15 Coordinated Plan is for HTAC to explore existing and additional funding mechanisms, not just the district approach suggested by city staff." Motion was seconded by Elizabeth Andrews. All in favor of amendment and minutes approved.

Old Business:

- a. Election results
- b. CTAA Grant Round 2 (update from county/MTCDD proposal update/conference highlights)
- c. HTAC request to staff for costs for services outlined in JY 2015 coordination plan (status?)
- d. MILP Mobility Management Pilot Project proposal

A. Election results:

Chair – Elizabeth Andrews
Vice-Chair – Deborah Swingley
Treasurer – Brian Johnson
Secretary – Jaymie Sheldahl
Incoming officers were introduced and meeting was turned over to new Executive Committee

Gifts were given to outgoing executive committee and thanks given for years of service.

Vivian's advice: "Keep coming to the meetings. Nothing more important right now than to build a transportation system that can serve our city and eventually our county. We don't have time for the nonsense of six people at the table anymore."

B. CTAA Grant Round 2 (update from county/MTCDD proposal update/conference highlights):

Laura Erickson said there was a proposal requesting consultant services received from the MT Council on Developmental Disabilities. Deborah Swingley passed out a one page summary of proposal. It will be on the agenda for the meeting on Thursday April 23rd at 9am and Laura will send out agenda. Appreciate county putting time into application. If proposal accepted it will begin right away.

Commissioner Andy Hunthausen, Vivian Crabtree and Laura Erickson gave conference highlights:

Vivian - Seven organizations were selected to come for training and education. They got to know each other and the different problems then they interacted even at lunch time they were divided up so they were a good mix. They have for the next year a list of projects that we have to do. Laura has to write a monthly report and submit it then at the end of the year the reason for all this was made clear

at the end of the project. What are you going to do with all the info? The hope and energies will go into taking all the information and build a model to help all the rest of the states that need to develop public transportation in their counties. Good cross selection of states, rural and city.

Laura – loved us from Montana. Some of the funders will visit us this summer. Intense project and they saw the growth around one. They are really pulling for us and offer a lot of support.

Andy – excited about our first round, they were excited about what the plan is. Recognize the opportunity our community has. Andy thinks there will be future funding. Money for mobility managers and expanding systems and they said maybe, no guarantees. It was a diverse group with great stories some are much further ahead then we are, we have a lot to learn from each other.

Deborah Swingley requested the HTAC endorse the collaborative application of MTCDD and integration of the HTAC members via subcommittee work if the grant is successful. Deborah informed the HTAC that none of the disability collaborators on the grant are receiving funds through the contract. All of the award funds will be going to the consultants for their specific scope of work. Elizabeth Andrews is a professional community organizer and was approached by Deborah Swingley to help with the proposal and implementation. Elizabeth also offered to donate pro-bono any help she can give while acting as Chair of HTAC. They put the proposal together in collaboration with several HTAC members after the last meeting. Deborah will act as the administrative entity and Elizabeth will act as consultant coordinator and liaison to HTAC./subcommittees.

Deborah Swingley moved that HTAC endorse the collaborative application of MTCDD and integration of the HTAC members via subcommittee work if the proposal is accepted by the county commission.

Seconded by Vivian Crabtree.

Discussion: Les Clark asked what consultants will be used. Elizabeth Andrews summarized action areas and proposed consultants: invigorate the HTAC (coordination/travel training program/develop mobility management program), policy and funding, HATS Communications and Marketing, Consumer Engagement – consumer council).

Vote called and passed unanimously

C. HTAC request to staff for costs for services outlined in FY 2015 coordination plan (status?):

HTAC requested from city personnel in last meeting to have actual costs attached to each line item as outlined in the FY2015 Coordination Plan – Steve has not spoken to Tim McGee. Elizabeth will follow-up.

D. MILP Pilot Project proposal – Bob Maffit:

Bob is heartened by the attendance and HTAC is piggybacking on momentum. Bob is Executive Director of MILP. MILP put in for 5310 capital funds along for an accessible van they want to integrate in with partners the city and the Taxi Mike Ruska, so city taxi can offer ride to person with a disability. We are ahead of the nation in a cooperative partnership. Steve and Bob are in the process of drawing up a contract:

1. Demonstration project
2. mobility management and developing an integrated transportation plan
3. Levels playing field:

Mobility Management is tactical and strategic.

Determine eligibility, work on educating staff, when denied ride work with Mobility Manager to work with taxi or volunteer ride

Outreach relationship building create more MOU's

MILP propping to match some of the unexpended 2014 HATS funds from the feds, so funds have to be spent by the end of the fiscal year, June 30th.

Want to approach both and hope project will also inform county grant activity around mobility management program and job description.

Will there be a reduction in taxi fares? Taxi companies is regulated by public service commission so there will be rides if they could have gotten by the public but couldn't can get a taxi ride and the ride will be comparable in cost to keep everything on a level playing field. It is going to enrich our community to a 24/7 service for people with wheel chairs. West Mont may be able to help with after hours service. Mobility Manager will develop a system where more sources can offer rides.

Ridership update: (see attached)

New Business:

- a. HTAC 2015 Work plan (Review Priority in coordination plan/set up respective subcommittees – New Chair would lead this discussion)

A. HTAC 2015 Work plan (Review Priority in coordination plan/set up respective subcommittees):

Priority for the HTAC is to revitalize and have a clear direction. Elizabeth found a tool “Framework for Action” to help build a coordination work plan for the year through a three hour work session. Deborah Swingle explained briefly the benefits to a self-assessment process, is a trained facilitator and volunteered to facilitate the work session at no cost to the HTAC. Need a half a day commitment from HTAC members. Brian Johnson wanted to clarify the notion of going through a planning process to take the FY 2015 Helena Coordinated Plan submitted to MDT in March and boil it down to action steps.

How does work of this committee and three hour planning session mesh with what Steve does on his own? HATS is the HTAC lead agency. In order to get federal funds lead agency is required to have a TAC to help assess, prioritize, plan, vet coordination opportunities and other opprotunities. HTAC is responsible for the Coordinated Plan part of the HATS 5311 grant funding application to MDT each year. Having HATS and other HTAC members and transportation people in the community come to the work session will be valuable so we can better coordinate with the agencies and organizations committed to transportation resources around the community. 5 year TDP and Helena Area Inclusive Planning Grant Round 1 helped inform FY 2015 Helena Coordinattion Plan developed by HTAC in Jan and Feb. HATS can only implement a few year one action items, as working under a status quo budget. Several Year One action items that city not funding covered by county grant. Others will need additional sources of funding in order to be accomplished in FY 2015.

Elizabeth will go forward getting dates and times out to see what will work best and have the work meeting set for either late April or early May.

Elizabeth put together proposed subcommittee sign up to line up with grant action plan in prep for county commission approval so group can hit the ground running:

1. Coordination Subcommittee (includes coordination, travel training and mobility management activites
2. Service Improvement/Funding Subcommittee
3. HAT Communications and Marketing Subcommittee
4. Consumer Engagement Subcommittee

Subcommittees will inform and help guide the consultants. Passed around a sign-up sheet for subcommittees it will be also be circulated and on on google docs for sign up.

Public Comment Opportunity:

1. Bob Allen asked if meeting could be held at 2pm instead of 3. Another suggestion was to meet after 5 or on the week-end because people want to come to the HTAC meeting but have to work during the current meeting time. It will be discussed at self-assessment.

2. Elizabeth Andrews asked Vivian Crabtree to work with Council on review and revision of by-laws at next month's executive committee meeting
3. Peccia and Associates have been hired to put together the Ten Year Greater Helena Area Transportation Plan and want to meet with HTAC and talk about the process and get input. This is an opportunity to get HTAC involved in transportation future planning for the broader Helena area.
4. HTAC members asked for further explanation as to what the sub-committees are so HTAC members know where best to volunteer. Elizabeth Andrews will send out an email with detailed descriptions and tentative time requirements.

Cindy called motion to adjourn, motion was seconded. Meeting adjourned at 4pm.

Next Meeting: Proposed date – May 20, 2014 at 3:00 P.M. in room #426 of the City County Building, 316 North Park Ave.

NOTE** All agenda items/issues must be turned into Elizabeth Andrews no later than May 9, 2014. Final agenda and materials will go out a week ahead of monthly meeting. A reminder e-mail will go out the day of the meeting. Meeting will be posted on the city web www.helenamt.gov/public-works/hats.html They will also be available in the HATS conference Room in a binder. Please print your materials and bring them with you to the meeting. Thank you!