

**DATE:** October 11<sup>th</sup>, 2017  
**TO:** Coordinated Transit Committee (CTC)  
**FROM:** Megan Walker, Associate Planner  
**RE:** October 18<sup>th</sup>, 2017 CTC Meeting

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The Coordinated Transit Committee will meet **Wednesday October 18<sup>th</sup>, 2017 at 10:30** at the MAPA Offices – Downstairs Training Room. Please enter the building through Metro's front door and follow the signs to the Training Room in the lower level. The agenda item materials are available at the MAPA offices and online at <http://www.mapacog.org/boards-a-committees/58-agendas>.

**AGENDA**

**For CTC Approval**

1. Introductions
2. Meeting Minutes  
The committee will consider approval of the September 20<sup>th</sup>, 2017 CTC meeting minutes. (Action Item) (Attachment)
3. Membership Criteria  
Staff will review the suggested changes for membership criteria and implement them for the CTP update. (Action Item) (Attachment)

**For CTC Discussion**

4. 5310 Update  
Staff will provide an update on the 5310 grant statuses
5. Scoring Committee Subgroup  
Report out and discussion on what the subcommittee has developed for the scoring rubric for capital projects
6. Political Education and Advocacy  
Black Hills Works and ENCAP will discuss the steps they take to reach out to elected officials and how the CTC as a whole can coordinate on this
7. Additional Business
8. Next Meeting  
The next CTC meeting will be at 10:30 on November 15<sup>th</sup>. This meeting will be located at the MAPA Downstairs Training Room.
9. Adjourn

Auxiliary aids, language assistance, and services are available when requested in advance, please call the office.  
Si necesita ayuda con traduccion, por favor llame la oficina.

Coordinated Transit Committee Minutes

**Date: Wednesday, September 20, 2017 10:30 a.m.**

**Location: MAPA Offices, Omaha, NE – Training Room**

**In Attendance:**

Chair:

Lisa Picker, Heartland Family Services

Vice-Chair:

Ann Grober, City of Council Bluffs

Sara Hansen, Nebraska Vocational Rehabilitation (NE VR)

Rita Hamele, Crossroads

Karen Jackson, City of Bellevue

Phil Johnson, Black Hills Works

Lois Jordan, Florence Home

Rob Koneck-Wilcox, ENCAP

Mark Lander, SWITA/SWIPCO

Bob Matthews, Black Hills Works

Darlene McMartin, Pottawattamie County VA

Lisa McMichael, Ollie Webb Center Inc.

Dan Stache, Omaha Public Schools

Randy Stonys, ENHSA

Rich Surber, Lutheran Family Services

Sue Tangeman, City of LaVista/Ralston

**MAPA Staff**

Court Barber

Christina Brownell

Megan Walker

Travis Halm

**For CTC Approval**

**1. Introductions**

Ms. Picker called the meeting to order at 10:33 a.m., welcomed the committee and introductions were made.

**2. Meeting Minutes**

Ms. Picker introduced the July 12, 2017 minutes and asked if there were any additions, deletions or corrections.

Ms. Grober noted errors under Item 4, 5310 Rubric including spelling errors in "5310" and Ms. Grober's last name. Ms. Grober also noted there are many grammatical errors and asked that the wording be corrected to make more sense and better reflect the discussion of the 5310 Rubric.

## Coordinated Transit Committee Minutes

Mr. Matthews MOTIONED to approve the July 12, 2017 minutes with changes noted above.

Ms. Grober SECONDED.

Motion passed.

### **3. Membership Criteria**

Ms. Walker and Mr. Barber presented to the committee recommendations on membership criteria for voting members. Current criteria allows for 21 voting members, 3 unexcused absences and unlimited excused absences. Ms. Walker stated that in a previous meeting the committee had discussed increasing the voting membership to 25 as the committee has been expanding and currently has no open seats for additional voting members. Mr. Matthews asked what the current quorum is. Ms. Walker stated the quorum is currently seven and that meetings typically have 25-30 in attendance. The committee stated that they were in agreement to increasing the membership to 25. A motion was made by Ms. Jordan and seconded by Ms. McMartin to increase the membership to 25. Ms. Picker asked if there were any more questions or any discussion. Ms. Picker then asked if the committee had decided to conduct voting with a roll-call vote. Ms. Walker and Mr. Barber explained that this change would need to be included in an amendment in the CTC By-Laws and then that amendment would be brought forth to the committee for a vote. It was decided that the agenda item for Membership Criteria (number of voting members, quorum, and absences) would be discussion only and no action will be taken by the committee at this time. Ms. Picker explained that the committee would discuss the membership criteria recommendations today and will take action at the next meeting on the proposed amendments to the By-Laws. Ms. Jordan and Ms. McMartin withdrew their motions and seconds and no action was taken. Discussion continued. The committee reviewed the recommendations and it was determined that changes to the By-Laws would include increasing the voting membership of the CTC Committee to 25 (from 21); allowing each voting member a total of 3 absences in the fiscal year (July 1 – June 30) and eliminating the excused/unexcused categories and setting the quorum to 40% of the total voting members. There was additional discussion around attendance. Mr. Landers asked if members would have the ability to call in via teleconference and stated the importance of that in the event of inclement weather during winter months, staff stated they would look into that. It was also stated by staff that voting members are identified as the agency, not the representative. This allows for agency representatives to send another individual in their place should there be a schedule conflict.

## **Discussion Items**

### **4. Agency Spotlight**

Mr. Rich Surber, Lutheran Family Services, presented to the committee for the Agency Spotlight. Lutheran Family Services assist in the areas of Mental Health, Behavioral Health and Refugee Resettlement and Employment. Mr. Surber serves in the area of Refugee Resettlement and Employment. Lutheran Family Services assist mental health patients with therapist, managing and monitoring medications, peer support specialist to assist police with calls involving people with mental illnesses, veterans support. Lutheran Family Services has community support services to assist with coordination of health services, housing etc. For Refugee Resettlement and

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Employment services, the agency will first assist with getting the refugees connected with a physician to identify and take care of their medical needs. The agency will assist in getting them housing and provide three months of rent support. Many of the refugees come straight from overseas into Omaha and others come here as secondary migrants. The employment services has a program to assist those with career level education and experience to transition from the elementary level employment into a higher level job in their career field. Transportation is a challenge for employment. Many will ride with relatives, neighbors or friends. Public transportation is often a challenge because of routing, transfers, understand the schedule, first mile-last mile and all of those are bigger issues during the winter. Mr. Surber mentioned possible solutions including AVL so drivers and passengers know where the buses are; possibility of a part-time uber-like network; employers assisting with transportation for the employees; zip-car (rent by the hour) and ride-share/van pooling. Mr. Surber stated that coordination is the key to finding solutions to the issues.

### **5. 5310 Update**

Mr. Barber presented a brief update to the committee an update on 5310 funding. The 2017 operations grant was approved by FTA on Friday, September 15<sup>th</sup>, awardees include City of Council Bluffs; Florence home for the Aged; Black Hills Works and Bryant Resource Center. The 2017 Capital vehicle purchases, awardees include Eastern Nebraska Human Services Agency (ENHSA); City of Bellevue and City of Council Bluffs. NDOT estimates vehicle delivery in December. Mr. Barber stated that he expect that to be pushed back further and will provide an update after his meeting with NDOT next week. Mr. Barber gave an expected timelines and awardees for the 2018 Operations Grant and the 2018 Capital Grant. Mr. Barber stated that staff is working on improving the process with NDOT to have a more reliable schedule.

### **6. Political Education and Advocacy**

This agenda item was skipped due to time constraints.

### **7. Additional Business**

No additional business was discussed.

### **8. Next Meeting**

The next CTC meeting will be at 10:30 a.m. on October 18, 2017 in the MAPA Downstairs Training Room.

### **9. Adjourn**

Ms. Picker adjourned the meeting at 11:30 a.m.