

**Minutes of January 9, 2018**  
**Mid-State Regional Coordinating Council (RCC) Meeting**  
 Future in Sight  
 25 Walker Street, Concord, NH 03301

<b>VOTING MEMBERS PRESENT</b>	
Pam Jolivette, CAP BMCI (Vice Chair)	Donna Fanny, Future in Sight
Dean Williams, CNHRPC	Robert Lethbridge, Community Bridges
Carrie Chandler, Genesis Behavioral Health	John Stoll, City of Concord
Katy Nowoswiat, American Cancer Society	Tom Schamberg, Town of Wilmot
Betsey Rhyhart, NH Accountable Care Partners	

**1. Welcome and Introductions**

Vice Chair P. Jolivette called the meeting to order at 2:07 PM and asked everyone to introduce themselves.

**2. Review and approve the minutes of the November 14<sup>th</sup> RCC meeting**

A motion was made to accept the minutes from the November 14, 2017 meeting with one minor correction.

m/s/approved                      T. Schamberg/D. Fanny

**3. Officer Nominations**

A motion was made to elect John Stoll as the Chairman of the Mid State RCC.

m/s/approved                      T. Schamberg/C. Chandler

**4. 5310 Purchase of Service Update**

- a. D. Williams reported that he had not yet received ridership numbers for the Month of December. He added that November numbers were consistent with how the program had been performing and she suspected that December numbers would be no different. P. Jolivette stated that she had heard of no issues with the BM-CAP VDP Program.
- b. D. Williams informed the committee that there were 27 Taxi Voucher trips used in December between two users at the County Corrections. One user had been using it to get to work and will no longer be using the vouchers in the future. The other user was using it to get to treatment in Concord. D. Williams checked the location of the treatment center and noted that it was not on a bus route therefore there was no duplication of service. T. Schamberg questioned the details of the program and D. Williams answered. The program is administered by the Merrimack County Department of Corrections who is using Federal Transit Administration 5310 funds to pay for 80% of the taxi rides for their users. The County pays for the other 20%. The program is only for persons with disabilities or people of over the age of 60. The users may not have any other mode of transportation available to be eligible. The users are people who have been incarcerated but court ordered for work release or rehabilitation. Without this transportation option, the users would likely be incarcerated and would not be able to get a job or additional treatment.
- c. The 5310 Purchase of Service Funds are also used to fund trips for riders with disabilities in addition to seniors. P. Jolivette reported that there were 218 trips in November for persons with disabilities on the Rural Transit System.

A discussion regarding the regional volunteer driver programs (VDPs) ensued. P. Jolivette noted that there are currently 10 VDPs in the Mid State Region which have a variety of restrictions on customers and areas served. D. Williams added that the Belknap Merrimack Community Action Program (BMCAP) operates a VDP program throughout the region that utilizes FTA 5310 funds. The BMCAP VDP provides rides for seniors over 60 and persons with disabilities. Rides are prioritized with non-emergency medical being the

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top priority and social needs being the lowest. Customers are limited to two rides per week unless it is a crucial medical appointment such as dialysis.

**5. 5310 Formula Funding Update**

P. Jolivette explained that the 5310 Formula Funds are used to expand the RTS into new areas that were previously not served. There were 95 rides provided in November.

The committee then reviewed Larissa Djuvelek-Ruggiero's last Regional Mobility Manager Report. L. Djuvelek-Ruggiero left her position at BMCAP on January 4<sup>th</sup>. P. Jolivette noted that she was waiting until after the holidays to advertise the position opening which she expects to happen sometime in January. Pam will continue her roll at BM-CAP until March and she will assist BMCAP with the formula funding application which funds the Regional Mobility manager position and the RTS expansion.

P. Jolivette continued to explain that the next round of FTA 5310 Formula Funding has been announced and applications are due on March 2<sup>nd</sup>. BMCAP intends to apply for funding for a Regional Mobility manager and for the RTS expansion similar to previous years. B. Rhyhart questioned how much money BMCAP applies for those two items. P. Jolivette explained that the RTS expansion is about \$45,000 per year and the Regional Mobility Manager Position is between \$50,000-\$60,000. The Formula Funding budget with exact figures will be shared with the RCC in February prior to the application being submitted in March. D. Williams added that BMCAP would need to be designated by the RCC as the Lead Agency for the Formula Funds.

A motion was made to designate Belknap-Merrimack Counties Community Action Program as the Lead Agency for the Fiscal Year 2019 Formula Funds.

m/s/approved                      D. Williams/T. Schamberg

**6. Statewide Coordinating Council Update**

P. Jolivette recalled that at the November meeting the Mid State RCC reviewed the memo NHDOT had sent out regarding 5310 Capital Grant funds. NHDOT currently doesn't allow 5310 funds to be used to purchase a vehicle with less than 12 seats. The Statewide Coordinating Council (SCC) was seeking input from the RCC's and 5310 funding recipients regarding changing the minimum vehicle size requirement. The Mid State RCC had responded to the memo in favor of eliminating the minimum vehicle size requirement. The SCC canceled its January Meeting due to weather so there were no results available.

P. Jolivette proceeded to explain that one of the other major topics of the SCC was whether to restrict regions to spending 5310 Formula Funds on mobility management. D. Williams handed out a document outlining what sort of activities are considered Mobility Management. The NHDOT had decided not to add restrictions to the FY 2019 Formula Funds and instead left them level funded from previous years.

P. Jolivette added that the SCC was still discussing how to formalize data collection among 5310 funding recipients as well as among all transportation providers throughout the state. Issues range from how to categorize trips to how to define a trip. D. Williams noted that he would be requesting 2017 data from BMCAP VDP and would share it with the group once it is tabulated.

**7. Future Meeting Schedule**

The council recommended that the full RCC meet on February 13<sup>th</sup> at 2:00 pm at Future in Sight.

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**8. Any other business**

T. Schamberg asked if there was any sort of visual diagram available that showed the various partners and described roles regarding the NHDOT, SCC and RCC's. D. Williams offered to put something together to show how each group is structured and related. P. Jolivette noted that TransportNH is NH's advocacy group for transportation and that they are a valuable resource for transportation information in NH.

P. Jolivette informed the group of a transportation subgroup of the Alliance for Healthy Aging. The group is completing work relating to transportation needs of the elderly and aging population. They are actively looking for partners to contribute to their work identifying ways to improve transportation for the elderly.

D. Fanny asked if any organizations had experience with surveying people's transportation needs. D. Williams responded that Concord Area Transit had recently surveyed their riders as well as the general public. He added that many towns survey their community's transportation needs during Master Plan Updates. P. Jolivette noted that she was also familiar with some transportation needs surveys and that BMCAP also had examples that may help her.