

APPROVED Minutes of February 13, 2018
Mid-State Regional Coordinating Council (RCC) Meeting
 Future in Sight
 25 Walker Street, Concord, NH 03301

VOTING MEMBERS PRESENT	
Pam Jolivette, CAP BMCI (Vice Chair)	Donna Fanny, Future in Sight
Dean Williams, CNHRPC	Cindy Yanski, Friends Program
Elizabeth Reynolds, MCDOC	John Stoll, City of Concord
Robert Friberg, MCDOC	Tom Schamberg, Town of Wilmot
Derek Lavoy, GSIL	Cassie Mason, NH State Arts Council
Roger Vachon, EngAGING NH	

1. Welcome and Introductions

Chair J. Stoll called the meeting to order at 2:04 PM and asked everyone to introduce themselves.

2. Review and approve the minutes of the January 9th RCC meeting

A motion was made to accept the minutes from the January 9, 2018 meeting.

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

3. 5310 Purchase of Service Update

- a. D. Williams reported that the Belknap-Merrimack Community Action Program (BMCAP) Volunteer Driver Program (VDP) provided 456 rides in the month of January. He added that the numbers were consistent with how the program had been performing the last few months. He then shared a table showing how many drivers reside in each town, how many customers reside in each town and how many trips were provided that originated in each town. He noted that there were some trips that originated out of this region which were return trips mostly from customers going to Manchester or Lebanon. He also clarified that all of the data was from the calendar year 2017. The group also looked over the 2017 trip purpose data which showed that the majority of trips are medical related. D. Williams also noted that almost 25% of the total trips are still not being defined.
- b. R. Friberg informed the committee that there were 12 Taxi Voucher Program (TVP) trips used in January between two users at the County Corrections. One user had been using it to get to work in the beginning of January but had stopped using it once they could afford the ride. The other TVP user was utilizing the program it to get to appointments at the Department of Corrections (DOC). R. Friberg added that the Edna McKenna Community Corrections Facility was near completion and an Open House is scheduled for the 26th of February. The building is next door to the existing Department of Corrections building and is intended to treat offenders and help reintegrate them back into society. It may be slow to start as eligibility will likely have to be part of a sentencing and the judges will need to decide who would be good candidates for that type of program. Once this facility opens, sometime shortly after the open house, the DOC expects the Taxi Voucher Program to become increase in utilization because many participants will likely fit into the Taxi Voucher Program.
- c. P. Jolivette clarified that the 5310 Purchase of Service Funds are also used to help fund trips for riders with disabilities in addition to seniors on the BMCAP Rural Transit System (RTS). P. Jolivette reported that there were 233 trips in December for persons with disabilities on the Rural Transit System.

4. 5310 Formula Funding Update

- a. P. Jolivette continued to explain that the 5310 Formula Funds are also used to expand the RTS into Alton, Andover, Loudon, and Hopkinton that were previously not served. There were 101 rides provided in December as a result of those expanded routes.

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- b. P. Jolivette reviewed the Fiscal Year 2019 5310 Formula Funding Application which she noted was requesting \$59,242 of FTA funds for mobility management and \$33,193 FTA funds for the RTS program. She added that in FY 2019 the RTS expansion would also include a new expanded route from Northfield to Laconia. P. Jolivette also pointed out the uncertainty of the mobility management position budget because BMCAP is still in the hiring process and the future employee, once hired, may or may not need insurance. BMCAP has committed \$5,000 in match for the position but the rest of the \$9,811 match needed would still need to be raised. A

A motion was made to approve BMCAP's 5310 Formula Funding application requesting a total of \$92,435 for mobility management and expansion of the RTS program for Fiscal Year 2019.

m/s/approved D. Williams/R. Vachon

P. Jolivette continued to say that while creating the budget for 2019 she looked into the existing trip rate of \$14.00 per trip, under the existing FY 2018 Purchase of Service budget, and calculated that the actual cost was \$16.00 per trip. After reviewing the remaining funds and with knowledge of the actual trip cost she noted that she would like to request a trip rate change from NHDOT for the remainder of the Fiscal year 2018.

A motion was made to increase the trip rate for the remainder of FY 2018 from \$14.00 per trip to \$16.00 per trip under the existing 2018 Purchase of Service grant.

m/s/approved R. Vachon/D. Lavoy

Additionally, P. Jolivette noted a similar rate difference with the 5310 Formula Funded route expansions where the actual cost was \$45.00 and the existing rate cost for billing is \$40.00. She also asked that, with permission from the RCC, the RTS expansion 5310 Formula Funds may be used to begin a new route serving Laconia from Northfield. She stated that the need for this route has greatly increased since the Winnepesaukee Transit System ended its service in June of 2017.

A motion was made to increase the Formula Funded RTS expansion trip rate for the remainder of FY 2018 from \$40.00 per trip to \$45.00 per trip and to offer a new expansion route to Laconia.

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

- c. P. Jolivette announced that BMCAP had recently posted a job opening for a regional mobility manager to support the RCC. She stated that BMCAP plans to keep the position open for a little while longer before beginning interviews. A suggestion was made to connect with career centers at universities in NH.

5. Statewide Coordinating Council Update

D. Williams shared a simplified organization chart that he created to help visualize the structure and roles of the Statewide Coordinating Council (SCC) and partners. P. Jolivette added that the SCC is a legislatively designated body and its members are appointed by the legislation. She added that the RCC's were formed by the SCC in an effort to get more input from the local level to identify needs and gaps in service. The RCCs are also tasked with overseeing the 5310 FTA funds in each region because of their local knowledge the regions needs. C. Yanski questioned whether each region was represented on the SCC. P. Jolivette stated that many of the members of SCC are also members of and RCC and between that and the regional planning commission staff who attend the SCC meetings there is representation from every region.

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P. Jolivette proceeded to explain that the SCC had developed four questions that they would like each RCC to discuss and respond back to the SCC.

Question 1: How Can the SCC Support the Work of the RCC?

- Facilitating more communication and coordination between the RCCs
- Assisting with the collaborative approach to data collection to ensure consistency across the state
- Regularly update the RCCs with ongoing statewide initiatives

Question 2: Are there examples of successful coordination efforts in the region?

- BMCAP's Volunteer Driver Program
- Regional Mobility Manager
- Mid-State RCC membership
- Volunteer Driver Network made up of all the VDPs in the region

Question 3: How has the 5310 program impacted coordination in the region?

- Funding the Regional Mobility Manager
- Providing vehicles for various organizations through capital grants
- Funding new services

Question 4: What other projects or program have helped improve coordination and mobility for citizens in the region?

- Statewide initiatives such as Transport NH or Commute Smart NH
- Regional Mobility manager's meetings with town select boards and planning boards
- Regional Planning Commissions assistance developing Master Plans for municipalities

6. Future Meeting Schedule

The council recommended that the full RCC meet on April 10th at 2:00 pm at Future in Sight.

7. Any other business

P. Jolivette questioned whether any RCC members, who are also transportation providers, have signed up with Coordinated Transportation Solutions (CTS), the Transportation Broker who has been coordinated Medicaid rides in NH. D. Lavoy responded that Granite State Independent Living (GSIL) does have a contract with CTS and occasionally provides rides for them. When a Medicaid participant needs a ride, they call CTS who then reaches out to providers to transport the client. The provider then gets reimbursed at their preapproved rate. D. Lavoy stated that there have been some issues such as when someone at CTS calls from an out of state office and doesn't know the geography of NH and how it affects the ability of the provider to travel a certain distance in a given time. P. Jolivette encouraged other providers to consider signing up because the program is entirely reimbursed regardless if the driver is a volunteer or not.

8. Motion to Adjourn

A motion was made to adjourn the meeting.

m/s/approved

D. Williams/C. Yanski