

King County Coordinated Special Needs Transportation Steering Committee Meeting
January 29, 2009 10:00 a.m.

In attendance:

Katie Martin
Patrick Tefft
Bill Eby
Ref Lindmark
Bob Flor
Pam Ryan
Gaby Bell
Tricia Barbachan
Alex O'Reilly
Douglas Ricker
Cindy Zwart
Bob Sahn
Melony Joyce
Francois Larrviee
Linda Wells
Lynn Moody
Jodi Connolly

Welcome:

Introductions were made from members and guests.

New members:

Doug Ricker fills in for Margaret Casey who is currently working on a project in Olympia.
Ref Lindmark replaces Bob Flor who will be retiring shortly.
Katie Martin replaces Andrea Lehner. Katie works for the Northwest Center Employment Training Program.

Guests

Jodi Connolly, a recreational therapist at Harborview Medical center, works with Access program evaluations and the new Transportation Resource Center.
Patrick Tefft, a member of Senior Services, is the Volunteer Transportation Programs of King County, Sound Transit Grant Project Coordinator
Pam Ryan, a social worker, visits us from Harborview Medical Center.

PSRC nomination/seat

Melony Joyce gave an overview of Puget Sound Regional Council (PSRC) organization.

PSRC is a regional planning and procurement agency for funds that come to the committee through New Freedoms and JARC grants. PSRC serves, Pierce, Snohomish, King and Kitsap counties. For each of those counties there is one chair that represents the local planning body. The King County Special Needs Transportation Steering Committee (KCSNTSC) represents the King County chair. Currently Linda Wells is the member and

Alex O'Reilly is the alternate. Linda has other pressing responsibilities and has not been able to remain active. The committee will decide at this meeting who will be our new representative. After discussion among members, it was decided that Linda and Alex would switch positions. Alex will be the member and Linda will be the alternate.

Motion was made and carried.

Other KCSNTSC member business:

Someireh Amirfaiz, of United Way of King County will not be able to continue her role as a member on the KCSNTSC. Doug Whalen, her alternate, will look for someone to replace her on the committee.

System User Representative, Leo Finnegan had a conflict today but is intending to attend the next meeting.

Alex O'Reilly, Bob Sahm and Melony Joyce have been trying to call folks from the member list that have not been attending meetings. The plan is to give these members a couple of phone calls and if there is no response a letter would be written as a final opportunity for them to come forward if they wish to remain on the committee. At that point if slots are open the Committee Chairs would ask for suggestions from the committee on how to fill them. The goal is to have a complete committee.

Ratification of Charter

The charter would be a tool for the committee to use as it endeavors to work and move forward in a more organized fashion and to meet their obligations under SAFETEALU.

Staff support:

King County has provided many hours of staff support. Bob Sahm will continue to give that support and hopefully a Mobility Manager will be funded and that position will be able to provide additional support.

Lynn Moody distributed the Mobility Manager job description to committee members.

Lynn Moody invited members to participate in the interview process for the Mobility Manager position. She stated, if anyone is interested in sitting on that panel please notify her. She will try to post the position in May. If members have suggestions for candidates please send your suggestions to Lynn Moody.

The committee would like to propose that the Mobility Manager, staff support, be part of the discussion group but not necessarily vote at PSRC meetings.

A conversation with PSRC is needed to find out how the voting works with the other mobility managers. There should be equity. The committee decides to table the discussion with PSRC until PSRC introduces their next plan in 2010. That would be a more appropriate time for this discussion. In the meantime, the last sentence of the first paragraph of section IX Staff Support will be deleted.

Ref Lindmark suggested that the committee add language to the charter about providing committee members materials or supporting materials to be voted on prior to the voting day. The committee supported this idea and would like to see language added to the charter.

Lynn Moody discussed fleshing out what roles members play in terms of community outreach and the input form our constituents. She suggested we add information as we find items we can flesh out. The committee agreed.

Lynne Moody suggested that the “Values” were more like strategies. The committee agreed.

Francois inquired about the values listed in the charter. The values were directly taken from the plan. If in 2010 PSRC does an overhaul of their plan it is understood that the KCSNTSC would do an overhaul of the committee plan. A facilitator was hired last time to help guide the committee through the process. There was value in that, and the committee may want to do that again in 2010. It was discussed that the “Roles” section would be better suited in a new section called “Code of Conduct”.

Cindy Zwart suggested we add language to the charter that would give the committee permission to change the charter.

Report on the Workplan Subcommittee Meeting:

Alex O’Reilly spoke to King County Metro’s role as acting Lead Agency. Alex O’Reilly gave examples of other possible agencies: King County Aging and Disability Services, King County Aging program. She reports to the committee what was discussed at the December 16, 2008 Workplan subcommittee.

Role of the Lead Agency:

- The Lead Agency should not be a vendor to avoid conflict of interest
- They should have transportation process knowledge
- Serve as the funding mechanism
- Required some level of technical assistance

A question regarding the function of “funding mechanism” was brought to the table. The members of the committee and their organizations will continue to apply for funds. Alex O’Reilly stated, being a Lead Agency does not preclude another organization that is at the table of the Steering committee from being the lead on writing a grant. For example: Hopelink wrote the grant for the Mobility Manager. Alex and Bob will talk off line with folks who may be interested in becoming the Lead Agency prior to the next meeting.

2010-2014 KCSNTSC – Scope of work:

Alex O’Reilly reads aloud the 3 projects listed on the 2010-2014 KCSNTSC – Scope of work.

See 2010 KCSNTSC – Scope of work

Fact Sheet:

Alex O'Reilly distributes an example of a Fact Sheet, see tri-fold. The Fact Sheet would talk to who the committee is as an entity.

Mobility Planning Services Institute:

Melony Joyce spoke about the Easter Seals Mobility Planning Services Institute. It is an opportunity for communities to put together a team of people to go to Washington DC and spend a week with experts to tackle some of the problems that coordination in the local community can bring. The workshop is totally paid for, including: food, lodging, and airfare. There is no cost to the community. Your group must apply and be selected for the workshop. There are two workshops; the Senior Transportation Institute and the Accessible Community Transportation Institute. You can apply for both. The experience is intense. Follow through with your project is expected and you may need to come prepared with your own project. The institute group will help you create an implementation process for your project. Melony will check on requirements, specifically if one still needs bring their own project. If you are interested in forming a team please contact Melony Joyce.

New Resource Center at Harborview:

Gaby Bell and Jodi Connelly gave a PowerPoint presentation on the Transportation Resource Center. Melony Joyce gave the following background on the center. The center is a place where people feel they can get information about their transportation resources in the community. It makes sense to have this information available at the Accessible Services evaluation center. Harborview came to the front and we feel we can implement at least part of this vision in the existing space and with our existing resources. In April they will be starting the new component. This is a coordination effort. See PowerPoint presentation.

Paratransit Fare Increase:

Access is raising its fares to \$1.00, \$27.00 for monthly pass, which is a .25¢ and \$9.00 increase, effective February 1, 2009. The overall plan is to bring Access fares in line with regular Metro fares.

Summary of Action Items:

- Three new members were voted onto the board: Doug Ricker, Ref Lindmark, and Katie Martin.
The charter was ratified. The following items will be changed or added: Under section VIII Majority vote, a sentence will be added that states: Chairs will make every effort to provide the Steering committee materials to vote on at least 7 days in advance.
- Under section IX Staff support, the last sentence of the first paragraph will be removed. The last sentence of that section will be modified to read. "Staff support may also be provided by the Steering Committee members or their organizations under the discretion of the co-chairs." Item X will be added stating: "The Steering Committee reserves the right to amend or modify the charter by a 60% vote of membership."

- The committee is asked to contact Melony Joyce if there is interest in participating in the Mobility Planning Service Institute.

Discussion of Next Steps:

- Alex and Bob will talk off line with agencies to find out which agencies are interested in serving as the Lead Agency.
- Melony Joyce will gather more information on the Mobility Planning Service Institute.
- If the committee meets in April or May Bob Sahm could arrange to have someone come to our meeting and talk about Link fare structures. We may be able to get a ride on the train. Bob Sahm will approach Sound Transit about doing that.
- Possible meeting dates, the first part of April works well, the first part of May doesn't work because of APTA.
- Bob and Alex will review the "Interested Parties" contact list.