

King County Workplan Subcommittee Meeting:

A subcommittee of the King County Coordinated Special Needs Transportation Steering Committee

December 16, 2008

8:30 a. m. – 10:00 a. m.

In attendance:

Bob Sahn

Alex O'Reilly

Cindy Zwart

Jacque Mann

Melony Joyce

Tricia Barbachan

Required qualifications for the lead agency:

The group discussed what the role and responsibilities of the lead agency should be. There was a consensus on the following:

- The lead agency should not be a vendor.
- Hopelink should not serve as the lead agency because they manage the Mobility Manager and that could be seen as a conflict of interest.
- The lead agency should have transportation process knowledge.

It was suggested and supported by the group that King County Transportation or King County Aging and Disability take on the role of lead agency.

What are the roles and responsibilities of the lead agency and Mobility Manager?

Lead Agency:

- Funding mechanism for member contributions
- Staffing for technical resources
- Transit expertise

Mobility Manager:

- Provide planning support for the committee in the planning process
- Help implement the plan and coordinate plan updates
- Organize outreach efforts across the county
- Assist local and sub-regional efforts in developing projects
- Build partnerships with community transportation and human service providers
- Identify sources of funding to support coordination efforts
- Serve as a liaison with the regional, state and federal entities
- Provide technical assistance to members writing grants
- Serve as non-voting member of the King County Steering committee

The subcommittee will add information to the bylaws stating that a representative from the lead agency should be a member of the Mobility Manager interview panel.

A subcommittee member suggested that we contact Bob Flor and find out if he would be interested in becoming the Steering Committee's Mobility Manager. The other members supported this idea.

Look to PSRC:

- Further discussion is needed to flesh out the role the Mobility Manager will have with PSRC.
- The group would like to see the King County Special Needs Transportation Steering Committee be represented at the PSRC. A committee member would be nominated to sit on the PSRC. This information will be added to the bylaws.

Plan Fact Sheet:

- The fact sheet will be organized by region and will include information on who we are and what our successes have been.

Alex brought a copy of the East Side Rider Collaborative with her to the meeting as an example of how we can put together our fact sheet. The subcommittee liked the layout and Alex will check to see if she can obtain a soft copy template that we could manipulate.

To do list:

- Contact PSRC to find out what process we will need to follow to add a King County Special Needs Transportation Steering Committee seat to PSRC.
- Add the following information to bylaws:
 - A King County Coordinated Special Needs Transportation committee member will sit on the PSRC and will represent the Steering Committee.
 - A representative from the lead agency will be present during interviews for the Mobility Manager position.
 - The Mobility Manager would serve as a non-voting member of the Steering Committee.

Our next meeting:

The next Workplan meeting will be on February 17, 2009 at 8:30am – 10:00am.

The next Steering Committee meeting will be on January 29, 2009 at 10:00am – noon.