

**Mobility Action Plan (MAP) Phase I Implementation Study
Project Advisory Committee (PAC)**

Meeting Summary

**July 31, 2008, 1:30 p.m. to 3:30 p.m.
California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834**

Attendees:

July 31, 2008 Roll Call Sheet (Attached)

Agenda Items:

At 1:30 p.m. the meeting was called to order by Ms. Jila Priebe the Caltrans Project Manager for the study. Ms. Priebe welcomed the MAP PAC membership both present,

Ms. Priebe advised Committee members that Roll Call would be taken, and indicated that the purpose for the Roll Call was to update the current Committee roster, and to ensure the accuracy of member information. Ms. Priebe introduced Mr. Ray Clay, a staffer of Judith Norman Transportation Consultant (JNTC) the consultant selected for the project, to take the Roll Call of all members present in person, or telephonically. MAP PAC members responded individually, and were duly noted as being either in attendance, or not present.

Following Roll Call, Ms. Linda Deavens from Paratransit, Inc. inquired regarding omission of names of previous MAP PAC members, Jessie K. White, and Mary Buttaro from the MAP Roster. Ms. Priebe responded that she would follow-up on the status of these two members.

Ms. Priebe provided an overview of the agenda, and introduced the Caltrans Mobility Action Plan (MAP) Phase 1 Implementation Study as a two-year (24-month) project, that would require MAP PAC participation in at least ten (10) MAP meetings and potentially (ten) 10 subcommittee meetings.

The agenda included the introduction of the new MAP PAC Chair Gale Ogawa, Department of Mass Transportation Division Chief at Caltrans, and Co-chair, Lynn Daucher, Director, California Department of Aging.

In addition, Judith Norman, the Principal of Judith Norman Transportation Consultant (JNTC) provided the project overview, and that Mr. Dave Cyra, FTA Region IX Ambassador provided an update on National activities related to transportation coordination.

Ms. Priebe introduced Kimberly A. Gayle, Office Chief, Federal Transit Grants Programs, Caltrans. Ms. Gayle who has served as the MAP PAC Chair to date, introduced the new MAP Chair, Ms. Ogawa and the Co-Chair, Ms. Daucher.

After brief remarks from Ms. Gayle, the new MAP PAC Chair Ms. Gale Ogawa, and the new MAP PAC Co-Chair Ms. Lynn Daucher were officially installed. Ms. Kimberly A. Gayle further indicated that she would continue on the project as a Special Advisor, in an advisory and project oversight role, and the Jila Priebe would serve as the Project Manager.

The newly installed MAP PAC Chair, Gale Ogawa indicated that collaboration was important, and that Caltrans would continue to look to the members of the MAP PAC for input. Ms. Ogawa indicated that her plan is to take an active role, attend all of the MAP PAC meetings, and to seek input from the committee.

Ms. Lynn Daucher MAP PAC Co-Chair reinforced the idea that collaboration and cooperation is the most important element of the study. She continued by saying that the study was laying the foundation for the future, and that there is a need to collaborate effectively with one another to provide assistance to the frail, disabled and most vulnerable in our society.

Ms Daucher stated that the MAP study will need to systematically address the relevant issues because in the Legislature elected officials will want to understand the background and rationale for coordinated activities, and it is important to lay the foundation at the State level in order to create successful coordination plans at the regional and local levels.

Judith Norman, Principal of Judith Norman Transportation Consultant (JNTC) presented the project overview. Ms. Norman requested that questions be held until the end of the presentation. Assisted by Mr. Reed of NCSL to review study elements including: purpose and objectives, JNTC and NCSL qualifications, roles and responsibilities, study methodology, tasks and schedule.

Ms. Norman advised members that she would serve as both the prime consultant on the study presenting and discussing work products and progress, and would assist the Chair, Co-Chair and the Caltrans Project Manager in facilitating MAP PAC and subcommittee meetings.

Mr. Reed discussed Task 2 of the scope of work which requires the review of restrictive and duplicative laws and regulations in California. Mr. Reed distributed a single copy of the "Coordinated Human Service Transportation: State Legislative Approaches Report 2005" report that NCSL had developed. He also talked about creating a human services transportation data base as an element of the study.

Ms. Norman continued the presentation and indicated that the study outreach approach is comprehensive and the project team will seek input in many different ways (e.g. focus groups, interviews, meetings, etc.) and from a variety of state, regional and local stakeholders.

Ms. Norman indicated that the project team will conduct a gap analysis using information from coordinated plan reviews which will look at transportation needs by county such as target population, funding sources, and barriers to coordination, strategies and plans to address needs, identify duplicative or restrictive local regulations, priorities for selection of projects and project recommendations.

Ms. Norman reviewed the project schedule with MAP PAC members indicating the project duration is 2-years. MAP PAC meetings will be focused upon progress made on the study, and presenting the status of deliverables. Ms. Norman concluded the presentation and then opened the meeting to questions from MAP PAC members.

Question and Answer Session

Q: Ms. Linda Deavens, Paratransit, Inc. requested a copy of the RFP to review. She inquired about the schedule for Goals 1 and 3 which were not included this study and asked how they would be accomplished.

A: Ms. Ogawa stated that MAP PAC will have a role in advising on both Goals 1 and 3. In addition, Ms. Gayle added that Goal 1 (Interagency MOU development) is considered to be an internal state process that will be accomplished by the staffs of Business, Transportation and Housing (BTH) and the Health and Human Services Agency (HHS).

Ms. Daucher added that input on MOU from members of the MAP PAC will be encouraged and will be valuable to the effort. Ms. Ogawa responded that they would schedule a meeting for the purpose of reviewing the MOU once it has been drafted. Ms. Priebe concluded by saying that she anticipates by the end of the first year of the MAP project in 2009, Caltrans staff will bring the issue to the table and will welcome member input.

Ms. Priebe indicated Goal 3 (ensure continuity in improving coordination of human services transportation) is labor intensive and that Caltrans is seeking funding for the project, which is presently unavailable. Ms. Priebe indicated that she will begin development an RFP once funding is identified. The intent is to have this task completed by the end of the MAP study.

Q: Mr. Paul Branson, Contra Costa Aging, and Adult Services, asked Ms. Gayle if all of the funding for the Caltrans MAP Implementation Study Phase 1 Study was 100 percent funded by Caltrans.

Ms. Gayle responded that all but \$50,000 was funded by Caltrans. The \$50,000 was the result of a funding award from the United We Ride Grant Program.

Q: Mr. Branson inquired about the project timeline depicted in the meeting handout. He indicated that in year one of the project there are MAP PAC meetings scheduled, however, in year two there are no meetings are shown in Task 1 of the work plan.

A: Ms. Norman responded that that was an oversight, and that the MAP PAC is scheduled to meet throughout the entire study process with up to 10 meetings. Ms. Norman indicated that she would correct the schedule to reflect this, and added that she envisioned that sub-committees may be formed later in the project. The sub-committees would conceivably be formed when there are special and or controversial study-related issues to address and resolve that cannot be addressed effectively during regular meetings.

Other Comments

- Mr. Dan Palumbo commented that help is needed to address barriers to transportation issues. For example, a large Church has 24 seniors with no means of getting to services. ADA does not allow transportation to be used for purposes of worship.
- Other related issues raised by MAP PAC were affordability of liability insurance and how projects are scored and prioritized during the competitive selection processes at the regional level.

- A MAP PAC member participating by telephone raised the issue that there is a strong concern that all stakeholders have not participated fully in the rural coordinated planning process. It was mentioned that rural areas transportation needs are special and their challenges differ.
- Ms. Gayle indicated that Pam Couch who works with Rural Task Force and Rural agencies has been involved in the development of plans. However, there is acknowledgement of the need to continue to expand our efforts to reach out to as many stakeholders as possible in these areas.
- Mr. Palumbo stated that the Johnson Foundation could use 50 to 100 thousand to provide their vehicles for transportation program. Ms. Gayle responded that perhaps New Freedom funding could be used for this purpose.
- Ms. Deavens stated that the requirement that both Human Service agencies and Public Transportation must coordinate transportation services should not be overlooked, and mentioned the need to ensure locally developed plans.
- Ms. Daucher indicated that evaluating how project scoring is conducted at regional levels can sway the outcome. Mr. Reed said that how projects are scored is something that NCSL could look at from a legislative perspective. Ms. Norman then stated that the Coordinated plans would be reviewed to see what priorities and eligibility criteria regions have adopted.
- Ms. Daucher talked about other state thresholds and how selection criteria are used to fund projects. Ms. Daucher also suggested that perhaps Mr. Cyra could assist in some way.
- Mr. Dan Palumbo, South County Senior Services, said that transportation projects do not fare well for the frail, elderly and disabled. The FTA has a set productivity level, for example, a project scores well if you have 7 to 8 in a vehicle for non-emergency trips.
- Mr. David J. Cyra responded that Federal criteria are not specific. California uses productivity which shows that the vehicle is working. There is a new term called essential transportation and life sustaining. He also said that the spirit of 5310 was to fund private and non-profit organizations.
- Mr. Dan Palumbo said the ADA eligibility question needs to be addressed.
- Ms. Laura Williams, Californians for Disability Rights, Inc., said that the issue with ADA eligibility and why some programs are being denied specifically needs to be addressed.
- Mr. Clay Kempf, Seniors Council of Santa Cruz, and San Benito County, observed that the scoring system negatively impacts transportation. Subjective benefits (e.g. benefits to the community, or trips to the shopping center and dialysis centers) are not considered and do not score well.
- Ms. Gayle indicated that we may need to add a scoring criteria assessment component to the study. She also mentioned that there are a total of 19 large/small urban coordination plans. Almost all plans are complete with the exception of Orange County

which is in draft stages, and Merced County. Caltrans' staff remains in contact with agencies to see if assistance can be provided but are constrained by limited staff resources. She also mentioned that plans are posted to the Caltrans website and that updates will also be linked to the website.

- Ms. Daucher suggested that if there are missing items in coordination plans, maybe we can look at a model.
- Ms. Gayle responded that Caltrans staff are reviewing plans and evaluating them to determine if there are missing requirements, consistent with Federal guidelines. Ms. Priebe said that they are working closely with the rural areas and are currently reviewing 23 plans, including some draft rural plans.
- Ms. Norman said that the prioritization of projects as it relates to Human Services transportation plans can be reviewed as an element of the study. During the review of plans the project team can assess coordinated plans priorities to determine if they are consistent with state and federal requirements and guidelines.
- Ms. Gayle indicated that for the first year of plan review there was some latitude given in development of the plans, however, specific recommendations for improvement were made.
- Ms. Deavens had concerns that when planning is done in a hurry that Human Service agencies are not at the table to provide input. Mr. Branson added the Bay Area for example, has nine counties with a population of 9 million. This geographic area is too large to prioritize projects. Ms. Gayle acknowledged that MTC did face challenges in dealing with this issue.
- Ms. Laura Williams, Californian for Disability Rights, Inc. requested that telephone and audio system be improved for future meetings. Ms. Daucher and Ms. Priebe responded that they would make efforts to improve telephone reception for those not participating in person.

David Cyra Presentation

Mr. David Cyra, FTA Region IX Ambassador provided an abbreviated overview of the history and background of coordination plans. Mr. Cyra spoke about the technical assistance that he provides to the states of California, Nevada and Arizona. He discussed the medical transportation pilot programs underway and peer-to-peer input. He indicated that In 1979, the process improved by bringing in state and local participation.

Mr. Cyra also provided an overview of the purpose of the Consolidated Transportation Services Agency (CTSA) and concluded his presentation.

Ms. Deavens commented that through the URW they developed a CTSA "e-book". She suggested that it might be helpful to put it on the website.

Ms. Priebe said that as issues that require in-depth discussion arise, the MAP PAC can decide when to address them.

Ms. Norman distributed a hand out with future MAP PAC meeting. Meetings will be held in various geographic areas of the state as the study progresses.

Action Items for MAP PAC

There were four action/follow-up items resulting from the meeting, as follows:

1. Include as a part of the MAP PAC study, examining the scoring criteria and prioritization for funding projects for consistency with State funding guidelines;
2. Follow-up with previous meeting MAP PAC members Jesse K. White and Mary Buttaro to determine whether they will continue as MAP PAC members;
3. Request suggestions from the MAP PAC for additional names to add to the roster or any items that need to be updated; and
4. Provide MAP PAC Request for Proposal for the committee.

Next Meeting

The next meeting is scheduled for Wednesday, September 10, 2008. The location although yet to be determined may be in the Bay Area, Sacramento or in Southern California.

MAP PAC ROLL CALL JULY 31, 2008

Sacramento, CA July 31st 1:30 - 3:30

NAME	TITLE / AGENCY	P / NH
Gale Ogawa - Chair	Division Chief, DMT, Caltrans	X
Lynn Daucher - Co Chair	Director, California Dept of Aging	X
Megan Juring	Assistant Director, CHHS	X
Kimberly A. Gayle	Office Chief, Federal Transit Grants Programs, Caltrans	X
Jila Priebe	Caltrans	X
Karol Swartzlander	Community Choices Project	
Sarah Steenhausen	Asst Dir. Dept of Developmental Services	
David J. Cyra PE	FTA Region IX Ambassador	X
Maureen Powers, PhD	Chair, Western Contra Costa Transit Authority	
Geetu Banerjee	CTSA Analyst Access Services	
Tighe Boyle	Paratransit, Inc	X
Paul Branson	Senior Mobility Manager, Contra Costa Aging&Adult Services	X
Rob Carley	Executive Dir., Full Access	
Pam Couch	Executive Dir. Modoc County Transportation Comm.	
Diane Cooper	Executive Dir. Peg Taylor Adult Day Health Care Center	
Stacy Corcoran	Dept of Social Services	
Seth Cutter Jr.	Grant Admin. DOT	
Gracie A. Davis	ADA Eligibility Admin, OCTA	
Linda Deavens	Deputy Exec. Dir, Paratransit, Inc	X
Sandra Fitzpatrick	Exec. Director, California Commission on Aging	
Arthur Romero	Amputees in Motion	X
Maira Fordyce, PhD	Clinical Prof, Stanford Univ School of Medicine	
Nancy Hall	Systems Change Coordinator, Comm Resources for Ind	
Alane Haynes	Accessible Services Admin, Monterey-Salinas Transit District	X
Claudia Hollis	Branch Manager, Freed Center for Independent Living	
Don Hunt	Chair, Ventura County Area Agency on Aging	
Laurie Hoirup	Deputy Dir, State council on Developmental Disabilities	
Mindy Jackson	Executive Dir, Eldorado County Transit Authority	X
John Kehow	Chair, California Senior Advocates League	
Clay Kempf	Exec. Dir. Seniors Council of Santa Cruz, San Benito	X
Therese Knudsen	MTC	
Lisa M. Kramer	Exec. Dir Charles I. Chenweth Foundation	
Beth Kranda	Transit Analyst, San Bernardino Assoc Govts	X
Dan Kysor	Govt Affairs Dir. California Council of the Blind	
Jessica Lee	DPSS	
Kimberly Martinson	Exec. Dir., CAE Transportation Management Assoc. of SF	X
Kent Milton	CHP Office of Public Affairs	
Jacklyn Montgomery	Exec. Dir, California Association for Coordinated Transportation	
Dan Palumbo	CEO, South County Senior Services	
Jim Parker	Dir of Transportation, NorwalkTransit	
Catherine Patterson Valdez	Division Dir., Community Bridges Lift Line	
Pat Piras	Principal / Director, Pat Piras Consulting	
Bob Prath	AARP California State Coordinator, Community Teams	X
Arun Prem	Director, Strategic Planning Access Services	
Teddie-Joy Remhild	Coordinator, Personal Services Council of Los Angeles	
Donald Roberts	DPSS, Consumer Advisory Committee	
Carol Sewell	Associate Governmental Program Analyst, CCA	X
Mark Shaffer	Director, Ride-on Transportation	
Mary Steinert	Deputy Exec. Director, Paratransit, Inc	
Linda Swanson	Program Analyst II, Riverside County of on Aging	
Virginia Webster	Exec. Dir, Shasta Senior Nutrition Programs	X
Nina-Weiler Harwell	Program Coordinator, AARP	
Denny Welch	Director, 3rd Laguna Hills Mutual, Leisure World	
David Wilder	Chair, Seniors Affairs Committee, SB County Dept of Aging	X
Laura Williams	President, Californians for Disability Rights, Inc	X
Floyd Willis	Aging& Independence Services (ADA)	
Patti Yanochko-Horsley	Project Coordinator, Center for Injury Prevention	
Craig Thomas Yates	Member, Elderly and Disabled Advisory Committee	
Stacy Zwagers	Access to Independence	