

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, January 10, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Vice Chair Andrew Kerwin called the meeting to order at 1:30 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; Citizen Members Shawn Davenport and Eric Russow. Chair Nancy Russell was absent. There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: Program Manager-Mobility Gene Bobier and Senior Accountant Natasha Gantenbein.

Members of the Public: Executive Director of VIP Services, Inc. Cynthia Simonsen and Craig Poshepny.

On motion by Citizen Member Russow, second by Citizen Member Davenport, the agenda was approved with no withdrawals.

On motion by Health and Human Services (HHS) Board Chair Monroe, second by Citizen Member Russow, the December 6, 2021 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Status of Vehicle Purchase Plan

Program Manager-Mobility Gene Bobier stated that the Wisconsin Department of Transportation (WisDOT) informed him in December that their vendor for Chrysler Voyager Vans was expecting to have pricing in the first quarter of 2022.

7b. Status of WisDOT 2021 5311 Capital Award

Bobier shared there is no update to report, but he anticipates once the grant funds are received the County will have 18 months to utilize the award.

7c. Status 2022 85.21 Specialized Transportation Assistance Program Grant Application

Bobier stated the application was approved by the state on December 21. Senior Accountant Natasha Gantenbein shared that historically funds are received in the first quarter of the year, and the award amount is approximately \$296,000.

7d. Status 2022 Public Transit Assistance Program (PTAP) Grant Application (aka Shared-Ride Taxi)

Bobier divulged that the WisDOT system reflects the application has been submitted, but has yet to be reviewed.

7e. Status of contract with VIP Services, Inc. for a Shared-Ride Taxi Service, contract continuation (third optional year) beginning May 1, 2022.

Bobier reiterated that the second year option of the contract with VIP Services, Inc. (VIP) will expire April 30, 2022, and in November VIP disclosed they would not be acting on the third option year, due to their inability to recruit drivers at the current hiring rate. Bobier shared that a resolution is being constructed permitting the county to enter into a contractual agreement with Mass Transit Providers. The contract will utilize American Rescue Plan Act (ARPA) to fund pay premiums for drivers; in essence giving the premium pay funds to transit staff that meet the essential work and in-person interaction guidelines. Bobier anticipates presenting the completed resolution at the February or March meeting.

New Business

8a. Preliminary results of 5311 Compliance Site Review

Bobier stated the review was completed on January 4 and preliminary indications are that it was a success. Items noted as needing to be addressed included:

- Updating Title VI Plans
- Evaluation of subscription/repeating rides through VIP
- Bobier's increased in-person oversight of Ride-Share and Specialized Programs

Bobier shared that the reviewers were pleased to see that Walworth County has both grant and procurement procedures in place, as most counties only have procurement.

Reports

9a. Municipality Transport Report

Bobier referred to the report included on Page 4 of the packet; citing no change as Lake Geneva remains atop the report.

9b. Turndown/Denial Report

Bobier referenced the reports included on Pages 5-12 of the packet; noting that the two programs combined have performed approximately 29,200 rides, year-to-date, with a turndown percentage of 2.2.

9c. Transportation Financial Summary

Gantenbein briefly detailed the All Transportation Summary included on Page 13 of the packet; stating both programs combined are at 56.8% of budget utilization. Gantenbein afforded the significantly low percentage to decreased demand due to the pandemic.

Gantenbein shared that 2021 financials will be closing in the first part of this year, and this leads to annual reporting for both programs. She and Bobier will work collectively to complete the reports that are due by the end of March.

9d. Monthly Ridership

Bobier gave a brief summation of the graphs found on Pages 14-17 of the packet; noting that ridership has been consistent since September with very little variation.

9e. No Show Report

Bobier referred to and briefly detailed the graph found on Page 18 of the packet; stating that no shows have remained the same (3.4%) for both programs combined.

9f. VIP Services Report

i. Staffing & Recruitment of Drivers

Simonsen voiced her concerns with the inability to hire drivers, but did state that the New Year has brought an increase in applicants. She believes the plan to increase driver wages is critical for moving forward.

ii. Cindy Simonsen's Retirement-Introduce new Executive Director

Simonson introduced new Executive Director for VIP Services, Inc. Craig Poshepny, sharing that it was his first day.

Vice Chair Kerwin thanked Simonsen for the exemplary service she has provided to Walworth County and welcomed Poshepny.

Announcements – There were none.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday February 7, 2022 at 1:30 p.m.

Adjournment

On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Vice Chair Kerwin adjourned the meeting at 1:56 p.m.