

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, February 7, 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: Chair Nancy Russell; Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; and Citizen Member Eric Russow. Citizen Member Shawn Davenport was absent. There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Program Manager-Mobility Gene Bobier; Senior Accountant Natasha Gantenbein; and Senior Accountant Raul Rivera.

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

On motion by Citizen Member Russow, second by Health and Human Services (HHS) Board Chair Monroe, the agenda was approved with no withdrawals.

On motion by Citizen Member Russow, second by HHS Board Chair Monroe, the January 10, 2022 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 the Wisconsin Department of Transportation (WisDOT) is awaiting confirmation that Chrysler Voyager Van changes for 2022 meet Federal Transit Administration (FTA) requirements. WisDOT will communicate when they have solicitation out to the vendor, and a contract is in place.

7b. Status of WisDOT 2021 5311 Capital Award

Bobier stated there was no update to provide at the time of this meeting.

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

Bobier forwarded the signed agreement to WisDOT and is expecting payments to be paid out in two installments; one in first quarter with final payment in the second quarter of the year.

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

Bobier stated there is no new update.

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

Walworth County Administrator Mark W. Luberda referred to his and Bobier's Memorandum along with the resolution, included in the packet (Pages 3-7); reiterating that VIP Services, Inc. informed they will be unable to execute the third optional year of service. After a review of circumstance Luberda found the primary cause to be negative impacts of the pandemic; and summarized the previously discussed supplemental pay for drivers. Luberda stated that if the resolution is approved by the County Board of Supervisors, staff will work with Corporation Counsel to develop a program grant agreement with VIP Services, Inc. to ensure the funding is provided on a reimbursement basis. **HHS Board Chair Monroe offered a motion, second by Chair Russell, to support the program as proposed and forward to the Finance Committee and County Board of Supervisors. Motion carried 5-0.**

7f. 5311 Compliance Site Review – Results and Corrective Action Plan

Bobier stated the full report was received, and the corrective action plan along with recommended action steps is included in the packet (Pages 8-10.)

New Business

8a. 85.21 Specialized Contract has been extended for 2nd option year (expires 1/31/2023)

Reports

9a. Monthly Ridership

Bobier gave a brief summation of the graphs found on Pages 11-14 of the packet; noting there was an increase of approximately 650 transports from 2020 to 2021.

9b. Transportation Financial Summary

Senior Accountant Natasha Gantenbein briefly detailed the All Transportation Summary included on Page 15 of the packet; stating budget utilization was 60.4% for both programs. Gantenbein cautioned there may be some changes to reported numbers as Finance continues work toward closing 2021. She plans to present a final December summary, including exact dollar amounts for repayment on Shared-ride and the potential funds to be moved into the trust account for the Specialized program, in March.

9c. Municipality Transport Report

Bobier referred to the report included on Page 16 of the packet; citing Whitewater had slightly increased transports in December.

9d. Turndown/Denial Report

Bobier referenced the reports included on Pages 17-24 of the packet; noting there were 60 turndowns for December.

9e. No Show Report

Bobier referred to and briefly detailed the graph found on Page 25 of the packet; stating there was a slight increase in no shows from November to December, but overall the percentage of no shows is down .9% from 2020.

9f. VIP Services Report

i. Staffing & Recruitment of Drivers

Executive Director for VIP Services, Inc. Craig Poshepny shared there were zero new hires, but also no new vacancies.

Announcements

10a. Gene Bobier will be attending the 2022 WAMM Spring Conference, April 25-27, 2022 in Sturgeon Bay, WI
Bobier shared there will be five training sessions held during the conference, which qualify toward his Mobility Manager Certification.

10b. Natasha Gantenbein transferring to HHS

Gantenbein announced she has accepted a Senior Accountant position with HHS and Lakeland Health Care Center (LHCC); and introduced Raul Rivera who will transition into her current position over the next few months.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday March 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 2:12 p.m.