

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, May 3, 2021
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell 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; Citizen Members Shawn Davenport and Eric Russow. There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark W. Luberda; and Senior Accountant Natasha Gantenbein
Members of the Public: Executive Director of VIP Services Cynthia Simonsen

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

On motion by HHS Board Chair Monroe, second by Citizen Member Russow, the March 1, 2021 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Discussion on program optional year 2, May 2021 through April 2022

County Administrator Mark W. Luberda reported that the Finance Committee approved the contract amendment with VIP Services, Inc.(VIP); which was subsequently approved by the state. Luberda shared there is still an optional third year extension available in the contract and hopes that this year two contract amendment will allow VIP to accept the extension for the third optional year. Supervisor Russell complimented Luberda on the detailed research done, and confirming all was in order for the State to accept this contract amendment.

8. Transportation Financial Summary

Gantenbein summarized data on Page 3 of the packet; noting the summary was for data through March 31, 2021. Gantenbein stated budget utilization for both the shared-ride and 85.21 specialized program is at 14%; this is well below the anticipated 25% of utilization projected for this point in the year. The shared-ride program has incurred \$224,000 in expenses for 7,173 trips or 6,891 hours of ride time. The majority of these shared-ride trips were to communities within the county; and were for medical or employment purposes. The 85.21 specialized program has received 2021 grant funding in the amount of \$286,549. This is \$34,466 more funding than received in 2020. The specialty program has incurred \$63,422 in expenses for 534 trips or 295 hours of ride time. The majority of these trips were travelled outside of the county limits; and were for medical purposes. Gantenbein shared that in total for the first quarter of 2021, the two programs have given 7,628 one-way trips. The one-way trips per month is still trending close to 2018 trips by month, but Gatenbein feels 2021 numbers will soon surpass the 2018 numbers as the year progresses.

9. Monthly Ridership

Gantenbein provided a brief overview of the graphs found on Pages 4-6; highlighting that average weekday demand is currently still in an upward trend. The March average weekday trips for shared-ride was 105.4 and for specialized was 8.8. Average Saturday trips for shared-ride was 58.3 and for specialized was zero.

11. VIP Services report of any “turn down” requests for service

Executive Director of VIP Services Cynthia Simonsen detailed turndowns for the month of March; noting there were 31 turndowns in the shared-ride program and seven turndowns in the 85.21 specialized program.

Announcements – Luberda stated he held interviews for the Mobility Manager position last week and believes the new hire should begin in a little over two weeks. Luberda noted this person will spend dedicated time evaluating how the transportation program should grow.

Luberda also announced that as indicated in the contract extension with VIP, the County will move forward with investing in additional vehicles for the shared-ride program.

Confirmation of next meeting: The next meeting was confirmed for Monday, June 7, 2021 at 1:30 p.m.

Adjournment

On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Chair Russell adjourned the meeting at 1:40 p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Transportation Coordinating Committee at the June 7, 2021 meeting.