

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, July 12, 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: Chair Nancy Russell; Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; and Citizen Member Shawn Davenport. Eric Russow was absent. There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark W. Luberdia; Senior Accountant Natasha Gantenbein; and Program Manager-Mobility Gene Bobier.

Members of the Public: Executive Director of VIP Services Cynthia Simonsen.

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

On motion by Health and Human Services (HHS) Board Chair Monroe, second by Citizen Member Davenport, the June 7, 2021 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Resolution No. **-08/21 Amending the Transportation Vehicle Capital Project to Purchase Six Vehicles for the Transportation Program

Program Manager-Mobility Gene Bobier stated this resolution takes the plan to purchase vehicles that was shared in June, one step forward. **Citizen Member Davenport offered a motion, second by Health and Human Services (HHS) Board Chair Monroe, to pass the resolution Amending the Transportation Vehicle Capital Project to Purchase Six Vehicles for the Transportation Program.** Discussion ensued. Senior Accountant Natasha Gantenbein clarified that the vehicles being bought with the left over 85.21 Specialized Program funding have already had match funds paid. **Motion carried 5-0.**

New Business

8a. Confirmation of upcoming TCC meetings

Bobier explained that due to Labor Day, the next meeting will be on August 30. In the past the meeting has been moved up one week and subsequently there will not be a September meeting. The Committee members agreed with this adjustment.

8b. FTA's Fare-free rides to/from COVID-19 vaccination sites suggestion

Bobier stated the Federal Transit Administration (FTA) has encouraged communities to support vaccine access for individuals. Due to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) staff at VIP Services, Inc. (VIP) cannot specifically ask individuals for a reason for their travel needs, but if the COVID-19 Vaccine is cited as the reason a free ride may be offered. VIP will track the rides through their system and bill the county as normal then the county will receive the reimbursement from the FTA; which is 100% at this time.

8c. Preliminary discussion of new data reports

Bobier presented new graphs to provide a visual component to Executive Director of VIP Services Cindy Simonsen's monthly data reporting. Bobier asked for input from the Committee as to what they would like

included in future graphs and reporting. Chair Russell requested more contrast to the colors used within the graphs and to see the updated information in graph form for every meeting. Bobier affirmed his intent to provide the updated information at every meeting. Discussion ensued relative to specific details of medical turndowns. The following graphs were distributed at the meeting:

- Shared-Ride YTD Turndowns by Trip Type (thru May 2021)
- Specialized YTD Turndowns by Trip Type (thru May 2021)
- All YTD Turndowns by Trip Type (thru May 2021)
- Shared-Ride Turndowns by Trip Type – June 2021
- Specialized Turndowns by Trip Type – June 2021
- All Turndowns by Trip Type – June 2021
- Reasons for Turndown – Shared-Ride/Specialized/All thru May 2021
- No-Show Rides – Year-Over-Year Breakdown

9. Transportation Financial Summary

Gantenbein summarized data included on Page 8 of the packet. Discussion then ensued relative to increasing ridership demand in the future.

10. Monthly Ridership

Bobier provided a brief overview of the graphs found on Pages 9-11; highlighting that since December of last year there has been a progressive increase in ridership.

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

Bobier noted that turndown numbers were shared in Item 8c above.

Announcements – There were none.

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

Adjournment

On motion and second by HHS Board Chair Monroe and Citizen Member Davenport, Chair Russell adjourned the meeting at 2:05 p.m.