

Coshocton County Coordinated Transportation Agency  
Minutes - Transportation Advisory Board Meeting  
June 11, 2020 @ 10 a.m. via Zoom Video Meeting

- I. Welcome/Introduction – Valerie thanked everyone for taking time to attend the virtual Board meeting. She stated that she would take a screenshot and mark all names down for attendance purposes.
- II. Minutes from March 12, 2020 Meeting were emailed to each member prior to Zoom Meeting.
- III. Update – CCCTA/COVID-19
  - A. Vehicles/Rides – Valerie stated that recently most days CCCTA has only been running 4 drivers total, including their two independent drivers and their two full-time drivers. On a good day, prior to COVID Valerie mentioned they would average anywhere from 110-130 rides per day and now they're lucky to have 20-30 trips total per day. They have been practicing social distancing so only allowing 2 people per vehicle. She explained that the independents drive small minivans so that means they can only transport one person per trip.

County maintenance installed plastic dividers/barriers by the driver's seat in all shuttles. Drivers are disinfecting vehicles continuously. Masks are encouraged for all riders. Drivers are wearing their masks and gloves at all times.

Valerie stated they had postponed the Deviated Fixed Route back in March and have yet to start that back up. She explained that it is hard to keep 6 feet distance between people when you don't know how many will get on or off at any given stop.
  - B. Drivers – She stated that CCCTA has not laid anyone off yet. She and the Commissioners decided that if the budget could handle it to go ahead and pay all drivers at their average amount of hours worked in the last year. Currently all drivers are continuing to be paid. Occasionally 2 or 3 are needed to work on top of the 2 full-timers.
  - C. Office Staff – Everyone worked from home up until the end of May. Office staff does not have laptops so everyone had to move their desktops home. After Memorial Day everyone moved their computers back into the office and are working 2-3 days per week in the office. Unfortunately, CCCTA is not busy enough to need everyone back in the office full-time every day.
  - D. Public Fares – Many transits began waiving public fares to help offset the burden for those that needed to get to the stores or pharmacy. CCCTA followed suit and public fares within the County have been free during the last few months.
- IV. CARES Act – Valerie explained they have been given CARES Act funding because of the COVID pandemic. It is awarded funding for Public Transit Systems that is 100% Federal dollars. Essentially this funding replaced CCCTA's current 5311 funding budget for 2020, so instead of receiving 50% match for operating expenses, which includes salaries, and the 80% match for Capitalized Maintenance costs, CCCTA is now being reimbursed for 100% of these costs for 2020. This funding also granted the agency the award for one of the expansion vehicles that was asked for in 2020, but

were not awarded. CCCTA now has two new vehicles coming yet this year- One MMV and one larger shuttle.

- V. Grant Applications – The 2021 ODOT grant apps were originally set to open April 1, but were pushed back to open on April 15. That gave Valerie 6 weeks until their due date on May 27. Valerie explained those kept her busy pretty much all of the pandemic! While all of the staff was at home she was in the office pretty much everyday working hard on those. Valerie had a total of 5 grants to submit as well as Tracy had her MM grant. Valerie also had quarterly reporting due April 15 which was her first time doing the reporting for the new 5311 grant and she also worked on many new policies and procedures to go along with the new funding.
- VI. Mobility Management Update – Valerie stated that she kept Tracy pretty busy during her time at home working on an agency Safety Plan. She expressed how grateful she was for her working so hard on that. Valerie turned the meeting over to Tracy so she could give a MM update. Tracy filled everyone in on how working from home went for her and that she did keep very busy. She
- VII. Tracy stated that she would be sending everyone an email with the survey results.
- VIII. Tracy explained that we need input from the Board to figure out the Unmet needs for LDTP and she would be reaching out to everyone to get their help on this.
- IX. Discussion/Comments – Valerie asked if anyone had anything to share. Christy Neighbor shared with everyone how the Senior Center has been keeping busy and providing meals and also grocery shopping for many individuals. Melinda Jones from Allwell explained how they were working from home and starting to see patients individually. She said they will be staggering and asking clients not to come inside the building until their exact appointment time. She thanked CCCTA for continuing to provide transportation.
- X. Adjourn – Valerie thanked everyone for coming and stated that the next Board Meeting will be held Thursday, September 17, 2020 at 10:00a.m. At 10:32a.m. the meeting was Adjourned.