

Coshocton County Coordinated Transportation Agency
Minutes - Transportation Advisory Board Meeting
March 18, 2021 @ 10 a.m. via Zoom Video Meeting

- I. Welcome/Introduction – Valerie thanked everyone for attending the first CCCTA board meeting of 2021. In attendance was Mr. Zach Miller (in-person), Ms. Lisa Jackson, Ms. Becky Mason, Ms. Carol Baker, Ms. Deb Hill, Ms. Melinda Jones, Ms. Shanna Stanton, Ms. Stephanie Murray, Ms. Tiffany Swigert, Ms. Tracy Haines and Ms. Valerie Shaw.
- II. Minutes from the December 17, 2020 meeting were emailed to each member prior to the meeting. Valerie asked that if anyone did not receive them or had questions/changes to please let her know.
- III. CCCTA Update
 - A. Office/Staff – Dawn (McCloy) Landis who was the receptionist/scheduler decided not to come back. She had her baby in October and was going to take some extended leave anyway since the office had been so slow due to COVID and then decided she wasn't going to come back. Part-time Driver Tim Kohler resigned his position on February 17, 2021 for personal reasons.
 - B. Ridership – Valerie stated that ridership has still been fluctuating back and forth. It seems as though about two days per week CCCTA has every shuttle and driver out and other days its fairly minimal.
 - C. Public Fares – CCCTA reinstated Fares January 11, 2021. However, Valerie mentioned that she did implement to/from Jobs/School Fares at half of the normal General Public fare cost: \$2 in the City and \$4 in the County.
- IV. Celebrations
 - A. Ohio Loves Transit Week – February 7-14th. Tracy and Valerie went out and rode along a few times during the week to get pictures and testimonies. Valerie stated how much she always enjoys being out with the clients and drivers. The Mayor rode along one day and the Commissioners did a Proclamation for us as well as came out for a few pictures. Cups with candy, literature and other goodies were made up to pass out to all the riders that week. Kirby Hasseman also produced some short videos of Tracy and Valerie talking about how and why CCCTA and our agencies are so important for Coshocton. These videos were put on CCCTA's Facebook page each day of that week.
 - B. National Transit Driver Appreciation Day – Today, March 18th. Valerie stated she did a resolution to purchase some snacks and candy as well as have a Pizza party for the Drivers. Tracy made up some cute tags with sayings for the candy and treats and each day of the week all the drivers were given a different treat. Valerie also did a "Spotlight" on each driver to share on the Facebook page.
 - C. CCCTA's 20th Year Anniversary – 2021 is the agency's 20th year since the first ODOT grant was approved. Valerie did a resolution to purchase shirts/tumblers for each staff member to show the appreciation for everything they do and to celebrate the agency's 20th year! Valerie mentioned that they are also hoping to do an event on the court square later this year... more info to come later!

V. CCCTA Grants/Applications

- A. Coshocton Foundation – Awarded CCCTA \$15,650 which allows the agency to purchase camera systems for our 8 current vehicles. MMV's will have a 3-camera system and our larger shuttles will have a 4-camera system. They are set to be installed sometime in the next 4-6 weeks.
- B. 2022 ODOT Grants – Valerie attended webinars all day yesterday mandatory for 2022 ODOT grant application submissions. Grants will open on March 29, 2021 and will be due April 30, 2021. CCCTA plans to apply for 5311 operating funding which requires a 50% match, Capitalized Maintenance at a 20% local match and Mobility Management funding also at a 20% local match. Valerie also plans to apply for 5339 funding which will allow her to apply for a replacement vehicle for shuttle #3. Total federal ask for the 2022 ODOT Grant funding projects is approximately \$558,000.
- C. Facility – ODOT is opening an application Grant cycle for Facilities to be built or renovated. They are looking to execute projects by the end of September this year, so they are prioritizing shovel ready sites. Valerie is working with the Commissioners and possibly the City to locate property that CCCTA could potentially build on. This would require 20% local match and because of CARES act funding, CCCTA would be able to provide this match.

VI. Mobility Management (MM) Update

- A. Office Status – Tracy stated that all year-end invoicing and reporting was complete and submitted on time.
 - i. Budget – The 2021 Mobility Management budget is strong as there was a significant carry over (\$28,136) from 2020 due to the CARES Act funding awarded to the program. The excess funding will be used for the continued support of local providers with PPE as needed.
 - ii. MM 5310 Grant Application – The MM 5310 Specialized Transportation grant application will be released on Monday March 29th and is due on April 30, 2020. Tracy attended a mandatory workshop on March 17th and will begin work on the application as soon as possible. Applicants were advised to submit accurate budgets as projects would be penalized during the scoring process of future applications if a program had a high percentage of carryover. Tracy expressed concern in developing a budget for 2022 because COVID has restricted travel, meetings and conventions that were normally attended in the past. It is uncertain if travel and meetings will be held as normal in 2022 or continue to occur virtually. This can greatly affect a projected budget.
 - iii. Outreach – As of March 17th, Tracy has assisted 70 individuals in 2020. A large percentage of those assisted were new to the program. Tracy stated this news is encouraging and she is hoping to see ridership increase in the coming months. Tracy received a call from a homebound person who needed help getting the COVID vaccination. Tracy reached out to organizers of our local COVID vaccination clinic for help. The Johnson & Johnson can be administered at home however, they needed 5 participants. Once they have 5 on the list they will schedule the vaccinations accordingly. Carol Baker from AAA9, Inc. suggested I contact Lisa Whitacre at their

office as they may have a list of homebound individuals waiting for the vaccine. Tracy will follow up with Lisa.

- B. ODOT Liaison – Olivia Hook MM Statewide Coordinator left ODOT in January 2021. ODOT hopes to have her replacement hired and working by June. Two RLS consultants are overseeing her duties at this time and at first, they were participating in meetings at the level Olivia did but have been told by ODOT that they can only attend the Monthly MM calls and quarterly meetings. As their interaction with the MM groups lessons, so is the participation of some of the Mobility Managers in meetings and on sub-committees. This is concerning as Olivia put a lot of time and effort into the success of the program.
- C. State Budget – The proposed transportation budget under House Bill 74 reduces funding for public transit from \$70 million to \$7 million. Members of OPTA, transit employees and Mobility Managers across the state have been lobbying for level funding. There is a group of 10 speaking to the Senate next week. OPTA is hoping for the budget to reach at least \$45-\$47 million, which was the approved budget 4 years ago. Tracy stated she and Valerie would draft a letter to Jay Hottinger, inviting him visit the office and share what transportation looks like in Coshocton County and what it does for our residents. Tracy also encourage everyone to advocate for transportation if the opportunity arises.
- D. Mentoring Program – Tracy is part of the ODOT Welcoming Committee, which implemented a Mentoring Program to help new MM's get started/succeed in the program. Tracy has completed the program with Nicki Silver Muskingum/Guernsey Co. MM and is now mentoring Mindy Berkey in Tuscarawas County. This has been beneficial for Tracy as well because it keeps the information/requirements fresh for all.

VII. Regional Special Projects/OMEGA

- A. Employment Transportation Program (Supports goal #3 in LDTP) – Scores from the evaluation form were high enough that we are moving forward with hiring Sixmo to do the study. Bret Allphin will be the lead on the project. Tracy stated she would email the proposal to everyone and asked board members to review the scope of work section. Tracy would like to create a sub-committee that would work with OMEGA and Sixmo throughout the study.
- B. Regional Resource Guide – Nicki Silver Muskingum Co. Tracy will submit local provider and resource information to be included in the online guide.
- C. Media Outreach Project – Kennedi Webb (Supports goal #2 in LDTP) – Tracy completed a questionnaire and would like to focus on reaching seniors who do not have access to social media and the Amish population. Billboard advertising is also being considered.
- D. Access Tusc. COVID Vehicle Project/Call Center Feasibility Study – Shannon Hursey is considering returning the funding for this project back to ODOT. She feels the timing was a little off on this project and by the time everything was in place, there was less need for the COVID vehicle.

VIII. Multi-use Path Project (Supports Goal #1 in LDTP).

- A. Plum Street to Bank Street – Following the completion of a multi-use path last fall along S. 6th Street from Magnolia to Plum, the Tuscarawas Township Trustees have shown interest in extending the path from Plum Street to Bank Street and will be applying for CDBG funding to complete the project.

B. 2021 Focus – Pedestrian traffic is more and more prevalent along CR 1A, CR 621 and SR 36. I personally see individuals, walking, biking and using mobility devices to make their way to Hahn's Quick-mart and Wal-Mart. I do not feel this is safe and will make this my focus in 2021.

IX. Discussion/Comments – Valerie asked if anyone had anything to share or update the group on. Shanna from Ohio Means Jobs said she would be happy to sit on the sub-committee for the Employment Transportation project. She also added that potentially setting up a gift card program of some kind that DJFS could give out as incentive to get to work would be a great idea. Valerie explained that CCCTA has re-loadable ParaPass cards that her and Shanna could work together to set something up.

Melinda Jones from All-Well stated that she herself needed to use the CCCTA service, but because she was going to be under anesthesia for the procedure, the facility would not release her to a CCCTA driver. We discussed how we could find a solution to that situation, potentially an Aide program where volunteers could go with clients who had no one else to do so. Tracy mentioned that she would reach out to AAA to see if they have any programs available.

X. Valerie stated that the next Board Meeting would be held on June 17, 2021.

XI. Adjourn – Valerie thanked everyone for coming to the Zoom meeting and wished everyone good health. At 10:48 am the meeting was adjourned.