

Delaware County Transit Action Group (TAG)
Tuesday, August 10, 2021 8am-10am
ECIA Zoom Meeting

Meeting Minutes

Present: Shirley Helmricks (Delaware County Board of Supervisors), Donna Boss (Economic Development), Leann Herman (RFH), Angie Gudenkauf (Abbe Health - Penn Center), Dawn Sage (DHS), Heather Hansel (Unlimited Services), Katie Alshouse (Penn Center), Kristen Rickey (WDCCSD), Peggy Petlon (CS/MHDS), Rob Busch (EDCOCS), Chandra Ravada (RTA/ECIA), Amanda Dupont (RTA) & Tricia Wagner (RTA)

Introductions & Agency updates:

Amanda Dupont, RTA – Amanda is the new Mobility & Outreach Specialist, send her any special up-coming meetings you may want her to attend.

Heather Hansel, Unlimited Services – They have their Vocational Services still in Manchester, and a fairly new adult Dahab service center in Farley, and limited transportation services of their own so they rely on RTA.

Leann Herman, RFH – does a lot of patient outreach. Unity Point has required all employees to get vaccinated. Administration meets almost daily on COVID as the cases are increasing again.

Rob Busch, EDCO CSD – gearing up for back to school

Dawn Sage, DHS – always looking for ways to transport clients to and from appointments.

Agenda item #1: Service Improvement Project aka “Free & Reduced Rates” update

- a. Summer camps going well especially in Dubuque, increased our general public rides for summer. Childcares centers and camps may share the information we provide with their families, and the parents/guardians need to fill out the RTA online Tripmaker form to request their child’s transportation.
- b. Funding for at least the next year – children 15 & under will continue to ride free and reduced rates stay in place (\$2 in rural areas of Delaware County & \$1 inside Manchester city limits)
- c. Tricia will re-email the flyers out to TAG to share out again as a reminder
- d. Discussion about students age 14 who don’t have a school permit yet and need to get to practice before and/or after school. Hours are not during RTA service hours, so will

need to see if there would be a way to accommodate. Case by case basis. Hourly rate is always an option, for paid drivers. Volunteer drivers would allow regular rates to apply, which is why we had volunteer drivers in place, to expand our availability. 3 or more riders would also help RTA to accommodate with paid drivers. Have families submit the online trip maker request form at least 24 hours in advance, and call dispatch or Amanda if they have questions.

Agenda item #2: Iowa Developmental Disabilities Transportation Grant, and AARP Community Challenge Grant

a. Going well, spending the funding down as planned, so should carry all three agencies (ITP in Maquoketa, ARC and Hills & Dales in Dubuque) through to the end of the grant period on September 30. Unlimited Services was invited to be a part of the grant but they were not able to do so. All three have seen a huge benefit to RTA doing their group home transportation for employment services, dayhab and even group outings. Hills & Dales has already included the transportation in their budget for RTA to continue most of these services.

b. AARP grant- this was to extend the service through November 2021. We were notified we were not awarded, so now will need agencies to review their budgets and identify what portion of these services they can continue with RTA. H&D's said they have found money in their budget for this, so hopefully the others will as well.

Agenda item #3: Coordination Project: Proposals and Presentations

a. Received 4 proposals; ranking committee agreed to have all 4 present

b. All 4 presented two weeks ago and the ranking committee has selected one which we proposed to the RTA Board yesterday; Planeteria. Leaning towards a web browser as opposed to app for the GPS bus tracking since the new website will be mobile friendly. Do need to figure a work around on our trip planning software system, RouteMatch, Dylan is checking into these things. Looking at possibly moving to a new dispatching software, but will have to move quickly, and need to confirm we can use the grant funds for this.

c. Board approved us to move to the contract negotiations, meeting set up with Planeteria next week.

d. Final contract will go to RTA Board Sept 1 for approval

Agenda item #4: Volunteer Van and Driver Recruitment Lunch & Learn Event

a. When last met we chose June 17th, but this didn't work for some in particular Peggy who we need there. Will need to set a new date. Tricia has a couple of names from TAG members to invite, but we were hoping for one from everyone, even if you haven't spoken to

that person...we can still invite them. This is on hold until we know what is happening with the van, waiting on a meeting to happen including Chandra, Amanda, Tim Vick and Shirley. Peggy is coordinating the meeting.

Agenda item #5: Getting Technical - Bylaws & new format for Agenda and Minutes

- a. Agenda – ready to start using at Feb 8, 2022 meeting, chair will call meeting to order, ask for votes on action items, etc.
- b. Meeting minutes draft – adding titles and proxys –need some names yet
- c. Secretarial notes will be similar to the minutes I've been sending, having the details regarding discussions
- d. TAG Action Plan - optional form to use for updating everyone on to-do's/action items each person agreed to do
- e. By Laws – Tricia will send a draft with the meeting minutes, Amanda can finalize with the TAGs

Other topics for discussion: Peggy may need to move the meeting back to 8:15 or 8:30 if everyone can make it, she will work with Amanda on that for the Feb meeting.

Next meeting: Combined/All County Meeting in Dubuque
Large Conference Room with Zoom option
Wednesday, December 1, 2021 11:00 a.m. – 1:00 p.m.