

TRANSPORTATION ADVISORY COMMITTEE

Tuesday, January 27, 2015

Stephanie Levenhagen called the meeting to order at 8:30 a.m.

Members Present

Erin Bussian, Mike Falkinham, Brenda Fletes, Sara Gaska, Lori Lange, Shelby Miller, Ken Wiebelhaus, and Jim Wiersma

Also Present

Bev Behm, Sheila Drays, Pat Jacob, Stephanie Levenhagen, and Melanie Macdonald

Approve the Minutes of the September and November Meetings

Ken Wiebelhaus motioned and Shelby Miller seconded to approve the minutes from the September 23 2014, Transportation Advisory Committee meeting. The motion carried.

Ken Wiebelhaus motioned and Lori Lange seconded to approve the minutes from the November 18 2014, Transportation Advisory Committee meeting. The motion carried.

Public Forum

None

Annual Bylaws

Stephanie Levenhagen did the first reading of the Dodge County Human Services and Health Department Transportation Advisory Committee Bylaws.

Program Updates – Volunteer Driver Update, Van Driver Update, and Van Inventory Report

Stephanie reported on the *Volunteer Driver Update*, *Van Driver Update* and the *Van Inventory Report*.

Action: Review, discuss and recommend members to an additional three (3) year term

Stephanie reviewed the *Transportation Advisory Committee Terms* document. She mentioned that the terms were up for Brenda Fletes, Shelby Miller and Jim Wiersma and they would all like to be renewed for another three year term.

Erin Bussian motioned and Ken Wiebelhaus seconded to approve the renewing term of three years for Brenda Fletes, Shelby Miller and Jim Wiersma to the Transportation Advisory Committee. The motion carried.

Action: Review, discuss and recommend potential new members to a three (3) year term

Stephanie introduced Michael Falkinham, a new van driver for the County, who is interested in becoming a member of the Transportation Advisory Committee.

Erin Bussian motioned and Brenda Fletes seconded to approve Michael Falkinham as a new member to the Transportation Advisory Committee. The motion carried.

Update on the Coordination Transportation Meeting

Stephanie reported on the *Coordination Transportation Meeting* on January 20, 2015. Stephanie handed out the brochure about Transportation Services in Dodge County and mentioned that these should be going to printing soon and then would be distributed around the county. Discussion followed.

Input for Updates to the Dodge County Website

Melanie Macdonald mentioned that she would like our input on the *Dodge County Website*. Discussion followed.

Update on the WAMM/WRAPP April 7-9, 2015 Conference

Stephanie reported on the *WAMM/WRAPP April 7-9, 2015 Conference*.

Next Meeting

The next meeting of the Transportation Advisory Committee will be held on Tuesday, March 24, 2015, at 8:30 a.m. in room G46, of 199 County Road DF, Juneau.

Adjournment

Brenda Fletes motioned and Lori Lange seconded to adjourn the Transportation Advisory Committee meeting was adjourned at 9:14 a.m. The motion carried.

Respectfully Submitted:

Stephanie Levenhagen

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT
TRANSPORTATION ADVISORY COMMITTEE

BYLAWS

March, 2013

ARTICLE I

SECTION 1. NAME: The name of this Committee shall be the Dodge County Human Services and Health Department Transportation Advisory Committee hereinafter referred to as the Committee.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction shall be the County of Dodge, the State of Wisconsin.

SECTION 3. REPORTING: The activities of the committee will be reported to the Community Support Services Division Manager for appropriate action. A copy of the minutes from any meeting will be given to the Community Support Division Manager and the Human Services and Health Department Director.

ARTICLE II

SECTION 1. MEMBERSHIP: The Committee shall consist of not more than fifteen (15) members. The members shall be representative of the consumers and Department staff that utilize or have interest in transportation services.

SECTION 2. TERMS OF MEMBERSHIP: Committee members are appointed to serve a three (3) year term. On the recommendation of the Committee, a member may be reappointed to one (1) additional three (3) year term. A majority vote by the members is required for appointment to the Committee.

SECTION 3. OFFICERS: The Chair of the Committee shall be appointed by the Director of Dodge County Human Services and Health Department. Duties to include presiding at the meetings, identifying issues to be discussed, and communicating recommendations to the Director and Human Services and Health Department Board. Also, position of Recording Secretary will be selected by the Chair. Duties to include taking minutes of the meeting, transcribing the minutes, distribution of the minutes and all other pertinent information to the Committee members on a timely basis, and all other responsibilities as deemed necessary by the Committee.

ARTICLE III

SECTION 1. PURPOSE: The purpose of the Committee shall be to protect and improve the quality of transportation services in Dodge County; assure that all people have the opportunity to access transportation services; act as a support system for volunteer drivers and other citizens involved in the delivery of transportation services; and coordinate all County transportation resources available to Dodge County residents.

SECTION 2. POWERS AND DUTIES: The powers and duties of the Committee are:

- A) To collect information about and monitor the transportation needs and opinions of transportation services consumers in Dodge County and make policy recommendations to the Community Support Services Division Manager to address these needs and opinions.
- B) To advocate for the rights of transportation services consumers within Dodge County at the local, State, and Federal level.
- C) Assist the Department in outreach efforts to identify and recruit transportation volunteers.
- D) Provide information of the needs of the consumers and transportation services of the Department to any interested parties.
- E) Promote opportunities for consumers to contribute to the program.
- F) To advise the Transportation Program Supervisor on the development and implementation of the County Transportation Plan for service.
- G) To monitor the progress of the Transportation Program in the implementation of the County Transportation Plan and the attainment of the objectives and activities as they relate to the plan.

ARTICLE IV

SECTION 1. REGULAR MEETINGS: Regular meetings of the Committee shall be held every other month. The date and time of the meeting is to be determined by Committee members and the Transportation Program Supervisor.

SECTION 2. SPECIAL MEETINGS: Special meetings of the committee may be called by the Chair, by fifty-one (51%) percent of the membership, or by the Transportation Program Supervisor. Time of the meeting shall be determined by the person (s) calling the meeting. All members shall be informed by mail, email, phone, or personal contact at least forty-eight (48) hours before the meeting.

SECTION 3. QUORUM: Fifty-one (51%) percent of the Committee shall constitute a quorum for the transaction of business at any meeting. If a quorum is not present, business will be conducted. Any recommendations made to the Community Support Services Division Manager at this meeting are

subject to the approval of the majority of the Committee, which can be conducted by a telephone poll.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Committee. If a member fails to attend two (2) consecutive meetings without prior notice to the Transportation Program Supervisor, the Transportation Program Supervisor shall recommend to the committee that this person be removed from the Committee.

SECTION 5. PUBLIC FORUM: Program Committee meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the committee for a limited time.

ARTICLE V

SECTION 1. CONFLICT OF INTEREST: No Committee member shall participate in voting matters which would result in a real or perceived conflict of interest or in financial remuneration to the committee member or to his or her family.

ARTICLE VI

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for procedures not covered by the Bylaws.

ARTICLE VII

SECTION 1. AMENDMENTS TO BYLAWS: These Bylaws shall be reviewed annually and may be altered, amended, or repealed, and new Bylaws may be adopted by a majority of the Committee members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling a vote.

VOLUNTEER DRIVERS 2015

Number of Drivers 11

	TOTAL TRIP MILES	TOTAL HOURS OF SERVICE	CASH DONATIONS RECEIVED
JANUARY	11,112	442	\$ 974.00
FEBRUARY	10,640	437	\$ 1,888.84
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
YEAR-TO-DATE	21,752	879	\$ 2,862.84

2015 BI-MONTHLY VAN INVENTORY RECAP DODGE COUNTY HUMAN SERVICES										
VIN #	LICENSE #	WISDOT #	FLEET #	MILES			MILES		TOTAL	
				DRIVEN AS OF 12/31/14	DRIVEN AS 1/31/2015	DRIVEN AS OF 2/28/15	MILEAGE LAST 2 MONTHS	MILES DRIVEN AS OF 2/28/15	MILEAGE LAST 2 MONTHS	
1GBDV13E35D147840	69180	29-07-06R	*951 BRAUN	0	0	0	0	0	0	0
1GBDV13W48D181556	76667	32-07-12R	*954 BRAUN	111,163	113,521	116,204	5,041			
1FD3E35LX8DB57084	55841	32-14-01L	*956 BRAUN	79,070	79,803	81,276	2,206			
2D4RN4DG3BR795421	82968	35-07-03R	*958 BRAUN	64,516	66,818	69,087	4,571			
2D4RN4DE8AR165410	79588	33-07-13R	*959 BRAUN	97,011	100,168	102,274	5,263			
1FD4E4FL6BDB12362		35-24-11	Clearview				0			
Total Miles Driven				351,760	360,310	368,841				
Miles Driven Per Month				8,550	8,531	17,081				

* = Vehicles purchased with 5310 grant (80% State funds 20% local funds)

Dodge County Human Services and Health Department Transportation
Services Driver Escort

**Suggested Donation Schedule
Based on round trip mileage**

Mileage	Dollars		Mileage	Dollars
10 miles or less	4.00		70 to 79	60.00
11 to 19	12.00		80 to 89	68.00
20 to 29	20.00		90 to 99	76.00
30 to 39	28.00		100 to 149	100.00
40 to 49	36.00		150 to 199	140.00
50 to 59	44.00		200 to 249	180.00
60 to 69	52.00		250 to 299	220.00

THANK YOU FOR YOUR CONTRIBUTION!

It is sincerely appreciated and insures the
continuation of this service!



**Passengers who use the transportation service
are required to wear seat belts.**

Dodge County Human Services and Health Department Transportation
Services Wheelchair Accessible Van

**Suggested Donation Schedule
Based on round trip mileage**

Mileage	Dollars		Mileage	Dollars
10 miles or less	8.10		70 to 79	121.50
11 to 19	24.30		80 to 89	137.70
20 to 29	40.50		90 to 99	153.90
30 to 39	56.70		100 to 149	202.50
40 to 49	72.90		150 to 199	283.50
50 to 59	89.10		200 to 249	364.50
60 to 69	105.30		250 to 299	445.50

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