

TRANSPORTATION ADVISORY COMMITTEE

Tuesday, November 29, 2016

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

Members Present

Melissa Evans, Mike Falkinham, Sara Gaska, Brian Jacobson, Lori Lange, Michelle LeCaptain, Barb Wendt, and Jim Wiersma

Also Present

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

Approve the Minutes of the September Meeting

Jim Wiersma motioned and Melissa Evans seconded to approve the minutes from the September 27, 2016, Transportation Advisory Committee meeting. The motion carried.

Consideration to Deviate from the Agenda if Needed

None

Public Forum

None

Action: Review, discuss, and approve Specialized Transportation Assistance Program s.85.21 Wis. Stats. for 2017

Stephanie Levenhagen reviewed the *2017 section 85.21 Specialized Transportation Assistance Grant Application*. Discussion followed.

Lori Lange motioned and Melissa Evans seconded to approve the 2017 section 85.21 Specialized Transportation Assistance Grant. Motion carried.

Update on the 2017 Coordination Plan and Survey

Stephanie stated that the survey has been put on hold until we receive more information on the 2018 Coordination Plan requirements.

Update on the Dodge County Van Driver Training

Pat Jacob reported on the *Dodge County Van Driver Training* that she and the van drivers attended on November 10th in Montello Wisconsin. The training was on Wheelchair Securement and all van drivers did receive certification which is good for two years.

Update on the New Van

Stephanie reported that the *New Van* should be arriving in early 2017 per an email she received from the State.

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

Stephanie reviewed the *Trip Recap Report, Van Inventory Report, and Van and Volunteer Driver Report* that the members had received in their packet. Discussion followed.

Wisconsin DOT – TAM Program

Stephanie reported on an email from *Wisconsin DOT* regarding a new reporting requirement coming in spring. The *TAM Program* is for counties who have received vehicles under a 5310 grant. Information needed in the grant will include updates on the vans such as condition, maintenance, etc. Discussion followed.

Transportation Program Updates from Committee Members

None

Other Business

None

Next Meeting

The next meeting of the Transportation Advisory Committee will be held on January 24, 2017 in room G46 at 8:30 a.m., at 199 County Road DF, Juneau.

Adjournment

Sara Gaska motioned and Michelle LeCaptain seconded to adjourn the Transportation Advisory Committee meeting was adjourned at 9:04 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

January, 2017

ARTICLE I

SECTION 1. NAME: The name of this Committee shall be the Dodge County Human Services and Health Department Transportation Coordination 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 quarterly. ~~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.

2015/2016 TRIP RECAPS

TRIPS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL	Non Elderly	Elderly
Jan-15	97	91	114	76	101	479	156	323
Feb-15	119	98	99	93	85	494	191	303
Mar-15	142	118	99	97	94	550	169	381
Apr-15	120	84	121	117	76	518	181	337
May-15	111	94	128	101	133	567	159	408
Jun-15	143	78	91	129	85	526	183	343
Jul-15	120	86	128	81	69	484	185	299
Aug-15	147	77	104	88	85	501	174	327
Sep-15	77	122	125	90	81	495	160	335
Oct-15	104	84	115	95	120	518	179	339
Nov-15	162	115	114	52	77	520	162	358
Dec-15	114	100	139	114	75	542	179	363
Jan-16	96	99	98	103	71	467	151	316
Feb-16	134	81	98	103	96	512	104	408
Mar-16	126	97	137	138	92	590	150	440
Apr-16	112	95	145	97	105	554	167	387
May-16	139	98	113	75	103	528	152	376
Jun-16	101	78	152	121	85	537	152	385
Jul-16	84	82	125	93	130	514	102	412
Aug-16	163	88	165	89	80	585	131	454
Sep-16	107	90	135	161	135	628	150	478
Oct-16	187	89	153	117	129	675	169	506
Nov-16	123	126	172	66	72	559	152	407
Dec-16	101	83	125	145	84	538	162	376
2015 Total	1456	1147	1377	1133	1081	6194	2078	4116
2016 Total	1473	1106	1618	1308	1182	6687	1742	4945
All Total	2929	2253	2995	2441	2263	12881	3820	9061

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WHEELCHAIR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	AMBULATORY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
Jan-15	44	29	43	21	41	178	Jan-15	53	62	71	55	60	301	
Feb-15	43	33	42	14	48	180	Feb-15	76	65	57	79	37	314	
Mar-15	45	41	41	18	49	194	Mar-15	97	77	58	79	45	356	
Apr-15	30	40	46	31	31	178	Apr-15	90	44	75	86	45	340	
May-15	26	48	53	22	62	211	May-15	85	46	75	79	71	356	
Jun-15	37	39	33	32	44	185	Jun-15	106	39	58	97	41	341	
Jul-15	34	28	47	20	35	164	Jul-15	86	58	81	61	34	320	
Aug-15	48	27	43	20	38	176	Aug-15	99	50	61	68	47	325	
Sep-15	26	31	59	21	48	185	Sep-15	51	91	66	69	33	310	
Oct-15	47	28	45	15	56	191	Oct-15	57	56	70	80	64	327	
Nov-15	58	38	47	2	29	174	Nov-15	104	77	67	50	48	346	
Dec-15	59	37	66	25	40	227	Dec-15	55	63	73	89	35	315	
Jan-16	52	31	49	28	44	204	Jan-16	44	68	49	75	27	263	
Feb-16	79	26	62	34	48	249	Feb-16	55	55	36	69	48	263	
Mar-16	66	32	81	47	42	268	Mar-16	60	65	56	91	50	322	
Apr-16	56	26	66	34	58	240	Apr-16	56	69	79	63	47	314	
May-16	68	28	58	28	51	233	May-16	71	70	55	47	52	295	
Jun-16	43	15	64	27	40	189	Jun-16	58	63	88	94	45	348	
Jul-16	39	18	51	29	51	188	Jul-16	45	64	74	64	79	326	
Aug-16	77	26	61	37	39	240	Aug-16	86	62	104	52	41	345	
Sep-16	36	27	57	47	57	224	Sep-16	71	63	78	114	78	404	
Oct-16	73	25	53	29	47	227	Oct-16	114	64	100	88	82	448	
Nov-16	52	19	59	22	29	181	Nov-16	71	107	113	44	43	378	
Dec-16	37	22	53	20	31	163	Dec-16	64	61	72	125	53	375	
2015 Total	497	419	565	241	521	2243	2015 Total	959	728	812	892	560	0	3951
2016 Total	678	295	714	382	537	2606	2016 Total	795	811	904	926	645	0	4081
All Total	1175	714	1279	623	1058	4849	All Total	1754	1539	1716	1818	1205	0	8032

WHERE/COUNT	BROWN										FOND DU			MANITOWOC			OZAUKEE			GREEN LAKE	
	CALUMET	COLUMBIA	DANE	DODGE	LAC	LAC	JEFFERSON	OUTAGAMIE	MILWAUKEE	WINNEBAGO	WASHINGTON	WAUKESHA	WAUSHARA	WAUKESHA	WAUSHARA	WAUSHARA	WAUSHARA	WAUSHARA	WAUSHARA	WAUSHARA	
Jan-15	0	5	40	374	13	4	1	9	3	4	25	1	479								
Feb-15	0	4	45	396	17	4	0	6	1	4	17	0	494								
Mar-15	0	9	58	432	12	4	1	8	0	9	17	0	550								
Apr-15	0	9	30	434	14	2	1	3	1	8	16	0	518								
May-15	1	4	38	470	14	3	0	5	3	12	17	0	567								
Jun-15	0	5	32	438	12	2	0	4	0	13	20	0	526								
Jul-15	0	10	38	395	11	3	0	4	0	6	17	0	484								
Aug-15	0	5	66	375	15	4	0	2	0	12	22	0	501								
Sep-15	0	4	61	364	28	3	0	5	0	9	21	0	495								
Oct-15	0	5	46	407	24	4	1	2	1	8	20	0	518								
Nov-15	0	6	36	407	45	4	0	3	0	16	3	0	520								
Dec-15	0	2	47	437	28	5	0	4	1	15	3	0	542								
Jan-16	2	3	47	377	8	10	0	3	0	10	7	0	467								
Feb-16	0	6	41	401	15	21	0	1	0	22	5	0	512								
Mar-16	0	9	69	447	22	11	0	5	2	19	6	0	590								
Apr-16	0	4	48	453	19	5	0	2	0	15	8	0	554								
May-16	0	7	34	428	19	9	0	5	0	18	7	1	528								
Jun-16	0	3	56	443	12	3	0	4	2	12	2	0	537								
Jul-16	0	4	58	408	10	4	0	2	0	20	8	0	514								
Aug-16	0	5	58	467	9	7	1	4	0	25	9	0	585								
Sep-16	0	9	59	484	10	22	0	6	2	23	12	1	628								
Oct-16	0	9	77	518	19	30	0	4	1	14	3	0	675								
Nov-16	0	5	45	455	17	5	0	8	0	13	11	0	559								
Dec-16	0	3	51	440	17	3	0	2	0	15	7	0	538								
2015 Total	1	68	537	4929	233	42	4	55	10	116	198	1	6194								
2016 Total	2	67	643	5321	177	130	1	46	7	206	85	2	6687								
All Total	3	135	1180	10250	410	172	5	101	17	322	283	3	12881								

Time of Day	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00pm	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Jan-15	13	44	63	82	63	49	48	60	49	8	0	0	0
Feb-15	8	51	64	79	74	76	37	65	34	6	0	0	0
Mar-15	10	56	63	90	79	91	44	73	38	6	0	0	0
Apr-15	15	58	60	84	68	88	49	58	27	11	0	0	0
May-15	18	58	55	93	67	85	47	73	52	14	2	0	3
Jun-15	17	50	62	106	53	77	64	60	30	6	1	0	0
Jul-15	19	41	70	74	69	72	48	59	26	6	0	0	0
Aug-15	37	42	82	79	54	56	53	69	23	6	0	0	0
Sep-15	36	51	67	81	52	63	43	67	31	4	0	0	0
Oct-15	15	32	77	98	64	58	53	68	45	7	1	0	0
Nov-15	23	40	72	81	74	64	65	58	40	3	0	0	0
Dec-15	14	36	82	92	66	75	54	74	45	4	0	0	0
Jan-16	12	34	65	81	55	55	65	49	45	6	0	0	0
Feb-16	11	38	57	83	62	57	93	57	47	7	0	0	0
Mar-16	16	47	77	79	86	74	86	73	43	9	0	0	0
Apr-16	10	59	66	74	87	58	71	65	44	15	0	0	5
May-16	13	25	88	74	74	55	71	65	44	18	1	0	0
Jun-16	24	27	79	104	56	64	63	66	46	8	0	0	0
Jul-16	17	39	69	69	62	62	73	68	43	12	0	0	0
Aug-16	31	41	87	89	54	65	77	69	56	16	0	0	0
Sep-16	26	48	103	98	62	66	86	77	53	8	1	0	0
Oct-16	41	51	112	98	57	75	87	69	65	19	1	0	0
Nov-16	25	38	88	85	61	63	69	60	57	13	0	0	0
Dec-16	15	46	69	74	57	70	76	93	30	8	0	0	0
2015 Total	225	559	817	1039	783	854	605	784	440	81	4	0	3
2016 Total	241	493	960	1008	773	764	917	811	573	139	3	0	5
All Total	274	737	1082	1356	1073	1618	920	1028	619	118	4	0	8

FUNDING SOURCE	CARE	CONTINUS	DONATE	FSET	NH-CH	NH-GL-BD	NH-GL-RA	NH-GL-WTN	NH-HH&R	NH-HM	NH-MM	NH-MN&R	VA	
Jan-15	46	0	407	0	0	10	8	0	0	6	2	0	0	479
Feb-15	18	0	452	4	0	8	8	0	0	4	0	0	0	494
Mar-15	34	0	479	2	0	27	6	0	0	2	0	0	0	550
Apr-15	35	0	449	2	0	20	8	0	0	4	0	0	0	518
May-15	46	0	485	0	0	12	16	2	0	6	0	0	0	567
Jun-15	34	0	470	0	0	10	4	2	0	6	0	0	0	526
Jul-15	28	0	438	0	0	10	2	2	0	4	0	0	0	484
Aug-15	25	0	464	0	0	2	2	0	0	8	0	0	0	501
Sep-15	28	0	453	0	0	4	5	0	1	4	0	0	0	495
Oct-15	32	0	472	0	0	6	0	6	0	2	0	0	0	518
Nov-15	47	0	467	0	0	4	0	0	0	2	0	0	0	520
Dec-15	55	0	479	0	2	2	0	0	0	4	0	0	0	542
Jan-16	50	0	325	0	6	6	0	2	0	2	2	0	74	467
Feb-16	56	0	372	0	8	4	0	0	0	0	0	0	72	512
Mar-16	63	0	437	0	6	2	2	0	0	2	0	0	78	590
Apr-16	58	0	410	0	2	6	2	0	0	0	0	0	76	554
May-16	37	0	401	0	0	6	0	0	0	0	0	0	84	528
Jun-16	18	0	435	0	0	2	0	0	0	0	0	0	82	537
Jul-16	28	0	402	0	0	6	0	0	0	0	0	0	78	514
Aug-16	18	1	432	0	0	10	4	0	0	0	0	0	120	585
Sep-16	21	0	480	0	0	9	0	0	0	2	0	0	116	628
Oct-16	12	2	543	0	0	4	2	2	0	0	0	4	106	675
Nov-16	13	6	435	0	0	14	0	0	0	2	0	2	87	559
Dec-16	14	2	409	0	0	6	1	0	0	2	0	6	98	538
2015 Total	428	0	5515	8	2	115	59	12	1	52	2	0	0	6194
2016 Total	388	11	5081	0	22	75	11	4	0	10	2	12	1071	6687
All Total	655	0	7059	8	24	190	63	14	1	56	4	0	300	12881

VOLUNTEER DRIVERS 2016		YEARLY RECAP'S		
	NUMBER OF	TOTAL	TOTAL HOURS	CASH DONATIONS
		TRIP MILES	OF SERVICE	RECEIVED
2010	12	234,471	10,520	\$ 23,529.14
2011	12	206,970	9,534	\$ 28,724.65
2012	11	183,979	8,598	\$ 32,017.96
2013	10	151,772	7,378	\$ 37,015.67
2014	11	150,145	7,274	\$ 34,298.76
2015	11	131,854	6,500	\$ 36,528.01
2016	12	138,173	6,572	\$ 37,660.20