
Transportation Coordinating Committees

Connecting People, Connecting Communities

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This manual is a compilation of resources and best practices in forming, revitalizing, and maintaining an active, involved, and influential transportation committee. Beyond the basic requirements imposed by state and federal grantors, these committees can serve as a springboard for discussions about transportation gaps, mobility issues, collaborative efforts, and successes in the community.

Committees look different throughout the state and if you have a strong one, you have found the right recipe of people, issues, and motivation. If you are struggling, don't give up. There is a network of transportation professionals in the state and across the nation willing to provide assistance. A community's progress on transportation and mobility issues often correlates to the strength of the committee members.

Mobility Managers, Transportation Coordinators, Transit Managers, Agency Directors and other transportation professionals cannot improve transportation networks alone. It takes involvement by those in healthcare, long-term care, education, social services, public health, planning, and others to truly integrate mobility into all aspects of your community. The transportation committee is where these relationships are built and connections made—
between people and
communities.

“Coming together is a beginning. Keeping together is progress. Working together is success.”

- Henry Ford

Table of Contents

Committee Membership	Pages 3-9
<ul style="list-style-type: none">▪ Committee Creation▪ Committee Composition▪ Changing Committee Membership▪ Committee Job Description/Term Limits▪ Recruiting Committee Members	
Committee Bylaws	Pages 10-15
Quality Committees, Effective Meetings	Pages 16-26
<ul style="list-style-type: none">▪ Making Your Case▪ Roles, Responsibilities, & Requirements▪ Other Responsibilities▪ Subcommittees/Taskforces▪ Effective Meetings▪ Committee Agenda▪ Accessible Meetings	
Bibliography	Page 27
Appendices	Pages 29-56
<ul style="list-style-type: none">A. WI Administrative Code Department of Transportation Chapter Trans 2B. Excerpt From the County Elderly & Disabled Transportation Assistance Program 85.21 ApplicationC. WI Statute 51.42 & 51.437D. Federal Transit Administration Circular 9070.1G, Chapter VE. Sample Resolution & OrdinanceF. Sample Transportation Committee Member Job DescriptionG. South West Transit Association Accessible Meetings Guide	

Committee Membership

COMMITTEE CREATION

Every county, tribe, and region should have a committee that focuses on transportation, access, and/or mobility. Many are called Transportation-Coordinating Committees and can be stand-alone committees, an advisory council, or taskforce to another board or council. These committees are critical for counties, tribes, and/or regions to focus on transportation and mobility issues as needs continue to increase and funding diminishes.

Wisconsin Department of Transportation (WisDOT) Administrative Rule Trans 2* (Appendix A) outlines the composition of the committee that is required to review state (85.21) and federal (5310) grant proposals. In recent years WisDOT changed the language about committee review of the 85.21 grant; however, at a local level they continue to require coordination. (See Appendix B for the 85.21 grant language.) Although a committee is required, committee composition is not expressly noted except for the required participation by county board, county aging unit, department of social or human services, board created under s. 51.42 or 51.437 (Appendix C), transportation providers, and citizen-advocates as outlined in Trans 2.

Coordination language also exists in the state tribal transportation grant 85.215. WisDOT requires each application to show evidence of coordination among the tribal agencies and groups that represent the interests of elder tribe members. WisDOT expects that the Tribal Transportation Department, Aging Department, and the Tribal Council will participate in the preparing of the application or be offered the opportunity to comment on it. Many tribes, counties, and municipalities already work collaboratively to operate regional transportation systems.

Transportation coordination is mandated by the federal funding program 5310—Transportation for Elderly Persons and Persons with Disabilities¹—and requires a committee of diverse stakeholders as outlined in FTA Circular 9070.1G Chapter V (Appendix D). This guidance requires inclusion of *public, private, and non-profit providers and members of the public who can provide insights of the local transportation needs. It is important that stakeholders be included in the development and implementation of the locally-coordinated public transit-human services transportation plan.* A county or tribe can have one committee that meets both the state and federal requirements therefore positioning the county, tribe, or region for dialogue with a wider group of potential partners and additional grant funding.

Communities do not need to include all of the groups listed in the federal guidance and may include others not listed. Committee composition should be determined based on the needs of the

¹ *Federal legislation *Moving Ahead for Progress in the 21st Century*, MAP-21 was passed in 2012. This legislation repealed the 5316 and 5317 programs and incorporated them into the 5307/5311 and 5310 programs respectively. Due to these changes, state administrative code is being updated. Updated code was not available by publication date.

community. Participation will vary depending on demographics, geographic location, service needs, and what services are already provided.

It is important to consider committee membership carefully to create an effective committee for your community. You do not want to leave out an agency or partner that has the potential to bring ideas, resources, or funding to the table. There can be stakeholders who will be great committee members who hold contracts with others on the committee or the host agency. In most cases, this should not prevent their membership on the committee, but the committee should discuss what constitutes a conflict of interest and when abstaining from voting is appropriate.

COMMITTEE COMPOSITION

When assessing the membership of your committee, ask yourself who is already in the conversation about transportation, what are the needs in your community (if known), is there someone working on solving them already, and who should be included when looking at future projects and financial support.

Below is an extensive list of potential members who have been key partners in many communities. Some agencies or representatives can be listed in more than one category or can be classified in other ways than listed below. This gives you additional flexibility for committee appointments.

Human Services Representation

- Agencies representing:
 - Seniors
 - Individuals with disabilities
 - Low-income individuals
 - Displaced workers
 - Homeless individuals
 - Veterans
 - Minority groups
- Food pantries
- Prison or detention centers or half-way houses
- Department of human services
- Tribal services
- Public health departments
- Independent living centers
- Community action programs
- Development or rehabilitation centers
- Salvation Army
- Red Cross
- United Way

Medical & Healthcare Representation

- Indian health services
- Nursing homes
- Assisted living facilities
- Hospitals or medical services facilities
- Dental clinics
- Mental health facilities
- Managed care organizations/health management organizations
- In-home care agencies
- Nurses and social worker associations
- Dialysis centers
- Ambulance/emergency personnel
- American Cancer Society
- American Heart Association

Education Representation

- Public school supplemental services
- Transportation/transition/disability service departments
- Private and parochial schools
- Community colleges
- Technical schools
- Vocational training centers
- English as a second language/ESL programs
- Literacy groups or programs
- Head Start programs

Employment & Job Training Representation

- Independent living centers
- Senior employment programs (Title V)
- Unemployment offices
- Job centers
- Staffing agencies
- Sheltered and supported employment programs
- Convention and visitors bureaus/tourism offices
- Workforce development council
- Chamber of Commerce
- Economic development council
- Business owners and associations
- Employers, those with shift workers, or parking issues
- Local stores and businesses

Transportation Representation

- Public Transit (shared ride taxi, fixed route bus, or paratransit systems)
- Aging buses (county or tribal)
- Volunteer/escort driver programs
- Disabled Americans Veterans van (DAV) or Veterans Service Officer (VSO)
- School or Head Start bus operations
- Private transportation companies (Specialized Medical Vehicles [SMVs], taxis)
- Casino buses
- Non-profit transportation providers (i.e., sheltered workshop or day center transportation)
- Ambulance
- Charter or intercity bus companies
- Airport shuttles

Government Representation

- Tribal leaders
- County board member
- Court or probation services
- City and county law enforcement (public safety)
- Mayors, municipal leaders, town supervisors or appointees
- Municipal or county clerks
- Regional or metropolitan planning organizations
- Legislators
- Veterans service officer (VSO)
- Highway department
- Department of Motor Vehicles (DMV)
- Public Works
- Municipal or county planning departments
- Housing and Urban Development

Additional Stakeholders

- Local media (newspaper, radio, television)
- Community foundations
- Realtors (houses in an area with transit options tend to sell better)
- Community leaders
- Education groups (retired teachers association)
- Religious leaders (Gamaliel/WISDOM local chapters like NAOMI and Joshua, local churches, council of churches)
- Regional entities (surrounding county transportation committee or board members service groups – Rotary, Lions, Elks, League of Women Voters)
- Veterans groups (VFW, Disabled Americans Veterans, American Legion)
- Insurance agents
- AODA programs or support groups (NAMI)
- Other groups (YMCA, Boys and Girls Clubs (often have vehicles), sustainability groups, bike or pedestrian clubs) (Remember, if you are including about improving mobility overall, you can include those representing other modes of transportation like pedestrian paths to get to public transportation, or improved bike routes.)

Below are additional questions to ask as you evaluate your committee composition and consider potential partners.

- Where do people need to go for life-sustaining appointments or needs?
- Where do people go for life-enriching activities?
- Do you have good geographic representation?
- Do you have diverse social and economic representation?
- Do you have committee members who are the decision-makers for their community, company, or agency?
- Are there colleges or technical schools in your area who can benefit from increased transportation to draw more students or help the ones already enrolled?
- Are there parking needs that cannot be met by expansion of existing parking? Would incentivizing transit be a new way to address this issue?
- Do you have similar issues or needs as surrounding counties or tribes? You may consider forming a regional committee as subcommittee assignment for one of your committee members if a regional committee exists. If there isn't one, gauge interest and generate excitement and start meeting.

CHANGING COMMITTEE MEMBERSHIP

Many counties formed transportation committees (often referred to as Transportation Coordinating Committees) by resolution and included them in county ordinance in accordance to WI Administrative Rule Trans 2.10 in the early 1980s. It may be worth revisiting the ordinance that many counties have photocopied for many years to include in the 85.21 grant application. Many are mimeographed and are not even in electronic form because they have not been updated since they were first written. If your county or tribe is looking at streamlining its committee structure, make sure your transportation committee is not on the chopping block. It is beneficial to have elected officials serve on the committee. The county or tribe may not understand the statutory requirement or know about the

required coordination mandate for federal grants. Transportation has changed a great deal over the last 20 years. Your committee may need to be updated as well.

Are you experiencing budget or staffing issues in your transportation program? Has the county or tribe restructured or updated other committees? Has the transportation program been transferred to another department? Have your transportation services changed substantially recently due to the Medicaid brokerage, Family Care implementation, Money Follows the Person tribal initiative, or other program changes? Take this opportunity to restructure or reinvigorate your committee to actively work on mobility issues and not just rubber stamp grant applications. It is also a good time to educate your county board, tribal council, municipal leaders, and administrators on the importance of this committee and of local or regional transportation networks.

You may experience resistance to changing or implementing new policies or term limits for the committee. Below are some tips that may help in this process.

- Educate. Provide information to your current committee on the coordination requirements and funding implications. Site guidance and statutes from this document to support your case. Discuss your coordination plan, give examples of new programs from surrounding areas, illustrate the needs in your community, explain the funding you already receive, and highlight your successes.
- Explain why you need to institute policies for the committee—like attendance and term limits. The explanation can be as simple as the need to be consistent with other county or tribal committees.
- Ask the committee for their feedback and input on any proposed changes. It may help to have a proposal for them to review prior to the meeting. If you can, be flexible and allow for changes based on their input.
- Include as many current members as possible if you are redefining the committee membership *if* you view their continued participation as essential.
- Hold an expanded meeting with stakeholders to discuss changes to the committee. The list from your coordination planning process can be a good start. You can use this meeting to present the changes or as a venue for additional input. Consider sending a letter prior to scheduling a meeting to gauge the level of interest.
- Keep your corporation counsel, county board supervisors, tribal council, and tribal and municipal leaders informed during this process. This can result in additional buy-in and awareness of transportation issues. You may have to draft a new resolution and ordinance to officially change the committee structure and/or function. (See Appendix E for sample resolution or ordinance language.)
- Bring in a consultant or “expert” to facilitate these

What makes a good board member?

According to BoardSource—a national organization of nonprofit leaders—it takes more than just a commitment. Collectively, it is normal and advantageous for board members to bring to the table some extra qualities. Beyond commitment, some of the best attributes are:

- Passion
- Knowledge, skills, and expertise
- Ability to network
- Dedication to learning
- Courage of conviction
- Enthusiasm
- Flexibility
- Sense of humor

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often-difficult conversations so staff or committee members do not have to jeopardize their relationships with members of the committee.

- Food is always a good addition if you are able to provide it. Try to get a sponsor for the food if it is allowable and you can find someone willing. Make sure to thank them publically if they do contribute.
- Make a big deal about the committee—it is a big deal! You are addressing transportation issues and solving mobility problems to help people stay healthy, keep them out of institutions and remain contributing members to the local economy.

COMMITTEE JOB DESCRIPTIONS/TERM LIMITS

For any committee it is good practice to have job descriptions for members. Job descriptions give members direction about their involvement in the committee and tell them in writing their responsibilities. Position descriptions can be used as a tool to help members be more effective and if necessary, identify when they should resign. Remember, for most committees, members are volunteering their time and this should be considered when creating a job description. (A sample volunteer job description can be found in Appendix F.)

Setting term limits is another good practice. Term limits do several things for your committee. They serve to refresh the committee by getting new members, helping with recruitment (new recruits may only want to commit for 2-3 years and not the dubious “for-life” appointment), allowing members to step away from the committee comfortably when they feel they can no longer serve the committee effectively or commit to another term, and helping to naturally rotate members who are burned out or not doing a good job. People may be more apt to serve knowing their time on the committee has an expiration date. A new chair or committee member can bring fresh ideas and connections to the table. Having new chairpersons forces the organization to develop new leaders. This can lead to a healthier committee and builds a base of community members who are educated about transportation and mobility issues. They can support the program even when they are no longer on the committee.

If your committee really needs a makeover, don’t let the worry about not being able to find someone to fill a vacancy stop you. This is a very real concern for many boards and committees, but it shouldn’t keep you from making improvements. It may take time, but you will find people to fill openings and the more effective your committee becomes, the more it will attract quality committee members. For those who are leaving the committee or not able to be appointed after a restructure, it does not mean the relationship with the organization has to end. You can work together with the former member to find new ways to stay connected and involved.

RECRUITING COMMITTEE MEMBERS

Bylaws should address how members are recruited, nominated, and appointed to the committee. Additional information about creating bylaws including sample language can be found in the Committee Bylaws Section of this manual. Some members are appointed by the county executive or tribal chairperson or president, most need county board or tribal council approval but either way, they usually seek nominee suggestions from the committee. You may consider having a nominating committee or allow any active member to nominate someone for membership. Committee openings

are frequently posted somewhere within a government building, on the Website, and are submitted to the newspaper for advertising.

There are many other opportunities to post committee openings such as on the public transit system vehicles, board connections Website (dedicated to recruiting board members), LinkedIn, and other social media sites or through United Way or other volunteer organization. If you have just restructured your committee, you may consider additional advertising to highlight the committee and the new opportunity for leadership. There are many highly-qualified retirees that are looking for ways to make a difference so make sure your advertising or marketing is appealing and reflects what the committee does and what the individual can get out of this volunteer opportunity.

Individuals interested in committee positions will usually have to fill out an application, which may go through a review and interview process. Some conduct reference or character checks on the individuals prior to appointment. When looking for effective committee members, consider the qualities below for committee appointees.

A quality committee member:

- Has an interest in and believes in the committee mission and goals.
- Questions and doesn't just rubber-stamp; is results-oriented.
- Acts with integrity.
- Effectively participates in a committee setting.
- Is a good listener who gets along with others even if opinions differ.
- Has knowledge and experience in the program area.
- Has professional skills.
- Carries prestige or clout in the community.
- Holds a strong interest in the health, safety, and well-being of the community.
- Is not in a position that could constitute a conflict of interest.

The following are reasonable expectations of committee members:

- Attend regularly-scheduled meetings and participate in any standing or ad hoc committees.
- Review meeting materials prior to the meeting and participate in discussions of agenda items.
- Request additional information or training about an issue, program, policy, or procedure that may be unclear.
- Participate in training, informal meetings, seminars, hearings, and conventions available to committee members.
- Identify unmet needs or barriers to services of the target populations and share this information with the committee.
- Advocate on behalf of transportation programs, services, and consumers.
- Seek out and encourage input from stakeholders outside the committee concerned about transportation and mobility.

Building a strong and active transportation committee will take planning and maintenance. Once formed, a quality committee can become the champion for change in your community and region and is an important component of any transportation network.

Committee Bylaws

Bylaws are the operating manual of the committee and can include rules for membership, frequency of meetings, selecting officers, roles of subcommittees, and principal duties of officers or committee chairs. You can also include the purpose, goals, and objectives of your organization. You will need to take into consideration agency, county, and tribal policies when creating your bylaws. Always check with your legal counsel to ensure you follow proper noticing and amendment procedures.

Purpose/Mission: Inclusion of the purpose of the committee and the committee's mission helps ensure clarity for members and the general public.

Membership: Membership will vary based on your needs. Additional information about membership can be found in the Committee Membership section. You should have members from your governing boards or councils and elected officials on your committee if you do not already. It is important to build these relationships and lines of communication early before you enter into a crisis or are requesting additional support. You will want to determine who is eligible to vote, how resignations are handled, and how vacancies are filled.

Meetings: Hold meetings at times that allow for participation by those who are transit dependent or rely on public or specialized transportation to get to meetings. Verify meeting space and parking are accessible when a meeting location is chosen. Your committee will decide how often to meet. Ensure meetings are meaningful, productive, and action-oriented. For more information about meetings, see the section on Quality Committees, Effective Meetings.

Terms of Office: Define terms of the committee. Term limits are important and function to encourage new members who bring new perspectives to the committee.

Absenteeism: By addressing absenteeism in your bylaws, it gives the committee (not the administrative staff or committee chair) recourse if someone consistently does not show up for meetings.

Committees: Determine whether standing committees or ad hoc committees are needed in your committee structure. You can always amend your bylaws to reflect any changes to the decision about standing committees.

If you have a regional transportation committee, consider creating a standing subcommittee or designating an appointee in the bylaws. Include subcommittee reports on regular committee meeting agendas.

If you do not have a regional committee, consider creating a subcommittee or designate 2-3 individuals to meet with surrounding counties and tribes. Ask each governmental body to send 2-3 members from their committee and hold meetings or calls to stay in touch. You can review coordination plans or transportation studies of all counties and tribes involved to see if there are common strategies or focus

areas. This regional group can generate a multi-jurisdictional plan by combining these strategies into one plan—a regional coordination plan. This will allow you to reach a wider audience, to gain support, and to position you well for funding that gives preference to coordinated or regional projects.

An example of committee bylaws is next. Your bylaws may look very different from these based on the standards in your agency and the structure of your committee. You should always consult with your legal counsel to ensure your bylaws follow the approved format.

SAMPLE BYLAWS

Transportation-Coordinating Committee of _____

Article I: Name

The name of this committee shall be the *Transportation-Coordinating Committee* and was formed under ordinance #.

Article II: Purpose

The TCC shall function as an advisory body to the County Board of Supervisors or Tribal Council in all matters pertaining to transportation and mobility systems/specialized transportation *or* Legal responsibility for the program and fiscal administration is held by the TCC committee. The Committee shall provide advice and assistance to the program's staff in planning, policy formation, financial support, program direction and evaluation, and personnel issues. [State whether the committee is advisory in nature or has decision making or legal responsibility for any program management.]

Article III: Mission

The mission of this committee is to support, strengthen, and coordinate the local transportation systems and work toward addressing unmet transportation needs of all county residents. [Insert your mission statement here.]

Article IV: Membership

There will be # voting members and # non-voting members. The Director/Mobility Manager/Transportation Coordinator/clerk, shall serve in a non-voting, ex-officio capacity.

Voting Members: Voting members of the committee will include:

[*see Committee Membership section for more information.]

[If you include ex-officio members, you may consider adding this clarifying language.]

Privileges of Ex-Officio Members of the Committee: An Ex-Officio Member of the Committee, as defined in these Committee Policies, shall be entitled to the privileges of membership, subject to the following limitations:

- a. An Ex-Officio Member shall be allowed to sit with the Committee and participate in discussions of agenda items, but shall not be allowed to vote on any matter coming before the Committee or any committee of the Committee, or to make any motion regarding any matter before the Committee or any committee of the Committee.
- b. An Ex-Officio Member shall be allowed to participate in and attend executive or closed sessions of the Committee (or of any committee of the Committee).
- c. An Ex-Officio Member may not be elected as an officer of the Committee.
- d. At the request of an Ex-Officio Member, the Chair of the Committee may appoint the Ex-Officio Member as an ex-officio member of any standing committee of the Committee.

- e. An Ex-Officio Member shall be allowed to attend and participate in any open meeting discussion at any meeting of this committee.
- f. An Ex-Officio Member shall observe all rules, regulations, and policies applicable to members of the Committee, and any other conditions, restrictions, or requirements established or directed by vote of a majority of the voting members of the Committee.

Appointments and Vacancies: Members shall be recommended by a committee member/staff of the Advisory Committee/nominating committee and voted upon by the entire Committee or as determined by county/tribal procedures set forward for advisory committees. Voting members who are not staff or appointed shall, upon completion of a term, be eligible for re-nomination for another term at the first Committee meeting of each new year.

Should a member resign in mid-term, the Committee Chair shall appoint a person to fill the vacancy based upon recommendations received from committee members/nominating committee/staff members or through advertisement in the media.

The committee is responsible for recommending candidates to fill vacancies (or nominating committee if this is a standing committee) on the Committee at the first meeting of the year (or after the governing body appoints members which is often in spring). Vacancies will also be advertised per the approved county/tribal procedures.

Resignations: Any Officer or Committee member may resign by written notice to any Officer.

Per Diem: No member of the Committee will receive compensation or only elected officials are entitled to per diems and mileage (based on county/tribal policies and procedures).

Terms of Office: Terms of office (except those determined by staff position) shall be two years. Members shall serve no more than three consecutive two-year terms. Elected appointees will serve terms concurrent to their election term.

Absenteeism: Any member who misses two consecutive meetings or # meetings in a year (without notifying the chair) will be asked to resign from their position.

Article V: Officers

The officers of the TCC shall be a Chair and a Chair-Elect/Vice-Chair. The Chairperson shall preside at all meetings of the Committee and shall be prepared to report to the appropriate governing bodies which have jurisdiction over the transportation program. The Chair-Elect or Vice-Chair will officiate at meetings should the Chairperson be unable to attend.

Duties of the Chair: The Chair shall:

- a. Preside at regular and special meetings of the TCC.
- b. Report to the County Board/Tribal Council and/or its committees, and to attend such meetings as are appropriate to the business of the TCC.

- c. Prepare and submit a written report of Committee actions and achievements to its governing boards.
- d. Appoint subcommittees as needed.

Duties of the Vice-Chair: The Vice-Chair shall assume the responsibilities of the Chairperson in the Chair's absence.

Recording Secretary: The Recording Secretary shall be voted on by the Committee or will be a staff person provided by the sponsoring agency (ADRC/Tribal Aging Unit/Human Services/Planning & Zoning).

Article VI: Meetings

Meeting Schedule: The Committee shall determine the meeting schedule based upon the convenience of its members. Thereafter, a change in the regular schedule shall be approved by a two-thirds vote of the Committee. The members shall be notified in advance of any change in the schedule. Consideration should be made as to a meeting time and place to accommodate individuals who depend on public or human services transportation.

Agendas: Based upon input received from members of the committee, members of the public, and staff, the Mobility Manager/Transportation Coordinator/staff person shall set the agenda and shall see to it that members and media are notified in timely fashion.

Quorum: # voting members (or one more than half the total members) shall constitute a quorum or a simple majority of members will constitute a quorum.

Article VII: Committees

The Committee Chair will appoint members to the following standing committees: nominating (will assist in recruiting committee members), marketing, outreach...

OR

The Committee Chair may appoint ad hoc committees as needed by the Committee.

Article VIII: Code of Ethics (optional)

Code of Ethics: Both TCC members and staff must abide by the County/Tribal/agency code of ethics as found in the Human Resources Policies/Ordinance #/Code of Ethics.

Confidentiality: Committee members shall not release the names and/or other confidential information about program participants without the consent of the participant. The responsibility to maintain confidentiality should be fulfilled in such a way as to not obstruct or preclude legitimate public access to records or information relative to the activities, programs, services, and financing of the program.

Article IX: Parliamentary Authority

The Committee shall conduct its business according to “Parliamentary Procedure at a Glance” by O. Garfield Jones (1971) based on “Roberts’ Rules of Order.”

Article X: Ratification & Amendment of Bylaws

Ratification: Ratification of these bylaws shall be by a two-thirds vote of the TCC.

Amendments: These bylaws may be amended as deemed necessary by a two-thirds vote of the TCC at any regularly-scheduled meeting provided there has been advance notice of the intent to amend.

Quality Committees, Effective Meetings

Generating interest, recruiting members, engaging the committee, and showcasing accomplishments are key elements to a successful committee. Interest wanes if the committee isn't tasked with important and actionable items. People join committees to make a difference—not just to attend meetings. Committee members need to be challenged and given opportunities to use their skills.

This section includes tips on selling your committee or proposed changes to leadership, rules, and regulations by which your committee may be bound, roles and responsibilities your committee can assume, and keys to effective meetings.

MAKING YOUR CASE

You may be in the process of recruiting for your committee, convincing leadership to make changes to the committee structure or placement, increasing or changing the duties of the committee, or reinvigorating the current committee. As you work on this, you will want to have clear and open communication with your county or tribal leadership and current committee members. As with any committee, you will need to clarify all required and optional functions in the committee's scope of work to justify per diems and staff time and to recruit members.

Meet with and keep your corporation counsel; county board supervisors; and tribal, county, or municipal leaders informed throughout this process—especially if your committee is or will be an official governing board. It is likely there is minimal knowledge of the existing transportation programs and grants so you may need to provide education about existing programs. This can help gain support in making the changes to the committee that are necessary. If you are formalizing a committee that has been meeting informally or changing committee membership, you may have to work with your corporation counsel to draft a new resolution and ordinance to officially change the committee structure and/or function. (See Appendix E for sample resolution and ordinance language.)

Provide information to your current committee and local leadership on coordination requirements and funding implications. Site guidance and statutes found in Appendices A-D to support your case. Discuss your coordination plan, give examples of new programs from surrounding areas, illustrate the needs in your community, explain the funding you already receive, and highlight your successes.

If you are proposing a different committee structure—such as making the committee report directly to the county board or tribal council instead of advisory to another committee—explain the benefits of this relationship and how mobility is not just an aging or human services issue. Mobility has workforce development implications, public health ramifications, and is an integral part of planning and zoning. Having a stand-alone committee gives it the ability to serve the broader community and all modes of transportation. A multimodal focus can enhance its effectiveness.

Consider holding an expanded meeting or open house with stakeholders and local officials to discuss changes to the committee. The list from your coordination planning process can be a place to start.

You can use this meeting to present the changes, as a venue for additional input about membership, or to raise public awareness about transportation issues and what the function of the committee will be.

The name of the committee defines it internally and externally to the public. A board generally indicates a level of authority that your committee may or may not have. If the committee is advisory, members should be aware of how governing and decision making bodies use advice or information from the committee.

Make a big deal about the committee—it is a big deal! You are addressing issues and solving problems to help people stay healthy, keep them out of institutions, and remain contributing members to the local economy by working or shopping. Mobility isn't just about providing rides—it is about making sure people in your communities can access healthcare, jobs or job training, educational opportunities, shopping, and social events. The committee scope does not need to be limited to specialized transportation or transit systems—but can also include road safety, bicycle or pedestrian issues, land use planning, medical conditions and driving, retiring from driving, and other topics which you determine locally based on your community plans and needs. The transportation committee is instrumental in ensuring the limited transportation resources are used efficiently and are as integrated as possible.

Celebrate and publicize your successes. Regularly report to other boards; the media; and local, state, and federal legislators what your committee is doing and the amount of transportation being provided by all local providers. Include testimonials; personal stories are what move people to action and help convince policy makers of the importance of your programs.

Creating an effective committee is an ongoing process. It needs nurturing and ongoing maintenance as well as infusion of new energy on occasion.

ROLES, RESPONSIBILITIES, & REQUIREMENTS

The Transportation-Coordinating Committee will have different roles and responsibilities depending on its structure, composition, and the needs in the community. However, there are state and federal requirements for these committees which can be one of the strongest arguments for this committee.

State Requirements: Local Review & Participation

Each county receives an allocation of funding for elderly and disabled specialized transportation under state statute 85.21.

The instructions in the 85.21 grant application for 2015 outline the requirements for review by a transportation-coordinating committee.

“Counties must offer their local aging unit the opportunity to comment on their annual s. 85.21 application or participate in its preparation. If the aging unit and/or its representatives are members of a county’s transportation-coordinating committee (TCC) or equivalent, the committee’s review of the application satisfies this requirement.”

“If a county’s TCC does not include members of its s. 51.42 and s. 51.437 board(s) of directors, then the application additionally must be presented to the 51.42/51.437 board(s) for review.”

The state also outlines duties of this committee for entities receiving state or federal capital assistance funds either through State 85.22 or federal 5310 programs.

Wisconsin Administrative Code Chapter Trans 2 – Elderly and Disabled Transportation Capital Assistance Program (See Appendix A for full text.)

(Note: This administrative code will be undergoing revisions to reflect changes in the federal legislation.)

Trans 2.10 Local public body applicants.

(1) Definition. In this section, "transportation-coordinating committee" means a committee appointed by the county board for coordinating the county's specialized transportation, which:

(a) Includes members representing at least the following:

1. County board
2. County aging unit
3. County department of social services or county department of human services
4. County boards created under s. [51.42](#) or [51.437](#), Stats.
5. Transportation providers (public, proprietary, and non-profit)
6. Elderly and disabled citizen advocates
7. Consumer and agency advocates

(b) Has at least the following duties:

1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in the service area.
2. Review passenger transportation plans for the service area.
3. Review and comment on county aid applications under s. [85.21](#), Stats.
4. Review and comment on capital assistance applications under s. [85.22](#), Stats.
5. Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990, [42 USC 12101](#) et seq.
6. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the federal sec. 5310 program.

Federal Requirements: Coordinated Planning

The federal requirements that can apply to the transportation committee are related to the development of a locally-developed coordination plan. Public and human services transportation providers are expected to be part of this planning process and a strong transportation committee can assume the functions of development, approval, and monitoring the plan as well as fulfilling the state grant requirements.

According to federal 5310 grant, projects must be identified in a locally-developed public transit human services transportation plan. The Federal Transit Administration circular 9070.1g from 2014 describes the functions of a transportation committee in coordination planning is below.

FTA Circular 9070.1G Section V (See Appendix D for full text.)

A locally-developed, coordinated public transit-human services transportation plan (“coordinated plan”) identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. Local plans may be developed on a local, regional, or statewide level.

The decision for determining which agency has the lead for the development and coordination of the planning process should be made at the state, regional, and local levels. FTA recognizes the importance of local flexibility in developing plans for human service transportation.

Recipients shall certify that the coordinated plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Note that the required participants include not only transportation providers but also providers of human services and members of the public who can provide insights into local transportation needs. It is important that stakeholders be included in the development, approval, and implementation of the locally-coordinated public transit-human service transportation plan.

- a. Required Elements. Projects selected for funding shall be included in a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:
 1. An assessment of available services that identifies current transportation providers (public, private, and nonprofit).
 2. An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts and gaps in service.
 3. Strategies, activities, and/or projects to address the identified gaps between current services and needs—as well as opportunities to achieve efficiencies in service delivery.
 4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The federal circular addresses the expectation of 5307 and 5311, public transit programs to participate in coordination planning as well.

Role of Transportation Providers that Receive FTA Funding Under the Urbanized and Rural Area Formula Grant Programs in the Coordinated Planning Process. Recipients of Section 5307 and Section 5311 assistance are the “public transit” in the public transit-human services transportation plan and their participation is assumed and expected.

Creating a transportation committee that complies with the state and federal requirements can make

transportation planning and coordination more efficient and effective. Because some of the participants are the same for the state and federal requirements, the committee can assume the responsibility for reviewing and monitoring the state 85.21, 85.22 and federal 5310 programs as well as approving adopting and amending the coordination plan. This single committee can communicate directly with county or tribal leadership to raise awareness of the plan, any transportation and seek assistance when necessary.

OTHER RESPONSIBILITIES

Advocacy

Regardless of where the transportation committee resides within the committee structure of a county or tribe, advocacy is an important responsibility of the committee—both systemically and individually.

Since aging unit participation is required as part of Trans. 2 and aging units are required to advocate for those they serve, this creates an opportunity and responsibility for the committee to advocate for individuals needing transportation. The advocacy responsibilities of aging units are outlined in Code of Federal Regulations of the Older Americans Act. You may consider adding some of the following advocacy responsibilities to the committee duties.

Advocacy responsibility of the area agency 45CFR:Sec.1321.61

- Monitor hearings and comment on proposed policies, programs, and other community actions which affect older persons.
- Solicit comments from the public on the needs of older adults.
- Represent the interests of older Americans to local elected officials, executive branch leadership, and public and private agencies and organizations.
- Facilitate coordination across agencies and private organizations to promote new or expanded programs, benefits, and opportunities for older persons.
- Undertake a leadership role to assist communities to target resources from all appropriate sources to meet the needs of older persons with greatest economic or social need—with particular attention to low-income minority individuals.

The Wisconsin Elders Act, Chapter 46.82 of the Wisconsin Statutes, also has language specific outlining the aging units responsibility for transportation and representing the views of older adults.

[46.82\(3\)\(a\)6.](#) Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.

[46.82\(3\)\(a\)12.](#) Assist in representing needs, views, and concerns of older individuals in local decision-making and assist older individuals in expressing their views to elected officials and providers of services.

Citing language from the Older Americans Act and the WI Elders Act can help to strengthen and justify the advocacy role of the committee and educate the public on issues or pending laws and the impacts these will have on individuals in the community. The transportation committee offers a platform to

advocate with local, state, and federal officials on transportation policy issues germane to the welfare of all the population groups represented by members of the committee.

Program Management & Oversight

While this committee may not have direct oversight and management of a transportation program, they may be required to monitor grant expenditures and outcomes and provide direction for transportation activities in the community as outlined in the guidance, administrative code, or coordination plan. Other duties related to committee operations and oversight may include:

- Writing the committee's mission/vision and purpose.
- Developing annual goals, objectives, and performance measures.
- Monitoring progress and compliance with the established goals and coordination plan activities.
- Drafting an annual report highlighting all transportation accomplishments, impacts, and outcomes in the community for distribution to decision-makers and media.
- Reviewing and recommending grant applications to the governing body aside from the usual federal and state transportation grants.
- Generating new funding streams.
- Ensuring accountable fundraising practices.
- Proposing and undertaking studies and needs assessments and acting on the results.
- Assessing the committee's own leadership role, effectiveness, and performance through periodic self-evaluations.

As your committee determines its role and responsibilities, there may be additional functions the committee is asked to assume or feels compelled to adopt.

- **Emergency preparedness:** the committee should already be the keeper of an inventory of vehicles in the community for the transportation coordination plan. Adding additional information to this inventory makes it a useful tool for emergency management should there be a need for evacuation. Ensuring providers have emergency and contingency plans and contract language in place to accommodate for emergencies can prevent additional confusion and costs during an actual emergency. Transportation of goods and services are key components in emergency planning so this committee or some of its members can have an integral role in emergency response.
- **Marketing:** developing materials to advertise for services available.
- **Comprehensive planning:** involvement in comprehensive planning in the county or tribe ensures multi-modal, community, county, tribal, and/or regional transportation planning for bikes and pedestrians and includes complete streets and livable communities initiatives.

Community Ambassadors

Educating committee members about transportation and related issues allows them to be ambassadors to the community and share their expertise. They can expand program visibility, improve public relations, conduct community outreach, raise awareness, encourage citizen involvement, and advocate.

The following are some ways committee members can be actively engaged in the community.

- Write letters to the editor and articles for the newspaper.
- Participate on other coalitions or committees as the transportation liaison.

- Testify on policy issues in front of the local, state, and federal decision-makers.
- Gather community input through direct interviews with peers.
- Help with media campaigns or fundraising efforts.
- Participate in a transportation speakers' bureau and make presentations to businesses and other stakeholders.
- Cultivate partnerships, keep partners engaged, and the community informed.
- Identify unmet needs and develop strategies to address them.
- Ensure input from consumers, service providers, and local constituents on the policies, practices, and goals of the committee. Citizen involvement is critical to any changes or improvements in the transportation networks. Gaining public support will be necessary to make transportation a community priority.

Your committee members expand the capacity of staff and can increase credibility for your programs. They can recommend action items to other boards or create resolutions and letters of dissent or support. Make sure your committee members know how their work is impacting the service to the community and the goals established by the committee and identified in the coordination plan.

SUBCOMMITTEES/TASKFORCES

As you determine the responsibilities of your committee and write or review the bylaws, you should consider the need for subcommittees or other taskforces. You may establish a standing subcommittee immediately or develop a procedure to create them as needed.

Subcommittees allow for work on particular tasks to be done more efficiently than at full committee meetings. Committee members can be recruited specifically for their expertise relating to a specific project or subcommittee. Smaller groups and time-limited projects help promote committee participation and engagement. Subcommittee work can provide an opportunity to bring in experts outside of the committee membership to help with a project.

Subcommittees can exist for legislative and advocacy work, marketing or outreach of existing programs, emergency preparedness, or a team of liaisons to groups like a regional coalitions or alliances. Whether there is an existing regional transportation committee or members just attend surrounding county transportation committee meetings, this is a good way to remain connected, identify areas of potential coordination and determine impacts of policy changes that may affect your area as well. There may be opportunities for regional marketing or regional grant proposals.

When determining whether to create a subcommittee or taskforce, take the following into consideration.

- Respect members' time by having a specific purpose and time commitment for any subcommittee. The rest of the committee should respect the time already invested by the subcommittee members when they report back to the full committee.
- Avoid repetitious meetings where updates or progress is repeated for new members. Identify a way for new members to get caught up prior to the meeting.
- Provide support and materials to subcommittees to increase their chances of success.

Ultimately, it will be up to you and your local officials to determine the structure and responsibilities of your committee and subcommittees.

EFFECTIVE MEETINGS

Once your committee is formed you need to ensure your meetings are effective. Where the committee resides in the organizational structure will determine who is administratively-responsible for the meetings. This function may be rotated, depending on the committee structure and bylaws. Either way, there are important points to remember for whoever is running the meetings.

- Know why you are meeting and have a purpose. One technique is to post a focus question or keep the committee mission visible during meetings. This keeps the group on track and ensures the goals of the meeting are accomplished.
- *Robert's Rules of Order* may not be required for all groups. It is important to set guidelines for speaking and voting at meetings. Make sure you follow all state and local meeting guidelines for the type of committee that has been established.
- Don't meet just to meet, but be wary of canceling too many meetings as it can send the message that the committee is unimportant.
- Establish a set meeting time/day. Usually meetings occur on a regular day of the month—second Thurs., first Wed., etc. Providing appropriate meeting notice according to your required processes as well as through other means such as newsletters and flyers can promote attendance.
- Provide an orientation for new members to acclimate them to the committee's mission and responsibilities and basics of transportation and coordination. Other things to include may be information on conflict resolution, effective listening, communication techniques, and tools for reaching consensus.

As part of ongoing committee development, you may consider an annual training including topics like leadership or advocacy and sponsoring committee member attendance at conferences and other training events. Not only does this build the competencies of the committee members, but it shows you value their contributions enough to provide these opportunities. *You and your committee members may be eligible for scholarships from the Rural Transportation Assistance Program through WisDOT if the training is transportation-related.

- Continuity and consistency in attendance is important for a committee to be effective. To achieve this you may need guidelines for attendance in the bylaws or allow for alternates to attend if the regular member is unavailable.
- Create an atmosphere of participation. This can be accomplished by establishing ground rules for participation or by creating a non-verbal mechanism to gather everyone's input.
- Meetings should be action-oriented. Push for commitments and decisions and identify who is responsible for next steps.
- Follow up on tasks, recommendations, or unanswered questions and promptly produce draft meeting minutes. Detailed minutes show progress, assignments, and action items.
- Bring in guest speakers and experts. Provide educational materials to enable your committee members to be the expert when performing advocacy and ambassador work.
- Start meetings on time and end on time.
- Circulate the agenda and related materials as early as possible to allow members to prepare.

COMMITTEE AGENDA

The agenda is a tool for the chair and should include start and end times, meeting location, as well as any notices required by WI Statute 19.84 Public Notice for meetings of governmental bodies, Robert's Rules of Order, or other local ordinances. Consult with your legal counsel on what is required for your committee.

A basic agenda can include, but is not limited to the following components:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Correspondence
- V. Public Comment: On matters relating to the charge of the committee (*insert your committee scope i.e., representing transportation service; needs and gaps in your community); but not agenda items; may be made at this time under authority of sec. 19.84 (2)
- VI. Public Notice: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order
- VII. Reports – Staff or Subcommittee
- VIII. Advocacy
- IX. Unfinished Business
- X. New Business
- XI. Board Development
- XII. Wrap-Up and Adjournment

You may also need to include statements of reasonable accommodations and notice of other committee quorums that may be present and notice of posting. Check with your legal counsel to see what is required for your committee.

Example statements:

Notice is hereby further given that pursuant to the Americans with Disabilities Act reasonable accommodations will be provided for qualified individuals with disabilities upon request. Please call _____ with specific information on your request as soon as possible to ensure reasonable accommodations can be made.

A quorum of the Board of Supervisors, or any committee thereof, may be present at this meeting.

Notice of posting: A listing of when and where the public notice was posted and any other entities, including media that was contacted.

During your meeting it is important to adhere to the agenda. Empower your chair to redirect the conversation if it gets off topic.

ACCESSIBLE MEETINGS

To encourage full participation for individuals with disabilities, it is important to ensure your meetings are accessible. This means not only the building, but access to the building as well as materials.

Some best practices for accessible meetings are outlined in the Easter Seals Project ACTION publication *Effective Transportation Advisory Committees: Creating a Group that Reflects all Community Voices*.

- Establish and follow procedural guidelines (e.g., Robert’s Rules of Order).
- Create and distribute a meeting agenda.
- Provide materials in alternative formats (e.g., plain text, braille, CD), assistive listening devices and sign language interpreters as needed by committee members.
- Ensure the meeting is physically accessible to everyone—including people who use wheelchairs.
- Ensure the meeting is held in a building that is accessible by public transportation and at times that are within the public transportation service availability.
- Ensure the times and locations of meetings are accessible to minority, low-income, and limited English-proficient populations (i.e., hold meetings during off-peak periods and at community facilities).
- Post accessible signage to direct participants to the meeting room.
- Ensure the meeting room has enough space to accommodate participants using mobility aids.
- Place microphones at a height that is accessible to people using wheelchairs.
- Ensure everyone uses the microphone if one is provided.
- Read all of the text on presentation slides aloud.
- Say the count aloud if people raise their hands to vote.
- Provide a nearby relief area for service animals.
- Listen to each speaker and ensure only one person speaks at a time.
- Remain respectful of others.
- Be willing to learn.
- Be willing to change.
- Separate the issue from the person.
- Agree to disagree when necessary.
- Maintain a sense of humor!

Effective Transportation Advisory Committees: Creating a Group that Reflects all Community Voices – ESPA May 2012
<http://www.projectaction.org/ResourcesPublications/BrowseOurResourceLibrary/ResourceSearchResults.aspx?org=a2GSpnDbdul=&query=Effective%20Transportation%20Advisory%20Committees>

Other helpful accessibility guidelines for print materials, presentations, and videos including staff training, dealing with service animals, food and beverages, and emergency evacuation can be found in the South West Transit Association Accessible Meetings Guide found in Appendix G.

Transportation committees exist in most areas; however, the purpose of these committees and their effectiveness varies. As transportation needs increase and funding stagnates, new partnerships, creative funding arrangements, and innovative solutions become necessary to meet these needs. Transportation Committees are where conversations happen, partnerships begin and action is initiated. Those areas with effective committees with direct lines to decision makers tend to produce the largest improvements to their transportation networks, adapt more effectively to changes in funding, and respond more quickly to new grant opportunities. Taking the time to develop and maintain an effective transportation committee can have lasting impacts on the transportation networks in your community, region, and across the state.

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Appendix

- A. WI Administrative Code Department of Transportation Chapter Trans 2
- B. Excerpt From the County Elderly & Disabled Transportation Assistance Program 85.21 Application
- C. WI Statute 51.42 & 51.437
- D. Federal Transit Administration Circular 9070.1G, Chapter V
- E. Sample Resolution & Ordinance
- F. Sample Transportation Committee Member Job Description
- G. South West Transit Association Accessible Meetings Guide

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

Trans 2.045

Chapter Trans 2

ELDERLY AND DISABLED TRANSPORTATION CAPITAL ASSISTANCE PROGRAM

Trans 2.01	Purpose and scope.
Trans 2.015	Definitions.
Trans 2.02	Eligible applicants.
Trans 2.03	Capital costs.
Trans 2.04	Coordination.
Trans 2.045	Private provider participation.
Trans 2.05	Schedule for preparing applications; filing of original application and copies.

Trans 2.055	Request for department review.
Trans 2.06	Application evaluation.
Trans 2.07	Vehicles offered.
Trans 2.09	Vehicle registration.
Trans 2.10	Local public body applicants.
Trans 2.11	Reporting requirements.

Note: Chapter Trans 2 was created by emergency rule effective March 21, 1978.

Trans 2.01 Purpose and scope. The purposes of this chapter are to establish the department's administrative interpretation of s. 85.22, Stats., including the administration of assistance under the federal sec. 5310 program, and to prescribe administrative policies and procedures for implementing the elderly and disabled transportation capital assistance program authorized under s. 85.22, Stats.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78; am. Register, July, 1982, No. 319, eff. 8-1-82; reprinted to correct error, Register, October, 1982, No. 322; am. Register, April, 1993, No. 448, eff. 5-1-93; am. Register, December, 1994, No. 468, eff. 1-1-95; am. Register, October, 1999, No. 526, eff. 11-1-99.

Trans 2.015 Definitions. (1) "Application deadline" is the first Monday in February in even numbered years.

(2) "Department" means the state department of transportation.

(2m) "Eligible applicant" means any applicant that meets eligibility requirements for assistance under the federal sec. 5310 program and is one of the following:

(a) A private, nonprofit organization.

(b) A local public body that satisfies one of the conditions in s. Trans 2.10 (2).

Note: Federally recognized tribal governing bodies are also eligible applicants as local public bodies under par. (b), based on s. 20.002 (13), Stats.

(3) "Federal sec. 5310 program" means the federal assistance program under 49 USC 5310.

(5) "Human service vehicle" means a motor vehicle as defined in s. 340.01 (23g), Stats., that meets the standards in ch. Trans 301.

(5m) "Local public body" has the meaning given in s. 85.20 (1) (d), Stats., except as limited by this chapter.

(6) "Other transportation providers" include public, private nonprofit and private for-profit businesses or organizations, other than a given applicant, which operate passenger transportation services using the same mode of transportation as an applicant.

(7) "Yellow school bus" means a motor vehicle as defined in s. 340.01 (56) (am), Stats., that meets the standards in ch. Trans 300.

History: Cr. Register, July, 1982, No. 319, eff. 8-1-82; am. Register, September, 1985, No. 357, eff. 10-1-85; renum. (4) to be (5), cr. (4), Register, February, 1988, No. 386, eff. 3-1-88; renum. (5) to be (6), cr. (5) and (7), Register, January, 1989, No. 397, eff. 2-1-89; cr. (1m), am. (5) and (7), Register, April, 1993, No. 448, eff. 5-1-93; cr. (2m), (5m), am. (3), (4), Register, December, 1994, No. 468, eff. 1-1-95; am. (1), Register, October, 1995, No. 478, eff. 11-1-95; r. (1m) and (4), am. (3), Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. (1) and (2m) (intro.) Register August 2003 No. 572, eff. 9-1-03.**

Trans 2.02 Eligible applicants. (1) An eligible applicant may apply for capital assistance under s. 85.22, Stats. All applicants shall comply with federal regulations governing the federal sec. 5310 program.

(2) State aids administered under this chapter are available only for projects for which applicants received notice of eligibility under 49 USC 5310 after July 1, 1977. Projects that are eligible

for such assistance but do not receive federal moneys due to insufficient federal funds are eligible for state aids under s. Trans 2.03.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78; am. (1), Register, July, 1982, No. 319, eff. 8-1-82; correction under s. 13.93 (2m) (b) 7., Stats., Register, August, 1984, No. 343; am. (1), Register, December, 1994, No. 468, eff. 1-1-95; am. Register, October, 1999, No. 526, eff. 11-1-99.

Trans 2.03 Capital costs. Commencing with the highest ranking application as determined under s. Trans 2.06 and to the extent that federal and state moneys are available, the department shall offer to each eligible applicant an amount of state aid such that the sum of federal and state aid received by an applicant does not exceed 80% of estimated capital costs.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78; am. Register, March, 1980, No. 291, eff. 4-1-80; r. and recr. Register, July, 1982, No. 319, eff. 8-1-82.

Trans 2.04 Coordination. It is the department's policy to encourage the coordination of elderly and disabled transportation among providers of such services. To that end, each eligible applicant receiving aids under this chapter shall:

(1) Make affirmative efforts to coordinate its activities with other service providers in its service area;

(2) Include in its application evidence that the proposed project will not duplicate other services;

(3) Demonstrate how the proposed project will be integrated with specialized transportation services provided by public transit systems, other federal sec. 5310 program grantees and other transit agencies located within the applicant's service area; and

(4) Include in its application evidence that the transportation service proposed for the general elderly and disabled public was designed with the cooperation of the appropriate county committees or commissions on aging and boards created under ss. 51.42 and 51.437, Stats.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78, am. (1), Register, March, 1980, No. 291, eff. 4-1-80; r. (2), renum. (1) (intro.) to (d) to be (intro.) to (4) and am. (2), Register, July, 1982, No. 319, eff. 8-1-82; am. (intro.) and (4), Register, April, 1993, No. 448, eff. 5-1-93; am. (3), Register, December, 1994, No. 468, eff. 1-1-95; am. (3), Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. (2) to (4) Register August 2003 No. 572, eff. 9-1-03.**

Trans 2.045 Private provider participation. Every application shall include evidence that all other transportation providers in the applicant's service area have been afforded an opportunity to comment on the service which an applicant proposes to furnish with the vehicles to be purchased with assistance under this chapter. This evidence shall include copies of all correspondence between the applicant and other transportation providers, except that the evidence shall include one copy of the notice required under s. Trans 2.05 (1) (d) and a certified list of all other transportation providers to which the notice was mailed rather than copies of all the notices actually mailed. The department may reject an application for failure to comply with this requirement.

History: Cr. Register, July, 1982, No. 319, eff. 8-1-82; r. and recr. (2), renum. (3) to be (6), cr. (3) to (5), Register, February, 1988, No. 386, eff. 3-1-88; am. (1) and (4), Register, January, 1989, No. 397, eff. 2-1-89; am. (4), Register, April, 1993, No. 448, eff. 5-1-93; am. (2) (a), (3), (5), Register, December, 1994, No. 468, eff. 1-1-95; am. (1), r. (2) to (6), Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. Register August 2003 No. 572, eff. 9-1-03.**

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

Trans 2.05 Schedule for preparing applications; filing of original application and copies. (1) Each application for capital assistance under this chapter shall be considered valid only during the program cycle in which it is submitted. Except as provided in s. Trans 2.06 (3), an applicant for capital assistance shall prepare an application according to the following schedule:

(a) On or before the first Monday in February in even numbered years, the applicant shall submit its completed application to the department.

(b) Not less than 70 days before the application deadline, the applicant shall cause to be published a "Notice to Transportation Providers" in newspapers in the planned service area of the applicant. The notice shall include the applicant's name; the address and phone number of a contact person; a short description of the equipment for which the applicant is applying for a capital grant and the applicant's proposed service area.

(c) Not less than 70 days before the application deadline, the applicant shall submit its completed proposed transportation schedule and budget and shall submit a list of all other transportation providers operating within the applicant's service area to the department.

(d) Not less than 60 days before the application deadline, the applicant shall mail a notice of its intention to request capital assistance under this chapter to all other transportation providers operating within applicant's proposed service area and to the chairperson of the county board for any county in which the applicant proposes to operate.

(2) The department may not grant to any applicant except those permitted under s. Trans 2.06 (3) an extension or waiver of any deadline specified above in sub. (1).

(3) At the same time that an applicant submits its application to the department, it shall also submit copies for review and comment to the department's appropriate district office and to the appropriate intergovernmental review agency in accordance with Presidential Executive Order E. O. 12372. It shall also send a letter offering to submit copies for review and comment to the appropriate area agency on aging, and to the appropriate department of health services' division of strategic finance's area office. In order to be considered by the department, comments from these agencies must be submitted to the department within 30 days following submission of the application to the department. The department shall give appropriate consideration to review comments.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78, am., Register, March, 1980, No. 291, eff. 4-1-80; r. and recr. Register, July, 1982, No. 319, eff. 8-1-82; am. (1) (a), Register, September, 1985, No. 357, eff. 10-1-85; am. (1) (a) and (b), r. (1) (c) and (d), cr. (1) (c) to (i), Register, February, 1988, No. 386, eff. 3-1-88; correction in (3) made under s. 13.93 (2m) (b) 6., Stats., Register, January, 1989, No. 397; am. (1) (intro.), (d), (g), Register, December, 1994, No. 468, eff. 1-1-95; am. (1) (a), Register, October, 1995, No. 478, eff. 11-1-95; am. (1) (a) to (d) and (3), r. (1) (e) to (i), Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. (1) (intro) to (c), (2) and (3) Register August 2003 No. 572, eff. 9-1-03; correction in (3) made under s. 13.92 (4) (b) 6., Stats.**

Trans 2.055 Request for department review. (1) A person adversely affected by a violation of s. Trans 2.045, 2.05 or 2.10 may request the department to review an application for capital assistance under this chapter.

Note: Specific allegations shall be sent to Director, Bureau of Transit & Local Roads, P.O. Box 7913, Madison, WI 53707-7913, with a copy sent to the affected applicant.

(2) A request for department review under sub. (1) shall be made in writing and shall be filed with the department within 10 days of the application filing deadline in s. Trans 2.05 (1) (a).

(3) If the department receives a request for review of an application for capital assistance under this chapter, the chief of the specialized transit section shall conduct the department review.

(4) In conducting its review, the department may consider only an applicant's compliance with applicable state and federal procedural requirements.

(5) All interested parties shall be given the opportunity to submit written or documentary evidence and written arguments to the department. Interested parties shall provide a copy of any written evidence, arguments, or correspondence submitted to the department to all other parties involved in the department review.

(6) The department shall limit its review to consideration of written or documentary evidence and written arguments. The formal contested case requirements in ch. 227, Stats., are not applicable to this review.

Note: A request for Department review under this section is not a contested case as defined in s. 227.01 (3), Stats., and not subject to the contested case hearing requirement in s. 227.42, Stats.

(7) In conducting its review, the department may request interested parties to provide additional written information. The failure of any interested party to provide information requested by the department, or to cooperate with the department in its review, may result in dismissal of a request for review or denial of an application for capital assistance.

(8) The chief of the specialized transit section shall submit a written recommendation to the director of the bureau of transit and local roads, who shall issue a written decision. A copy of the director's decision shall be provided to the applicant and to the person requesting the department review.

(9) The decision of the director of the bureau of transit and local roads shall be the final decision of the department and is not subject to further appeals or judicial review.

Note: The Department's decision under this section does not affect a person's substantial interests and is not subject to judicial review under s. 227.52, Stats.

History: Cr. Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. (7) and (9) Register August 2003 No. 572, eff. 9-1-03.**

Trans 2.06 Application evaluation. (1) (a) The department shall use the criteria in sub. (2) to evaluate all applications for aids administered under this chapter and shall place each application in a statewide rank order of priority for distribution of available moneys.

(b) Using the evaluation criteria, point scores will be assigned to each application. A minimum score shall be required for funding consideration.

(2) The evaluation criteria and their relative weighting factors are:

(a) The extent of service coordination through:

1. Evidence of written agreements with other agencies to supply or receive transportation; and

2. Evidence that the applicant agency is willing to structure its activities in order to effect coordinated transportation.

(b) The extent that service can be provided to the general elderly and disabled public through:

1. A capability to provide such service within the project area;

2. The development of a reasonable schedule of service to these nonclient individuals; and

3. Evidence of a financial plan by which to provide this service.

(c) The extent to which transportation needs of elderly and disabled persons are identified through:

1. Estimate of elderly and disabled population and sources or methodology used to derive the figure.

2. Percentage of the elderly and disabled population in need of service and the methodology used to arrive at the percentage.

3. The percentage of the elderly and disabled population which the applicant proposes to serve and how that percentage was derived.

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

4. How applicant's proposed service will meet the identified needs of the elderly and disabled population.

(d) 1. Evidence of financial capabilities of the applicant in assuring that adequate operating funds will be available to support the proposed project objectives.

2. Evidence of managerial capabilities of the applicant in assuring that adequate personnel, experience, training, safety and other practices will be available to support the project objectives. Applicant experience with previous capital assistance under this chapter may be considered.

(3) If available state and federal aids exceed the amount requested by applications receiving scores at or above the minimum, the department may accept for evaluation and funding consideration additional applications or revised applications for the remaining aids. The department may waive the schedule specified in s. Trans 2.05 (1) and establish alternative deadlines as it determines to be appropriate for applications submitted under this subsection.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78; am. (1) (b) and (2) (d), r. and recr. (1) (a) and (2) (c), cr. (3), Register, July, 1982, No. 319, eff. 8-1-82; correction in (3) made under s. 13.93 (2m) (b) 4., Stats., Register, February, 1988, No. 386, eff. 3-1-88; r. and recr. (2) (c) 1. and 2., cr. (2) (c) 3. and 4., Register, January, 1989, No. 397, eff. 2-1-89; am. (2) (b) (intro.), (c) (intro.), 1., 3. and 4., Register, April, 1993, No. 448, eff. 5-1-93; am. (2) (d), (3), Register, December, 1994, No. 468, eff. 1-1-95; am. (2) (c) 1. and 4., r. (2) (c) 2., renum. (2) (c) 3. to be (2) (c) 2. and (2) (d) to be (2) (d) 1. and am., cr. (2) (c) 3. and (d) 2., Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. (1) (b), (2) (a) 1. and 2., (b) 1. to 3., (c) 1. to 4., (d) and (3) Register August 2003 No. 572, eff. 9-1-03.**

Trans 2.07 Vehicles offered. Types of vehicles offered under this chapter, equipped as human service vehicles or standard yellow school buses, shall be determined by the department for each grant cycle. Factors including, but not limited to, funding levels, volume of requests, vehicle availability and technological innovations shall be used in the department's determination. No communications equipment shall be offered under this chapter.

History: Cr. Register, September, 1990, No. 417, eff. 10-1-90; r. and recr. Register, October, 1999, No. 526, eff. 11-1-99.

Trans 2.09 Vehicle registration. A recipient shall at all times maintain human service vehicle, school bus, or municipal registration, as appropriate, on every vehicle purchased in part with assistance under this chapter whether the vehicles are operated by the recipient or by other transportation providers. If a recipient fails to comply with this registration requirement, the department may reassign the vehicles not properly registered to other eligible applicants specified in s. Trans 2.02 (1) and may reject pending or future applications of the recipient for assistance under this chapter.

History: Cr. Register January, 1989, No. 397, eff. 2-1-89; renum. from Trans 2.07, Register, September, 1990, No. 417, eff. 10-1-90; renum. from Trans 2.075, Register, April, 1993, No. 448, eff. 5-1-93; am. Register, December, 1994, No. 468, eff. 1-1-95; am. Register, October, 1999, No. 526, eff. 11-1-99.

Trans 2.10 Local public body applicants. (1) DEFINITION. In this section, "transportation coordinating committee" means a committee appointed by the county board for coordinating the county's specialized transportation which:

- (a) Includes members representing at least the following:
 1. County board;
 2. County aging unit;
 3. County department of social services or county department of human services;
 4. County boards created under s. 51.42 or 51.437, Stats.;
 5. Transportation providers—public, proprietary and non-profit;
 6. Elderly and disabled citizen advocates;
 7. Consumer and agency advocates; and
- (b) Has at least the following duties:

1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in the service area;

2. Review passenger transportation plans for the service area;

3. Review and comment on county aid applications under s. 85.21, Stats.;

4. Review and comment on capital assistance applications under s. 85.22, Stats.;

5. Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990, 42 USC 12101 et seq.; and

6. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the federal sec. 5310 program.

(2) ELIGIBILITY. In order to apply for capital assistance under s. 85.22, Stats., a local public body shall satisfy one of the following conditions:

(a) Is determined by the department to be eligible for assistance under the federal sec. 5310 program after first certifying to the department that no private, nonprofit organizations as specified in s. Trans 2.015 (2m) are readily available to provide transportation services to elderly and disabled persons in a proposed service area and providing all of the following or similar documentation supporting such certification:

1. Copies of letters sent to all known private, nonprofit organizations specified in s. Trans 2.015 (2m), both within the county wherein such organizations are situated and in adjacent counties, soliciting interest in providing transportation services for elderly and disabled persons in the proposed service area, along with copies of any resulting correspondence.

2. A certified copy of a public notice published in the appropriate official county newspaper soliciting responses from private, nonprofit organizations as specified in s. Trans 2.015 (2m), both within the county wherein such organizations are situated and in adjacent counties, interested in providing transportation services to elderly and disabled persons in the proposed service area, along with copies of any resulting correspondence.

(b) Is approved by the department to be the coordinator of transportation services to elderly and disabled persons in the proposed service area. A local public body shall be approved by the county board and a transportation coordinating committee which satisfies the membership requirements in sub. (1) (a). The department may waive the membership requirements in sub. (1) (a) if the county board provides satisfactory evidence that the county board made a reasonable attempt to include members of all groups identified in sub. (1) (a). The applicant shall provide all of the following or similar documentation to the department verifying such approval:

1. Copies of documentation showing that a transportation coordinating committee approved the local public body as the coordinator of transportation services for elderly and disabled persons in the proposed service area.

2. A certified copy of the resolution, passed by the county board, approving the local public body as the coordinator of transportation services for elderly and disabled persons in the proposed service area.

History: Cr. Register, December, 1994, No. 468, eff. 1-1-95; am. (1) (a), (b) 6., (2) (a) (intro.) and (b) (intro.), renum. (1) (a) 3. to 6. to be (1) (a) 4. to 7., cr. (1) (a) 3., Register, October, 1999, No. 526, eff. 11-1-99; **CR 03-007: am. (1) (b) 1., 2. and 5. Register August 2003 No. 572, eff. 9-1-03.**

Trans 2.11 Reporting requirements. All recipients shall maintain records in the manner required by the department for all vehicles purchased with program funds and shall make semi-annual reports on each vehicle as well as special reports as required by the department. If required semi-annual reports are

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not current at the time of the application filing deadline, the department may deny that recipient's application.

Note: The report required by the Department is DOT Form Wisconsin Department of Transportation 1610, Vehicle Operation Semi-Annual Report, and can be obtained from the Bureau of Transit and Local Roads, P.O. Box 7913, Madison, WI 53707-7913.

History: Cr. Register, October, 1999, No. 526, eff. 11-1-99.

Excerpt from the County Elderly and Disabled Transportation Assistance Program 85.21 application for 2015.

Transportation Service Coordination

Under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21) law, federal grant programs that support the transportation of the seniors and individuals with disabilities require that projects derive from a “locally-developed, coordinated public transit-human services transportation plan” as a condition of funding.

The Department believes projects funded with s. 85.21 aids should be held to the same standard, and consequently requires that a county demonstrate in its application how its project(s) meet a goal/strategy outlined in its most recent coordinated transportation plan. Additionally, the Department requires that:

- s. 85.21 program administrators participate in the ongoing development and review of these local coordination plans; and
- transportation coordination be addressed in public hearings held as part of the s. 85.21 grant application development process.

If a proposed s. 85.21-funded project does not meet a strategy in the coordination plan, the plan should be amended to include it or the project should be replaced with one that is consistent with the plan.

Local Review Requirements

Counties must offer their local aging unit the opportunity to comment on their annual s. 85.21 application or participate in its preparation. If the aging unit and/or its representatives are members of a county’s transportation coordinating committee (TCC) or equivalent, the committee’s review of the application satisfies this requirement.

If a county’s TCC does not include members of its s. 51.42 and s. 51.437 board(s) of directors, then the application additionally must be presented to the 51.42/51.437 board(s) for review.

Finally, counties are required to hold a public hearing prior to application submission. The hearing is to be used to inform interested parties of the county’s plan for spending s. 85.21 funds and to accept their comments. The hearing does not need to be held separately from other hearings; it may, for example, be combined with hearings on a county’s aging plan. If such a combined hearing is held, the county must be sure that its public hearing notice identifies the s. 85.21 application as a subject of the hearing.

The public hearing is subject to the following specific requirements:

- The public hearing must be completed prior to and evidence of the meeting included as part of the s. 85.21 application packet.

- Notice of the hearing must be published at least 10 days prior to the hearing in the official county newspaper or other newspaper likely to be read by people in the county.
- The hearing notice must summarize the s. 85.21 2015 projects and budget.
- Copies of a preliminary draft application must be made available for public review. The published hearing notice must indicate where copies of the draft are available. The preliminary draft need not be a complete application, but it should address all the substantive elements of the specialized transit services for which s. 85.21 funds will be used.
- The hearing should be scheduled at a time and in an accessible location that will encourage attendance. The notice must include an offer of transportation to the hearing for seniors and individuals with disabilities.
- The hearing must include a review of the effective coordination plan as it relates to the proposed projects including a discussion of needs and service gaps, and relevant available services including route and hours of operation.

Full application found at <http://www.dot.state.wi.us/localgov/transit/countyelderly.htm>

CHAPTER 51
STATE ALCOHOL, DRUG ABUSE, DEVELOPMENTAL DISABILITIES
AND MENTAL HEALTH ACT

51.42 Community mental health, developmental disabilities, alcoholism and drug abuse services.

(1) PROGRAM.

(a) Purpose and intent. All of the following are the purposes and intent of this section:

1. To enable and encourage counties to develop a comprehensive range of services offering continuity of care.
2. To utilize and expand existing governmental, voluntary and private community resources for provision of services to prevent or ameliorate mental disabilities, including but not limited to mental illness, developmental disabilities, alcoholism and drug abuse.
3. To provide for the integration of administration of those services and facilities organized under this section through the establishment of a county department of community programs.
4. To authorize state consultative services, reviews and establishment of standards and grants-in-aid for such program of services and facilities.

(b) County liability. The county board of supervisors has the primary responsibility for the well-being, treatment and care of the mentally ill, developmentally disabled, alcoholic and other drug dependent citizens residing within its county and for ensuring that those individuals in need of such emergency services found within its county receive immediate emergency services. This primary responsibility is limited to the programs, services and resources that the county board of supervisors is reasonably able to provide within the limits of available state and federal funds and of county funds required to be appropriated to match state funds. County liability for care and services purchased through or provided by a county department of community programs established under this section shall be based upon the client's county of residence except for emergency services for which liability shall be placed with the county in which the individual is found. For the purpose of establishing county liability, "emergency services" includes those services provided under the authority of s. 55.05 (4), 2003 stats., or s. 55.06 (11) (a), 2003 stats., or s. 51.15, 51.45 (11) (a) or (b) or (12), 55.13, or 55.135 for not more than 72 hours. Nothing in this paragraph prevents recovery of liability under s. 46.10 or any other statute creating liability upon the individual receiving a service or any other designated responsible party, or prevents reimbursement by the department of health services for the actual cost of all care and services from the appropriation under s. 20.435 (7) (da), as provided in s. 51.22 (3).

(2) DEFINITION. In this section, "program" means community services and facilities for the prevention or amelioration of mental disabilities, including but not limited to mental illness, developmental disabilities, alcoholism and drug abuse.

(3) COUNTY DEPARTMENT OF COMMUNITY PROGRAMS.

(a) Creation. Except as provided under s. 46.23 (3) (b), the county board of supervisors of any county, or the county boards of supervisors of 2 or more counties, shall establish a county department of community programs on a single-county or multicounty basis to administer a community mental health, developmental disabilities, alcoholism and drug abuse program, make appropriations to operate the program and authorize the county department of community programs to apply for grants-in-aid under s. 51.423. The county department of community programs shall consist of a county community programs board, a county community programs director and necessary personnel.

51.437 Developmental disabilities services.

(1) DEFINITION. In this section, "services" means specialized services or special adaptations of generic services directed toward the prevention and alleviation of a developmental disability or toward the social, personal, physical or economic habilitation or rehabilitation of an individual with such a disability, and includes diagnosis, evaluation, treatment, personal care, day care, domiciliary care, special living arrangements, training, sheltered employment, protective and other social and socio-legal services, follow-along services and transportation services necessary to assure delivery of services to individuals with developmental disabilities.

(4) RESPONSIBILITY OF COUNTY GOVERNMENT.

(a) The county board of supervisors has the primary governmental responsibility for the well-being of those developmentally disabled citizens residing within its county and the families of the developmentally disabled insofar as the usual resultant family stresses bear on the well-being of the developmentally disabled citizen. This primary governmental responsibility is limited to the programs, services and resources that the county board of supervisors is reasonably able to provide within the limits of available state and federal funds and of county funds required to be appropriated to match state funds.

(c) County liability for care and services purchased through or provided by a county department of developmental disabilities services established under this section shall be based upon the client's county of residence except for emergency services for which liability shall be placed with the county in which the individual is found. For the purpose of establishing county liability, "emergency services" means those services provided under the authority of s. 55.05 (4), 2003 stats., or s. 55.06 (11) (a), 2003 stats., or s. 51.15, 55.13, or 55.135. Nothing in this paragraph prevents recovery of liability under s. 46.10 or any other statute creating liability upon the individual receiving a service or any other designated responsible party.

(4g) COUNTY DEPARTMENT OF DEVELOPMENTAL DISABILITIES SERVICES ESTABLISHED; INTEGRATION OF SERVICES.

(a) Except as provided under par. (b) and ss. 46.21 (2m) (b) and 46.23 (3) (b), every county board of supervisors shall establish a county department of developmental disabilities services on a single-county or multicounty basis to furnish services within its county. Counties lacking the financial resources and professional personnel needed to provide or secure such services on a single-county basis may combine their energies and financial resources to provide these joint services and facilities with the approval of the department of health services. The county department of developmental disabilities services shall consist of a county developmental disabilities services board, a county developmental disabilities services director and necessary personnel.

(b) A county board of supervisors may transfer the powers and duties of a county department of developmental disabilities services under this section to a county department under s. 51.42, which shall act under s. 51.42 (3) (ar) 3.

(c) In a county with a population of 500,000 or more, the county board of supervisors shall integrate day care programs for mentally retarded persons and those programs for persons with other developmental disabilities into the county developmental disabilities program.

CHAPTER V

COORDINATED PLANNING

THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN.

Federal transit law, as amended by MAP-21, requires that projects selected for funding under the Section 5310 program be “included in a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public.” The experiences gained from the efforts of the Federal Interagency Coordinating Council on Access and Mobility (CCAM), and specifically the United We Ride (UWR) initiative, provide a useful starting point for the development and implementation of the local public transit-human services transportation plan required under the Section 5310 program.

Many states have established UWR plans that may form a foundation for a coordinated plan that includes the required elements outlined in this chapter and meets the requirements of 49 U.S.C. 5310. In addition, many states and designated recipients may have coordinated plans established under SAFETEA-LU, and those plans may be updated to account for new stakeholders, eligibility, and MAP-21 requirements. FTA maintains flexibility in how projects appear in the coordination plan. Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized within the plan.

DEVELOPMENT OF THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN.

- a. **Overview.** A locally developed, coordinated public transit-human services transportation plan (“coordinated plan”) identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation. Local plans may be developed on a local, regional, or statewide level. The decision as to the boundaries of the local planning areas should be made in consultation with the state, designated recipient, and the MPO, where applicable. The agency leading the planning process is decided locally and does not have to be the state or designated recipient.

In UZAs where there are multiple designated recipients, there may be multiple plans and each designated recipient will be responsible for the selection of projects in the designated recipient’s area. A coordinated plan should maximize the programs’ collective coverage by minimizing duplication of services. Further, a coordinated plan must be developed through a process that includes participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation and human service transportation providers, and other members of the public. While the plan is only required in communities seeking funding under the Section 5310 program, a coordinated plan should incorporate activities offered under other programs sponsored by federal, state, and local agencies to greatly strengthen its impact.

b. Required Elements. Projects selected for funding shall be included in a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

- (1) An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
- (2) An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;
- (3) Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

c. Local Flexibility in the Development of a Local Coordinated Public Transit-Human Services Transportation Plan. The decision for determining which agency has the lead for the development and coordination of the planning process should be made at the state, regional, and local levels. FTA recognizes the importance of local flexibility in developing plans for human service transportation. Therefore, the lead agency for the coordinated planning process may be different from the state or the agency that will serve as the designated recipient for the Section 5310 program. Further, FTA recognizes that many communities have conducted assessments of transportation needs and resources regarding individuals with disabilities and seniors. FTA also recognizes that some communities have taken steps to develop a comprehensive, coordinated human service transportation plan either independently or through United We Ride efforts. FTA supports communities building on existing assessments, plans, and action items. As new federal requirements must be met, communities may need to modify their plans or processes as necessary to meet these requirements. FTA encourages communities to consider inclusion of new partners, new outreach strategies, and new activities related to the targeted programs and populations.

Plans will vary based on the availability of resources and the existence of populations served under these programs. A rural community may develop its plans based on perceived needs emerging from the collaboration of the planning partners, whereas a large urbanized community may use existing data sources to conduct a more formal analysis to define service gaps and identify strategies for addressing the gaps.

This type of planning is also an eligible activity under four other FTA programs—the Metropolitan Planning (Section 5303), Statewide Planning (Section 5304), Formula Grants for Rural Areas (Section 5311), and Urbanized Area Formula (Section 5307) programs—all of which may be used to supplement the limited (10 percent) planning and administration funding under this program. Other resources may also be available from other entities to fund coordinated planning activities. All “planning” activities undertaken in urbanized areas, regardless of the funding source, must be included in the Unified Planning Work Program of the applicable MPO.

d. Tools and Strategies for Developing a Coordinated Plan. States and communities may approach the development of a coordinated plan in different ways. The amount of available time, staff, funding, and other resources should be considered when deciding on specific approaches. Regardless of the method chosen, seniors; individuals with disabilities; representatives of public,

private, and nonprofit transportation and human service providers; and other members of the public must be involved in the development and approval of the coordinated plan. The following is a list of potential strategies for consideration:

- (1) Community planning session. A community may choose to conduct a local planning session with a diverse group of stakeholders in the community. This session would be intended to identify needs based on personal and professional experiences, identify strategies to address the needs, and set priorities based on time, resources, and feasibility for implementation. This process can be done in one meeting or over several sessions with the same group. It is often helpful to identify a facilitator to lead this process. Also, as a means to leverage limited resources and to ensure broad exposure, this could be conducted in cooperation, or coordination, with the applicable metropolitan or statewide planning process.
- (2) Self-assessment tool. *The Framework for Action: Building the Fully Coordinated Transportation System*, developed by FTA and available at www.unitedweride.gov, helps stakeholders realize a shared perspective and build a roadmap for moving forward together. The self-assessment tool focuses on a series of core elements that are represented in categories of simple diagnostic questions to help groups in states and communities assess their progress toward transportation coordination based on standards of excellence. There is also a *Facilitator's Guide* that offers detailed advice on how to choose an existing group or construct an ad hoc group. In addition, it describes how to develop elements of a plan, such as identifying the needs of targeted populations, assessing gaps and duplication in services, and developing strategies to meet needs and coordinate services.
- (3) Focus groups. A community could choose to conduct a series of focus groups within communities that provides opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers. This information can be used to inform the needs analysis in the community. Focus groups also create an opportunity to begin an ongoing dialogue with community representatives on key issues, strategies, and plans for implementation.
- (4) Survey. The community may choose to conduct a survey to evaluate the unmet transportation needs within a community and/or available resources. Surveys can be conducted through mail, e-mail, or in-person interviews. Survey design should consider sampling, data collection strategies, analysis, and projected return rates. Surveys should be designed taking accessibility considerations into account, including alternative formats, access to the Internet, literacy levels, and limited English proficiency.
- (5) Detailed study and analysis. A community may decide to conduct a complex analysis using inventories, interviews, Geographic Information Systems (GIS) mapping, and other types of research strategies. A decision to conduct this type of analysis should take into account the amount of time and funding resources available, and communities should consider leveraging state and MPO resources for these undertakings.

PARTICIPATION IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES

TRANSPORTATION PLANNING PROCESS. Recipients shall certify that the coordinated plan was developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human services providers; and other members of the public. Note that the required participants include not only transportation providers but also providers of human services, and members of the public who can provide insights into local transportation needs. It is important that stakeholders be included in the

development, approval, and implementation of the local coordinated public transit-human service transportation plan. A planning process in which stakeholders provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of “participation.” Explicit consideration and response should be provided to public input received during the development of the coordinated plan. Stakeholders should have reasonable opportunities to be actively involved in the decision-making process at key decision points, including, but not limited to, development and approval of the proposed coordinated plan document. The following possible strategies facilitate appropriate inclusion:

- a. Adequate Outreach to Allow for Participation. Outreach strategies and potential participants will vary from area to area. Potential outreach strategies could include notices or flyers in centers of community activity, newspaper or radio announcements, e-mail lists, website postings, and invitation letters to other government agencies, transportation providers, human services providers, and advocacy groups. Conveners should note that not all potential participants have access to the Internet and they should not rely exclusively on electronic communications. It is useful to allow many ways to participate, including in-person testimony, mail, e-mail, and teleconference. Any public meetings regarding the plan should be held in a location and time where accessible transportation services can be made available and adequately advertised to the general public using techniques such as those listed above. Additionally, interpreters for individuals with hearing impairments and English as a second language and accessible formats (e.g., large print, Braille, electronic versions) should be provided as required by law.
- b. Participants in the Planning Process. Metropolitan and statewide planning under 49 U.S.C. 5303 and 5304 require consultation with an expansive list of stakeholders. There is significant overlap between the lists of stakeholders identified under those provisions (e.g., private providers of transportation, representatives of transit users, and representatives of individuals with disabilities) and the organizations that should be involved in preparation of the coordinated plan.

The projects selected for funding under the Section 5310 program must be “included in a locally developed, coordinated public transit-human services transportation plan” that was “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and non-profit transportation and human services providers and participation by other members of the public.” The requirement for developing the local public transit-human services transportation plan is intended to improve services for people with disabilities and seniors. Therefore, individuals, groups, and organizations representing these target populations should be invited to participate in the coordinated planning process. Consideration should be given to including groups and organizations such as the following in the coordinated planning process if present in the community:

(1) Transportation partners:

- (a) Area transportation planning agencies, including MPOs, councils of government (COGs), rural planning organizations (RPOs), regional councils, associations of governments, state departments of transportation, and local governments;
- (b) Public transportation providers, including ADA paratransit providers and agencies administering the projects funded under FTA urbanized and rural programs;
- (c) Private transportation providers, including private transportation brokers, taxi operators, vanpool providers, school transportation operators, and intercity bus operators;
- (d) Nonprofit transportation providers, including volunteer programs;

- (e) Past or current organizations funded under the Section 5310, JARC, and/or the New Freedom programs; and
- (f) Human service agencies funding, operating, and/or providing access to transportation services.

(2) Passengers and advocates:

- (a) Existing and potential riders, including both general and targeted population passengers (individuals with disabilities and seniors);
- (b) Protection and advocacy organizations;
- (c) Representatives from independent living centers; and
- (d) Advocacy organizations working on behalf of targeted populations.

(3) Human service partners:

- (a) Agencies that administer health, employment, or other support programs for targeted populations. Examples of such agencies include but are not limited to departments of social/human services, employment one-stop services, vocational rehabilitation, workforce investment boards, Medicaid, community action programs (CAP), Agency on Aging (AoA), Developmental Disability Council, community services board;
- (b) Nonprofit human service provider organizations that serve the targeted populations;
- (c) Job training and placement agencies;
- (d) Housing agencies;
- (e) Healthcare facilities; and
- (f) Mental health agencies.

(4) Other:

- (a) Security and emergency management agencies;
- (b) Tribes and tribal representatives;
- (c) Economic development organizations;
- (d) Faith-based and community-based organizations;
- (e) Representatives of the business community (e.g., employers);
- (f) Appropriate local or state officials and elected officials;
- (g) School districts; and
- (h) Policy analysts or experts.

Note: Participation in the planning process will not bar providers (public or private) from bidding to provide services identified in the coordinated planning process. This planning process differs from the project selection process, and it differs from the development and issuance of a request for proposal (RFP) as described in the common grant rule (49 CFR part 18 and part 19).

- c. Levels of Participation. The suggested list of participants above does not limit participation by other groups, nor require participation by every group listed. Communities will have different types of participants depending on population and size of community, geographic location, and services provided at the local level. FTA expects that planning participants will have an active role in the development, approval, adoption, and implementation of the plan. Participation may remain low even though a good faith effort is made by the lead agency to involve passengers; representatives of public, private, and nonprofit transportation and human services providers; and

others. The lead agency convening the coordinated planning process should document the efforts it utilized, such as those suggested above, to solicit involvement.

In addition, federal, state, regional, and local policy makers, providers, and advocates should consistently engage in outreach efforts that enhance the coordinated process because it is important that all stakeholders identify the opportunities that are available in building a coordinated system. To increase participation at the local levels from human service partners, state department of transportation offices are encouraged to work with their partner agencies at the state level to provide information to their constituencies about the importance of partnering with human service transportation programs and the opportunities that are available through building a coordinated system.

- d. Adoption of a Plan. As a part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for approving and adopting the plan, and this process must include participation by stakeholders identified in the law: seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public. A strategy for adopting the plan could also be included in the state's SMP and the designated recipient's PMP, further described in Chapter VII.

FTA will not formally review and approve coordinated plans. The recipient's grant application (see Appendix A) will document the plan from which each project listed is included, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. This may be done by citing the section of the plan or page references from which the project is included.

RELATIONSHIP TO OTHER TRANSPORTATION PLANNING PROCESSES.

- a. Relationship Between the Coordinated Planning Process and the Metropolitan and Statewide Transportation Planning Processes. The coordinated plan may either be developed separately from the metropolitan and statewide transportation planning processes and then incorporated into the broader plans, or be developed as a part of the metropolitan and statewide transportation planning processes. If the coordinated plan is not prepared within the broader process, the lead agency for the coordinated plan should ensure coordination and consistency between the coordinated planning process and metropolitan or statewide planning processes. For example, planning assumptions should not be inconsistent.

Projects identified in the coordinated planning process and selected for FTA funding must be incorporated into both the TIP and STIP in UZAs with populations of 50,000 or more; and incorporated into the STIP for rural areas under 50,000 in population. Depending on the projects resulting from the coordinated planning and selection process, a single line item on the TIP/STIP for capital or operating projects may be sufficient. However, given the expanded project and subrecipient eligibility under MAP-21, a designated recipient and state may need to consider more detailed programming, such as categorizing the projects based on the types of projects (capital or operating) and/or types of subrecipients, e.g., nonprofit, public entity, etc.

In some areas, where the coordinated plan or project selection is not completed in a time frame that coincides with the development of the TIP/STIP, the TIP/STIP amendment processes will need to be utilized to include selected projects in the TIP/STIP before FTA grant award.

The lead agency developing the coordinated plan should communicate with the relevant MPOs, state departments of transportation or regional planning agencies at an early stage in plan development. States with coordination programs may wish to incorporate the needs and strategies identified in local coordinated plans into statewide coordination plans.

Depending upon the structure established by local decision makers, the coordinated planning process may or may not become an integral part of the metropolitan or statewide transportation planning processes. State and local officials should consider the fundamental differences in scope, time horizon, and level of detail between the coordinated planning process and the metropolitan and statewide transportation planning processes. However, there are important areas of overlap between the planning processes, as well. Areas of overlap represent opportunities for sharing and leveraging resources between the planning processes for such activities as: (1) needs assessments based on the distribution of targeted populations and locations of employment centers, employment-related activities, community services and activities, medical centers, housing, and other destinations; (2) inventories of transportation providers/resources, levels of utilization, duplication of service, and unused capacity; (3) gap analysis; (4) any eligibility restrictions; and (5) opportunities for increased coordination of transportation services. Local communities may choose the method for developing plans that best fits their needs and circumstances.

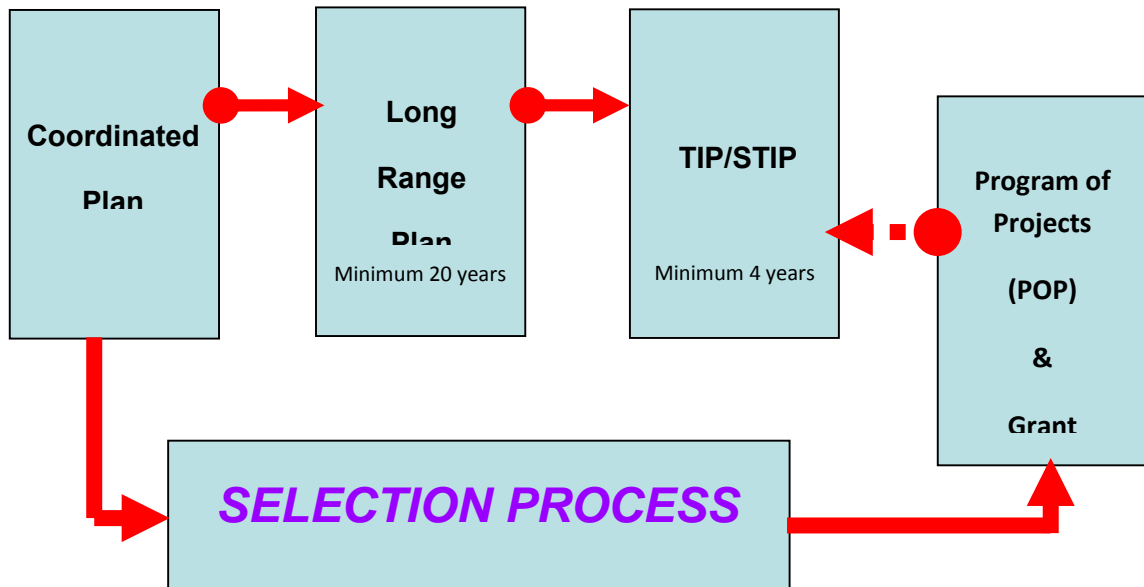
- b. Relationship Between the Requirement for Public Participation in the Coordinated Plan and the Requirement for Public Participation in Metropolitan and Statewide Transportation Planning. Title 49 U.S.C. 5303(i)(6) and 5304(f)(3), as amended by MAP-21, require MPOs and states to engage interested parties in preparing transportation plans, TIPs, and STIPs. “Interested parties” include, among others, affected public agencies, private providers of transportation, representatives of users of public transportation, and representatives of individuals with disabilities.

MPOs and/or states may work with the lead agency developing the coordinated plan to coordinate schedules, agendas, and strategies of the coordinated planning process with metropolitan and statewide planning in order to minimize additional costs and avoid duplication of efforts. MPOs and states must still provide opportunities for participation when planning for transportation related activities beyond the coordinated public transit-human services transportation plan.

- c. Cycle and Duration of the Coordinated Plan. At a minimum, the coordinated plan should follow the update cycles for metropolitan transportation plans (MTPs) (i.e., four years in air quality nonattainment and maintenance areas and five years in air quality attainment areas). States, MPOs, designated recipients, and public agencies that administer or operate major modes of transportation should set up a cycle that is conducive to and coordinated with the metropolitan and statewide planning processes to ensure that selected projects are included in the TIP and STIP and to receive funds in a timely manner.
- d. Role of Transportation Providers that Receive FTA Funding Under the Urbanized and Rural Area Formula Grant Programs in the Coordinated Planning Process. Recipients of Section 5307 and Section 5311 assistance are the “public transit” in the public transit-human services transportation plan and their participation is assumed and expected. Further, 49 U.S.C. 5307(b)(5), as amended by MAP-21, requires that, “Each recipient of a grant shall ensure that the proposed program of projects (POP) provides for the coordination of public transportation services ... with transportation services assisted from other United States Government sources.”

In addition, 49 U.S.C. 5311(b)(2)(C)(ii) requires the Secretary of DOT to determine that a state's Section 5311 projects "provide the maximum feasible coordination of public transportation service ... with transportation service assisted by other federal sources." Finally, under the Section 5311 program, states are required to expend 15 percent of the amount available to support intercity bus service. FTA expects the coordinated planning process in rural areas to take into account human service needs that require intercity transportation.

The schematic here illustrates the relationship between the coordinated plan and the metropolitan and statewide planning processes.



Excerpt from full guidance found here. http://www.fta.dot.gov/legislation_law/12349_16011.html

Sample Resolution to Establish a Transportation Coordination Committee

WHEREAS, xxx receives state 85.21 and 5310 funds for specialized transportation services to older adults and persons with disabilities; and

WHEREAS, Wisconsin Administrative Code Trans 2.10 requires explicit authorization and approval in order to inform the processes related to securing and administering Department of Transportation 85.21 and 5310 grant funds and planning coordinated transportation services; and

WHEREAS, under WI Administrative Code Trans 2.10, a transportation coordination committee is required to perform at least the following duties:

1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in the service area;
2. Review passenger transportation plans for the service area;
3. Review and comment on county aid applications under Wisconsin Statute 85.21;
4. Review and comment on capital assistance applications under Wisconsin Statute 85.22;
5. Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990; and
6. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the federal section 5310 program.

WHEREAS, Federal Transit Law, as authorized by the Moving Ahead for Progress in the 21st Century (MAP-21) signed into law in July 2012 requires that projects selected for federal funding be derived from locally developed, coordinated public transit-human services transportation plans, the law upon which the Committee and its charter are based; and

WHEREAS, the Transportation Coordinating Committee will serve as the author and owner of the locally developed public transit-human services transportation plan required for receipt of state and federal transportation funding;

FISCAL NOTE: The budgetary impact of this resolution is in the per diems paid to county board member/all members on the committee OR This resolution has no budgetary impact.

NOW, THEREFORE, BE IT RESOLVED, the Transportation Coordinating Committee is created with composition and duties as set forth in ordinance #, effective <date>.

****Always consult your legal counsel for resolution language required by your county or tribe****

Sample County Ordinance

TRANSPORTATION COORDINATING COMMITTEE

1. Voting members shall include, subject to the following criteria (by position or designation and by citizen appointment):
 - a. One County Board Supervisor.
 - b. The Mayor or designee.
 - c. The President of the Village or Town or designee.
 - d. Veterans Service Officer.
 - e. One Citizen member with low income (defined as 150% or less of the federal poverty level amount).
 - f. One Citizen member who is an older adult (defined as age 60 or older).
 - g. One citizen member with a disability (defined as someone who self-reports a physical or mental impairment that substantially limits one or more major life activity).
 - h. One staff member from the Health and Human Services Department as designated by the Department Director.
 - i. One staff member of the Managed Care Organization as designated by the Director.
 - j. One representative from private transportation providers.
 - k. One representative from a long term care residential services provider.
 - l. One representative from a job training or placement agency.
 - m. One representative from a human service agency.
 - n. One representative from a medical provider.
 - o. One citizen member.
 - p. Manager of the Public Transit System.
 - q. Mobility Manager or related position.
2. The following individual shall be a non-voting members of the committee:
Agency staff who shall provide administrative and executive support to the Committee and assist the Chairperson in calling meetings. Setting the Committee agenda and sending out notices.
3. The County Clerk shall, by letter, coordinate the solicitation of nominations or confirmations of representative members prior to appointment, and shall make a good faith effort to secure representatives with requisite criteria for the committee. Representative membership shall be contingent upon the citizen's continued and ongoing participation in designated employment or membership.
4. All members to be selected by the Executive Operations Committee for appointment by the County Board.
5. Terms of office:
 - a. County Board Supervisors – 2-year terms concurrent with the County Board term and may serve 3 consecutive terms.
 - b. Position representative terms are subject to existence of position.
 - c. Citizen Representative members – 3-year terms expiring in April and may serve 2 consecutive terms.
 - d. Initial term only – To set staggered terms, of the 9 citizen appointed members, 3 will have full three-year terms, 3 shall be appointed to two year terms initially and 3 shall be appointed to a one-year term.

7. The committee shall meet at least quarterly.

8. The powers and duties of the Committee shall be:

- a. Develop a vision and mission statement for transportation services in X County.
- b. Coordinate the development of the local public transit-human services transportation plan. The plan will be updated to align with the competitive selection process based on needs identified on the local levels. As part of the planning process, the committee agency will identify the process for adoption of the plan.
- c. Maintain an inventory of existing transportation services, equipment and costs. This will also provide a comprehensive list in event of disaster or other emergency.
- d. The committee shall evaluate the unmet transportation needs within the county. Special attention should be focused on those populations which are most likely to be transit dependent, e.g. the elderly, low-income, handicapped, minorities, and recipients of human services. These needs shall be used to identify gaps and duplications in the delivery of transportation services.
- e. A process shall be developed in cooperation with the county board chairperson and county executive to ensure county board and executive reaction and approval of the strategies for provision of transportation services. A vital function of this committee will be to serve as a communication link to higher levels of administrative government. This two-way communication will allow local agencies to better inform regional and state offices of problems in coordination of transportation needs and to seek assistance when necessary.
- f. The committee shall have the following duties per Wisconsin Administrative Code, Chapter Trans 2.10 (b)
 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas;
 2. Review passenger transportation plans for service areas;
 3. Review and comment on county aid applications under section 85.21, Wisconsin Statutes;
 4. Review and comment on capital assistance applications under section 85.22, Wisconsin Statutes;
 5. Act as an informational resource for local transportation providers regarding the requirements of the American with Disabilities Act of 1990, 42 USC 12101 et seq. ;
 6. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled person for the purpose of becoming eligible for assistance under the Federal sec. 5310 program; and provide guidance to the committee in its coordination efforts.
 7. Apply for and accept Federal section 5310 grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County in accordance with county procedures.

9. Per Diem: Only the county supervisor shall be entitled to per diems and mileage.

Transportation Committee Job Description

Purpose: Describe the specific purpose of the volunteer position. Be as brief as possible (no more than two sentences is recommended). The purpose of the volunteer position should relate to the mission and goal of your organization.

Example: The position of TCC committee member is to assist in identifying, researching, and planning to solve the transportation and mobility needs of older adults and individuals with disabilities and carry out the mission of the committee. <insert mission> The position is designed to aide older adults, individuals with disabilities, and all community members in accessing services and meeting their mobility needs.

Job Title: State the volunteer title of this position.

Example: Transportation Coordinating Committee Board Member

Key Responsibilities: List the job duties in a clear, concise way.

Example: Committee members will:

- *Determine the bylaws and procedures of the TCC within local governance.*
- *Advocate with local, state, and federal officials on policy issues germane to transportation.*
- *Write the locally-developed coordination plan for coordination and operation of services and programs and oversee its implementation.*
- *Identify unmet needs and develop strategies to address them.*
- *Ensure input from consumers, service providers, and local constituents in the policies, practices, and goals of the TCC.*
- *Review financials of the transportation program as required in WI Statute Trans 2. (You can quote Trans 2.10 here. See Appendix A.)*
- *Conduct periodic review of coordination activities and their inclusion in other local plans to ensure long-term effectiveness and continued eligibility of grants.*

Expectations: Indicate what the person is expected to do.

- Example:*
- *Be an active participant of the meetings, complete assignments, serve as a liaison.*
 - *Attend regularly-scheduled meetings and participate in any standing or ad hoc committees.*
 - *Review meeting materials and participate in discussions of Board agenda items.*
 - *Request additional information or training about any issues, programs, policies, or procedures that may be unclear.*
 - *Participate in training, informal meetings, seminars, hearings, conventions, etc.,*

available to TCC members.

- *Identify unmet needs or barriers to services of the target populations and share this information with the TCC.*
- *Encourage input from stakeholders concerned about the target populations and transportation needs.*

Length of Appointment: Note the time period in which the volunteer will serve, and include restrictions, if applicable.

Example: The terms of the committee are 3 years with 2 terms possible for a total of 6 years.

Time Commitment: Indicate the approximate number of days or hours required per week.

Example: This position requires a minimum commitment of 1 day per month for monthly meetings and additional time spent outside of meeting in reviewing materials, seeking stakeholder input or advocating for services. In addition, each volunteer will be required to go through training and orientation.

Qualifications: List education, experience, knowledge, and skills required. If a criminal history record check or other background check will be conducted, it should be indicated here.

Example:

- *Strong interest in the health, safety, and well-being of all target populations.*
- *Ability to attend regularly-scheduled meetings.*
- *Ability to effectively participate in a committee setting.*
- *Member must pass a criminal background check.*

Training/Support: List resources that will be available to the volunteer.

Example: An orientation is expected to be completed as soon after appointment as possible. There are no per diems associated with this appointed position. Other training opportunities may become available to TCC members throughout the year.


Appointed By:


Printed Name: _____

Signature: _____ **Date:** _____

Helpful Resources


Accessible Presentation Design


 USDOT, Disability Resource Center, “Checklist for Planning Accessible Meetings and Events,” <http://www.drc.dot.gov/documents.html>


 USDOJ, 1991 and 2010 ADA Standards for Accessible Design, <http://www.ada.gov/>

 US Access Board, Public Rights-of-Way Guidelines (for sidewalks, etc.) <http://www.access-board.gov/prowac/index.htm>

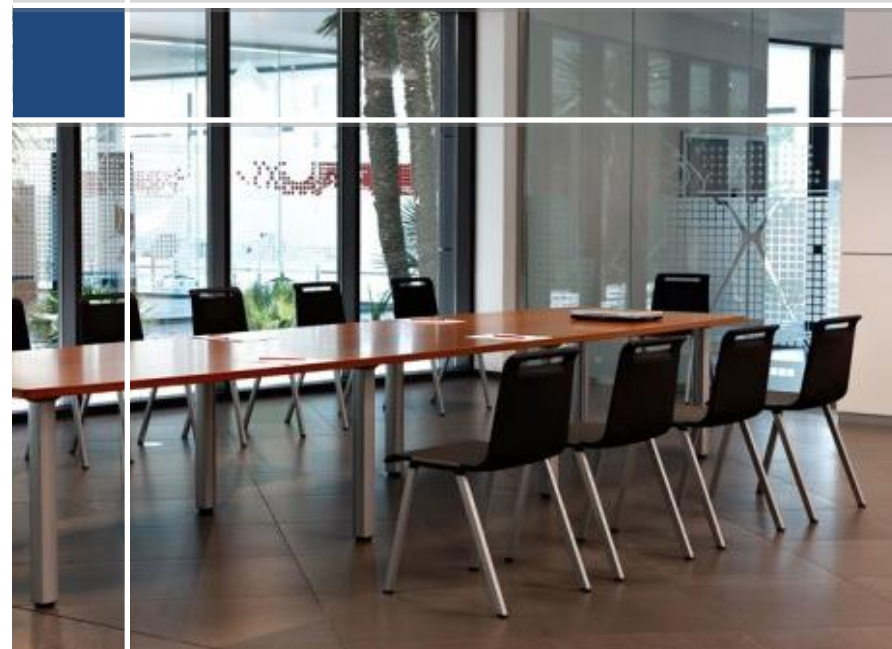
Accessible Meeting Design

 USDOT, Disability Resource Center, “Checklist for Planning Accessible Meetings and Events,” <http://www.drc.dot.gov/documents.html>

 USDOJ, 1991 and 2010 ADA Standards for Accessible Design <http://www.ada.gov/>

 US Access Board, Public Rights-of-Way Guidelines (for sidewalks, etc.) <http://www.access-board.gov/prowac/index.htm>

South West Transit Association Accessible Meetings Guide



Goal

Provide simple and easy-to-use information for SWTA members to incorporate when conducting effective ADA-compliant meetings.

This guide will address the venue, meeting rooms, lodging, food service, restrooms, meeting logistics, staff training and the specific concerns of people with a range of disabilities. Also addressed are mobility devices and/or service animals. Additionally, the guide provides information to assist presenters in the development of accessible presentations, handouts and other meeting materials.

Why Are Accessible Meetings Important?

For public agencies, including public transit authorities, towns, cities, counties and instrumentalities of state or federal government, holding accessible meetings, conferences and workshops is not just a good idea; it's the law.

However, the benefits of accessible meetings, conferences and workshops go beyond legal compliance.

Making accessibility a priority in your meetings and events makes sense in that people with disabilities offer a high degree of experience and expertise. Because they are typically frequent riders, people with disabilities have perspectives which can benefit transportation planners and providers as they design, plan, build, operate, maintain and oversee transportation services of all kinds.

When your conferences, workshops and meetings are accessible, you are helping to ensure that customers with disabilities are well-informed about the services you provide, and you are creating an opportunity to hear from one of your most loyal customer groups.



Handouts – If handouts are provided speakers should be prepared, to the extent possible, to provide them in formats that are accessible to and usable by people with disabilities.

Presenters should be asked to provide copies of ADA compliant handouts in print, large print and electronic formats (preferably MS Word or an accessible PDF format).



Print Document Guidelines:

- 14-point or larger font size – The ADA Accessibility Guidelines specify 14-point, but the disability community recommends an 18-point typeface.
- Fonts should be simple. Arial, Helvetica and Verdana are suitable choices.
- If possible, paper should be non-glossy. A pale color, such as light yellow, is preferable to bright white.
- Text should be in mixed case—not all capitals.
- Text columns should be avoided, and there should be ample white space around text blocks.



Electronic Format Guidelines:

- MS Word, text files or accessible PDF files are preferable.
- If there is more than one file, use descriptive file names that convey the file's contents.
- If multiple electronic documents should be read in a specific order, name the files in such a way that they appear in the correct order in a file list.


- When writing on a flip chart or wall board, the presenter should read what he/she is writing.
- When reviewing materials written on flip charts or wall boards, the presenter should read aloud and in such a way as to convey not only the content but also the order and relative importance of the content.

For example: when reading a list of “next steps”, the presenter might read as follows:

“Next Steps...

1. Schedule our next meeting.
2. Send out invitations to the key stakeholders.
3. Develop information packets for distribution,” etc.



 **Incorporating Remote Presenters** - A primary challenge in incorporating remote presenters is ensuring that people who are hearing impaired are able to access the presenter’s remarks and to interact with the presenter in the same way as other attendees.

- Ensure that the telephone or computer monitor used by the remote presenter is wired into the PA system.
- Provide a sign language interpreter or video captioning if needed.
- Provide these presentation guidelines to the presenter so that he/she can do his or her part to ensure an accessible presentation.

Key Definitions

Although the following definitions embody the letter and spirit of the ADA, they are not legal definitions. Rather, they are practical definitions which agencies can use when evaluating the extent to which their meetings and communications are accessible.

What is an Accessible Meeting?

A meeting can be a small assembly, conference, workshop or other event, to which staff, consultants, vendors, or other members of the public are invited for the purpose of sharing information, asking questions or giving input regarding a product, policy, procedure or program.

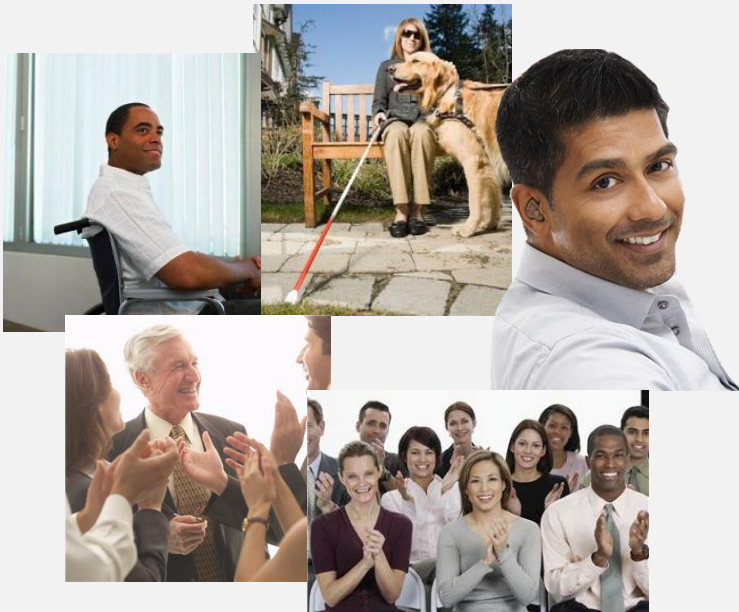
To be accessible, the meeting, conference, workshop or event must comply with all applicable ADA accessibility requirements as well as any other applicable, federal, state or local accessibility-related laws. The meeting must also be conducted in such a way that all participants (regardless of disability) can participate in an equal and meaningful way, either with or without accommodations.

The meeting, conference, workshop or other event might include verbal, written or visual presentations which convey information to meeting attendees or other readers/viewers.


The presentation(s) must enable the broadest possible range of readers or attendees to acquire the information being presented, regardless of any physical or sensory impairment—either with or without special accommodations.

Who Might Benefit from an Accessible Meeting or Presentation?


Although people with obvious disabilities are beneficiaries of an accessible meeting or presentation, there is a wide range of people who can benefit from improved accessibility. The following examples are meant to illustrate the broad range of people who may benefit.



The bottom line is that by taking the time to anticipate and address the potential range of physical, sensory and cognitive challenges that the average audience may have, an agency can make its meetings and presentations more engaging to more people.

 **Incorporating Videos and DVD's** Videos and DVD's can spice up a presentation, but for people with visual or hearing impairments, they can be problematic. Here are some tips for maximizing the value of video presentations for people with these disabilities:

- If possible, use DVD's and Videos that include closed-captioning. If closed-captioning is not available, look for an alternate video or DVD which includes this functionality. If this cannot be done, consider using a sign language interpreter or video captioning to address this deficiency.
- Turn up the volume. Be sure that the volume is loud enough for all attendees to easily hear the spoken words. If this cannot be accomplished from the video player, then consider integrating the video player into the room's PA system.
- Some video presentations include dialogue and spoken content which adequately conveys the overall story or message, but some video presentations are visually oriented, and the verbal content is insufficient for someone with a visual impairment to follow the action. If this is the case, consider arranging for someone to sit next to an attendee with a visual impairment and quietly describe what is happening on the screen.

 **Using Flip Charts and Wall Boards** Like any other visual presentation, the key to incorporating flip charts and wall boards involves adding verbal descriptions to the action to ensure maximum accessibility.

PowerPoint and Other Visual Presentations

PowerPoint, Excel, video clips and other visual presentations can live up a verbal presentation, and assist people with visual learning styles to retain presented information.

However, PowerPoint and other visual presentation media can be very difficult for the sight impaired. Here are some tips to make visual presentations easier to follow:

- Keep it simple. Use a simple slide design, and avoid too many words and graphics on each slide.
- Keep as much white space around words as possible.
- Keep graphics as simple as possible and only use them when their presence adds to the slide's message.
- When delivering the presentation, summarize the key points of each slide, and if you know that there is a visually impaired person in the audience, share key data points or facts verbally—don't assume that everyone can read them.
- When showing slides that use graphical images, pictures, charts or graphs to convey information, provide a verbal summary of what the slide shows.
- If possible, provide printed or electronic copies to members of the audience who may be better able to read the information from a paper copy, by using text-enlargement or screen reading computer software.

Examples of People Who Might Benefit From Improved Accessibility:

A person who uses a wheelchair or an older person with limited mobility will benefit equally from a short and accessible path-of-travel, and if the path of travel must be long, a person with limited mobility; a person who fatigues easily; and/or one who has a medical condition which precludes heavy exertion will benefit from places to stop and rest along the way.



A visually impaired person of any age or an older person with reduced vision will benefit equally from written materials which are presented in a larger type face and from presenters who describe materials presented in slide shows.




A young woman with a slight hearing impairment or a senior citizen with slightly diminished hearing will equally benefit from a presenter using a lapel microphone while speaking.



A young man with dyslexia who has difficulty reading long passages may benefit from a simple graphic representation of complex materials and/or from a brief explanation by the presenter of difficult materials.

Meeting Notice

Invite your participants to make requests for accommodation on all your communication (registration form, flyers, web pages, e-mails and print). For example:

 “[the Site] is wheelchair accessible. For questions about accessibility or to request accommodations such as assistive listening devices, real time captioning, a sign language interpreter, or other accommodations, please contact (name) at (include phone and an e-mail address so that someone with a hearing or verbal disability can make inquiries). Providing at least 72 hours advance notice will help to ensure availability.”

The person or office sponsoring the event should assign a contact person who is familiar with the event. When the key contact cannot answer a question about an accessibility need, simply take down the request and the individual’s contact information. The meeting coordinator can then contact a local ADA Coordinator for assistance in locating resources and implementing accommodations.

Staff responding to requests should be prepared to ask detailed questions regarding necessary accommodations. A more detailed registration form requesting information on specific needs can also be used.





Sample Detailed Registration Question:


I need the following accommodations to best participate:

ASL	Assistive Listening	Audio Cassette
Braille	Captioning	Disk. List Format _____
Note Taker	Wheelchair Access	Diet Restrictions: _____
Large Print	Orientation to Facility	Accompanied by assistant
Other:	_____	

Accessible Presentations

 **Speak at a moderate pace and avoid verbal pauses.** Many are tempted to rush and overfill a verbal presentation, but trying to fit too much into a limited amount of time will cause the presentation to be more difficult for people to hear and absorb. This is particularly true for people who do not have an audible learning style. Verbal pauses such as “uh” and “you know” tend to fill up natural pauses in the delivery of verbal information, but they can rise to a level of a distraction. Although it may not feel comfortable for an inexperienced presenter, a second or two of silence is preferable to a verbal pause.

 **Use a microphone.** If the presentation is in a small room with very good acoustics, it may be possible to avoid the use of a microphone, but if the room has poor acoustics and/or if it is larger than a typical small classroom, a microphone will help to ensure that everyone in the audience can hear. Although it may be possible for someone to project his/her voice to the far corners of a large room, talking loudly can distort voice quality and make it harder for someone with a hearing impairment to understand what is being said.

 **Other tools.** If the speaker will be using a microphone, make sure that there is an accessible alternative for people who are deaf or severely hard-of-hearing. Options can include a sign language interpreter or video captioning.



Provide directions to the intellectually disabled.

Staff should be trained to break complex information or instructions into smaller bits of information and then to provide this information one piece at a time rather than providing the entire series of information or instructions at once. For example, if assisting someone to find a meeting room, it may be easier to accompany the person than to try and give complex directions that involves several steps.



Open doors and retrieve objects. Staff should be trained to provide appropriate assistance with the opening of doors and with the retrieval of objects for people who cannot reach and/or see them.



Use appropriate language. Staff should be trained to use appropriate “people first” language when referring to people with disabilities. Staff should also be trained on specific words and phrases which should be avoided, such as “”crippled”, “handicapped”, “mentally retarded”, etc.



Accurately assess when help might be needed and how to offer assistance. Not all people with disabilities need or want assistance, but sometimes they may need and want assistance but decline to request it. Staff should be trained on how to observe a person in order to determine whether or not help might be needed and on how to offer assistance in a respectful and non-invasive manner.

Accessible Meetings

Selecting an Appropriate Venue

The Location

The meeting venue should be as close as possible to public transportation, and the path-of-travel from public transit should be accessible as defined by the ADA. The more access to public transit (e.g. the more routes serving different areas of the community) the better. If someone thinks that the effort to get to the venue is too great, they may choose to not attend the meeting.






The path-of-travel between public transit and the meeting venue should include as many of the following features as are available:

- Continuous sidewalks and/or paved surfaces between the nearest public transit stop(s) and the meeting venue
- Curb cuts and detectable warnings for street and parking lot crossings
- Audible pedestrian signals for signalized intersections
- Places to stop and rest (preferably with shelter) if the walking distance is greater than two or three blocks
- Abundant signage directing attendees to and from the venue








Accessible parking which can be accessed from the meeting venue via an accessible path-of-travel.

The Meeting Facility

-  The facility should comply with all ADA Accessibility Guidelines (ADAAG) published by the Department of Justice in 1991 and as revised in 2010.
-  Accessibility elements (accessible entrances, elevators, accessible restrooms, etc.) are located near conference meeting space and common areas.
-  Technology and signage directing guests to accessibility features and meeting locations is abundant and accessible.





Things to Consider

Communications Access

-  Proper consideration and implementation allows all to participate, resulting in a better or higher quality meeting because all were able to contribute.
-  Meeting rooms with minimal outside noise (ventilation systems, noise from adjacent rooms, etc.)
-  Technology infrastructure (e.g., outlets, microphones, audio looping system, Wi-Fi)
-  Blinds/drapes on windows to prevent glare
-  ADA compliant signage should notify guests of facility elements such as accessible restrooms, exits, elevators and other hotel amenities.

Staff Training

An enlightened and helpful staff can be invaluable during the event. Ensure staff has some level of disability awareness, knows their responsibilities, and can respond appropriately to various scenarios. Staff may need training to address the following topics:

-  **Know how to best communicate with people with a range of different disabilities.** Staff should be trained to communicate with people who are blind or visually impaired, people who are deaf or hard-of-hearing and people with significant speech impediments.
-  **It is okay for staff to be proactive if they see a person having difficulty.** The person may not have an aide with them or know who to ask for assistance.
-  **Learn to give directions to and/or guide people who are blind or visually impaired.** Staff should be trained to use the “Sighted Guide” technique for leading people who are blind or visually impaired.
-  **Know appropriate communication with people in mobility devices.** Staff should be trained to avoid looking down from above a person in a mobility device when having a face-to-face conversation. A better approach is to sit or kneel so that the staff member can maintain eye contact on a comparable level with the person in the mobility device.

- Be prepared to assist people with disabilities to prepare and carry trays, to find open seating and to get drinks, napkins, silverware and other necessary items.
- Ensure that lighter weight cups and straws are available for attendees who need them.



Service Animals

- Before the event, staff should scope out service animal relief areas around the facility. The best relief areas include grass, dirt, gravel or some other type of low ground cover. The area should be in close proximity along an accessible path of travel to a building entrance that is as close to meeting spaces and/or hotel elevators as possible and which is unlocked during as many meeting hours as possible.
- There should also be a permanent trash can for animal refuse located along the path of travel between the relief area and the building entrance; locations near the building entrance are preferable. Ensure that all meeting organizers and hotel staff (if applicable) are familiar with where the animal relief areas are located so that any appropriate event support personnel can clearly explain and/or show meeting attendees where to find the areas.
- Be prepared to guide the handler and their animal outside for needed breaks.
- Be aware that most, but not all, service animals are domestic dogs.

Physical Access



Entrance to the Building

- Is there an automatic door, a push button, or a doorman?



Elevators

- Does the elevator meet the size requirements established within the ADA?
- Are the elevator controls positioned at the proper level and in accordance with ADA requirements?
- Are elevator controls marked with raised print and Braille as required by the ADA?
- Although not required by the ADA, it is desirable for the elevator to either announce each floor the elevator passes and those upon which it lands. Alternatively, it is acceptable for the elevator to emit a tone for each passing floor.
- Are there floor-level signs in raised print and braille on both sides of the elevator's entrance on each floor as required by the ADA?
- Are there backup elevators if one breaks?



Restrooms

- Check toilet height/placement, clear floor space, grab bars, sinks, etc., in wheelchair accessible stall
- Is there a push button to open the door? If not, can they be propped open?



Confirm Availability of Accessible Hotel Rooms

Meeting Room Set-up

- Open spots for mobility devices and service animals should be scattered throughout a meeting room. If the gathering will attract a large number of people using mobility devices and/or service animals, then assume 20% less capacity for a given meeting space.
- Aisles between chairs (when occupied) should be at least 38 inches wide. Wider is better because a large percentage of meeting attendees may leave chairs pulled out when not in use. A person in a mobility device will have to make numerous turns to navigate around tables and chairs; additional room may be needed to accomplish turns.
- Tables should be at least 36 inches high. Check for obstructions underneath tables, such as table legs with wide pedestals or bases. These can interfere with space for mobility devices and/or with space for service animals to occupy during the meeting.
- Avoid table cloths that hang down to the floor level as these interfere with the parking of mobility devices and the placement of service animals.
- Secure electrical cords and remove obstacles.
- The floor surface should not be slick or slippery.
- The path to the podium should be accessible – not an obstacle course. If it is on a stage make sure there is a ramp/stairs with rails.
- The podium should be solid and sturdy for people who may have poor balance.
- Establish a space with good visibility near the stage for sign language interpreters, and reserve nearby seating for people who are deaf or hard-of-hearing.

Emergency Evacuation

- Are accessibility elements (accessible entrances, elevators, accessible restrooms, etc.) located near conference meeting space and common areas?
- Identify the accessible emergency exits.
- Are there tactile floor plans showing emergency exits? If not, have a plan for providing this information to visually impaired meeting attendees.
- Are there visual fire alarms? People who are hearing impaired may not be able to tell when an emergency is under way.
- Be aware of those who may need extra assistance evacuating and know how to get help in an emergency.



Food and Beverages

Self-serve food/drinks can present a big challenge for wheelchair users and people with visual impairments. Plated meals and butlered receptions are much easier for most people with disabilities to manage. For self-serve functions:

- Work with the venue to provide extra personnel for assistance to those who need it.
- Be sure that all plates, cups, napkins, tableware and food items on a serving line are within reach of a person using a mobility device.