

Walworth County Board of Supervisors
January 7, 2019 Transportation Coordinating Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Chair Nancy Russell at 1:31 p.m.

Roll call was conducted. Members present included Chair Nancy Russell, Health and Human Services (HHS) Board Chair Ken Monroe, HHS Division Manager Lori Muzatko, and Citizen Members Catherine Holman Duesterbeck, Jeni Hallatt, Michael McKay and Eric Russow (arrived at 1:38 p.m.). Vice Chair Andrew Kerwin was absent. A quorum was declared.

Others in Attendance

County Staff: County Administrator David Bretl; Office Supervisor/Mobility Manager Nicole Hill; Finance Supervisor Todd Paprocki; and HHS Administrative Analyst Lisa Kadlec; Senior Buyer Stephen Flitcroft

Members of the Public: Cynthia Simonsen, Executive Director of VIP Services; Bob Peryea, Elkhorn, Wisconsin

On motion by Citizen Member Duesterbeck, seconded by Citizen Member McKay, the agenda was approved by voice vote.

On motion by Supervisor Monroe, seconded by Citizen Member Hallatt, the December 3, 2018 meeting minutes were approved by voice vote.

Public Comment – Mr. Bob Peryea, Elkhorn, Wisconsin said he and his wife are active in pursuing ideas to improve opportunities for Walworth County Citizens. They have a friend who is confined to a motorized wheelchair and is unable to travel on Sundays and holidays because there is no available transportation to accommodate her needs. He asked the Committee to consider allowing volunteers to provide rides during times when the County's service is unavailable. Peryea offered to investigate insurance coverage and training requirements. Mr. Peryea's wife is a grant writer and could research opportunities to fund the service. Chair Russell said Mr. Peryea could provide further input when the agenda item was discussed.

New Business

- Approval of Bid Award for Specialized Transportation Services

Office Supervisor/Mobility Manager Nicole Hill said the proposal recommendation is to award the contract for Specialized Transportation Services to VIP Services, Inc., in the amount of \$391,511.57, based on 2017 trip quantities. Hill noted the proposed contract amount is higher than the current budget, and will be monitored closely during the contract period. County Administrator David Bretl said the County originally asked for an hourly rate for services in the proposal as opposed to the current per trip charge. VIP Services is not comfortable with giving an hourly quote at this time, and asked for another year to accumulate sufficient data to provide an accurate hourly number. Bretl noted the contract is significantly higher than 2018, largely due to labor costs involved in retaining qualified drivers. Chair Russell noted the proposal will go to the Finance Committee for award at its January 17 meeting.

Supervisor Monroe made a motion, seconded by Citizen Member McKay, to recommend approval of the proposal award to VIP Services, Inc. Citizen Member Hallatt asked whether a pricing comparison of transportation providers in other areas was conducted during the proposal process. Senior Buyer Stephen Flitcroft said VIP Services was the only qualified provider. They solicited other vendors, none of whom had adequate fleet capacity or experience to meet the qualifications. **The Chair called for the vote and the motion carried 7-0.**

- Inquiry from Bob Peryea regarding volunteer drivers using VIP Services' vans to provide transportation services on holidays and Sundays

Bretl said he appreciated Mr. Peryea's proposal. VIP Services' insurer will not allow volunteer drivers. The County owns some vehicles, whose use could be considered, as well as investigating the possibility of extending the transportation service hours to Sundays and holidays. Peryea said he understands the issue with insurance, but asked if it would be feasible to use a County owned van for limited hours if volunteers were properly trained and insured. Executive Director of VIP Services Cindy Simonsen said that VIP Services does not have any volunteers who are permitted to drive their vehicles, because of Wisconsin Department of Transportation and the Federal Transit Administration regulations. Bretl suggested this item be held to allow staff to research whether there are viable options for providing the added service. **Supervisor Monroe made a motion, seconded by Citizen Member Hallatt, to place this item on the February 4, 2019 agenda for further discussion and input from staff. Motion carried 7-0.**

Transportation Financial Summary

Finance Supervisor Todd Paprocki said Senior Accountant, Natasha Evans, will be assisting the Committee with the financial reports in the future. He assured the Committee he will continue to monitor the program summaries and attend future meetings as needed. As discussed at December's meeting, funds were shifted to the appropriate transportation accounts last month. The number of trips decreased in November. As the programs develop more history, it will be easier to identify trends. Citizen Member Hallatt commented it will be interesting to see if ridership increases because of this winter's mild weather.

Monthly Ridership

Chair Russell noted monthly ridership has steadily increased, and advocated for continued marketing of available services. Hill said she is attending a social media marketing conference on January 18th, and will evaluate what social media applications will attract the widest audience. Hill will also be setting up meetings with user groups as discussed at the December meeting.

VIP Services report of any "turn down" requests for service

Simonsen said there was only one turn down for service in December: the individual called to request a ride 20 minutes prior to a medical appointment and the request could not be accommodated.

Announcements

Hill announced that this is the last meeting for HHS Division Manager Lori Muzatko and Citizen Member Catherine Dueterbeck. Dueterbeck will be serving on VIP Services' Executive Board and Muzatko is retiring from County service on February 1, 2019.

Confirmation of next meeting date and time: The next regular business meeting is scheduled for February 4, 2019 at 1:30 p.m.

Adjournment

On motion by Citizen Member Dueterbeck, seconded by Muzatko, Chair Russell adjourned the meeting at 1:54 p.m.