

**Walworth County Board of Supervisors  
Transportation Coordinating Committee Meeting Minutes  
Monday, March 1, 2021  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by Chair Nancy Russell at 1:30 p.m.

Roll call was conducted and the following members were present, either in-person or by remote attendance: Chair Nancy Russell; Vice Chair Andrew Kerwin (arrived remotely at 1:32 p.m.); Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; Citizen Members Shawn Davenport and Eric Russow. There is one vacant position. A quorum was declared.

**Others in Attendance**

County Staff: County Administrator Mark W. Lubberda and Senior Accountant Natasha Gantenbein  
Members of the Public: Executive Director of VIP Services Cynthia Simonsen

**On motion by Citizen Member Russow, second by Citizen Member Davenport, the agenda was approved with no withdrawals.**

**On motion by Health and Human Services Board Chair Monroe, second by Citizen Member Russow, the February 1, 2021 Transportation Coordinating Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Unfinished Business**

7a. VIP Services contract change order related to hourly service rates and the second option year extension, including the “Change Order Review Checklist,” the related report, and a change order modifying rates and services beginning May 1, 2021

County Administrator Mark W. Lubberda referred to and provided a detailed overview of the report: Appendix L: Change Order Review Checklist (Pages 3-43) included in the packet. Lubberda then reviewed each section of contract Amendment #2, which was distributed at the meeting. **Citizen Member Davenport offered a motion, second by HHS Board Chair Monroe, to accept and support the report and recommend approval of the change order titled “Amendment #2 to the 2018 Shared-Ride Transit Operating Contract between Walworth County and VIP Services, Inc.”** Lubberda noted the motion is with the understanding that he identified some blanks and technical corrections still needing to be completed. **Motion carried 6-0.**

Discussion then focused on providing the shared-ride service on a fair and consistent basis and whether there is some inherent inequity to the current service that is not being recognized.

**New Business**

8a. Retained 85.21 specialized funds left from 2020 shared-ride costs following added CARES funding in 2020

Lubberda stated due to the Coronavirus Aid, Relief, and Economic Security (CARES) Act there is unspent specialized transportation funding from 2020. It is not required that the money be sent back, but it must be set aside in a trust account. Senior Accountant Natasha Gantenbein confirmed the total unspent funds were \$177,517.93; which is in the process of being transferred to an interest bearing account. Lubberda stated he is looking into using the funds for vehicles, noting that a vehicle bought under the specialized transportation program can also be used for the shared-ride program. He also encouraged the committee to reach out to him if they had suggestions for the use of these funds.

8b. Federal Transit Authority's recently-announced, FY 2021 low or No Emission (Low/No) discretionary grant program

Luberda stated he does not anticipate moving forward with this grant due to limitations with the type of vehicle allowed. Luberda will discuss the grant with Public Works to ensure it would not benefit the County.

#### 9. Transportation Financial Summary

Gantenbein summarized data on Page 44 of the packet. She noted expenses are lower compared to what had been budgeted due to continuing decrease in demand. Gantenbein shared that the primary use for shared-ride is employment with medical trips being a close second. The primary use for specialized transportation is medical trips. Discussion then focused on the possibility of offering additional services in the future.

#### 10. Monthly Ridership

Gantenbein provided a brief overview of the graphs found on Pages 45-47 highlighting that average Saturday shared-ride trips for January consisted of 68.5, this being the most trips since February 2020.

#### 11. VIP Services report of any "turn down" requests for service

Executive Director of VIP Services Cynthia Simonsen detailed turndowns for the month of February; noting there were 59 turndowns in the shared-ride program and five turndowns in the 85.21 specialized program.

**Announcements** – Luberda asked that committee members contact him with any recommendations for an individual to fill the vacant committee member position. Chair Russell added that it had been previously discussed they were looking for participation from a disabled individual or individual with a disabled relative in their home.

**Confirmation of next meeting:** The next meeting was confirmed for Monday, April 5, 2021 at 1:30 p.m.

#### **Adjournment**

**On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Chair Russell adjourned the meeting at 2:53 p.m.**