

**Walworth County Board of Supervisors  
Transportation Coordinating Committee Meeting Minutes  
Monday, March 7, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Vice Chair Andrew Kerwin called the meeting to order at 1:30 p.m.

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

**Others in Attendance**

County Staff: Program Manager-Mobility Gene Bobier; and Senior Accountants Natasha Gantenbein and Raul Rivera.  
Members of the Public: Executive Director of VIP Services, Inc. Craig Poshepny.

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

**On motion by Citizen Member Russow, second by Health and Human Services (HHS) Board Chair Monroe, the February 7, 2022 Transportation Coordinating Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Unfinished Business**

7a. Status of Vehicle Purchase Plan

Program Manager-Mobility Gene Bobier reiterated that Wisconsin Department of Transportation (WisDOT) is awaiting confirmation that the Chrysler Voyager Van changes for 2022 will meet Federal Transit Administration (FTA) requirements, and the question remains as to whether Chrysler will manufacture the van at all.

7b. Status of WisDOT 2021 5311 Capital Award

Bobier shared there is no new update on the WisDOT 2021 5311 Capital Award.

7c. Status 2022 85.21 Specialized Transportation Assistance Program Grant Funds

Bobier stated the first of two installment payments, equaling just under \$291,000, was received in mid-February.

7d. Status 2022 Public Transit Assistance Program (PTAP) Grant Application (aka Shared-Ride Taxi)

Bobier shared there is no new update for the 2022 Public Transit Assistance Program (PTAP) Grant application.

7e. Status of contract with VIP Services, Inc. for a Shared-Ride Taxi Service, contract continuation (third optional year) beginning May 1, 2022

Bobier stated that the resolution, approved last month by this Committee, was approved with a vote of 5-0 by the Finance Committee, and is on the agenda for the County Board of Supervisors meeting tomorrow. He shared that Corporation Counsel has created a draft program agreement which is nearly complete.

7f. 5311 Compliance Site Review (CSR)

i. Review and approve updated Transportation Title VI Plan

Bobier referenced the updated plan included on Pages 6-34 of the packet; stating the plan has been approved by WisDOT and requested the Transportation Coordinating Committee's (TCC) approval in order to move forward with implementation. **HHS Board Chair Monroe offered a motion, second by Citizen Member Russow, to approve the updated Transportation Title VI Plan. Motion carried 5-0.**

ii. Review and provide feedback on draft of Contractor Quarterly Compliance Review Checklist

Bobier stated that he created the Contractor Quarterly Compliance Review Checklist as a way to increase contract oversight with VIP Services, Inc. (VIP.) Bobier will conduct the quarterly review and report findings to the TCC.

iii. Status of CSR Findings related to VIP Services

Bobier stated VIP submitted their Title VI plan to WisDOT for review and approval. VIP is in the process of creating a reasonable modification plan and updating their drug and testing policy; as indicated as findings in the review.

**Reports**

8a. Monthly Ridership

Bobier gave a brief summation of the graphs found on Pages 39-42 of the packet; noting an increase of 153 rides this January compared to January 2021.

8b. Transportation Financial Summary

Senior Accountant Natasha Gantenbein briefly detailed the December All Transportation Summary included on Page 43 of the packet; stating both programs combined ended the year at 60.4% of budget utilization. Gantenbein announced that \$286,549 was awarded through the 85.21 Specialized Transportation Grant in 2021. After claims for allowable expenses and contributing a 20% local match, \$139,000 remained in December of 2021. The funds have been moved into a trust account, and once annual reporting is submitted the state will communicate how to proceed with the remaining balance.

Senior Accountant Raul Rivera referenced the January All Transportation Summary (Page 44); stating the budget utilization goal for January was 8.3%, and actual equaled 4.6%.

8c. Municipality Transport Report

Bobier referred to the report included on Page 45 of the packet; citing that leading municipalities remain the same.

8d. Turndown/Denial Report

Bobier referenced the reports included on Pages 46-51 of the packet; noting an increase in same day requests for pick up in Shared-Ride. Bobier pointed out that the Turndown Move Day/Time Report (Page 50) will now be reported in graph format depicting yearly comparisons (Page 51.)

8e. No Show Report

Bobier referred to and briefly detailed the graph found on Page 52 of the packet; stating the two programs combined decreased by 22 no shows.

8f. VIP Services Report

i. Staffing & Recruitment of Drivers

Executive Director for VIP Services, Inc. Craig Poshepny shared that one new driver was hired since the last meeting, and there is a second driver set to start this month. Poshepny divulged that VIP dismissed one driver due to multiple customer complaints.

**Announcements** – There were none.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, April 4, 2022 at 1:30 p.m.

**Adjournment**

**On motion and second by HHS Board Chair Monroe and Citizen Member Davenport, Vice Chair Kerwin adjourned the meeting at 2:01 p.m.**