

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, April 4, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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 (audible @ 1:32 p.m.) Chair Nancy Russell was absent and there is one vacant position. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Program Manager-Mobility Gene Bobier; and Senior Accountant Raul Rivera.

Members of the Public: Executive Director of VIP Services, Inc. Craig Poshepny.

On motion by Citizen Member Davenport, second by HHS Board Chair Monroe, the agenda was approved with no withdrawals.

On motion by Citizen Member Davenport, second by HHS Representative Kadlec, the March 7, 2022 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

Program Manager-Mobility Gene Bobier stated there were no new updates relative to Unfinished Business Items 7a through 7d.

7a. Status of Vehicle Purchase Plan

7b. Status of WisDOT 2021 5311 Capital Award

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

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

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

Bobier shared that VIP Services, Inc. signed the program grant agreement relating to driver pay premiums after a collaborative meeting on March 30. Bobier is working with the Wisconsin Department of Transportation (WisDOT) to generate the third option year contract. Bobier advised that due to inflation the Consumer Price Index for All Urban Consumers (CPI-U) increase was 7.5%, which is more than double the expected rate. Bobier stated the budgeted funds for service hours should cover this increase, but he will closely monitor throughout the remainder of the year and initiate a budget amendment if necessary.

7f. 5311 Compliance Site Review (CSR) – Corrective Action Plan

i. Status of CSR Findings related to the County

Bobier stated Title VI items are complete and the county is in compliance.

ii. Status of CSR Findings related to VIP Services

Executive Director of VIP Services, Inc. Craig Poshepny reported their Title VI was approved; although the State is requesting adjustment to the drug testing policy. Poshepny stated all elements should be finished this week.

New Business

8a. Results from 1st Quarter Contractor Quarterly Compliance Review

Bobier stated that he observed nothing negative and advised that he did obtain maintenance and training records, as part of the review, but did not feel it necessary to include them. Discussion ensued relative to specific rider experiences.

8b. Sample of Six Proposed New Quarterly Reports

Bobier pointed out that the data included in the reports is from January-May of 2021. Bobier noted he received full year 2021 data last week and plans to provide a report quarterly.

- i. Demand vs. Routine Trips Reports
- ii. Age Group & Trip Purpose Report
- iii. Rider Miles Traveled Report
- iv. On Time Report – Pickup
- v. On Time Report – Dropoff
- vi. Trip Time Report

Luberda added that this raw data will help to anticipate the types of changes necessary in the next three year contract cycle.

Reports

9a. Monthly Ridership

Bobier gave a brief summation of the graphs found on Pages 16-19 of the packet; noting the addition of numbers to the line graph. Bobier shared that the average weekday riders of 103 has remained the same over the last 13 months.

9b. Transportation Financial Summary

Senior Accountant Raul Rivera briefly detailed the February All Transportation Summary included on Page 20 of the packet; stating budget utilization for both programs is at 9.4% a slight increase over 2021. Rivera highlighted that there was an increase of 141 rides in February as compared to February 2021.

9c. Municipality Transport Report

Bobier referred to the report included on Page 21 of the packet; citing no changes to the most travelled municipalities.

9d. Turndown/Denial Report

Bobier referenced the reports included on Pages 22-29 of the packet; noting turndowns decreased from 3.2% to 2.8%.

9e. No Show Report

Bobier referred to and briefly detailed the graph found on Page 30 of the packet; stating no shows for Shared-Ride are at 2.6% and Specialized are at 6.4%. Bobier plans to focus on the impacts of no shows and expand opportunities to address chronic no show offenders.

9f. VIP Services Report

- i. Staffing & Recruitment of Drivers

Poshepny shared VIP Services, Inc. has hired two full-time and two part-time drivers over the past couple weeks.

Announcements

10a. Reminder – Gene Bobier will be attending the 2022 WAMM Spring Conference in Sturgeon Bay, April 25th to 27th

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, May 2, 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 2:07 p.m.