

**Walworth County Board of Supervisors**  
**June 3, 2019 Transportation Coordinating Committee Meeting Minutes**  
**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 all members were present: Chair Nancy Russell, Vice Chair Andrew Kerwin, Health and Human Services (HHS) Board Chair Ken Monroe, Health and Human Services (HHS) Administrative Analyst Lisa Kadlec, and Citizen Members Jeni Hallatt, Michael McKay and Eric Russow.

**Others in Attendance**

County Staff: Comptroller Todd Paprocki; County Administrator David Bretl; Office Supervisor/Mobility Manager Nicole Hill; Human Services Manager – Long Term Care Randy Kohl  
Members of the Public: Cynthia Simonsen, Executive Director of VIP Services

**Supervisor Monroe made a motion, seconded by Citizen Member McKay, to move item 9.a., Transportation Financial Summary, for consideration after Public Comment, and to approve the agenda as amended. Motion carried by voice vote.**

**On motion by Vice Chair Kerwin, seconded by Citizen Member Russow, the April 1, 2019 meeting minutes were approved by voice vote.**

**Public Comment** – There was none.

**Transportation financial summary**

Office Supervisor/Mobility Manager Nicole Hill reported as of the end of April, 32.7% of the collective transportation program budget has been used. Category A (transportation within own community) rides have increased by 4.5%. Trips in April were 30.1% over 2018. Ridership continues to increase in both programs. **Supervisor Monroe made a motion, seconded by Citizen Member Hallatt, to approve the financial summary. Motion carried 7-0.**

**Unfinished Business**

• Sunday Service Options

Comptroller Todd Paprocki reported utilization of the current transportation programs has significantly expanded, without added service hours. He does not project that trends will level off in the foreseeable future. The County's transportation budget has tripled since 2015 and services have more than quadrupled. He cautioned that if service hours were extended, it would be very difficult to discontinue the service if it could not be sustained. The existing programs have experienced a 30% growth for three years in a row. Paprocki feels the priority should be to maintain the high quality of current services. If the growth dropped to 3-5%, then perhaps expansion could be considered. He recommended waiting at least a year before undertaking any added services. In addition, adding Sunday or expanding weekday hours would be a significant change to the programs and require approval by the Department of Transportation (DOT). Citizen Member Hallatt asked what the milestones were for our existing programs. Hill reported the listening sessions were held in May 2016; the 5311 application was first applied for in 2016; and beginning in May 2017, the growth trend began. Supervisor Monroe agreed with Paprocki's assessment, stating any expansion would require research on DOT reporting requirements, and long-term planning with VIP. He added that it has been difficult to obtain new vehicles through the competitive grant process. Chair Russell concurred, and said the County does not want to jeopardize the

programs we already have, and she would like to keep fares at the same price for as long as possible. In a year, expansion can be revisited if existing program growth has stabilized.

Hill gave a presentation on Sunday service options. She developed five options for committee consideration: 1) Allow time for VIP Services to prepare for expanded hours and increased demand and expand to Sunday hours in 2021; 2) Re-bid DIAL-a-RIDE service and include Sunday hours, and expand to Sunday hours in 2020; 3) No change to service hours; 4) Bid out Sunday transportation service; and 5) Bring Sunday transportation service in-house. She presented pros and cons for each option. If the Committee ultimately wants to expand service hours, her recommendation is to allow VIP some lead time to prepare for expanded hours and increased demand by extending the contract with VIP for one year, through April 2021, and wait for further instruction from DOT regarding re-bidding service in anticipation of a major increase in demand. She further recommended including expansion of hours in the 2021 grant application and following procedures to obtain DOT approval of any expansion. Citizen Member Russow said if the Committee restricted expanded hours for Sundays only, and only for certain times, it could present an impression of discrimination of other religions who observe services at different times. Chair Russell polled the Committee for their opinions. Citizen Member McKay supported Hill's recommendations. Citizen Member Hallatt said the transportation programs have succeeded far above initial expectations. She recommended continuing to provide excellent service for the current programs and waiting until demand levels off to investigate opportunities for available grant funding at that time. Vice Chair Kerwin stated it is difficult to predict success of an added service. The continued 30% growth rate in existing services is phenomenal, and until it levels out, he recommends postponing expansion. He asked Hill if she obtained any information on expanded services at the Wisconsin Association of Mobility Managers (WAMM) conference. Hill reported several providers have experienced problems obtaining rides for patients discharged from hospitals after hours; many of them are providing vouchers to local vendors, such as private taxi services. Vice Chair Kerwin added that a voucher system might be worthwhile to consider if demand becomes overwhelming or if services are added in the future. HHS Representative Kadlec said added service hours would be valuable; however, she agreed that waiting until a baseline is established is a prudent decision. Executive Director of VIP Services Cynthia Simonsen agreed with the Committee's statements. **Supervisor Monroe made a motion, seconded by Citizen Member Russow, to accept staff recommendation to wait a year before considering expanded service hours. Motion carried 7-0.** County Administrator David Bretl stated staff would put this item on the March 2020 meeting agenda for consideration.

### **New Business**

- Expanding evening hours to accommodate area organizations' evening meetings  
Hill stated if weekday evening service hours were expanded, the County would have to obtain DOT approval, and issue a public notice. **Supervisor Monroe made a motion, seconded by Citizen Member Hallatt, to wait a year and consider this item when discussion occurs regarding Sunday service hours. Motion carried 7-0.**
- 2018 Transportation Annual Report  
Chair Russell commended Hill on the comprehensive report. **Citizen Member McKay and HHS Representative Kadlec moved to approve the 2018 Transportation Annual Report. Motion carried 7-0.**

- Save & Savvy Senior Day – June 11, 2019 at Health and Human Services  
Hill reported she would have a table at the event with information on County transportation services. Citizen Member McKay said he would volunteer to help provide information. The event is from 9:00 a.m. to 3:00 p.m. Hill will send members the schedule.

- Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Grant Application

Hill said the federal 5310 grant will be released in mid-June. The grant has become highly competitive and funding is not guaranteed. Walworth County is not eligible to apply for the vehicle capital portion of the grant. The County receives funding from the Section 5311 program for shared ride services. If we apply for the Section 5310 program, we cannot use the grant funds toward the match of the Section 5311 grant, and we will need to be absolutely clear in reporting to DOT where the County's match is coming from. Also, the application for the 5310 program operating assistance grant would have to be for something beyond what the County is already providing. **Citizen Member Hallatt made a motion, seconded by Citizen Russow, not to pursue the Section 5310 program grant this year. Motion carried 7-0.**

### **Monthly Ridership**

Hill reported that on March 7, 199 rides were provided, an all-time high. Overall, average weekly demand was consistent in March and April.

### **VIP Services report of any “turn down” requests for service**

Simonsen reported VIP turned down five requests in March and April. Three were for medical trips outside of the County and weren't granted because of lack of sufficient notice. One turn-down was a request for out of county transport for personal business; and one was for a trip in one day with multiple stops which could not be accommodated.

**Announcements** – There were none.

**Confirmation of next meeting date and time:** The next regular business meeting is scheduled for Monday, July 1, 2019 at 1:30 p.m. Hill recommended canceling the July meeting if there was no pressing business to discuss. She will notify members in advance. There will be no August committee meeting because of the budget process.

### **Adjournment**

**On motion and second by Supervisor Monroe and Vice Chair Kerwin, Chair Russell adjourned the meeting at 2:14 p.m.**