

**Walworth County Board of Supervisors  
Transportation Coordinating Committee Meeting Minutes  
Monday, October 5, 2020  
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 1:39 p.m.

Roll call was conducted and the following members were present, either in-person or through remote attendance: Chair Nancy Russell; Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Administrative Analyst Lisa Kadlec; and Citizen Members Eric Russow and Shawn Davenport. A quorum was declared.

**Others in Attendance**

County Staff: County Administrator Mark W. Luberdia; Senior Accountant Natasha Gantenbein; Senior Accountant Paula Gladden; and Human Services Manager-Long Term Care Randy Kohl

Members of the Public: Executive Director of VIP Services Cynthia Simonsen

**On motion by Citizen Member Russow, second by Health and Human Services (HHS) Board Chair Monroe, the agenda was approved with no withdrawals.**

**On motion by HHS Board Chair Monroe, second by Citizen Member Russow, the July 6, 2020 meeting minutes were approved.**

**Public Comment** – There was none.

**Public Hearing on 2021 85.21 Specialization Transportation Assistance Program Grant Application**

Chair Russell opened the Public Hearing at 1:42 p.m. Those present were the same as listed above. Chair Russell inquired if there were any testimonies by individuals attending, either in-person or through remote access. Hearing none, Senior Accountant Natasha Gantenbein reported a public hearing is required fourteen days prior to submittal of the 85.21 Specialization Transportation Assistant Program Grant application. The hearing is to inform all interested parties of the County’s plan for spending the 85.21 grant funds and to accept any comments the public and/or any interested parties may have. Gantenbein proceeded to give a brief overview of the proposed grant application. The due date is December 15, 2020.

Chair Russell referred to Page 14 of the packet and noted for the record that the Passenger Revenue “Co-payments range from \$3.00 one-way for in-town trips...” should be changed to \$2.50. Gantenbein also reported the “...\$4.00 one-way for other in-town trips.” should be changed to \$5.00. Gantenbein stated the Passenger Revenue section will be updated prior to submitting the application. County Administrator Mark W. Luberdia clarified the cost is \$5.00 for out-of-town and \$3.50 for in-town. Luberdia stated the Passenger Revenue will be amended to properly address the current rates.

There being no further public comment, **HHS Board Chair Monroe offered a motion, second by Citizen Member Russow, to close the public hearing. Motion carried 6-0.**

Chair Russell closed the public hearing at 1:47 p.m.

**New Business**

8a. Authorization to Submit 2021 85.21 Specialization Transportation Assistance Program Grant Application Administrator Luberdia suggested the motion reflect amendment to the rates, as discussed in the public hearing. **HHS Board Chair Monroe offered a motion, second by Citizen Member Davenport,**

**authorizing submission of the 2021 85.21 Specialization Transportation Assistant Program Grant Application reflecting amendment to the rates, as discussed in the public hearing. Motion carried 6-0.**

8b. Review Public Transit-Human Services Transportation Coordination Plan for Walworth County: 2016  
Gantenbein stated it is required that the Public Transit-Human Services Transportation Coordination Plan for Walworth County: 2016 be reviewed for accuracy and/or changes on an annual basis prior to submitting the grant application. Discussion then focused on whether or not the plan could be renewed or brought forward for change. **Citizen Member Russow offered a motion, second by Vice Chair Kerwin, to approve the Public Transit-Human Services Transportation Coordination Plan for Walworth County: 2016. Motion carried 6-0.**

8c. Authorization to Submit 2021 Public Transit Assistance Program (PTAP) Grant Application, including Capital and Operating Grants  
Gantenbein referred to and gave a brief overview of the 2021 Public Transit Assistance Program (PTAP) Grant Application, including Capital and Operating Grants, found on Pages 62-75 of the packet. The due date is December 10<sup>th</sup>.

Discussion then focused on whether or not masks are required and/or provided, when a person boards the vehicle for transportation; social distancing, sanitation, and temperature check procedures; and potential consideration of separating medical transport from other transport. Administrator Luberda stated there is no need for actual policy at this time. Luberda will collaborate with VIP to implement the best practices, as set forth by the State of Wisconsin, Federal Transit Administration (FTA), and the Governor's current Emergency Order. Citizen Member Russow noted if VIP is in need of masks, the United Way has received a large amount of masks they are giving away. Gantenbein explained the reason for leaving Item #6 on Page 12 of the Transit System Management Plan, blank, as directed by the state. Chair Russell referred to and suggested changing Item #5 on Page 2 of the plan from "... (TCC) meets at least every other month." to "... (TCC) meets generally every other month." **HHS Board Chair Monroe offered a motion, second by Citizen Member Davenport, to authorize submission of the 2021 Public Transit Assistance Program (PTAP) Grant Application with the revision, as mentioned. Motion carried 6-0.**

### **Transportation Financial Summary**

Gantenbein referred to the Transportation Financial Summaries found on Pages 76-78 and briefly summarized the August report. She noted ridership is down 21% from last year at this time, but has been gaining momentum month after month.

### **Monthly Ridership**

Gantenbein provided a brief overview of the three graphs found on Pages 79-81 of the packet. Chair Russell noted the jump in numbers, relative to Pages 80-81, could be related to the number of Saturdays there are in the month.

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

Executive Director of VIP Services Cynthia Simonsen stated there were 25 "turn downs" in the Ride-Share program during the month of August, including 1 related to work; 4 related to shopping; 10 related to medical; and the remaining "turn downs" were related to either recreation or school. She reported there were only 2 "turn downs" in the 85.21 Specialization program that did not provide enough notice in order to schedule them.

Simonsen reported there were 127 "turn downs" in the Ride-Share program during the month of September, including 14 related to work; 20 related to shopping; 49 related to medical; and 25 related to either recreation

or school. She said there were 4 “turn downs” in the 85.21 Specialization program that did not provide enough notice in order to schedule them.

Simonsen said, due to the COVID-19 pandemic, VIP lost three full time and nine part time drivers. It has been difficult trying to replace those drivers.

Discussion then focused on why it has been difficult hiring drivers and the increasing difficulties trying to fit individuals into the schedule. Administrator Luberda stated he will review the program contract and collaborate with VIP relative to the performance expectation.

**Announcements**

Gantenbein announced that Senior Accountant Paula Gladden will be presenting the financial summary for a few of the upcoming months.

Administrator Luberda gave a brief update relative to the new Program Manager – Mobility position proposed in the County Administrator’s 2021 Budget.

**Confirmation of next meeting:** The next meeting was confirmed for Monday, November 2, 2020 at 1:30 p.m.

**On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Chair Russell adjourned the meeting at 2:19 p.m.**