

**Alliance for Community Transportation (ACT)
MEETING MINUTES
March 3, 2010**

Members Present: Scott Bogle, Chair (Rockingham Planning Commission); Deb Bartley, Vice Chair, (Lamprey Health Care); Carol Gulla, Secretary (TASC); Linda Howard (The Homemakers Health Services); Becky Silvia (Strafford Network), Heather Hesse-Stromberg (Strafford Network); Carol Garlough (Avis Goodwin Community Health Center); Patrick Herlihy (DHHS); Ken Hazeltine (Granite State Independent Living); Rad Nichols (COAST); Debra Perou (Rockingham Nutrition and Meals on Wheels); Stephanie Hurd (NH Association for the Blind); Lisa Pais (Wentworth Connections); Ken Brewer (Easter Seals/STS).

Others: Sharon Reynolds (Citizen Member applicant); Dianne Smith (ACT/COAST).

- 1) **Welcome and introductions:** Scott Bogle began the meeting at approximately 1:00 pm, welcomed everyone and began introductions.
- 2) **ACT status as RCC for Southeast NH:** Scott reported that the SCC (State Coordinating Council) certified ACT at the RCC (Regional Coordinating Council) for Southeast New Hampshire at its February 4, 2010 meeting. Dianne Smith was commended for her presentation to the SCC.
- 3) **Approval of Meeting Minutes:** Ken Hazeltine moved to approve the February 3, 2010 minutes of the ACT General Membership meeting; seconded by Carol Garlough. There was no discussion. The motion passed.
- 4) **Bylaws Changes:** Scott reported that the Local Government Center (LGC) had notified COAST that its liability coverage cannot be extended to cover ACT as the RCC for Southeast NH. Rad Nichols noted that this is contradictory to advice previously received from the LGC. This action effectively negates all changes in the bylaws relating to COAST's relationship with TASC. Changes in by-laws discussed in February will be limited to those relating to membership and voting. Language regarding COAST will be removed. Specifically, up for vote are changes in Article III.1 regarding member eligibility requirements and Article VI: voting to include introductory sentence regarding the signed conflict of interest policy.
 - Ken Hazeltine moved to accept by-laws as amended. Heather Hesse-Stromberg seconded the motion.
 - Becky Silvia asked if it is necessary for COAST to house ACT.
 - It was noted that the Endowment for Health is comfortable allowing ACT to serve as the RCC independently pending the passage of SB 321 which will offer statutory protection to RCC;s.
 - Ken Hazeltine explained that ACT is Advisory. As long as we stick to making recommendations, ACT has limited exposure. If SB321 does not pass, each member agency will need to assess its own exposure.
 - The motion to amend the by-laws passed unanimously.
- 5) **SCC Update:** Rad Nichols reported that Will Rodman, the new consultant to the SCC, has had a positive impact on discussion as the SCC looks forward. Ken Hazeltine commented that Will is interested in visiting with RCC's and ACT should invite him during a time when his skills are used effectively.

6) ACT Funding Review: Dianne Smith presented a review of the ACT grant history through December 2009 including the funds awarded, funds expensed and total funds available as of January 2010. She also reviewed the current ACT Budget, year one, and draft budgets for years two and three. Dianne asked that members feel free to call her with any questions regarding the draft budget.

- Debbie Perou asked for an explanation of the marketing part of the draft budgets. Becky Silvia explained that marketing and purchase of service were both part of the original EFH grant.
- Becky Silvia stated that she would like to see a finance committee as part of the executive board to oversee how grants are expended.

7) Grant Opportunities: Dianne prepared a chart comparing the FTA funding programs. Ken Hazeltine explained that current 5310 funds (Elderly and Disabled) are a special NH Department of Transportation funding opportunity for POS (purchase of service initially conceived as for volunteer driver reimbursement), not part of the typical grant cycle. The funds are only available to approved RCC's. The final guidelines for these funds will be issued later in the spring, following the usual NH DOT grant application deadline.

Rad Nichols pointed out that, while ACT had been focused on the one-time 5310 funds, that perhaps ACT should consider the other NH DOT grant opportunities for Federal funds for which there is a March 18 application deadline. It was determined that the Ad Hoc Committee would meet again next week to discuss the matter.

8) Discussion of ACT's Future: All members had been invited to an ad hoc committee meeting held on Tuesday, February 2 to discuss the grant opportunities for the region, but it had become obvious that, now that the DHHS brokerage is off the table, ACT needed to consider how coordination would take shape in the region. A variety of ideas were discussed. It was decided that the whole group should hold a planning retreat.

9) Other matters: Dianne noted the following membership issues:

- Great Bay Services had submitted its MOU and Scott had signed it, thus bringing the total ACT membership to 17.
- An application for "Citizen Member" had been received from Sharon Reynolds and needed to be considered by the Membership Committee.

The Membership Committee agreed to arrange to review the application and make a recommendation to the membership on the application at the next ACT meeting.

10) Public comment: none offered

Adjournment: The members voted to adjourn at 2:40 PM.

Respectfully submitted
Carol Gulla, Secretary