

Alliance for Community Transportation (ACT)

MEETING MINUTES

February 20, 2013

Page 1 of 3

Members Present: Scott Bogle, Chair (Rockingham Planning Commission); Linda Howard, Vice Chair (Homemakers Health Services); Heather Hesse-Stromberg (Strafford Network); Marc Ambrosi (Strafford Regional Planning Commission); Deb Bartley (Lamprey Health Care); Jaymie Chagnon (Rockingham Nutrition & Meals on Wheels); Carolyn Clarke (Ready Rides); Carol Garlough (Goodwin Community Health); Susan Geier (Community Action Partnership of Strafford County); Carol Gulla, (Transportation Assistance for Seacoast Citizens); Theresa Jarvis (Town of New Durham); Rad Nichols (COAST);

Others Present: Dianne Smith (COAST); Jeff Donald (COAST)

1) Welcome and introductions

Meeting opened at 10:40. ACT members introduced themselves.

2) Approval of Meeting Minutes (11-28-12 meeting) {VOTE}

Carol Gulla made a motion to accept the meeting minutes from November 28, 2012. Linda Howard seconded it. The motion passed unanimously.

3) Approval of Meeting Minutes (01-16-13 meeting) {VOTE}

Rad Nichols made a motion to accept the meeting minutes from January 16, 2013. Carol Gulla seconded it. Dianne Smith noted that Marc Ambrosi was not listed as being present. M. Ambrosi also noted that his name was spelled incorrectly. The minutes were approved as amended; Heather Hesse-Stromberg abstained.

4) Nominations for ACT Secretary

Sharon Reynolds is no longer available to serve as Secretary. The Chair asked for nominations for a new Secretary. Carol Gulla nominated Susan Geier and it was seconded by Carol Garlough. No other nominations were made. The vote will take place at the next ACT meeting on March 20, 2013.

5) Changes to ACT Service Standards for Service Providers {VOTE}

Noting that ACT members had reviewed and discussed proposed service standard changes at the January meeting, D. Smith briefly reviewed those changes, including adding the definition of ADA, reducing vehicle liability medical payments to \$5,000, amended language concerning an identifying logo, and flexibility in data reporting to accommodate the continuing development of the HBSS software. M. Ambrosi moved to accept the changes and C. Gulla seconded it. The motion passed unanimously.

6) Changes to ACT Service Standards for Volunteer Driver Programs {VOTE}

D. Smith also reviewed recommended changes to the service standards for volunteer driver programs. At the January ACT meeting, ACT members had discussed changes in insurance and data reporting changes. In January, ACT members had agreed to change the "un/under insured" liability insurance for the volunteer drivers to be the same as the limits they would have for the bodily injury liability (\$100,000/\$300,000). However, the matter of "excess auto liability" and the "umbrella" policy had not been resolved in January. Since then, more information had come to light about the appropriateness for the "excess auto liability" standard: unless the VDP has its own auto liability policy, the appropriate liability protection for the VDP agency is "hired, non-owned" coverage. The "excess auto liability" through CIMA, as TASC carries, is a benefit to the individual volunteer drivers, not the VDP. The recommended liability limits for the "hired, non-owned" for the VDP commercial insurance is \$1 million, which could be obtained for roughly \$100 per year. The umbrella policy limits were recommended to be a minimum of \$1 million. It was noted

Alliance for Community Transportation (ACT)

MEETING MINUTES

February 20, 2013

Page 2 of 3

that the language to permit flexibility in data reporting was reviewed in January without any suggested changes.

R. Nichols expressed concern that the changes in the insurance standards might not meet the new State guidance. D. Smith has been in touch with NHDOT to discuss the most recent guidance but has not heard back.

T. Jarvis moved to accept the recommended changes and M. Ambrosi seconded it. The motion passed unanimously.

7) **Status of current Purchase of Service (POS) grant**

Work with HBSS is ongoing. Improvements are being made to the system components that will be needed for interface with and by coordination partners, both paid service providers and VDPs. HBSS is modifying their product to significantly enhance its utility to VDPs. Reporting functionality is still being developed.

D. Smith used COAST's 2012 ADA data to develop a number of models to use for comparing rate structures. The rate has been set as a \$5 loading fee and \$4.50 per loaded mile. None of the providers were able to give an immediate assessment of this rate without first running the numbers for their programs.

C. Gulla asked if VDPs would be required to use this rate when purchasing accessible transportation.

There was some discussion concerning whether deadhead miles should be paid. Not paying deadhead mileage is what drives providers to select the most efficient trips and to coordinate. L. Howard is concerned about residents in outlying communities for whom there won't be a provider with limited deadhead. There was also a discussion about how mileage would be calculated when picking up multiple passengers. Providers won't receive deadhead mileage for traveling from one house to the next, but will receive the mileage required to have completed the trips separately.

8) **Funding strategy for ACT FY14 discussion**

D. Smith reviewed the funding opportunities presented to ACT. After review with the ACT Executive/Ad Hoc Committee February 6th, she recommended applying for POS funds for July – September while match is still available and updating the application later if/when match is identified. She also recommended applying for "leftover" 5316 and 5317 funds. ACT could apply for SFY14 Formula funds later in the spring if needed.

9) **Proposed SFY14 POS Grant application discussion**

D. Smith continued grant discussion regarding the SFY14 POS opportunity. She noted that the ACT Executive/Ad Hoc Committee had recommended that the previously-submitted projects be maintained for the next application. She also noted that NHDOT provided new guidance for the POS program: Up to \$15 per hour will be allowed as the in-kind value of the volunteer drivers' time, excess "in-kind" match can be pooled for all ACT projects in each billing period, and donations will be considered "match" instead of revenue. The net effect is a reduced need for cash match.

In preparing the POS budget, D. Smith found that region-wide general access to health care cost greatly exceeded the POS funds available. Due to this excessive cost, the

Alliance for Community Transportation (ACT)

MEETING MINUTES

February 20, 2013

Page 3 of 3

Executive Committee recommends changing “general access” to health care to medically-sustaining care, specifically dialysis and cancer treatments. Trips will not be geographically constrained. S. Bogle suggested constraining the number of trips per client so as not to expend the funding too quickly. H. Hesse-Stromberg and others recommended soliciting donations from the dialysis and cancer centers. She also suggested working with the dialysis centers to get them to schedule their patients who need transportation during the same time frame.

10) Proposed SFY14 POS Grant Endorsement or Authorization of ACT Executive/Ad Hoc Committee Endorsement March 6 {VOTE}

The POS Grant application is due to NHDOT on March 15th. Due to this condensed timeframe it was proposed that ACT authorize the Executive Committee & ad hoc committee to submit the grant. D. Smith will send a draft proposal to all ACT members prior to submitting it. This will be sent out by March 1st. M. Ambrosi moved to delegate this authority to the Executive/Ad Hoc Committee and C. Gulla seconded it. It passed unanimously.

11) SCC report

R. Nichols reported on the recent SCC meeting. NHDOT has formally issued the MOU for working with HBSS. Three of the four required sites that will implement the software have been identified. COAST has agreed to serve as the fiscal agent for the Endowment for Health grant that will help purchase the software for the State. COAST will waive its admin fee.

Transportation Solutions NH is trying to relaunch itself and one of its first efforts will be to support a gas tax increase program called 5-5-5.

12) Staff report

J. Donald reported that the ACT website’s domain name has changed from www.southeastnhrides.org to www.communityrides.org. Those who visit the old domain will be automatically forwarded to the new domain. Staff are also working with a developer to improve the Directory component of the site.

13) Other

M. Ambrosi asked why the Managed Care Organizations’ transportation brokers aren’t attending ACT meetings. R. Nichols replied that he didn’t it would be productive to do so at this time.

C. Gulla commented that ACT needs more providers in the Exeter, Hampton, Seabrook area and R. Nichols added that we need to start bringing in private providers. C. Gulla agreed to contact A&C Transportation as one of her board members works for them.

14) Public comment

15) Adjournment

Meeting adjourned at 12:05PM.

Respectfully submitted,
Sharon Reynolds, Secretary
jsd/SR