TRANSPORTATION COORDINATING COMMITTEE (TCC)

MEETING NOTICE

THURSDAY, August 22, 2019

1:00 p.m.

TRANSPORTATION FACILITY

2700 WEEK STREET, STEVENS POINT, WI  54482

For more information call: 715-341-4490

AGENDA

1. Call to order/Roll call.
2. Introductions.
3. Review and approval of the minutes from the July 25, 2019 Transportation Coordinating Committee.
4. Review and discussion of correspondence received.
5. Public Comment: On matters relating to the charge of the committee (representing transportation service, needs and gaps in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84 (2).
6. Public Notice: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert’s Rules of Order.
7. Business/Issues: Discussion with possible action on the following:
   • Review of the Dodge County Rideshare presentation.
   • Request to consider changing the TCC meeting date.
   • Approval of the 5310 grant applications for Mobility Management and Volunteer Driver Operating.
8. Next meeting date and requested agenda items.

A quorum of the Portage County Board of Supervisors, the Transportation Commission, or the City of Stevens Point Common Council may attend this meeting.

Notice: Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the Transportation Department as soon as possible to ensure a reasonable accommodation can be made at (715) 341-4490, or by mail at 2700 Week Street, Stevens Point, WI 54482. Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for review during the normal business hours from 7:30 a.m. to 4:00 p.m.
1. **Call to order/Roll call.**
The meeting was called to order by Karalyn Peterson at 1:08 p.m.

**Committee Members Present:** Karalyn Peterson- Chair; Tanya Mazur- ODC-Human Service Agency; Rose Williams- Citizen member; Jeanne Dodge- County Board of Supervisors Health and Human Services Board; Bob Gifford- County Board of Supervisors; Cindy Piotrowski- Director of ADRC

**Excused:** Robert Prosch- Citizen Member; Kathy Sankey- Private Transportation Provider; Dave Ladick- Portage County Finance Committee

**Unexcused:** Mackenzie Kinney- Citizen Member

**Others Present:** Susan Lemke- Transportation Superintendent; Marlene Pohl- Mobility Coordinator; Michelle Bella- Inclusa; Patsy Mboughuni- CAP Services; Marsha McDonald – Portage County Health Care Center

2. **Introductions.**
Introductions were made.

3. **Review and approval of the minutes from the June 27, 2019 Portage County Transportation Coordinating Committee.**
Jeanne Dodge moved to approve the minutes from the June 27, 2019 Portage County Transportation Coordinating Committee. Rose Williams seconded. Ayes all; Nays none; Motion carried.

4. **Review and discussion of correspondence received.**
None.

5. **Public Comment: On matters relating to the charge of the committee (representing transportation service, needs and gaps in Portage County), but not agenda items, may be made at this time under authority of sec. 19.84 (2).**
None.

6. **Public Notice: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert’s Rules of Order.**
Michelle Bella- Inclusa and Marsha McDonald- Portage County Health Care Center, agenda item #7.

7. **Business/Issues: Discussion with possible action on the following:**
✓ **Request from SMH to remove the afterhours discharge issue from the TCC agenda.**
   An email was received from Beth Sekerka, Director of Nursing Services at Ascension. Beth stated that since May 2019, Ascension staff have been working on a process and have a potential solution to address the after hour’s hospital discharge issue. She requested that the topic be removed from future agendas. Beth was not able to discuss details at this time but indicated she will pass information on when she is able to. Rose Williams moved to permanently remove the topic of after-hours hospital discharges from TCC agendas. Jeanne seconded. Ayes all; Nays none; Motion carried.

✓ **Overview of CAP Services transportation project- Focus Group Discussion and information on the upcoming presentation by Jeff Stoltman, regarding the Dodge County Getting to Work Program.**
   Patsy Mbughuni presented information shared by representatives of RR Donnelley, Monogram Appetizers, and FSET (Food Share and Employment) at the July 19, 2019 Focus Group meeting. The employers shared barriers of employees who are low income, as it pertains to transportation to work. They also discussed potential solutions to the barriers. A full summary of the July 19, 2019 is attached to the minutes.

   Patsy invited the committee to attend a presentation by Jeff Stoltman from Dodge County on July 29, 2019. Mr. Stoltman is a consultant who was hired by Dodge County to implement and oversee a ride share program for employees who are low-income.

✓ **Request to consider changing the TCC meeting date.**
   This agenda item was tabled until the August meeting.

✓ **Summary of transportation funding in state budget.**
   The final state budget includes the following adjustment for public transportation:

   **Mass Transit Operating Assistance:** 2% increase. $553,700 in 2019-20 and $2,214,800 in 2020-21.

   **Seniors and Individuals with Disabilities:** 10.4% increase. $1.5 million increase annually.

   **Paratransit Aids:** 10% increase.

   **Volkswagen Funds:** $15m in funds to the Statewide Transit Capital Assistance Program.

8. **Next meeting date and requested agenda items.**
   The next meeting date will be Thursday, August 22, 2019 at 1:00 pm.

9. **Adjourn.**
   Tanya Mazur moved to adjourn at 2:16 pm. Seconded by Cindy Piotrowski. Ayes all; Nays none; Motion carried.
Summary of Employee-Related Transportation Focus Group  
July 19, 2019, 12:00-1:30PM, Central Transportation

Participants: RR Donnelley, Monogram Appetizers, and Food Share and Employment (FSET)

Staff: Susan Lemke, Marlene Pohl, Kristy SeBlonka, Patsy Mbughuni

The following is a summary of the discussion. The responses are not verbatim but summarized.

1. Think back to situations in which employees (or potential employees) have struggled to find transportation to work. What do you recall?
   - Employee difficulties we’ve heard of are because they are out of the area (e.g. Wisconsin Rapids) or the far side of Stevens Point.
   - Some people bike or walk in summer (even in bad weather), but that is difficult in winter.
   - Some employees have vehicles that aren’t reliable. When an employee loses a vehicle or is sick, we lose more than one employee due to carpooling.
   - Many we serve rely on others for transportation or have outstanding fines or their license is revoked and they lack money to pay.
   - We’re not on a bus route, and even if we were, there’s no bus for 2nd or 3rd shifts or weekends. People are just not getting to Plover. Having the last bus stop in Whiting is a problem. The route misses the big industries along Highway B.
   - The bus service stops at 6pm and most employment openings are for 2nd and 3rd shifts.
   - All focus group participants agreed that these same transportation barriers come up for employees.

2. What are the differences between employees who struggle with transportation and those that do not?
   - There is not a direct correlation but many individuals in entry-level positions are employed through staffing agencies and have no longer-term employment history. We have large turnover – tardiness and not being able to get to work. We don’t track/record the exact reasons why they can’t get to work.
   - Consistency is an issue. Employees are consistent if they have a license and a vehicle. If they are reliant on others to get to work, they are not consistent.
• Lots of differences if they do or don’t have a vehicle. No vehicle results in short term employment. A person with an unreliable car is often late. Once they own a vehicle, their reliability greatly increases. Self-dependency increases. But if they have a vehicle in poor shape they can fall back to being unreliable. We have seen others who have a vehicle but bounce from job to job.
• Recent/new employees often don’t have gas money.

3. What are the transportation options that are missing for your employees? Are there specific types of assistance that these individuals are asking for that you think would be helpful?
• Multiple people ask about bicycles. If they have a bike they might be able to save up to buy a car. It makes a difference to getting/keeping a job and being able to save up for a car.
• Wausau has a program that helps people who are working get a bicycle. There is a bike program here but people have to have the money to purchase the bike.
• We’ve had drawings for bikes to assist employees. That is popular. But they cannot keep the bikes safe. The bikes are very beneficial to employees.
• We provide assistance to buy gasoline. Not all employees are candidates for bikes due to issues of distance and age.
• CAP Services has a Work N Wheels Program, but people have to work for a certain period of time before they qualify. This time period may be too long as they get a job and cannot make it to the time requirement limit and leave work.

4. Are there any special transportation services your businesses offer, or would like to offer, employees or prospective employees to get to and from your business? If so, what?
• We partner with staffing agencies. They’ve provided vehicles for employees to carpool. Employees are drawn from Wisconsin Rapids or Waupaca.
• FSET offers transportation assistance for the first 90 days of employment but the person must be enrolled in Food Share and not working (at the time of issuance).
  o taxi vouchers for local service (limited, doesn’t serve outlying areas)
  o gas cards for their car or the person giving them a ride
  o bus passes if on bus route
  o help for a first time auto repair for employment-related activities, but only once
• FSET has limited funding and specific eligibility requirements. Also, once one has started a job s/he cannot join FSET.
• What is missing at FSET is bicycle and vehicle purchase.
• The differences in employees with bike and vehicle acquisition are HUGE!

5. What kind of local initiatives (services or collaboration) would help your current and prospective employees get to and from your business?
• Change the bus route/times. Bus catchment area completely misses the Industrial Strip. We need to extend bus service. Many of our clients are working there and cannot get transportation.
• We have couples who share a car and split their shifts to save on day care. Some overlap. When the shift changes they have difficulty caring for their children in the car. We could have a daycare where they drop off their children for 15-30 minutes.
CT noted that there is a state statute that if you expand the route beyond the City, the Village must pay. Currently the Village does not pay toward the bus route (only shared taxi). The businesses at Crossroads in Plover are charged for and pay for the bus service to Crossroads, which is why CT can serve that area.

6. Of all the things we’ve discussed, what do you think is the most important thing the community can do (right now) to address transportation issues for people who struggle to secure transportation to work?
   - Expansion of the fixed route bus service (all agree). Right now there is a lot of competition among employers. Workers are looking at the existing wage rate.
   - We asked workers how many would be interested in rides if we bought a van. The response was poor. This was two years ago. The number struggling may be larger now. Those coming to get work have had only short-term employment and have car repair issues.
   - We could take a poll to identify struggling workers and then identify where they live.

7. What do you think CAP Services and Central Transportation could do to help?
   - Collectively, key advocates and providers need to study the demographics and business growth. CAP/CT have conduits to State government and can advocate for transportation change. It is not the top priority for us to do that as a business because we have to run our business, so CAP/CT can do it.
   - We need advocacy for expanding routes and hours of operation and increasing bike access through a bike program (all agree).
   - The bus route would provide another option for employees but would not be the cure-all for hiring. For day shifts, some start at 6 or 7 am. The 2nd shift works until 2 am or so, but those from outlying areas will work until 11 or 12 pm. The problem is at night. We cannot help but are informally making connections between employees for rides.
   - Employees also need to get to training and orientation, and this may provide the opportunity to set up rideshares and carpooling.

8. CONCLUSION: Is there anything we may have missed?
   - Bus could help provide another option.
   - It’s difficult because we have different shifts.
   - A lot of people depend on rides from others, but they need to get there to orientations and training prior to the associations being made, so initially, it’s very difficult.
   - Statistically, we’re a negative 800+ underemployed currently in Portage County. We’re competing for the same employees. How to differentiate ourselves? Transport could help but would not be the decider.
   - We work shifts throughout the week. Sometimes we have mandatory overtime if we don’t have enough people. Shifts then end at difference times or employees work on the weekend. Therefore, we need flexibility and employees often need a personal vehicle.
   - We are all increasing our catchment area to try to get more employees. Therefore they will need to get to workers from outlying areas. The problem will increase.
### 2020 Section 5310 Application - MOBILITY MANAGEMENT BUDGET

**Instructions:** Fill in all gray boxes; make no changes to self-calculating boxes.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Total Budget (including in-kind match from next column)</th>
<th>In-Kind Match Portion*</th>
<th>In-Kind Match Source / Notes on Line Item</th>
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<tbody>
<tr>
<td>Salary/fringe (see staffing tab for instructions)</td>
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<td>Office space/rent</td>
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<tr>
<td>Office supplies/printing/postage/copying</td>
<td>$1,000.00</td>
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<tr>
<td>Meetings (space, supplies)</td>
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<tr>
<td>Marketing</td>
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<tr>
<td>Equipment (telephone, computers, etc.)</td>
<td>$350.00</td>
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<tr>
<td>Website (hosting, support, design, etc.)</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Software lease</td>
<td>$0.00</td>
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<tr>
<td>Staff travel and mileage</td>
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<tr>
<td>Other (specify below)</td>
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<tr>
<td><strong>TOTAL EXPENSE</strong></td>
<td><strong>$206,196.00</strong></td>
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**LOCAL MATCH:**

- In-Kind Match: $42,000.00
- Cash Match

**TOTAL LOCAL MATCH**: $42,000.00

**REVENUE:**

- **TOTAL REVENUE**: $0.00

**NET COST:**

- **TOTAL NET COST** (Expense minus Revenue): $206,196.00

**TOTAL:**

- **TOTAL REQUEST** (Net Cost minus Local Match): $164,196.00

**REIMBURSEMENT PERCENTAGE**: 79.63% Cannot be greater than 80% (Automatically calculates)

* In-kind amount cannot exceed total budget line amount.

Explain any expense listed in the "other" category above:

- $800 Fuel and expenses for MM support vehicle - $350 Webinars - $450 Dues/Membership Fees/Conference Registrations/Grant notice fee
### 2020 Section 5310 Application - OPERATING ASSISTANCE

**Instructions:** Fill in all gray boxes; make no changes to self-calculating boxes.

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<thead>
<tr>
<th>Line Item</th>
<th>Total Budget (including in-kind match from next column)</th>
<th>In-Kind Match Portion*</th>
<th>In-Kind Match Source / Notes on Line Item</th>
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<tr>
<td>Software lease</td>
<td>$0.00</td>
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<tr>
<td>Staff travel and mileage</td>
<td>$1,000.00</td>
<td>In-kind - Vol. Driver Hrs. Donated - other below</td>
<td>Conference &amp; Mileage/Meal Reimb.</td>
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<td>Purchased transportation service</td>
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<td>Vol. Dr. Mileage Reimb. &amp; Meal Reimb.</td>
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<td>Transportation vouchers</td>
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<td>Tires, parts, maintenance costs</td>
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<tr>
<td>Service operating costs (gas, etc.)</td>
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<tr>
<td>Vehicle Insurance</td>
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<tr>
<td>Other (specify below)</td>
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<td><strong>TOTAL EXPENSE</strong></td>
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**LOCAL MATCH:**

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<td>Cash Match</td>
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<tr>
<td><strong>TOTAL LOCAL MATCH</strong></td>
<td><strong>$116,558.00</strong></td>
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**REVENUE:**

| TOTAL REVENUE | $82,000.00 |

**NET COST:**

| TOTAL NET COST (Expense minus Revenue) | $225,692.00 |

**TOTAL:**

| TOTAL REQUEST (Net Cost minus Local Match) | $109,134.00 |
| REIMBURSEMENT PERCENTAGE: 48.36% | Cannot be greater than 50% (Automatically calculates) |

* In-kind amount cannot exceed total budget line amount.

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Explain any expense listed in the "other" category above:

Volunteer Driver Training- $100, Misc. Awards $150, In-kind $113,408, Annual Volunteer Banquet $2900