

Minutes of May 12, 2020
Mid-State Regional Coordinating Council (RCC) Meeting
 Virtual Meeting Via Zoom

Attendees	
Terri Paige, CAPBMCI	Tom Schamberg, Town of Wilmot (Chair)
Dean Williams, CNHRPC	Cindy Yanski, Mobility Manager (CAPBMCI)
Sara O'Dougherty, GSIL	Dave Jeffers, LRPC
Shelley Carita, Partnership for Public Health	Molly Notkin, Gilford Community Church
Steven Swanson, Family Resource Center of NH	Dennis Pavlicek, Town of Newbury
Lily Wellington, Friends Program	Stacie Dicker-Hendricks, Wesley Woods

1. Welcome and Introductions

Chair T. Schamberg called the meeting to order at 2:03pm and read a statement pursuant to Executive Order 2020-04 #12 authorizing the RCC to meet electronically. C. Yanski conducted a roll call where everyone participating introduced themselves.

2. Discussion on Virtual Voting

The council discussed the basics of virtual voting, noting that each vote would be completed through a roll call.

3. Review and approve the minutes of the January 14th RCC meeting

A motion was made to accept the minutes from the January 14th RCC meeting.

m/s/approved S. Carita/T. Paige

4. Community Program Updates: Organization service changes due to COVID-19

T. Paige briefed the council on the steps that Community Action Program Belknap Merrimack Counties Inc (CAP) has taken relating to their transportation service changes. She noted that in general, CAP has increased rigorous cleaning and disinfecting of all other their fleet on a regular basis. They have asked that any customers who have symptoms related to COVID-19 do not use their services. Concord Area Transit (CAT) continues to run on its normal schedule but has signs asking for riders to only use the service for essential trips. Seats near the bus drivers have been sectioned off and riders are asked to social distance as best as possible. CAP's demand response services such as the Rural Transit Service (RTS), Volunteer Driver Program (VDP) as well as other senior transit and paratransit services are all limiting their rides. Only essential rides are offered, and the bus services have a limit of 4 riders at one time. D. Williams questioned whether CAT was still collecting fares. T. Paige responded that CAT had switched to free fare. She continued to explain that the other services CAP offers have been denying non-essential trips such as a hairdresser appointments which has upset some customers. She noted that she would like to receive feedback from the RCC as to whether they thought CAP should consider providing non-essential trips again. The general feeling was to continue with their existing policy until May 31st and then reevaluate.

CAP has also partnered with the Friends Program to offer grocery shopping and delivery services for those that are at high risk to illness due to the pandemic and should not go out and shop for themselves. CAP has encouraged its customers to use the Shopping for Seniors program instead of using their transportation services to get rides to the grocery store. They have completed 203 trips for 90 different individuals since the program was implemented.

S. O'Dougherty informed the council that GSIL has had a significant reduction in trips. This April they provided 18 trips vs last April here they had made 135 trips. She added that they have also had some drivers who have chosen not to drive and risk exposure. They had also received the buses that were purchased with the 2018 5310 Capital grant, adding that they had not been getting much use. S. Carita

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noted that they have had staff mostly working from home and they have stopped meeting in person with clients. M. Notkin spoke about how the community has stepped up to help one another in the lake's region. She added that a grass roots group of volunteers have used social media and word of mouth to assist individuals with rides for essential trips as well as grocery shopping. C. Yanski noted that CAPs services such as the VDP have seen little demand in the area and she attributed it to the volunteer work that was going on there.

5. Governor's Office for Emergency Relief and Recovery -NHDOT's FTA 5310 Sub-recipients

D. Williams noted that an appointee to the Governor's Office for Emergency Relief and Recovery (GOFERR) who represents the transit industry has inquired with the NHDOT to see how transportation providers who have utilized 5310 funding are getting along. NHDOT has asked RCC lead agencies to reach out the region's transportation providers who have utilized 5310 funding, either for capital or operations, and gather feedback. The goal is to understand funding needs relative to ensuring that the providers are able to continue services following the pandemic. T. Paige noted that some funding from the CARES Act had been allocated to Federal Transit Authority grant recipients. L. Wellington added that one of the Friends Program's concerns is masks and hand sanitizer for their volunteers and customers. She also pointed out that because of the volunteer nature of their transportation services that their overhead is low. S. Dougherty seconded that they do not expect overwhelming financial difficulties but would also appreciate help procuring protective equipment and hand sanitizer. C. Yanski concluded that she would reach out to the other providers in the region and compile a summary for the NHDOT/GOFERR.

6. RCC Officer Nominations

Standing Chair, Tom Schamberg noted that he had responded to C. Yanski's e-mail request for officer nominations and nominated himself via e-mail to continue to chair the committee. He asked everyone present for additional nominations for chair and vice chair.

With no additional nominees, a motion was made to formally nominate T. Schamberg for the chairman position of the Mid State RCC.

m/s/approved

T. Paige/L. Wellington

7. FY 5310 Funding Updates

a. SFY 2019 5310 RCC Capital Funding Update

- i. T. Paige noted that the cutaway buses from the 5310 capital grant had not been delivered yet.
- ii. L. Wellington informed the council that 2 laptops had been purchased utilizing their 2019 5310 capital grant to coordinate volunteer driver services. They expect to purchase one additional laptop. She added that the process for procurement was somewhat ambiguous but to err on the side of caution they followed guidance for a more thorough procurement process.

b. SFY 2020 5310 RCC Capital Funding Update

- i. T. Paige noted that CAP had not yet received the cutaway buses from the 2020 5310 capital grant.

c. SFY 2020 5310 Program Funded Services

- i. Volunteer Driver Program

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C. Yanski updated that committee on the VDP program, pointing out how ridership had significantly dropped due to the pandemic and CAPs policies regarding trip purpose.

ii. Taxi Voucher Program

C. Yanski shared the TVP ridership data. D. Williams questioned whether the Merrimack County Department of Corrections was continuing to hold in person classes as part of their Successful Offender Adjustment and Re-entry (SOAR) Program. C. Yanski responded that they may be holding some classes virtually but the trips that have been provided are mostly for Urinalysis.

iii. Rural Transit Service

C. Yanski noted that the RTS has seen a slight reduction in trips but has been keeping busy with the Shopping For Seniors program. She added that the new process at CAP where they handle the route scheduling and rides with the CAP dispatch has progressed well.

d. SFY 2021 5310 Program Funded Services

The application was submitted to NHDOT for a total amount of \$261,746, which was the same amount received last year in support of CAPBMCI's transportation services.

i. Rural Transit Service Expansion

ii. Mobility Manager

iii. Volunteer Driver Program

iv. Taxi Voucher Program

T. Paige updated the Council about funding overages/shortages due to the pandemic. There is a 54% reduction in rides in the VDP from February to April. Because of reduction in rides, the volunteer mileage reimbursement budget may not be fully expended leaving a funding overage. Whereas, the ridership on the RTS is down considerable but operating expenses remained the same leaving a funding shortage. In addition there will most likely be funds left in the TVP budget due to a decrease in rides because the treatment meetings have been moved to a virtual venue. T. Paige asked the Council to allow CAPBMCI to move funds from one budget to another within the 5310 grant to adjust for these changes. A motion was made to have BMCAP request a budget modification to the 5310 2020 RCC Program to allow for changes in the VDP, TVP and RTS programs.

m/s/approved D. Williams/S. O'Dougherty
abstentions: T. Paige

8. Regional Mobility Manager Update

C. Yanski updated the Council on her activities since January. CAP has had to be very dynamic during the current times, constantly reviewing and changing policies which she has been very involved with.

9. Future Meeting Schedule

The next meeting is scheduled for August 11th and will be held in the Lakes Region.

10. Any other business

As there was no other business, a motion was made to adjourn the meeting at 3:45pm.

m/s/approved T. Paige/D. Williams