

CONSOLIDATED MANCHESTER/ DERRY-SALEM [R8] REGIONAL COORDINATION COUNCIL

TUESDAY, MARCH 19, 2024

SOUTHERN NH PLANNING COMMISSION/ZOOM

DRAFT MEETING MINUTES

ATTENDEES

Mike Whitten, Chair – MTA	Tracey Whitehead – CART
Aziza Ali – Victory Women of Vision*	John Wilson – Citizen Member (Londonderry)
Tim Diaz – Rock. Nutrition Meals on Wheels*	Noriko Yoshida-Travers – Atkinson
Ben Herbert – R8 Mobility Manager	Connie Young – Gr. Salem Caregivers*
Ted Houlihan – Atkinson*	Scott Bogle – RPC*
Lisa Ludwigsen – Easterseals NH	Nate Miller – SNHPC
Gloria Mukendi – Victory Women of Vision*	Sylvia von Aulock – SNHPC
Angelique Pandolph – Easterseals NH	Adam Hlasny – SNHPC
George Sioras – Derry	

**attended virtually*

1. Call to Order

Chair Mike Whitten called the meeting to order at 12:31 PM.

2. Action on Minutes of January 31, 2024

Motion by George to approve minutes, seconded by Angelique and carried unanimously.

3. Conflict of Interest Policy

The draft Conflict of Interest Policy was shared; several RCC members expressed concern that by nature of the RCC composition, nearly everyone must declare a conflict of interest. Nate suggested adding language describing the inherent member conflicts and asking members to list conflicts beyond that. Chair Whitten suggested a revised draft be brought back at the next RCC meeting.

4. Updates

FTA 5310

Nate reviewed the 5310 billing spreadsheet, noting that demand for MTA's New Boston service has been significantly higher than the allotted 15 trips per month. He added that administrative costs will be higher in the coming months due to another program audit, the third in 14 months.

Consideration of Extended Derry service

Chair Whitten reported that ridership numbers on the extended Derry service are not where MTA hoped they would be after 6 months. Those present agreed it would be worthwhile to examine the data more closely to determine any origin-destination trends and target additional Mobility Manager outreach as needed.

Potentially tweaking/redesigning the service for the new fiscal year (7/1/24) was discussed. Ideas included a revised taxi voucher program and exploring the possibility of a fixed route in Derry.

Given the level of detail needed for this discussion, a subcommittee of George, John, Mike, Scott, and Ben was formed. This “Activity 4 Subcommittee” will meet and report back at the next RCC meeting in May.

RCC Bylaws

Sylvia reviewed the latest iteration of the SCC-produced bylaw template that had been edited by the RCC Bylaws Subcommittee of John, Jim, and Sylvia. Main edits since the previous iteration include:

- Quorum size reduced from 7 to 5
- Language about alternate members revised; Chair Whitten suggested “the name and contact information of the alternate must be on file with the lead agency”
- MOUs must be updated for participating agencies

Sylvia will share a clean version of the document with the anticipation of RCC adoption in May.

Mobility Management

Ben provided the following updates to the RCC:

- he has had 52 referrals so far this fiscal year, as compared to 26 all of last fiscal year.
- The KeepNHMoving website has been “soft launched”. This website will be a significant help to those seeking rides around NH; more details will be available in the coming weeks.
- He and Sylvia have been working with the Weare Senior Center on surveying town residents re: transportation needs. 239 responses have been received so far.
- He and Sylvia continue to work with Manchester’s Victory Women of Vision group, two members of which were present on the Zoom.

5. Next Meeting

The next RCC meeting will be held on **May 21, 2024, at 12:30pm.**

Agenda items to include:

- Updated RCC documents for approval:
 - Bylaws
 - Conflict of Interest Policy
 - Memorandum of Understanding
- Report from 5310 Activity 4 Subcommittee (extended Derry service)
- Continued regional priorities discussion (tabled from 3/19)

Motion to adjourn by George, seconded by Angelique. Meeting stood adjourned at 1:59 PM.