

**NH State Coordinating Council for Community Transportation
Meeting Minutes ▪ August 1, 2024
Granite State Independent Living ▪ 21 Chenell Drive, Concord, NH ▪ And by Zoom**

Voting Members Present In-Person: Deb Ritcey, Steve Workman, Rad Nichols, Sylvia Von Aulock, Ellen Avery, Chuck Saia, Gene Patnode,

Voting Members Present via Zoom: Melina Hill Walker, Cathy Cormier (DOT Alt)

Non-voting Participants: Shelley Winters, Kerry Miller, Andrew Harmon, Donna Marceau, Ben Herbert, Candy Reed, Teri Palmer, Terry Johnson, Jeff Donald, Scott Boisvert, Janet Langdell, Scott Bogle, Cindy Yanski, Sara O’Dougherty, John Wilson, David White, Camille Correa, Brenda Gagne, Miguel McGinnis, Kathleen Vasconcelos, Jack Hutchinson

I. Call to Order, Welcome & Introductions

- Chair Chuck Saia called the meeting to order at 1:36pm

II. Chair’s Update

Incoming Chair Chuck Saia is the Executive Director of the Governor’s Commission on Disability. Chuck thanked the council for giving him the opportunity to serve as its chairperson, and he’s looking forward to working with everyone. Today, we will address membership, including individuals we’re requesting that the governor reappoint and other vacancies. We’ll also discuss the annual report, which is due on Nov. 1, and look at where the Mobility Management Network is and how it’s moving forward.

III. Meeting Minutes

Motion: Ellen Avery and Deb Ritcey move to accept the May 2, 2024 Minutes as amended.			
Councilor	Vote	Alternate	Vote
Avery, Ellen	Yes		
Butler, Fred	Absent	Cathy Cormier	Yes
Hill Walker, Melina	Yes		
Lore, Jesse T	Absent		
Nichols, Rad	Yes		
Paige, Terri	Absent		
Patnode, Gene	Yes	Bowmar, Brigitte	
Ritcey, Deborah	Yes	Lavoy, Derek	
Saia, Charles	Yes	Roberge, Fred	
Vinter, Scott	Absent		
Von Aulock, Sylvia	Yes		
Whitten, Mike	Absent		
Workman, Steve	Yes		
Results:			
Yes: 9	No: 0	Abstain: 0	Motion: Passes

Motion: Deb Ritcey and Ellen Avery move to accept the June 7, 2024 Minutes as presented.			
Councilor	Vote	Alternate	Vote
Avery, Ellen	Yes		
Butler, Fred	Absent	Cathy Cormier	Yes
Hill Walker, Melina	Yes		
Lore, Jesse T	Absent		
Nichols, Rad	Yes		
Paige, Terri	Absent		
Patnode, Gene	Yes	Bowmar, Brigitte	
Ritcey, Deborah	Yes	Lavoy, Derek	
Saia, Charles	Yes	Roberge, Fred	
Vinter, Scott	Absent		
Von Aulock, Sylvia	Yes		
Whitten, Mike	Absent		
Workman, Steve	Yes		
Results:			
Yes: 9	No: 0	Abstain: 0	Motion: Passes

IV. Discussion/Action Agenda

A. National Easterseals Letter of Support

- Steve Workman presented a request from Judy Shanley, VP of Transportation at Easterseals National and co-director of the National Center for Mobility Management to support National Easterseals proposal to lead a new FTA funded technical assistance center. NCMM is currently under the co-direction of CTAA and Easterseals (National). Judy and Easterseals have been involved in this work for over a decade. Judy has been a longtime resource to NH community transportation and helped us to shape recent innovations and connected our state work to FTA.
- Background: The FTA funded National Center for Mobility Management will sunset at the end of December 2024. FTA is replacing it with a new technical assistance center that will include CCAM and Mobility Management. A competitive bid process has been launched by FTA and closes August 30, 2024. This requested letter of support is for the proposal National Easterseals as lead agency will submit in collaboration with National R-TAP, SUMC, NADTC and a variety of consultants.
- Steve Workman reminded that he is an independent consultant working for NCMM at Easterseals with Judy as his supervisor and advised that his work would continue if this proposal is selected. He further advised that he will recuse himself from this vote because he has a financial interest in the Easterseals proposal. He said he was willing to answer any questions and/or to leave the room if the membership felt it needed to discuss and vote in his absence.
- Group discussion: Steve responded to several clarifying questions and committed to asking Judy for details about the grant that should be included in the LOS and for any key points or NH experiences that she would

like to see us included. Steve will provide this information to the Chair to provide a letter in support and will continue his recusal by not participating in the development or delivery of the LOS. Chuck, Deb and Gene will draft the letter with info provided by Judy. SCC will review a copy of the letter at its September meeting. Steve was not asked to leave the room during the discussion and vote.

Motion: Sylvia von Aulock and Gene Patnode moved to authorize the Chair to provide a letter in support of National Easterseals grant proposal submission for an FTA funded National CCAM Technical Assistance Center.			
Councilor	Vote	Alternate	Vote
Avery, Ellen	Yes		
Butler, Fred	Absent	Cathy Cormier	Yes
Hill Walker, Melina	Yes		
Lore, Jesse T	Absent		
Nichols, Rad	Yes		
Paige, Terri	Absent		
Patnode, Gene	Yes	Bowmar, Brigitte	
Ritcey, Deborah	Yes	Lavoy, Derek	
Saia, Charles	Yes	Roberge, Fred	
Vinter, Scott	Absent		
Von Aulock, Sylvia	Yes		
Whitten, Mike	Absent		
Workman, Steve	Recused		
Results:			
Yes: 8	No: 0	Abstain: 1 (Steve)	Motion: Passes

B. NHDOT Updates (Shelley & Cathy)

1. SCC Council Appointments – Shelley Winters

- The terms have expired for all SCC voting members appointed by the Governor and Executive Council. These positions need to be filled through re-appointment or new appointments as soon as possible with the governor requesting that all state councils, etc. are appropriately filed before the end of his term. There are eight (8) open seats to fill. Shelley also conveyed some concerns from the field that some parts of NH are underrepresented on the SCC and suggested that might be something to include in strategies for filling vacant positions.
- Deb and the Governance Committee will assist Rad vetting and recommending potential candidates. A partial list of candidates is expected to be on the September SCC Agenda. Steve will send Shelley his nomination packet used when he was originally appointed.

2. General Updates (Cathy Cormier)

- Cathy shared that the Keep NH Moving website is great and she is using it frequently.
- FY26-27 FTA 5310 RCA Regional Distribution funding is going out in the fall/winter. By spring 2025, RCC leads need to submit their applications for funds. NHDOT will distribute the money (They will be using 2020 Census data). The amount of money per region won't increase, but Cathy's not sure if it includes the

newest 10%. Does the SCC have recommendations on how to distribute the money, including should lane miles or square miles be factored into the decision? The funds are normally distributed based on communities with seniors with disabilities, but the DOT may consider other factors to find a more balanced approach. Depending on how it's distributed, it may adversely impact specific programs.

Discussion:

- Rad suggests the SCC form a subcommittee for this and/or planning for possible funding scenarios.
- The funding discussion has SCC members concerned about the future of the Mobility Management Network and funding the mobility managers. Without funding, Regions 1 and 2 could lose their mobility managers. Teri Palmer says currently the network is not part of an entity, it just exists and to get funding, it needs to be part of something or potentially restructured. Possible funding source suggestions from SCC members include: DHHS, CMAC, braided funding and there may be an AARP grant opportunity through Jeff Donald (\$50K for three years). Steve adds that we need to show data (including any data from the Statewide Needs Assessment that's coming in early, prior to full results in 2026) to the appropriate parties to secure funding. Chuck suggests correspondence from Fred Butler on this for the SCC Leadership to review.
- Teri Palmer can work with Fred Butler to survey the Mobility Managers to see where they stand financially.
- Cathy will ask about the \$1.2M flex funds that Steve reminded was supposed to be for the Mobility Management Network.

C. SCC Mobility Management Network Updates

1. State Mobility Manager Report (Teri):

- Teri met with Steve and Fred in July to review the Performance Measures spreadsheet. (PM 1 new ridership, PM 2 is referrals and PM 8 is meetings and outreach). Teri has worked with the Mobility managers to better define the distinction between meetings and outreach for the specific PMs. Teri needs approval on these definitions to update the PMs.
- Mobility Managers who have not turned in workplans, are getting those together. Also, some providers are not submitting info for the spreadsheet. Teri has informed SCC leadership/Fred Butler and they will hold these folks accountable.
- We may post Ben's video on the website.
- Teri will email Chuck any items for SCC leadership to review, including PM definitions and asking SCC leadership to define their goals for the Mobility Managers moving forward. SCC leadership will provide info by the September meeting.

2. Employment status of Mobility Managers (FT/PT/Other)

- At this time, Regions 1 & 2 are partially funded, and that funding will likely be expended by end of Fall 2024. Tri-County CAP continues to umbrella both mobility managers, but requires more funding for these positions. Members expressed concern that we are learning about this shortfall in August and that we are in danger of losing those two mobility managers. SCC Leadership, North Country folks and NHDOT will be looking closer at these issues to determine how to best proceed.

D. Keep NH Moving Website (Steve)

- Steve reported ongoing updates to the site including events, SCC members and officers, added partners and have received significant user feedback.

- Steve has conducted successful website training sessions with health care and workforce personnel, including how coordination works, the value of the Mobility Management Network and how to use the site. When presenting, Steve is clear with audiences that this is the first step in securing a ride and is a first step for the state to have such a tool. He said we should acknowledge upfront that this site will require constant updating and improvement and that larger goals like a single call/click to book a ride anywhere in the state is something that will take years and money.

E. SCC Fiscal Year 24-25 – TABLED

1. Focus on policy and improving coordination structure
2. Voting members: Nominating Committee (Rad)
3. Development of 24-25 Workplan
4. SCC workgroups for 24-25 that will eliminate from the workplan.

The Chair tabled Agenda Item E.1-4 because of the lengthy discussions about funding formula changes and the mobility management funding concerns. Chuck believed the SCC Leadership was going to require more time to prepare information and suggestions for discussion at regular meetings. These items will appear on forthcoming agendas as they are ready.

F. Governance Committee: Regional Bylaws Adoption Update – Deb Ritcey

- Deb is waiting for a couple RCCs to submit their recently approved bylaws. She will have a full report at the September meeting.

G. SCC Strategic Workgroup Updates – Not already on the agenda

1. Sustainability (Ellen)

- Committee is restarting meetings after the summer recess.

2. SCC Annual Report (Teri)

- The annual report is due Nov. 1 to Governor and Executive Council. The current one the workgroup is drafting covers the last three years. SCC leadership will receive a draft when ready.

H. Next Meeting: September 5, 2024.

V. Member announcements/comments - None

VI. Adjourn: Meeting adjourned at 3:37 p.m.

Respectfully Submitted, Kerry Miller, Nashua Transit
Steve Workman, SCC Secretary

NH State Coordinating Council for Community Transportation Meeting Instructions
Thursday, August 1, 2024 • 1:30-3:30pm • Hybrid Meeting

The SCC is required to meet at a physical location with a quorum of voting-members physically present. The SCC has determined that continuing to provide a Zoom component will help to maintain the high level of statewide participation achieved when meetings were completely virtual. In summary, all are welcome to attend the meeting in-person. Voting members are required to meet in-person unless excused by the Chair. Non-voting members, other stakeholders and members of the public may participate by Zoom. All Zoom participants will be listed as meeting attendees. The meeting will be recorded.

Physical Location

Granite State Independent Living (GSIL)
21 Chenell Drive, Concord NH

Zoom Instructions SCC Hybrid Meetings August 2024 – May 2025

Steve Workman will moderate Zoom during the meeting. Participants will arrive in the waiting room and are asked to wait patiently to be let in. Make sure you have your full name on your Zoom profile so we can identify who you are before we allow you access to the meeting. Always remain muted unless you are speaking. If you wish to speak, please use the “Raise Hand” button located under the “Reactions” tab and when done speaking please lower hand.

Please note that the Chair may limit discussion to voting members and/or impose a time limit on members of the public wishing to address the council.

A reminder to let Steve Workman know if you are a voting member and will be attending in-person so that we can ensure a quorum.

Join SCC Meeting by Zoom

Please note that this is a series Zoom link that is good for regular SCC meetings August 2024 – May 2025.

Join Zoom Meeting


<https://us02web.zoom.us/j/83603136945?pwd=EA5IH8ges61YGTRNPxBgHr1bwVAvEI.1>

Meeting ID: 836 0313 6945

Passcode: 060605

**NH State Coordinating Council for Community Transportation
Granite State Independent Living • 21 Chenell Drive, Concord, NH • And by Zoom
Meeting Agenda • August 1, 2024**

Proposed motions are offered for convenience and accuracy. They do not necessarily reflect the opinion of the Chair or members and can be used, ignored, or amended as needed.

Item
I. Call to Order, Welcome & Introductions
II. Chair’s Update
III. Meeting Minutes
1. May 2, 2024
2. June 7, 2004 Annual Meeting

IV. Discussion/Action Agenda
A. National Easterseals Letter of Support
1. Proposed Motion: Move to authorize the Chair to provide a letter in support of National Easterseals’ grant proposal submission for an FTA funded National CCAM Technical Assistance Center.
B. NHDOT Updates – DOT Alt.
C. Statewide Mobility Management Network Updates
1. State Mobility Manager Report – Teri Palmer
2. Employment status of Mobility Managers (FT/PT/Other)
D. Keep NH Moving Website Update – Steve
E. SCC Fiscal Year 24-25
1. Focus on Policy & Improving Coordination Structure
2. Voting Members: Nominating Committee – Rad
3. Development of 24-25 Workplan
4. SCC Workgroups for FY 24-25
F. RCC Bylaws Adoption Status Report & Discussion
G. SCC Strategic Workgroup Updates – Not already on the agenda.
1. Update from Annual Report Workgroup – Teri Palmer
2. Sustainability – Ellen/Steve
H. Next Meeting: September 7, 2024
V. Discussion by members of the public
<i>Two-minute limit per speaker. Chair reserves the right to suspend or limit discussion.</i>
VI. Adjourn

**State Coordinating Council for Community Transportation
Directory Sign-in Sheet**

Meeting Date: August 1, 2024 - GSIL, Concord, NH - Regular Meeting				Quorum = 8	Regular Meeting		
Name	Apt Date	SCC Role	Organization	EMAIL	PHONE	In-person (Initial)	By Zoom
* Indicates Leadership Team Member							
Avery, Ellen			CVTC	ellen@cvtc-nh.org	603-209-2642	EA	
Butler, Fred	AH Cathi		DOT Designee	frederick.butler@dot.nh.gov	603-271-2565	Away	
Hill Walker, Melina			Endowment for Health	mhillwalker@endowmentforhealth.org	6032282448 x315		✓
Lore, Jesse T		Past Chair	Greenwave	lore.jesse@gmail.com	(603) 216-3965		
Nichols, Rad*		NHTA Chair	NHTA Chair & COAST	rnichols@coastbus.org	743-5777 x100	REN	
Paige, Terri			CAP-BM	tpaige@capbm.org	(603) 542-9609		
Patnode, Gene *		Vice Chair	DHHS	Gene.p.patnode@dhhs.nh.gov	(603) 724-1314	GL	
Ritcey, Deborah *		Treasurer	GSIL Director	dritcey@gsil.org	410-6590	DR	
Saia, Charles*		Chair	Gov Commission Disability	charles.j.saia@gcd.nh.gov	271-2773	CS	
Vinter, Scott	Temp	Deputy Administrator, M.S., C.R.C	DOE	Scott.A.Vittner@doe.nh.gov	603.271.3774		
Von Aulock, Sylvia		RPCs Rep	SNHPC	svonaulock@snhpc.org	(603) 669-4664	✓ VSA	
Workman, Steve *		Secretary/Admin Asst	Transport NH	steve@transportnh.org	207-752-1506	SM	
Alternate Voting Members							
Bowmar, Brigitte		DHHS Alt	DHHS				
Vacant			NHDOT	Administrator for the Bureau of Rail & Transit			
Lavoy, Derek		GSIL Alt	GSIL	dlavoy@gsil.org			
Roberge, Fred	Past Chair	Commission Alt	Gov Commission Disability	ftroberge@gmail.com	603-315-6683		
Winters, Shelley			DOT	michelle.l.winters@dot.nh.gov	271-2468		✓
Mobility Managers							

**State Coordinating Council for Community Transportation
Directory Sign-in Sheet**

Meeting Date: August 1, 2024 - GSIL, Concord, NH - Regular Meeting					Quorum = 8	Regular Meeting	
Name	Apt Date	SCC Role	Organization	EMAIL	PHONE	In-person (Initial)	By Zoom
Boisvert, Scott			RCC 2 MM	sboisvert@tccap.org	603-723-4318		✓
Donald, Jeff			RCC 10/ACT	info@communityrides.org	743-5777x120		✓
Herbert, Ben			RCC 8 MM	bherbert@snhpc.org	603-669-4664	BA	
Johnson, Terry			RCC 5	tjohnson@swrpc.org	454-671-3880		✓
Marceau, Donna			RCC 7	donnam@nashuarpc.org	603-417-6570		✓
Miller, Kerry		Meeting Minutes	NTS MM	millerk@nashuanh.gov	603-821-2030	✓	
Palmer, Teri		NHTA Alt	State MM	tpalmer@rlsandassoc.com	603-491-8027	TAP	✓
Reed, Candy			RCC 4	creed@scshelps.org	603-719-4301	Creed	
Silver, Tala			RCC 1 MM	tsilver@tccap.org			
Yanski, Cindy		CAPBM Alt	RCC 3 MM	cyanski@capbm.org	(603) 542-9609		✓
Non-Voting Members/Distribution List							
Altonaga, Nick		RCC 1 & 2 Secretary	North Country Council	naltonaga@nccouncil.org	(603) 444 – 6303		
Bansley, Suzanne			Cheshire Co.	sbansley@co.cheshire.nh.us	355-3023		
Belensz, Alex			UVLSRPC	abelensz@uvlsrc.org	603-448-1680		
Blais, Vanessa			DDC	vanessa.blais@ddc.nh.gov			
Blethen, Raymond			Nashua Transit	blethenr@nashuanh.gov	821-2032		
Bogle, Scott			Rockingham PC	sbogle@therpc.org	778-0885		
Bolton, Bill			Transport Central	bill@transportcentral.org	603-236-1812		
Brooks, Carol				CarolsBrooks@myfairpoint.net			
Carroll, Adams			Advance Transit	acarroll@advancetransit.com			
Cormier, Cathy			DOT	catherine.a.cormier2@dot.nh.gov		X	
Correa, Camille			Nashua Transit System	correac@nashuanh.gov		✓	late arrival
Delan, Joshua			RSVP				

**State Coordinating Council for Community Transportation
Directory Sign-in Sheet**

Meeting Date: August 1, 2024 - GSIL, Concord, NH - Regular Meeting					Quorum = 8	Regular Meeting	
Name	Apt Date	SCC Role	Organization	EMAIL	PHONE	In-person (Initial)	By Zoom
Demers, Suzanne			CAPBMCI	sdemers@bm-cap.org	603-225-3295		
Devens, Paula			NHDOT	paula.devens@Dot.nh.gov			
Druzba, Alisa			NH Childrens Health Foundation	ad@nhchildrenshealthfoundation.org			
Fisch, Roseanne			Centennial Sr. Ctr.	rfisch@comcast.net	228-4688		
Gagne, Brenda			Tri-County CAP	bgagne@tccap.org			✓
Guldner, Robert W.			DAV-NH	bobguldner@hotmail.com	(603) 733-6199		
Harmon, Andrew			NCC	andrewjharmon@gmail.com	603-992-4053	✓	✓
Hayes, Alia		CDC Grant Manager	DHHS	Alia.V.Hayes@dhhs.nh.gov			
Hlasny, Adam			SNHPC	AHlasny@snhpc.org	603-669-4664		
Johnson, Sara			TCCAP	sjohnson@tccap.org	(603) 752-1741		
Josephson, Tim			UVLSRPC	tjosephson@uvsrpc	603-448-1680		
Langdell, Janet			SVTC	info@souheganvalleyrides.org	228-2448		✓
Mack, J. B.			SWRPC	jbmack@swrpc.org	454-671-3880		
Mason, Leslie			OIT	leslie.mason@oit.nh.gov	437-9999		
McDonald, Jeanene			Tri-County Cap	jmcdonald@tccap.org			
Miller, Nate			SNHPC	nmiller@snhpc.org	669-4664		
Miquel McInnis			CTS President/CEO	mmcinnis@ctstransit.com			✓
Mital Parikh			HBSS	mital@hbssonline.com	978.379.0010		
O'Connor, Thomas			DHHS	Thom.O'Connor@dhhs.nh.gov			
O'Dougherty, Sara		NH Field Supervisor	CTS Transit	so'dougherty@ctstransit.com			✓
Otte, Kathleen			DHHS BEAS	kathleen.f.otte@dhhs.state.nh.us	271-7862		
Perry, Warren			MAVS	warren.m.perry.nfg@mail.mil	603-225-1302		

**State Coordinating Council for Community Transportation
Directory Sign-in Sheet**

Meeting Date: August 1, 2024 - GSIL, Concord, NH - Regular Meeting					Quorum = 8	Regular Meeting	
Name	Apt Date	SCC Role	Organization	EMAIL	PHONE	In-person (Initial)	By Zoom
Platt, Edward			CTS Vice President/COO	eplatt@ctstransit.com			
Poehlman, Emilia			UNH Institute Disability	emilia.poehlman@unh.edu	603-862-1557		
Poisson, Stephanie			Tri-County Cap	sfoisson@tccap.org	(603) 542-9609		
Pratt, Charlie		HCS Alt	HCS	cpratt@hcsservices.org	603-209-6083		
Rabalais, Jennifer			UNH/Alliance Healthy Aging	jennifer.rabalais@unh.edu			
Rakoski, Ronnieann			DDC	ronnieann.rakoski@ddc.nh.gov			
Roache, Tim			NRPC	timr@nashuarpc.org	424-2240 x 28		
Schelberg, Nick			Nashua Transit System	schelberg@nashuanh.gov			
Seavey, Mary			RSVP	mary.ccrsvp@gmail.com			
Shanley, Judy		NCMM	Easter Seals	jshanley@easterseals.com			
Sky, Rebecca			NH Council on Aging	Rebecca.Sky@nh.gov	603-271-0527		
Tardiff, Mike			CNHRPC	mtardiff@cnhrpc.org	603-226-6020		
Thibault, Keith			SCS	kthibault@scshelps.org	(603) 719-4208		
Turell, Yusi			LEND Fellow UNH/AHA				
Twombly, Mason			NRPC	masont@nashuarpc.org	424-2240		
Van Brocklin, Luanne			Vol Trans Org	Luanne@volunteertransportation.org	603-931-9046		
Varghese, George			State VDP Concept	gvarghese2024@gmail.com	603-583-2732		
Waitkins, Matt			Nashua RPC	mattw@nashuarpc.org	424-2240 x 18		
Ward, Creighton			Able NH				
White, David			CTS Transit	DWhite@ctstransit.com	603-469-3616		✓
Whitehead, Tracey			MTA MM	twhitehead@mtabus.org	603-623-8801 x5167		
Whitten, Mike			MTA	mwhitten@mtabus.org	623-8801 x5151		

Vascon sales, Kathleen

GESCC

State Coordinating Council for Community Transportation
Directory Sign-in Sheet

Meeting Date: August 1, 2024 - GSIL, Concord, NH - Regular Meeting				Quorum = 8	Regular Meeting		
Name	Apt Date	SCC Role	Organization	EMAIL	PHONE	In-person (Initial)	By Zoom
Wilson, John			Citizen	scottiefurme@yahoo.com	603-437-2608	<i>(Signature)</i>	
Zangla, Carole			GCSCC	czangla@gcsc.org	603-444-6050		
Hutchinson, Jack			Age-Friendly Deerpark, NH	jack.hutchinson@quad.com	603-426-0640	<i>(Signature)</i>	
<i>Kerry Miller</i>		<i>Guest</i>	<i>NTS</i>	<i>millerk@ashuaah.org</i>		<i>(Signature)</i>	