



## MANITOWOC COUNTY TRANSPORTATION COORDINATING COMMITTEE MEETING NOTICE

DATE: Wednesday, February 27, 2013

TIME: 4:00 PM

PLACE: Manitowoc County Office Complex  
Room 300, 4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call
2. Previous minutes
3. Correspondence
4. Public input
5. Approval of agenda as printed
6. s.85.21 Annual Report (discussion and possible action)
7. s. 85.21 Semi-Annual Report (discussion and possible action)
8. Coordinated Transportation Plan
9. 2012 5310 Application Award
10. 5310 Supplemental Application for Kewaunee County
11. Next meeting date
12. Adjourn

Date: February 20, 2013

By: Judy Rank, Director, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this commission, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Transportation Coordinating Committee  
February 27, 2013  
Meeting Minutes

The meeting was called to order at 4:10 PM by Don Weiss

Present: Jim Baumann, Shirley Fessler, Don Goeke, David Osterloth, Donald Vorpahl, and Don Weiss.

Also Present: Linda Grider and Judy Rank.

Excused: Molly Burke, Rose Mary Hickman, Frank Hlinak, Jim Muenzenmeyer, and Steve Roekle.

Motion by Don Goeke, second by Shirley Fessler, to approve the minutes of the previous meeting held on November 28, 2012. Motion carried.

Correspondence: None

Public Input: None

Motion by Don Goeke, second by Jim Baumann, to approve the agenda as printed. Motion carried.

The s.85.21 annual report was distributed and Judy Rank gave an overview of the data depicted in the report. Mrs. Rank also informed members that there is approximately \$37,000.00 in Trust Fund monies. Motion by David Osterloth, second by Jim Baumann, to approve the s.85.21 annual report as printed for submission to the State. Motion carried.

s.85.21 semi-annual report was distributed and discussed. Motion by Jim Baumann, second by David Osterloth, to approve the s.85.21 semi-annual report as printed for submission to the State. Motion carried.

Judy Rank led the discussion regarding the development of the 2012 Coordinated Public Transit-Human Services Transportation Plan for Manitowoc and Kewaukee Counties, WI. Mrs. Rank explained that this four year Coordinated Transportation Plan prepared by Bay-Lake Regional Planning Commission as mandated by the Federal Transit Administration (FTA). The FTA requires all projects selected for funding under the Transportation for Elderly Persons and Persons with Disabilities (Section 5310), Job Access and Reverse Commute (Section 5316), and New Freedom (Section 5317) programs be “derived from a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.”

Transportation Coordinating Committee  
February 27, 2013  
Meeting Minutes

2012 Section 5310 Application Award was discussed and Judy Rank confirmed that delivery of the three full-size busses Manitowoc County applied for should take place later this year. Mrs. Rank shared a list of optional equipment available and stated that she is awaiting clarification from the WisDOT program manager regarding the cost allocation of installation of optional equipment. It is unsure at this point-in-time whether Manitowoc County is responsible for 20% or the full amount.

WisDOT announced in December 2012 that Supplemental Applications would be accepted for the Wisconsin Elderly & Disabled Transportation Capital Assistance Program, authorized under 49 U.S.C 5310& s.85.22 Wis. Stats. Linda Grider is assisting the Aging & Disability Resource Center of the Lakeshore – Kewaunee Office with writing the grant application requesting one wheelchair accessible mini-van to expand transportation options to elderly and persons with a disability in Kewaunee County. The deadline for submission is 4:00 PM on March 15, 2013.

The next meeting will take place on a Wednesday as necessary; the specific date is yet to be determined.

There being no other business, Jim Baumann made motion to adjourn the meeting, second by Don Weiss. Motion carried.

Meeting adjourned at 4:55 PM.

Respectfully submitted

Linda Grider, Manitowoc County Mobility Manager



**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

DATE: Wednesday, May 22, 2013

TIME: 4:00 PM

PLACE: Manitowoc County Office Complex  
Room 300, 4319 Expo Drive, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call
2. Previous minutes
3. Correspondence
4. Public input
5. Approval of agenda as printed
6. State-wide non-emergency medical transportation brokerage award – MTM (discussion and possible action)
7. Governor's Budget
8. New Freedom 1<sup>st</sup> quarter reporting (discussion and possible action)
9. 5310 semi-annual report (discussion and possible action)
10. 5310 Supplemental Application for Kewaunee County 2014 Award
11. Next meeting date
12. Adjourn

Date: May 10, 2013

By: Judy Rank, Director, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Transportation Coordinating Committee  
May 22, 2013  
Meeting Minutes

The meeting was called to order at 4:00 PM by Don Weiss

Present: Jim Baumann, Molly Burke, Shirley Fessler, Don Goeke, Rose Mary Hickman, Frank Hlinak, Jim Muenzenmeyer, David Osterloth, Steve Roekle, Donald Vorpahl, and Don Weiss.

Also Present: Linda Grider, Wendi Holschbach, and Judy Rank.

Motion by Jim Baumann, second by Frank Hlinak, to approve the minutes of the previous meeting held on February 27, 2013. Motion carried.

Correspondence: None

Public Input: None

Motion by Frank Hlinak, second by Jim Muenzenmeyer, to approve the agenda as printed. Motion carried.

The Department of Health Services (DHS) has announced that they have entered into a contract with a new non-emergency medical transportation (NEMT) manager. As of August 1, 2013 Medical Transportation Management, Inc. (MTM) will replace LogistiCare, LLC. MTM is based out of St. Louis, Missouri. They have call centers in Texas, District of Columbia, Minnesota, Missouri, Virginia, and a new location in Madison, WI. MTM will also have an office in Milwaukee. The phone numbers for the reservation line (1-866-907-1493) and “Where’s My Ride” (1-866-907-1494) are the same as those currently being used by LogistiCare. There is an additional phone number to accommodate complaints called the “We Care” line (1-866-436-0457).

Medical Transportation Management, Inc. (MTM) is hosting several informational meetings in the area to discuss upcoming changes to Wisconsin’s non-emergency medical (NEMT) transportation program. Judy Rank plans to attend the informational meeting being held in Green Bay on Friday, May 31, 2013. Rank will gather information to bring back to all the members of the Transportation Coordinating Committee (TCC). The TCC unanimously voted on meeting shortly thereafter the NEMT informational presentation to ensure details are fresh in Ranks mind.

Rank shared transportation information from the Governor’s Budget and explained the impact of transit funds being included in the general fund. She also explained that Manitowoc County faces a loss of funds totaling nearly \$20K.

Transportation Coordinating Committee  
May 22, 2013  
Meeting Minutes

Linda Grider distributed the 2013 New Freedom 1<sup>st</sup> Quarter Report and explained where the quarterly requisition numbers come from. Grider also discussed the Quarterly Service Measures Report and its purpose in the New Freedom grant application to fund Mobility Management activities. As of 04-15-13, Grider has accomplished milestone #1: Achieving State of Wisconsin Mobility Manager Certification. Motion by Molly Burke, second by Jim Baumann, to approve the New Freedom 1<sup>st</sup> quarter report as printed for submission to the State. Motion carried.

The s.5310 semi-annual report was distributed and Rank led the discussion regarding the numbers depicted in the report. The s.5310 semi-annual reporting period is Oct. 1 to March 31 captures the number of one way trips by: passenger type, relation, and trip purpose to clearly illustrate how vehicles purchase with s.5310 grant monies are operated. Motion by Jim Muenzenmeyer, second by Frank Hlinak, to approve the Section 5310 S.85.22 Vehicle Operation Semi-Annual Report as printed for submission to the State. Motion carried.

2013-2014 s.5310 Supplemental Application Award was discussed and Rank confirmed that delivery of the rear load mini-van that Rank and Grider assisted Kewaunee County in applying for should take place in the latter part of 2014. At which point the mobility manager will assist in enhancing Kewaunee County's volunteer driver program.

The next meeting will take place on a Tuesday, June 11, 2013 at 4:00 PM at the Manitowoc County Office Complex, 4319 Expo Drive.

There being no other business, Jim Baumann made motion to adjourn the meeting, second by David Osterloth. Motion carried.

Meeting adjourned at 4:40 PM.

Respectfully submitted

Shirley Fessler



**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

**DATE:** Tuesday, June 11, 2013

**TIME:** 4:00 PM

**PLACE:** Manitowoc County Office Complex (Room 110)  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call
2. Previous minutes
3. Correspondence
4. Public input
5. Approval of agenda as printed
6. State-wide non-emergency medical transportation brokerage award – MTM (discussion and possible action)
7. Next meeting date
8. Adjourn

Date: June 6, 2013

Don Weiss, Chairperson

By: Judy Rank, Director, ADRC of the Lakeshore

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Transportation Coordinating Committee  
June 11, 2013  
Meeting Minutes

The meeting was called to order at 4:00 PM by Don Weiss

Present: Shirley Fessler, Don Goeke, Jim Muenzenmeyer, David Osterloth, Steve Roekle, and Don Weiss.

Also Present: Linda Grider and Judy Rank.

Excused: Jim Baumann, Molly Burke, Rose Mary Hickman, Frank Hlinak, and Donald Vorpahl.

Motion by Steve Roekle, second by Jim Muenzenmeyer, to approve the minutes of the previous meeting held on May 22, 2013. Motion carried.

Correspondence: None

Public Input: None

Motion by Jim Muenzenmeyer, second by Steve Roekle, to approve the agenda as printed. Motion carried.

Judy Rank led a discussion regarding the non-emergency medical transportation contract between The Department of Health Services (DHS) and Medical Transportation Management, Inc. (MTM) that goes into effect as of August 1, 2013. Rank attended the informational meeting held by MTM in Green Bay on the evening of Friday, May 31, 2013. Jim Muenzenmeyer and Steve Roekle attended the afternoon outreach/informational session that day.

MTM sends trip information to provider via an online electronic trip download. Previously, the provider received trip information via fax. This method of delivery proved to be less than effective. Furthermore, wrong client information and “no-shows” or cancellations will be minimal because the transportation provider will verify with the member and/or facility to be as accurate as possible. Pre-trip calls from the provider confirming the pick-up and drop off times and locations alleviate information exchange errors.

Linda Grider distributed a *Frequently Asked Question* sheet created by MTM which she received at the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) meeting held on June 5, 2013.

Transportation Coordinating Committee  
June 11, 2013  
Meeting Minutes

Arthur Dodson of MTM can be reached at 636-695-5663. Carrie Porter of Greater Wisconsin Agency on Aging (GWAAR) met with Dodson. Dodson expressed willingness to hear from counties and agencies with volunteer driver programs. He is in favor of discussing transportation services and determining what, if any barriers that may prohibit counties and/or agencies from entering into an agreement. All six Transportation Coordinating Committee (TCC) members present unanimously agreed upon Judy Rank, Linda Grider, Jim Muenzenmeyer, and Steve Roekle, and Don Weiss meeting with Mr. Dodson to discuss collaboration of services probabilities.

Rank also discussed the training resources available at <http://www.mtm-inc.net>. Transporting Dialysis Patients, Transporting Cancer Patients, Keep Pedestrian Safety in Mind This Summer with These Driving Tips, Stretching Fuel Dollars, Safe Winter Driving, Slippery When Wet, and Employee Wellness: Ergonomics are among the training segments that are accessible through MTM's Internet site.

The next meeting date and time TBD

There being no other business, Jim Muenzenmeyer made motion to adjourn the meeting, second by David Osterloth. Motion carried.

Meeting adjourned at 4:35 PM.

Respectfully submitted

Shirley Fessler



**MANITOWOC COUNTY**  
**Transportation Coordinating Committee**  
**MEETING NOTICE**

DATE: Wednesday July 24, 2013

TIME: 4:00 PM

PLACE: Manitowoc County Office Complex  
Room 300, 4319 Expo Drive, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call
2. Previous minutes
3. Correspondence
4. Public input
5. Approval of agenda as printed
6. Approval of s.85.21 semi-annual report (discussion and possible action)
7. Approval of New Freedom reports – Qtr. 1 & Qtr. 2 (discussion and possible action)
8. State-wide non-emergency medical transportation brokerage update – MTM (discussion and possible action)
9. Next meeting date
10. Adjourn

Date: July 15, 2013

Don Weiss, Chairperson  
By: Judy Rank, Director, ADRC of the Lakeshore

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Transportation Coordinating Committee  
July 24, 2013  
Meeting Minutes

The meeting was called to order at 4:00 PM by Don Weiss

Present: James Baumann, Shirley Fessler, Don Goeke, Frank Hlinak, David Osterloth, Donald Vorpah, and Don Weiss.

Also Present: Linda Grider, Mobility Manager, Dan Koski, City of Manitowoc Director of Public Infrastructure, and Judy Rank, ADRC of the Lakeshore Director.

Excused: Molly Burke, Rose Mary Hickman, Jim Muenzenmeyer, and Steve Roekle.

Motion by Frank Hlinak, second by Shirley Fessler, to approve the minutes of the previous meeting held on May 22, 2013. Motion carried.

Correspondence: None

Public Input: None

Motion by Frank Hlinak, second by David Osterloth, to approve the agenda as printed. Motion carried.

The s.85.21 semi-annual report was distributed and Judy Rank provided an overview of the four programs funded with s.85.21 monies. Rank also gave an explanation to the numbers depicted in the semi-annual report. Discussion took place regarding a possible entry error. The total trip miles and total hours of service for the Elderly 65+ program and the Holiday House & Rural Disabled program may have been inverted. Motion by Frank Hlinak, second by Jim Baumann, to approve s.85.21 report for submission to WisDOT following verification of the total trip miles and total hours of service for the aforementioned s.85.21 programs. Motion Carried.

The New Freedom 1<sup>st</sup> quarter report had been approved by members of the TCC at the May 22, 2013; therefore only the 2<sup>nd</sup> quarter report was distributed. Rank explained the Quarterly Requisition portion of the report. Grider explained the Quarterly Services Measures portion of the report. Motion by Jim Baumann, second by Frank Hlinak, to approve the New Freedom 2<sup>nd</sup> Quarter report as printed for submission to WisDOT. Motion carried.

Rank led a discussion regarding the non-emergency medical transportation contract between The Department of Health Services (DHS) and Medical Transportation Management, Inc. (MTM) that goes into effect as of August 1, 2013. Rank discussed how MTM's provider agreement and volunteer agreement/program differs from that of LogistiCare.

Transportation Coordinating Committee

July 24, 2013

Meeting Minutes

Rank and Grider entertained the partnership opportunity between current ADRC of the Lakeshore volunteer drivers and MTM's volunteer driver program. A volunteer driver informational meeting will tentatively take place in mid-August.

It was the consensus of the Transportation Coordinating Committee members present to have further discussions with MTM after having met with the ADRC volunteer drivers.

The next meeting date and time TBD.

There being no other business, Jim Baumann made motion to adjourn the meeting, second by Don Vorpahl. Motion carried.

Meeting adjourned at 4:50 PM.

Respectfully submitted

Linda Grider. Mobility Manager



**MANITOWOC COUNTY  
TRANSPORTATION COORDINATING COMMITTEE  
PUBLIC HEARING NOTICE**

**DATE:** Thursday, November 7, 2013

**TIME:** 4:15 P.M.

**PLACE:** Manitowoc County Office Complex  
Room 300, 4319 Expo Drive, Manitowoc WI

The hearing is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting.

1. Call to Order
2. Open Meeting Law Compliance  
(All necessary/required steps have been taken to notify the appropriate media of all items on the agenda and the timeline requirements according to State Statutes have been met.)
3. Attendance
4. s.85.21 Public Hearing
5. Public Input on Hearing
6. Public Hearing Closed

Date: October 24, 2013

By: Judy Rank, Director, ADRC

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County  
Transportation Coordinating Committee  
Public Hearing Minutes  
Thursday, November 7, 2013

The meeting was called to order at 4:15 PM by Judy Rank, Director, Aging & Disability Resource Center of the Lakeshore.

Present: Jim Baumann, Linda Grider, Shirley Fessler, Frank Hlinak, David Osterloth, Steve Roekle, Melissa Lyon, Judy Rank, and Don Weiss.

Judy Rank distributed the 2014 s.85.21 summary budget and discussed the four projects funded by s.85.21 grant monies.

December 31, 2013 is the due date for 2014 s. 85.21 Specialized Transportation Assistance Program applications.

Rank explained that the most recent relevant census and statistical data and projections from the U.S. Census Bureau and the Wisconsin Department of Administration form the basis of county allocations. Manitowoc County's 2014 allocation of s.85.21 aid is \$214,816. The local match requirement is \$42,963. Each county is allocated a share of the annual s.85.21 appropriate proportionate to its share of total statewide population of elderly persons and persons with disabilities.

Public Input: None

There being no other business, the public hearing came to a close.

Public hearing meeting adjourned at 4:20 PM.

Next public hearing notice to be held prior to submission of 2015 s. 85.21 grant application.

Respectfully submitted  
Linda Grider, Mobility Manager



**MANITOWOC COUNTY**  
**TRANSPORTATION COORDINATING COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: Thursday, November 7, 2013

TIME: Immediately following T.C.C. Public Hearing scheduled for 4:15 p.m.

PLACE: Manitowoc County Office Complex, Room 300  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Roll Call
2. Previous minutes
3. Correspondence
4. Public input
5. Approval of agenda as printed
6. Approval of annual 5310 report
7. Approval of New Freedom 3<sup>rd</sup> quarter report
8. s.85.21 Specialized Transportation Assistance 2014 Application (discussion and possible action)
- 9. Accept resignation: Molly Burke**
10. Next meeting date
11. Adjourn

Date: October 24, 2013

**Amended: October 31, 2013 @ 2:04 p.m.**

Don Weiss, Chairperson  
By: Judy Rank, Director, ADRC

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Transportation Coordinating Committee  
November 7, 2013  
Meeting Minutes

The meeting was called to order at 4:23 PM by chair Don Weiss.

Present: James Baumann, Shirley Fessler, Frank Hlinak, David Osterloth, Steve Roekle, and Don Weiss.

Also Present: Linda Grider, Mobilit Manager, Melissa Lyon, Provider Network Specialist-Lakeland Care District, and Judy Rank, Director – ADRC of the Lakeshore.

Excused: Molly Burk (resigned), Don Goeke, Rose Mary Hickman, Jim Muenzenmeyer, and Donald Vorpahl.

Motion by Steve Roekle, second by James Baumann, to approve mintes of previous meeting held on July 24, 2013. Motion carried.

Correspondence: None

Public Input: None

Motion by Frank Hlinak, second by James Baumann, to approve agenda as printed. Motion carried.

Judy Rank distributed the annual 5310 report and explained the States required reporting of one-way trips provided with state owned transportation vehicles. The state of Wisconsin is the lien holder of two wheelchair accessible mini-vans operated out of the ADRC of the Lakeshore.

Motion by Frank Hlinak, second by Jim Baumann, to approve annual 5310 report as printed for submission to WisDOT. Motion carried.

The New Freedom 3<sup>rd</sup> quarter was distributed and explanation provided regarding the data depicted within the report. Motion by Steve Roekle, second by James Baumann, to approve the New Freedom 3<sup>rd</sup> quarter report as printed for submission to WisDOT. Motion carried.

Rank and Grider initiated discussion regarding s.85.21 2014 Specialized Transportation Assistance 2014 application. Draft copies of the 2014 s.85.21 grant application were available and TCC members were offered the opportunity to review and offer comments as to Manitowoc County's proposed plan for spending allocated funds. TCC members unanimously approved Manitowoc County's plan for spending the allocation of \$214,816 authorized under s.85.21 toward elderly and disabled transportation program(s). Motion by Frank Hlinak, second by James Baumann, to approve 2014 grant application for s.85.21 Specialized Transportation Assistance funds.

Motion made by Steve Roekle, second by David Osterloth, to accept Molly Burke's resignation and upon approval of the County Board and appointment by County Executive, accept Melissa Lyon's membership application.

Transportation Coordinating Committee  
November 7, 2013  
Meeting Minutes

The next meeting date and time TBD.

There being no other business, Steve Roekle made motion to adjourn the meeting, second by David Osterloth. Motion carried.

Meeting adjourned at 4:35 PM.

Respectfully submitted

Linda Grider, Mobility Manager