

**Minutes**  
**Kankakee County Transportation Committee**  
Conference Room, METRO Centre  
1137 E. 5000N Road, Bourbonnais, IL  
Tuesday, March 29, 2016

Members in attendance: Mike Butler, Good Shepherd Manor, Laura Dick, SHOW BUS; Michelle Brutlag, River Valley METRO Mass Transit District; Roger Hess, Kankakee County Board; Donna Copeland Hill, Northeast Illinois Area Agency on Aging, Bonnie Schaafsma, Kankakee County Health Department; Karen Smietanski, Veteran's Assistance Center, Kankakee County; Rick Nolan, McLean County RPC.

Others in attendance: Michelle Allen, Cornerstone Services; Natalie Ojeda, KC-CASA; Geoff Olson, Kankakee County Planning Department;

**Call to Order**

Chairman Butler called the meeting to order at 9:38 AM and welcomed everyone. He asked everyone to introduce themselves because there were new attendees present.

**Public Comment**

None

**Approval of Minutes**

The minutes from the December 12, 2015 meeting were submitted for approval. Mr. Hess made a motion to approve the minutes. The motion was seconded by Ms. Brutlag. Motion carried.

**CVP Application Presentation**

Mr. Olson gave a presentation to the committee outlining eligibility requirements of the IDOT Consolidated Vehicle Procurement (CVP) Program. He explained that funds used for the program come from FTA Section 5310 and is for providing transportation to those who are elderly or have a disability and is available to state and local governments, private not-for-profit agencies, and public transportation providers. He also explained the difference between urban and rural trips. Any trip that has both origin and destination within the urbanized area is considered an urban trip. The County Transportation Committee (CTC) provides approval for CVP Application for agencies interested in providing rural transportation (one end of the trip is outside the urbanized area). After approval from the CTC, the Region 6 Human Services Transportation Planning (HSTP) Committee will approve all the CVP applications for agencies within Region 6.

Agencies interested in providing urban transportation with a CVP vehicle have a different application approval process. The Kankakee Urban HSTP Committee, maintained by METRO MTD, provides approval for those CVP applications, and those approved applications are then approved by the METRO Board and the Kankakee Area Transportation Study (KATS) Metropolitan Planning Organization (MPO) Policy Committee. The next KATS MPO Policy Committees are being held on May 11, 2016 and on June 29, 2016.

Mr. Nolan also added that the CVP Application deadline is on May 31, 2016 and there is a 30-day window that applicants can furnish additional addendums to their applications. He explained a new process this year that the Regional HSTP Coordinators will be scoring applications on a scale of 1-4 with 1 being the lowest score and 4 being the highest score. Mr. Nolan also suggested that applicants copy him and Mr. Olson on any CVP Applications submissions. Ms. Smietanski asked if there is a minimum amount of services hours that needed to be met in order to be awarded a bus. Mr. Nolan said it's difficult to say for certain, but recommended double checking how trips are being counted. Ms. Dick explained that the number of trips is counted by how many people step off the bus when it stops.

Mr. Olson offered to provide any assistance needed and Mr. Butler offered assistance by Ms. Carmak at Good Shepherd Manor who has helped applicants in previous years.

### **HSTP Coordinator Issues**

Mr. Nolan told the committee he would be retiring at the end of June and that the McLean County RPC would continue to send a Regional Coordinator to the CTC meetings.

Mr. Nolan announced the Region 6 HSTP meeting being held at the Elks Country Club in Pontiac, IL. Members of the committee have invited elected officials and social services agencies for a presentation about how the State's budget impasse is affecting social services agencies and the recipients of those services. The presentation will include a section on rural transportation, social services agencies, and local government funding issues.

Mr. Nolan also told everyone the Rural Transit Assistance Center (RTAC) Conference is being held at the Northfield Inn in Springfield, IL on April 6 and 7. Registration is free and there will be transit updates from IDOT and the Illinois Public Transit Association (IPTA).

Last, Mr. Nolan recommended anyone interested in submitting a CVP Application attend the course provided by IDOT. He said the class they typically hold in Chicago had been cancelled, but the class in Springfield will still be held. The class will be held on April 20 at 10:00 AM located at Springfield Mass Transit District and usually lasts a couple hours.

### **Agency Transportation Needs, Interagency Coordination and Accessibility Issues**

Ms. Brutlag did not have any updates for the committee.

Ms. Dick reported specifications for vehicle access ramps have been approved by IDOT and have gone out for request for proposals (RFP). Hopefully SHOW BUS will receive the bus this year. Mr. Hess asked how many passengers the bus will hold. Ms. Dick explained that the request was for 14 or 15 passengers and is unlikely to change, however the number of wheelchair locations on the bus was changed from five to four.

### **Disability/Aging/Transportation Issues**

Mr. Butler said there were no updates, but this year Good Shepherd Manor will not be submitting a CVP application because they don't have any vehicles that meet the replacement requirements. Mr. Butler thanked the CTC and the CVP program for being able to provide vehicles.

Ms. Schaafsma did not have any updates for the Health Department. She announced her retirement and her last day will be May 31, 2016.

Ms. Copeland Hill explained that federal funds have starting to come through to NEIL Agency on Aging for senior services transportation because Congress approved the senior services bill last week, which also includes the nutrition program. However, programs are still not being funded by the State. NEIL Agency on Aging will be putting together their Area Plan which outlines the services they will provide in the upcoming year. They have been instructed to include state funds in the program budgeting.

Mr. Hess and Ms. Smietanski did not have any updates for the committee for Kankakee County or the Veteran's Assistance Center.

### **Program Status of Transportation Providers**

Ms. Dick said the application for FY 2017 rural transportation has been received and being filled out. She said for FY 2016 there were two things that help ensure funding for transportation, which were having an executed contract and a continuing appropriation in the State's budget. SHOW BUS is not looking to take on any new service, however anything new would have to be fully funded outside of state or federal funding.

Ms. Brutlag reported that METRO has seen decreases in ridership while at the same time student enrollment at Kankakee Community College has dropped, fewer residents qualify for childcare services, and some factories have cut back on operations. She said there was a 16 percent increase in ADA ridership last month. METRO has been providing bus transit education, mostly to seniors, but also to King Middle School who has used METRO buses for field trips in town. METRO will also be doing a comprehensive transportation plan to analyze current routes and make suggestions for better service.

### **Questions from the Media**

None.

### **New Business**

None.

### **Next Meeting**

The next Region 6 HSTP Meeting will be on April 18, 2016 at 10:00 AM at the Elks Country Club in Pontiac, IL.

The Committee discussed when to make the next CTC meeting to allow enough time to create CVP applications for the Committee to approve. The CTC decided to have the next meeting on May 3, 2016 at 9:30 AM. There is a tentative Region 6 HSTP meeting for final CVP application approval on May 16, 2016 at 10:00 AM at the Livingston County Courthouse in Pontiac, IL.

### **Adjournment**

Ms. Brutlag motioned to adjourn the meeting, seconded by Ms. Schaafsma. Motion carried, the meeting was adjourned at 10:32 AM.