



APPROVED
Regional Coordinating Council (RCC)
Meeting Minutes
12/17/2020

Attendees:

Camille Pattison, NTS	Pat Murphy, Town of Merrimack
Carol Brooks, SVTC	Henry Harris, Southern NH Services
Henry Oak, Harbor Care	Matt Waitkins, NRPC
Janet Langdell, SVTC	
Donna Marceau, Nashua Soup Kitchen & Shelter	
Beth Gray, Radiation Center of Greater Nashua	

CALL TO ORDER AND INTRODUCTIONS

Matt Waitkins opened the meeting at 10:05am asking for a round of introductions.

REVIEW OF JUNE AND OCTOBER 2020 MEETING MINUTES

Waitkins reminded the group that the June Minutes were tabled at the August meeting and still needed to be reviewed. Waitkins asked if there were any questions about the June 2020 meeting minutes. Langdell pointed out a typo to be edited.

Langdell made the motion to approve the draft June 2020 meeting minutes as amended, this was seconded by Brooks. All were in favor.

Waitkins asked if there were any questions regarding the October 2020 meeting minutes. Langdell pointed out that Henry Harris was not included in the list of attendees, a typo on page two, and suggested the rewording of “develop a volunteer driver program” to “look into the feasibility of a volunteer driver network” concerning the list of the four focus projects. Langdell also clarified the wording for one of her comments.

Brooks made the motion to accept the October 2020 meeting minutes as amended, that was seconded by Pattison. All were in favor.

REVIEW OF PROGRESS MADE ON LOCALLY COORDINATED PLAN PRIORITIES THAT WERE IDENTIFIED AT THE OCTOBER RCC MEETING

- **LOOK INTO THE FEASIBILITY OF A VOLUNTEER DRIVER NETWORK**
- **NASHUA RCC BYLAWS UPDATE**
- **ANNUAL FUNDING WORKSHOP**
- **ASSIST HUMAN SERVICE AGENCIES WITH IDENTIFYING GAPS IN TRANSPORTATION SERVICE**
- **UPDATE TRANSPORTATION DIRECTORY**

Waitkins reviewed the progress he had been making on these projects since October. Waitkins stated that he was putting together a project proposal for a feasibility study for a volunteer driver network and wanted some feedback from the group. Waitkins read through the current

draft proposal. Langdell commented that the group needs to decide if it will be a volunteer driver program or a network, because they are a little different. She added that we need to assess what boots are on the ground and try to support more collaboration, and if there is a gap in service, develop an additional program.

Waitkins listed some of the main components of a volunteer driver program, including community context and collaboration; driver recruitment and retention; risk, liability, and insurance; data collection; measuring and sharing impact; and funding. He added that NRPC will also assess the viability of a one-stop ride matching service for the region that will increase the likelihood that the VDP will be incorporated into a truly coordinated transportation system.

Pattison inquired what amount the SPR grants are. Waitkins answered that in the past they have been in the realm of \$50-60,000, and that he would be applying for something in that amount.

Gray voiced a concern about how much of the elderly and disabled population struggle with anything on a computer. An additional agency may be helpful, like ServiceLink, to call for them. Waitkins replied that he wants to include a person in the process to assist.

Brooks asked if this program/network would serve the entire region. Waitkins replied that this program would help fill existing gaps in the region. Brooks suggested that it would be beneficial to start small and prioritize areas and/or groups of people.

Langdell commented that we need to be careful to not present a proposal that is threatening to other agencies.

Waitkins wants to advertise the project as a program to assist existing services.

The proposal is due in the beginning of February, so there is time for edits.

Pattison mentioned that NTS can provide a letter of support. Murphy stated that she could write one as well. SVTC and the Radiation Center also would support this proposal.

Waitkins updated the RCC bylaws in track changes and sent the draft to the subcommittee. They have not had a chance to review yet. The committee will review and present a recommendation for the bylaws to the RCC hopefully for the February meeting. The committee is waiting to see what the SCC update looks like as well.

Waitkins moved on to discuss the annual funding workshop. Waitkins reached out to DOT to see if they had a canned workshop, but they do not have one. However, in January there is an RCC workshop to talk about the next round of funding that may be beneficial to learn about the Section 5310 program. Langdell added that talking to the Mobility Management Center, and that the group should think more out of the box and not just about Section 5310 funding. Pattison agreed with Langdell that it should be more robust than just federal funding.

Waitkins has not made progress on assisting human service agencies with identifying gaps in transportation coverage, this will be folded into the volunteer driver network effort. No progress has been made in updating the transportation directory yet.

NHDOT SECTION 5310 PROGRAM DISCUSSION

Waitkins explained that the next round of funding is coming up for fiscal year 2022-2024. This is the funding used for SVTC and mobility management. There will be solicitation for the application in January 2021. DOT has identified an additional funding source for hiring a statewide mobility manager and contracting those services out for guidance. Each RCC could get allocated some additional funding for mobility management. Waitkins added that this could be potentially be used for extra trips. Langdell stated that the 5310 funds do not cover 100% of the operations at SVTC, let alone extra trips, and that they will need to supplement the funding. Pattison stated that NTS is keeping rates the same for next year, since this year was so crazy. She suggested maybe looking at expanding service hours with the extra funding instead and making existing service with SVTC more robust. Langdell inquired if the funding could be used for purchase of items like laptops. Pattison responded that she is not sure, but most likely it could be since a laptop is an administrative function. The funding just does not cover operations. Langdell stated that SVTC operates on a shoestring budget and minimize the administrative budget, so the extra funding could really benefit administrative hardware purchases. Tapping into more funding would be beneficial to augment what SVTC has.

Pattison asked Langdell what she would do at SVTC if they received the additional funding. Langdell responded that the first thing she would do is to shift any mobility management costs over to this pool of funding away from the purchase of services, so it will not all be new money. The leftover money could be used for contact equipment and augmenting hours. Langdell added that its really about what the region needs in terms of service.

Waitkins mentioned using the funds to achieve the “one-stop shopping” service. Langdell stated that maybe the next part of the two-year funding cycle should be used for planning for a “one-stop shopping” contact, for a mobility manager for all 13 communities. The group decided to talk about this at a later date when there is more time and more representation at the meeting. Pattison stated that the region would really benefit from a regional mobility manager. The gap in service is really concerning those who need an aide and a lot of assistance/care during trips, there currently are not a lot of options for that. Langdell and Pattison inquired if NRPC would be willing have a mobility management position. Waitkins replied that it has not really been talked about before, so he does not have an answer. The group decided that long-term this is something that should be looked at.

LOCAL, REGIONAL, STATEWIDE UPDATES

No other updates were given.

OTHER BUSINESS

No other updates were given.

ADJOURN:

The meeting adjourned at 11:33am.

NEXT MEETING:

THURSDAY, JANUARY 28TH, 2021 (10:00AM-12:00PM)

Murphy stated that she now has a conflict with RCC meetings, because she has a welfare association meeting every third Thursday of the month. Pattison asked if RCC meetings could be moved to the 4th Thursday of every other month. Waitkins is going to send out an email to everyone and ask if this is an option.