

# McHenry County Transit Plan Implementation Task Force

## Agenda

### McHenry County Transit Plan Implementation Task Force

**DATE:** November 18, 2009

**TIME:** 2:00 – 3:00 p.m.

**LOCATION:** McHenry County Administration Building  
Conference Room A

#### 1. Call to Order

#### 2. Public Participation/Open Comment Period

#### 3. Transit Grant Program Progress Report

- McHenry County Veterans Assistance Commission now has Pace's Locally Based Service van in service. Ribbon cutting on November 12.
- Transit grant contracts at State's Attorney's Office for review. Feedback requested: Start dates may need to be revised for grant recipients who have a longer review and approval period. Each grant recipient to report on possible start dates with this update.
- Report from agencies on progress or current service issues.

#### 4. Pilot Program Progress Report

Anticipated service start date is February 15, 2010. Memorandum of Understanding has been signed by all partners. Contracts between McHenry County and Pace and between Dorr Township and Pace are under State's Attorney review and will be signed in the near future. Registration will open December 1. Outreach will focus on current customers of dial-a-ride programs in the pilot program area. Seeking suggestions on additional outreach from ITF.

#### 5. Other Business

- Job Access and Reverse Commute and New Freedom grants (JARC/NF grants) – the Regional Transportation Authority offers several funding programs. The JARC/NF grants may be of interest to agencies in the County offering transportation services. See attached flyer for the RTA Funding Programs Stakeholder Forum on December 10.

#### 6. Next Steps

Approval of transit grant contracts  
Service/data gathering startup for grant recipients  
Pilot program registration and marketing  
Pilot program startup

#### 7. Next ITF Bimonthly Meetings

Next meeting: Wednesday, January 27, 2010, 2:00 p.m.  
Following meeting: Wednesday, March 24, 2010, 2:00 p.m.

#### 8. Adjournment

# McHenry County Transit Plan Implementation Task Force

## Minutes

### McHenry County Transit Plan Implementation Task Force

**DATE:** November 18, 2009

**TIME:** 2:00 – 2:40 p.m.

**LOCATION:** McHenry County Administration Building  
Conference Room A

#### **Attendees**

*McHenry County Board:* Ken Koehler

*McHenry County Staff:* Jason Osborn, Sarah Lutz

*Algonquin Township/McHenry County Board:* Anna May Miller

*Northern Illinois Special Recreation Association:* Jim Wiseman

*Pioneer Center:* Tom Riley

*Centegra Health System:* Daniel Byars

*City of Marengo:* Josh Blakemore

*Faith In Action:* Howard Rigsby (arrived at 2:10)

*McHenry Township:* Frank DeVita

*Pace/McHenry County Board:* Mary Donner

*Pace:* Sally Ann Williams

*Grafton Township:* Betty Zirk, Pat Rauschenberger

*City of McHenry:* Doug Maxeiner

*Illinois Bureau of Blind Services:* Susan Dalton

*CAHMCO:* Mary Lu Seidel

Sarah Lutz called the meeting to order at 2:00 p.m. Ms. Lutz opened the floor for public participation or any general comments. Hearing no comments from the attendees, Ms. Lutz mentioned that Faith in Action of McHenry County is in the process of updating their informational brochure for seniors titled “A Guide for seniors: Finding the Right Transportation Option for You.” She stated that Faith in Action will be asked to provide an update at a future Implementation Task Force meeting.

Ms. Lutz continued the meeting with the Transit Grant Program Report. The first item to report on is the van now in service for the McHenry County Veterans Assistance Commission (VAC). Mary Donner from Pace mentioned that Pace is very pleased to have the vans available for lease through Pace’s Locally Based Service program, which is available to all units of local government. The Transit Grant Program will fund fuel and maintenance costs for the new van, as described in the VAC’s application to the program. The ribbon cutting for the van was on November 12.

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The update on the Transit Grant Program continued with Ms. Lutz discussing that contracts for all transit grant awardees are currently being reviewed by the McHenry County State's Attorney's Office, with review anticipated to be complete in the next few days. Because contracts are still being reviewed, Ms. Lutz asked grantees present if they would be able to proceed with current start dates as indicated in the draft contract, which for most agencies was December 1, 2009.

Anna May Miller from Algonquin Township Road District discussed that the Road District is ready with a laptop and a new data person on staff. Ms. Miller asked about the forms that are necessary for data gathering and Ms. Lutz responded that she would follow up and send the information to Ms. Miller with the contract in the next few days. Ms. Miller stated that December 1 was still feasible for a start date for their expanded service, as review and approval should not take too long.

For the Centegra/Pioneer contract, Dan Byars of Centegra and Tom Riley of Pioneer Center discussed that a start date of January 1 had already been established, and that still looked feasible. Subsequent conversation indicated that pushing the start date back to January 15 if needed would not be a problem.

Jim Wiseman from NISRA stated that December 1 would not be a problem.

Discussion with Josh Blakemore from the City of Marengo indicated that they would need to push back the start date to January 1 to allow for city attorney review and City Council consideration at their December 14 meeting.

Ms. Lutz opened the floor for any reports from those present regarding any current service issues they may have. Ms. Lutz asked Grafton Township for a brief description of the service they offer. Betty Zirk from Grafton Township said that they provide transportation for their seniors as far as Randall Road. In addition, Ms. Zirk and Ms. Miller briefly discussed the Memorandum of Understanding that establishes coordination between Grafton Township and the Algonquin Township Road District. Each agency will transport the other's passengers into their respective Township using the Lake in the Hills Village Hall as a transfer point between the two services. The service is offered Monday through Friday.

Ms. Lutz moved to the next agenda item, the Pilot Program Progress Report. The anticipated service start date is February 15, 2010. The Memorandum of Understanding has been signed by all partners. Contracts between McHenry County and Pace and between Dorr Township and Pace are under State's Attorney review and are on schedule to be signed before the end of the year. Registration for the pilot program will open December 1. Outreach will focus on current customers of dial-a-ride programs in the pilot program area. Ms. Lutz opened the floor for suggestions on additional outreach groups and locations. Suggestions brought from the floor included:

- Local senior service agencies
- Village newsletters
- Apartment complexes, including low-income housing complexes
- Senior housing

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- The local edition of the Chicago Tribune
- Outreach through the Senior Services Grant Commission

Ms. Lutz encouraged folks to contact her with any further outreach suggestions or with any comments or suggestions for the draft pilot program registration form.

In other business, Mr. Osborn introduced the Regional Transportation Authority's (RTA) Job Access and Reverse Commute and New Freedom (JARC/NF) grants and provided a two-sided handout regarding the RTA funding programs. He discussed that agencies looking to coordinate or expand transportation services may be able to apply for grant funds available from the RTA. Mr. Osborn mentioned the stakeholder forum that RTA will host on December 10 in downtown Chicago. County staff will be attending the program and Mr. Osborn invited anyone interested in the program to attend. Anyone interested in traveling as a group can contact Mr. Osborn or Ms. Lutz. Mr. Riley asked whether only public agencies could apply. Sally Ann Williams from Pace clarified that human services agencies can apply if they are part of a coordinated program with local governments or Pace.

The next meeting of the Implementation Task Force is scheduled for Wednesday, January 27, 2010 at 2:00 p.m., at the County Administration Building – Conference Room C. The following meeting will take place on March 24, 2010 also at 2:00 p.m., meeting room to be announced.

Ms. Lutz adjourned the meeting at 2:40 p.m.