

McHenry County Transit Plan Implementation Task Force

Agenda

McHenry County Transit Plan
Implementation Task Force



DATE: September 23, 2009

TIME: 2:00 – 4:00 p.m.

LOCATION: McHenry County Administration Building
Conference Room A

1. Call to Order

2. Public Participation/Open Comment Period

3. County Update

Funds were appropriated by the County Board on September 15, 2009, allowing contracts between the County and transit grant recipients.

4. Data Collection and Reimbursement Process

County to give short presentation on monthly reporting requirements and reimbursement process. County is seeking feedback from grantees at this meeting – please complete, to the best of your abilities, transit grant report form and provide comments and questions.



5. Grant Program Contract Discussion

Each grant recipient will be provided a draft contract. At this meeting, grant recipients should report on an estimated time frame for contract review and approval based on past experience.

6. Service Start Dates

Grant recipients to report on anticipated start dates, to be used as the County prepares contracts.

7. Next Steps

County to draft contracts for grant recipients, have them reviewed by State's Attorney's office. Provide contracts to grant recipients for review and approval. Service startup! Reporting begins on a monthly basis.

8. Next ITF Bimonthly Meetings

Next meeting scheduled for Wednesday, Nov. 25 (Wednesday before Thanksgiving): possible new date: Wednesday, Nov. 18 at 2:00 p.m.
Following meeting: Wednesday, January 27, 2:00 p.m.

9. Adjournment



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Minutes

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DATE: September 23, 2009

TIME: 2:00 – 4:00 p.m.

LOCATION: McHenry County Administration Building
Conference Room A

Attendees

McHenry County Staff: Jason Osborn, Sarah Lutz, Jeff Young, John Labaj

McHenry County Veterans Assistance Commission: Mike Iwanicki (arrived at 2:20)

Dorr Township: Bob Pierce

Algonquin Township: Derek Lee (arrived at 2:05)

City of Crystal Lake: Brad Mitchell

Northern Illinois Special Recreation Association: Jim Wiseman

Pioneer Center: Jeff Kurth

Centegra Health System: Daniel Byars

City of Marengo: Josh Blakemore

Faith In Action: Howard Rigsby

McHenry Township: Frank DeVita

Pace: Mary Donner

Jason Osborn called the meeting to order at 2:00 p.m. Mr. Osborn opened the floor for public participation or any general comments and none were brought forward. Mr. Osborn reported that the County Board approved a resolution appropriating funds for transit grant program recipients. The table below contains the amounts appropriated for each grant recipient.

Lead Agency	Appropriation
Algonquin Township	\$20,940
Centegra Health System and Pioneer Center for Human Services	\$49,000
City of Crystal Lake, City of McHenry, City of Woodstock, Dorr Township, McHenry Township, Pioneer Center *	\$275,000
City of Marengo	\$33,600
Faith in Action of McHenry County	\$29,268
Northern Illinois Special Recreation Association	\$8,500
Veterans Assistance Commission	\$5,038
Total	\$421,346
*Pilot Program participants	

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Mr. Osborn provided a brief update of changes that have occurred since the last Implementation Task Force Meeting in July. Veterans Assistance Commission reduced their grant request from \$32,500 to \$5,038 because they pursued an opportunity to lease a vehicle from Pace Suburban Bus. Mary Donner from Pace provided a brief description of Pace's Locally Based Service Program. Participating local government agencies pay a one thousand dollar deposit and a monthly fee of one hundred dollars, making this an affordable alternative to purchasing a vehicle for transporting clients or customers. Ms. Donner and Mr. Osborn pointed out that several townships are considering or are in the process of joining this program, including McHenry Township.

Mr. Osborn continued with a few comments about the contracts for grant recipients. He noted that the contracts would likely have a start date of around December 1, 2009 and that amounts will be paid out once a month for reimbursement.

Sarah Lutz from MCDOT added that for partners in the pilot program, the Memorandum of Understanding would be mailed within a few weeks for signature and that a subsequent pilot program meeting would be scheduled to discuss details unique to the pilot program.

Ms. Lutz next provided an overview of the three types of reporting for grant recipients. Data reporting was emphasized, noting that data on both riders and one-way trips is required. Data can be provided online or in Excel file format and should be provided bimonthly. The Implementation Task Force will meet every two months to review the data and to discuss any issues with transportation programs that arise. Lastly, grant recipients will fill out a monthly transit grant report online or in a Word file that contains general summary data for their program, open-ended questions regarding the program as a whole, and financial data combined with a request for reimbursement of expended grant funds.

Mr. Osborn requested an update from Josh Blakemore of the City of Marengo regarding a final decision for what expanded hours of service would be offered. Mr. Blakemore stated that the City of Marengo, Marengo Township, and Riley Township had decided to offer one additional hour of service on weekdays and four hours on Saturday. The decision was based on input from approximately 50 responses to a customer survey they conducted. The total cost of additional services would remain below the appropriated amount of \$33,600. Mr. Blakemore added that a December start date would not be a problem since it is not anticipated that Pace would need a long period of advance notice before service startup.

Mr. Osborn next requested an update from Centegra and Pioneer Center regarding their service expansion grant application. Daniel Byars from Centegra indicated they were working on the operational details. Jeff Kurth from Pioneer Center added that the additional evening and weekend hours were for providing trips for work, for PADS clients, and for patient pickup and that the transit grant money would be used to hire extra drivers that would use existing Centegra and Pioneer vehicles.

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Mr. Osborn continued by explaining the process for getting the contracts approved. First, a template of the draft will be reviewed by the County Board's Transportation Committee. After any revisions and eventual approval, the contracts will be updated with full information for each grant recipient, submitted to the State's Attorney's Office for review, signed by the Chairman of the County Board, and sent to each grant recipient for signature. Mr. Byars asked a question regarding flexibility of stretching the contract for a longer time period if necessary. John Labaj stated that funds would need to be requested within 60 days of the end of the fiscal year. Howard Rigsby of Faith in Action asked if the data requirements provided in the packet were finalized and Mr. Osborn indicated that they are.

The next meeting of the Implementation Task Force is scheduled for Wednesday, November 18, 2009 at 2:00 p.m., at the County Administration Building – Conference Room A.

Mr. Osborn adjourned the meeting at 2:35 p.m.