

Transportation Coordinating Committee

May 18, 2021

Meeting Minutes

**Call to Order:** The meeting was called to order May 18, 2021 at 11:00 am by Vice Chairman Dave Schmaling

**Roll Call:**

Present: Kara Ottum, Tammy Desten, Charles Hagen, Dave Schmaling, Shirley Fessler, Steve Roekle, and Tim Nicholls. Also in attendance were Linda Grider, Mobility Manager; Kim Novak, Business Services Manager -ADRC of the Lakeshore; and Cathy Ley, Director – ADRC of the Lakeshore

Excused: Deanna Genske, Jim Baumann, and Don Vogt

**Approval of Agenda as Printed:** Motion by Fessler, second by Nicholls, to approve agenda as printed. Motion was passed unanimously.

**Approval of March 16, 2021 Minutes:** Motion by Hagen, second by Schmaling, to approve the minutes of the previous meeting held on March 16, 2021. Motion was passed unanimously.

**2021 1st Quarter Reports:** Novak and Grider led the quarterly reports review. Motion made by Hagen, second by Fessler, to approve the reports as printed. Motion was passed unanimously.

**Vehicle Purchase Update:** Novak gave update on the two minivans we ordered per the last meeting. They are both supposed to arrive in 1-2 weeks. At that time they will need to be inspected, paperwork sent to the DOT, and logo's put on the vehicles prior to being operational. Once in service, the old vehicles will be decommissioned and work done to get them ready for auction.

**Correspondence:** DOT will be conducting a virtual audit of our transportation program on June 8<sup>th</sup>. Work has begun to get ready for the audit. Those needed for the audit have been notified. Ottum noted that the FTA has extended the mask mandate until September 13, 2021. Anyone utilizing our transportation programs will be required to wear a mask per the mandate.

**Next Meeting Date:** To Be Advised

**Adjourn:** There being no other business, Hagen made motion to adjourn the meeting, second by Roekle. Motion was passed unanimously. Meeting adjourned at 11:22 am.

Respectfully submitted

Kim Novak, Business Services Manager  
ADRC of the Lakeshore