

Maricopa Association of Governments
Elderly Persons and Persons with Disabilities 5310 Transportation Program
Ad Hoc Committee Meeting Minutes
March 21, 2012, Cholla Room

MEMBERS ATTENDING

Markus Coleman, City of Phoenix
Matt Dudley, City of Glendale, Vice Chair
Mark Hannah, Town of Youngtown
Julie Howard, City of Mesa, Chair
Becky Johnson, Valley Metro RPTA
Ken-Ichi Maruyama, Town of Gilbert
Christine McMurdy, City of Goodyear, Chair
*Ann Marie Riley, City of Chandler
*Kristen Sexton, City of Avondale

OTHERS PRESENT

JoAnne McLaughlin, City of Phoenix
Rachel Brito, MAG
DeDe Gaisthea, MAG

*Those members neither present nor represented by proxy.
+Those members present by audio or videoconference.

1. Welcome and Introductions

Chair Julie Howard, City of Mesa, called the meeting to order at 8:18 a.m. Introductions ensued.

2. Call to the Audience

No comments were made at this time.

3. Approval of the FTA Ad hoc Elderly and Persons with Disabilities Transportation Program Committee January 12, 2012 Meeting Minutes

Chair Howard requested a motion to approve the meeting minutes. Christine McMurdy, City of Goodyear, made a motion to approve the January 12, 2012 meeting minutes. Markus Coleman, City of Phoenix, seconded the motion. The motion passed.

4. Section 5310 Application Discussion

Chair Howard introduced DeDe Gaisthea, MAG, to discuss the 2012 FTA Section 5310 application process. Ms. Gaisthea reviewed the schedule and provided an overview of the agenda. Committee members were provided packets of the applicant responses to Committee questions. It was noted not all applicants provided a written response. Those who did not were instructed to provide copies of their responses during the interview. A total of 19 agencies will proceed through the interview process beginning with the mobility management applicants.

Ms. McMurdy inquired if Dan Harrigan, Arizona Department of Transportation (ADOT), had provided a response to Committee's questions in reference to what type of activities ADOT is looking for regarding coordination efforts. Ms. Gaisthea advised Mr. Harrigan noted he would contact the ADOT consultant to provide further information on coordination. Information forwarded from the consultant noted coordination efforts can occur on many levels and can include things such as attending other transportation meetings or providing

resource information such as maps or bus schedules. Ms. McMurdy inquired whether Mr. Harrigan or the consultant working with ADOT would be in attendance during the interviews as was previously requested by Committee members. Ms. Gaisthea responded an offer was extended to both Mr. Harrigan and the consultant however they were not available due to attending a conference.

Becky Johnson, METRO/RPTA, asked for clarification on the Lifewell application whether they are applying for vehicles and a mobility management project. Ms. Gaisthea noted she contacted Lifewell at the Committee's request to submit the 5310 mobility management information. She advised Lifewell the mobility management portion of their request may not be taken into consideration due to lack of information. Ms. Gaisthea noted applicants were confused on whether to submit hardware and software as part of a mobility management project separately, or as part of their 5310 project as additional equipment. Chair Howard inquired if input provided from the Committee would be shared with ADOT for future use. Ms. Gaisthea noted ADOT had been copied on correspondences and will forward to ADOT and the consultant a copy of today's meeting minutes.

Chair Howard noted having all the award programs combined in one application created confusion for the applicants. She requested ADOT provide more clarification on the 5310, 5316 and 5317 application process and the required information to be submitted for each program. Committee members noted that it would have been beneficial for ADOT to have a representative attend the meeting and that applications for each programs should have been kept separate since they were due on different dates.

Ms. McMurdy said the Committee lacked guidance on the applicant evaluation form. She noted some applicants did their best to cover all the questions on the application. However, it was difficult for the Committee to score completeness of an application when not all information is received from the start. She expressed disappointment that Mr. Harrigan did not attend given the previous requests and conversations with the Committee. Ms. McMurdy noted the consultant's absence is not encouraging. Chair Howard said in the past the Committee received detailed information regarding the budget and matching resources. Due to the simplified process, the Committee is lacking crucial information needed to provide a complete evaluation of viable services and the applicant's ability to maintain the program. Committee members reiterated the importance of having input from panel members who review the ADOT applications so that concerns and comments could be addressed before potential applicants received the application.

5. Agency Interviews

Terros, Inc. (MM): Lynn Price, Facilities Director and Tina Craig, Financial Analyst

Terros, in collaboration with Behavioral Health LifeHealth, behavioral awareness, Suicide Prevention Center, Crisis Response Networks and Partners in Recovery, are all private nonprofit agencies that provide comprehensive services throughout Maricopa County to low income individuals and individuals with disabilities. Terros and its collaborators, are requesting Mobility Management (MM) and equipment update funds to continue joint efforts through the use of a GPS based vehicle monitoring system; shared data collection and

reporting; and cross agency training, to eliminate redundancy, increase efficiency and enhance overall safety.

Terros will serve as the umbrella agency overseeing the vehicle monitoring system and will participate in collaborative efforts throughout the region. The proposed maintenance will continue to enhance capacity greatly needed in the behavioral health field as funding is reduced year after year. Terros is a financially sound agency with an excellent history of contract compliance and is looking forward to accepting the funding necessary to continue to expand the MM project and to work with the Arizona Department of Transportation to provide this much needed enhancement of services to consumer throughout Maricopa County.

Ms. McMurdy discussed the importance of coordination efforts and requested specific information on how the agency will expand its efforts. Mr. Price advised through collaboration, Terros is working to enhance their reporting system to make it easier for the driver and on the reporting end. Terros reports to Magellan and all of the agencies involved. However, Magellan has requested that Terros improve their ability to communicate trip information from beginning to end. MM would offer an upgrade to the system in place. He noted the GPS devices have been updated however the cables are not compatible and modifying has been difficult.

Mark Hannah, Town of Youngtown, inquired how Terros will handle future needs for the MM position. Ms. Craig advised Terros would like to work with other agencies to find a way to implement a shared concept. She noted all of the agencies face the same challenges and need the same skill set within their own agency however, the process needs to become cost effective. Terros anticipates returning next year for additional funding. Ms. McMurdy inquired about the lack of a Disadvantaged Business Enterprise (DBE) policy. Mr. Lynn said he is unfamiliar with DBE however it is a policy that Terros intends to develop. Ms. McMurdy advised Terros' intention to develop a DBE policy will be noted and the Committee will expect to see it during the next application process. Chair Howard advised having a DBE policy in place is a requirement for federal funding. Many DBE policies are public and can be referenced.

Mr. Price advised Terros is currently seeking a replacement for former staff member Christy Chung. Chair Howard acknowledged Terros and Ms. Chung's efforts over the years in coordinating transportation efforts. This concluded the interview.

Foothills Caring Corps (MM): Jayne Hubbard:

Foothills Caring Corps (FCC) is located in the Northeast quadrant of Maricopa County and has been serving the elderly and disabled for 12 years. FCC's mission is to keep individuals safely living in their homes as long as possible. Transportation has become the largest and fastest growing effort for FCC, however they also offer services from mobile meals to home service. Because there is little to no transportation in the area, FCC has become the lifeblood for transporting people. Mobility Management efforts have allowed FCC to increase services and continue to network. FCC uses all volunteer drivers, and has a certified trainer.

Mr. Coleman inquired what other agencies FCC has coordinated with. Ms. Hubbard advised FCC coordinates with libraries and Scottsdale Health Care. They are beginning to work with Veterans and the Legion to transport individuals to the hospital and appointments; as well as with the Action Club, a group of disabled adults organized through Kiwanis; and the Scully Learning Center, which includes individuals from the Action Club as well as young autistic adult. FCC is working on a program to teach individuals how to use public transit. Ms. Hubbard advised coordination efforts consist of program sharing and client sharing; not vehicles. There are a few churches that have vehicles that are sometimes used. FCC also trains other agencies individuals to become transporters for their clients. FCC has received calls from other agencies to further collaborate. Because they've developed this unique group of volunteers, FCC believes they can help others with their efforts to utilize more volunteers.

Vice Chair Dudley inquired if the amount requested is for one person or several full-time employees. Ms. Hubbard advised she is currently interviewing to fill a second position; confirming there will be two people. However, she noted the funding is mainly for her position, but that a portion would also cover the person that handles medical transportation. She noted she will be the mobility manager and will have an assistant. Ms. McMurdy asked for further clarification given the specific amount requested and how the amount was determined. Ms. Hubbard advised the funding is for her position, a portion of the medical transportation person, and will help bring in the third position. There was discussion regarding the application stating funding is for one full time position.

Mr. Hannah noted MM efforts are for program and client sharing, not vehicle sharing. He inquired whether the vehicles being requested will be shared with other agencies. Ms. Hubbard confirmed other agencies use their vehicles and trained drivers. However, FCC does not utilize other agencies' vehicles. Chair Howard discussed different coordination efforts noting the importance for the Committee to understand the agency's full efforts for the ranking process. This concluded the interview.

About Care - (MM): Ann Marie McArthur

About Care is a small nonprofit serving Chandler and Gilbert. It was founded in 2006 by the former Executive Director of Neighbors Who Care. About Care has since grown 355 percent. Initially started in 2006 in Chandler and expanded in 2008 to Gilbert. There are currently 295 clients and 145 volunteers. Primarily, services include transportation for medical appointments, shopping and errands. Clients are typically economically disadvantaged elderly women.

About Care expanded services to seven days per week. This allows people who work regular jobs to volunteer during week-ends and evenings. Other services include friendly visit, respite, computer assistance program, and senior center activities in Gilbert and Chandler. Additionally, About Care offers minor home repairs. About Care's goal is to allow individuals to live independently in their own home. Ms. McArthur advised Sheila Barberini suggested About Care apply for the MM grant to help coordinate transportation efforts. Currently all transportation is provided free of charge by volunteers using their own vehicles. However, there is concern over the increasing gas prices as volunteers are cutting back.

Ken Maruyama, Town of Gilbert, inquired who the contact person is from the Town of Gilbert. Ms. McArthur advised Jessica Simpson is the contact. Vice Chair Matt Dudley, City of Glendale, inquired about the source of match funding. Ms. McArthur advised About Care has an annual golf tournament in May that is their biggest fund raiser. The event is in its 5th year. A fall fund raiser was held at Vision Gallery in Chandler. The fall event includes wine tasting and an art auction. All of the art, honoring veterans, is obtained from community schools. It was noted About Care's clients are mostly veterans or widows of veterans. Additional sources of funding include grant requests.

JoAnne McLaughlin, City of Phoenix, inquired whether or not About Care would incorporate an audit of the budget. Currently, the budget is not audited. Ms. MacArthur advised About Care has been seeking funding to conduct an audit. She noted some struggles last year with the grants. This completed the interview.

Ms. Gaisthea informed the Committee About Care is new to the process but has been in the region for some time. The Committee noted they would like to have had information shared during the presentation included in the application. A recommendation was made to change the meeting name from applicant interviews to applicant presentations to clarify the process.

Marc Center of Mesa - (MM): Mark Tompert, Director of Facilities; Jess Segovia, Navigator Consulting; Rick Vaughan, Director of Vehicle Administration.

Marc Center is a private nonprofit corporation that provides services to people with developmental disabilities and people in the behavioral health industry. Marc Center has been in business since 1957. The basic need for vehicles is to ensure people are transported as needed. Most people come from their residents to the day program activities, doctor appointments and recreational activities.

Mr. Segovia advised Marc Center has a large fleet of vehicles. In peak times they are at full capacity; however, during the evening and weekends, when the agency is not in full operation, Marc Center wants to allow the rest of the community access to those resources. Marc Center began designing a MM program moving towards becoming one of ADOT and MAG's MM agencies. Marc Center is working to coordinate the East Valley human service agencies to strengthen the available services and improve safety by allowing access to Marc Center's comprehensive driver training program and to work together to identify opportunities for cost savings with regard to fuel. Mr. Segovia advised Marc Center's insurance company has bridged the issue of having other agencies' clients on their vehicles and believe this is something that can be shared with others in the East valley.

Mr. Segovia advised Marc Center wants to offer these services to other human service agencies. He noted there are agencies that operate vehicles for their clients but they do not necessarily want to or cannot afford to. With the Marc Center fleet, those services can be offered at a reduced rate. Marc Center wishes to coordinate with other agencies to share resources. Ms. Johnson inquired how long Marc Center has been working on the MM concept. Mr. Segovia replied since April 2011 beginning with maximizing use of the fleet

and creating a program that will allow other agencies to access capacity. Mr. Segovia noted communication is one of the biggest issues with regard to agencies coordinating together.

Ms. McMurdy asked for a priority list of the vehicles being requested. Rick Vaughan, advised the two cut-away vehicles are the priority. He noted vehicles are listed in priority order on the application. Chair Howard asked for further details regarding the discussion on insurance. She requested information that can be shared with other agencies. Mr. Tompert advised their insurance broker clarified coverage is available however the cost for premiums increases. He noted Marc Center is committed to absorbing the cost to ensure coordination efforts. Mr. Segovia added that Marc Center's commitment expands beyond the 5310 vehicles. Marc Center is offering to open their entire fleet up to be used by other agencies in this program. Ms. Gaisthea asked for clarification of the budget and revenue. Mr. Segovia advised the annual cost for transportation is \$1.3 million; Marc Center bills for certain trips within their program which results in a \$67,000 revenue. The balance is bridged through grants and other funding. The Committee recommended Marc Center include all sources of funding in the application.

Clarification was requested on the number of daily service hours. Mr. Vaughan advised that on average, each vehicle is used up to eight hours per day but they are available for use 24/7. Mr. Tompert advised vehicles are used to transport clients to the community day service programs. Mr. Segovia said it is a struggle to accurately report the number of trips provided annually because every vehicle is at capacity on its peak trips. Vehicles transport between four to eight people at a time. Vice Chair Dudley recommended clarifying the application as it appears the five vehicles being requested will be used for a total of eight hours per day. Mr. Segovia advised the application format did not allow Marc Center to report the complete number of passenger trips. The total fleet size is 72 including admin and support. Sixty of those are used for transporting clients.

The Committee asked for an explanation of the 14 accidents reported last year. Mr. Vaughan advised two of the accidents, which occurred in the parking lot, were Marc Center vehicles. This bumped up the rate of accidents. Ms. McMurdy recommended Marc Center review driving guidelines and safety with their drivers. She noted there are other organizations of similar size that have no accidents reported. Chair Howard urged Marc Center to include steps taken to reduce the number of accidents in their next application.

The Committee noted the difficulty for agencies to reflect vehicle usage in the application process and recommended bringing this along with the DBE issues to ADOT's attention.

Lifewell (MM): Mathew Roy, Communications Coordinator; Jim Rogers, Transportation Coordinator

Lifewell Behavioral Wellness is a nonprofit behavioral healthcare agency that provides service to clients with serious mental illness, general mental health issues and substance abuse. Service is provided to 2,200 clients in Maricopa County and far East Valley. Lifewell provides residential services, outpatient services, vocational training, transitional employment, transitional living and a broad variety of services. Lifewell has had a

relationship with this grant process through previous entity Triple R Behavioral Health. Triple R Behavioral Health merged with New Arizona Families last July.

Six vehicles were requested through 5310. Lifewell has a fleet of 48 vehicles however; they have identified ten vehicles to be taken out of service. Two vehicles were recently received from a 2010 grant. They are looking to replace eight vehicles. For this section of the grant, Lifewell is requesting six vehicles; the remaining is being requested through the 5316 grant. The second part of the grant is a request for capital to establish a dispatch center for controlling all vehicles more efficiently.

Mr. Maruyama requested clarification for mobility management (MM). Ms. McMurdy noted the lack of information provided and also requested clarification on priority of vehicles and what is being accomplished through MM. Mr. Rogers advised Lifewell is trying to obtain a centralized hub from which to dispatch vehicles. Funding requested would provide GPS tracking devices, based on how many vehicles are awarded. Currently it is allocated for the six vehicles requested. Lifewell researched a web based service to provide units for all vehicles. Funding would cover the annual fee to track vehicles through the service. Since then, additional research has found a better service.

Mr. Coleman asked for clarification on whether funding would provide GPS for the entire fleet or just the vehicles requested through the grant. Lifewell advised funding would add GPS to the new vehicles, and fund a central dispatch to help coordinate better usage of vehicles. Their main concern is to become independent of other services. Last year \$92,000 was spent utilizing other services to meet their clients' needs. Their primary goal is to get fleet in order and service clients in-house. In future, they would like to be able to offer services to other agencies.

Chair Howard inquired about coordination efforts with other agencies. Mr. Rogers advised they have facilities across the valley that are designated based on the needs and number of clients within designated areas, for their clients. He also discussed their process for working with Magellan. Ms. McMurdy asked for clarification on whether or not Lifewell has an agreement with, or is pursuing an agreement to transport clients other agency's clients. Lifewell advised they do not as of this time. Chair Howard discussed the importance of coordination efforts with other agencies and referenced the service delivery area map

The Committee requested clarification on the budget distribution for mobility management. Chair Howard discussed the different tabs for 5310 capital awards and MM funding within the application. She noted Lifewell put all funding request on the 5310 tab and the different match requirements for MM. Mr. Roy said the tab auto populated within the application and Lifewell did not envision this being a part of MM but are requesting hardware and software under 5310. -Clarification was requested on the number of passenger vans requested. Mr. Roy advised they are seeking six vehicles through the 5310 program; one 12-passenger van and five minivans. Ms. McLaughlin inquired about the working relationship with Terros. Mr. Roy noted based on his understanding, Lifewell collaborates by providing data on their fleet for a MM grant Terros is pursuing. Lifewell was included in part of a grant where Terros installed black boxes or GPS' into their vehicles.

Ms. Gaisthea inquired about the dispatch software request and annual fees for a quantity of 48. Mathew advised that particular software came to \$11.64 per vehicle per service. Lifewell is seeking to utilize the web based service for all fleet vehicles. Ms. Gaisthea advised a description of the equipment being requested will be required by ADOT. Vice Chair Dudley recommended speaking with ADOT if the cost for annual fees is an eligible request. With regard to vehicle priority, Lifewell advised minivans would be the ideal fit. This concluded the interview.

Friendship Foundation: Kandy Wagenbach, Glencroft Retirement Community

The Friendship Foundation is the 501c3 section of Glencroft Retirement Community. The Foundation is requesting a van on behalf of Glencroft. The Foundation has a potential for 900 residents; currently there are 625 residents. Services offered include independent living; assisted living, dementia units; care center, condos and villas. The organization is Christian based and unique in that no resident ever leave Glencroft due to lack of money. The average population is 84 years of age. The Foundation is requesting one van to replace the current van that is 15 years old and experiencing reoccurring problems.

Mr. Coleman inquired about the lack of training performed during the prior year. Ms. Wagenbach discussed the agency's activities, types of trips, and number of employees. She advised Mr. Bill Fritch confirmed in previous discussion that they do not conduct training. She advised a recommendation was made to the executive director to research training options. She noted there have been no accidents in the past five years. Chair Howard recommended contacting ADOT for training resources. Ms. Wagenbach noted the points received for meeting attendance, and stated she was unaware of the requirement to attend.

Ms. McMurdy noted a request from the Committee for an agency organization chart. She noted Ms. Wagenbach is not on the chart and inquired where she fits into the structure of the organization. Ms. Wagenbach advised she is the Vice President of the Friendship Foundation. The organization consists of the Board of Directors, CEO and five others; including herself. The chart represents Glencroft's business side of the organization. Friendship Foundations consists of Ms. Wagenbach and an assistant. Friendship Foundation represents Glencroft as the 501c3.

Ms. McMurdy recommended a representative from Glencroft be available due to the technical nature of the process. She commended Ms. Wagenbach for her efforts to represent Glencroft but noted much of the criteria do not apply to the nonprofit side but to the business side of the operation. She recommended scheduling a meeting between a Glencroft representative and Ms. Gaisthea. Ms. Wagenbach asked for clarification of DBE and LEP. Ms. McMurdy provided a brief overview of the two rules. She advised the Committee would need to take into consideration how to score the application in the absence of representation from Glencroft. Ms. Wagenbach advised she would coordinate a meeting with the CEO to meet with Ms. Gaisthea. Chair Howard strongly recommended reviewing and becoming knowledgeable about the specific elements applicable to federal funding.

Vice Chair Dudley inquired about trip fees. Ms. Wagenbach confirmed noting the fee amounts are provided in the grant. The committee inquired how much the van will be used. Ms. Wagenbach advised the van would be used five days per week for small trips and four to five times per month between care centers. This concluded the interview.

ValleyLife: Marsha Ngiruchelbad

ValleyLife has been serving individuals since 1947. The requested minivan will replace the 12-passenger van maintained at the facility on 107th Avenue and Indian School Road. It is not efficient to use the current large van to pick up only four members. The van is used Monday through Friday, for the day program, to provide trips for medical appointments, and offer opportunities to go out into the community to places such as such as to parks and libraries.

Ms. McMurdy commented about the agency's difficulties coordinating due to staff shortages. She advised coordination helps address those types of issues. She asked what the agency will be doing to address coordination in the future Ms. Ngiruchelbad advised the agency, last year, discussed coordination with Gompers; this year, they discussed efforts with Arch. They are waiting for approval from the Arch members' guardians, to confirm Valley Life can transport Arch members. Chair Howard emphasized the importance and discussed various methods of coordination. Ms. Ngiruchelbad advised Valley Life provides training for other agencies.

Mr. Maruyama inquired why they are not seeking a lift vehicle. Ms. Ngiruchelbad advised Valley Life has 25 vehicles with lifts. Valley Life attempts to increase the number of members every year. The vehicle will replace the current vehicle and will retain the same level of service. This concluded the interview.

Hacienda: Susanna Hesser, Director of Transportation

Hacienda is a not-for-profit facility/hospital and skilled nursing facility that caters to individuals with disabilities. There are three different hospitals including Los Ninos which contributes to pre-mature babies and infants. The vehicle request is for three vans to replace the current vans due to high mileage and heavy need for mechanical work.

Mr. Coleman inquired about coordination efforts with Phoenix Union High School. Ms. Hesser advised Hacienda currently transports patients for DDD to their appointments. This consists of picking up children that live at home who are on ventilators. Hacienda provides medical personnel and respiratory therapists that ride on the vans. Hacienda also transports children who stay at Hacienda to high school or elementary schools. This coordination effort was to alleviate the need for schools to provide a bus and nurse on the vans to attend to the needs of the students.

Ms. Johnson asked for clarification on the number of replacement vehicles. She noted information about two vans being replaced, yet three vans being requested. Ms. Hesser advised they are replacing one van that is not an ADOT van. It was donated 15 years ago. Ms. McMurdy noted Hacienda's application states they are going to adopt LEP and DBE policies. She inquired when this will happen. Ms. Gaisthea advised ADOT has not yet

finalized their policy. Ms. Hesser advised Hacienda is waiting for ADOT to finalize their plan.

Vice Chair Dudley inquired about other organizations that work with medically fragile children. Ms. Hesser said it is very difficult for the children as they don't have other avenues. When they ride with another facility the service is drop and leave. Hacienda is the only facility in Phoenix; they have ventilators patients and very ill children that they are able to transport to the movies, home visits, and other trips. Hacienda is very unique in that they stay with the children. Regarding additional equipment available in the vehicles, Hacienda has oxygen in every van. Additionally, the alternators on older vehicles have been upgraded as they previously were not strong enough to run the ventilators. Vehicles are also equipped with cell phones. Ms. Johnson asked whether Hacienda picks up children and adults from private homes as well. Ms. Hesser confirmed noting the adult population has not shown a great need; the service applies mostly to children under age 21. This concluded the interview.

The Centers for Habilitation (TCH): Dawn Hawking, Director of Development, Manual Salazar, Director of Facilities and Fleet; Jesus Diaz, Supervisor for Fleet and Maintenance

TCH has been around since 1967 working with people with disabilities. They have 15 group homes, they offer private home care, a day program and employment services ranging from individuals 18 years and older at all levels of abilities

Mr. Salazar advised TCH operates approximately 75 vehicles. He discussed the age of the fleet noting most vehicles that require wheelchair access have started to age out and become maintenance liabilities. There are 15 vehicles that will be ten years old. He noted TCH will still offer the same amount of service; however those vehicles that are aging out will need to be replaced. Mr. Diaz advised many vehicles require constant maintenance and their main concern is to upgrade the fleet because maintenance costs are becoming extreme.

Vice Chair Dudley inquired about the partnership with the Marc Center. Mr. Salazar advised Marc Center is part of Dial-A-Ride and are also doing a Mobility Management program. Both agencies have discussed partnering and sharing of resources. However, they have not been in contact over the past month. TCH is waiting to hear back from Marc Center regarding future partnership. Ms. McMurdy inquired whether Marc Center initiated the contact with TCC. Mr. Salazar confirmed. Ms. Hocking advised TCH has a partnership with the Marc Center consisting of employing people in positions that offer job training for people with disabilities. Ms. Hocking advised they have an LLC in place to do this. Mr. Coleman inquired what other coordination efforts TCH is doing. Ms. Hocking advised efforts have been more "on-call". She advised TCH is definitely willing to jump in and help as long as they can meet their mission. She said they have spoken with other agencies but have run into issues over insurance and training. They are also researching new opportunities; including collaboration with Tempe Community Council.

Mr. Salazar said the biggest issue with partnering, is insurance. TCH is actively trying to work through these barriers. He said it is desirable that agencies partner and help each other out noting TCH has discussed options with the Tempe Community Action and Marc Center.

Another issue noted is timing. Agencies are busy at the same time with 100 percent of vehicles being utilized in two windows of the day for both organizations. He notes recommendations to stagger schedules to better coordinate vehicle sharing. When further discussion is pursued, this will serve as the primary foundation. Ms. McMurdy inquired if any of the three panelists attend coordination meetings. She strongly encouraged them to be specific in their applications about the logistical issues with insurance and specific issues regarding coordination.

Vice Chair Dudley inquired about TCHs role in the Ability One program and how vehicles are being utilized. Mr. Salazar advised there is an office in Tucson for the vehicles that are local to Davis-Monthan Airforce Base. The primary office is in Tempe. These vehicles are used to transport up to 15 people to Luke Airforce Base for their work daily. The vehicle runs from Tempe to Luke Air Force Base and back, each day.

Mr. Maruyama asked for clarification of the request for seven vehicles when only four will be replaced. Ms. Hocking advised the inventory requested for the application was for ADOT vehicles. However TCH has an inventory list of many more vehicles. The replacements are for vehicles that may have been ADOT vehicles but have aged out of the program and are nearing ten years in service. Mr. Salazar added the four vehicles in the inventory are not being replaced, they are being added; the older vehicles that were previously ADOT vehicles will be replaced.

Chair Howard provided a brief overview of the various methods of coordination and the type of information the Committee is seeking. She noted the Committee would like to see follow-through in next year's application. Mr. Salazar expressed appreciation for clarification of coordination efforts. TCH has many tools that they offer to others, but coordination has been interpreted as sharing of vehicles. He noted TCH has resources to share and does offer it; they just do not include it in the grant. Additionally, Mr. Salazar advised TCH has other partnerships, aside from the ADOT vehicles, and can provide more information on those partnerships. Chair Howard advised coordination efforts outside of the 5310 programs count as well noting the Committee wants to see that resources are being utilized.

Ms. McLaughlin noted the difficulty agencies are having trying to articulate coordination efforts. She asked how the Committee can better assist agencies with coordination efforts. Ms. Hocking commented the discussion has been very helpful to clarify coordination. She said it is difficult to determine if the Committee is looking at something specific or at a bigger picture of the organization's efforts. She noted TCH partners in many different areas, however the application process focused on the 5310 program. Mr. Salazar recommended adding to the MAG website a section on available resources noting agencies could post their hours, availability, training resources for other organizations, etc. He said MAG has a tremendous opportunity to serve as the hub for all agencies. Ms. Gaisthea advised TCH provides this type of information in the Provider Inventory. Chair Howard advised there are some initiatives in the early stages for providing more information not just for human services organization but broader. Mr. Salazar advised he would be willing to provide input if a Committee is formed.

Chandler/Gilbert Arc: Billy Parker, Director of Operations

Chandler/Gilbert Arc is a private nonprofit provider that primarily works with people with developmental disabilities. They offer housing, employment, adult day services, and serve approximately 200 people. Chandler/Gilbert Arc has nine group homes that are staffed 24 hours per day and one independent living program. They have an employment program that services 90 people. About 40 percent of those people are employed in the community with supported employment. The Day Treatment for Adults (DTA) program serves 85 people. It is a non-employment alternative. Chandler/Gilbert Arc has been in business since 1975.

Mr. Maruyama inquired about coordination efforts with About Care noting they are located close to each other. Mr. Parker advised he would be interested in learning more about the agency. Ms. Gaisthea provided a brief overview of About Care's services. Chair Howard referred Mr. Parker to the service provider area map handouts. Mr. Parker informed the Committee of their coordination efforts. The City of Chandler's therapeutic recreation program also runs the City of Chandler senior program. Mr. Parker serves on the Mayor's Committee for people with disabilities. He advised Chandler/Gilbert Arc is providing transportation at an upcoming event and is also researching transportation options for seniors. He requested information on how to provide transportation collaboration within insurance requirements and restrictions. Chair Howard suggested contacting the Marc Center noting they have found some ways to work through the insurance barriers.

Mr. Parker advised they are in the early stages of discussion with the Marc Center regarding use of vehicles. Mr. Parker inquired about the web-based process proposed for next year and the turn-around time for replacement vehicles. Ms. Gaisthea advised ADOT is working with a consultant on a web-based process and working to shorten the turnaround time. This concluded the interview.

PPEP, Inc.: Jackie Johnson, Office Manager

PPEP has group homes and day programs for developmentally disabled individuals. PPEP is statewide, and offers one large day program in Avondale. PPEP's enables participant to enjoy life experiences and to move towards social self-sufficiency. An area map of daily fixed transportation routes does not include the daily community outings such as to the zoo, the senior center in Buckeye, the state fair, and other locations. There are currently five vehicles in the Avondale area; four of which are lift-equipped. This year, PPEP is requesting a maxi-van with a lift, the 2008 cut-away would be relocated to one of the other site areas in the state eliminating one of the 15-passenger vans. Additionally, safety is always a concern for PPEP it helps to have reliable safe vehicles such as the Maxivan.

Vice Chair Dudley inquired about the coordination efforts with Horizon Human Services. Ms. Johnson advised HHS provides first aid, CPR classes, and sometimes client intervention for PPEP in the Globe area. These classes are offered on a monthly basis. Ms. Johnson confirmed for the committee that these services are only in the Globe area. She noted they have a much easier time coordinating efforts in that area. The other coordination effort is in Casa Grande and most recently PPEP has begun coordinating with the Sonoran Center for Avondale and Goodyear. Ms. McMurdy asked for confirmation that coordination efforts in

Globe and Casa Grande are the only coordination efforts to date. Ms. Johnson confirmed. Ms. McMurdy inquired why PPEP is not required to have a DBE policy.

Ms. Johnson advised based on information researched on the internet, PEPP does not qualify as a state government agency because they are a private agency. However, she noted PPEP has had an EEO policy in place for several years. She was uncertain how the two are connected. Ms Howard advised funding received through this program is from a state agency therefore PPEP will be required to have a DBE policy. She provided a brief overview of the policy. Ms. Johnson advised she will notify staff of the requirement for a DBE policy. This concluded the interview.

AZ Recreation for the Handicapped (ARCH): Vera Martinez, Program Director

ARCH has been in existence since 1975. Their main goal is to provide quality recreation, educational, therapeutic, and living skill to the disabled population of the metropolitan Phoenix area. ARCH started with three days per week for three clients and has since expanded to an average of six days per week serving 3,000 individuals. ARCH is one of three agencies in the entire country to offer these types of services and the only one of its kind in Arizona. While there are many other agencies that work with the disabled, Arch is the only one that offers drop in services. Many other agencies bring their clients to Arch when their day programs end. The program is not all state-funded; some clients pay \$2.00 per day to receive services.

Arch is requesting two vehicles; they currently only have six vehicles. One is a 1999 cut-away with a lift that is being retired from use for longer out-of-town trips. The request is for a 12-passenger van and a minivan. Arch currently has one mini-van however they have expanded transportation to farther outlying areas thus the request for the minivan. State funding has decreased and many people have lost services for job programs. Arch's drop-in program has increased dramatically over the past year. Arch provides transportation for various program outings. They have recently started providing transportation for afterschool children to be transported home. Ms. Martinez advised some of Arch's funding is received from DES/DDD and they have regulations that children age 17 and under cannot be put in programs with the adults. This includes being on the same vehicles when being transported home.

Vice Chair Dudley inquired about lack of an agency annual audit. Ms. Martinez advised there is an audit of agency funds, however they do not complete full agency audit (inaudible). Ms. Martinez discussed DBE and her understanding that a DBE policy would not pertain to Arch. However she clarified noting her understanding that when applying for federal funds, a DBE policy is required. Chair Howard provided a brief overview of the requirements for DBE and LEP policies and the various methods of coordination. She said it is important for applicants to include coordination efforts in their application process. Ms. Martinez advised Arch, has, over the years, done numerous trainings; they have also recently met with Valley Life to discuss additional coordination efforts. This concluded the meeting.

STARS (Scottsdale): Jennifer Dangremond, Director of Development

STARS is a nonprofit agency that provides services for individuals with developmental and cognitive disabilities such as autism, Down syndrome, brain injuries, programs and vocational opportunities since 1973. STARS serves as a lifetime support system for the individuals served and their families from Scottsdale and throughout the metro-Phoenix area. With a mission to improve the lives of individuals with developmental and cognitive disabilities STARS offers its participants life skills classes, creative arts, cooking and baking classes, and community outings, as well as vocational training, placement and on-site work centers. Fifty percent of STARS clients are within the Scottsdale area and the rest are outside of the Scottsdale.

Chair Howard acknowledged STARS' innovative efforts with providing services to their consumers. Ms. McMurdy noted STARS' challenges with coordination. She referenced last year's application, the question regarding coordination had been responded to with "N/A". Ms. Dangremond responded coordinating is difficult for clients, using other forms of transportation is not a realistic or safe option due to issues with communication, safety and ability to understand instructions. Ms. McMurdy asked if there had been any changes with coordination efforts since last year. She noted STARS' is committed to getting participants connected to our programs they work with participants, parents or guardians to arrange transportation to and from programs as best we can. Staff is on-site as early as 7a.m. to meet individuals who are using Dial-a-Ride or, for a very few, the public bus system and they remain on-site for participants to be picked up by Dial-a-Ride.

Ms. Dangremond noted STARS had received inquiry calls from, Carefree, Cave Creek and Anthem. Ms. McMurdy noted Foothill Caring Corps is a nonprofit agency located in Cave Creek that STARS could coordinate with. She advised the person who attends the coordination meetings to network with other agencies in their area. Ms. McMurdy asked if STARS has had any dialogue with the agencies whose clients are choosing to go to STARS instead of the agency that is closest to them. Ms. Dangremond responded clients can self-select what agency they choose to receive services from and this presents some issues regarding for-profit and nonprofit agencies. Ms. McMurdy advised coordination is a federal requirement that is required by the FTA. She noted agency's coordination efforts are worth 25 points on the application which is why the Committee revisits an agency's coordination efforts each time. She acknowledged STARS may have clients whose needs and challenges are very unique but stressed the importance of seeing some efforts of coordination.

Ms. Howard referenced the service area map available and advised there are 14 other agencies that have overlapping service areas with STARS. She provided brief information on the various methods of coordination and highly recommended that STARS begin to contact the other agencies to discuss coordination efforts. Ms. Dangremond responded they could possibly look into coordinating driver training opportunities. Ms. Dangremond advised Debbie Cattleman will begin to get more involved in coordination efforts.

Mr. Maruyama inquired about the vehicle being replaced. Ms. Dangremond stated the vehicle being replaced does have low mileage, however, it also has intermittent issues with the lift operation and significant repairs to the air conditioning will be needed in the very near future at a cost of \$6,000. With funding being cut in all areas, STARS is working to control

unexpected capital expenditures such as high vehicle repairs. Maintaining a younger fleet will help keeping the maintenance costs down. STARS has been awarded a lift vehicle in the last grant application cycle. The contract was sent to us for signature in February 2012 and we anticipate delivery in the next few months. This concluded the interview.

Benevilla: Darlene Turner, Adult Day Center Supervisor at Peoria Adult Day Center and Jane Bruzzese, Senior Director of Programming.

Benevilla has been serving most of the west valley for the past 17 years. Peoria receives participants from as far as Phoenix to Northern Peoria and Youngtown and El Mirage. Many of the individuals that attend are on a state funded program through the Arizona long-term health systems. Therefore, those programs that allow individuals to come to the Adult Day programs need to have transportation. Many of the families are working families who are responsible for caring for their parents. Transportation is crucial for those families. There is a small population for a small group of developmentally disabled individuals. Benevilla will be retiring one vehicle; the request is to receive a replacement van to continue with the day center transportation. Benevilla has five adult day programs – all use the day center bus, in addition to outing busses.

Ms. Bruzzese said in addition to the adult day programs, Benevilla is a lifeline distributor and currently are the primary distributor for the west valley lifeline personal response systems. Benevilla offers a home delivered meal program; Birt's Bistro was opened approximately three years ago. Meals are provided for the five adult day centers; the child development center; two cafés; the Surprise Senior Center, and a home delivered meal program that was started in 2010. Benevilla has 58 people currently enrolled in their home delivered meal program. Benevilla also has volunteer based services since 1983. They service low to moderate income populations. The maxi vans with lifts are being requested to help supplement the volunteer transportation services currently provided. Sun City dial-A Ride ended Dec 2010 –primary, citizens in Sun City, YoungTown and Sun City West needed transporting – with discontinuation, have folks in these areas that currently do not have the means of getting to their appointments. If they are lower-income, they rely on volunteer based services.

Portions of the volunteer base are snowbirds; in summertime, Benevilla loses approximately 40 percent of its drivers. Benevilla also has a family resource center that provides information and referral to far northwest valley, a child development center for children zero to five years of age. Mr. Hannah advised he serves on one of the Boards for Benevilla and has for some time. He commented about their coordination efforts noting Benevilla is leading some of the transportation efforts in conjunction with MAG similar to the Southwest Study underway.

Ms. Bruzzese advised part of the request is to cover administrative and program costs. In December 2010 when DAR ended, Benevilla began to initiate some meetings with primarily Sun City Organizations. That meeting has now grown to include MAG, ADOT, Valley Metro, Total Transit and several other NW valley representatives. Benevilla has taken the lead because they experience the need for transportation on a desperate basis day in and day

out. Benevilla is working with MAG to ensure that a future transit system. Chair Howard acknowledged their efforts.

Ms. McMurdy inquired how long Benevilla has been participating in the coordination process. Ms. Bruzzese advised since 2010 when the Sun City DAR was first beginning to disband. Ms. McMurdy inquired whether or not there's been any opportunity to coordinate with any of the previously note agencies to obtain a lift vehicle. Ms. Bruzzese noted previous discussion with representatives from Total Transit, the City of Peoria DAR as well as churches and assisted living facilities. All of the coordination efforts rest on liability issues.

Vice Chair Dudley asked for clarification on the number of trips per vehicle. Ms. Bruzzese advised the two maxi vans with lifts will be used to transport individuals that require wheelchairs to medical or other human services appointments; anticipated at four per day per vehicle. The larger van would be used for the adult day program transporting up to 20 individuals roundtrip per day.

Mr. Coleman inquired about the low mileage on current vehicles. Ms. Turner advised a daily average mileage is a radius of eight to ten miles per day. She noted each day is different depending on who is attending the adult day programs and where within that radius they reside. Ms. Bruzzese added six participants from the Southwest Valley are currently attending the adult day programs. Transportation arrangements have been made to allow Benevilla to pick up the participants from a location in Avondale/Goodyear. Individuals are also being transported to the center from as far as a fifteen mile radius. Due to time constraints, this concluded the interview.

Valley Center of the Deaf: Cindy Walsh, Director

Valley Center of the Deaf is a small agency that was established nearly 35 years ago. The Center is under the auspices of Catholic Community Services of Tucson. The mission is to provide services needed by the deaf community but not offered elsewhere. VCD is a small semi-virtual agency that provides most services off-site in the community where clients live. The services provided include sign-language interpreting; assistance with job development training, placement and retention; consultation on assistive hearing devices; crisis intervention.

The two largest needs in the community representing gaps in needs for service relate to the request for vans. The deaf-blind program and the case management program for the deaf seniors at the Apache Trails complex in Temp. If awarded both vans, VCD plans to maximize services to their programs. Ms. Walsh provided information on which vehicle would be used for what purposes and at what location. With VCD expanding its capacity to provide transportation for these individuals with drivers who are fluent in sign-language, they will be able to augment existing services and improve the access of clientele to attend appointments and continue daily functions.

Vice Chair Dudley asked for confirmation that the matching funds were from sign-language interpreting fees. Ms. Walsh confirmed. Mr. Coleman inquired about coordination efforts. Ms. Walsh advised this is the first time the agency has submitted an application for funding;

the process is new. She is looking forward to being part of the program and exploring other resources and opportunities. Ms. Walsh advised the agency is open to learning how other agencies deal with issues such as insurance and drivers. She stated the agency does not currently have a formal plan for coordination but to the extent that they can coordinate, they would utilize the vans across programs to maximize use. The agency does have opportunities to borrow vans from the Tucson agency; however it is not practical to do so.

The Committee noted VCD would be willing to adopt a DBE policy. They inquired about the timeframe for doing so. Ms. Walsh advised they are governed by the Catholic Community Services governing board. This is an issue that would be presented before them at a future meeting. Vice Chair Howard provided a brief overview and encouraged coordination efforts. She provided the resource map identifying overlapping agencies and encouraged documentation of all agreements and coordination efforts in future applications.

United Cerebral Palsy: Terri Wideman, Director DTT and DTA programs

UCP has been in existence since 1952; serving over 5,000 children and adults. The programs seeking the vans serve 80 individuals. The vans will be used for outings to the community, and to pick-up and return to their homes. Three cutaway vans requested would be replacement vans due to mechanical issues and mileage. Ms. McMurdy inquired about the Title VII complaints. Ms. Wideman advised there was one discrimination claim in August 2011 that is still pending. The other was a March 2009 disability discrimination and retaliation claim that is also pending. Both claims were from UCP employees.

Vice Chair Dudley inquired about coordination efforts with the school district. UCP picks up children from the school to provide transportation to UCP's programs. It was noted not all schools are able to offer transportation services. UCP had discussed transportation with the schools. For those not in-district, UPC provides transportation services. Ms. McMurdy inquired if the totaled vehicles were acquired through this program. UCP was unable to respond. The accident details were briefly reviewed with a determination that it was an ADOT vehicle. Chair Howard discussed coordination efforts and stressed the importance of including all coordination efforts in the application.

STAR (Stand Together): Suzanne Legander, CEO

STAR is a peer recovery center – a community service organization in Maricopa County. STAR is 25 years old this year; they are the original peer program for adult behavioral health peer recipients, serious mental illness or substance abuse who are indigent adult who qualify for Title XIX. STAR's staff are individuals who have had their own behavioral health or substance abuse issues; they are in their own recovery.

This is the third request for vans. STAR is a nonprofit organization. Although all individuals are disabled, they do not have a mobility issue requiring a wheelchair. However the use of certain medications makes it a danger for individuals to be in the heat for very long. STAR found a desperate need from clients that earn a maximum of \$903 gross per month. That pays for housing, food, medications, clothing and other expenses. Average person makes \$702 per month. These individuals cannot afford their own vehicle and are

dependent on transportation. Additionally veterans with post traumatic stress disorder have difficulty in tight buss situations and do better in smaller van.

STAR has developed transportation to meet the need for one-on-one or small group transportation. Peer drivers transport clients to/from home. STAR is requesting a total of two vans. Due to elimination of some bus routes, there are not as many options in the Town of Gilbert, Chandler and parts of southeast Mesa. People get stuck in their apartment without transportation options, causing further isolation. The additional vans would help cover the full valley. Mr. Maruyama inquired if concerns have been discussed with town employees, elected officials, or the CDBG officer. He offered to help facilitate any conversation to engage with town employees. Ms. Legander said they have not spoken directly to an individual but are open to that idea.

Chair Howard advised there are many needs, and it is very difficult for city employees to inform elected officials, who make decisions at the meetings, but they will listen to nonprofit agencies and residents. She urged Ms. Legander to contact them. Ms. Legander offered to speak at any meetings to discuss the need. Mr. Murayama encouraged contact with About Care and Chandler Gilbert Arc. Ms. McMurdy asked who attends the TAP meetings. Ms. Legander advised she and Joanne DeChant attend the TAP meetings. Ms. McMurdy asked if coordination efforts are only to get clients to special events or for other reasons as well. Ms. Legander advised they provide transportation for a number of nonprofit organizations for activities; they have all of the peer run organization, transport for various events in community, also get calls from RRR Lifewell, and will bring people to large events including to the capital to speak to legislators. The Committee inquired about transportation fees. STAR does not charge a fee but requires the driver be a STAR employee due to insurance and training. Drivers are paid to transport clients for other agencies.

Chair Howard commented on various coordination methods. She encouraged Ms. Legander to include all efforts in the application. Ms. Legander provided information about an employment training event at the Arizona Disability Empowerment Center. Ms. Legander noted STAR has vans over 100,000 miles that will be replaced this fiscal year. If they are awarded this request, they will not have any vehicles with mileage over 100,000 miles.

Mr. Coleman inquired about complaints. Ms. Legander provided information regarding an EEOC complaint. There have not been any other civil rights complaints. Ms. Legander inquired when the ranking will be completed. Ms. Gaisthea advised the recommendations will go through the MAG committee approval process. Once approved, in April, the recommendations will be forwarded to ADOT. ADOT is trying to move up the process and will notify the COGs in August or September. Ms. Legander advised 45 percent of clients, after six months, will either volunteer, work, or are going back to school. This concluded the interview.

One Step Beyond: Amy Rogers, Founder and CEO. Shoshanna Ross. Funds Development Director

At One Step Beyond, the vision is that people with developmental disabilities are able to contribute to the community and appreciated for the talents that they give. The mission is to

provide programs and services that empower people with developmental disability to access the opportunity that will allow them to fulfill their dreams of meaningful employment, independence, inclusion in the community, and rich social relationships.

Founded in 2001, the program started with 16 families in two small programs. By the end of 2012, it will have grown to 130 families in eight programs. One Step Beyond is a vocational program. They offer a wide variety of services and programs that fit specific needs and provide life skills training with social skills emphasis. In the past seven years, collectively, the group has provided over 10,000 hours annually to other community service organizations. Once they fulfill that training, is when One Step Beyond help find them jobs. Transportation is critical and one of the challenges is that individuals are vulnerable to exploitation. They are a very trusting group of people that do not see danger, even on public transportation. They have to be accompanied by job coach or support provider

One Step Beyond transports clients to and from home for their program. Through the program, clients are able to participate in cultural opportunities in the community, fitness opportunities, and at a health club. The special needs program fulfills a great need in the Glendale area. Friday fun night and Saturday social also allows individuals to have the opportunity to get out with peers, go shopping, to the movies, etc. They have a life beyond the day program. Ms. McMurdy inquired if the vehicle that was totaled was an ADOT vehicle. Ms. Rogers advised it was not an ADOT vehicle. Ms. McMurdy inquired about any civil right complaints or legal actions. Ms. Rogers indicated there were none.

The Committee inquired about coordination efforts. Ms. Ross advised One Step Beyond is increasing effort in terms of meetings and missed opportunities in participating at TAP meetings. After hitting 10-year mark in organization, there has been some amount of turnover and to some extent it was not having person aware of opportunities or freedom to attend. Now that a structure is in place, someone will be attending the meetings.

Ms. McMurdy requested Chair Howard further explain coordination efforts. She noted for the past two years being told efforts are being looked at. Chair Howard discussed various coordination methods and stressed the importance of increased coordination efforts. Ms. McMurdy asked if the DBE policy was adopted. The Committee was informed the DBE policy is on the agenda for April 11th meeting for action. Ms. McLaughlin acknowledged Ms. Rogers and Ms. Shoshana for attending the interview. Ms. McMurdy advised working agreements speaks volumes in terms of scoring. She noted the Committee tracks the answers to this question and looks for progress from the previous year. This concluded the interview.

City of Surprise: Janeen Gaskins, Grant Administrator

The City of Surprise has approximately 117,000 residents. In relation to the grant, the focus is on the Surprise Senior Center which provides services to residents 60+ and residents that have disabilities. The senior center has been in existence since 2002. The first vehicle was received in 2003. The center services approximately 29,000+ residents per year. With a pop increase of 281 percent since 2001, there has been a 30 percent increase in need from residents that are seniors. Surprise holds the national title as the fourth largest city per capita

for persons 65 and older. Scottsdale is ranked number one. There is a current wait list consisting of 16 participants. Most clients are low income.

The vehicle request is for one replacement vehicle cutaway that is ADA compliant with a lift. It will be driven by 12 senior volunteers that use this as a way to give back. The senior center is staffed by a supervisor that manages five staff managers. The grant will be overseen by the supervisor, Ms. Gaskins and a financial controller. There will also be a fleet division for maintenance. Vice Chair Dudley inquired about first aid training in the last year. Ms. Gaskins advised training has been scheduled. She noted consolidation of several departments including parks and recreation community services, and the public works department will enhance training opportunities.

Ms. McMurdy inquired about coordination efforts with DAR or other organizations outside of the City. Ms. Gaskins advised the senior center does coordinate however, there is no written coordination. She advised there are several senior center housing facilities in the area. If those housing facilities do not offer transportation to the senior center, the City then coordinates those efforts. Ms. Gaskins discussed efforts to minimize duplication by coordinating efforts among previously segregated department. Ms. Gaskins advised they are seeking funding for a coordinated cab service to provide dialysis transportation. She also noted collaborative efforts with the City of Phoenix and El Mirage for an express route. Mr. Coleman inquired whether they pick up individuals from other senior centers that are not in the City of Surprise. Ms. Gaskins clarified transportation is for individuals in senior living facilities, but not under ownership of the City of Surprise.

Chair Howard noted coordination applies more so to municipalities as they should be leaders in coordination. She discussed various methods of coordination and noted the Committee reviews coordination efforts from year to year to determine what changes have been made. She stressed the Committees' expectation to see improvements and actual things happening. Chair Howard informed Ms. Gaskins of the map stating as a municipality, they should be paving the road and leading the way. Ms. McMurdy requested staff provide Ms. Gaskins with information about Chandler Gilbert Arc noting they are a great example to look at for intergovernmental agreements or memorandum of understanding. Ms. Gaskins expressed eagerness to learn more about coordination efforts such as the Northwest Valley Transportation study through MAG. This concluded the interview.

6. Development of Priority Listing

Ms. Gaisthea presented the priority listing based on initial evaluation scores for review. Members were given an opportunity to revise their scores based on the agency interviews. Chair Howard inquired on whether mobility management or vehicle requests would be funded first. Ms. Gaisthea noted in 2010, the Committee prioritized mobility management projects first. Last year, mobility management requests were integrated with requests for vehicles. She requested input from the Committee on prioritization. The Committee proceeded to discuss the various funding options. Ms. Gaisthea noted Mr. Harrigan had stated at the previous Committee meeting ADOT will have only an "A" list and not include a "B" list this year.

Mr. Hanna suggested prioritizing the applications based on the overall rankings. He noted the applications represent an entire package of an agency's need and funding to support the request. He added the benefits of capital money spent in FY 2013 will carry forward for several years, funding for mobility management is utilized for one fiscal year. The Committee discussed an agency's need versus the number of vehicles requested and how to prioritize based on available funding. The Committee noted coordination efforts earn the greatest amount of points and that the intent of the program is to award agencies capable of maintaining their program.

Ms. McMurdy stated during last year's application process, the former ADOT representative put emphasis on agencies that started mobility management programs rather than those who apply for mobility management projects year after year. The Committee noted changes in the revised application provide less information to assist in determining an agency's needs. Ms. McLaughlin noted some agencies requested vehicle replacements on current vehicles with less than 100,000 miles. Chair Howard recommended a section be added to the application where applicants can input the need and number of trips for each vehicle requested. Ms. Gaisthea noted previous applications had contained a question to indicate if the requested vehicle was for a replacement or a new request. There had also been a narrative section for applicants to describe what services would be provided by the requested vehicle or equipment.

Chair Howard inquired if the Committee is in agreement to rank applicants based on their overall evaluation scores. Mr. Coleman noted agreement with a methodology that can be supported through documentation. Chair Howard inquired whether to fund mobility management projects first and then vehicle requests separately. Mr. Maruyama recommended alternating the two categories so both are equally funded. The Committee expressed agreement with prioritizing mobility management separate from vehicle requests and then integrating the lists. Mr. Maruyama inquired whether the number of vehicles that an agency can receive can be limited. He noted some agencies request up to seven vehicles. There was consensus to fund agency's requests up to five vehicles. Chair Howard noted in the past a few agencies had not be able to accept awarded vehicles due to financial constraints. Ms. Gaisthea confirmed the Committee's request to combine the vehicle requests and the mobility management in developing the prioritization list.

Chair Howard requested a motion to recommend the priority listing of applicants for the FY 2012 Section 5310 award program. Ms. McMurdy made a motion to prioritize applicants in order of the agreed upon methodology based on overall evaluation scores. Awarding up to five vehicles for each applicant as prioritized with remaining funding to be allocated to remaining vehicle requests. Vice Chair Dudley seconded the motion. The motion passed.

7. Committee Review of the FY 2012 Application Process

Chair Howard asked for discussion to evaluate the Section 5310 application process. The Committee reiterated the need for an ADOT representative to be present during the interview process and prioritization of the applicants. The Committee discussed question numbers eight and nine of the application regarding assurances and certificates. The Committee noted they were not provided with guidance from ADOT on what requirements such as assurances,

certificates, civil rights and signatures were required. The Committee noted developing a prioritized listing is made difficult when information required for the application and guidance in the handbook do not coincide.

Vice Chair Dudley expressed concerns on having an “A” list only for award recommendations. Ms. McMurdy concurred the “B” list had been useful when prioritizing applications to note agencies that meet the requirement but may need additional support, such as with coordination efforts. Chair Howard suggested for MAG staff to provided technical assistance to the agencies that are prioritized lower on the listing to ensure they meet all federal requirements.

8. Request for Future Agenda Items

Vice Chair Howard requested topics or issues of interest to consider for future agendas. No requests were submitted.

9. Comments from the Committee

No comments were made.

10. Adjourn

The meeting adjourned at 4:45 p.m.