

MARICOPA ASSOCIATION OF GOVERNMENTS  
AD HOC ELDERLY AND PERSONS WITH DISABILITIES  
TRANSPORTATION PROGRAM COMMITTEE  
MEETING MINUTES  
MARCH 8, 2010

MEMBERS ATTENDING

Christine McMurdy for John Fischbach,  
City of Goodyear, Chair  
Wendy Miller, City of Phoenix  
Gary Bretz, Valley Metro/RPTA  
Ann Marie Riley, City of Chandler  
Matt Dudley, City of Glendale  
Julie Howard, City of Mesa, Vice Chair  
Loretta Crimi, Arizona Department of  
Transportation  
Ken-Ichi Maruyama, Town of Gilbert  
\*Kristen Taylor, City of Avondale

OTHERS PRESENT

Rachel Brito, MAG  
DeDe Gaisthea, MAG  
Amy St. Peter, MAG

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

1. Call to Order

Vice Chair Julie Howard, City of Mesa, called the meeting to order at 10:06 a.m. Introductions followed.

2. Call to the Audience

An opportunity was provided to members of the public to address the Committee. There were no comments from the public.

3. Evaluation of FY 2009 Application Cycle

Vice Chair Howard introduced DeDe Gaisthea, MAG, who provided an update on suggestions from the FY 2009 application cycle. Ms. Gaisthea began by providing updates regarding suggestions from the Committee from the previous application cycle. She noted the following improvements based on suggestions made by the Committee.

- Committee meetings have not been scheduled on Fridays.
- Presentation and priority rankings will be combined into one meeting. The combined process is currently proposed for March 31, 2010.
- Applicants have been asked to provide a brief agency overview during the proposed interview process.
- A set of standard question(s) will be developed for applicants to address during the proposed interviews.
- The Committee requested separate interview times for vehicle requests and mobility management projects. Ms. Gaisthea advised the two applicants for mobility management projects from last year have resubmitted applications again

this year. Staff will follow up with the agencies in an attempt to schedule their interviews back to back.

- Training and coordination meetings have been made available through the Transportation Ambassador Program (TAP). Applicants have been informed attendance is a requirement for Section 5310, 5316 and 5317 participants.
- The Committee requested separate applications with one cover letter when an agency requests more than one item. Ms. Gaisthea advised two applicants are requesting more than one item and they have submitted separate applications for each item being requested with one cover letter each.
- Regional maps were provided by each of the applicants as requested by the Committee.
- Answers to questions posed by the Committee for the applicants will be provided to Committee members prior to the proposed interviews.

Vice Chair Howard thanked Ms. Gaisthea for her update and asked for comments.

4. 2010 Program Overview and Application Process

Vice Chair Howard introduced Ms. Gaisthea to provide an overview of the Section 5310 Program including the application process and time line. Ms. Gaisthea thanked the Committee and stakeholders for their efforts. She announced the FY 2011 Human Services Coordination Transportation Plan has been approved by the MAG Regional Council. She stated the plans are developed to coordinate human services transportation in response to SAFETEA-LU Federal regulations. The plan consists of an inventory of services and an analysis of the gaps in the region. Ms. Gaisthea noted the plans developed are consistent with the United We Ride goals of providing more rides for the targeted population(s) for the same or fewer resources; simplifying customer access to transportation and increasing customer satisfaction.

Ms. Gaisthea said the goal of the strategies in the plan is to coordinate the available resources of the current system. She commented the plan offers both short and long-term strategies to ensure sustainability of coordination efforts.

Short-term strategies for FY 2011 include:

- Implement more programs to serve people with low incomes, particularly in the Southwest Valley.
- Target travel training to clients of non-profit agencies, including homeless and domestic violence shelters.
- Research and implement van pools to bring domestic violence and homeless shelter clients to work and work preparation activities.
- Develop and offer training on data quality standards for reporting as well as a common set of definitions.

Long-term strategies include:

- Establish more taxi cab and mileage reimbursement programs, focusing on areas with less transportation infrastructure.

- Develop a coordinated volunteer drivers program on a regional basis. This will include training for volunteer drivers and the agencies that work with them; and centralizing the information about programs and opportunities online.

Ms. Gaisthea reviewed the timeline for the application process:

- Initial questions and application scores are due from Committee members on March 25, 2010 by 10:00 a.m.
- A complete set of applications has been provided for Committee member.
- Tentative agency interviews and the priority ranking meeting are scheduled for March 31, 2010 at MAG in the Agave Room.
- The recommended priority list will be forwarded to the MAG Management Committee on April 14, 2010, and to Arizona Department of Transportation (ADOT) on April 15, 2010.
- The MAG Regional Council will receive the recommended priority listing for action on April 28, 2010.

Ms. Gaisthea requested questions and scores to be submitted by March 25, 2010, to allow MAG staff sufficient time to summarize the questions and application scores. Ms. Gaisthea noted 23 applications were received from 19 agencies representing an increase of six agencies from the prior year. She said three new agencies have submitted applications. Two mobility management projects were requested and 21 vehicles were requested. Amy St. Peter, MAG, noted the Agave Room is a new meeting room located on the first floor. She informed Committee members audio conferencing capabilities are also available in the Agave Room.

Ms. St. Peter commented Desert Foothills is one of the two mobility management applications submitted. She noted the Committee had raised some concerns regarding their application last year. She said technical assistance was offered to Desert Foothills and information from the mobility management workshop from the Regional TAP meeting was made available to them. Ms. St. Peter said the areas of concerns were in regard to the letters of support and the job description for the mobility manger position. She said both items have been submitted with the current application. Ms. St. Peter commented the Committee's concerns were reviewed with the applicant and staff recommended additional letters of support be provided. She also encouraged Desert Foothills to consider alternative transportation methods such as mileage reimbursement programs considering the restrained fiscal environment.

Wendy Miller, City of Phoenix, inquired whether or not agencies are provided with their coordination participation score. Ms. Gaisthea replied agencies are provided with their score at the time applications are submitted. Agencies that submitted their applications via courier service will be sent their score. Mr. Maruyama, Town of Gilbert, inquired how the Service Provider Inventory data request will be used. Ms. St. Peter commented the inventory provides data for the gaps analysis section of the MAG Human Services Transportation Coordination Plan.

Ms. St. Peter commented agencies have had several opportunities to complete the Service Provider Inventory request form. She noted several agencies have faced increased demands for service and have had to lay off staff. She noted MAG staff is working with agencies to submit applications that are complete and accurate. Ms. Gaisthea will forward to the Committee a revised participation list if additional information is received from the agencies.

5. Review of Application

Vice Chair Howard introduced Loretta Crimi, Arizona Department of Transportation, to discuss key highlights and changes for the Section 5310 application. Ms. Crimi began by stating there have been no major changes to the application from the previous year. She said ADOT is again able to offer a 90/10 match for the applicants this year. The two percent administrative fee will still apply. Ms. Crimi added the Section 5316 Job Access and Reverse Commute and Section 5317 New Freedom will remain at an 80/20 match.

Ms. Crimi stated previous requests for radio communication orders have been delayed due to limited staff at ADOT and they are still in the process of filling the orders. She stressed to the Committee to regard radio/communication equipment orders separately from vehicle orders. Ms. Crimi said ADOT has a new Special Projects Manager who will be of assistance in addressing the issue of requests for communication equipment.

Ms. Crimi said the ADOT handbook had previously not provided much detail to applicants that were requesting radio/communication equipment. ADOT has had to make a lot of follow-up phone calls to grantees to obtain further detail on the specifics of the equipment being requested. Ms. Crimi noted if radio/communication is requested this year the applicant will need to provide information on the type of equipment. She noted applicants can call ADOT for additional information. Ms. Crimi advised the application handbook has been updated this year to provide more information on radio/communication equipment.

6. Evaluation Process

Chair Howard introduced Ms. Gaisthea to lead a discussion on the scoring sheet and proposed applicant interview process. Ms. Gaisthea referred Committee members to the 2010 Section 5310 Coordination Participation spreadsheet. She noted a new column indicating the date when an agency last submitted an application. Ms. Gaisthea commented there is a total of five points available which includes points for attending four TAP meetings and submission of the Service Provider Inventory form. She stated the ADOT application evaluation sheet has also been provided in the handouts and it will be distributed via email to Committee members.

Ms. Crimi provided a brief overview of the evaluation forms. Each individual agency will be ranked on the Individual Application Evaluation Sheet. She said Ms. Gaisthea would summarize the cumulative group scores. Ms. Crimi further explained the Coordination Breakout Sheet noting the section for an agency's willingness but

limited ability to coordinate with other agencies is located on the last page under Coordinated of Resources and Services. She noted this section is provided for agencies that may have limited physical or financial ability to coordinate with other agencies. Ms. St. Peter advised participation in the TAP meetings is an easy way to comply with coordination if agencies are otherwise limited.

Ms. Miller asked for clarification on the requirement to attend TAP meetings. She noted concern for participants traveling from Scottsdale to Goodyear in order to meet the requirements. Ms. Miller recommended developing another method for determining an agency's score that would not require having to drive to a distant meeting. Ms. St. Peter said there is no intent for people to attend all of the meetings. TAP meetings are held at varying regional locations to provide multiple opportunities to attend. Ms. Miller indicated the scoring process reflects a requirement to attend all meetings.

Christine McMurdy, City of Goodyear, noted an agency with 25 percent participation will not be scored as high as an agency with 100 percent participation. She asked about teleconferencing opportunities for the meetings. Ms. St. Peter advised teleconferencing depends on the location and whether or not the option is available. Gary Bretz, Valley Metro/RPTA, suggested using a weighted score with the Regional TAP meeting worth higher points and locations that are geographically closer to the agency weighted second highest. Ms. St. Peter agreed weighted scores is a good idea but would need to be put in place for next year because that expectation was not communicated to agencies at the beginning of the cycle. She recommended taking into consideration whether or not an agency attended at least two or three out of the four TAP meetings.

Mr. Bretz asked for the location of past meetings. Ms. Gaisthea replied the meeting on March 17, 2009 was held at Foothills Library in Peoria, the June 7, 2009 meeting was held at the Burton Barr Library in Phoenix, the September 21, 2009 was held in Scottsdale at the Granite Reef Senior Center, and the December 8, 2009 was held at the City of Goodyear. Ms. Gaisthea said the next TAP meeting has been rescheduled from March 16, 2010 to March 25, 2010 in the MAG Saguaro Room. Attendance at the upcoming TAP meeting will not be taken into consideration for this application process. Ken-Ichi Maruyama, Town of Gilbert, inquired about meetings in the East Valley. Ms. Gaisthea replied the September 21, 2009 meeting was held in Scottsdale. Ms. Miller recommended the attendance requirements be addressed and changed prior to the next Tap meeting. She recommended agencies show effort in attending at least two or three out of four meetings. Mr. Bretz inquired if agencies would receive extra credit for attending all four meetings, noting they would be going above and beyond.

Ms. McMurdy asked for clarification on agendas for each TAP meeting. Ms. St. Peter explained agendas are developed by the interests expressed by participants in a particular region. Ms. McMurdy noted extra credit may not be applicable since different information is given at each meeting. Mr. Bretz encouraged Committee

members to consider giving extra credit for attending more meetings, as participants have an opportunity to share different ideas. He said it does show they are going the extra mile for coordination. Ms. Crimi cautioned not to encourage agencies to attend the minimum of a regional and sub-regional meeting but rather to encourage everyone to attend the maximum number of meetings. She said the meeting provides agencies the venue to coordinate with other agencies. Vice Chair Howard noted some agencies are not specific to one region and those agencies should be encouraged to participate as much as possible.

Ms. St. Peter asked for clarification on the Committee's request to require agencies to attend a minimum of two meetings as a requirement to apply for grants. Ms. Miller noted agencies that are just starting a business may not know of the requirement. Ms. St. Peter said new agencies fulfill their coordination requirement by signing a Commitment to Strategies form and participating meetings in the future.

Mr. Maruyama asked for further clarification of the inventory form. Ms. St. Peter replied the inventory form ensures the most up to date information is provided in the coordination plan and is one of the elements when determining an agency's total average for coordination participation.

Ms. St. Peter informed Committee members the applications from Foundation for Senior Living and Gompers were submitted past the posted deadline. The Foundation for Senior Living called the MAG office to indicate the person dropping off the application was having car troubles. Ms. St. Peter advised them to bring in the application and requested they send an email documenting the time frame when they left to deliver the application. To date, that email has not been received. She noted with regard to Gompers, the contact person arrived at 12:26 noting traffic delays. Ms. St. Peter stressed the applications materials do state no late application would be accepted. Both agencies are currently included in the Applicant Interview Schedule.

Ms. St. Peter said it is important to be consistent noting in the past late applications have not been accepted. She said the standard is very clear in the application materials. Ms. St. Peter noted a similar process with the HUD application process. Two applications were submitted late and denied. However, due to an appeal process in place, the applications were accepted and put on the end of the list. Ms. St. Peter noted there were much larger issues at the agencies in regard to these specific applications.

Ms. McMurdy inquired what the late applicants were told when submitting their applications. Ms. St. Peter said she advised Foundation for Senior Living it was ok to bring in their application. She said in retrospect, she should have advised the Committee would make the determination of accepting the application. Ms. Gaisthea said Gompers was informed the Committee would determine if their late application would be accepted. The Committee further discussed the distance of the agencies, time of calls, and the applicants in question having previously been through the

process. The Committee agreed late applications should not be accepted as they have consistently been denied in the past.

Mr. Dudley inquired about allowing applicants to submit their applications via e-mail in the future. Ms. St. Peter said e-mailed and/or faxed applications are not accepted due to the requirement for additional copies. Applications may be submitted by mail however, they are still required to be received by the deadline. Receiving the application by the postmarked date is not acceptable. Ms. Crimi commented the Section 5310 is a very important process and encouraged applicants to submit information either by registered mail or federal express. She added applicants are used to having to meet deadlines that are required for these federal programs all year long.

Ms. St. Peter said in her experience, an agency having difficulty submitting the application on time and in the required format does not necessarily have the capacity to meet the requirements of administering the grant. Ms. St. Peter asked for further input as part of the evaluation process. She reviewed the Committee recommendations including applicants must attend one regional and one sub-regional TAP meeting as a minimum next year. For this year, late applications will not be accepted.

Ms. Miller asked for more detail regarding the strain agencies are facing. Ms. St. Peter said the majority of the agencies are faced with reduced funding, increased demand for services, and fewer staff. None to date have expressed concern about the proposed interview schedule. Ms. St. Peter acknowledged the strain the committee members may be facing and inquired if this affected their desire to interview all applicants as in years past. Committee members agreed the interview process should continue as it allows time to hear from the applicants, ask clarifying questions, and provide a better picture of what is being requested and what is currently being done.

Ms. St. Peter advised the evaluation process is slated for action by the Committee with the following elements: not accepting late applications; conducting interviews with all applicants, and establishing one regional and one sub-regional meeting attendance as a minimal coordination score next year. Ms. Miller motioned to approve the evaluation process as discussed. Vice Chair Howard seconded the motion. The motion was approved.

Mr. Bretz asked for clarification regarding minimum requirements to attend TAP meetings to be able to submit an application. Ms. St. Peter advised the level of participation would be reflected in their coordination score. New agencies that have limited ability to coordinate will be evaluated on the Coordination Breakout Sheet in question two. Ms. McMurdy asked for clarification regarding extra points for attending all meetings. Ms. St. Peter advised the proposed change would be applicable next year and agencies would receive extra points for attending all coordination meetings.

Mr. Maruyama asked for clarification about the agency interview time frame on March 31, 2010. Ms. Gaisthea said the Committee will meet briefly from 9:00 – 9:15 a.m. Agency interviews will begin at 9:20 a.m. and end at 2:00 p.m. with ten minute intervals for each agency. The Committee will then meet from 2:30-3:30 p.m. to prioritize the agency rankings. Ms. Miller inquired about the standardized questions. Ms. St. Peter advised staff will develop questions if no standard questions are submitted by the Committee.

7. Comments from the Committee

An opportunity was provided for committee members to provide a brief summary of current events. Ms. Miller clarified Committee members will not be reviewing the late applications from Foundation for Senior Living and Gompers, leaving 17 agencies with 21 applications for review.

Vice Chair Howard advised the next meeting is scheduled for March 31, 2010 in the MAG Agave Room located on the first floor.

Ms. St. Peter asked that any requests for additional items to be added to the agenda be submitted to staff.

The meeting adjourned at 11:03 a.m.