

CONSOLIDATED MANCHESTER/ DERRY-SALEM [R8] REGIONAL COORDINATION COUNCIL

TUESDAY, OCTOBER 31, 2023

SNHPC/ZOOM

DRAFT MEETING MINUTES

ATTENDEES

Mike Whitten, Chair – MTA	James Wilkie – CareGivers NH*
Ben Bennett – Londonderry*	John Wilson – Citizen Member (Londonderry)
Tim Diaz – Rock. Nutrition Meals on Wheels	Kelly Wood – Easterseals NH
Ben Herbert – R8 Mobility Manager	Scott Bogle – RPC*
Lisa Ludwigsen – Easterseals NH	Nate Miller – SNHPC
Teri Palmer – NH Mobility Manager*	Sylvia von Aulock – SNHPC
George Sioras – Derry*	Adam Hlasny – SNHPC

**Attended via Zoom*

1. Call to Order

Chair Mike Whitten called the meeting to order at 12:34 PM.

2. Action on Minutes of August 29, 2023

Action on minutes was tabled due to lack of a quorum.

3. FTA Section 5310 Updates

Nate gave a brief update on the 5310 financials, noting that there is a new subrecipient requirement for reporting mileage, retroactive to July 2023. Nate added that the August invoice is submitted, and he is currently working through September.

4. Mobility Manager Updates

Ben H. gave an update on his progress, including reviewing the outreach materials he has generated (480 distributions over the last two months). He also shared two new draft logo designs. RCC members expressed a preference for design #1, noting that it might be beneficial to either color the regional outline green or trace the remainder of the NH border to prevent it looking like a bite was taken out of the state.



5. Mobility Manager Workplan

Ben H. discussed a draft workplan, which distills the Mobility Management Blueprint's 13 defining roles into five main categories:

- Familiarization with Transit Agencies and Key Materials
- Regional Service Delivery (Customers)
- Regional Coordination (Providers)
- Capacity Building (System)
- Statewide Planning, Coordination, and Capacity Building (Connecting the Regions)

George and John complimented Ben on this workplan. Chair Whitten suggested adding the recently completed (2022) Locally Coordinated Human Services Transportation Plan to the list.

John said this is a very ambitious plan that can generally be broken down into “back-office work” and “field work”. He asked RCC members how these tasks should be prioritized. This led to a group discussion about regional priorities, especially concerning providing new service in areas that don’t have it vs. enhancing existing services/increasing ridership. John referenced NHDOT’s Ten-Year Plan as an example of a clear pipeline of priorities that might be emulated at the RCC level. He added that building up the RCC with new members would enhance the group’s ability to prioritize and perform these tasks.

Scott added that many RCCs have become gatherings of providers involved in 5310 funding. The RCC should think about what incentive there is for non-5310 organizations to participate and stay at the table. Healthcare providers are another potential source of increased membership and private funding.

Getting consensus on regional priorities remains an important topic that will be prioritized for the next meeting agenda.

6. RCC Bylaws Discussion

Sylvia gave some background on the process by which the SCC is attempting to standardize bylaws for all RCCs. Given a tight timeframe for RCC feedback, a small working group composed of Chair Whitten and RPC staff met to provide initial feedback prior to the 10/23/23 SCC listening session.

Scott added that there is a possibility the SCC will incorporate comments and present a revised draft at its 11/2/23 meeting. Sylvia said that we can use the SCC suggested bylaws as a guideline for Region 8’s bylaws.

7. Other Business

- Teri said that a 5310 Capital RFP will be appearing in the next couple weeks. Tim said that Rockingham Nutrition Meals on Wheels may be applying. It was noted that 5310 Capital funds may be used to purchase new software as well.
- Nate said that if there is an application from Region 8, the RCC must meet, consider, and potentially endorse the application. If this were to happen, a Doodle poll could be used to schedule an additional meeting prior to the next regularly scheduled meeting.

8. Next Meeting

The next RCC meeting will be held on **January 16, 2024, at 12:30pm**. Agenda items will include a bylaws update, continued regional priorities discussion, and Mobility Manager Workplan update.

Meeting stood adjourned at 1:58 PM.