Meeting Minutes of the
Joint Region 8/Region 9 Coordinating Council Meeting
February 19, 2019
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, New Hampshire

ATTENDEES:
Eric Emmerling – CareGivers
Laurie Makarawicz – CART
Abby Reeves – Hookset
Fred Roberge – Easter Seals NH
George Sioras – Derry
Mike Whitten – MTA

1. CALL TO ORDER

Region 8 Chair Mike Whitten called the meeting to order at 11:07 AM.

2. ACTION ON THE MINUTES OF JANUARY 8 (REGION 8) AND JANUARY 11, 2019 (REGION 9)

Motion by Mr. Fred Roberge to approve Region 8 minutes, seconded by Mr. Nicholas Williams and approved unanimously.

Motion by Mr. Scott Bogle to approve Region 9 minutes, seconded by Mr. George Sioras and approved unanimously.

3. REGION 8 RCC – DESIGNATION OF LEAD AGENCY AND APPROVAL OF FY 2020 PROJECTS

Motion by Mr. Williams to designate SNHPC as the lead agency for Region 8, seconded by Mr. Roberge and approved unanimously.

Region 8 Chair Whitten opened the public hearing to consider the proposed Region 8 Program of Projects for Section 5310 funding.

Nate Miller reviewed the draft Program of Projects and proposed funding amounts for FY 2020, noting that nothing had changed since the RCC’s January meeting. Mr. Miller noted that the application is due to NHDOT on February 27, 2019, and that the Program of Projects needs to be finalized at today’s meeting. Mr. Roberge noted that Easter Seals’ hourly rate will be increasing from $38 to $43 per hour. This increase is based on an average of actual costs over the last year as well as a driver increase scheduled for March 1, 2019.

There were no additional comments, Region 8 Chair Whitten closed the public hearing.
Motion by Ms. Laurie Makarawicz to adopt the Region 8 5310 program of projects for FY2020, seconded by Mr. Williams and approved unanimously.

4. REGION 9 RCC – DESIGNATION OF LEAD AGENCY AND APPROVAL OF FY 2020 PROJECTS

Motion by Mr. Bogle to designate CART as the lead agency for Region 9, seconded by Mr. Sioras and approved unanimously.

Region 9 Chair Roberge opened the public hearing to consider the proposed Region 9 Program of Projects for Section 5310 funding.

Mr. Bogle reviewed the draft Program of Projects and proposed funding amounts for FY 2020. Mr. Bogle noted that Rockingham Nutrition Meals on Wheels (RNMOW)'s hourly rate is increasing based on their operation of a larger vehicle & driver wage scale adjustments. He added that Salem Caregivers will be using their funds in a different way, specifically to support staff time in recruitment, training, and ride coordination efforts.

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**Greater Derry-Salem Regional Coordinating Council for Community Transportation (RCC) [Region 9] SFY 2020 Section 5310 Combined POS & Formula Budget**

**SFY 20 Proposed Amounts**

<table>
<thead>
<tr>
<th>Project Element</th>
<th>Days/Week</th>
<th>Hours/Week</th>
<th>Hours/Day</th>
<th>Avg. Rate</th>
<th>Weeks</th>
<th>Proposed SFY 20 Cost</th>
<th>Proposed SFY20 5310 Share</th>
<th>Proposed SFY20 Match Share</th>
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<tbody>
<tr>
<td>1. CART/ESNW/</td>
<td>5</td>
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Total: $155,320

Available Section 5310 Funds for SFY20: $124,256
James Wilkie noted the Manchester CareGivers’ approach to volunteer driver recruitment, which will be ramping up again within the next two weeks. Aggressive efforts will be made to market via many media including television, newspaper, and online. CareGivers has also identified local organizations (i.e., Rotary Clubs) that they could market the program to directly, on a one-on-one basis. Mr. Roberge suggested that perhaps the organization could share materials with Salem Caregivers.

There were no additional comments. Region 9 Chair Roberge closed the public hearing.

*Motion by Mr. Sioras to adopt the Region 9 5310 program of projects for FY2020, seconded by Mr. Roberge and carried unanimously.*

Mr. Miller advised that SNHPC will be contacting MTA, Easterseals, and CareGivers regarding match commitment letters. Volunteer hours will be proposed as in-kind match for the mobility management project. Mr. Bogle added that Region 9 will need match letters from Ms. Debra Perou of RNMOW and Mr. Dick O’Shaughnessy of Salem Caregivers.

5. **SCC UPDATE**

Mr. Roberge gave an overview of the three upcoming SCC meetings.

- March 7 will see a workshop put on by the Community Transportation Association of America (CTAA). This will be divided into two parts, the first on driver recruitment and retention, geared toward transit providers. The second session will be intended for volunteer driver programs. It was requested that Mr. James Wilkie of CareGivers attend the latter session.
- The April 4 meeting will be a business meeting featuring a follow-up discussion with NHDOT on 5310 oversight, using RCC Region 1 as an example.
- The May 2 meeting will be a risk management session coordinated by Mr. Miller. Representatives from all RCCs will be invited to attend.

6. **OTHER BUSINESS**

There was no other business.

7. **NEXT MEETING**

The next Region 8 RCC meeting will be held on Tuesday, April 16, 2019, 11:00 AM at SNHPC.

The next Region 9 RCC meeting will be held on Thursday, April 18, 2019, 3:00 PM at Derry Municipal Center.

**ADJOURN**

*Motion by Mr. Sioras to adjourn, seconded by Mr. Roberge and carried unanimously.* The meeting stood adjourned at 11:48 AM.