

**Minutes**  
**Transportation Coordinating Committee**  
**Wednesday, February 12, 2020**

A meeting of the Transportation Coordinating Committee was held Wednesday, February 12, 2020 at 3:00 p.m. in Conference Room A/B-- of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

Committee members in attendance included: Don Adelman, David Scribbins, Eric Rynes, Darren Steinmetz, Sandra Kramer, Richard McKee and Bob Sheire

Members absent: Linda Gentes and Lydia Metz

Other attendees included Linda Batten, Roxanne Klubertanz-Gerber and Sandra McKittrick

- 1) The meeting was called to order by David Scribbins at 3:00 p.m.
- 2) Proof of Notification: Linda Batten verified the posting.
- 3) Approve Agenda:
  - Bob Sheire moved to approve the posting and agenda; Sandra Kramer seconded. Motion carried.
- 4) Approval of October 9, 2019 Transportation Coordinating Committee minutes:
  - Eric Rynes moved to approve minutes; Bob Sheire seconded. Motion carried.
- 5) Approve new committee members:
  - Roxanne reported that Angela Metz's time is up on the board. Additionally she reported that the hospital would like a person on the board. They asked that the board accept Cindy Riley as a new board member.
  - Motion made by Eric Rynes to approve new committee member; Bob Sheire seconded. Motion carried.
- 6) Resignation of committee member – consumer advocate:
  - Roxanne told the board that Lydia Metz turned in her resignation to the board as she has moved.
  - Roxanne said she has reached out to Inclusa and Care Wisconsin. However, at this time she has not received any response.
  - Motion made by Sandra Kramer to accept Lydia Metz's resignation; Richard McKee seconded. Motion carried.
- 7) Review and approve 5310 Transportation Handbook:
  - Linda gave each board member a copy of the revised Richland County Public Transportation – Procedure Manual for the bus drivers.
  - Linda told the board that she highlighted the changes and that most were because we wanted to make sure the manuals were up-to-date with how the program works.
  - Bob Sheire made a motion to approve the changes to the 5310 Richland County Public Transportation – Procedure Manual; Richard McKee seconded. Motion carried.

8) Unexpected retirement of Schmitt Woodland Hills vehicle:

- Roxanne reported that after the last meeting, as she had just returned to her desk, she received a call from Eric Rynes that the Schmitt vehicle was on fire.
- Eric Rynes explained to the board what happened. His person had taken the passenger into Schmitt and when he returned to the vehicle, it was on fire. (The doors were open so he put out the fire with an extinguisher.) The fire was electrical in nature and behind a panel to the rear of the driver's seat.
- Roxanne said because of the circumstances of this she spoke with DOT (Department of Transportation) and it was agreed to retire this vehicle.

9) 2019 Program Highlights:

- Roxanne reported that 2019 was a very busy year for the transportation.
- Roxanne said the 85.21 program had 4687 – one-way trips in 2019 and there were eight quality of life trips. Such as Rotary Lights, Goose Barn, Veterans Conference among others.
- Roxanne told the board that there was Outreach done. A few of them were Pizza and Volunteers, Meal sites and Listening Sessions.

10) Report on 2019 Transportation Budget:

- Roxanne reported that the Transportation Budget was \$202,935 and costs was \$192,218 or a \$10,000 surplus. However, the books have not closed yet. She further told the board that whatever surplus there was would go into Fund 18.
- Roxanne told the board that she expects the 5310 Grant to be lower because more entities are applying for the Grant.

11) Report on 2020 Transportation Budget:

- Roxanne reported that right now the budget is on target. However, we are only in the budget year a couple of months.
- Roxanne said she has already received the 85.21 grant.

12) Updates from Transportation Providers:

- Eric Rynes reported that Schmitt transportation has been very busy with only having one van. They have been using Richland Center Transport more than ever.
- Eric also said that the Adult Day Care is up and running. Additionally, the parking garages for the residents are almost complete.
- Eric reported that Schmitt bought fishing licenses for all residents. He hopes to take residents on a fishing trip in northern Wisconsin.

13) Citizen comments:

- Sandra Kramer reported that on 2/23 that the American Legion will be holding Dogs to Dog Tags. This program is for veterans with PTSD or anxiety disorders and connects them with a dog. They will have finger food for this event.
- Sandra also said that on 3/21 the American Legion would be putting on a Chili and Soup Supper. At this event, they will have a Pie auction to raise money.

14) Schedule Next Meeting: The next meeting is set for May 13, 2020 at 3:00.

15) Adjourn

- Bob Sheire moved to adjourn the meeting until May 13, 2020; Richard McKee seconded. Motion carried.

Respectfully submitted,

Linda Batten  
Aging and Disability Resource Center  
of Eagle Country - Richland Center Office