**Special Transportation Fund Advisory Committee (STFAC)**

**Friday, January 29th, 9:00am-12:00pm**

**ODOT Public Meeting Room, 123 NW Flanders (1st Floor)**

**AGENDA**

| **TIME** | **SUBJECT** | **Packet** **Item No.** | **TOPICS** | **Lead** |
| --- | --- | --- | --- | --- |
| 9:00 | Introductions |  |  | Alan Lehto,TriMet/Jan Campbell  |
| ***Coordinated Transportation Plan Update Kickoff*** |
| 9:05 | Coordinated Transportation Plan: Purpose & Desired Outcomes |  | * Required for receipt of federal/state funding
* Understanding of needs/priorities
* Engagement of stakeholders
* Process for review and adoption
 |
| 9:15 | Scope and Schedule for Plan Update | 2 | * Schedule of key steps in process (meetings)
 | Susan Wright,Kittelson & Associates |
| 9:25 | Process, roles and responsibilities | 3 | * Roles
* Review Recommended Draft Process
 |
| 9:25 | CTP Vision and Guiding Tenants | 4 | * Review CTP Section 1
 |
| 9:40 | Existing Transportation Services and Needs Assessment - Research to Date | 5, 6 | * Continuum of Transportation Services Matrix
* Survey and stakeholder list
* Major gaps in service gleaned from preliminary outreach
 | Anais,Cogan Owens Greene |
| 9:50 | Oregon Project Independence (OPI)  | 7 | * OPI overview
 |
| 10:00 | CTP: Next Steps |  | * Data collection and stakeholder outreach
* Updated CTP Chapter 2, 3 and 4
* Next STFAC Meeting
 | Susan Wright,Kittelson & Associates |
| ***Review of 2016 STF Discretionary Fund Applications*** | Alan Lehto,TriMet |
|  | STFAC 101 |  | * Introduction to Transportation Funding for Elderly and People with Disabilities
* 2016 STF Discretionary Fund Overview
* Coordinated Transportation Plan Guiding Principles for Funding Priorities
 |
|  | Q&A |  | * Providers will address STFAC member questions about project applications
 |
|  | Discussion  |  | * Discuss the strategy for prioritization and next steps
 |
| 12:00 | Adjourn |  |  | Alan Lehto,TriMet/Jan Campbell |

**TriMet Coordinated Transportation Plan (CTP) Update
STFAC Meeting List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date | Type | Subject | Action |
| #1 | January 29th | Meeting | * Introductions
* CTP Purpose, Schedule
* Process, Roles and Responsibilities
* CTP Section 1: Vision and Guiding Tenants
* CTP Section 2: Existing Transportation Services
* Stakeholder Outreach and Background Research
* *Other topic: Review of 2016 STF Discretionary Fund Applications*
 | ReviewReviewReview, CommentsReview, DiscussReview, Discuss |
| *#2* | *February 12th* | *Meeting* | *Other topic: STFAC Evaluation and Ranking of 2016 STF Discretionary Fund Applications* |
| #3 | February 19th | Meeting | * Background Research
* CTP Section 2: Existing Transportation Services
* CTP Section 3: Services Guidelines
* CTP Section 4: Needs Assessment
 | ReviewReview, CommentReview, DiscussReview, Discuss |
| #4 | March 4th | Worksession | * CTP Section 4: Needs Assessment
 | Discuss, Comment |
| #5 | March 18th | Meeting | * CTP Section 5: Strategic Initiatives
 | Review, Discuss, Comment |
| *#6* | *April 15th* | *Worksession* | *Other topic: STFAC Worksession on STF Applications and Evaluation Criteria* |
| #7 | May 6th | Meeting | * Draft CTP Update
 | Review, Comment |
| #8 | May 27th | Meeting | * Final CTP Update
 | Review, Comment |

**TriMet Coordinated Transportation Plan (CTP) for the Elderly and People with Disabilities, 2016 Update**

**Roles, Responsibilities and Process for Creating an Updated CTP**

*Draft, January 2016*

**Special Transportation Funds Advisory Committee (STFAC) Charge**

*The STFAC will provide guidance to project staff on the 2016 update to TriMet’s CTP for the Elderly and People with Disabilities. Their specific charge and scope is to work to:*

* *Provide a broad and diverse set of perspectives to ensure updates to the CTP reflect the diverse needs of the elderly and people with disabilities.*
* *Ensure the plan implements the vision and goals.*
* *Advise on and assist in plan development and content updates to the CTP.*
* *Inform and engage their constituencies, communities and civic organizations.*

|  |  |
| --- | --- |
| **Membership Category Description** | **Committee Members** |
| Name | Through Year |
| Those interested persons who are members of the TriMet Committee on Accessible Transportation (CAT), excepting the CAT member who is a Board member | Jan Campbell, Chair  | 2016 |
| Claudia Robertson, Vice Chair  | 2016 |
| John Betts | 2017 |
| Leon Chavarria | 2017 |
| Zoe Presson | 2016 |
| Chris Walker | 2016 |
| **Paul Pappas** | 2017 |
| **Patricia Kepler** | 2017 |
| **Deidre Hall** | 2017 |
| Seniors or persons with disabilities who reside in **Clackamas County** | Dick Jones  | 2016 |
| Joseph Lowe  | 2017 |
| Seniors or persons with disabilities who reside in **Multnomah County** | Raissa Moore  | 2016 |
| (Vacant ) |  |
| Seniors or persons with disabilities who reside in **Washington County** | Ross Mathews  | 2016 |
| (Vacant ) |  |
| Seniors or persons with disabilities who reside **outside the TriMet District** | Glenn Koehrsen  | 2016 |
| (Vacant ) |  |
| Staff representatives of the respective County Agencies on Aging and Disability; one per county | Teresa Christopherson, Clackamas County | 2016 |
| Jeff Hill, Washington County  | 2016 |
| **Jackie Tate, Multnomah County** | 2017 |
| Staff representative of TriMet | **Kathy Miller**  | 2017 |
| Staff representative of Ride Connection | Elaine Wells  | 2016 |
| Staff representatives of public transit entities other than TriMet, including a rural transit entity representative | **Andi Howell, City of Sandy**  | 2017 |
| Steve Allen, City of Wilsonville  | 2016 |
| Seniors or Persons with Disabilities Living **in the Service Area** | David Keyes | 2016 |
| George Payne  | 2016 |
| Ron Thompson | 2017 |
| (Vacant) |  |

1. **STFAC Roles and Responsibilities**

Representatives

STFAC members are expected to attend STFAC meetings and provide thoughtful review and creative recommendations on updates to the CTP. In addition, members commit to:

* Act as the liaison between groups or constituencies they represent and the STFAC. STFAC members shall engage their constituencies in the update of the plan by encouraging them to review and comment on materials.
* Consider the background materials to inform discussion and comments.
* Review and comment on work products in a timely manner.
* Come to meetings prepared to make comments to staff, and other bodies at key junctures throughout the process.
* Understand that a limited budget and tight timeline within which to complete the plan will require decisions to be made at times with limited information. Therefore, it is important to remain on schedule and within the scope of work.
* Make comments that reflect the values of the community as a whole.
* Listen carefully and ask questions to make informed choices.

Chair and Vice-Chair

The STFAC chair and vice chair work with TriMet and the consultant team to:

* Review and discuss agendas for the STFAC meetings.
* Open and close STFAC meetings.
* In coordination with the facilitator, ensure constructive participation of representatives in discussions and decision-making.
* Help ensure that the conduct of representatives conforms to the expectations for the decision-making process and behavior defined herein.
* Assist in responding to individual representative concerns and issues raised outside of meetings if needed.

TriMet Staff and Consultant Team

The consultant team and staff will attend all meetings of the STFAC, assist in developing the meeting agendas with the STFAC chair, provide technical and staff support and additional information to the committee to facilitate discussion. TriMet staff and the consultant team will also work with the STFAC chair to encourage safe and full participation by all representatives. Meeting materials will be emailed and mailed to the STFAC members one week prior to the meeting. Consultant team and staff will also help ensure STFAC members adhere to the charter.

1. **Decision-Making Process**

The STFAC will endeavor to reach consensus on decisions regarding update to the content of the CTP. A consensus process will enable members to discuss issues and to arrive at a decision. Expectations for the decision-making process include:

* Consensus will be understood to mean that even though a person may not agree with something, they can live with it.
* If representatives are silent, it means that they agree or can live with it.
* Decisions on STFAC recommendations will be made by consensus of all present participating members.

If it is clear that consensus cannot be reached on a particular issue, then both positions will be noted for the project management team’s considerations.

1. **Ground Rules for Meeting Conduct**

Expectations for meeting conduct include:

* All meetings will start and end on time.
* Each meeting will begin with an opportunity to review and revise the agenda. After that, members will work to hold to the agreed upon agenda.
* When an important idea is brought to the group that is off-topic, the committee may chose to put the subject in a list for future discussion.
* All STFAC members will help keep the discussion on track by helping stick to agenda times and topics.
* One person speaks at a time.
* Treat each other with mutual respect.
* Ask questions.
1. **Timeframe**

The timeframe for the 2016 CTP update is 6 months, with six of the eight STFAC meetings dealing specifically with CTP content update. A final updated plan is expected to be adopted by the board in 2016.

**COORDINATED TRANSPORTATION PLAN FOR ELDERLY AND PEOPLE WITH DISABILITIES**

TriMet 2012

**Figure 1-1 Continuum of Transportation Options for Elderly and Disabled Population**



**VISION AND GUIDING TENETS OF THE CTP**

**Vision:** Guide transportation investments toward a full range of options for elders and people with disabilities, foster independent and productive lives, strengthen community connections, and strive for continual improvement of services through coordination, innovation, and community involvement.

Guiding Tenets:

*1. Coordinate.* To make best use of service hours and vehicles, assure that services are coordinated and well organized. Assure that customer information is useful and widely provided throughout the region. Work with others to achieve results.

*2. Innovate*. Increase options available to E&D customers by providing innovative, flexible, attractive and cost-effective alternatives to standard fixed route buses, rail and paratransit. Expand outreach and education on how to use services.

*3. Involve the Community*. Include elders and people with disabilities, social services staff, private non-profit providers, and other community partners in the dialogue and decisions about services. Advisory committees working on E&D issues should have over 50% representation of elders and people with disabilities.

4. *Improve the Service Foundation*. Fixed route service frequencies and coverage in some suburban areas, as well as ways to get to the fixed routes, will need to be improved. Continually improve the total fixed route transit system including the waiting area, customer service of the operators, priority seating, security and accessibility.

5. *Integrate Land Use and Transportation Decisions*. Communicate importance of land use and transportation for E&D transportation. Seek opportunities to influence land use decisions and eliminate environmental barriers to using transit.

*6. Improve Customer Convenience*. Minimize physical and psychological impediments to using core transit services relative to other modes. Make transit system easy to understand and use. Facilitate transfers between transit services with the use of wayfinding information and high- amenity transfer facilities.

7. *Improve Safety*. Assure that real and perceived safety concerns are addressed at passenger waiting areas and on board transit vehicles. Utilize transit provider staff, volunteers and other riders to increase sense of security along with investments in physical infrastructure where appropriate.

The CTP includes a series of appendices which provide additional detail to supplement the report text. Two appendices are intended to guide the reader with respect to common acronyms, and to provide a Glossary of Terms. These are included as Appendix A and B, respectively.

**COORDINATED TRANSPORTATION PLAN FOR ELDERLY AND PEOPLE WITH DISABILITIES**

TriMet 2012

**Figure 2-1 Continuum of Transportation Services**

|  |  |  |
| --- | --- | --- |
| **County** | **Service Areas** | **Existing Transportation Services** |
| **Regularly Scheduled****Fixed Route** | **Deviated-Fixed****Route** | **Shuttle****Service** | **Paratransit Service** |
|  |  |  | **Nutrition & Groceries** | **Community Based Transportation (includes RideWise)** |
| **ADA Paratransit** | **Medicaid** | **Employment** |
| **Washington** | Urban Areas | King City | TriMet Bus/MAX |  | King CityRideAbout | LIFT | DMAP Broker |  | RC Network | RC Network |
| Tigard | TriMet Bus/MAX |  |  | LIFT | DMAP Broker | RC Job Access | RC Network | RC Network |
| Beaverton | TriMet Bus/MAX |  | Beaverton RideAbout | LIFT | DMAP Broker |  | RC Network | RC Network |
|  | Rest of UGB | TriMet Bus/MAX |  |  | LIFT | DMAP Broker |  |  | RC Network |
| SmallCommunity | BanksNorth Plains Forest Grove Cornelius |  |  | DMAP Broker |  |  | RC NetworkRC Job Access |  |  |
| Rural Areas |  |  |  | RC U-Ride |  | DMAP Broker | RC U-Ride |  | RC Network |
| **Multnomah** | Urban Areas | N/NE Portland | TriMet Bus/MAX |  | N/NE RideAbout | LIFT | DMAP Broker |  | RC Network | RC Network |
| East Portland | TriMet Bus/MAX |  | Gateway ShuttleCherry BlossomShuttle3 | LIFT | DMAP Broker |  | RC Network | RC Network |
| Mid-County | TriMet Bus/Max |  | Mid-County RideAbout | LIFT | DMAP Broker |  | RC Network | RC Network |
|  | Rest of UGB | TriMet Bus/MAX Portland Streetcar |  | Downtown RideAbout | LIFT | DMAP Broker |  | RC Network | RC Network |

|  |  |  |
| --- | --- | --- |
| **County** | **Service Areas** | **Existing Transportation Services** |
| **Regularly Scheduled****Fixed Route** | **Deviated-Fixed****Route** | **Shuttle****Service** | **Paratransit Service** |
|  |  |  | **Nutrition & Groceries** | **Community Based Transportation (includes RideWise)** |
| **ADA Paratransit** | **Medicaid** | **Employment** |
|  | Rural Areas |  |  |  |  |  | DMAP Broker |  |  | RC Network |
| **Clackamas** | Urban Areas | Wilsonville | SMART |  |  | SMART | DMAP Broker |  | SMART | SMART RC Network |
|  | Rest of UGB | TriMet Bus/MAX |  |  | LIFT | DMAP Broker |  | RC Network | RC Network |
|  | Happy Valley/ Damascus |  |  |  |  | DMAP Broker |  | RC Network | RC Network |
| LargeCommunity | Canby | CAT |  |  | CAT | DMAP Broker |  | RC Network | RC Network |
|  | Molalla |  | SCTD |  |  | DMAP Broker |  | RC Network | RC Network |
|  | Sandy | SAM |  |  | STAR1,2 | DMAP Broker |  | RC Network | RC Network |
|  | Hoodland |  | Mountain Express by Clackamas Co |  |  | DMAP Broker |  | RC Network | RC Network |
| SmallCommunity | Estacada | TriMet Bus/MAX SAM |  |  | LIFT | DMAP Broker |  | RC Network | RC Network |
| Rural Areas |  |  |  |  |  | DMAP Broker |  | RC Network | RC Network |

**Key:**

**ADA:** Americans with Disabilities Act

**UGB:** Urban Growth Boundary

**MAX:** light rail

**OMAP:** Oregon Medical Assistance Program (Medicaid)

**RC:** Ride Connection

**TriMet Coordinated Transportation Plan for Elderly and People with Disabilities**

**2016 Update**

**Survey: *Transit Service Providers***

The following questions are proposed to be asked as part of the update to the list of transit service providers in the CTP.

1. What is the full name of your organization?
2. What is the address of your organization?
3. Who should be the contact person(s) for your organization?
4. What is/are the contact person(s) email address(es)?
5. Please provide an updated general description of your organization as it relates to the services you provide and the transportation needs associated with your clients (refer to Section 2 of the existing Coordinated Transportation Plan).
6. Describe your geographic service area.
7. Describe what dates and times you provide transit services using the following categories:
	* 1. Weekdays
		2. Weekends
		3. Extended evening hours
		4. Holidays
8. Classify your transit service using the following descriptors.
	* 1. Urban area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		2. Rural area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		3. Large community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		4. Small community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Describe who is served by the transit service(s) you provide:
	* 1. General public
		2. Individuals that would be eligible for paratransit services
			1. ADA Paratransit
			2. Medicaid
			3. Employment
			4. Nutrition and groceries
			5. Community Based Transportation (includes Ridewise)
			6. Other? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		3. Older adults (60+)
		4. Veterans
		5. Mental and/or physical disability
		6. Other groups?
10. Describe the number and type of vehicles that you have, and include the following information:
	* 1. Vehicle age (years)
		2. Vehicle mileage
		3. When the vehicles are expected to be replaced
11. Please describe any current unmet transportation needs/biggest challenges that your customers have.
12. Please describe any existing or potential coordination opportunities.
13. What new types of services, programs, or advances in technology, not currently offered in the region or currently funded by STF/5310 would address service gaps or offer new, innovative service for older adults and people with disabilities?
14. If it necessary to contact someone else in order to answer some of the questions in this survey, who else should be contacted, what is their contact information (phone and email) and what questions should they be asked about?

**TriMet Coordinated Transportation Plan for Elderly and People with Disabilities**

**2016 Update**

**Survey: *Social Service Organizations***

The following questions are proposed to be asked as part of the update to the list of social service organizations in the CTP.

1. What is the full name of your organization?
2. What is the address of your organization?
3. Who should be the contact person(s) for your organization?
4. What is the contact person(s) email address(es)?
5. Please provide an updated general description of your organization as it relates to the services you provide and the transportation needs associated with your clients (refer to Section 2 of the existing Coordinated Transportation Plan).
6. Please describe the general services your organization provides.
7. Do you provide any transportation services? If so, please describe them.
8. Please describe any current unmet transportation needs/biggest challenges that your clients/customers have?
9. Please describe any existing or potential coordination opportunities with similar organization or transit service providers.
10. What types of services best meet the needs of your clients that you would like to see offered more or expanded on?
11. What new types of services, programs, or advances in technology, not currently offered or available would address your service gaps or offer new, innovative service for your clients?
12. If it necessary to contact someone else in order to answer some of the questions in this survey, who else should be contacted, what is their contact information (phone and email) and what questions should they be asked about?

**Survey: List of Recipients**

* Teresa Christopherson, Clackamas County
* Jeff Hill, Washington County
* Jackie Tate, Multnomah County
* Kathy Miller, TriMet
* Elaine Wells, Ride Connection
* Andi Howell, City of Sandy
* Steve Allen, City of Wilsonville
* Shirley Lyons, South Clackamas Transportation District
* Julie Wehling, City of Canby

**Oregon Project Independence (OPI) Summary**

***What is Oregon Project Independence?***

Oregon Project Independence (OPI) started in 1975 as a means to support seniors and people with disabilities who require a variety of in-home services but are not eligible for the benefits provided through Medicaid. These services are intended to support their independence and enable them to safely remain in their home as long as they wish, allowing them to “age in place.”

Eligibility for the Oregon Project Independence program is based on level of need for in-home assistance using a common assessment tool. OPI traditionally serves those who are 60 years of age or older or who have been diagnosed with Alzheimer's disease or a related disorder. To be eligible, OPI clients may not receive either Medicaid benefits (with the exception of food stamps) or Supplemental Low Income Medicare Beneficiary Program benefits. While there are no financial eligibility requirements, OPI’s fee structure is based on a monthly sliding scale that charges for services based on household income, after deductions for medical expenses.

OPI assesses the needs and ability of each individual then assigns services on that basis. Services are provided statewide through Area Agencies on Aging (AAA) local offices. OPI service plans often amount to 20-25 hours of assistance a month or less, primarily helping augment existing family care or providing support for shopping, bathing, house cleaning, etc. OPI can provide up to 12 service options, which vary based on the resources available in each community:

1. Service coordination (case management)
2. Home care
3. Chore services
4. Assistive technology
5. Personal care service
6. Adult day services
7. Registered nurse service
8. Home delivered meals
9. Evidence-based health promotion services
10. Options counseling
11. Services to support and strengthen their natural support system
12. Assisted transportation

OPI is funded by Oregon’s State General Fund. Programming money comes through the Department of Human Services to local AAA offices. The AAA offices then create their own contracts with local communities to dispense OPI services.

***How does Oregon Project Independence relate to TriMet’s Coordinated Transportation Plan?***

As a non-Medicaid program, OPI does not traditionally help fund the use of external transportation services. OPI’s assisted transportation service is used within the context of providing assistance with shopping, errands and appointments. OPI can refer its client to a caregiver who can provide transportation, either with the client’s vehicle or the caregiver’s vehicle. In the case where a caregiver’s own vehicle is used, OPI provides mileage reimbursement for caregivers. If the need for transportation services is beyond the capacity or hours of the client’s service plan, OPI may help connect the client with other community-based transportation options.

In 2014 the Legislature provided funding to expand the OPI program to serve individuals between the ages of 19-59 in certain pilot areas of the state. This pilot program, which ends in June 2017, studies the need and cost of providing the OPI program to younger adults on a permanent basis. Included in the OPI expansion pilot program is the ability for OPI to extend funds for transportation services to further strengthen its traditional assisted transportation service, among other forms of increased flexibility in the program’s services. The pilot program was active in 15 counties: Benton, Clatsop, Jackson, Josephine, Lane, Linn, Lincoln, Marion, Morrow, Multnomah, Polk, Tillamook, Umatilla, Washington and Yamhill. These counties were chosen and volunteered to represent both urban and rural areas.

Although OPI services are primarily centered on in-home care, transportation remains a significant unmet need, regardless of whether that need is covered through OPI services or not. The pilot program, by expanding its consumer base and providing greater flexibility in its support services, helps increase the capacity of OPI’s assisted transportation service. For example, Multnomah County provided bus passes for individuals who were otherwise unable to get to specific appointments that support their health and well-being (Multnomah was the only county that reported back the use of its transportation services under the pilot program). Overall, there is a greater demand for OPI services than there is funding or capacity. Further assessing OPI’s services and potential to fill gaps in the needs of the elderly and disabled population will be an asset to the update of TriMet’s CTP.