



# Southwest Regional Development Commission

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## Steering Committee Meeting #1 - Region 8 Local Human Service – Public Transit Coordination Plan 2016-2017

**Friday January 6, 2017 @ 9:00 am to 11 am**

**Attendees:** Benjamin Jahn, Marshall Taxi; Cathleen Amick, UCAP; Diana Madsen, MNRAA; Karen DeBoer, Prairieland Transit - Nobles Co.; Peggy Dunblazier, Avera; Tamara Fishel, NCHHS (Nobles Co Health & Human Svcs); Stacy Golombiecki, NCHHS (Nobles Co Health & Human Svcs); Janice Klassen, MnDOT; Jamie Lanners, MNRAA; Rosanne Lasnetski, A.C.E. of SW MN Coord.; Laurie Ness, former Pipestone Mayor and citizen; Shelly Pflaum, UCAP; Jan Roers – Peoples Express; Sami Saad El Dien, Marshall Taxi; Rhonda Sievert, Pipestone Co Transit; Ted Stamp, SWCIL; Robin Weis, SRDC - Ec. Dev.

**SRDC Facilitators:** Judy Elling Przybilla, SRDC; Annette Fiedler, SRDC

**Location:** United Community Action Partners – Marshall MN / Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/304108879> or Telephone: 646.558.8656 (US Toll) or 408. 638. 0968 (US Toll) the Meeting ID: 304 108 879.

**Introductions** – Everyone was asked to introduce themselves and who they represent.

**Background of Human Services Transportation Coordination Plan.** The back ground was reviewed as well as tasked that needed to be accomplished at the 1<sup>st</sup> Steering committee meeting. Steering Committee tasks outlined were:

- Attend 4 Steering committee meetings as a working group, are their missing partners?
- Determine who should be part of the public participation activities.
  - (Surveys & Focus Groups)
- Planning Workshop
- Review the final draft plan document

**Time line and Plan Elements** . The presentation outlined the proposed timeline and plan elements were discussed. The Steering Committee set meeting and workshop dates within that framework:

- March 20, 2017 – review data before the workshop. (date set by doodle poll after the meeting). 9 am to 11 am, Center for Regional Development in Slayton. Teleconference will be available
- March 30<sup>th</sup> – Planning Workshop, 9 am to 3 pm Center for Regional Development in Slayton.
- May 3, 2017 from 1 pm to 3 pm at UCAP in Marshall with video and teleconference available.

**Data needed for the plan and collection.** The Steering committee provided direction on how to obtain data for the rider survey. The group did not like the survey questions and wanted changes so they would be able to identify gaps in service. Since this was a statewide survey, it was determined that the original questions could not be changed. The Steering committee agreed to clarified language that would help identify gaps for the providers through the written survey. Since this would not affect the original MnDOT generated survey the clarifier was adopted to the written survey to help all the providers with gap identification as requested.

**Steering Committee direction on how to obtain data.**

The Rider Survey collection process was reviewed. It was determined that Judy would connect with the following organizations to discuss participation in distributing and collecting the Rider Survey throughout Region 8 with a deadline of February 24, 2017 to receive completed surveys. This will allow time for data analysis.

- SWHHS locations
- NCHHS locations
- DVHHS locations
- SMOC locations
- UCAP locations
- DAC providers
- Nursing Homes/Assisted Living facilities
- MNRAAA / ACE
- Food Shelves
- Churches / Faith Organizations

Provider survey. The Steering committee requested a list of organizations that were sent the Provider Survey for them to review. Some indicated they have not received the survey – this step will assist in the opportunity for more providers to complete the survey.

Focus Groups. The Steering Committee discussed potential focus groups and narrowed list to the following 6 focus groups for Judy to follow up with and coordinate

- Riders
  - UCAP Community Council
  - SWCIL Clients
  - JBS Leadership Council (representation of ethnic groups working in the factory)
  - Walnut Grove Residents
- Organizations
  - Worthington Chamber of Commerce: Community Organizations in attendance includes: ABE, School District, NCIC, County, MNWest College, Chamber, City Staff, etc
  - Marshall Community Services Program meeting: Community Organizations in attendance includes: ABE, Senior Activity Center, ECFE, Karen Organization of MN, SW MN Housing Partnership, Community Education, School District Minority Advocates, SW MN Literacy Volunteers, Open Door Health Center, etc.
  - SRDC Full Commission

**Missing Steering Committee representation.** Distributed the list of people invited to participate on the Steering Committee and discussed if there was anyone missing. Committee members were asked to follow up with staff.

**ID Workshop attendees.** Discussed people to invite to March 30<sup>th</sup> Planning workshop, members will connect with Judy regarding people to invite to the workshop. The steering committee will actively recruit attendees for the Planning workshop.

**Review previous work using 2011 Plan with the 2012 work plan.** The steering committee reviewed the 2011/2012 Human Services Transportation Coordination Plan Strategies and projects. They identified which projects have had action, what successes and obstacles there had been. Judy will update the document and send to Steering Committee for review, edits, and additional information.

**Meeting Adjourned at 11:03 am**