



2205 Commerce Drive ♦ P.O. Box 185 ♦ Carrollton, OH 44615 ♦ Fax: 330-627-1088

**TRANSPORTATION ADVISORY COMMITTEE
(TAC)**

MEETING MINUTES

Date: October 27, 2021

Time: 9:30 a.m.

Location: Carroll County Transit

| NAME | AGENCY | PRESENT | ABSENT | NAME | AGENCY | PRESENT | ABSENT |
|-------------------------|---------|---------|--------|-------------------------|-----------|---------|--------|
| Cindy Black | CCVSC | | | Sherri Lewis (A) | CDJFS | | X |
| Mathual Campbell | CCBDD | | | Tonya Myers | CCCOA | | X |
| Tricia Green | CEVSD | X | | Kate Offenberger | CDJFS | | |
| Ray Heaston (A) | CCBDD | X | | Vicky Peoples | Transit | | X |
| Sonja Trbovich | Transit | X | | Rachel Rinkes | Prob/Juv | | X |
| | | | | Weslee Warner | Southeast | | |

Other(s) present: Terry Chevront, CCT Operations Manager;

Mrs. Trbovich opened the meeting and asked for approval on previous minutes from July 28, 2021.

Motion was made by Mrs. Myers and seconded by Mrs. Rinkes to approve minutes from July 28, 2021, all in favor, motion carried.

OLD BUSINESS:

Mrs. Trbovich advised on the following 2020 & 2021 Grants:

- 2020 & 2021 CARES ACT Grant – Closed out the end of September
- 2021– 5311 Operating 50% - \$235,257 and Capital Maintenance 80% - \$39,984 Grant – now using this funding
- 2021 Federal Capital Grant – 1 LTN Bus – 100% Cares Act Grant (\$64,730 awarded) – State was contacted by the vehicle vendors detailing their inability to procure chassis, parts, and labor to produce vehicles ordered through the Vehicle Terms Contract within a reasonable timeframe. These issues extend beyond the vehicle vendors to the supply chains of the manufacturers themselves, so unfortunately this isn’t a simple fix of find other vendors who can fulfill the orders, simply put there are no vehicles to be had. Therefore, the maintenance on our current fleet will increase this year due to needing more maintenance than usual.
- Purchase of cameras for all vehicles – 100% Cares Act Grant (\$23,000 awarded) cameras were installed however; they are not all completely operating at 100%.

- Mrs. Peoples advised she is still waiting on a dongle cord so that she will be able to access the camera hard drives via the computer instead of utilizing a laptop and plugging it into each one.
- OMEGA Media Outreach Campaign – Mrs. Trbovich advised that OMEGA done a regional commercial that included 2 of our employees. It is being advertised on WTOV9 and Spectrum TV.
- Applied through the National Rural Transit Assistance Program (RTAP) for the Community Rides Grant Program – with the Senior Friendship Center, but was not awarded. Mrs. Myers advised it was to help get seniors out to socialize at the Senior Center however they are closed due to COVID.
- Ohio Rides to Community Immunity Program Grant – Still have these monies available and maybe they will begin utilizing it again since the boosters are out. This grant is good through December, 2022 and the remaining balance is \$15,613.52.
- Operating Hours – Still operating at reduced hours 7:00am – 4:30pm
- Mrs. Myers advised if anyone is having problems making appointments, there is a Welcome & Wellness Grant that covers her employees to go out to their house and help them with various assistance as well as doing referrals and assessments. This would include helping schedule transportation as well.
- Transit Appeals Committee Replacement – did anyone have a suggestion for the replacement of Shelva Chiurco. Mrs. Myers advised of an individual and stated she would contact him. Mrs. Myers also questioned if the hold meetings as well. Mrs. Trbovich replied meetings are only held when needed however they are invited to attend the TAC meetings so they know what is going on.
- The 2022 schedule of TAC meetings at 9:30 a.m. The following dates are:
 - January 26, 2022
 - April 27, 2022
 - July 27, 2022
 - October 26, 2022

NEW BUSINESS:

Mrs. Trbovich advised on the following 2022 Grant:

- Ohio Transit Partnership Program (OTP2) Grant – to help with Operating Assistance in the amount of \$120,532 – grant awarded
- 2022 – 5311 Operating 50% - \$352,577 and Maintenance 80% - \$76,698 Grants awarded
- 2022 – 5339 Bus & Bus Facilities Grant – 1 MMV and 1 AV (replacements) (\$76,363) Grant awarded – however this will still be an issue with acquiring these as well.
- New hires – I would like to advertise once again for Part-time Drivers (5) due to another employee retiring last month, 1 will be retiring in January and 1 of my new employees resigned due to conflicts with PERS and insurance.
- Updated Coordinated Plan –
 - Unmet Needs – handout with 2018 Unmet Mobility Needs (11) attached – Committee recommended the following for 2021:
 - Driver shortage
 - Vehicle shortage
 - Extended hours (weekend/special events)
 - Limited public knowledge of local transportation services
 - Residents unable to pay for transportation services and do not qualify for other available assistance

- Goals and Strategies (attached 2018 handout) – Committee recommended the following for 2021:
 - Maintain and increase current transportation services and options
 - Create, expand or find funding for better incentives for new and current drivers
 - Support inventive ways for cost effective vehicle replacement/maintenance plan
 - Expanded service hours
 - Increase public knowledge of local transportation service options
 - Increase marketing and advertising of transportation services and options
 - Maintain and expand community outreach through networking with local stakeholders, agencies and organizations
 - Maintain and collaborate with Mobility Management Program (Jill Cunningham)
 - Increase access and inclusivity in transportation services and options
 - Expand or create transportation options for low-income residents that do not qualify for other available services
 - Maintain and expand involvement with Caring Hands

Mrs. Trbovich advised contract rates remain the same for 2022.

OTHER BUSINESS:

Mrs. Trbovich questioned if anyone had anything else to present to the committee. Mrs. Trbovich advised that whoever is in the CCT vehicles, masks are still required per FTA until January 18, 2022 but this could be extended. Still continuing to disinfect all vehicles on a daily basis. The next meeting will be January 26, 2022 @ 9:30 at Carroll County Transit.

Motion was made by Mrs. Myers, seconded by Mrs. Lewis to adjourn @ 10:45 a.m., all in favor, motion carried.

Minutes by: *Victoria (Vicky) S. Peoples*

Summary of Unmet Mobility Needs

The following table lists the unmet transportation needs that were identified and the method used to identify and prioritize each need. Needs are listed in order of their rank in highest to lowest priority.

Table 8: Prioritized Unmet Mobility Needs

| Rank | Unmet Need Description | Method Used to Identify and Rank Need |
|------|--|---|
| 1 | More Vehicles/Minivans | Stakeholder & Public Meetings, Public Surveys |
| 2 | Marketing | Stakeholder & Public Meetings, Public Surveys |
| 3 | Gap in number of aides/rider assistance | Stakeholder & Public Meetings, Public Surveys |
| 4 | Caring Hands Involvement | Stakeholder & Public Meetings, Public Surveys |
| 5 | Fixed Route/Park and Ride | Stakeholder & Public Meetings, Public Surveys |
| 6 | Opioid Rehabilitation Transportation | Stakeholder & Public Meetings, Public Surveys |
| 7 | More service to the North (Stark County) | Stakeholder & Public Meetings, Public Surveys |
| 8 | Additional assistance required if Destination is not ADA Compliant | Stakeholder & Public Meetings, Public Surveys |
| 9 | More Staff & Drivers | Stakeholder & Public Meetings, Public Surveys |
| 10 | Extended services hours/weekend | Stakeholder & Public Meetings, Public Surveys |
| 11 | Transportation for oil & gas pipeline workers | Stakeholder & Public Meetings, Public Surveys |

V. Goals and Strategies

Developing Strategies to Address Gaps and Needs

Strategies for improving transportation for Carroll County should address the service gaps and user needs identified in this plan if they are to be effective. As described, the gaps and unmet needs were based on information obtained from geographic analysis, the attendees participating in the meetings and responses to the public survey.

Based on information gathered throughout the planning process, Carroll County Transit developed the following strategies to address the gaps and unmet transportation needs. Priority levels are assigned by considering the primary funding sources that could be available to support plan implementation compared to the importance of meeting these unmet needs expressed by the public and stakeholders. Not all strategies are activities specifically eligible for funding under the existing programs, nor is it guaranteed that sufficient funding will be available to achieve every strategy identified. In addition, the local stakeholders will need to provide support and commit to pursuing the strategies if they are to be accomplished. Nonetheless, these strategies have been tailored to 11 of the identified primary gaps and needs.

Below is an outline describing the prioritized strategies to address each of the identified unmet transportation needs and gaps in service.

Goal #1:

Maintain Cost-Effective and Efficient Transportation Service

Need(s) Being Addressed: More vehicles/minivans, more staff, extend service hours, transportation for oil and gas pipeline workers, opioid rehabilitation transportation, more service to the north (Stark County), fixed route through county

Strategy 1.1:

Apply for funding to increase fleet

Strategy 1.2:

Hire more personnel to increase staff

Strategy 1.3:

Provide fixed route service with a park and ride

Timeline for Implementation: This strategy will be ongoing and can begin after approval of the plan in 2018.

Action Steps:

1. Identify regularly frequented routes
2. Document vehicles and staff required
3. Meet with ODOT and Mobility Manager

Parties Responsible for Leading Implementation: Carroll County Transit & Mobility Manager

Parties Responsible for Supporting Implementation: OMEGA, participating stakeholders, Carroll County Commissioners

Resources Needed: Funding, meeting space, vehicle inventory

Potential Cost Range:

One vehicle – \$42,657.50 to purchase

Two part-time employees – \$30,404/year

Total = \$73,061.50

Potential Funding Sources: ODOT 5310, ODOT 5311

Performance Measures/Targets:

1. Measure – Number of Coordinated Transportation Stakeholder Meetings
 - a. Target – Quarterly or Biannual Meetings, minimum of 2 per year
2. Measure – Acquire new vehicle
 - a. Target – One more handicap accessible vehicle
3. Measure – Expand staff
 - a. Target – Hire one more driver

PRIORITY POINTS: 100

Goal #2:

Efficiently Expand Transportation Services for the Long Term

Need(s) Being Addressed: More vehicles/minivans, more staff, extend service hours, transportation for oil and gas pipeline workers, ADA Destinations, more service to the North (Stark County), opioid rehabilitation transportation

Strategy 2.1:

Incorporate Mobility Manager on expansion decisions

Timeline for Implementation: This will be ongoing throughout the years with a goal to be reached within three years from approval of this plan in 2018.

Action Steps:

1. *Include Mobility Manager for marketing and outreach*
2. *Create and tailor specific surveys for client base*
3. *Partner with another agency in an adjacent county in a possible sub-regional development*

Parties Responsible for Leading Implementation: Carroll County Transit

Parties Responsible for Supporting Implementation: OMEGA, Mobility Manager, Transportation Providers from Adjacent Counties

Resources Needed: Long term funding, google drive docs, and survey materials

Potential Cost Range: \$1,500 annually

Potential Funding Sources: ODOT 5310, ODOT 5311

Performance Measures/Targets:

1. Measure – Tailored Public Surveys
 - a. Target – At least 100 Surveys each for Employment, Medical, and Commercial Trips
2. Measure – Meetings with Mobility Manager
 - a. Target – Meet biannually for long term purposes
3. Measure – Partner with one agency with long term goals
 - a. Target – Establish partnership by end of fiscal year 2019

PRIORITY POINTS: 95

Goal #3:

Implement Comprehensive Marketing/Outreach for Transportation Services

Need(s) Being Addressed: Marketing

Strategy 3.1:

Partner with Mobility Manager for Marketing

Strategy 3.2:

Implement Mobility Manager for Travel Training

Strategy 3.3:

Policy decisions associated with liability issues

Timeline for Implementation: This strategy will be ongoing throughout the year and can begin immediately following the approval of this plan in 2018.

Action Steps:

1. Meet with Caring Hands and Mobility Manager
2. Establish and prioritize client needs
3. Establish efforts for outreach

Parties Responsible for Leading Implementation: Carroll County Transit and Mobility Manager

Parties Responsible for Supporting Implementation: OMEGA, transportation stakeholders,

Resources Needed: Meeting space, marketing materials

Potential Cost Range: \$1,000 - \$2,000

Potential Funding Sources: Mobility Manager Funds

Performance Measures/Targets:

1. Measure – Number of advertisements
 - a. Target – More than double the current marketing measures

2. Measure – Number of destinations reached
 - a. Target – More than double the amount of destinations frequented
3. Measure – Increase of Ridership
 - a. Target – Increase ridership by 5%

PRIORITY POINTS: 90