

MEETING NOTES
CAPITAL AREA REGIONAL TRANSIT COORDINATION COMMITTEE (RTCC) MEETING

One Texas Center, Room 325
505 Barton Springs
Austin, Texas

May 11, 2010– 2 PM – 4 PM

Attendees: Alderman Bill Hamilton, Paul Hamilton, David Fowler, David Bartels, Vanessa Sarria, Jeanie Teel, Meredith Highsmith, Elizabeth Prestwood, Stevie Greathouse, Terry Nathan, Dave Marsh, Jackie McLaughlin, Mark Sweeney

Dave Marsh, Co-Chair, called the meeting to order at 2:20 PM. The group took up item #4 first.

1. **May E-Newsletter.** Stevie Greathouse presented the draft list of topics for a may E-Newsletter to the group and asked for feedback. Jeanie Teel requested that a link to the updated Ride Guide be included in the newsletter.

Alderman Hamilton, Chair, joined the meeting and the group provided an round of introductions.

2. **Approve FY 2010 Detailed RTCC Work Plan.** Stevie Greathouse walked the group through the detailed work program. The committee discussed at length the development of a database of transportation providers.

Dave Marsh moved approval of the FY 2010 Detailed Work Plan. Paul Hamilton seconded the motion. The motion passed unanimously.

3. **Accept Report on Results of Transportation Solutions Training Initiative Survey.** Stevie Greathouse provided an overview of the report and survey results. The group had a lengthy discussion regarding next steps including:
 - a. Potential need to inventory current training opportunities
 - b. Need to interface with regional 211 and use this resource
 - c. Need to identify agency partners
 - d. Desire for an interactive digital tool that would let caseworkers and others determine options for a particular trip. (using the provider database being assembled.)
 - e. Additional meetings of executive committee to identify specific next steps

The work plan indicates a goal of developing draft curriculum for the August RTCC meeting, however, the group discussed the desirability of finalizing the provider GIS database prior to launching training.

Jackie McLaughlin moved approval of the report. David Fowler seconded the motion. The motion passed unanimously.

4. **Discuss and Accept Materials Related to Update of Coordinated Plan.** Stevie Greathouse presented the draft timeline for coordination plan update, the draft outline for the coordination plan, and the CAMPO Literature Review of Coordination Best Practices. Meredith Highsmith presented the Draft Stakeholder Involvement Plan. The group discussed the coordination plan development process, in particular development of a scope of work for consultant services and procurement of a consultant. Dave Marsh indicated his desire to get someone with expertise in the area such as TTI. The group agreed that the digital version of the Literature Review should include

PDFs CAMPO staff had assembled of source studies. The group indicated that they would like to continue to identify modifications to the Stakeholder Involvement Plan and approve a final version at the August Meeting. The group agreed that all comments should be forwarded to Meredith by June 15, 2010.

Dave Marsh moved approval of the plan timeline, plan outline, and literature review report. David Bartels seconded the motion. The motion passed unanimously.

5. **RTCC Member Recruitment.** Stevie Greathouse presented a draft member recruitment form. The committee discussed dissemination of the recruitment request, and asked that the form be modified to include the RTCC letterhead. The Committee agreed to solicit nominations with a deadline of July 9, and that the Executive Committee would meet to select nominees if the group received multiple applications for one position. The goal is to fill remaining committee vacancies at the August Quarterly meeting.
6. **Other Business.** Stevie Greathouse provided information regarding an upcoming presentation on Vehicle Miles Traveled per capita that the Community Action Network Community Council. Dave Marsh distributed information regarding Older Americans Month, as well as invitations to the May CTAA Community Transportation Expo in Long Beach, CA. Meredith Highsmith distributed Capital Area RTCC informational flyers. Jackie McLaughlin indicated that HHSC would be holding an open house on their strategic plan on...
7. **Public Comment.** There was no public comment.
8. **Adjourn.** The meeting was adjourned at 4:05 pm.

Next Meeting: August 10, 2010, One Texas Center Room 325