



*Grafton-Coos County Regional Coordination Council*

*Minutes Quarterly Meeting*

10:00 A.M to 12:00 PM, Friday, April 26, 2019

Littleton Regional Healthcare, Littleton, NH

**Present:** Brenda Gagne, Van Chestnut, Kathleen Vasconcelos, Doug Grant, Patricia Crocker, Carrie Chandler, Patricia Kendall, Alex Belenz, Danica Melone

**1. Welcome and Introductions**

Brenda Gagne called the meeting to order 10:04 AM and introductions were made.

**2. Approval of Minutes from January 25th, 2019**

Brenda Gagne discussed the minutes from January and the Council reviewed. There was no further discussion. Van Chestnut moved to approve the minutes, Doug Grant seconded, and the Council approved the minutes unanimously.

**3. Updates from Providers**

Transport Central: Doug Grant provided an update on Transport Central and noted that Barbara Robinson was no longer with the company; he added that business had been going well.

Lakes Region Mental Health Center: Carrie Chandler gave a brief update, noting that there have been conversations in Plymouth to improve the reach of their services, adding that since those conversations, they had scheduled their first appointment.

Grafton County Senior Citizens Council: Kathleen Vasconcelos updated that there are several new directors who have started.

Tri-County CAP: Brenda Gagne discussed that it has been extremely busy and they have seen an increase in their door-to-door services. She noted, however, that they have seen an overall decrease in ridership of about 2%, and speculated with the Council about why that may be. She added that their ridership of those 40 and under has seen a slow decline.

#### **4. SCC Update**

Pat Crocker discussed that on June 5<sup>th</sup> there will be a meeting at DOT to discuss compliance questions, the compliance issues of the grant recipients and the risk management issues for contract holders in the 5310 program. The SCC is looking for questions and suggestions for content as they plan the June agenda at the May 2 meeting.

She added that there would be a joint NHTA meeting the following morning at the Holiday Inn in Concord.

Van Chestnut discussed the SCC/NHTA/RTAP meeting held in March which focused on how to recruit volunteer drivers and both what it takes to be an organization that people want to work at and while also retaining good employees. He also discussed that there is still no RTAP contractor appointed and that they are waiting for that to be resolved; he added that by not having someone in position, it may delay how projects are moved along and that trainings are likely suspended in the meantime.

#### **5. 5310 Funds Reallocation for the 4th Quarter**

Pat Crocker discussed the spreadsheet handed out explaining the funding allocations; she noted that the allocations cannot be transferred between categories. She explained that the spreadsheet proposed funding be reallocated from Tri-County CAP and would be put towards the Grafton County Senior Citizens Council so that they can meet their spend-down rate. She noted that the spend-down rate of Transport Central was very high and therefore money was reallocated from Tri-County CAP and split evenly between the two organizations with the least funding.

The Council had no further discussion. Patricia Kendall made a motion to approve, Doug Grant seconded, and the Council agreed unanimously to approve the transfer of funds as recommended.

#### **6. FY 2020 5310 Compliance Questions**

Pat Crocker explained that they will be compiling a list of compliance-related questions to be answered at the previously discussed meeting on June 5<sup>th</sup>.

Doug Grant asked a question about financial reporting and she responded that service providers should be prepared to have their all their accounting and financial records reviewed, as well as review of internal controls. She discussed that it's critical that providers are also registered in the state in good standing as a non-profit and then further explained that there are three levels of having their books inspected.

Van Chestnut noted that the contract would need to be signed by an attorney. Pat Crocker added that there would also be a change in the certifications of insurance. She explained that they had previously been accepted through the RPCs but providers would now need to produce their certificate of insurance themselves. Van Chestnut discussed a federal guidebook for state agencies on how to meet compliance and recommended it to the Council.

## **7. 5305e/Coordinated Plan Updates**

Alex Belenz discussed that North Country Council has coordinated with Lakes Region Planning Commission to cover the needs of the coordinated plan. He explained that NCC had been considering putting together an interim update to meet compliance however DOT had recently confirmed that the interim update was not necessary. Going forward, the RPCs will be working together to complete the 2020 Coordination Plan update by working with providers and regional organizations. Pat Crocker noted to the Council that it was important that the Plan include any and all wish list items so that they're afforded maximum opportunity.

## **8. GCRCC Website and Logo**

Alex Belenz discussed the print-out of the current website layout and explained that NCC is working with RTAP to design an update website. He added that the creation of the website was he updating the website. He explained that the website was initially being created by North Country Council staff; however, a glitch in RTAP's system leading to the draft website being deleted resulted in RTAP offering free graphic design services to both build the website and design logos. At this stage of RTAP's work, they will be turning over the account to North Country Council to finish creating and inserting information.

Brenda Gagne asked if, under the "Service" page, there could be hyperlinks to the transit provider's webpages. Alex Belenz added that the final draft of the website would be sent out to Council members so that they may review and provide revisions.

## **9. Other Business**

Brenda Gagne discussed the Disadvantaged Business Enterprise (DBE) reports. Pat Crocker discussed DBEs and explained how they may reach targets. Brenda Gagne expressed she had some confusion with submitting reporting for the 5310 and 5311 and Pat Crocker noted that she would try and get her questions answered.

Brenda Gagne asked if there was any other business, there was none. Van Chestnut moved to adjourn, Patricia Kendall seconded, and the Committee agreed unanimously to adjourn at 11:18 AM.