

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, February 6, 2019 - 3:30 p.m. CATA BOARD ROOM**

MEMBERS PRESENT	Pat Cannon George Hanley Diana Paiz-Engle	Lillie Mae Flannery J.J. Jackson Deb Wiese (Chair)
ABSENT MEMBERS	Geneva Smith	
CATA BOARD MEMBER	None	
CATA PERSONNEL	Craig Frazier Roger Garza Ericka Hartigan Michelle Willis	Brad Funkhouser Sean Gleason Amber Haynes
GUESTS	Michael Klein (Transdev)	Timothy Sparks (Transdev)

CALL TO ORDER

Chair Wiese called the meeting to order at 3:31 p.m.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF FEBRUARY AGENDA

Chair Wiese made mention of a document sent out that morning. She requested a review of the LookingBus project take place during the CEO report.

Chair Wiese requested Ericka Hartigan's presentation be moved before old business. Diana Paiz-Engle noted the months were incorrect on the agenda. Amber Haynes stated they would be corrected and updated. Lillie Mae Flannery motioned to approve the agenda with the recommended revisions. George Hanley seconded the motion. It passed unanimously.

APPROVAL OF DECEMBER MINUTES

J.J. Jackson motioned to approve the October minutes. George Hanley seconded the motion. It passed unanimously.

LAC CHAIR COMMENTS

Chair Wiese notified the committee since the last meeting Bud Fliss has resigned from the committee. Currently there are eight members when a full count is twelve. The current committee of seven is a strong core group functioning well.

J.J. Jackson questioned what areas need to be filled. Chair Wiese responded there was no one representing Peckham currently and she would like it if there was a representative from the Disability Network Capital Area. J.J. stated he has been putting the word out at the Tri County Office of Aging. Chair Wiese questioned if George Hanley was still a student, as students are a group to be represented by the LAC. George stated he will be a student at MSU beginning next semester. Chair Wiese asked the committee to put the word out and perhaps think of individuals who are hearing impaired.

CATA CEO REPORT/CATA BOARD REPORT

Brad Funkhouser shared on behalf of Doug Lecato as he was unable to attend the meeting. Brad stated the January Board meeting also included the annual Board retreat. During the board meeting, there was a consent action item on policy 400 review. Recently, the bylaws were updated, to include new board members. Ingham county and MSU negotiated to have a voting representative seat. The difference between these two new seats and the current seats would be; the two new representatives would not be able to participate in the executive committee. The Board will determine the cost for these members. This was the first reading. The second reading will be at the February meeting. After the second reading it will allow the board to add the two additional seats, taking the board from ten members to twelve.

The strategic plan for CATA was reviewed at the January meeting. This will be a fundamental shift for CATA. CATA has received many comments about the strategic plan and is in the process of reviewing them.

Immediately following the January meeting the annual Board retreat was held in the CATA board room. This planning retreat involved each of the CATA directors speaking about how they could move the strategic plan forward. Brad complimented the directors and stated he was proud of them and how they presented themselves.

The Board retreat ended after 7:00 p.m. without public comment. Brad shared, since there has been so much more information available online there has been less public comment. Most of the questions have been answered by the information online.

Chair Wiese thanked Brad for being transparent and shared her feelings about how important it is to be transparent. She also questioned where exactly the two new spots would come from. Brad stated they were from Ingham county and MSU.

For the CEO report Brad stated the biggest thing CATA is dealing with recently is the cold and storms. CATA staff was organized and used common sense well. The cold and storms pushed CATA to the limit but there was no service missed. CATA offered warming bus services to many agencies as well as offering the CTC as a warming center. The bus wash was suspended and 60 foot articulated buses were removed from service.

Brad shared about how he spoke to the Lansing State Journal and shared the CATA perspective. The follow up article was published the following Monday. In conjunction with the articles CATA received a FOIA request and it will likely be published by the end of the week of February 11, 2019. Chair Wiese questioned if the Op Ed was on the website. Brad stated it should be, but he would confirm.

LookingBus

Director of IT Sean Gleason shared an update about the LookingBus project. Sean stated he is very excited about this project. He continued by saying the main focus of this project is to see what mobility looks like in the CATA region. The attendee's all received a copy of the work plan for the LookingBus project. The main focus of LookingBus is to assist visually impaired people with riding fixed route service. Riders will have the ability to navigate directly to a bus stop and reserve a ride on the fixed routes. The operator will be able to confirm a rider both getting on and off of the fixed route bus. Chair Wiese commented, LookingBus will be helpful for not only visually impaired people but also, chair users. George Hanley agreed. This will be helpful as occasionally, as a chair user; it is difficult to notify the driver he is ready to exit the bus.

In the coming weeks there will be focus groups to get feedback from the community. The goal is to get as much information as possible to learn and build something new. Input from the community is critical to make this project a success. Specifically, the LAC will be asked to beta test the LookingBus application with CATA staff.

Chair Wiese mentioned there were two focus groups Thursday February 7, 2019. A couple of the LAC members will be attending. Sean Gleason stated the participants for the focus groups were recruited with the help of agencies such as DNCAP and the Federation of the Blind. Chair Wiese asked if the application would be available on both the IOS and Android platforms. Sean stated, while the IOS app is currently in progress, it will be available when the LookingBus is live.

Diana Paiz-Engle questioned how LookingBus was chosen as opposed to a different option. Sean answered that CATA submitted several project to the state of Michigan. From those submissions the State asked CATA to choose the best and LookingBus was it.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT

Roger Garza spoke again about the cold weather and how it caused some challenges and the system was taxed but, CATA completed service. Roger recognized the Paratransit department and Transdev for completing rides. As an example, Friday February 1, 2019 there were a record more than 1,200 call and 2,500 scheduled rides. Thanks to the efforts of the staff and operators.

TRANSDEV

Michael Klein shared that this is his first winter in Michigan and he was proud of the Transdev operators. There were some struggles with the residential areas, but overall he is pleased with the way the week resolved.

Diana Paiz-Engle thanked the CATA and Transdev staff; she stated she has not had a negative experience in quite a while. The call takers and operators alike are positive.

NEW BUSINESS

Ericka Hartigan presented CATA's application for the MDOT Fiscal Year 2020 Application for Public Transit programs. Ericka Hartigan then reviewed the forms associated with this application including the FY 2020 Vehicle Accessibility Plan Update, the FY 2020 Coordination Plan for Specialized Services, and the FY 2020 Specialized Services Service Description. It was confirmed the current LAC membership is properly represented by seniors, persons with disabilities and representation from the Tri-County Office on Aging. Chair Wiese asked for a motion to accept the application. J.J Jackson made the motion to accept the application. Diana Paiz-Engle seconded the motion. It passed unanimously.

OLD BUSINESS

Chair Wiese recalled two meetings ago it had been mentioned there was confusion about the policy, or enforcement of the policy about mobility aids and if they are to be stored when in vans and Spec-Tran buses. The concern was that the procedure had been changed or updated without updating riders. Lillie Mae Flannery stated she was the one who had originally raised the issue and she was able to solve her specific problem by going to bus only transportation. Craig Frazier noted the language about storing mobility devices is currently in the Spec-Tran user guide but is a bit vague and is in the process of being updated.

Chair Wiese asked about the additional agenda item of reviewing materials. Diana Paiz-Engle stated what she recalled is, the LAC has requested they be able to review materials being sent out for accessibility. Craig Frazier stated that, specifically with the revised Spec-Tran customer guide, they were being mailed and is available on the CATA website. Chair Wiese recommended this topic be somewhat open so the LAC can assist CATA in providing effective communication.

MEMBER COMMENTS AND ANNOUNCEMENTS

George Hanley mentioned the graphics on the new buses are causing some glitches with the riders, himself included. It is confusing and difficult to identify the bus when it arrives as it does not have the distinctive green and blue stripes riders are used to. Brad Funkhouser explained the logos were as they were because he has asked them to be that way. The logo for CATA will likely be changing in the next year and it would not be cost effective to place complete logos on the buses twice.

Diana Paiz-Engle commented she was unaware of the additional step added to the new buses as well as the change of the location of the farebox. Pat Cannon asked why there were less rails to assist with seating and walking. Brad stated these buses were vetted by CATA staff and fast tracked to arrive on CATA property to combat the issues with the older buses. The conversation is open for discussion if there is a way CATA can be better.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Chair Wiese adjourned the meeting at 5:11 p.m.

Respectfully submitted,

Amber Haynes
Operations Secretary

Reviewed by LAC Chair Deb Wiese:

Deb Wiese
Chair

Date