



COORDINATION COUNCIL AGENDA

DATE: February 8, 2018 TIME: 10:00 AM to Noon

PLACE: Lake Havasu City - 900 London Bridge Rd.

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

M E M B E R S	Patrick Cipres, Havasu Mobility (Chair) Connie Mathewson, La Paz Co. Karen Turk, La Paz Co. Darla Tilley, Parker Sr. Cntr. Lydia Lara, Parker Sr. Cntr. Janet Tomlin, WestCare Cheryl Debatt, WestCare Steve Neidlinger, Solo of America Phil Watahomigie Jr., Hualapai HEW Terry Delia, New Horizons Stephanie Leonard, New Horizons(Co-chair) Kelly Thomas, Milemarkers Collen McShea/Catie Sondrol, Milemarkers	Erin Kruse, NAU Mike Suchowierski, Mohave ARC Diane Moir, Mohave ARC Kelly Moyer, NAZCARE Jessie Sands, NAZCARE David Seigler, New Horizons Disability... Davis Hirschfeld, New Horizons Disability... Denice Roth, RISE Inc. Lisa Dransfield, RISE Inc.	Michael Peluso, 5311 BATS Sheri Furr 5311 KART Elisabeth Whitlock, 5311 Kaibab Laura Savala, 5311 Kaibab Ernie Wright, 5311 Hwal'Bay Ginger Marshall, 5311 Hwal'Bay Janet Collier, 5311 Camel Express John Andoh, 5311 Camel Express Ann Cochran, ADOT 5310 PM Valencia Goodson, ADOT 5310 PM Vinicent Gallegos, LHMPPO Jeanette Buckley, LHMPPO Felicia Mondragon, WACOG Justin Hembree, WACOG
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Shaded items are action items.

ITEM	AGENDA ITEM	PRESENTER
1	a Call to order and Introductions	Chair/Co-Chair
	b Review/approval of minutes - December 2017	Chair/Co-Chair
2	ADOT	
	a ADOT News/Updates	Ann Cochran
3	WACOG	
	a WACOG News/Updates	Felicia Mondragon
	b Quarterly reporting	
	c AzTA/ADOT Conference	
	d Coordination Plan update status	
4	Coordination Council Topics	
	a 5310 NOFA - Applications - Timeline	All
	b FY 2018 Section 5310 Grant Guidebook	All
	c Agency Presentations: KART, Havasu Mobility, Camel Express and Parker Senior Center.	Agency Rep
5	Announcements:	
	a *Next meeting date: April 19, 2018	Chair/Co-Chair
	Bullhead City - 2355 Trane Rd. (City Offices)	
	b Training opportunities in the region:	



COORDINATION COUNCIL AGENDA

6	Wrap up:	
	a Agenda Items for next Meeting?	All
	Suggestions/requests?	
	b Next Agency Presentations - Kaibab Band of Paiute Indians, La Paz County Health Dept.	Patrick Cipres
	c Discussion;	
	*Who is coordinating with who, how is that working?	All
	d Agency announcements	All
7	a Adjourn	Chair/Co-Chair
	<i>**Any agenda item or proposed agenda item can have discussion and action.</i>	



Coordinated Council Meeting Minutes

DATE:	February 8, 2018	TIME:	10:00 AM to Noon
PLACE:	Lake Havasu City - 900 London Bridge Rd.		
CALL IN NUMBER: 1-888-740-4219 PIN # 228210			

	In Person	Via Phone	Non-Voting members/guests
Attendees	Patrick Cipres, Havasu Mobility Stephanie Leonard, New Horizons Janet Collier, Camel Express Denice Roth, RISE Kelly Thomas, MileMarkers Doug Sieker, New Horizons DEC Davis Hirschfeld, New Horizons DEC	Michael Peluso, BATs Janet Tomlin, WestCare Lydia Lara, Parker Senior Center Erin Kruse, NAU Senior Companion Diane Moir, The ARC of MC Phil Watahomigie, Jr., Hualapai HEW Ginger Marshall, Hwal'Bay Transit Elisabeth Whitlock, Kaibab Tribe Sheri Furr, KART	Ann Cochran, ADOT - Phone Jeannette Buckley, LHMPPO Felicia Mondragon, WACOG

Shaded items are action items.

ITEM	AGENDA ITEM	
1	Call to order and Introductions	10:01AM
	a. All members gave a quick introduction saying their name and agency they represent.	
	b. Patrick asked council if they had a chance to review the minutes from both October and Decembers meetings and if there are any questions/comments. Patrick asked for a motion to approve both the October and December 2017 Coordinated Council Meeting minutes. A motion was entered by Michael and 2nd by Kelly. Patrick called for a vote for approval of meeting minutes, minutes approved by unanimous vote.	
2	ADOT	
	ADOT Updates and News	
	Ann Cochran the 5310 Program Manager gave the ADOT update. She explained that they are sending out the invoices to agencies who were awarded during the FY2017 application cycle for their match on the vehicles. They have 55 applications so far for the FY2018 cycle. ADOT is working on setting up the review panels which will consist of 1 representative from each COG and MPO. Ann explained that she is working on the BSR reports for all agencies who are receiving Operating funding. These reports are being mostly filled in by Ann to help agencies in the process. E-grants billing is still in the works, a notification will be sent out when it is ready and webinars will be available. Ann also reminded agencies that Title VI plans for 5310 Non-Profits are required to be updated yearly. Items such as board members, policies, etc. may have changed from the year before. Title VI plans can be submitted to the Civil Rights off now for review to assist in the application process being smoother.	
3	WACOG	
	a. News/Updates	
	Felicia explained that the WACOG Transportation Program Assistant new hire to start on the 20th. Felicia also notified the group that she will no longer have a cell phone provided through WACOG so to reach her call the office phone 928-753-1374. Megan, the VISTA Volunteer will be distributing the survey/email notification throughout the region for the needs assessment survey.	
	b. Quarterly Reporting	
	For our 1st quarter we are at 100% reported with only 1 program late! Our next quarter reports will not be due until April 16.	

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c	AzTA/ADOT Conference
	<p>The Conference will be in Tucson this year. There will be a very full program with a lot of very beneficial sessions for the 5310s and 5311's. One session highlighted is being put together by ADOT to help programs plan for a transition from 5310s to 5311's or 5311's to 5307's. This is a process that a few of our 5311's may need to undergo in the future so it may be a great idea to attend. Also there will once again be PASS train the trainer training which is RTAP reimbursable. If your certificate is coming up due now would be a great opportunity to get it renewed. Please be advised that Mobility Managers are partnering with ADOT to ensure that anyone reimbursed with RTAP funds are conducting the PASS trainings. They will also be bringing NTI for one or more of their trainings. Both the PASS and NTI training will be done after the conference so if you are planning on attending both the conference and a training plan for a week in Tucson.</p>
d	Coordination Plan Update
	<p>The Coordination Plan has been approved by all local boards and councils required, it went through the 45 day public review process and was submitted to ADOT on January 31st. The ranked prioritization list is reflective of what project requests were submitted during our data collection process. This ranked list will be updated to reflect what is applied for and resubmitted by March 16th. If project request are submitted that were not a part of the original data collection process they will not be ranked. No additional projects will be added, the amendment will only reflect the removal of any projects that were listed but did not get applied for. The only acceptance to this will be for anyone applying for Preventative Maintenance Capital funds as agencies were not aware that would be an option this year so had no way to plan for it. Those project requests will be added to the finalized ranking at the bottom.</p>
4	Coordination Council Topics
a	5310 NOFA - Applications - Timelines
	<p>Felicia explained that the NOFA was sent out by ADOT for the 5310 applications, if you have not already started your application please do so. The deadline for 5310 operating and capital requests is March 2nd. There will not be an extension, if you miss the deadline your application will not be considered. As always Felicia is available to assist with any technical aspects of your application. Ann explained that they are looking at the deadline for the Mobility Management funds that are not for Mobility Managers and will be making a decision shortly on if they will be extending that due date.</p>
b	FY 2018 Section 5310 Grant Guidebook
	<p>Felicia notified the group that the FY 2018 5310 Grant Guidebook has been released and posted on the ADOT website. The guide book as been updated to provide more information/clarification to agencies. Please be sure to download a copy for your file if you are applying for funding this cycle as it is required to be with the contract if you are awarded.</p>
c	Agency Presentations
	<p>Janet from Camel express gave her presentation on the current state of the Quartzsite system sense last years switch to a 5311. Sherry Furr from KART asked that her presentation be postponed until the next meeting. Lydia Lara from Parker Senior Center also asked that their presentation be postponed. Patrick Cipres gave the presentation for Havasu Mobility explaining the history, current program and plans for the future. Davis Hirschfield from New Horizons Disability Empowerment Center gave a quick summary of who they are and what their plans are for Mohave County/State wide.</p>

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5	Announcements	
	a	Next meeting Date/location: April 19, 2018 Bullhead City - 2355 Trane Rd. (City Offices)
	b	Training Opportunities in the region
		Janet in Quartzsite will be conducting both PASS and Defensive Driver training, she will provide the dates to Felicia to send out of the group. Stephanie in Lake Havasu City will also be looking at hosting both trainings. Depending on need of her agency will determine if she can open it up to the group.
		Felicia asked the group if there was any need for PASS training. Explaining that SEAGO would like to come into the WACOG region and provide their PASS training. But we would need to have a minimum of 12 participants. Felicia asked that if anyone would be interested please email her with a # of people they would be sending and if we have enough she will coordinate the training with SEAGO.
6	Wrap up	
	a	Agenda Items for next meeting
		An ADA training provided by Davis Hirschfield, and Information on Dispatcher Training.
	b	Next Agency Presentations - KART, Kaibab Band of Paiute Indians, La Paz County Health Dept, and Parker Senior Center.
	c	Discussion:
		*Who is coordinating with who, how is that working?
		Quartzsite is coordinating with the VFW post to transport Vets and educate them about the Tri-West program. Stephanie with New Horizons has translated their Title VI plan to Spanish and will make that available to the group in a template version.
	d	Agency Announcements
		Jeanette with Lake Havasu MPO announced that the MPO is working on a grant to do a transit study in the Lake Havasu area. New Horizons Disability Empowerment Center is working towards coming into Kingman. Their leadership class for the deaf has already conducted 5 classes and graduated the most in the state.
<i>Any agenda item or proposed agenda item can have discussion and action.</i>		
7	Adjourn	
	a	A motion to adjourn the February 8, 2018 meeting was entered by Kelly, 2nd by Stephanie and passed by unanimous vote. Meeting closed at 11:18 am.



COORDINATION COUNCIL AGENDA

DATE: April 19, 2018 **TIME:** 10:00 AM to Noon

PLACE: Bullhead City - 2355 Trane Rd.

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

M E M B E R S	Patrick Cipres, Havasu Mobility (Chair) Connie Mathewson, La Paz Co. Karen Turk, La Paz Co. Darla Tilley, Parker Sr. Cntr. Lydia Lara, Parker Sr. Cntr. Janet Tomlin, WestCare Cheryl Debatt, WestCare Liana Neidlinger, Solo of America Phil Watahomigie Jr., Hualapai HEW Terry Delia, New Horizons Stephanie Leonard, New Horizons(Co-chair) Kelly Thomas, Milemarkers Collen McShea/Catie Sondrol, Milemarkers	Erin Kruse, NAU Heather Brassil, NAU Mike Suchowierski, Mohave ARC Diane Moir, Mohave ARC Kelly Moyer, NAZCARE Jessie Sands, NAZCARE David Seigler, New Horizons Disability... Davis Hirschfeld, New Horizons Disability... Denice Roth, RISE Inc. Lisa Dransfield, RISE Inc. Michael Peluso, 5311 BATS Sheri Furr 5311 KART Elisabeth Whitlock, 5311 Kaibab	Laura Savala, 5311 Kaibab Ernie Wright, 5311 Hwal'Bay Ginger Marshall, 5311 Hwal'Bay Janet Collier, 5311 Camel Express John Andoh, 5311 Camel Express Ann Cochran, ADOT 5310 PM Valencia Goodson, ADOT 5310 PM Vinicent Gallegos, LHMPO Jeanette Buckley, LHMPO Felicia Mondragon, WACOG Justin Hembree, WACOG Shaun Wiebe, WACOG
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Shaded items are action items.

ITEM	AGENDA ITEM	PRESENTER
1	a Call to order and new member Introductions	Chair/Co-Chair
	b Review/approval of minutes - February 8, 2018	Chair/Co-Chair
2	ADOT	
	a ADOT News/Updates	Ann Cochran
3	WACOG	
	a WACOG News/Updates	Felicia Mondragon
	b Quarterly reporting	
	c 5310 post-application timeline update	
	d Program Visits	
4	Coordination Council Topics	
	a AzTA/ADOT conference take aways	All
	b National RTAP resources - http://www.nationalrtap.org/	Felicia Mondragon
	c High Heat Presentaion	Patrick Cipres
	d Agency Presentations: KART, Kaibab Band of Paiute Indians, La Paz County Health Dept., and Parker Senior Center.	Agency Rep
5	Announcements:	
	a *Next meeting date: June 21, 2018	Chair/Co-Chair
	Kingman - 3715 Sunshine Dr. (Mohave County Public Works)	
	b Training opportunities in the region:	



COORDINATION COUNCIL AGENDA

6	Wrap up:	
a	Agenda Items for next Meeting?	All
	Suggestions/requests?	
b	Next Agency Presentations - Hwal'Bai Transit, Mohave County ARC, and NAU Senior Companion Program	Patrick Cipres
c	Discussion;	
	*Who is coordinating with who, how is that working?	All
d	Agency announcements	All
7	a Adjourn	Chair/Co-Chair
	<i>**Any agenda item or proposed agenda item can have discussion and action.</i>	



Coordinated Council Meeting Minutes

DATE:	April 19, 2018		TIME: 10:00 AM to Noon
PLACE:	Bullhead City - 2355 Trane Road (City Offices)		

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

	In Person	Via Phone	Non-Voting members/guests
Attendees	Michael Peluso, BATs Patrick Cipres, Havasu Mobility Heather Brassil, NAU Senior Companion Elisabeth Whitlock, Kaibab Tribe Sheri Furr, KART Ernie Wright, Hwal'Bai Valire McKan, RISE Kelly Thomas, MileMarkers Doug Sieker, New Horizons DEC	Terry Delia, New Horizons Janet Tomlin, WestCare Diane Moir, The ARC of MC Darla Tilley, Parker Senior Center Phil Watahomigie, Jr., Hualapai HEW Janet Collier, Camel Express Jessie Sands, Nazcare Mary..., La Paz County Health Dept.	Ann Cochran, ADOT - Phone Jeannette Buckley, LHMPO Felicia Mondragon, WACOG Mrgan Burns, WACOG/VISTA

Shaded items are action items.

ITEM	AGENDA ITEM	
1	Call to order and Introductions	10:01AM
	a. All members gave a quick introduction saying their name and agency they represent.	
	b. Patrick asked the council if they had a chance to review the minutes from February's meeting and if there are any questions/comments. Patrick asked for a motion to approve both the February 2018 Coordinated Council Meeting minutes. A motion was entered by Michael and 2nd by Kelly. Patrick called for a vote for approval of meeting minutes, minutes approved by unanimous vote.	
2	ADOT	
	ADOT Updates and News	
	Ann Cochran the 5310 Program Manager gave the ADOT update. She explained that the E-grants Panel Review process will be done 4/20/18. This process is followed by a 2 week tally of the scores and then a meeting of all panel members. Preliminary awards are expected in May. Vehicle orders for FFY 2017 cycle are in process, we should expect a quick turn around of about 2-3 months. Beth with ADOT will contact the necessary agencies for insurance requirements.	
3	WACOG	
	a. News/Updates	
	Felicia Asked that Megan Barnes use this time to update the Council on the Vista project summary. Megan explained that the survey is out and she is getting a very good response. Would like to get better participation from the 5310 programs to get riders to respond. Janet C. suggested using a regular rider to help get the survey out. Felicia will provide Megan with the most current list of emails for the Coordinated Council.	
	b. Quarterly Reporting	
	For our 2nd quarter we are at 100% reported with no one late! Our next quarter reports will not be due until July 16th.	
	c. 5310 Post-Application timeline	

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	Felicia reiterated the update that Ann gave on the panel review process.
d	Program Visits
	Due to the earlier timeframe for 5310 applications this year and the changes in E-grants Felicia explained that she was not able to conduct Program Visits last quarter. This means she will be meeting with more agencies this quarter which includes MileMarkers Therapy, WestCare, La Paz County Health Dept., and Parker Senior Center. Ann requested that Felicia share the schedule for visits with her so that she can try and attend the meetings in person. Felicia reminded everyone that this meeting is informal and is just an opportunity for agencies to share what they do daily and for Felicia to be able to provide assistance if needed.
4	Coordination Council Topics
a	AzTA/ADOT conference take away
	Discussion in regards to the conference ensued with both positive and negative experiences. The second session with Metro was a positive experience with great ideas for agencies to utilize such as posting of signs/stickers that clearly set expectations of riders. One negative take away was that the focus of the conference was very much on Urban programs lacking focus for Rural needs. Michael suggested the creation of a block for "Rural Boot Camp" which would be similar to "Tribal Boot Camp." This "Boot Camp" would be lead by Rural agencies and cover areas that effect rural programs. Felicia asked Michael if he would be willing to have a conference call with Becky from AzTA to discuss this idea further. Felicia will set up this call. Discussion continued towards the trainings offered after the conference. Participants felt that the FTA training should be adjusted to be more relevant for existing programs. Sheri explained that the trainings did lead to a simplified HR policy so that was a great takeaway.
b	National RTAP resources
	Felicia reminded Council about the National RTAP website and the resources available there.
c	High Heat Presentation
	Patrick gave a presentation on heat and transit now that we are going into summer. This presentation is a tool that he uses with his drivers to remind them of the difficulties they may face in the environment they work in and how they should prepare/respond to these situations.
d	Agency Presentations
	Sheri from KART gave a presentation on the current KART system. She explained that they will be putting up new shelters at some of the stops. Darla Tilley from Parker Senior Center gave her presentation Via telephone on the Senior Center and how Transportation plays a role. Elisabeth with Kaibab Tribe gave a presentation on the history of how the transportation program came to be and plans for the future. There was not a representative from La Paz County that would do the presentation, they will be added to the next meetings agenda.
5	Announcements
a	Next meeting Date/location: June 14, 2018 in Kingman

Coordinated Council Meeting Minutes

	b	Training Opportunities in the region
		Patrick will share the Power Point for the High Heat presentation for others to be able to use in training their drivers, Felicia will email the group. He also announced that Q-Strait has a online training for the proper tie down process. Michael announced that Bullhead City has purchased a platform for use during PASS training for the hands on tie down portion. He explained that it can be made available for use through coordination with him.
		Felicia explained that she will be putting together a defensive driving training for 3rd quarter and will be coordinating with Michael to host a PASS training in Bullhead City in 4th quarter.
6	Wrap up	
	a	Agenda Items for next meeting
		Vehicle inspections
	b	Next Agency Presentations - La Paz County, Hwal'Bay Transit, Mohave County ARC, and the NAU Senior Companion Program.
	c	Discussion:
		*Who is coordinating with who, how is that working?
		In Lake Havasu New Horizons and Havasu Mobility did over 1,000 transports to the Balloon festival. New Horizons was again able to loan a vehicle to a program in need of a temporary vehicle.
	d	Agency Announcements
		N/A
<i>Any agenda item or proposed agenda item can have discussion and action.</i>		
7	Adjourn	
	a	A motion to adjourn the April 19, 2018 meeting was entered by Michael, 2nd by Sheri and passed by unanimous vote. Meeting closed at 11:55 am.



COORDINATION COUNCIL AGENDA

DATE: August 9, 2018 **TIME:** 10:00 AM to Noon

PLACE: Lake Havasu City - 900 London Bridge Rd.

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

M E M B E R S	Patrick Cipres, Havasu Mobility (Chair) Connie Mathewson, La Paz Co. Karen Turk, La Paz Co. Darla Tilley, Parker Sr. Cntr. Lydia Lara, Parker Sr. Cntr. Janet Tomlin, WestCare Cheryl Debatt, WestCare Liana Neidlinger, Solo of America Phil Watahomigie Jr., Hualapai HEW Terry Delia, New Horizons Stephanie Leonard, New Horizons(Co-chair) Kelly Thomas, Milemarkers Collen McShea/Catie Sondrol, Milemarkers	Erin Kruse, NAU Heather Brassil , NAU Mike Suchowierski, Mohave ARC Diane Moir, Mohave ARC Kelly Moyer, NAZCARE Jessie Sands, NAZCARE David Seigler, New Horizons Disability... Davis Hirschfeld, New Horizons Disability... Denice Roth, RISE Inc. Lisa Dransfield, RISE Inc. Michael Peluso, 5311 BATS Sheri Furr 5311 KART Elisabeth Whitlock, 5311 Kaibab	Laura Savala, 5311 Kaibab Ernie Wright, 5311 Hwal'Bay Ginger Marshall, 5311 Hwal'Bay Janet Collier, 5311 Camel Express John Andoh, 5311 Camel Express Ann Cochran, ADOT 5310 PM Valencia Goodson, ADOT 5310 PM Vinicent Gallegos, LHMP Jeanette Buckley, LHMP Felicia Mondragon, WACOG Justin Hembree, WACOG Shaun Wiebe, WACOG
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Shaded items are action items.

ITEM	AGENDA ITEM	PRESENTER
1	a Call to order	Chair/Co-Chair
	b Review/approval of minutes - April 19, 2018	Chair/Co-Chair
2	ADOT	
	a ADOT News/Updates	Ann Cochran
3	WACOG	
	a WACOG News/Updates	Felicia Mondragon
	b Quarterly Reporting	
	c Program Visits	
	d Defensive Driving Trainer Certification/re-certification planning	
4	Coordination Council Topics	
	a Review of Regional Training Guide - proposal of updates	Felicia Mondragon
	b FY2019 Coordinated Council Meeting Dates Calendar	Felicia Mondragon
	c FY2019 Election of Chair and Co-Chair positions	Felicia Mondragon
	d Agency Presentations:Hwal'Bai Transit, Mohave County ARC, NAU Senior Companion Program, New Horizons & Milemarkers Therapy	Agency Rep
5	Announcements:	
	a *Next meeting date: October 11, 2018	Felicia Mondragon
	Bullhead City - 2355 Trane Rd.	



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	b	Training opportunities in the region:	
		Agency training announcements?	
6		Wrap up:	
	a	Agenda Items for next Meeting?	All
		Coordinated Council contact list review/update	
		By-laws review/approval	
		Approval of the 2018 Coordinated Council Training Resource Guide update	
		Suggestions/requests?	
	b	Next Agency Presentations - Westcare, BATs & Nazcare	Felicia Mondragon
	c	Discussion;	
		*Who is coordinating with who, how is that working?	All
	d	Agency announcements	All
7	a	Adjourn	Chair/Co-Chair
		<i>**Any agenda item or proposed agenda item can have discussion and action.</i>	
<p><u>Special Needs Accommodations</u></p> <p>Individuals with disabilities who require special accommodations may contact Felicia Mondragon at 928-753-1374 at least 24 hours before the meeting time to request such accommodations.</p>			



Coordinated Council Meeting Minutes

DATE:	April 19, 2018	TIME:	10:00 AM to Noon
PLACE:	Lake Havasu City - 900 London Bridge Rd.		
CALL IN NUMBER: 1-888-740-4219 PIN # 228210			

	In Person	Via Phone	Non-Voting members/guests
Attendees	Terry Delia - New Horizons Diane Moir - Mohave County ARC Heather Brassil - NAU Senior Companion Sharon Nash - MileMarkers	Michael Peluso - BATs Janet Tomlin - WestCare Philbert Watahomigie JR - Hualapai Erin Kruse - NAU Senior Companion Denice Roth - Rise Ann Cochran - ADOT	Felicia Mondragon, WACOG Justin Hembree, WACOG Shaun Wiebe, WACOG

Shaded items are action items.

ITEM	AGENDA ITEM	
1	Call to order and Introductions	10:00AM
a.	All members gave a quick introduction saying their name and agency they represent. Felicia explained that due to scheduling conflict neither the Chair, Patrick Cipres or the Co-Chair, Stephanie Leonard are available to chair this meeting. So in accordance with the By-Laws Felicia will be conducting the meeting in their place.	
b.	Felicia asked the council if they had a chance to review the minutes from April's meeting and if there are any questions/comments. Felicia asked for a motion to approve the April Coordinated Council Meeting minutes. A motion was entered by Michael and seconded by Terry. Felicia called for a vote for approval of meeting minutes, minutes approved by unanimous vote.	
2	ADOT	
ADOT Updates and News		
	Ann Cochran the 5310 Program Manager gave the ADOT update. Ann explained that we will be having trainings on September 5th and 24th for reimbursement requests in E-grants and the LPA process which will be required for any agencies that will be receiving Operating, Mobility Management or Preventative Maintenance funding. We will also have a 5310 Implementation Workshop on September 25th and 26th for all programs receiving any 5310 awards. Ann also explained that we are very close to receiving our FTA grant award notice which will allow ADOT to finalize awards to agencies.	
3	WACOG	
a	News/Updates	
	<p>Felicia explained that we will be starting the Coordination Plan data collection process in early Sept. This year we will be collecting project request information for 2 years. ADOT is moving into a 2 year cycle so we have to be sure we have all project requests listed for both years so they will be eligible for funding.</p> <p>Felicia announced that due to a better understanding of FTA guidance all vehicles purchased with 5310 funds, on or off lien, used for transit services must have EQS inspections. This is to ensure that these vehicles are still safe to be in operation.</p> <p>Felicia announced that WACOG has updated our website which gives us more control over what is posted to the transit page. This should now be a good tool for resources that you might need. All meeting agendas and minutes are posted to the website as well as our Coordination Plan. We are working on getting the training announcement section up to date. Felicia will send out a link to the website after the meeting.</p>	



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b	Quarterly Reporting
	<p>This quarter all Agencies except for 2 submitted their reports on time. The workbook has already been submitted to ADOT. Our final quarter reports will be due on Oct 15th, it is important that we are on time with that report because of end of year processing. Again thank you for your efforts to got the reports submitted correct and on time.</p> <p>Ann also thanked the group for their efforts in quarterly reporting.</p>
c	Program Visits
	<p>Program visits have been scheduled with agencies that have responded to Felicia's request. Some agencies did not respond so Felicia will reach out to them again. These visits are not required but do help agencies to be sure they are on track for ADOT Site Visits which should be happening in the next few months.</p>
d	Defensive Driver Trainer Certification/re-certification planning
	<p>Felicia is in the process of getting a new contact with the company we received our certification from. Once we get a new contact we will find out requirements and hopefully set up trainings for certification of new trainers and re-certification of current trainers. More information will be provided once we have it.</p>
4	Coordination Council Topics
a	Review of Regional training guide
	<p>Felicia directed the Councils attention to the agenda packet and explained that it is time to update our Training Resource Guide again. Felicia asked that everyone take the time to review the guide and submit requested updates by email before our next meeting when we will revisit this item and approve any updates made. Felicia will email the Council to remind them and to set a due date for updates to be submitted.</p>
b	FY2019/Contract Year 2018 Coordinated Council Meeting Calendar
	<p>Felicia asked the council if they want to continue meeting on the second Thursday of every other month and do we want to continue with meeting location rotation. The council agreed that seems to be working for everyone. Felicia explained that agency presentations next year will need to be focused first on the agency and then on at least one area of success and area of struggle in order to help agencies by getting feedback from the council.</p> <p>Felicia called for a motion to approve the Coordinated Council Meeting Calendar. Terry entered a motion which was seconded by Janet. Felicia Called for a vote to approve the Coordinated Council Meeting Calendar which was approved by unanimous vote.</p>

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c	FY2019/Contract Year 2018 Election of Chair and Co-Chair
	<p>Felicia explained that because this is the last meeting of the current contract year it is time to elect a new Chair and Co-chair. Felicia asked for nominations for the Chair position. Terry entered a nomination for Michael Peluso to be Chair. Felicia asked if there are any other nominations for Chair and there were none. Felicia asked Michael if he is willing to take on the position of Chair to which he agreed. Felicia called for a motion to vote for the election of Michael Peluso as Chair of the FY2019/Contract Year 2018 Coordination Council. A motion was entered by Terry and seconded by Janet. Felicia called for the vote which passed by unanimous vote.</p> <p>Felicia then asked for Nominations for the position of Co-Chair. Michael nominated Kelly Thomas. Felicia explained that Kelly is not present at the meeting but we could elect her contingent on her acceptance of the position. Felicia asked if there were any other nominations for the Co-Chair position and there were none. Felicia called for a motion to vote for the election of Kelly Thomas as Co-Chair of the FY2019/Contract Year 2018 Coordination Council. A motion was entered by Michael and seconded by Janet. Felicia called for the vote which passed by unanimous vote.</p>
d	Agency Presentations
	Agency presentations we given by Diane Moir with Mohave County ARC, Heather Brassil with NAU Senior Companion Program and Terry Delia with New Horizons.
5	Announcements
a	Next meeting Date/location: October 11, 2018 in Bullhead City
b	Training Opportunities in the region
	Erin announced a training for Non-Profit agencies that would like to learn how to manage a successful volunteer program. Erin will send the information to Felicia who will forward it to the Council.
	Felicia explained that she will be doing a defensive driving training on September 11, 2018 in Lake Havasu City in conjunction with MileMarkers Therapy. Felicia Explained that there are 6 seats available for other agencies and an email will be sent out to all to reserve seats.
6	Wrap up
a	Agenda Items for next meeting
	<p>Coordinated Council Contact List.</p> <p>Coordinated Council By-Laws.</p> <p>Approval of the Training Resource guide update.</p> <p>A presentation on opportunities for coordination.</p>
b	<p>Next Agency Presentations - Hwal'Bay Transit, MileMarkers, WestCare, BATs & Nazcare.</p> <p>*Felicia explained that for the new contract year we will continue with presentations but in addition to the information about programs we will be adding 1 area of success and 1 are of struggle.</p>



Coordinated Council Meeting Minutes

	c	Discussion:
		*Who is coordinating with who, how is that working?
		Janet Collier explained that Ford Motor Company is running a pilot program for transit agencies that run a daily route to add a companion rout for same day requests & pickups. She will send the information on the Felicia to share with the group. Michael explained that BATs hosted a PASS training which was opened to 3 other agencies.
	d	Agency Announcements
		N/A
<i>Any agenda item or proposed agenda item can have discussion and action.</i>		
7	Adjourn	
	a	A motion to adjourn the August 9, 2018 meeting was entered by Michael, 2nd by Heather and passed by unanimous vote. Meeting closed at 11:10 am.



COORDINATION COUNCIL AGENDA

DATE: October 12, 2017 TIME: 10:00 AM to Noon

PLACE: Bullhead City - 2355 Trane Road (City Offices)

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

M E M B E R S	Patrick Cipres, Havasu Mobility (Chair) Connie Mathewson, La Paz Co. Karen Turk, La Paz Co. Darla Tilley, Parker Sr. Cntr. Lydia Lara, Parker Sr. Cntr. Janet Tomlin, WestCare Cheryl Debatt, WestCare Steve Neidlinger, Solo of America Phil Watahomigie Jr., Hualapai HEW Terry Delia, New Horizons Stephanie Leonard, New Horizons(Co-chair) Kelly Thomas, Milemarkers Collen McShea/Catie Sondrol, Milemarkers	Erin Kruse, NAU Nancy Rutherford, NAU Lisa Dransfield, ACHIEVE Mike Suchowierski, Mohave ARC Diane Moir, Mohave ARC Kelly Moyer, NAZCARE Jessie Sands, NAZCARE David Seigler, New Horizons Disability... Davis Hirschfeld, New Horizons Disability... Denice Roth, RISE Inc. Community Partners Larry Richards, theKcar	Michael Peluso, 5311 BATS Sheri Furr 5311 KART Elisabeth Whitlock, 5311 Kaibab Laura Savala, 5311 Kaibab Ernie Wright, 5311 Hwal'Bay Ginger Marshall, 5311 Hwal'Bay Janet Collier, 5311 Camel Express John Andoh, 5311 Camel Express Ann Cochran, ADOT 5310 PM Valencia Goodson, ADOT 5310 PM Jeanette Buckley, LHC/MPO Felicia Mondragon, WACOG Justin Hembree, WACOG
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Shaded items are action items.

ITEM	AGENDA ITEM	PRESENTER
1	a Call to order and Introductions (New Members)	Chair/Co-Chair
	b Review/approval of minutes - August 2017	Chair/Co-Chair
2	ADOT	
	a ADOT News/Updates	Ann Cochran
3	WACOG	
	a WACOG News/Updates	Felicia Mondragon
	b Final Quarter - Quarterly Reporting (Contract Year 2016)	
	c New Contract Year - Oct 1, 2017 (Contract Year 2017)	
	d Program Visits	
4	Coordination Council Topics	
	a 2018 Coordinated Council Training Resource Guide	All
	b WACOG Coordination Plan 2018 Update	All
	c Contract Year 2017 Quarterly Report workbook - review/presentation	Felicia
	d Agency Presentations: WestCare, BATs, NAZCARE	Agency Rep
5	Announcements:	
	a *Next meeting date: December 14, 2017	Chair/Co-Chair
	Kingman - 3715 Sunshine Dr. (Mohave County Public Works)	
	b Training summary	Patrick Cipres
	c Training opportunities in the region:	



COORDINATION COUNCIL AGENDA

	Any agency trainings that would be open to others in the region?	All
	Regional need for Defensive Driving or PASS training?	All
6	Wrap up:	
a	Agenda Items for next Meeting?	All
	Suggestions/requests?	
b	Next Agency Presentations - Hualapai HEW, SOLO, KART	Patrick Cipres
c	Discussion;	
	*Who is coordinating with who, how is that working?	All
	Coordination updates, ideas, news...	
	*Suggestions for projects the Coordinated Council can collaborate on?	All
d	Agency announcements	All
7	a Adjourn	Chair/Co-Chair
	<i>**Any agenda item or proposed agenda item can have discussion and action.</i>	



Coordinated Council Meeting Minutes

DATE:	October 12, 2017		TIME:	10:00 AM to Noon
PLACE:	Bullhead City - 2355 Trane Road (City Offices)			

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

	In Person	Via Phone	Non-Voting members/guests
Attendees	Michael Peluso, BATs Patrick Cipres, Havasu Mobility Stephanie Leonard, New Horizons Janet Tomlin, WestCare Cheryl Debatt, WestCare Ernie Wright, Hwal'Bay Transit Ginger Marshall, Hwal'Bay Transit David Seigler & Davis Hirschfeld, New Horizons Disability Empowerment Cen.	Diane Moir, The ARC of Mohave County Lydia Lara, Parker Senior Center Phil Watahomigie, Jr., Hualapai Health Edu & Wellness Erin Kruse, Senior Companion Program Janet Collier, Camel Express John Andoh, Camel Express Kelly Thomas, MileMarkers Denice Roth, RISE Inc.	Jeannette Buckley, LHMPO Vinny Gallegos, LHMPO Felicia Mondragon, WACOG Justin Hembree, WACOG Larry Richard, TheKCar

Shaded items are action items.

ITEM	AGENDA ITEM	
1	Call to order and Introductions	10:03AM
a.	All members gave a quick introduction saying their name and agency they represent. New members/community participants gave a brief summary of their agency, its services and what their plans are in regards to the WACOG region. Review and discussion of the August 2017 Coordinated Council Minutes ensued. A motion to approve the August 2017 Coordinated Council Meeting minutes was entered by Michael and 2nd by Janet, approval of August 2017 meeting minutes passed by unanimous vote.	
2	ADOT	
	ADOT Updates and News	
	Felicia updated the group on the status of the Exhibit A's for the new contract year.	
3	WACOG	
a	News/Updates	
	The WACOG Transportation Department is in the process of hiring an Administrative Assistant to help both Justin and Felicia. Interviews have been completed and suggestion for hire made so hopefully we will have someone on board in early Nov. This person will be attending some of our meetings as well as be the first point of contact for our department. The WACOG Referral program that was started about 6 months ago with the distribution of the referral cards has shown to be very successful with referrals by WACOG going up at least 75%. The new Program Assistant will be trained to continue this program in conjunction with the Mobility Manager and the Area Agency on Aging Central Intake. The WACOG website is still undergoing updates and the current page is not accurate with timely information. All information requests should be submitted to Felicia until the website is corrected.	
b	Final Quarter - Quarterly Reporting (contract year 2016)	



Coordinated Council Meeting Minutes

	<p>All 4th quarter reports for contract year 2016 are due no later than Oct 16th. Felicia extend this date as the 15th is on the weekend and this being the last report she wanted to be sure everyone had plenty of time to get it all done. Felicia asked that agencies be sure to get that report submitted no later than 5 pm on the 16th so that she will have the necessary time to compile the annual report to ADOT.</p> <p>3rd quarter reports were submitted with at least 50% of agencies turning them in late. Felicia asked the group to please keep in mind that if you are planning on applying for 5310 funding on-time submission is a factor in ranking your project requests, you do lose points for late submissions and every point counts in this competitive application process. These 4th quarter report submission points will count towards next years project request rankings. For our current project request ranking the 4th quarter from Contract year 15 and 1st through 3rd quarter for contract year 16 were used for point tallies. Quarterly reporting is only a portion of what is taken into consideration for project ranking, if you have any questions please see page 48 of the Coordination Plan for explanation of how points are earned for project request ranking.</p>
c	New Contract Year - Oct 1, 2017 (Contract Year 2017)
	<p>Our new contract year with ADOT/FTA has began starting October 1st. If you were contracted for operating funding in Contract year 16 please remember you have until the end of this month to submit final draw-down requests to ADOT. They have been having a difficult time getting these requests submitted by the deadlines so with our new ADOT staff they are considering many options to correct this, one being sweeping the funds if the drawdown requests are not made by the deadline which is listed in your contracts or they may consider not awarding operating funding in future years to programs that are not making timely requests. Those of you who have been awarded operating funds for the current contract year you do have the option of doing either monthly or quarterly draw-down requests, the only thing ADOT asks is that you be consistent in this. If you start out requesting monthly please continue to do so for the entire contract year unless you have discussed with our Program Manager why you will need to switch over to quarterly or vice-versa. If you do not have a copy of the invoicing workbook for ADOT please let Felicia know and she will email it to you as well as the training power point provided by ADOT. If you have questions about the invoices Felicia of course am available to help but due to limited experience with the invoices you may want to reach out to ADOTs Finance Dept.</p>
d	Program Visits



Coordinated Council Meeting Minutes

	<p>A draft program visit calendar was included in the agenda packet for this contract year breaking the visits into our 4 quarters again. This is not the ADOT site visit, this is just the Mobility Managers annual program visit with all active 5310 programs that have current applications or 5310 vehicles on lien. As you all know this visit is designed for us to have one-on-one time to identify any areas that you may need improvement or that WACOG may be of assistance in. These visits are also a opportunity for Mobility Manager to get a better understanding of your programs, how they work and what you deal with on a daily basis. These visits are only reported to ADOT as the date of the visit the report that we compile is not submitted to ADOT as that report is only a tool for you to use in remaining compliant with your ADOT contracts and to prepare in the event that your agency does get a ADOT site visit. The new WACOG Program Assistant may join me on some or all of these visits so that they can also get on the same page with us and Mobility Manager will be opening the door to Lake Havasu MPO to attend the visits in the Lake Havasu area if they are interested. Felicia is working with our Area Agency on Aging to combine our program visit with their monitoring visit that some programs get if they are receiving funding through WACOGs AAA. This is in a effort to ensure we do not confuse you and everyone is on the same page of what the requirements for both programs are. If you do receive AAA funding the visit schedule for you may change once calendars are coordinated.</p>
4	Coordination Council Topics
a	2018 Coordinated Council Training Resource Guide
	<p>Felicia explained why we do the plan and updates and reviewed the changes made to the guide. Patrick asked if there are any questions/comments/requests for changes, Janet C made the comment that she appreciates the annual updates to help us all stay compliant. A motion to Approve the 2018 Coordinated Council Training Resource Guide was entered by Michael, 2nd by David S. and passed by unanimous vote.</p>
b	WACOG Coordination Plan 2018 Update
	<p>Patrick invited Felicia to give a summary of any updates/changes that were made to the plan. Felicia directed the group to the last page of the plan which has a list of all changes. Felicia went thorough that list explaining the changes and why they were necessary. Felicia discussed this years planned project requests and explained how each was ranked. Patrick asked if there are any questions/comments/requests for changes. A motion to Approve the 2018 WACOG Coordination Plan Update was entered by David S, 2nd by Terry D. and passed by unanimous vote.</p>
c	Contract Year 2017 Quarterly Report workbook - review/presentation
	<p>Felicia gave a presentation of the quarterly reporting workbook. And answered all questions that programs had in regards to that workbook.</p>
d	Agency Presentations
	<p>Cheryl D. from WestCare gave their annual agency presentation and passed out multiple flyers of their programs. Michael P from BATs did their annual agency presentation. Nazcare was not present for their presentation so they will be added to the next agenda.</p>

Coordinated Council Meeting Minutes

5	Announcements	
	a	Next meeting Date/location: December 14, 2017 in Kingman at 3715 Sunshine Dr. (Mohave County Public Works Building)
	b	Training Summary
		Patrick gave a summary of his travel to Florida for training from Q-Straint explaining what he learned, and why it may be beneficial for others to attend.
		Training Opportunities in the region
		Havasu Mobility will be planning a PASS training sometime in December, Patrick will send out more information when it is planned. Felicia asked the group if there was any need in the La Paz county/ Lake Havasu area for either a PASS or Defensive Driver training that WACOG would host. Some programs stated they may have some drivers for the Defensive Driver training, Felicia will send out an email requesting a list of who needs the training and plan accordingly.
6	Wrap up	
	a	Agenda Items for next meeting
	b	Nest Agency Presentations - Nazcare, Hualapai HEW, SOLO, KART
	c	Discussion:
		*Who is coordinating with who, how is that working?
		Havasu Mobility expressed thanks to New Horizons for lending them a vehicle for 3 months while they waited for the new vehicles to arrive. He explained that if they had not lent them the vehicle there would have been either a gap in services or Havasu Mobility would have had to pay extremely high rental prices to a temporary vehicle. Kelly Thomas thanked Patrick from Havasu Mobility for taking the time to Coordinate with MileMarkers in getting ready to become a 5310 program.
	d	Agency Announcements
		Erin Kruse announced that Nancy Rutherford has retired and they are looking for someone to fill her position in the Mohave County area. She gave a brief summary of the position and benefits and directed the group to the website to apply or for more information. Felicia gave the explanation to the group as to why some vehicles are delivered and others have to be picked up. She explained that all 5310 vehicles with a lift require training before the vehicle can be released so those vehicles will have to be picked up from Creative Bus Sales, all others are delivered. Patrick gave an explanation as to why Creative Bus Sales is behind on getting proper registrations issued for the 5310 vehicles. The MVD nearest to them has closed so they have to take them to another MVD for processing and that MVD is very behind. In the mean time request for extensions of the temporary plates can be made either through Creative Bus Sales or by going to local MVDs. David S from New Horizons Disability Empowerment Center gave a summary of a community leadership academy that is taking place in Kingman to train individuals with disabilities to serve on boards/committees.
<i>Any agenda item or proposed agenda item can have discussion and action.</i>		
7	Adjourn	
	a	A motion to adjourn the October 12, 2017 meeting was entered by Michael, 2nd by Stephanie and passed by unanimous vote. Meeting closed at 11:38 am.



COORDINATION COUNCIL AGENDA

DATE: December 14, 2017 TIME: 10:00 AM to Noon

PLACE: Kingman - 3715 Sunshine Dr.

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

M E M B E R S	Patrick Cipres, Havasu Mobility (Chair) Connie Mathewson, La Paz Co. Karen Turk, La Paz Co. Darla Tilley, Parker Sr. Cntr. Lydia Lara, Parker Sr. Cntr. Janet Tomlin, WestCare Cheryl Debatt, WestCare Steve Neidlinger, Solo of America Phil Watahomigie Jr., Hualapai HEW Terry Delia, New Horizons Stephanie Leonard, New Horizons(Co-chair) Kelly Thomas, Milemarkers Collen McShea/Catie Sondrol, Milemarkers	Erin Kruse, NAU Nancy Rutherford, NAU Lisa Dransfield, ACHIEVE Mike Suchowierski, Mohave ARC Diane Moir, Mohave ARC Kelly Moyer, NAZCARE Jessie Sands, NAZCARE David Seigler, New Horizons Disability... Davis Hirschfeld, New Horizons Disability... Denice Roth, RISE Inc.	Michael Peluso, 5311 BATS Sheri Furr 5311 KART Elisabeth Whitlock, 5311 Kaibab Laura Savala, 5311 Kaibab Ernie Wright, 5311 Hwal'Bay Ginger Marshall, 5311 Hwal'Bay Janet Collier, 5311 Camel Express John Andoh, 5311 Camel Express Ann Cochran, ADOT 5310 PM Valencia Goodson, ADOT 5310 PM Vinicent Gallegos, LHMP Jeanette Buckley, LHMP Felicia Mondragon, WACOG Justin Hembree, WACOG
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Shaded items are action items.

ITEM	AGENDA ITEM	PRESENTER
1	a Call to order and Introductions	Chair/Co-Chair
	b Review/approval of minutes - October 2017	Chair/Co-Chair
2	ADOT	
	a ADOT News/Updates	Ann Cochran
3	WACOG	
	a WACOG News/Updates	Felicia Mondragon
	b Quarterly reporting	
	c Program visits	
	d Coordination Plan update status	
	e AzTA/ADOT conference early registration	
4	Coordination Council Topics	
	a Pre/Post Trip inspections, monthly safety items inventory	All
	b Title VI poster posted in vehicles, plan posted on websites?	All
	c Coordinated Council By-Law review/edit/approval	All
	d Agency Presentations: Nazcare, Hualapai HEW, SOLO	Agency Rep
5	Announcements:	
	a *Next meeting date: February 8, 2018	Chair/Co-Chair
	Lake Havasu City - 900 London Bridge Rd. (Transit Bldg)	
	b Training opportunities in the region:	



COORDINATION COUNCIL AGENDA

	Dec 16th LHC/WACOG, Jan 11th WACOG Defensive Driver	Patrick Cipres
	Any other agency trainings that would be open to others in the region?	All
6	Wrap up:	
a	Agenda Items for next Meeting?	All
	Suggestions/requests?	
b	Next Agency Presentations - Havasu Mobility, Camel Express, Parker Senior Center, KART	Patrick Cipres
c	Discussion;	
	*Who is coordinating with who, how is that working?	All
d	Agency announcements	All
7	a Adjourn	Chair/Co-Chair
	<i>**Any agenda item or proposed agenda item can have discussion and action.</i>	



Coordinated Council Meeting Minutes

DATE:	December 14, 2017	TIME:	10:00 AM to Noon
PLACE:	Kingman- 3715 Sunshine Dr.		

CALL IN NUMBER: 1-888-740-4219 PIN # 228210

	In Person	Via Phone	Non-Voting members/guests
Attendees	Patrick Cipres, Havasu Mobility Stephanie Leonard, New Horizons Diane Moir, The ARC of Mohave County Phil Watahomigie, Jr., Hualapai Health Edu & Wellness Ernie Wright, Hwal'Bay Transit Kelly Moyer, NAZCARE Denice Roth, RISE	Michael Peluso, BATs Janet Tomlin, WestCare Sandra Erwin, Hualapai Health Edu & Wellness Erin Kruse, NAU Senior Companion Kelly Thomas, MileMarkers	Jeannette Buckley, LHMP Felicia Mondragon, WACOG Justin Hembree, WACOG Megan Burns, WACOG Larry Richard, The K-CAR

Shaded items are action items.

ITEM	AGENDA ITEM	
1	Call to order and Introductions	10:01AM
a.	All members gave a quick introduction saying their name and agency they represent.	
b.	Minutes were tabled as they were not provided with the agenda packet. Will review and consider for approval at the February meeting.	
2	ADOT	
	ADOT Updates and News	
	No updates at this time	
3	WACOG	
a	News/Updates	
	The WACOG Transportation Department has been given a AmeriCorps Vista this year to do a Transits needs survey for the region. Justin Hembree introduced Megan Burns and explained what the survey is and how it will be used to help 5310 & 11 agencies. Megan gave more information as to what AmeriCorps is and her background.	
b	Quarterly Reporting	
	Felicia explained that 1st Quarter quarterly reports will be due by January 15th. If anyone needs the workbook again please let me know and I will email it to you. Final quarter for last year everyone got their reports in with only a few late submissions. Looks like we are getting back on track, thank you everyone for your efforts in getting the report done and submitted.	
c	Program Visits	
	Felicia reviewed the calendar for program visits and explained that for 2nd quarter the visits would be with MileMarkers, La Paz County, and Parker Senior Center.	
d	Coordination Plan Update	
	Felicia explained that the current Coordination Plan update has been approved/accepted by WACOG Executive Board and the LHMP TAC. The plan is now out for 45 days public review/comment. Once that time is over any updates will be made and the plan will be submitted to ADOT anticipated on February 1st.	



Coordinated Council Meeting Minutes

	d	AzTA/ADOT Conference Early Registration
		Felicia Presented a flyer for the April Conference and explained the cost difference of early registration vs. late. Felicia also explained that the RTAP registration link is not yet working but each current active 5310 and 5311 agency is eligible for up to 2 RTAP scholarships. Felicia also explained that AzTA is working on bringing 2 NTI trainings to the conference, once that information is finalized we will share that with the group so that everyone can register and make plans if they are interested in attending.
4		Coordination Council Topics
	a	Pre/Post Trip inspections, monthly safety items inventory
		Patrick gave a brief presentation on the importance and process of Pre/post trip inspections. He also provided the committee with a new form that was created for supervisor monthly check of safety related items.
	b	Title VI poster posted in vehicles, plan posted on website.
		Patrick reminded the group that all vehicles need to have their approved Title VI posters in each vehicle used for transit.
	c	Coordinated Council By-Law review/edit/approval
		Felicia explained that it is time for the annual review of the Coordinated Council by-Laws. Patrick asked if there were any requests for edit no made. Diane entered a motion to approve the By-laws, Ernie 2nd that motion. By-laws approved by unanimous vote.
	d	Agency Presentations
		Kelly from Nazcare gave their annual agency presentation and passed out multiple flyers of their programs. Philbert from Hualapai Tribes Health, Education and Wellness did their annual agency presentation. KART was not present for their presentation so they will be added to the next agenda.
5		Announcements
	a	Next meeting Date/location: February 8, 2018 in Lake Havasu City at 900 London Bridge Rd. (Transit Bldg.)
	b	Training Summary
		Patrick once again invited the group to add participants for the PASS training scheduled for Saturday Dec 16th in Lake Havasu City. Felicia explained that she will be hosting a Defensive Driver Training on January 11th in Kingman.
		Training Opportunities in the region
		Felicia asked the group if there was any need in the Kingman/Bullhead City area for either a PASS or Defensive Driver training that WACOG would host. None needed at this time, Felicia will plan a PASS training in the 3rd quarter for the area.



Coordinated Council Meeting Minutes

6	Wrap up
a	Agenda Items for next meeting
b	Nest Agency Presentations - KART, Havasu Mobility, Camel Express and Parker Senior
c	Discussion:
	*Who is coordinating with who, how is that working?
	Kelly from MileMarkers thanked Janet from WestCare in Bullhead for her willingness to coordinate services for a Bullhead client while the lift on the van was down. Erin from NAU thanked Denice from RISE for the information on an office space.
d	Agency Announcements
	<p>Patrick with Havasu Mobility announced that Easter Seals did an article in their monthly newsletter about the Coordination between Havasu Mobility and New Horizons in vehicle sharing.</p> <p>Erin from NAU explained that they will be reopening the position for a Program Assistant in the Kingman area for the Senior Companion program. They are also getting an AmeriCorps Volunteer to do a study on the expansion of the Senior Companion program to include a broader demographic base.</p> <p>Janet with Lake Havasu MPO explained that LHMPO with assistance from WACOG, will be hosting the 2018 Transportation Summit in Lake Havasu City.</p> <p>Janet with WestCare explained that they have moved their office about 1/2 a mile down the road to a larger location, the address is now 720 Hancock Rd.</p>
<i>Any agenda item or proposed agenda item can have discussion and action.</i>	
7	Adjourn
a	A motion to adjourn the December 14, 2017 meeting was entered by Stephanie, 2nd by Janet and passed by unanimous vote. Meeting closed at 11:01 am.