



Coordinated Council Meeting Minutes

DATE:	October 14, 2021		TIME: 10:00 AM to Noon
PLACE:	Teleconference		
CALL IN NUMBER: 1-888-740-4219 PIN # 228210			
	Via Phone	Non-Voting members/guests	
Attendees	Heather Brassil , NAU (Co-Chair) Kristina Shongo, Hualapai HEW Karen Turk, La Paz Co. Ashley Baud, The ARC of Mohave.. Kyla Diaz, New Horizons Cen. Gary Janchik, New Horizons DEC Jessica Reed, RISE Inc.	Eliana Parra, RISE Inc. Laura Savala, 5311c Kaibab Michael Peluso, 5311 BATS (Chair) Sheri Furr 5311 KART Janet Collier, 5311 Camel Express	Brian McCoy, ADOT 5310 PM Shatawn Reed, ADOT 5311 PM Felicia Mondragon, WACOG Jason Edwards, Lingenfelter

Shaded items are action items.

ITEM	AGENDA ITEM	
1	Call to order and Introductions	10:01 AM
	a. Introductions	
	Michael Peluso called the October 14th Coordinated Council meeting to order at 10:01AM and invited everyone on the phone to introduce themselves and than mute there phones.	
	b. Review/approval of minutes - April 8, 2021 and August 12, 2021	
	Michael asked if everyone has had a chance to review the April 8th and August 12th minutes which were included in the agenda packet that was sent to everyon via email. With no questions on comments Michael called for a motion to approve the minutes as is Jessica Reed entered the motion and it was seconded by Janet Collier. Motion passed by unanimous vote.	
2	ADOT	
	ADOT Updates and News	
	Michael invited Brian McCoy, ADOTs 5310 Program Manager to present ADOT Updates and News. Brian introduced himself to the group and explined that ADOT is in the process of closing out the year and working on vehicle disbursments. He also mentioned that if anyone has any 5310 vehicles that are not being used that they would like to get rid of they need to contact him.	
3	WACOG	
	a News/Updates	
	Michael invited Felicia Modragon, WACOG Mobiltiy Manger to present the WACOG News and Updates. Felicia explained that The WACOG Transportation Planner postion has been filled by Roland Hulse and Justin Hembree is now working at Lake Havasu MPO. Felicia also explained that the WACOG front office is now re-opened to the public.	
	b Quarterly Reporting	
	Felicia reminded everyone that quarterly reports are due tomorrow October 15th. This is the last report of the quarter.	
4	Coordination Council Topics	
	a FY2021 Coordinated Council Meeting Dates Calendar update/approve	
	Michael asked everyone if they had the chance to review the calendar for the upcoming year of meetings and if they had any questions or comments. Felicia explained that anything highlighted on the calendar are the areas that need to be decided on. After discussion a motion as entered by Heather Brassil to approve the calendar with no changes. Motion was seconded by Sheri Furr and passed by unanimous vote.	
	b Coordinated Council Contact list - update	
	Michael invited Felicia to review the contact list. Felicia explained that this reflects the most current information that we have for all members, any updates should be submitted to Felicia by the end of the week as this is the list that will be posted to the WACOG website.	



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c	FY 2021 Election of Chair and Co-Chair positions
	<p>Michael explained that it is time for Chair and Co-Chair elections giving a brief explanation of what both of the positions entail. Michael asked if there were any nominations for the Chair position - Heather nominated Michael Peluso to continue as Chair for another year and Sheri seconded that nomination. Michael asked if there were any other nominations or volunteers, with none Michael accepted the nomination and called for a vote which passed unanimously.</p> <p>Michael then asked if there are any nominations for the Co-Chair position - with no one speaking up Michael asked Heather if she would be okay to serve for another year. Heather said yes if no one else would like to take a turn. Michael nominated Heather Brasil to continue as Co-Chair for another year and Janet seconded the nomination. Motion passed by unanimous vote.</p>
d	Updated Quarterly Reporting workbook
	<p>Michael invited Felicia to review the updated quarterly reporting workbook. Felicia explained that this update is for the Fiscal year that began on October 1st and asked that everyone remember to finish the 4th quarter reports using last year's workbooks. For this workbook everything is basically the same with just some language changes. Felicia gave a quick review of the workbook and explained that if anyone wants a thorough training on use of this workbook we can schedule a separate training using zoom or google meets so that we can really dive into it.</p>
e	Coordinated Council By-Laws for review/update/approval
	<p>Michael explained that the Coordinated Council By-Laws were included in the agenda packet and are up for annual review. Michael asked Felicia if this item is necessary to be reviewed annually, Felicia explained that historically we have reviewed them just to ensure everyone is happy with the make up and process of the Coordinated Council but it is up to the group. Discussion ensued as to the By-Laws and it was decided that we would continue to do an annual review and no updates are needed this year. Janet entered a motion to approve the By-Laws and Heather seconded that motion. Motion passed by unanimous vote.</p>
f	5310 Program-specific discussion (time to talk about what is currently happening in the 5310 program, concerns, questions, assistance, etc.)
	<p>Michael opened the floor for discussion of all things 5310 related. Ashley Baud asked a question about training requirements for new drivers and how long they have to get them fully trained. Felicia explained that ADOT in the past has expressed that they would like drivers to be fully trained within 6 months of the date of hire. This is not in the guide book but should be an internal policy and during previous ADOT Audits they stated they like that time frame.</p> <p>Felicia asked Bryan if he could briefly explain to everyone the current state of vehicles and the nationwide delay. Bryan explained that vehicle orders are being delayed for a year to 15 months...this is due to the computer chip shortage nationwide. He also explained the Chrysler MiniVans are no longer being offered so anyone who ordered one should have been contacted to change their request.</p>
g	5311 Program-specific discussion (time to talk about what is currently happening in the 5311 program, concerns, questions, assistance, etc.)
	<p>Michael invited the 5311 agencies to an open discussion. Janet with Quartzsite explained that they had a situation where the Health Department requested a ride for a Covid positive patient being discharged from the hospital to a 10 day quarantine. She wondered if anyone else has had this situation and how they handled it. The conversation led to an agreement that all riders should be assumed to be positive and emphasis needs to be on PPE and sanitizing measures as rides can not be denied. Laura Savala asked if anyone has purchased or knows where to purchase vehicle air sanitizing boxes to help with keeping vehicles safe for drivers and passengers. After some discussion Brian said he would reach out to the vehicle vendors to see what they have and will send the information on to Felicia to send out to the whole group.</p>

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h	5307 Program specific discussion (time to talk about what is currently happening in the 5311 program, concerns, questions, assistance, etc.)
	None
i	Agency Spotlights:
	On Hold during teleconference meetings. We will look at ideas for future meetings to bring back an adapted version of the spotlights that will work with the tele-conference environment.
5	Announcements
a	Next meeting date/location;
b	Felicia explained that Arizona's 34th Annual Statewide Transit Conference presented by AzTA & ADOT Nov 15-19.
c	Felicia announced that Arizona's 35th Annual Statewide Transit Conference presented by AzTA & ADOT April 11-13, 2022
d	Training Opportunities in the region
	Felicia explained that instead of doing the annual review of that Training Resource guide she would like to create a sub-committee to take a deep dive into the guide making updates, corrections, and simplifications.. Janet, Patrick Cipres, Michael and Sheri volunteered to be a part of the sub-committee when it is created.
6	Wrap up
a	Agenda Items for next meeting
b	Discussion:
	*Who is coordinating with who, how is that working?
	It was agreed that this item and the next would be best combined with the discussion items
d	Agency Announcements
7	Adjourn
a	A motion to adjourn the August 12th meeting was entered by Ashley and seconded by Sheri. Meeting was closed by unanimous vote at 11:07am.