



## Coordinated Council Meeting Minutes

DATE:	February 10, 2022	TIME:	10:00 AM to Noon
PLACE:	Teleconference		
<b>CALL IN NUMBER: 1-888-740-4219 PIN # 228210</b>			
	Via Phone	Non-Voting members/guests	
Attendees	Heather Brassil , NAU (Co-Chair) Sheilah Navarro, Hualapai HEW Karen Turk, La Paz Co. Kyla Diaz, New Horizons Cen. Gary Janchik, New Horizons DEC	Monica Zimmerman, Parker Sr. Cntr. Jessica Reed, RISE Inc.  Samantha Houts, 5311 BATS	Shatawn Reed, ADOT 5311 PM  Felicia Mondragon, WACOG Roland Hulse, WACOG

**Shaded items are action items.**

ITEM	<b>AGENDA ITEM</b>	
1	<b>Call to order and Introductions</b>	10:02 AM
	a. Introductions	
	Felicia Mondragon called the February 10th Coordinated Council meeting to order at 10:02AM explaining that the Chair and Co-Chair had previous engagements so she would be chairing the meeting in their place. Felicia invited everyone on the phone to introduce themselves and then mute their phones.	
	b. Review/approval of minutes - December 9, 2021	
	Felicia explained that because there was not a quorum of voting members in attendance the minutes would be tabled until the next meeting.	
2	<b>ADOT</b>	
	ADOT Updates and News	
	Felicia invited Shatawn Reed with ADOT to present ADOT Updates and News. Shatawn explained that the 5311 applications close on February 23rd at 3:00pm and no late submissions would be accepted. Shatawn also reminded everyone that the AzTA/ADOT conference is coming up soon so everyone who is planning on attending they will need to submit their RTAP scholarship requests ASAP.	
3	<b>WACOG</b>	
	a. <b>News/Updates</b>	
	Felicia explained that in the agenda packet that was sent to everyone there is a WACOG flyer for the Utility Assistance Pre-Enrollment Program for Seniors. Felicia went on to explain that this program is outside of the normal Utility Assistance program and seniors can apply for the service on the month that corresponds with their last name. After those three months the service would be on a first come first serve basis until the funding runs out. For more information Felicia asked that they call the WACOG office, please share this information with any Seniors that may benefit. Felicia also explained that she had earlier that day sent out an email to all 5310 agencies that had the new ADOT 5310 program Guide Book attached. Agencies should print this guide book out and keep it on hand with their current contracts as it is required in the event they are audited. Roland Hulse gave an update on the Rural Transportation InterCity Connection Study, thanking all agencies that were able to post the posters and flyers for the community survey. The survey is now closed and they are working on compiling the data which will help drive the next steps for the study.	
	b. <b>Quarterly Reporting</b>	
	Felicia explained that the 1st quarter report has been compiled and submitted to ADOT. There were a few agencies that did not submit their reports but Felicia will touch base with them separately. The 2nd quarter reports will be due on April 15th.	

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c	<b>Save the date</b>
	Felicia reminded everyone that Arizona's 35th Annual Statewide Transit Conference presented by AzTA & ADOT will be April 12-14, 2022. The flyer for the conference is attached with information on how to register and how to reserve rooms at the El Conquistador Hotel in Tucson. Felicia also reminded everyone that RTAP scholarships are available but they must apply for them using E-Grants.
4	<b>Coordination Council Topics</b>
a	<b>Vehicle inventory updates</b>
	Felicia reminded everyone that the request for vehicle inventories are due on February 17th by 5pm. This information will be used for the annual Coordination Plan update which is due to ADOT by March 3rd so all inventories must be submitted by the 17th to give Felicia the time she needs to get everything updated in time.
b	<b>5310 Program-specific discussion (time to talk about what is currently happening in the 5310 program, concerns, questions, assistance, etc.)</b>
	Felicia opened the floor for discussion of all things 5310 related. Heather Brassil explained that starting next Monday the Senior Corp Volunteers will be going back to service. They have not been able to work with their clients due to Covid but they are now being allowed to go back to active service.
c	<b>5311 Program-specific discussion (time to talk about what is currently happening in the 5311 program, concerns, questions, assistance, etc.)</b>
	Felicia invited the 5311 agency's to an open discussion. Samantha Houts explained that they are very focused on working on the 5311 application. Samantha also reminded other 5311 agencies that letters of support are a great way to support each other as a region, so if agencies get a request they should fill them out. Shatawn reminded everyone that the letters should be submitted with the applications and not sent directly to ADOT staff as they can not be considered as part of the application if they are not included in the actual application.
d	<b>5307 Program specific discussion (time to talk about what is currently happening in the 5307 program, concerns, questions, assistance, etc.)</b>
	No representative available
e	<b>Agency announcements/highlights/coordination</b>
	none
5	<b>Announcements</b>
a	Next meeting date/location; April 21, 2022 Tele-conference
d	Training Opportunities in the region - none
6	<b>Wrap up</b>
a	Agenda Items for next meeting
7	<b>Adjourn</b>
a	Felicia closed the meeting at 10:25am