



Coordinated Council Meeting Minutes

DATE:	April 21, 2022	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) Karen Turk, La Paz Co. Jason Edwards, Creative Care Ashley Baud, MC ARC Kyla Diaz, New Horizons Cen. Gary Janchik, New Horizons DEC	Hortensia Robles, Parker Sr. Cntr. Eliana Parra, RISE Inc. Sheri Furr, KART 5311 Janet Collier, Camel Express 5311	Felicia Mondragon, WACOG
Shaded items are action items.			
ITEM	AGENDA ITEM		
1	Call to order and Introductions		10:02 AM
	a. Introductions		
	Felicia Mondragon called the April 21st Coordinated Council meeting to order at 10:02 AM explaining that the Chair was not yet on the line and our Co-Chair is driving so Felicia would be chairing the meeting in their place until/if the Chair calls in. Felicia invited everyone on the phone to introduce themselves and then mute their phones.		
	b. Review/approval of minutes - December 9, 2021, and February 10, 2022		
	Felicia directed the committee to the agenda packet asking if everyone had time to review the minutes, and noted that the wrong minutes were attached for December. But the February minutes were there so if everyone had a chance to review them we can entertain a motion to approve them and will table the December minutes until the next meeting. Janet Collier entered a motion to approve the February 10th minutes to which Ashley Baud seconded. Motion passed by unanimous vote.		
2	ADOT		
	ADOT Updates and News		
	As there was not a representative on the phone from ADOT Felicia gave a quick update on items that ADOT announced at the AzTA/ADOT conference. Felicia explained that applications for 5307 and 5339 will be opening in May and ADOT is encouraging 5311s to apply for capital out of the 5339 as they did get about a 4million dollar increase in funding, this would free up the 5311 funds for other needs. ADOT also announced that the 5310 applications would be happening in January of next year, which means that the planning process will be starting regionally for the next 2 years grant cycle.		
3	WACOG		
	a. News/Updates		
	Felicia explained that in the agenda packet that was sent to everyone there is a WACOG calendar with all of the information for other Departments within WACOG. Felicia did a quick review of the calendar pointing out the Human Services weatherization program does not have a waitlist at this time which has not happened in a long time. So if anyone knows of a home in need of weatherization assistance please refer them to the phone # listed on the calendar.		
	b. Quarterly Reporting		
	Felicia explained that the 2nd quarter report was due on the 15th, most have already submitted them but if anyone hasn't please get them in ASAP. Felicia will be working on the regional report workbook to submit to ADOT by the end of the month.		

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c	Program Visits
	Felicia announced that as a region we will be starting annual program visits with 5310 agencies. These visits are going to be via zoom to start. We will be starting with the agencies that have expressed the most need for assistance in recent months but everyone should expect a zoom meeting sometime this year.
d	First Transit survey for Technician forum
	Felicia directed the committee to the agenda packet to the questionnaire from First Transit. Felicia explained that First Transit is planning a technical forum for all agencies to have an opportunity to visit with technicians that are responsible for different systems on the vehicles such as lifts, ACs, and brake systems. This is an opportunity to send your technicians to get the information they are needing to service these systems. Felicia asked that anyone interested send the form back to her by next Friday and she will submit it to the representative at First Transit.
4	Coordination Council Topics
a	Coordination Planning timeline in preparation of 5310 application cycle
	Felicia explained that as previously discussed ADOT will be doing the next 5310 application cycle in January of next year. That means that we as a region must start our application planning process. We will be starting with the annual Coordination Plan workbook updates which include the planned project requests for the next two years for each agency. Felicia will work on updating the workbooks and for the June meeting, we will start that update. In the meantime, agencies should start thinking about what they will be applying for keeping in mind that we are now on a two-year vehicle delivery delay. If anyone needs assistance with figuring out what to apply for Felicia will as always be available to provide that assistance.
b	AzTA/ADOT conference takeaways
	Felicia invited those who attended the AzTA/ADOT conference to discuss their experience and any takeaways they had. Both Sheri Furr and Ashley Baud attended and gave a summary of their experiences.
c	Federal mask requirement extension discussion (struggles, takeaways..)
	As this requirement was overturned in a Superior Court the Mask Mandate is no longer in place but FTA does recommend agencies continue to require them. This discussion was tabled as it is no longer an issue, we will revisit if it is reinstated.
d	5310 Program-specific discussion (time to talk about what is currently happening in the 5310 program, concerns, questions, assistance, etc.)
	Felicia opened the floor for discussion of all things 5310 related asking Kyla Diaz to explain to the group what she found when reviewing her agency's vehicle inspections. Kyla explained that they had not been notified on a transfer vehicle that the inspection was due because it was still listed in the EQS system as the old agency. Kyla also found that some of her older vehicles were also not coming up in the EQS system anymore because they had aged out. But as they are still required to be inspected she was able to work with Edmund Shepard at ADOT to make all of the corrections needed and get the vehicles listed so she could schedule them for inspection again. Felicia reminded everyone that this is a great example of vehicle management and even if EQS does not contact them they are still as per their contracts required to make sure all 5310 vehicles are inspected.

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e	5311 Program-specific discussion (time to talk about what is currently happening in the 5311 program, concerns, questions, assistance, etc.)
	Felicia invited the 5311 agencies to an open discussion. Janet Collier questioned where the 5311s get their vehicles inspected because on the 5311 application it asked if they are getting the inspections done. Sherri explained that all 5311 vehicles are inspected before delivery by ADOT and they are not required to do annual inspections as the 5310s are. Discussion ensued around 5311 requirements and Felicia agreed to send an email to the 5311 Program Manager to get clarification on the requirements.
f	5307 Program-specific discussion (time to talk about what is currently happening in the 5307 program, concerns, questions, assistance, etc.)
	No representative available
g	Agency announcements/highlights/coordination
	none
5	Announcements
a	Next meeting date/location; June 9, 2022 Tele-conference
d	Training Opportunities in the region - Felicia will be inviting Jessica from SEAGO to host a PASS training. Once we have more information on a date and location agencies will be invited.
6	Wrap up
a	Agenda Items for next meeting - December minutes
7	Adjourn
a	Felicia closed the meeting at 10:51 am