



Coordinated Council Meeting Minutes

DATE:	April 20, 2023		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 Marie Krisner, Hualapai HEW Sheilah Navarro, Hualapai HEW DeeDee Gomez, MC ARC Brooke Russelle, New Horizons CPSN Ron Chifero, New Horizons CPSN Gary Janchik, New Horizons DEC	Patrick Cipres, Lake Havasu Transit 5307 Elisabeth Whitlock, Kaibab Michael Peluso, Bullhead Area Transit 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			10:01 AM
	a. Introductions			
	Michael Peluso called the April 20, 2023 Coordinated Council meeting to order at 10:00 AM. Michael invited everyone on the line to introduce themselves.			
	b. Review/approval of minutes - December 8, 2022			
	Michael asked if everyone has had a chance to review the February 9, 2023 minutes which were included in the agenda packet that was sent to everyone via email. With no questions or comments, Michael called for a motion to approve the minutes as is, Heather Brassil entered the motion and it was seconded by Patrick Cipres. Motion passed..			
2	ADOT			
	ADOT Updates and News			
	No ADOT representative was available, Felicia Mondragon did a quick update of items that ADOT has shared with Mobility Managers. Focus of ADOT right now is on the FTA Audit and 5310 application reiew. They did ask Mobility Managers to assist them in getting past due vehicles inspected so Felicia will be reaching out to any agencies that have past due vehicles to make sure they get them submitted for inspection.			
3	WACOG			
	a News/Updates			
	Michael invited Felicia Mondragon to provide any WACOG updates. Felicia explained that there are no updates from WACOG at this time.			
	b Quarterly Reporting			
	Felicia reminded agencies that quarterly reports were due on April 15th for the 2nd quarter. She will be sending out emails to those who still havent submitted to remind them.			
	c Post 5310 Application Timeline			
	Felicia explained that now that applications have been submitted and the cure period is complete ADOT and Mobility Managers in the process of doing the application review and ranking. Agenices should hear from ADOT about their awards in June as that is when ADOT will be submitting their application to FTA for all projects.			
	d Program Visits			
	Felicia explained that she did not do any program visits in the last month because of the 5310 application taking priority. But she will be reaching out to The ARC of Mohave County and New Horizons CPSN to schedule a visit this quarter.			
	e National RTAP Resources review			

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	Felicia shared her screen with the group explaining that at least once a year she likes to remind everyone about tools that they have access to. The first is the National RTAP website which Felicia did a quick review of in regards to training resources and information available. Felicia also reminded everyone that they have Procurement Pro which is a great tool for any agencies that do not have an internal Procurement Code, they are required by their contracts to abide by all FTA procurement language and policies so this is a great tool to help keep them on track.
f	ADOT Website tools review/reminder
	Felicia continued to share her screen reminding everyone of the tools and information available on the ADOT website for their use. Most importantly all past trainings are available as a recording on the ADOT page.
4	Coordination Council Topics
a	AzTA/ADOT Conference Takeaways
	The group discussed the AzTA Conference and their experiences. Felicia shared information she collected from a vendor at the conference RWC Group who have a mobile mechanic that is certified to work on Braun Lifts.
b	5310 Program-specific discussion (time to talk about what is currently happening in the 5310 program, concerns, questions, assistance, etc.)
	opened the floor for discussion of all things 5310-related. A question was asked in regards to an Attorney that would be willing to sign the 5310 grant agreement as the agency is having a hard time locating one. Discussion ensued on the topic, agencies will share their contacts with Felicia who will forward the information.
c	5311 Program-specific discussion (time to talk about what is currently happening in the 5311 program, concerns, questions, assistance, etc.)
	Michael open discussion of 5311 program specific items explaining that Bullhead City as of the last Census has been designated as Small Urban which means they will be transitioning from a 5311 to a 5307. Janet Collier with Camel Express explained that she would like help to find a new printer for their riders guides. The other 5311s said they would send her their contacts.
d	5307 Program-specific discussion (time to talk about what is currently happening in the 5307 program, concerns, questions, assistance, etc.)
	Patrick gave a summary of the current activities of the 5307 program which include continued talks with Camel Express in Quartzsite to re-start connections between Quartzsite and Lake Havasu City.
g	Agency announcements/highlights/coordination
	None
5	Announcements
a	Next meeting date/location; June 8, 2023 - zoom conference call
b.	Training Opportunities in the region - Felicia explained that she received an email from Travis Ashboun the Mobility Manager for Payson AZ that they will be hosting a PASS training there in May. If anyone would like to send drivers please let Felicia know so we can get them a seat reserved, also the expense would be RTAP reimbursable.
6	Wrap up
a	Agenda Items for next meeting - none at this time.
7	Adjourn
a	Michael called for a motion to close the April 20, 2023 meeting at 10:50am. Motion entered by Janet and seconded by DeeDee Gomez. Meeting closed at 10:50am.