

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, November 19, 2014
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Vacant, Secretary; Kevin Kuehn, David Harp and Ron Antonneau

MEMBERS EXCUSED: Alderman Randy Scannell

OTHERS PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; Cindy Tappy, Compliance Coordinator; April Herlache, Transportation Supervisor; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Christel Giesen, ADRC of Brown County; Nicole Lowe, Bornemann Nursing Home; Rick Jensen, City of Green Bay Purchasing; Jeff Borchardt, SafeWay Driver Fitness Center; Scott Richer, SafeWay Driver Fitness Center; Bill Meindl, Green Bay Development News; and Alderman Dave Nennig

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:20 a.m.

2. Approval of Agenda

K. Kuehn made a motion to approve the November 19, 2014 agenda. J. Withbroe seconded the motion. Motion carried.

3. Approval of the minutes of the October 15, 2014 meeting

J. Withbroe made a motion to approve the minutes from the October 15, 2014 meeting. D. Harp seconded the motion. Motion carried.

4. Public Hearing: Proposed ADA Paratransit Agency Fare Increase

R. Kolb stated any person wishing to speak on the proposed ADA Paratransit agency fare increase is encouraged to address the Commission. He stated to please state their name and address. R. Kolb offered Patty the opportunity to comment.

P. Kiewiz commented back in 2011; Green Bay Metro had first introduced the agency fares. Changes through legislation allowed public transit to charge more than twice the fare to agencies for Paratransit trips. Over the last couple of years, Metro has slowly increased those agency fares due

cost. In the preparation of the 2015 budget, Metro is proposing an increase to help offset those costs with Paratransit. Metro's original thought was to have a 2 tier increase \$13.00 effective January 1, 2015 and \$18.00 effective July 1, 2015.

As we went through the RFP process with Paratransit and through the complete budget process we were able to reduce some of the expenses. Metro is recommending an agency fare effective January 1, 2015 of \$13.00 and \$15.00 effective July 1, 2015; that is how we revised the budget we submitted in your packets. This dollar amount will take care of the local share for the actual Paratransit trip cost. Currently there are things Metro does not include in this trip cost; over the next year as we prepare our cost allocation plan this will be readjusted.

This was some of the feedback staff had received through the public comment period. Any written comments we had received we did provide in your packets. Metro did hold a couple public meetings.

R. Kolb opened up the meeting for public response.

Motion made by K. Kuehn, second by J. Withbroe, to suspend the rules and open the floor for the public hearing. Motion carried.

R. Kolb stated any person wishing to speak on the proposed ADA Paratransit agency fare increase is encouraged to address the Commission. He stated to please state their name and agency or address.

Christel Giesen, ADRC of Brown County- I would like to go on record as an advocate for adults and adults with disabilities that the agency rate; transportation costs are complex. I appreciate that and also appreciate the amended recommendation but the impact on those higher rates is reducing service and access for the consumer. I just wanted to express our concerns and understand it is complicated issues for transportation costs are high. I also know that the proposal is not out of line with other counties are doing.

Nicole Lowe, Bornemann Nursing Home-We have many rehabilitation clients that are at our facility for rehab. During their time at our facility we help them fill out an application for this program, so when they do return to the community they have an option to make it to their physician appointments and other needs that they have medically. The increase in their rate will definitely affect their ability to make it to their doctor appointments and dialysis treatments. I am not aware if everyone is aware that Abby Vans is discontinuing there Medicaid rides for the community. That will put an increase restrain on the community in terms how they get to and from their appointments. That is definitely a concern of ours.

R. Kolb closed the public hearing.

Motion made by J. Withbroe, second by K. Kuehn, to close the public hearing. Motion carried.

P. Kiewiz stated Abby Van came out with that notice last week, so Metro is aware. There will be challenges for some Medicaid patients receiving that transportation. However, the County is also looking at a brokerage type with Family Care entering the County. There are some unknowns as we go forward. Metro will update the Commission as they affect Green Bay Metro.

5. Action: ADA Paratransit Agency Fare Increase

Motion made by K. Kuehn, second by J. Withbroe, to approve the agency fare increase of \$13.00 taking effect January 1, 2015 and \$15.00 on July 1, 2015. Motion carried.

6. Action: Approval of Award for Paratransit Services

P. Kiewiz stated as we have had discussion with our paratransit contract; Metro is in an option year. MV Transportation did have some discussion with Metro on increasing those costs considerable. Green Bay Metro then went out for an RFP, through that process we only received one bid back which was from MV Transportation.

Metro had two different options at that point. We could have negotiated with MV Transportation to see if we could agree on cost or we could have gone back out for bid.

Metro looked at all options. We were able to come to an agreement with MV Transportation, which was a benefit for Green Bay Metro.

There is no issue with the service provided by MV Transportation.

MV Transportation did submit several different options for pricing based on our request. MV transportation provided an option for 3 years with two 1-year optional and a 5 year no optional year's. The 5 year contract would have saved Metro a few more dollars. Staff is recommending Metro does the 3 year contract with two 1-year renewals by mutual consent. Metro intends on making some changes in a few years to the Paratransit program.

R. Antonneau asked Patty to elaborate on what changes are for the future for paratransit.

P. Kiewiz stated one of the things that have been discussed even through our TDP, is the option of Green Bay Metro providing part of that service. It could be cost effective long term if Metro provided that service. The first step would be Green Bay Metro looking at the possibility of scheduling in house and contracting out trips. In our environment there are individuals that receive conditional eligibility just based upon our environment and the barriers due to weather. If scheduling was done in house we would have a better control of time period. Patty feels it is worth looking at for cost savings.

P. Kiewiz asked L. Conard for comments.

L. Conard noted that for some time the long-term strategy has been to bring the paratransit service in-house incrementally. It is believed this will reduce the cost of the paratransit program, which represents 20% of Metro's entire budget. Bringing in the reservation and dispatch function in-house is a logical first step. Secondly, the acquisition of paratransit vehicles by Metro will allow the system to leverage the 80% federal share for capital with 20% local dollars (currently, the cost of the vehicles is passed onto Metro through the cost per trip which is considered an operating expense and funded at a lower federal/state level).

R. Antonneau stated that customer service should be considered.

L. Conard noted that Metro staff would have complete oversight.

P. Kiewiz stated during the last transition as we switched providers one of the concerns is the current software that Green Bay Metro uses for paratransit; Metro leases the software from the provider this is not something Metro owns. Metro does have some grant money to purchase our own software.

Motion made by K. Kuehn, second by J. Withbroe, to approve the award a 3-year contract for the Paratransit Service to MV Transportation, Inc. in the amount of \$3,633,300.00 this contract can be renewed with two 1-year renewals by mutual agreement. Motion carried.

7. Discussion: Free Rides on Election Day

P. Kiewiz stated we had an individual from the community that submitted several requests to City Council asking for Green Bay Metro to take a look at offering free rides on Election Day. P. Kiewiz doesn't feel it is a bad idea however when you sit back and look at the logistics as to how all those things will work out and how would we do that. Obviously, we want all to do their civic duty and vote. Metro looked into it, and most of the polling sites are close in our neighborhoods; Metro does not service all of the areas. There are many options for individuals to get out to vote; such as the absentee ballot or contacting one of the political parties to arrange a trip. At this time, staff is not recommending free rides on Election Day.

R. Antonneau agreed. He stated years ago we had a request for free rides on Veterans Day. Everyone has a holiday or things you try to promote which causes you to pick over another.

P. Kiewiz stated being a public service there are options for individuals to vote. There are day passes if the political parties would like to purchase to pass out to individuals for voting.

K. Kuehn inquired who brought this topic forward.

P. Kiewiz stated an individual had submitted a letter to all City Council members; five of the City Council members submitted a request to me asking that we look into this further. Alderman Chris Wery did talk about this issue with me and to have it brought forward to the Transit Commission for discussion.

K. Kuehn stated Chris Wery wanted this on our agenda?

P. Kiewiz stated yes. He asked to look into this.

K. Kuehn asked is Chris Wery here today.

P. Kiewiz stated no, he is not.

K. Kuehn asked if there is anyone here from the City Council to discuss. Kevin then asked Alderman D. Nennig if he had requested this topic to be discussed.

Alderman D. Nennig stated no he had not. He stated he did receive the letter that all the other members City Council had received requesting free rides on Election Day. He commented as council members if you get a request from citizen you would refer to the proper board or commission to be discussed. Dave looked at his own district; he couldn't speak for every district in the City. There are a lot of polling places in the city, looking at this; it kind of brings out some of the concerns and problems facing Metro as well as the elections in the city. First of all Metro doesn't go everywhere. The other point is the timing; you could be on a bus longer and have several transfers. There are options such as absentee voting ballots as well as early voting. He stated he cannot speak for all his colleagues. He certainly can appreciate the difficulties.

K. Kuehn thanked Alderman Dave Nennig for discussing this topic. It is unfortunate the individuals that have requested this topic to be discussed is not here. Kevin would have liked to know what their rational, where this information came from, what did they want us to consider and why we were going to discuss this today. If this topic was important to them; They should have been here today to discuss this.

Alderman D. Nennig stated a woman by the name Heba Mohammad had requested free rides for Election; unsure if she was informed of this meeting or not.

K. Kuehn stated the election was two weeks ago. He would make a motion to table this until interested parties are available and can make appearance before this commission and express concerns.

P. Kiewiz stated this is the process for requests for Transit; the Council will refer to the Commission.

K. Kuehn commented when he was on the County Board the person making the request would go to the committee and explain their case as to why they feel this is important. It made all the papers, it made national news and now there is no one here to discuss it and it comes two weeks after the election. Kevin would insist that the people that brought this forward come to this meeting and explain rather than just killing this topic.

Motion made by K. Kuehn, second by J. Withbroe, to table this topic indefinitely until Chris Wery can appear in front of the Transit Commission to discuss free rides on Election Day. Motion carried.

8. Discussion/Action: Green Bay Metro 2015 Operations Budget

P. Kiewiz stated we have provided different documents in your packets. The documents show how our dollars are split up according to what is paid by federal and state and each municipality's portion. In our packet you will find the 2015 Green Bay Metro budget that has been submitted. City has made their approval of the 2015 budget last week. This is a break down for the Commission and seeking final action. This does include the changes in agency fare as well as the new Downtown Route will be a 30-minute loop and some modifications to Route 8 for frequency. The budget is \$8.3 million versus last year's \$7.8 million.

The Downtown Route will go through the public comment process. Metro is looking at an implementation date of April 1, 2015.

R. Kolb stated he would like to commend Patty as far as putting this budget together. If you look at the federal and state operating assistance; we are down almost \$300,000 next year. The increase in the local shares has only gone up \$1,900.

P. Kiewiz commented as we made some changes with staff and I certainly couldn't do it alone. The staff does a great job! Pam worked countless hours on this budget as well.

P. Kiewiz stated she met with each municipality to discuss their needs and Metro's thoughts prior to budget time.

Motion made by K. Kuehn, second by R. Antonneau, to approve the 2015 Green Bay Metro Operations Budget in the amount of \$8,325,322. Motion carried.

9. Discussion: Green Bay Metro – Quarterly Route Data and Analysis Report, November 2014, by Brown County Planning Commission

L. Conard stated route reviews are conducted on a quarterly basis to assess the performance of the system and each fixed route. The data contained in the November issue are generally consistent with past reviews.

L. Conard referred the Transit Commission to *Table 3 - Green Saturday* and noted that ridership on the #6 and #8 is very high with almost 600 one-way trips per Saturday. The 600 passengers are accommodated with 11 one-hour trips. This results in standing passengers at times. L. Conard stated that this is consistent with P. Kiewiz early statements regarding the need for increased service frequency.

K. Kuehn stated Green Saturday is a wonderful program giving the community options to improve their lives. He applauds all the staff.

10. Presentation: Scott Richer – Drive Able/SafeWay

Motion made by K. Kuehn, second by J. Withbroe, to suspend the rules. Motion carried.

Scott is the Regional Director of Drive Able/SafeWay. He stated they are just launching a company in the USA; they started out in Canada. We are a company that provides testing for drivers and operators of any type of bus or trucks. It tests their cognitive impairment of the driver. The test takes about 10-minutes. Jeff is the President of the company and he can elaborate a little more.

Jeff thanked the Commission for having them speak. We are an in-office computer based assessment that will assess risk on a scale of 1 to 100 on your drivers. What a lot of people don't know is cognitive impairment due to a medical condition sleep apnea, diabetes, COPD, allergies; depression Alzheimer's and early stages of dementia are very serious to the driver whether it be a family member, a loved one or commercial driver. They say that alcohol is 5 times greater chance to get into

a crash then someone that is sober. Well someone with a cognitive impairment due to a medical condition is 7.5 times greater to get into an accident. What we do is assess the driver risk; we flag these conditions which a lot times they don't know they have. If they are flagged then we can go into discover mode and see why they are having this impairment from what condition. What this test will do is proactively identify medical conditions they may or may not know they have. We will be able to treat that driver. We will be able to manage your cost maybe pre-employment screening; we can add this sort of test for when you are taking applications. The Transit Systems in Canada has used this and has signed up for a new 2-3 year contract. They found with their pre-employment screening process if they can flag an individual early enough in the process and not continue with the interview they save about \$6,000 to \$7,000. The program is working.

K. Kuehn asked is your company in the United States.

Jeff stated yes.

K. Kuehn asked how you handle HIPAA. How do you handle the unions?

Jeff stated the test results are sent over encrypted over the internet and stored in a main frame computer and then a PDF is mailed back to you.

K. Kuehn stated he understands, however, you cannot ask medical questions at an interview.

Jeff inquired if Metro does drug testing.

R. Kolb indicated yes.

Jeff stated he isn't asking medical questions just administering the computer test.

J. Withbroe commented you still have to have permission from the driver or drivers to administer that test.

K. Kuehn stated, certainly with the union situation it is not in their contract.

P. Kiewiz stated no. The way they are handling this, it is done through the application process.

K. Kuehn commented you're going to test for psychiatric disorders.

Jeff stated we are not asking for that, it will be something identified. If there is cognitive impairment due to psychiatric disorder we are not going to know what the disorder is; it is just going to flag the impairment that the disorder is causing.

K. Kuehn stated then we are going to discriminate against someone that has a psychiatric disorder based on a computer model.

Jeff stated if you take into account the age and the gender of the driver; their scored against similar men or woman of the same age.

J. Withbroe stated you still need the agreement with the driver and the union.

Jeff stated what we would be proposing is to start this in the pre-employment screening process. This would be just another layer, you wouldn't need permission, and this is what is required from individuals to submit an application to the transit system.

P. Kiewiz stated Scott had asked to come and give an overview of what services they have to offer. To clarify how our process works from a hiring perspective. As we do the interviews we chose our candidate based upon their qualifications. Any form of testing is not done to that individual until we have chosen our final candidate.

J. Withbroe asked what kind of cost would this testing cost.

Jeff stated it depends on the number of drivers, and on which services you select. We are looking at \$99 to \$189 per driver. Once we get data, we then are going to market a program to your liability carrier; they identified certain risks fractures in there driving pool and we think they deserve a rate reduction in liability insurance. So what we are here for is to actual get a meeting where we can sit down and give a presentation for about an hour.

Motion made by J. Withbroe, second by K. Kuehn, to reconvene in regular order of business. Motion carried.

K. Kuehn stated he appreciates them coming in. He made a motion to receive and place on file.

R. Antonneau stated he does not feel this is a real good idea; it is too risky. Our Human Resource does a fine job.

P. Kiewiz stated we work hand in hand with HR through our hiring process. Anything that would be done would obviously have to clear our HR Department.

Motion made by K. Kuehn, second by J. Withbroe to receive and place on file. Motion carried.

11. Presentation: Breast Cancer Awareness Fares Presented to the American Cancer Society

P. Kiewiz gave an update on October 22, 2014; Metro had all the buses running with pink ribbons on the front of each one to recognize breast cancer. This was Metro's 4th year. The fares that were collected totaled \$1,200.50. A check in this amount will be presented to the American Cancer Society.

12. Finance

P. Kiewiz stated in your packets you will find the operating expense report for September. She gave a brief overview of the revenue and expense report. P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

13. Operational Reports

P. Kiewiz stated in your packets you will find the operating reports. She gave a brief overview of the ridership report. P. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

14. Directors Report

P. Kiewiz stated the State budget was released last Friday. Just to give you some highlights on what the recommendations are for Transit. Secretary Gottlieb from the DOT has recommended some changes for Transportation portion of the budget. We all know what is recommended may not always mean it is going to carry through. There were several points in there that were good for public transit as a whole. However, there is also the recommendation that Transit be put in the General Fund. She was in Madison for WURTA as they working through this budget. We will continue to work very closely with the Governor and staff. There are some increases with capital improvements. There was a \$16.1 million put into the budget to help restore services that were reduce from 2010 to 2013 as well as \$15 million for capital improvements. There are some benefits that we were very happy with going into the budget with this go around. However, the concern is still with long term funding. She will have more updates as we go forward.

R. Antonneau inquired about sales tax proposal in the DOT budget what does that equate to as far as an increase as they were going to do in a gas tax.

P. Kiewiz stated she does not have a straight answer for you on what that is going to equate too at this time. There has been a lot of discussion on this and it is in the double digits.

R. Kolb stated what has been in the paper is they would add an 8% sale tax onto the gasoline at the pump and then lower the gas tax.

P. Kiewiz stated she would be more than happy to forward any information on to the Commission. Secretary Gottlieb is proposing a 2.50% highway use charge, \$500-\$600 sale tax on new vehicles; there are quite a few things in there. In regards to the 8% gas tax that Roger just brought up it is about 15.5 cents per gallon plus the 8% average whole sale price for fuel. Overall, after it funnels through everything it is about \$30 a year additional for a typical driver for tax; bigger for diesel fuel.

P. Kiewiz announced the employee of the month for October, is Terry Moore. He is not here today, so we will present this award to him later this afternoon. Terry actually is a two time employee. He had retired in 2007 after 30 years. Terry came back in 2008. He has been a long-term employee for

Metro and we do appreciate all the services he provides. He does a great job and has an excellent safety record.

15. Other Business

No other matters.

16. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, December 17, 2014 at 8:15 a.m.

17. Adjourn

Motion made by J. Withbroe second by R. Antonneau, to adjourn at 9:20 a.m. Motion carried.

Respectfully submitted,

Essie Fels