



<http://www.marc.org/transportation/committees/stjap.htm>

**OPEN MEETING NOTICE
SPECIAL TRANSPORTATION ADVISORY COMMITTEE
JOB ACCESS PARTNERSHIP**

Jim Courtney, Chair
Sara Davis, Vice Chair

Special Transportation Web <http://www.marc.org/transportation/specialtrans.htm>
MARC Web www.marc.org

There will be a Meeting of MARC's **Special Transportation - Job Access Partnership** committee at 9:00 a.m. on **Wednesday, July 13, 2011** in the Board Room of the Mid America Regional Council on the second floor of the Rivergate Center Building at 600 Broadway, Kansas City, Missouri. For additional information call 816-474-4240 ext 8244

Getting to MARC: To obtain specific information on transportation options to access the MARC offices (including directions, parking, transit, carpooling, and walking/bicycling) visit the following link: <http://www.marc.org/mapandparking.htm>.

Visitors and guests who drive should enter the Rivergate Center parking lot from Broadway and park on the upper level of the garage. A pedestrian entrance directly into the second-floor conference area is available from this level.

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Tentative Agenda

Some material may be distributed at the meeting

1. **Approval of June 8, 2011 meeting summary - Approval will be requested.**
2. **Transit Committee update** –MARC's Transit Committee met on Wednesday July 6th. STAC-JARC Representatives and MARC staff will be requested to report on the transit committee.
3. **Update Status Report on existing and last month's competitive selection of JARC and New Freedom projects** – Appropriate representatives will be asked to provide updates.
4. **Section 5310 MoDOT 2011 Review and Ranking** –See the following link for a description of the Section 5310 Program <http://www.marc.org/transportation/vehicles.htm>

The Committee will Review and Rank Section 5310 applications as local input to the Missouri Department of Transportation (See Appendix A - Vehicle Request Forms, Appendix B – Outline of Service, and Appendix C –

Fleet Description. The 2012 application details can be viewed and **PRINTED** from the following link: <http://www.marc.org/transportation/pdf/5310VehicleApplicationsFFY2012.pdf>).

The review and ranking activity will be event-specific consistent with the attendance threshold shown on page 11 of this meeting notice and consistent with the Committee Operating Guidelines shown on page 12. A sample letter, shown on page 10, requiring applicants to attend and discuss the merits of their vehicular requests is included in this meeting notice as an attachment.

Applicants will address the merits of their vehicle requests at the meeting. Members are encouraged to substantiate the vehicle requests merit through the peer voting exercise. A summary of the requests is provided on page 9.

5. **Other Business** –

MEETING SUMMARY
July 13, 2011

HANDOUTS (front table and side table):

- Meeting Notices
- Applicant Appendices A-C Summary of Section 5310 Vehicle Request Forms (A – Vehicle Request Form, B – Geographical Area, C – Fleet Size)
- Staff Prepared “Ranking Summary” Table
- Coordinated Public Transit-Human Service Transportation Plan
- Transportation Decision Making Guide (Bi-lingual)
- Riders’ Guide for People with Disabilities

1. **Approval of June 08, 2011 meeting summary** - On the motion and second of Sheri Watson and Lou Banks the summary of June 08, 2011 was approved.
2. **Transit Committee Update** – Lou Banks spoke briefly on the KU Medical Center Area Transit Study that was presented by John Dobies of HNTB, as well as Danny O’Connor’s presentation of KCATA’s Comprehensive Service Analysis. Committee Chair Jim Courtney elaborated on the KU Medical Center Study. Specifically he pointed out on average 15,000 people enter/exit the medical campus daily, and that the study is working with the transit agencies to see how to best connect the campus to the larger community. Tom Gerend gave an overview of the progress taken using the \$4.2 million Housing and Urban Development: Sustainable Communities Grant that MARC received at the end of 2010. Specifically, the HUD grant is being used to conduct two Alternative Analyses as part of a larger 3-year effort that works towards developing a sustainable region.
3. **Update Status Report on existing JARC and New Freedom Projects** – Representatives from the following prior JARC/New Freedom approved projects presented their status: Unified Government Transit (Lou Banks), City of Olathe (Carroll Ramseyer), City of Independence (Mary Hunt), Full Employment Council (Kim Greene), Johnson County Transit (Shawn Strate), Share-a-Fare (Bryan Beck), KCATA Northland (not present), and OATS, Inc. (not present). Stewart Nelson provided an overview of the committee competitive selection results from June 08, 2011 and gave an update of the current status of 3rd Cycle JARC/New Freedom funding.
4. **Section 5310 Vehicle Request & Peer Ranking** – Chris Brundin, MoDOT Section 5310 Program Manager, introduced the Missouri state administered Section 5310 program. Stewart Nelson gave an overview of the Peer Vehicle Ranking process. Chris Brundin provided updated estimates of vehicle costs, and informed the committee that the Modified Raised Roof Van has been replaced in the state procurement process with solicitations for a Narrow-body Cutaway vehicle. Applicant presentations took place in the following order:
 - Leroy Raab provided a presentation on behalf of The Good Shepherd for projects L and M.
 - Nathan Readey presented The Children Place request for funding project A.
 - Mark Bowland gave a presentation on behalf of the City of Kansas City, Department of Parks and Recreation for projects B and C (Bowland changed the request for project C from a Narrow-body Cutaway to a 15 Passenger Van).
 - John Davis of Special Neighbors provided a presentation over projects J and K.
 - Weldon Hebert gave the presentation for Platte County Board of Services for project I.
 - Jim Huffman of Concerned Care presented project F.
 - Daniel Guzman presented the Mattie Rhodes request for project H.
 - Brenda Dickson and Tina Medina presented on behalf of Comprehensive Mental Health Services for projects D and E.

- Mark Riley and Stephanie Breaker of Triality provided the presentation for projects N and O.
- Representatives from Harry S. Truman Children’s Neurological Center gave a presentation over project G.
- Jody Murphy of Tri-County Mental Health Services presented project P.

Following the applicants’ oral presentations a ballot sheet reflecting funding amounts and vehicle costs was distributed to Committee Peers.

A mathematical summation of the 15 individual peer voters determined the final ranking of vehicle requests. A 16th ballot was invalidated by the committee due to an error in the ranking of vehicles.

Sheri Watson, Checker Services, and Michael Williams, Renaissance West – CMHS, moved and seconded to forward the final ranking of vehicle requests to MoDOT as the local input for Section 5310 and for the final ranking of vehicle requests to be included as part of an appropriate amendment to the MARC Transportation Improvement Program.

Chris Brundin informed the committee that any under-used Section 5310 funds from other areas can be redistributed among the State of Missouri, including the Kansas City region. Since there is no way to know what the final federal funding number or pooled procurement cost will be, it is unknown how many of the ranked vehicles can be procured.

July 13, 2011 Special Transportation-Job Access Partnership Committee Peer/Stakeholder Review and Ranking for MoDOT Sec. 5310 Vehicles																									
On the 7/13/11 motion and second of Sheri Watson (Checker Services) and Michael Williams (Ren. West-CMHS) the following ranking, vehicle cost-funding recommendations, and compliance citations were approved by the committee. The committee approval supports an amendment to the TIP.																									
FINAL RANK	ID	Applicant	Vehicle	Lift	New/ Replacement /Expansion	Approx. Federal Share (80%)	Approx. Local Match (20%)	Peer/Stakeholder Ballots															Coordinated Public Transit- Human Service Transportation Plan Cite ##	Peer Assigned Total	CUM FEDERAL
								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
1	d	Comprehensive Mental Health Services	Narrow-body Cutaway	Y	Replacement	\$33,600	\$8,400	7	5	10	1	2	4	2	3	1	5	14	2	3	4	3	Outlook 2040 (5.6.2 Strategy 1; 5.6.3 Strategies 1, 3)	66	\$33,600
2	k	Special Neighbors, Inc.	15 pass straight	N	Replacement	\$20,000	\$5,000	2	2	4	14	8	2	7	9	4	13	2	6	8	5	2	Outlook 2040 (5.6.3 Strategy 1(a-b))	88	\$53,600
3	a	Child Advocacy Services Center, Inc.	15 pass straight	N	Replacement	\$20,000	\$5,000	13	7	2	5	1	6	1	16	2	1	9	13	11	1	1	Outlook 2040 (Ch. 5, p. 6-8, p. 15; 5.6.2 Strategy 1; 5.6.3; 5.6.5 Strategy 1)	89	\$73,600
4	i	Platte County Board of Services for the Developmentally Disabled	15 pass straight	N	Replacement	\$20,000	\$5,000	12	3	1	13	7	12	4	2	5	3	10	1	9	10	9	Outlook 2040 (5.6.3 Strategy 1(a-b))	101	\$93,600
5	l	The Community of the Good Shepherd	Mod Mini-Van	Y	Expand	\$28,000	\$7,000	8	8	5	4	6	16	11	5	3	9	3	7	6	7	5	Outlook 2040 (Ch. 5, p. 22, 5.6.3 Strategy 1(a-b))	103	\$121,600
6	f	Concerned Care Inc.	Narrow-body Cutaway	Y	Expand	\$33,600	\$8,400	4	14	13	6	3	9	16	10	8	4	8	5	1	8	4	Outlook 2040 (5.3, 5.6.2 Strategy 4, 5.6.3)	113	\$155,200
7	n	Triality, Inc.	Mod Mini-Van	Y	Expand	\$28,000	\$7,000	5	10	8	9	5	8	9	6	6	11	11	3	10	9	6	Outlook 2040 (5.2 (p. 2-3), 5.6.3 Strategy 3)/Smart Moves (Goals 1, 3; Hwy 152-High Priority Corridor)	116	\$183,200
8	g	Harry S. Truman Children's Neurological Center	Mini Van	N	Start new service	\$20,000	\$5,000	9	13	11	7	10	3	15	4	9	8	6	9	2	3	8	Outlook 2040 (5.3, 5.6.2 Strategy 4(d-e), 5.6.3 Strategy 1(a-b))	117	\$203,200
9	h	Mattie Rhodes Memorial Society	Narrow-body Cutaway	Y	Replacement	\$33,600	\$8,400	14	4	16	8	11	7	3	8	10	2	1	16	7	2	10	Outlook 2040 (5.6.3 Strategy 3(a-b))	119	\$236,800
10	p	Tri-County Mental Health Services, Inc.	Mini Van	N	Expand	\$20,000	\$5,000	10	12	7	12	9	11	10	1	7	10	16	4	5	6	7	Outlook 2040 (5.6.2, 5.6.3)/Smart Moves (safe, affordable transportation)	127	\$256,800
11	j	Special Neighbors, Inc.	15 pass straight	N	Replacement	\$20,000	\$5,000	1	1	3	11	12	1	5	15	15	6	7	12	13	13	14	Outlook 2040 (5.6.3 Strategy 1(a-b))	129	\$276,800
12	e	Comprehensive Mental Health Services	Mini Bus	N	Replacement	\$44,000	\$11,000	3	6	14	2	13	5	6	11	12	12	15	10	4	12	12	Outlook 2040 (5.6.2 Strategy 1; 5.6.3, Strategies 1, 3)	137	\$320,800
13	b	City of Kansas City, MO Parks and Rec. Dept.	Narrow-body Cutaway	Y	Expand	\$33,600	\$8,400	11	15	12	3	4	10	8	7	11	7	5	8	15	11	11	Outlook 2040 (5.2, p. 2-3; 5.5, p. 17; Sect. 5.3 p 3,4,6,9)	138	\$354,400
14	m	The Community of the Good Shepherd	Mod Mini-Van	Y	Expand	\$28,000	\$7,000	15	9	6	15	15	14	13	12	13	15	4	14	12	14	13	Outlook 2040 (p. 22, 5.6.3 Strategy 1(a-b))	184	\$382,400
15	o	Triality, Inc.	Mod Mini-Van	Y	Expand	\$28,000	\$7,000	6	11	9	10	16	13	14	13	14	16	12	11	14	15	15	Outlook 2040 (5.2 (p. 2-3), 5.6.3 Strategy 3)/Smart Moves (Goals 1, 3; Hwy 152-High Priority Corridor)	189	\$410,400
16	c	City of Kansas City, MO Parks and Rec. Dept.	15 pass straight	N	Expand	\$20,000	\$5,000	16	16	15	16	14	15	12	14	16	14	13	15	16	16	16	Outlook 2040 (5.2, p. 2-3; 5.5, p. 17; 5.3 p 3,4,6,9)	224	\$430,400
TOTAL						\$430,400	\$107,600	136	136	136	136	136	136	136	136	136	136	136	136	136	136	136			
GRAND TOTAL REQUESTED (federal 80% + local 20%)						\$538,000																			
For planning and ranking purposes, assume that a 16% allocation of MoDOT's Section 5310 administered funds are available to the Kansas City area (equates to an estimated Federal amount for distribution of \$379,320). The total FFY 2012 request for Section 5310 in the Kansas City area (compensate for rounding) sums to \$538,000 (\$430,400 federal and an estimated \$107,600 local).																									
## - The citation in this column refers to the Coordinated Public Transit - Human Service Transportation Plan, also known as Chapter 5 of Transportation Outlook 2040 which can be viewed at http://www.marc.org/2040/assets/plan/5.0_PublicTransportation.pdf																									

**Meeting Summary
Attendance
July 13, 2011**

Present JARC and STAC Members Present or Represented

Y/N	First Name	Last Name	Affiliation & email address
Y	Jim	Courtney	Chair, MrGoodcents Foundation, jcourtney2@kc.rr.com;
N	Sara	Davis	Vice-Chair, OATS, Inc. sdavis@oatstransit.org;
N	Almontasir	Abdelaziz	Transportation Provider, nournamarg@gmail.com;
N	DJ	Adamson	MTS Medical Transport, dj@autotowkc.com;
N	Judy	Akers	Della Lamb, jakers@dellalamb.org;
N	Wes	Alemu	KC Cab Drivers Assoc. ps_wes@yahoo.com;
N	Karen	Allen	Jacob's Well of KC, jacobswellkc@sbcglobal.net;
N	Alice	Amrein	Johnson County Transit, alice.amrein@jocogov.org;
N	Deanna	Armstrong	Platte Sr Srvs Inc., darmstrong@platteseniors.org;
N	Mark	Arnesman	Platte Brd of Services, mark.arnesman@pcbsdd.org;
N	Mishkat	Az-Zubaii	Wyandotte Serves Wyandotte Works, servesandworks@sbcglobal.net ;
N	Deanne	Bacco	AARP-Kansas, loub@everestkc.net;
Y	Ephthallia "lou"	Banks	Unified Government, elbanks@wycokck.org;
N	Brant	Barber	Johnson County Court Srvcs, brant.barber@jocogov.org;
N	Tommie	Barnett	United Services, tbarnett@unitedservicescaa.org;
N	Rodney	Baskin	Help is On The Way, helpisontheway09@yahoo.com;
N	Don	Baston	YouthBuild KCK, dbaston@unitedway-wyco.org;
N	Robert	Beagel	Concerned Care, rob@concernedcarekc.org;
Y	Bryan	Beck	KCATA, bbeck@kcata.org;
N	Marcia	Bernard	Wyandotte/KCK, onebuslady@aol.com;
N	Lois	Benshoof	Commission on Aging, CSPC, srguydon@hotmail.com;
N	Shelley	Bhattacharya	KU Medical Center, sbhattacharya@kumc.edu;
N	Steve	Billings	MoDOT, Steven.Billings@modot.mo.gov;
N	Lori	Blalock	Butterfield Youth Service, LoriBlalock@BYS-Kids.org;
	Doris	Boeckman	Missouri Public Transit Association, mpta_org@earthlink.net;
N	Alan	Bogart	KCMO Regulated Industries, alan_bogart@kcmo.org;
N	Kathleen McKenna	Bole	kathleenbole@gmail.com;
Y	Bess	Bonewits	TNC Community, bb.wits@gmail.com;
Y	Mark	Bowland	City of Kansas City, Missouri Parks and Rec Dept. mark.bowland@kcmo.org;
N	Cathy	Boyer-Shesol	Jewish Heritage Foundation, cathy@jhf-kc.org ;
Y	Stephanie	Breaker	Triality, Inc. sbreaker@trialityinc.org;
N	Laurie	Brewer	Della Lamb Community Services, lauriebrw@att.net;
N	Donna	Brown	KCATA, dbrown@kcata.org;
N	Margaret	Brown	Johnson County Transit, margaret.brown@jocogov.org;

N	Mary	Brown	Grantwriting, mmbrown@casstel.net ;
Y	Nora Reyna-	Brown	Family Conservancy, nbrown@thefamilyconservancy.org ;
Y	Thomas	Brown	TJ Brown Associates, tjbrown27@sbcglobal.net ;
N	Edmund	Brackett	Park University, Edmund.brackett@park.edu ;
Y	Christina	Brundin	MoDOT, Christina.brundin@modot.mo.gov ;
N	Sharon	Bryant	sharon.bryant26@yahoo.com ;
Y	Sofia	Burford	The Children's Place, burfords@tcpkc.org
Y	Lori	Byl	Tri-County Mental Health, lorib@tri-countymhs.org
N	Willa	Byrd	New Horizon, wbyrd42131@aol.com ;
N	Scott	Caldwell	Johnson County Transit, Scott.Caldwell@jocogov.org ;
N	Jill	Calvert	Rainbow Center, jill.calvert@rainbow-center.org ;
N	John	Carney	Cntr for Practical Bioethics, jcarney@practicalbioethics.org ;
N	Christi	Campos	The Whole Person, ccampos@thewholeperson.org ;
N	Sandra	Carroll-Berger	The Children's Place, bergers@tcpkc.org ;
N	John	Cahill	MTM Inc. jcahill@mtm-inc.net ;
N	Bernita	Cauthon	Blue Springs, cauthon3@aol.com ;
N	Jenny	Caylor	Catholic Charities, jcaylor@CatholicCharitiesKS.org ;
N	Charles	Chamberlin	CrestView homes Assoc. crestviewhomes@sbcglobal.net ;
Y	Walter	Chism	Chism Transit, walter@chismtransportation.com
N	Janine	Clampitt	Ray County Transit, janine_r.bus@mchsi.com ;
N	Jennifer	Clark	City of Independence, jclark@indepmo.org ;
N	Tammy	Clark	Nova Center, tclark4nova@yahoo.com ;
N	Tom	Clark	
N	Mona	Comici	mjcomici@yahoo.com ;
	Brad	Cooper	Kansas City Star, bcooper@kcstar.com ;
N	Joy	Copeland	CMHS, Inc. jcope@thecmhs.com ;
N	Brendan	Cossette	Truman Medical Centers, brendan.cossette@tmcmcd.org ;
Y	Amy	Couture	Mattie Rhodes Memorial Society, acouture@mattierhodes.org;
N	Stacey	Cowan	Kansas Department of Transportation, staceyc@ksdot.org ;
N	Amy	Cox	Developing Potential, amycox1@yahoo.com ;
N	Jackie	Curry	Truman Behavioral Hlth, Jackie.curry@tmcmcd.org ;
N	Emerick	Cross	Unified Government, ecross@wycokck.org ;
Y	John	Davis	Special Neighbors, Inc., john@specialneighbors.org
N	Sam	Day	Grundy County SB40 brd, ffdd@grundycountymo.com ;
N	John	Dean	Research Mental Health Services, jadean@rediscovermh.org ;
N	Dave	Devereaux	EMT, dave_devereaux@sbcglobal.net ;
N	Arthur	Diaz	Job Links, adiaz.serveandwork@sbcglobal.net ;
Y	Brenda	Dickson	CMHS, bsdick@thecmhs.com;
N	John	Drew	True Transport, truetransport@hotmail.com ;
N	Gerri	Doyle	Mo Dept of Transp, gerri.doyle@modot.mo.gov ;

N	Jennifer	Dugan	Stay Informed Signup, Crawford Bunte Brammeier, St Louis, jdugan@cbbtraffic.com;
	Tuck	Duncan	Kansas Public Transit Association, kptacentral@yahoo.com;
N	Sharon	Earlenbaugh	Goodcents/ITT, searlenbaugh@thomasmcgee.com;
N	Dana	Egan	The Whole Person, degan@thewholeperson.org;
N	Laura	Elkins	Leavenworth Council on Aging, lkelkins@leavenworthcounty.org;
N	Brian	Ellefson	The Whole Person, briman3@kc.rr.com;
N	Marilyn	Evans	City of Sugar Creek, mevans@sugar-creek.mo.us ;
N	Chuck	Ferguson	Johnson County Transit, chuck.ferguson@jocogov.org;
N	Sharon	Fields	Clay County DD Resource Board, ddrbcc@sbcglobal.net;
N	Sharon	Fisher	Metropolitan Spiritual Church of Christ, mfisher22@aol.com;
N	Fred	Foster	Frederick Douglas Transport, fdtrans@sbcglobal.net;
N	Anita	Gee	KC Transport, anitageelcd@yahoo.com;
N	Bill	George	Yellow Cab, wmgeorge@kctg.com;
N	Kyle	Gonterwitz	RSP Associates, kyle@rsp-associates.com;
N	Larry	Goodloe	Ray County Transit, r.bus@mchsi.com;
N	Ryan	Greathouse	The Whole Person, rgreathouse@thewholeperson.org;
Y	Kim	Greene	Full Employment Council, kgreene@feckc.org;
Y	Daniel	Guzman	Mattie Rhodes Memorial Society, dguzman@mattierhodes.org
N	Ashley	Hand	Stay Informed Signup, ashley.hand@aecom.com;
N	Elizabeth	Haney	Integrity Midwest, choicetransportation@hotmail.com;
N	Isabelle	Harris	Gov's Cncl on Disability , Isabelle.Harris@oa.mo.gov;
N	Suzanne	Haug	Truman Medical, Suzanne.haug@tmcmed.org;
N	Francis	Hays	
Y	Matt	Heafner	Express Transportation of KC, mheafner@rideemt.net;
Y	Weldon	Hebert	Platte County Board of Srvcs, Weldon.hebert@pcbsdd.org;
N	Scott	Helm	Sr Mobility Project, helmst@umkc.edu;
N	Dawn	Herbet	Jewish Family Services, dawnh@jfs-kc.org ;
Y	Marilu	Herrick	RainbowCntr-Cmmnctiv Disorders, marilu.herrick@rainbow-center.org;
Y	Sharon	Higney	Community of the Good Shepherd, shigney@cgshepherd.org;
Y	Roxane	Hill	Child Advocacy Services Center, Inc., hillr@tcpkc.org;
N	Janet	Hoffman	Johnson County Devel Supports, janet.hoffman@jocogov.org;
N	Gene	Holland	Heartstrings Community Foundation, gholland@heartstringscf.org;
N	Aaron	Hollister	City of Olathe, ahollister@olatheks.org;
N	Demus	Holmes	KCATA Share-A-Fare, dholmes@kcata.org ;
Y	Vicki	Hon	City of Independence Dial-A-Ride, vhon@indepmo.org;
N	Deewayne	Hord	Greater Kansas City Foundation, dhord-gkcf@hotmail.com.;
N	Karen	Hostetler	Shepherd's Center KCK, karenh@shepherdscenterkck.org;
Y	Jim	Huffman	Concerned Care, Inc., jim@concernedcarekc.org;
Y	Mary	Hunt	City of Independence, MHunt@indepmo.org;
N	Elizabeth	Jackson	Clay County Public Health Center, ejackson@clayhealth.com;
Y	Jake	Jacobs	Jackson County Board of Services, jjacobs@eitas.org;

	Amy	Jacoby	MARC, ajacoby@marc.org ;
Y	Shannon	Jenkins	Fleetwood Trans. Inc. sjenkins@fleetwoodti.com ;
N	Kathy	Jenkins-Hart	Americorps Vista/VA Med Cntr, Kathy.jenkins-hart@va.gov ;
N	Jim	Johnson	Cntr for Dev Dsabled, jimj@cddkc.org ;
N	Kim	Johnson	
N	Rolla	Johnson	Asst. Independence, rollajohnson@hotmail.com ;
N	Thomas	Johnson	Cass Cnty Chrmn Drug Affected Families, tomcoi@fairpoint.net ;
N	Ginny	Kalmer	Casco Area Workshop, casco-aw@earthlink.net ;
N	Peggy	Kelley	KS Social and Rehabilitative Services, peggy.kelly@srs.ks.gov ;
Y	Eddie	Kennison	Fleetwood Trans. Inc., office@fleetwoodti.com
N	Tirhas	Kidane	Full Emplymnt Cncl, tkidane@feckc.org ;
N	Sungyop	Kim	kims@umkc.edu ;
N	Franciena	King	Full Employment Council, fking@feckc.org ;
N	Debbie	Krois	Little Sstr's/Poor, dvkansascity@littlesistersofthepoor.org ;
N	Peggy	Kutchback	Casco Workshop, Peggy@casco-aw.org ;
N	Ted	LaBoube	Burns and McDonnell, tlaboube@burnsmcd.com ;
N	James	Landrum	TNC Community, jlandrum@tnccommunity.com;
N	Christy	Lane	Medical Transp. Mgmnt, clane@mtm-inc.net ;
N	Linda	Lara	Guadalupe Center, llara@guadalupecenters.org ;
Y	Sis	Lassell	Platte County Board of Srvc, elizabeth.lassell@pcbsdd.org
N	Cindy	Laufer	MdWstCntr-NnprftLdrshp, cal257@umkc.edu; lauferc@umkc.edu;
N	LeeAnn	Lawlor	City of Liberty llawlor@ci.liberty.mo.us ;
N	JT	Lawson	Stay Informed Signup, lawsonjt@hotmail.com ;
N	Christopher	Leu	Transit Patron, cj_leu@hotmail.com ;
N	Joe	LeVota	Veterans Administration, levotal@yahoo.com ;
N	Monique	Lewis	COA, Raymore, mlewis250@comcast.net ;
N	Guoqiang	Li	City of Olathe, gli@olatheks.org ;
N	Tracey	Logan	KCATA, tlogan@kcata.org ;
N	Chris	Lopez	A34log@aol.com ;
N	Kristi	Mansfield	The Children's Place, mansfieldkristi@hotmail.com ;
N	George	Martin	Rainbow Cntr-Blue Spgs, george.martin@rainbow-center.org ;
N	Joseph	Matovu	The Whole Person Inc, jmatovu@thewholeperson.org ;
N	Liz	McClure	Truman Heartland Foundation, mclure@thcf.org ;
N	Kitty	McCoy	Regional Transit Alliance, chairman@kcrt.org ;
N	Mary Kay	McPhee	COA, mkmcphee@sbcglobal.net ;
N	Ed	McInnis	edmcinnis@aol.com ;
N	Jeff	McKerrow	Transystems, jdmckerrow@transystems.com ;
N	Ron	McLinden	Transit Action Network, ronmclinden@yahoo.com ;
N	Clyde	McQueen	Full Employment Council, cmcqueen@feckc.org ;
Y	Tina	Medina	CMHS, tmedi@thcmhs.com ;
N	Sondra	Megrail	MTM Inc. smegrail@mtm-inc.net ;

N		Melanie	Melanie@allianceonagingkc.org;
N	Charlotte	Melson	Foster Grandparent prgm Wyco/KCK, cmelson@ccsks.org;
N	Anne	Miller	Don Bosco, amiller@donbosco.org;
N	Valerie	Miller	Community Trans Assoc of Amer, CTAA, valerie.l.m@gmail.com;
N	Brenda	Mitchelson	LINC, bmitchel@kclinc.org;
N	Cathy	Monroe	Federal Transit Administration cathy.monroe@dot.gov ;
N	Deborah	Moore	Full Employment Council, dmoore@feckc.org;
Y	Jody	Murphy	Tri-County Mental Health Services, jodym@tri-countymhs.org
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MARC Staff Present: Stewart Nelson, Tom Gerend, Ron Achepohl, Karen Clawson, Tyler Means

OPERATING GUIDELINES
Special Transportation Advisory Committee (STAC)
aka STAC-JARC aka ST-JAP aka Job Access Partnership

These OPERATING GUIDELINES have been assembled to provide a conceptual and structural foundation for the conduct of business by the stakeholder members and peers attending and participating in the planning, programming, and advocacy considerations and actions in and of which the greater STAC committee engages.

I - NAME

The name of the MARC committee shall be the Special Transportation Advisory Committee hereinafter referred to as "STAC".

II – PURPOSE

The purpose of STAC is to provide guidance as determined by simple majority vote of eligible voting members attending any properly scheduled and announced meeting. The framework within which guidance shall be defined is the promotion, acquisition, and oversight of secure and reliable transportation, mobility, and accessibility to and by Special Transportation populations. The population base upon which the Purpose of and for the STAC committee to focus and the issues in which the STAC committee engages shall include but not be limited to issues and extensions of policy, practice and advocacy on behalf of the elderly, disabled, and low-income demographic within the greater Kansas City region.

III– DUTIES

STAC shall advise and make recommendations to the MARC Total Transportation Policy Committee (TTPC) and to MARC's Area Agency on Aging/MARC's Commission on Aging (COA) for either the TTPC or the COA review and recommendation to the MARC Board of Directors. Complementary presentations shall also be conducted with the MARC Transit Committee.

The duties of the STAC committee shall include but not be limited to the following issues and activity areas:

- A. STAC shall provide comprehensive contributions to mobility issues within the regions Long Range Transportation Plan as well as provide construction, maintenance and oversight of the areas urban Federal Transit Administrations mandated Coordinated Public Transportation-Human Service Transportation Plan.
- B. STAC shall make recommendations to the TTPC on the Competitive Selection of Projects to be funded by the areas urban Federal Transit Administration (FTA) Section 5316 Job Access program.
- C. STAC shall make recommendations to the TTPC on the Competitive Selection of projects to be funded by the areas urban Federal Transit Administration Section 5317 New Freedom program.
- D. STAC shall make recommendations to the TTPC by conducting a Review and Ranking of applicant requests for vehicles on behalf of the FTA Section 5310 program primarily for capital acquisitions by nonprofit agencies administered by the Missouri Department of Transportation.
- E. STAC shall make contributions to the regions maintenance of the Transportation Improvement Program (TIP).
- F. STAC shall provide a Public Community Forum for the Commission on Aging as an opportunity for public input and guidance regarding transportation programs funded through the MARC Commission on Aging.
- G. STAC shall maintain ongoing and positive relationships with state and federal agencies as well as regional Associations, Alliances, Districts, and the regions Transit and Paratransit systems of users, funders, operators, managers and administrators.

H. STAC may make additions and modifications to these duties as policies, plans, and programs are developed.

IV – MEMBERSHIP

Membership on STAC shall adhere to the principles of being Community Oriented, Open, Inclusive, Transparent, Participatory, Peer-Based, and Stakeholder-centered.

COMMUNITY BASED

The Special Transportation Advisory Committee recognizes that communities may be defined in terms of political subdivisions, corporate status, physical or emotional health or disability, and age based or income centered. STAC advocates for **improvements that serve the common interests of the various communities** that impact the mobility environments among the region’s transportation accessible options.

OPEN - Membership on the Special Transportation Advisory Committee shall be open to all participating transportation, mobility, and accessibility Stakeholders of the greater Kansas City region.

INCLUSIVE - Membership on the Special Transportation Advisory Committee shall be inclusive by opening the membership to all participating transportation, mobility, and accessibility Stakeholders of the greater Kansas City region.

TRANSPARENT - The conduct of business by the membership of the Special Transportation Advisory Committee shall be transparent with consensus positions identified using open voting and/or statistical averaging of the opinions expressed by members deemed eligible to vote by virtue of attendance as determined by the full membership.

PARTICIPATORY - All attending persons at an appropriately announced meeting of the committee shall be considered a committee member and have the self-determined option of casting a vote as a **STAKEHOLDER** on any issue brought before the committee, EXCEPT, as an incentive to attend and be participatory in voting on particularly detailed issues requiring an informed awareness the full committee may establish an attendance level that pre-qualifies members as **ELIGIBLE** to vote on said detailed issues. In these Committee determined circumstances the established attendance-based level of eligibility shall qualify stakeholder participants as **PEERS**.

V –MEETINGS

Notices and tentative agendas shall be sent to the distribution list of attendee’s and non-attendee representatives as regularly circulated with all properly announced meeting notices. Media representatives shall be included on the distribution list. Such notice shall state the date time, and place of the meeting.

The STAC committee shall meet as often as necessary in order to respond to its responsibilities. The Committee shall establish the second Wednesday of each month as its regularly scheduled monthly meeting and all regular meetings shall be preceded by a properly announced Meeting Notice in a manner consistent with historical pattern.

Special meetings may be called and scheduled by the Chair as needed to facilitate the intent of responding to the Purpose of the STAC committee.

Quorum - At all meetings of the Special Transportation Advisory Committee, a simple majority of the attending members shall constitute a quorum and have authority to transact business.

Unless otherwise determined by the committee, a member is considered in attendance when self-introductions are made and or the attendance sheet is self-signed.

Subcommittees or Work Groups may be established by the Committee to address specific issues identified by the committee at a regularly and properly announced meeting of the committee. Subcommittees may also meet on the same day as that of the full committee.

VI – OFFICERS

Officers of the Special Transportation Advisory Committee shall consist of a Chairperson and a vice-chairperson. MARC staff shall serve as a functioning Secretary without an official designation as an Officer. The term of office shall be one year beginning at the January meeting. If a January meeting is not held the officers shall be elected at the first properly

announced and held meeting in the new calendar year. The Chair and the Vice Chair shall be from opposite states. There shall be no automatic succession among the officers, and officers may succeed themselves if elected by simple majority vote by the members attending a properly announced meeting of the Special Transportation Advisory Committee. The Chairperson shall lead the meetings and in consultation with MARC staff resource person is responsible for developing Committee agendas, notices, and summaries.

The Vice-chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice-chair shall lead the meeting. In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.

The MARC staff committee resource person serving as the functioning Secretary shall take attendance at all meetings and provide a meeting summary. The Secretary shall rely on the Chair to validate the accuracy of Meeting Summaries as the opening agenda item at each properly announced meeting of the STAC committee.

VII – STAFF

The STAC committee shall rely on staff provided by the Mid America Regional Council. Staff shall assist the Officers of the Committee and Committee-designated subcommittees/Working Groups in fulfilling their duties and responsibilities.

VIII – SUBCOMMITTEES

Subcommittees or Working Groups shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the STAC committee with the consent of a simple majority of the members attending any properly announced meeting of the STAC committee. These Subcommittees/Working Groups are automatically dissolved upon completion of the assignment.

IX – CONDUCT OF BUSINESS

The STAC committee and Working Committees shall conduct business in general accordance with Robert's Rules of Order.

X – ADOPTION AND AMENDMENT

These Operating Guidelines shall be adopted by a majority vote of STAC committee members present at a regular meeting provided they have been properly announced and distributed to each member in a manner consistent with the historical distribution of STAC meeting notices. These Operating Guidelines may be amended by a simple majority vote of the Committee members at a regular meeting provided that the proposed amendments have been distributed to each member in a manner also consistent with the historical distribution of STAC meeting notices.

XI – CERTIFICATION

These Guidelines supersede existing previous by-laws and operating guidelines as of the date adopted by the STAC committee on February 11, 2009