Interagency Working Group (IWG) Meeting Minutes
June 09, 2020, 1:00 pm – 3:00 pm
Idaho Transportation Department
Conference Room: Webex, 3311 W. State St, Boise, Idaho 83703

Chair: Amanda Ames
Vice Chair: Craig Shaul

1. Call to Order (Chair)
2. Roll Call (Chair)

<table>
<thead>
<tr>
<th>Idaho Workforce Development Council</th>
<th>Amanda Ames</th>
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<td>Office of the Governor</td>
<td>Andrew Mitzel</td>
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<td>Health &amp; Welfare – Medicaid</td>
<td>Cathy Libby</td>
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<td>Health &amp; Welfare</td>
<td>Chris Freeburne</td>
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<td>Idaho Council on Development Disabilities</td>
<td>Richelle Tierney</td>
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<td>Idaho Department of Labor</td>
<td>Craig Shaul</td>
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<td>Idaho Commission on Aging</td>
<td>Erin A. Olsen</td>
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<td>Idaho Transportation Department</td>
<td>Ron Duran</td>
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<td>CTAI</td>
<td>Terri Lindenberg</td>
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<td>Idaho Department of Commerce</td>
<td>Jerry Miller</td>
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<td>Veterans Services</td>
<td>Kevin Wallior</td>
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<td>Idaho Transportation Department</td>
<td>Shauna Miller</td>
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<td>Idaho Transportation Department</td>
<td>Taylor Bothke</td>
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<td>Idaho Transportation Department</td>
<td>Kristina Larkin</td>
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<td>Idaho Transportation Department</td>
<td>Ada Finlayson</td>
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<td>Idaho Transportation Department</td>
<td>Summer Hirschfield</td>
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<td>COMPASS</td>
<td>Kathy Parker</td>
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<td>COMPASS</td>
<td>Rachel Haukkala</td>
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3. Approval of Minutes (Chair) Vote – Approved
   - Member Lindenberg motioned to approve, Member Olsen seconded the motion

4. Public Comment – None

5. Safety Share (ITD-Miller) – 100 Deadliest Days

6. PT Office Update (ITD-Duran) 24:50
   - Public Transportation Office Overview & Orientation
   - COVID-19 update
     i. Remotely working.
     ii. Transition plan to return with an anticipated date of June 29, 2020.
• Site Reviews have been delayed due to ITD travel policy.
• PPE and cleaning supplies being sent to transit agencies.
• CARES ACT – Summer Hirschfield is the lead Grants & Contracts Officer for ITD-PT
• Mountain Rides Transportation Agency (MRTA) received $24 million in 5339(c) LOW/NO EMISSIONS, a nationwide competitive grant.

7. ITD-PT Orientation Presentation (ITD-Bothke & Duran)
   • Outreach
     i. ITD Office of Communications
     ii. Public Outreach
     iii. Driver Planning Groups
     iv. Private Industry Engagement
     v. Local Municipality Confidence
   • Vision Mission Statement
     i. A. Ames – This is great. Thank you for your hard work on this. Helps identify areas we need to focus on and direction of the team.
     ii. T. Lindenberg – This allows transparency on what it is we are doing and how barriers are identified.
     iii. C. Freeburne – This is exactly what we had in mind. Please make PowerPoint available.
   • Transportation Barriers
     i. COVID-19
     ii. Social Distancing
     iii. Local Partnerships
     iv. NEMT
     v. Public Perception
     vi. Lack of State Funding
     vii. Driver Shortages

8. IWG Goal Review/Updates (Chair) Vote – Approved
   • Goal 1: Identify purpose, structure, and direction of the group so it is more conducive to collaboration and information gathering and do an orientation. (2020)
     i. Mission Statement (VOTE) – Approved
        “ITD-PT will keep the IWG informed on PT programs, initiatives, and projects. ITD will identify specific barriers and challenges facing public transportation, and the IWG will work to recognize areas that members have influence, expertise, or familiarity, and seek to develop strategies to overcome these barriers and challenges.”
        1. Member Olsen motioned to approve, Member Lindenberg seconded the motion.
• Goal 2: Broaden representation for all districts by the end of 2020.
  i. C. Shaul recommended a Tribal Representative from District 2
     1. Individual declined, however, R. Duran requested an alternative
        representative from this person. More information anticipated by next
        meeting.

• Goal 3: Idaho Code 40-514 update/review (legislative if needed)
  i. C. Shaul asked to keep Goal 3 listed to give it more time for discussion before
     taking it to the legislator this next fiscal year if needed; Chair A. Ames agreed; R.
     Duran to table Goal 3 for now until it can be given adequate time.

9. Agency Initiatives/Projects – Informational Only

  • Idaho Workforce Development Council (A. Ames) – INL workforce survey data
    should be completed by the end of June 2020, and anticipate a full report by next IWG
    Meeting, September 2020.
  • Idaho Department of Labor (C. Shaul) – Due to COVID-19 their department has seen
    over 140,000 initial claims filed over that last 11 weeks. This is 2 ½ times the load
    compared to 2019. Analysis is focusing on economic recovery, areas where the job losses
    are occurring, etc.
  • Idaho Council on Development Disabilities (R. Tierney) - 5 year planning process is
    underway the survey is available on the website (icdd.idaho.gov).
  • Idaho Department of Health & Welfare (Medicaid) (C. Libby) – Still continuing to
    work on collecting and reviewing the RFP at this time this is all for their update.
  • Idaho Department of Health & Welfare (C. Freeburne) – 5% reduction to budgets from
    the Governor’s Office. The Governor will be providing more news on moving to Stage 4
    on Thursday June 11.
  • Idaho Commission on Aging (E. Olsen) – Finished 5 year State Plan. Reorganizing the
    structure of their office. Relating to transportation, they created a new program which
    modeled around food & medication pick up. Focusing on the future and transportation
    options for their clients.
  • Community Transportation Association of Idaho (T. Lindenberg) – Recognized front
    line transportation employees. Statewide technology initiative sponsored by CTAI. Had
    excellent participation statewide. Issuing RFI in the coming weeks. Kootenai County
    was awarded $150,000 through FTA’s Integrated Mobility Innovation Program, a
    nationally competitive grant. Only 25 projects selected out of 104 applicants. Their goal
    is to advance mobility through creative partnerships and emerging technology. Will
    explore an open architecture fare system that can accommodate additional modes of
    transportation and additional transportation providers, close gaps in transportation service
    while determining cost effective and efficient transportation options and solutions for
    riders.
  • Idaho Department of Commerce (J. Miller) – shared PPE links. Is getting a
supplemental allocation and CARES funds.

- **Veterans Services** (K. Wallior) – Nothing to report at this time.

10. Next Meeting Agenda Review (Chair)
11. New & Future Business (Chair)
12. Adjourn (Chair)
   - Member Olsen motioned, Member Duran seconded

**Action Items:**

- R. Duran (ITD) – more information regarding Goal 2: Tribal Representation for next meeting.
- S. Miller (ITD) – share orientation PowerPoint with IWG Members along with talking points.