

**Minutes**  
**Transportation Coordinating Committee**  
**Wednesday, January 11, 2023**

A regularly scheduled meeting of the Transportation Coordinating Committee was held Wednesday, January 11, 2023 at 3:00 p.m. via ZOOM and in Conference Room A/B - of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

Committee members in attendance included: Linda Symons, Sandra Kramer, Sandra McKittrick, Danielle Rudersdorf, Richard McKee, Darin Steinmetz, Aaron Gray, Don Seep and Bob Sheire

Members absent: Jesse Nelson and Cindy Riley

Other attendees include Linda Batten, Roxanne Klubertanz-Gerber, Corie Dejene and Heidi Sheire

- 1) Sandra Kramer called the meeting to order at 3:01 p.m.
- 2) Proof of Notification: Linda Batten verified the posting.
- 3) Approve Agenda: Richard McKee moved to approve the posting and agenda; Sandra Kramer seconded. Motion carried.
- 4) Approval of October 14, 2022 Transportation Coordinating Committee minutes: Bob Sheire moved to approve minutes; Sandra McKittrick seconded. Motion carried.
- 5) Review and Approve Volunteer Handbook:
  - Roxanne reviewed the complete volunteer driver handbook. (She also showed it on the screen as she went through it.)
  - Don Seep asked about confidentiality. Roxanne covered this in the handbook and reported that every volunteer driver has to sign a Confidentiality Agreement/Understanding. Additionally, whenever we have a training for our drivers we go over confidentiality.
  - Linda Symons suggested that something about masking in the handbook. Roxanne replied that she would add something.
  - Bob Sheire made a motion to approve the Volunteer Handbook with the changes; Richard McKee seconded. Motion carried.
- 6) Report on 2022 Transportation Budget:
  - Roxanne reported she estimates that the Transportation budget will have a surplus. Any surplus for 85.21 gets carried over to fund 18.
  - Roxanne said that the auditor did not transfer the carry over funds to fund 18. Roxanne reported the auditors want the county board to approve this transfer.
- 7) Transportation Program Updates:
  - Roxanne said transportation is getting busier.
  - Roxanne reported that on April 25 we are holding our Driver luncheon that will also include education.
  - Roxanne reported there will be a Public Forum held on April 18<sup>th</sup> in preparation of the 2024-2028 Five Year Coordinated Plan.
- 8) Updates from Transportation Providers:
  - Corie Dejene from Southwest Cap (Lift) said they are in the same boat as us. They need volunteer drivers. (Southwest Cap fills in the gap of trips we cannot accommodate.)

9) Citizen Comments:

- Sandra Kramer reported that the American Legion is closing on January 20, to put in a new ceiling. They plan to reopen in mid-February.
- Sandra also said the American Legion is having a Pancake Breakfast on March 5 from 7:00 to 12:30. A free will offering is suggested. All profits will go to the Nursing Scholarship fund.
- Sandra said she is gearing up for donkey visits to nursing homes this year.
- Bob Sheire reported that he is assisting the Red Cross with donations for Hurricane IAN. If someone wants to donate to this fund, he or she can either give Bob the donation or call Bob on where to send the donation in Madison. They need to put Hurricane IAN on the memo line of their check so it goes to the right account. Bob said that 1 million dollars is spent daily for remodeling.

10) Schedule Next Meeting: April 12, 2023 at 3:00 pm

11) Adjourn

- Sandra McKittrick moved to adjourn the meeting until April 12, 2023; Bob Sheire seconded. Motion carried.

Respectfully submitted,

Linda Batten

Aging and Disability Resource Center of Eagle Country - Richland Center Office