



**ALASKA COMMUNITY AND PUBLIC TRANSPORTATION ADVISORY BOARD
MEETING SUMMARY
OCTOBER 22, 2012**

PARTICIPANTS

MEMBERS

- Jennifer Beckmann, Transportation Expert/Low Income
- Patricia Branson, Transportation Expert/Seniors
- Doug Bridges, Nonprofit Organization
- Hugh Dymont, Public
- Camille Ferguson, Public
- Heidi Frost, Transportation Expert/Disabilities
- Bill Herman, Alaska Mental Health Trust Fund
- Nita Madsen, Denali Commission
- Duane Mayes, Department of Human and Social Services
- Glenn Miller, Municipality
- Jeffrey Ottesen, Department of Transportation and Public Facilities
- Cheryl Walsh, Department of Labor and Workforce Development
- Carol Wren, Tribes

OTHERS

- Eric Taylor, Department of Transportation and Public Facilities
- Pat Kemp, Department of Transportation and Public Facilities
- Debbi Howard, Department of Transportation and Public Facilities
- Jamie Acton, People Mover
- David Levy, Alaska Mobility Coalition
- Patrick Reinhart, Governor's Council on Disabilities
- Gary Stevig, Chickaloon Native Village

FACILITATOR

Marsha Bracke, Bracke and Associates, Inc.

ATTACHMENTS

The following documents are included as attachments to this meeting summary:

- Attachment A: Flip Chart Transcript
- Attachment B: PowerPoint Presentation - Community and Public Transportation Advisory Board
- Attachment C: Draft Work Plan, October 23, 2012
- Attachment D: C&PTAB Work Group Action Items

- Attachment E: Draft Operational Guidelines

AGENDA

Welcome and Introductions

The meeting started with the introduction of all Alaska Community and Public Transportation Advisory Board (C&PTAB) members, who each provided a brief overview of the perspective and programs they represent and the commitment and interest they bring to the task assigned them by Statute. Nita Madsen expressed some misunderstanding regarding her appointment as a representative of the Denali Commission, and will work to clarify that with her Director.

Pat Kemp, Acting Commissioner, Department of Transportation and Public Facilities (DOT&PF), welcomed the group and commended their participation on the C&PTAB. He noted that just in listening to their introductions he learned much about the scope and significance of public transportation across agencies and stakeholders, and noted the DOT&PF's commitment to their task.

C&PTAB purpose and functions

Eric Taylor, DOT&PF project coordinator for the C&PTAB, made a presentation describing the purpose, roles, responsibilities and deliverables of the C&PTAB as outlined by Statute. Eric noted the diversity in perspective and geography, and the balance of individuals who participated previously on the Governor's Coordinated Transportation Task Force (CTTF) and new members now appointed to the C&PTAB. A copy of Eric's presentation is included as Attachment B.

Marsha Bracke, Facilitator, continued the presentation by reviewing with the group a brief history of the CTTF and specifically the goals and activities the CTTF presented in its Action Plan, a component of its final Report to the Governor in February, 2012. As it is the responsibility of the C&PTAB to follow-up on the Action Plan, participants reflected on these goals and objectives, seeking to generate a shared understanding of the C&PTAB deliverables in that context. The group observed that the deliverables required by the Statute are informed by the implementation of the CTTF Action Plan.

Draft Work Plan Development

The C&PTAB used the meeting to generate a draft work plan, making a point of articulating clear action items and deliverables over the next 3-9 months. The Work Plan was based on an estimated meeting/teleconference schedule suggested by the DOT&PF. Participants reviewed the work presented by Statute and CTTF, and made additions and suggestions to those elements.

With the scope of work complete, the C&PTAB prioritized the Action Plan to identify their near-term deliverables through a number of different lenses:

- What they felt was the most important item goal to achieve,
- The sequence by which the work should be done, and by
- Signing up to work on the activity to which they initially want to devote their individual time.

The process generated the following four near-time priorities, around which the C&PTAB divided into four groups (based on the actions for which each signed up) to discuss the activity in more detail and generate near-term milestones and deadlines for completion.

Each of the activities reflect an *important, initial step* within the broader context of the CTF Action Plan Goal as indicated. For a complete copy of the Action Plan, go to [CTTF Final Report, February 24, 2012.](#)

- Within the context of Goal 1, the C&PTAB seeks to ***leverage state agency collective transportation resources***. The C&PTAB's first step is to update the federal and state funding picture as completely as possible, and using that, begin the work of identifying new opportunities or barriers to coordination. Individuals leading this activity include Jeff Ottesen, Patricia Branson, Hugh Dymont, Cheryl Walsh and Nita Madsen.
- Within the context of Goals 2, the C&PTAB will ***develop shared statewide performance measures for human service public transportation***. They will begin the work by creating and discussing a Results Based Accountability Model that works across state agencies, then incorporate current and suggested performance measures. Finally, they will recommend next steps. Individuals leading this effort include Heidi Frost, Duane Mayes and Carol Wren.
- Within the context of goal 3, the C&PTAB will ***identify barriers to coordination respective to medical transportation initially***, including Medicaid, Indian Health Services, applicable Labor and Workforce funds, and others as appropriate. The group will inventory the resources, identify barriers to coordination, and make recommendations regarding how to leverage medical transportation funding. Individuals leading this effort include Bill Herman, Camille Ferguson and Doug Bridges.
- Within the context of Goal 7, the C&PTAB ***will pursue opportunities available through the use of technology, and Smart Cards initially***. The group will start by researching existing smart card programs in transportation and other programs in Alaska, research what other states are doing in this area, explore compatibility and make recommendations. Individuals leading this effort include Jennifer Beckmann and Glenn Miller.

An updated copy of the C&PTAB Work Plan is included as Attachment C. Attachment D provides a transcript of the C&PTAB work group action planning notes, including their proposed schedules for completion.

C&PTAB members asked for an opportunity to check the priorities they identified against what a larger Stakeholder audience prefers. The Facilitator will provide a tool to give conference participants the same opportunity to prioritize (by importance and sequence) as the C&PTAB. C&PTAB asked that that process also include an opportunity for people to sign up to work on a given work group, knowing that that diversity of perspective will be instrumental in generating the most meaningful outcomes.

Work Group proposed schedules are included in the revised Work Plan and will form the basis of subsequent teleconferences and meetings, pending a review of the results of stakeholder priorities.

Regarding specific meeting and teleconference dates, C&PTAB asked the Facilitator to generate those using the doodle calendar tool. C&PTAB also proposed that one of the meetings be moved to ensure the group is visiting a specifically rural location at least once a year. Based on C&PTAB suggestions, the Facilitator will work with DOT&PF to come to a conclusion regarding which community to visit.

C&PTAB confirmed that it would like to continue the CTF practice of conducting a public/stakeholder meeting or forum the evening prior to its regular meeting.

Operational Guidelines

C&PTAB members reviewed draft Operational Guidelines prepared by the Facilitator and grounded in the requirements of the C&PTAB Statute. Suggested revisions were collected and are reflected in the track changes view of the Operational Guidelines included as Attachment E. C&PTAB will finalize this document during its next conference call.

The group spent focused time discussing the Ethics Act Procedures for Boards and Commissions document, a full copy of which provided in the C&PTAB members binders. The group confirmed that the C&PTAB Chair serves as the Ethics Officer, that a quarterly report will be submitted regarding ethics activities, and that self-declaration is required orally and in writing in the event of a potential conflict. C&PTAB also noted that the group makes no decisions and has no fiscal authority or responsibility.

C&PTAB also discussed Alaska's Open Meeting Law. Eric Taylor, DOT&PF, will send a copy of Alaska's Open Meeting Law guidelines to address any lingering questions on those responsibilities. Eric Taylor ensures that official meeting notifications are posted on Alaska's OPN; however, C&PTAB seeks more notice and involvement from community and public transportation stakeholders. In the near term, the Facilitator

will generate a friendly invitation with the draft agenda for C&PTAB members to forward through their networks. Duane Mayes, Bill Herman and Eric Taylor will work together to generate a more formal and thorough process for generating those notifications and invitations.

Regarding meeting documentation, C&PTAB confirmed it prefers a summary format as generated here rather than a detailed recording or transcript.

Chair and Vice Chair

C&PTAB elected as its Chair - Jeff Ottesen, and its Vice Chair - Patricia Branson. The two will serve a one year term, through October 2013.

Evaluation

C&PTAB participated in a plus/delta evaluation of the meeting. Those inputs are included Attachment A - Flip Chart Transcript, page 7.

Action Items

1. Nita Madsen will follow-up with Commissioner Bell to clarify her appointment and representation on the C&PTAB.
2. Marsha Bracke will generate invitations to teleconferences and meetings for C&PTAB members to send through their respective networks to notify stakeholders of the opportunity.
3. Duane Mayes, Bill Herman and Eric Taylor will develop a proposed protocol and process for announcing meetings to a broader audience.
4. Marsha Bracke will schedule meetings and teleconferences using a doodle calendar as soon as possible, maintaining the schedule for a year out.
5. Marsha Bracke will revise the draft Operational Guidelines and send it for C&PTAB member review and approval during the next teleconference.
6. Eric Taylor will provide the group with a guide regarding the Alaska Open Meetings Act.
7. Marsha Bracke will develop, with C&PTAB input, public/stakeholder forums the evening prior to each regular meeting of the C&PTAB.
8. Marsha Bracke will work with DOT&PF to confirm the specific rural location of the June 2013 meeting.

**ALASKA COMMUNITY AND PUBLIC TRANSPORTATION ADVISORY BOARD
ATTACHMENT A: FLIP CHART TRANSCRIPTS
OCTOBER 22, 2012**

AGENDA

- √ Who
- √ Why
- √ Why
- √ How
- √ When

MEETING PRINCIPLES

- Everyone has wisdom
- We need everyone's wisdom for the wisest results
- There are no wrong answers
- The whole is greater than the sum of its parts
- Everyone will hear others and be heard

MEETING NOTIFICATION SUGGESTIONS

- E-alert among members
- Global outreach to audiences
- Build up notification process
- Continue public panel

ACTION PLAN FOR YOUR GOAL/ACTIVITY

- Articulate next steps
- What will we have accomplished at each of the next 3 meetings
- When will we come to a recommendation?

MEETING LOCATIONS

- Anchorage – now
- Juneau – March
- Nome (or other rural site) – June
- Juneau – October 2013
- Fairbanks
- Sitka – June
- Teleconference/videoconference ability

PRESENTATION

- Working groups/plans
- Opportunity to look for subcommittee members
- Input they provided last year
- How legislation makes us different than Task Force – first
- Ideas for getting information out about our meetings/products – ask the question (cards)

- Where are we going? What's changed? Results?
- Bigger picture/plan
- Accountability/successes
- Bullet points – what we've done/point it out
- Charge for 5 years – long-term projects
- End users don't see the results
- If it were easy we'd be done

OPERATIONAL GUIDELINES

- C&PTAB – recommend/submit needs
- Meeting norms from CTTF/today's
- Web URL
- Staff support for subcommittees
- Chair – conduct vote
- Add 15 minutes public comment at end of meeting

ACTION ITEMS

9. Eric – follow up with Governor's Office regarding Denali Commission appointment/Clarify (done) – Nita – follow-up with Commissioner Bell regarding appointment/Clarify
10. Marsha - create invitation to meetings for members to send through their respective networks
11. Duane, Eric, Bill – develop a proposed protocol for announcing meetings to broad audience
12. Marsha – schedule meetings/teleconference via doodle one year out
13. Marsha – revise Operational Guidelines and send for review/approval at teleconference
14. Eric – provide the group with a guide about the Open Meeting Act
15. Marsha – convene a pre-meeting public forum

EVALUATION

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<ul style="list-style-type: none"> ▪ Microphone options ▪ On track and on time ▪ Focusing the action plan ▪ Veggie sandwich ▪ Binders good 	<ul style="list-style-type: none"> ▪ More intimate space ▪ Anchorage – go to Trust or HSS ▪ Terrible background noise ▪ More time for subcommittees ▪ Slides – print too small ▪ Neon dots ▪ Webinars? ▪ Feels rushed in one day/not enough time ▪ Our own prioritizing – not public/get feedback