



## Transportation policy discussion

Keith Thompson related that Planning Council Support needed guidance from the committee related to establishing guidelines to reimburse Council members and consumers for their participation on the Planning Council.

John Sapero of Planning Council Support discussed that Planning Council members can receive reimbursements for mileage, meals, office supplies and child care related to their Council participation. Additionally, PCS provides some services directly (such as taxi service) so there are limited out-of-pocket expenses for the individual. There have been several requests made that have been outside of the ability of Planning Council Support to provide, and some members have been challenged to accept being denied services or reimbursements. Establishing a policy as to what can be reimbursed and provided may need to occur to eliminate confusion. John provided several examples of member's misinterpretations of existing HRSA and DSS guidelines. John also discussed that there were no requirements to provide any reimbursements - but HRSA and DSS policies did allow for limited reimbursements to occur. The lack of a defined process may also create the ability to abuse the reimbursement service - there is anecdotal evidence to suggest that this has already occurred.

Keith asked how long it took to process reimbursements. John Sapero replied that it was three to five weeks for a check to be mailed to the individual.

Michelle Barker related that establishing guidelines would help provide clarity for everyone.

Keith related that he was initially not supportive of creating defined guidelines, but now had a better understanding of some of the issues. There were instances where some leeway would need to be offered due to challenging circumstances. There were also some details in the policies that affected the ability to offer reimbursements.

The committee discussed examples of where details in policy created issues or potential abuse. Theoretical issues were also examined.

Bradley Allen discussed that the current taxi company contracted by PCS only had three drivers; if one is sick, it may cause a Council member utilizing taxi service to be late or not attend a meeting.

Michelle Barker asked if in this instance, couldn't another taxi service be utilized? John Sapero responded that this could occur, and a process was in place as a backup. However, the current contractor mandated that drivers pick up fares. Other taxi services did not require their drivers to respond to any call - each driver was independent. This might create issues of people being stranded if no driver wanted to answer the taxi request. John also related that splitting funds between two contractors could mean that if money ran out in one contract, that company could no longer be utilized.

Mark Kezios discussed instances where members had requested rides for non-Planning Council activities.

John Sapero related that the current process simply involved having the member needing ride services submitting their schedule at the beginning of each month.

Bradley Allen related that when he has representing himself as a County employee, AAA taxi service picked him up within 30 minutes. Michelle Barker discussed that many taxi drivers do not want to respond to contract rides because there is no immediate payment offered.

## MEETING MINUTES *continued*

Provision of bus passes was discussed. Mark Kezios related that HRSA was not in favor of providing monthly bus passes, as they could be used to travel to other activities or appointments. Bradley Allen provided background information of how bus passes were provided to consumers, as well as costs and issues associated with using the bus system.

There was general discussion about what the policies might need to address, how the DSS guidelines and Council bylaws would impact the delivery of services, and the best way provide these services fairly.

The committee reached a consensus to develop a documented policy. Keith Thompson asked John Saperro to draft a reimbursement policy for review at the next meeting.

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### Review of Policies and Procedures

#### *Community Planning and Assessment Committee Policies and Procedures*

Larry Stähli discussed that the only changes were to update references to match updated HRSA and Ryan White name changes and correct grammatical/typographical errors.

#### *Allocations Committee Policies and Procedures*

Larry Stähli related that the committee made the same updated HRSA references, added text to provide greater clarity of processes, and also made revisions to the calendar of activities.

**MOTION:** Larry Stähli moved to forward the CPA and Allocation Committee's policies & procedures documents to the Executive Committee and full Planning Council for final review. Bradley Allen seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Discussion of agenda items for the next meeting

In addition to the recurring agenda items, the committee determined the following:

#### Agenda Items

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Continued Council member reimbursement discussion

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MEETING MINUTES *continued*

Action Items to be completed by the next meeting:

Task	Assigned To
Draft Reimbursement Policy	John Sapero

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**Current events summaries**

Bradley Allen discussed that the Learn+Link+Live consumer education conference is planned for July 12, 2008.

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**Call to the public**

John Sapero related that the Planning Council Retreat has been cancelled.

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**Adjourn**

The meeting adjourned at approximately 5:12 pm.