

Transportation Coordinating Committee Meeting  
Friday, March 11, 2016 8:45 a.m.  
Rock County Job Center, Room D/E  
Agenda

**AMENDED**  
**03/07/2016**

- A. Call to Order
- B. Approval of Agenda
- C. Roll Call
- D. Approval of the January 8, 2016 Minutes
- E. Introduction of Visitors
- F. Citizen Participation, Communication, and Announcements
- G. Sub-Committee Reports
  - 1. Advocacy
  - 2. Mobility
- H. Old Business
  - 1. Adoption of Amended Bylaws
- I. New Business
  - 1. Jennifer Anselmi Resignation**
  - 2. Wisconsin Coach Lines/COACH USA Milwaukee – Janesville Loop
  - 3. Industries for the Blind Relocation – Bus Route
  - 4. Review and Discussion of Environmental Justice Chapter of Draft 2015-2050 Janesville Area Long Range Transportation Plan**
- J. Member Reports
- K. Future Agenda Items
- L. Future Meeting Dates: May 13, July 8
- M. Adjournment

## Rock County Transportation Coordinating Committee Committee Membership Terms

APPOINTED 2014 TERM ENDS 12/2016	APPOINTED 2015 TERM ENDS 12/2017	APPOINTED 2016 TERM ENDS 12/2018
<ol style="list-style-type: none"> <li>1. Jennifer Anselmi <i>Alternate Melissa Kooiman</i></li> <li>2. Patty Hansberry <i>Alternate Robert Harlow</i></li> <li>3. Joyce Lubben</li> <li>4. Karl Shulte <i>Alternate Dave Lowe</i></li> <li>5. Rob Wilkinson <i>Alternate Elaine Mueske</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Supervisor Benton Driscoll</li> <li>2. James Thompson <i>Alternate Michelle Gavin</i></li> <li>3. Lynn Jones <i>Alternate Becky Heyd</i></li> <li>4. Terry Nolan <i>Alternate Duane Cherek</i></li> <li>5. Steve Skelly</li> </ol>	<ol style="list-style-type: none"> <li>1. John Hanewall <i>Alternate Joe Scharenbroch</i></li> <li>2. Thomas (TJ) Nee <i>Alternate Jason Dupuis</i></li> <li>3. Molly Nolte</li> <li>4. Ryan Schomber <i>Alternate Harold Luther</i></li> <li>5. Michael Warren <i>Alternate Rebecca Smith</i></li> </ol>

Advocacy Sub-committee:

1. Jennifer Anselmi
2. Joyce Lubben, Chair
3. Joe Scharenbroch
4. Ryan Schomber
5. James Thompson
6. Rob Wilkinson
7. Thomas J. Nee
8. Molly Nolte

Mobility Sub-committee:

1. Lynn Jones
2. Patty Hansberry
3. T. J. Nee
4. Terry Nolan, Chair
5. Karl Schulte
6. Steve Skelly
7. Mike Warren
8. Molly Nolte

## Rock County Transportation Coordinating Committee

### Members

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# Rock County Transportation Coordinating Committee

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# BYLAWS - ROCK COUNTY TRANSPORTATION COORDINATING COMMITTEE

## ARTICLE I

### Name and Jurisdiction

#### Section 1 – Name:

The name of this organization shall be the Rock County Transportation Coordinating Committee.

#### Section 2 – Jurisdiction:

The geographic area included in the jurisdiction shall be the County of Rock in the State of Wisconsin.

## ARTICLE II

### Purpose and Duties

#### Section 1 – Purpose:

The Rock County Transportation Coordinating Committee shall work to improve access to transportation options for the elderly, low-income, and disabled residents of Rock County through the:

- Development and promotion of innovative approaches to the sharing and coordination of resources
- Defining and addressing transportation related problems and issues
- Fulfillment of federally mandated transportation requirements

The Rock County Transportation Coordinating Committee shall remain committed to seeking input from the public, particularly from elderly, low-income, and disabled residents.

#### Section 2 – Duties:

- Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in Rock County
- Review passenger transportation plans for Rock County
- Review and comment on county aid applications under s.85.21
- Review and comment on capital assistance applications under s.85.22
- Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990
- Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the federal sec. 5310 program

- Develop and administer a county Transportation Coordination Plan
- Other duties as deemed necessary by the Rock County Transportation Coordinating Committee

## **ARTICLE III**

### Composition

#### Section 1:

There shall be no more than 15 members of the Rock County Transportation Coordinating Committee with at least one representative from the following groups:

- County Board;
- County Aging Unit;
- County Department of Human Services;
- County boards created under s.51.42 or 51.437
- Transportation providers – public, proprietary and nonprofit, specifically metro transit systems, county 85.21 providers;
- County Mobility Manager;
- Area planning organizations;
- Elderly and disabled citizen advocates;
- Consumer and agency advocates.

#### Section 2:

Members of the Rock County Transportation Coordinating Committee shall be appointed by the Chair of the Rock County Board of Supervisors and confirmed by the County Board. Members of the Rock County Transportation Coordinating Committee shall have the ability to name one alternate member to participate in the deliberations of the Coordinating Committee if the member is unable to attend. The ability of the alternate member to vote or to serve as a part of the quorum of the Coordinating Committee is contingent upon the alternate member being confirmed to this role by the Board of supervisors.

#### Section 3:

Appointments shall be for a term of three years, with the exception of the first appointments in which one third of appointees will be for a one-year term and one third of appointees will be for a two year term. All subsequent appointments will be for a three year term. There will be no limit on successive terms. The terms of one third of the members shall expire in December of each year.

## ARTICLE IV

### Meetings of Members

Provisions of the Wisconsin Open Meetings Law shall be followed.

#### Section 1 – Regular Meetings:

Regular meetings of the Rock County Transportation Coordinating Committee shall be held at ~~8:30 a.m.~~ **8:45 a.m.** on the second Friday of ~~each month~~ **every other month**. The Chair may make a change in the time and place of a specific meeting if it is deemed necessary for the benefit of the Committee.

#### **Section 2 – Sub-committee Meetings:**

**The Advocacy Sub-committee and Mobility Sub-committee meetings shall be held at 8:00 a.m. prior to the Committee's regular meetings on the second Friday of every other month. The Sub-committees will act in an advisory manner to the Transportation Coordinating Committee on matters related to the implementation of specific action items identified in the Public Transit Human Services Coordinated Transportation Plan. The Chair may make a change in the time and place of a specific meeting if it is deemed necessary for the benefit of the committee.**

#### Section 2 3 – Special Meetings:

Special meetings of the Rock County Transportation Coordinating Committee may be called by the Chair or by 25% of the membership. The person(s) calling the meeting shall determine time and place of the meetings. All members shall be informed by mail, email and/or telephone at least five (5) days before the meeting.

#### Section 3 4 – Quorum:

A simple majority of the Rock County Transportation Coordinating Committee membership shall constitute a quorum for transaction of business at any meeting. A simple majority of all members present shall decide all questions.

#### Section 4- 5 – Deciding of Questions

All questions before the Rock County Transportation Coordinating Committee shall be governed according to Robert's Rules of Order, newly revised. When such rules of procedure are inconsistent with the Bylaws or any special rules of order of the Coordinating Committee, the Bylaws or special rules of order shall prevail over Robert's Rules of Order.

#### Section 5 6 – Attendance of Meetings:



Members should attend all meetings of the Rock County Transportation Coordinating Committee. If a member cannot attend a meeting an alternate, if appointed by the County Board, shall attend and act on behalf of the member. If a member, or their designated alternate, fails to attend two (2) consecutive meetings without a valid excuse, the Committee shall recommend to the Chair of the Rock County Board of Supervisors that this person be removed from membership. Excused absences shall be granted at the discretion of the Chair of the Rock County Transportation Coordinating Committee.

Section 6 7 – Resignation:

Any member or officer may resign with written notice to the Chair of Rock County Transportation Coordinating Committee. This resignation notice shall be forwarded on to the Chair of the Rock County Board of Supervisors. In the event of a resignation the Chair of the Rock County Board of Supervisors, and with approval from the Rock County Board of Supervisors, shall name a replacement. Recommendations for a replacement from the resigned may be considered if deemed appropriate by the Rock County Transportation Coordinating Committee

**ARTICLE V**

Officers and Delegates

Section 1 – Election of Officers:

The Rock County Transportation Coordinating Committee shall elect a Chair and Vice-Chair. Elections to these positions shall occur annually during the regularly scheduled November meeting. Nominations shall be made from the floor. Officers will be elected by a simple majority vote of members.

Section 2 – Term of Office:

Officers shall serve for a term of one (1) year, beginning in January. Officer vacancies may be filled at any time by a vote of the Rock County Transportation Coordinating Committee. An officer may not serve in one office for more than two (2) consecutive years. Time served in an interim capacity shall not count against the term limit.

Section 3 – Duties of Officers:

Chair - The duties of the Chair shall be:

- To preside at all meetings of the Rock County Transportation Coordinating Committee.

- To work with the members of the Rock County Transportation Coordinating Committee in preparing an agenda for each regular meeting.
- To ensure that the identified Rock County Transportation Coordinating Committee members follow through on motions made at meetings.
- To carry out responsibilities as assigned to her/him.
- To act as the public representative of the committee and attend County Board meetings and other functions as necessary to fulfill the requirements of the committee.

Vice-Chair - The duties of the Vice-Chair shall be:

- To assume the responsibilities of the chair when he/she is absent.
- To carry out responsibilities assigned to her/him by the Chair of the Rock County Transportation Coordinating Committee.

Duties common to that of an elected Secretary shall be the responsibility of the staff of the Rock County Council on Aging and under the direction of the Chair of the Rock County Transportation Coordinating Committee. Duties shall be:

- To distribute minutes of all Rock County Transportation Coordinating Committee meetings to members and other interested parties.
- Submit meeting agendas and minutes to the County Administrators' office by Tuesday of the week preceding a meeting for public posting.
- To prepare correspondence as requested by the Rock County Transportation Coordinating Committee.

## **ARTICLE VI**

### **Task Forces, Standing Committees and Ad Hoc Committees**

#### Section 1 Establishment:

~~Task forces, standing committees or ad hoc committees may be established for particular purposes as necessary. The Rock County Transportation Coordinating Committee shall determine their title, power, length of appointment, and duties.~~

#### Section 2 Chair and Members:

~~The Chair and members of the task forces and committees shall be appointed by the Chair of the Rock County Transportation Coordinating Committee and approved by the membership.~~

## **ARTICLE VII VI**

### **Amendments to These Bylaws**

These bylaws may be amended as deemed necessary by a majority vote of Rock County Transportation Coordinating Committee members. Notice of the proposed bylaw changes shall be made to the membership at least one week prior to their first consideration. Voting on the amendments shall take place at the next regular meeting.

Rock County Corporation Counsel shall receive a copy of the proposed changes to the bylaws for review and comment.