

Houma – Thibodaux  
 Metropolitan Planning Organization  
 Regional Transit Committee  
 (CHSTP)

South Central Planning and Development Commission Office  
 5058 West Main Street, Gray, LA 70359  
 985-851-2900

**M E E T I N G M I N U T E S**

**Regional Transit Committee Meeting**

**Date:** Tuesday, January 28<sup>th</sup>, 2020 10:00 AM

**Meeting Location:** SCPDC’s Pelican Room, Gray, LA.

**In Attendance**

<b>Committee:</b>	<p><u><b>Assumption ARC</b></u>                  Ellen Daigle                  Sarah Olivo</p> <p><u><b>Assumption COA</b></u>                  Angele Authement</p> <p><u><b>Lafourche ARC</b></u>                  Edna Foret</p> <p><u><b>Lafourche COA</b></u>                  Marilyn Collins                  Crystal Jones</p> <p><u><b>SED #1</b></u>                  Mona Danos</p>	<p><u><b>St. James Parish</b></u>                  Melvin Moses</p> <p><u><b>Arc of St. Mary</b></u>                  No Representative Present</p> <p><u><b>St. Mary CAA</b></u>                  Tishoma Loston</p> <p><u><b>Terrebonne ARC</b></u>                  Rodger Shelton</p> <p><u><b>Terrebonne COA</b></u>                  Kayla Dardar</p> <p><u><b>Terrebonne Parish Consolidated Government Transit</b></u>                  Wendell Voisin</p>
<b>Other Attendees:</b>	Rebecca Brupbacher, Fletcher TCC Karen Harris, LADOTD Hester Serrano, LADPS&C Crystal Chaisson, Louisiana Workforce Commission Frank Lewis, Louisiana Workforce Development Board Marilyn Schwartz, Terrebonne Adult Education Lorey Owens, BCSC	
<b>Staff:</b>	Martha Cazaubon, SCPDC Pat Gordon, SCPDC Adam LeFort, SCPDC Josh Manning, SCPDC Emma Bergeron, SCPDC	

M. Cazaubon welcomed everyone to the meeting.

**Agenda Item # 1**

***Introductions***

Introductions took place.

**Agenda Item # 2**

***Adoption of the October 23<sup>rd</sup>, 2019 Meeting Minutes***

After a brief review of the minutes, ***it was motioned by R. Sheldon, seconded by M. Moses to approve the Regional Transit Committee Meeting Minutes of October 23, 2019. There being no objections, motion passed.***

**Agenda Item #3**

***LADOTD Updates – Karen Harris***

K. Harris relayed LADOTD was currently working on Grant Applications received for 5310 and 5311 funding. Vehicles ordered from last grant fiscal year are arriving and being distributed. ADA workshops are currently underway. This class will be accessible via STTARS. The annual LPTA Conference is set to be held on November 18-20, 2020 in Lake Charles, LA. No date has been set for the upcoming Director's meeting.

**Agenda Item #4**

***Driver Salary Survey***

***a. LA Workforce Commission Presentation – C. Chaisson***

Ms. C. Chaisson briefed the Committee on Programs and Services offered by the Louisiana Workforce Commission. She briefly explained the different funding opportunities, sector partnerships, HiRE System/Recruitment, and Skills Assessments. Within her presentation she provided O\*NET Codes based on Job Descriptions for Taxi (Chauffeur), Bus Drivers (Transit, Intercity), and Bus Drivers (School, Special Client). She reviewed O\*NET's website. Also, she reviewed the features of Louisiana's Workforce Commission's website page and how to search for jobs and explore careers pay scales. The website also offers Labor Market Information to help with occupational forecast, wage data by regions, sectors, and demand occupations.

**Agenda Item # 5**

***Flexible Routes/Deviated Routes and Creation of Regional Hubs***

***a. Set dates for Discussion***

M. Cazaubon relayed how the City of Shreveport has been working toward creating Regional Hubs to help Commuters with transitioning from a Rural Operation System to an Urban. She inquired if there was interest and who would like to meet to discuss it further. Within the meeting packet was information on Enterprise Car Rentals Commute Program. It was suggested for those interested to meet on Thursday, February 13<sup>th</sup> in the afternoon.

**Agenda Item # 6**

***Update of Committee Email List***

It was requested Committee Members review the most current Committee Email list for additions, deletions, corrections. Please send M. Cazaubon any changes.

**Agenda Item # 7**

***Update of Vendor's List***

It was requested Committee Members review the most current Vendor list for additions, deletions, corrections. Please send M. Cazaubon any changes.

**Agenda Item # 8**

***Mystery Rider Examples***

For information purposes, M. Cazaubon provided information on Mystery Rider Services for quality assurance. The Mystery Rider assists an entity in assuring their employees are operating vehicles in accordance with its guidelines, procedures, and schedules. W. Voisin stated Terrebonne Parish once used a Mystery Rider Service and it didn't work out too well.

**Agenda Item # 9**

**Upcoming Training Programs**

M. Cazaubon briefly reviewed the upcoming training programs being offered to Transit Providers.

- **Director's Meeting**

Will be held on May 12<sup>th</sup>, 2020 in Natchitoches, LA and May 19-20 in Baton Rouge, LA.

**Agenda Item # 10**

**SCPDC Metropolitan Transportation Plan Update – Josh Manning**

J. Manning briefed Committee Members on the Metropolitan Transportation Plan Update. Staff are currently in the process of analyzing the data received and updating the text of document. The MTP is due for adoption in May 2020. He has been reviewing TAM Plans.

**Agenda Item # 11**

**Southern Rail Commission/Amtrak Update**

P. Gordon gave a brief update on the Southern Rail Commission/Amtrak. He stated notice was received from both Terrebonne and Lafourche Parishes approving the placement of way-finding signage locations. Signage will soon be ordered. Am-Trak is still moving ahead with expanding the Sunset Limit service route.

**Agenda Item #12**

**Ridesharing – Information on Commute with Enterprise Presentation**

M. Cazaubon stated the TDM Grant may pay a small portion of a pilot vanpool program. She is currently researching options on how to utilize this funding to help meet the needs of the area workforce trying to get the people for training. There are tax incentives for companies who develop vanpool programs for employees.

**Agenda Item #13**

**Agency Reports**

Terrebonne COA: All is ok. Passenger Endorsement Testing requirement has been postponed.

SED #1: Waiting on Vans

Assumption COA: All is good. With the SBET, Landtech program is one that can be used for training, a full class must be present.

Fletcher Technical Community College: Waiting to hear on the Passenger Endorsement Testing ruling.

LADOTD: Currently updating STTARS.

LARC: Received 2 new vans.

St. Mary Community Action: Received new mini van

St. James Parish: been experiencing mechanical issues on busses.

GET: Received five cut away busses. Plan to modify their program of projects and request funding for an additional cut away bus. Received independent cost estimates and specs for the rebuild of their heavy duty bus fleet. Still need drivers.

TARC: will be attending the Surelock Online Training in February.

**Agenda Item # 14**

***Other New Business***

***There being no other business to discuss, it was unanimously motioned to adjourn the meeting. There being no objections, motion passed.***

The next meeting date is April 28<sup>th</sup>, 2020 at 10:00am.