



Puget Sound Regional Council

Special Needs Transportation Committee Agenda

Date: March 16, 2022 from 9:30 a.m. to 11:30 a.m.

Online Meeting Only: Use Zoom Connection Information Provided Below

- 1. Welcome and Introductions (9:30 a.m.)** – Jean Kim, PSRC
- 2. Action: Approval of Meeting Summary (9:40 a.m.)**
 - January 19, 2022 SNTC Meeting*
- 3. Discussion: Preparation for the 2022 WSDOT Consolidated Grant Regional Priority Ranking Process (9:45 a.m.)***

WSDOT's Consolidated Grant call for projects is expected in July 2022. PSRC is preparing for its regional priority ranking process to support the upcoming Consolidated Grant. At the meeting, PSRC staff will review PSRC's role and process for developing regional priorities for the statewide competition and will revisit regional priority ranking factors.
- 4. Discussion: Special Needs Transportation Committee Operating Procedures and Membership Structure (10:30 a.m.)***

PSRC staff will review the existing committee operating procedures and membership structure to provide a common background for all members of the committee in advance of an anticipated update of the SNTC operating procedures.
- 5. Discussion: Call for Nominations for SNTC Chair and Vice-Chair (11:00 a.m.)**

The SNTC has been operating without committee leadership for over a year. In absence of a committee chairperson or vice-chairperson to facilitate meetings and represent the committee on the Transportation Operators Committee and Regional Staff Committee, PSRC staff have been filling in. The committee will be asked to discuss nominations from among the voting membership for these positions, with a proposal that the candidates elected to serve for two years or until the SNTC operating procedures are updated (whichever comes first).
- 6. Roundtable: Opportunity for SNTC members to share information on their programs and coalition news (11:15 a.m.)**
 - Coalition and program updates
- 7. Next Meeting: May 18, 2022 from 9:30 a.m. to 11:30 a.m.**

8. Adjourn (11:30 a.m.)

*Supporting materials attached

Zoom Participation Options:

To join audio/video conference:

<https://psrc-org.zoom.us/j/92425097433?pwd=bJ4djl0aFFOdIldUldlbnkNzM0RpZz09>

To join via cellphone (1-touch dial):

One tap mobile

8884754499,,92425097433#,,,,,0#,,716161# US Toll-free

8335480276,,92425097433#,,,,,0#,,716161# US Toll-free

To join via phone:

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 924 2509 7433

Passcode: 716161

Other Formats:

- Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.
- العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, □□□ | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>.



Puget Sound Regional Council

Special Needs Transportation Committee Meeting Summary

Date: January 19, 2022 – 9:30a.m. – 11:30a.m.

Location: Remote – Online Meeting Only (Zoom Meeting)

Welcome and Introductions

In the absence of a committee chairperson, Jean Kim, PSRC, facilitated the meeting and welcomed everyone at 9:30 a.m. She then took a roll call and confirmed the members and alternates present. She announced that Jerri Kelly, Pierce County Human Services, and Mark Smutny, Sound Generations, were retiring and that this would be their last SNTC meeting. The committee congratulated and thanked both Jerri and Mark for their contributions to the committee.

Approval of Meeting Summary

The October 20, 2021 meeting summary was approved as presented.

Discussion: Statewide Human Services Transportation Plan – Findings, Takeaways, and Participation

Matthew Kenna, WSDOT, provided a presentation on key findings and takeaways from the Statewide Human Services Transportation Plan (HSTP) development process. He reviewed the purpose and objectives of the HSTP which included identifying unmet needs or barriers, developing strategies to address the needs, highlighting innovations and emerging trends, and informing coordinated local plans. He emphasized the need for any feedback before finalizing the plan and noted the public comment period for the draft HSTP was January 5th – March 7th (deadline subsequently updated to March 21st) and could be made here: <https://engage.wsdot.wa.gov/hstp/>

The presentation is available on the PSRC website [here](#).

For more information, contact Matthew Kenna at matthew.kenna@wsdot.wa.gov or Monica Ghosh at monica.ghosh@wsdot.wa.gov

Discussion: Regional Transportation Plan Public Comment & Online Open House

Sarah Gutschow, PSRC, provided an overview of the draft Regional Transportation Plan (RTP) and noted the plan builds off of VISION 2050. She then reviewed the key identified policy areas: access to transit, safety, equity, climate, local agency needs and forward-thinking/future investments.

Kim Pearson, PSRC, provided an overview of the Coordinated Mobility Plan outreach and engagement including outreach methods, goals, and current and future efforts. She then reviewed the Coordinated Mobility Plan Prioritized Strategies developed based on suggestions and comments received from SNTC and other regional stakeholders.

The committee was encouraged to provide any additional feedback during the public comment period from January 13 through February 28, 2022.

Information on the draft RTP and the online open house is available here:

<https://www.psrc.org/our-work/rtp>

The presentation is available on the PSRC website [here](#).

For more information, contact Sarah Gutschow at sgutschow@psrc.org, Kim Pearson at kpearson@psrc.org or Jean Kim at jkim@psrc.org

Roundtable: Opportunity for SNTC members to share information on their programs and coalition news

During the local coalition reports, the committee received updates and announcements from the following attendees:

- Bree Boyce, Hopelink (RARET)
- Bebhinn Gilbert, Hopelink (KCMC)
- Brian Guthrie, Pierce Co. Aging & Disability Resources (new member)
- Brock Howell, SNOTRAC
- Jerri Kelly, Pierce County Human Services (PCCTC)
- Staci Sahoo, Hopelink
- Belina Van, Volunteer Services of CCSWW-King County (new member)

Information: PSRC Committee Meeting Calendar

- The SNTC 2022 meeting schedule can be viewed on the PSRC website: <https://www.psrc.org/calendar>

Adjourn

The meeting adjourned at 11:30 a.m.

***Members and Alternates Represented**

See attached attendance roster.

***Alternates, Guests and PSRC Staff Present**

Amy Biggs, Snoqualmie Valley Transportation; Bree Boyce, Hopelink (RARET); Neil Comeau, City of Darrington; Marianna Hanefeld, WSDOT; Monica Ghosh, WSDOT;

Bebhinn Gilbert, Hopelink; Matthew Kenna, WSDOT; Suzi Miller, City of Seattle; Staci Sahoo, Hopelink; Daryl Sierra, Hopelink; Justin Nawrocki, WSDOT; Emily Watts, WSDOT

PSRC

Monica Adkins, Gil Cerise, Jean Kim, Sarah Gutschow, Kim Pearson

**All attendees were present via remote participation*

SNTC Attendance Roster

(Members and Alternates represented)

Date: January 19, 2022 9:30am - 11:30am

Online/Remote Meeting Only

Representation	Name	Representation	Name
King County - Transit		Snohomish County - Transit	
King County Metro (1)	Don Okazaki, King County Metro	Community Transit/Everett Transit (1)	Wade Mahala, Community Transit
	Jeremy Trenhaile, King County Metro (Alt.)		Brian Senyitko, Everett Transit (Alt.)
King County - Local Coalition		Snohomish County - Local Coalition	
KCMC (1)	x Belina Van, Volunteer Services of CCSWW-King County	Representative from SNOTRAC (1)	VACANT
	Penny Lara, KC Metro (Alt.)		x Brock Howell, SNOTRAC (Alt.)
King County - Area Agency on Aging/ADRC		Snohomish County - Area Agency on Aging/ADRC	
Seattle-King County Aging and Disability Services (1)	x Jon Morrison Winters, Seattle ADS	Snohomish County Long-Term Care and Aging (1)	x Stefanie Novacek, Snohomish Co LTC & Aging
	Suzy Miller, Seattle ADS (Alt.)		Michal Glauner (Alt.)
King County - Disability Advocacy Group		Snohomish County - Disability Advocacy Group	
King County Persons with Disabilities/Advocacy Groups for Persons with Disabilities (1)	Aaron Morrow, KCMC	Snohomish County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities (1)	x Leigh Spruce, Arc of Snohomish County
	Dorene Cornwell, KCMC (Alt.)		Corrina Fale, Arc of Snohomish County (Alt.)
King County - Other Special Needs Group		Snohomish County - Other Special Needs Group	
Available county seat to be chosen by KCMC* (1)	x Mark Smutny, Sound Generations	Available county seat to be chosen by SNOTRAC* (1)	Julie Vess, Lincoln Hill Retirement Community
	Amy Biggs, Snoqualmie Valley Transportation (Alt.)		Christina Robertson, Catholic Community Svcs Snohomish (Alt.)
			x
Pierce County - Transit		Kitsap County - Transit	
Pierce Transit (1)	x Ausha Potts, Pierce Transit	Kitsap Transit ^ (1)	Jeff Davidson, Kitsap Transit
	Cherry Thomas, Pierce Transit (Alt.)		Jeff Vinecourt, Kitsap Transit (Alt.)
Pierce County - Local Coalition		Kitsap County - Local Coalition	
Representative from PC Human Services (f/k/a PCCC) (1)	x Jerri Kelly, Pierce County Human Services	KIRN - Kitsap County Coalition ^ (1)	Kelly Schwab, KIRN
	Jodie Moody, Catholic Community Services (Alt.)		VACANT (Alt.)
Pierce County - Area Agency on Aging/ADRC		Kitsap County - Area Agency on Aging/ADRC	
Pierce County Aging and Disability Resources (1)	x Brian Guthrie, Pierce Co. Aging & Disability Resources	Kitsap County Dept. of Aging and Long-Term Care ^ (1)	VACANT
	VACANT (Alt.)		VACANT (Alt.)
Pierce County - Disability Advocacy Group		Kitsap County - Disability Advocacy Group	
Disabilities/ Advocacy Groups for Persons with Disabilities (1)	x Francie Peltier, PCCTC	Advocacy Groups for Persons with Disabilities ^ (1)	VACANT
	Tara Zink, Pierce County, Human Svcs. Developmental Disabilities Dept (Alt.)		VACANT (Alt.)
Pierce County - Other Special Needs Group		Kitsap County - Other Special Needs Group	
Available county seat to be chosen by PCCTC* (1)	Steve Hutchins, Around the Sound	Available county seat to be chosen by Kitsap Group* ^ (1)	VACANT
	Penni Belcher, UWPC/Sounth Sound 211 (Alt.)		VACANT (Alt.)
State and Regional Representation			
Medicaid Transportation – Pierce and Kitsap Counties			
Paratransit Services (1)	Ann Kennedy, Paratransit Services		
	Christie Scheffer, Paratransit Services (Alt.)		
Medicaid Transportation – King and Snohomish Counties			
Hopelink (1)	x Susan Carter, Hopelink		
	Darryl Sierra, Hopelink (Alt.)		
Washington State Ferries (WSDOT)			
Ferries - WSDOT (1)	Sarah Nagpal, WSF		
	Jared Fernley, WSF (Alt.)		
Regional Transit			
Sound Transit (1)	Donna Smith, Sound Transit		
	VACANT (Alt.)		
Regional Education			
Educational Service Districts (1)	x Jacque Mann, PSESD		
	Elizabeth Tilton, PSESD (Alt.)		
Tribal Representation **			
Tribes (1)	VACANT		
	VACANT (Alt.)		

as of 11/09/2021

*This is suggested to be a representative from a transportation provider or other special needs populations listed in coordinated plan including seniors, low income, youth, veterans, and limited english proficiency groups.

** Representative is chosen by local Tribal Transportation Planning Organizations (TTPO)

^Role does not include WSDOT Consolidated Grant Voting



Puget Sound Regional Council

MEMORANDUM

Item 3
March 16, 2022

TO: Special Needs Transportation Committee (SNTC)

FROM: Jean Kim, PSRC

SUBJECT: Preparation for the 2022 WSDOT Consolidated Grant Regional Priority Ranking Process

IN BRIEF

At the March 16th Special Needs Transportation Committee (SNTC) meeting, PSRC staff will seek feedback on PSRC's regional priority ranking process for the upcoming WSDOT 2022 Consolidated Grant program. WSDOT is expected to issue a call for projects in July 2022.

BACKGROUND

PSRC provides regional priority rankings for specialized transportation projects seeking WSDOT Consolidated Grant funds in King, Pierce, and Snohomish counties to WSDOT. The SNTC advises the Transportation Operators Committee (TOC) on the prioritization of projects in the region for funding.

Between each grant cycle, PSRC reviews its method for allocating regional priority rankings and makes adjustments based upon stakeholder feedback. PSRC reviews grant applications based on the following regional priority ranking factors that were updated in 2020 (Table 1).

Table 1. PSRC Regional Priority Ranking Factors and Evaluation Questions

Priority Ranking Factors	Evaluation Questions
1. Project Type (Preservation vs. New or Expansion)	Is the application for preservation of an existing program, or needed to support ongoing operations of an existing program? This includes fleet replacement or other capital needs to support an existing program.
2. Support for PSRC's Coordinated Mobility Plan	Does the application support PSRC's Coordinated Plan by addressing at least one of the "Emerging Needs and Gaps" and at least one "High Prioritized Strategy" as identified in the Coordinated Plan?
3. Uniqueness of Service	Does the application provide information demonstrating that there are no other operating or mobility management programs serving the same populations within the same geographic area? If there are other operating or mobility management programs serving the same populations within the same geographic area, does the application demonstrate the uniqueness of the project

Priority Ranking Factors	Evaluation Questions
	and how it meets needs that are not met by the other services in existence in the same geographic area?
4. Performance Measures and Targets	Does the application commit to tracking required, project-specific performance measures and set grant-cycle-related targets for those performance measures?
5. Financial Sustainability	Does the application demonstrate that it is providing more than the federal minimum required match from local sources in its project budget?

Factors identified in Table 1 are assessed by PSRC staff in a review of information included in grant applications. As such, factors in Table 1 need to be easily quantified or articulated in grant application materials, traditionally supplied by WSDOT.

In addition to the above factors, SNTC identified additional factors for consideration in the committee's recommendation meeting as shown in Table 2 below. Committee members use the factors found in Table 2 to refine the initial array of grant applications provided based on Table 1 factors.

Table 2. Additional Consideration Factors for Deliberation

Additional Factors	Description
1. Geographical Distribution of Regional Rankings	This factor addresses the distribution of regional priority rankings (expressed as A's, B's, and C's) over the three counties participating in the Consolidated Grant competition in the region.
2. Project Types	This factor addresses the variety of project types being recommended for regional priority ranking (e.g., mobility management, operating, and capital projects).
3. Agency Equity	This factor addresses the number of projects recommended to receive funding by an agency.
4. Compelling Cases for Agencies with Limited Resources	This factor addresses projects that provide valued services and programs, but which are challenged to provide the minimum local match. Small agencies and/or community-based organizations might have less local support compared to larger agencies that have local partners providing sufficient local matching funds or local governments/transit agencies that have their own tax bases.
5. Strategic Application of Federal/State funds	This factor includes stakeholders' assessment of possible program eligibility for state/federal funding programs found within the Consolidated Grant program.
6. Coordination	This factor addresses projects that work together to make the most efficient use of limited resources. There are many levels of coordination, ranging from the basic sharing of training resources to the full integration of services. The Committee can discuss the full range of coordination for this topic.

DISCUSSION

In the summer of 2022, WSDOT will issue the call for projects to apply for 2023-25 (or 2023-27, if applying for 4-year) Consolidated Grant funding. The draft timeline for the upcoming WSDOT Consolidated Grant with PSRC regional priority ranking recommendation dates is shown in Table 3.

Table 3. DRAFT 2022 Consolidated Grant timeline with PSRC Regional Priority Ranking Recommendation Dates

July 21, 2022	WSDOT Notice of Funding Opportunity
Summer 2022 (Exact Date TBD)	PSRC Regional Priority Ranking Training
October 27, 2022	Application Deadline for 2022 Consolidated Grant
November 16, 2022	<i>NEW</i> PSRC Sponsor Presentation
Fall 2022 (Exact Date TBD)	WSDOT Due Date for Revised State Applications – <i>if applicable</i>
December 21, 2022 (or January 18, 2023)	PSRC Special Needs Transportation Committee 2022 Consolidated Grant Regional Priority Ranking Recommendation
January 25, 2023	PSRC Transportation Operators Committee Regional Priority Ranking Recommendation
February 9, 2023	PSRC Transportation Policy Board Regional Priority Ranking Recommendation
February 23, 2023	PSRC Executive Board Decision on Regional Priority Rankings
May 2023	WSDOT Funded Project List Announced and Award Letters Sent
July 1, 2023	Project Begins

NOTE: all Table 3 dates are subject to change. For discussion purposes only.
 Bolded dates are those provided by WSDOT in communication as of March 4, 2022.

Based upon the latest information received from WSDOT, there are 15 ABC regional priority rankings (5A's, 5B's, and 5C's) available for sponsors seeking funding for the upcoming competition since several projects were awarded funding for a four-year period in the last competition in 2020. The regional priority ranking factors are designed to help implement the Regional Coordinated Transit-Human Services Transportation Plan (or Coordinated Mobility Plan). The Coordinated Mobility Plan (which will be adopted in May 2022) includes a set of updated high-priority strategies. Therefore, there is a need to better address the new plan's prioritized strategies and to better align the regional priority ranking process with other PSRC project selection processes.

At the meeting, staff will seek feedback from the committee on the regional priority ranking process, factors, and the draft schedule. Also, the committee will have an opportunity to discuss developing a regional consensus on how regional priorities are allocated for the statewide Consolidated Grant competition. Potential issues and discussion topics include:

- Support for existing specialized transportation projects that provide safety-net service vs. new/innovative projects
- A wide variety of project types (operations, mobility management, and capital) and the difficulty of recommending projects with a limited number of ABC rankings
- Methods to better assess how the sponsors track the performance of the projects and set targets to achieve desired outcomes
- Ideas to limit the number of rankings or projects per sponsor

For more information prior to the March 16th SNTC meeting, please contact Jean Kim at (206) 971-3052 (jkim@psrc.org).



Puget Sound Regional Council

MEMORANDUM

Item 4
March 16, 2022

TO: Special Needs Transportation Committee (SNTC)

FROM: Jean Kim, PSRC

SUBJECT: Special Needs Transportation Committee Operating Procedures and Membership Structure

IN BRIEF

At the meeting, the committee will have an opportunity to review existing SNTC operating procedures and membership structure. PSRC staff will review relevant documents and lead the discussion on the existing committee structure that will inform potential future work on reconstituting regional coordination to support mobility for people with special transportation needs.

BACKGROUND

PSRC originally convened the SNTC in response to SAFTEA-LU federal transportation legislation that provided new roles for Metropolitan Planning Organizations (MPOs) to plan for and program funding for specialized transportation projects. The original committee organization and membership structure have required periodic updates to remain relevant and updated to new federal and state legislation.

In 2018, PSRC staff convened the SNTC subcommittee and revised the committee operating procedures (Attachment 4-A) and its membership roster (Attachment 4-B). Major updates included: (1) edits to Committee Primary Responsibilities section to reflect the changes in PSRC's role in grant competition; (2) adding a new section, "Committee Leadership Responsibilities," to clearly address the roles of leadership positions; (3) updating membership type text to clarify roles by the membership (voting vs. non-voting); and (4) clarification on which county membership categories are appointed by mobility coalitions.

DISCUSSION

At the meeting, PSRC staff will initiate a review of the existing operating procedures and membership roster to discuss how to improve and maximize representation across various organizations serving people with special transportation needs in the region. The Coordinated Mobility Plan (which will be adopted in May 2022) calls for the inclusion of more agencies with transportation programs to strengthen regional coordination and to better identify opportunities to leverage existing resources through partnerships. The committee will also have a discussion on how to ensure active representation from across the membership seats that are filled but are not regular attendees or not currently filled.

For more information prior to the March 16th SNTC meeting, please contact Jean Kim at (206) 971-3052 (jkim@psrc.org).

Attachment A: SNTC Operating Procedures (February 2018)

Attachment B: SNTC Members by Voting Structure (February 2022)

Special Needs Transportation Committee Operating Procedures

February 2018

1. Committee Purpose

The Special Needs Transportation Committee (SNTC) will serve as the primary forum for discussing and addressing the needs and gaps in special needs transportation and other human services transportation issues of common concern and/or interest to the stakeholders of special needs transportation in King, Kitsap, Pierce, and Snohomish Counties. Actions approved by the Special Needs Transportation Committee will be forwarded as recommendations to the Transportation Operators Committee (TOC) for their consideration.

2. Roles and Responsibilities

2.1. Primary Responsibilities

Primary responsibilities of the SNTC include:

- Development and implementation of the region's Coordinated Transit-Human Services Transportation Plan (*for updates to the Regional Transportation Plan*) as required by federal and state law;
- Recommendations relating to regional priorities for special needs transportation funding and the fair and equitable distribution of that funding; and
- Providing the perspective of people with special transportation needs for consideration in other PSRC plans and policies.

Other issues of general interest will be identified by SNTC members at the beginning of each calendar year and incorporated into the annual work plan.

2.2. Individual Committee Member Responsibilities

- Identify issues vital to the interests represented on the Committee.
- Provide timely review of the information provided by PSRC staff.
- Provide representation on the TOC, Regional Staff Committee and other PSRC committees seeking a special needs perspective.
- Represent and report to their agencies and local mobility coalitions on activities and assist in building a regional consensus on specific strategies and policies related to the improvement of special needs transportation in the central Puget Sound region.

2.3 Committee Leadership Responsibilities

- A SNTC Chair and Vice Chair will be elected by the Committee from among the voting membership for a two-year term. Efforts will be made to rotate representation by agency and geography for the SNTC leadership positions. Leadership positions should not be held by members from the same county at the same time.
- The Chair's role will be to keep the discussions focused and to ensure that all SNTC members have the opportunity to express their views on the issues at hand. The Chair will make every effort to conduct and complete the meetings on time unless otherwise agreed to by Committee members.
- The Chair or designated alternate will represent SNTC at other PSRC Committee meetings including Transportation Operators Committee and Regional Staff Committee meetings.
- The Vice Chair will serve in place of the Chair when the Chair is unable to attend.

2.4. PSRC Responsibilities

- PSRC will provide staff support to the Special Needs Transportation Committee and develop information to facilitate discussion, as well as providing information on the activities and meetings of the SNTC to the TOC, the Regional Council's policy boards, and the general public.
- PSRC staff will develop an annual calendar of planned SNTC meetings and work program items in consultation with the SNTC.
- PSRC staff will prepare or collect agenda materials and distribute them to SNTC members.
- PSRC staff will have reporting responsibilities to the TOC, Regional Staff Committee, Transportation Policy Board, and Executive Board on the activities of the Special Needs Transportation Committee.
- PSRC will be responsible for adequate public information and dissemination of SNTC materials.
- Provide information to the SNTC on other PSRC planning initiatives, plan updates, and other topics of potential interest to the committee.
- PSRC staff will attend and participate in county mobility coalition meetings, as needed.

3. Committee Membership

3.1. General Composition

The Committee will be composed of staff from various local, regional, and state agencies (both government and non-profit), and county and local mobility coalitions involved in the planning, funding, coordination, or delivery of special needs transportation services. Voting membership seats on the Committee may include others as determined appropriate by the Committee while maintaining the sense of equity in representation both by agency as well as geography.

3.2. Membership Types

The SNTC includes both voting members and non-voting (informative) members.

Voting Membership

SNTC voting membership reflects the need for a committee that is a workable size and also addresses the requirements for representation associated with seniors, people with disabilities, and other special needs transportation populations associated with federal and state planning requirements. Voting membership guidelines for SNTC recognize that there are some groups with multiple organizations representing them. Therefore, in these cases, county or local mobility coalitions may assist in identifying a representative for the SNTC. See Attachment A for voting membership seats. Voting membership will be reviewed at least once every three years; each time membership is updated, the rationale and background determined by the committee will be documented.

Each voting member will have a designated alternate. Please note that only designated voting members or their alternates may participate in voting. Where meeting room space is constrained, priority shall be given to providing space at the table for designated voting members and their designated alternates.

Formal recommendations intended for PSRC action will be held by vote of the SNTC. Two subjects that the SNTC shall make recommendation to PSRC on include:

- **Coordinated Plan:** All voting members or their alternates may vote on issues related to the Coordinated Transit-Human Services Transportation Plan and other planning-related recommendations.
- **Regional Priority/Grant Funding:** All voting members or their alternates may vote on issues related to special needs transportation regional priorities for grant funding with the following exception. Voting members representing a county or counties that do not participate in the PSRC regional ranking for the Consolidated Grant competition may not participate in voting for that funding competition. In those instances, voting members from such county or counties are considered non-voting (informative) members for that vote.

Appointments for each voting member and alternate are to be provided in writing to PSRC as follows:

- **County/Local Coalition Appointments:** Several voting membership seats may be satisfied by a variety of organizations. In those instances, a county or local mobility coalition will be responsible for appointing the voting member and alternate. These appointments are noted on Attachment A.
- For other voting members or alternates, the appointment shall be provided by the organization's executive, department head, or other responsible official.

Non-voting (Informative) Membership

Given the wide variety of interests involved in coordinated transportation for special needs populations, the SNTC may also include non-voting membership for those organizations interested in contributing their technical or program expertise to special needs transportation discussions. Non-voting members may include representatives from governmental, non-profit, human services and/or private transportation sectors with an interest or role in special needs transportation. Informative members may participate in discussions of the committee, but may not vote.

Addition of non-voting members to the SNTC shall be evaluated on a case-by-case basis by PSRC. Non-voting membership will be requested in writing from the sponsoring organization for consideration by PSRC. The SNTC will maintain a roster of non-voting membership. The non-voting membership roster will be updated periodically, as needed.

4. Committee Meetings

4.1. Meeting Procedures

- Meeting materials, including summaries of past meetings are included on the website prior to each scheduled SNTC meeting.
- Meetings will be open to the public and time will be made available at each meeting for public comments.
- Meeting agendas will be sent to SNTC members at least three business days in advance of the scheduled meeting.
- Relating to a SNTC action item, supporting materials shall be distributed to the SNTC members at least three business days in advance of the scheduled meeting date, as a courtesy to all. When appropriate, the Chair will consider issuing a determination on materials not meeting this requirement.

4.2. Meeting Schedule

- The SNTC will meet at least quarterly, and more frequently as determined by PSRC in consultation with the SNTC leadership.
- Additional meetings will be held as needed upon agreement of the Committee.

5. Evaluation

The purpose and formal composition of the SNTC will be re-evaluated periodically, as needed. But, in no case shall the evaluation occur any less frequently than once every five years.

Membership and Voting Composition of Special Needs Transportation Committee

Representative		Type	Counties Served	Role			
				Informative	Coord. Plan Voting	WSDOT Consolidated Grant Voting	
Member	Alternate	County Representation					
Don Okazaki, King County Metro	Jeremy Trenhaile, King County Metro	King County Metro	Transit	King	X	X	X
Belina Van, KCMC (Volunteer Services of CCS - King Cty)	Penny Lara, KC Metro	Representative from KCMC	Local Coalition*	King	X	X	X
Jon Morrison Winters, Seattle ADS	Suzy Miller, Seattle ADS	Seattle-King County Aging and Disability Services	Area Agency on Aging/ADRC	King	X	X	X
Aaron Morrow, KCMC	Dorene Cornwell, KCMC	King County Persons with Disabilities / Advocacy Groups for Persons with Disabilities	Disability Advocacy Group*	King	X	X	X
VACANT	Amy Biggs, Snoqualmie Valley Transportation	Available county seat to be chosen by KCMC**	Other Special Needs Group*	King	X	X	X
Ausha Potts, Pierce Transit	Cherry Thomas, Pierce Transit	Pierce Transit	Transit	Pierce	X	X	X
VACANT	Jodie Moody, Catholic Community Services	Representative from PC Human Services (f/k/a PCCC)	Local Coalition*	Pierce	X	X	X
Brian Guthrie, Pierce County Aging & Disability Resources	VACANT	Pierce County Aging and Disability Resources	Area Agency on Aging/ADRC	Pierce	X	X	X
Francie Peltier, PCCTC	Tara Zink, Pierce County, Human Svcs. Developmental Disabilities D	Pierce County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities	Disability Advocacy Group*	Pierce	X	X	X
Steve Hutchins, Around the Sound	Penni Belcher, UWPC/Sounth Sound 211	Available county seat to be chosen by PCCTC**	Other Special Needs Group*	Pierce	X	X	X
Wade Mahala, Community Transit	Brian Senyitko, Everett Transit	Community Transit/Everett Transit	Transit	Snohomish	X	X	X
VACANT	Brock Howell, SNOTRAC	Representative from SNOTRAC	Local Coalition*	Snohomish	X	X	X
Stefanie Novacek, Snohomish Co LTC & Aging	Michal Glauner, Snohomish Co LTC & Aging	Snohomish County Long-Term Care and Aging	Area Agency on Aging/ADRC	Snohomish	X	X	X
Leigh Spruce, Arc of Snohomish County	Corrina Fale, Arc of Snohomish County	Snohomish County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities	Disability Advocacy Group*	Snohomish	X	X	X
Julie Vess, Lincoln Hill Retirement Community	Christina Robertson Catholic Community Svcs Snohomish	Available county seat to be chosen by SNOTRAC**	Other Special Needs Group*	Snohomish	X	X	X
Jeff Davidson, Kitsap Transit	Jeff Vinecourt, Kitsap Transit	Kitsap Transit	Transit	Kitsap	X	X	
Kelly Schwab, KIRN	VACANT	KIRN - Kitsap County Coalition	Local Coalition*	Kitsap	X	X	
VACANT	VACANT	Kitsap County Dept. of Aging and Long-Term Care	Area Agency on Aging/ADRC	Kitsap	X	X	
VACANT	VACANT	Kitsap County Persons with Disabilities/ Advocacy Groups for Persons with Disabilities	Disability Advocacy Group*	Kitsap	X	X	
VACANT	VACANT	Available county seat to be chosen by Kitsap Group**	Other Special Needs Group*	Kitsap	X	X	
Member	Alternate	State and Regional Representation					
Ann Kennedy, Paratransit Services	Christie Scheffer, Paratransit Services	Paratransit Services	Medicaid	Regional	X	X	X
Susan Carter, Hopelink	Darryl Sierra, Hopelink	Hopelink	Medicaid	Regional	X	X	X
Sarah Nagpal, WSF	Jared Fernley, WSF	Washington State Ferries (WSDOT)	Ferry - WSDOT	State	X	X	X
Donna Smith, Sound Transit	VACANT	Sound Transit	Transit	Regional	X	X	X
Jacque Mann, PSESD	Elizabeth Tilton, PSESD	Educational Service Districts	Education	Regional	X	X	X
VACANT	VACANT	Tribal Representation***	Tribes		X	X	X
		Employment Securities Department	Employment	State	X		
		OSPI	Education	State	X		
		ACCT		State	X		
		Washington State Department of Transportation (WSDOT) Public Transportation	State Transportation	State	X		
		Washington State Department of Commerce	Economic	State	X		
		Department of Vocational Rehabilitation		State	X		
		Washington State Board for Community and Technical Colleges	Education	State	X		
		Health Care Authority	Medicaid	Regional/Stat	X		
		DSHS	Medicaid	Regional/Stat	X		
		Multi-Service Center		King	X		
		Catholic Community Services		King	X		
		King County Housing Authority	Housing	King	X		
		Kitsap County Housing Authority	Housing	Kitsap	X		
		Pierce County Housing Authority	Housing	Pierce	X		
		Housing Authority of Snohomish County	Housing	Snohomish	X		
		Other Housing Authorities or Interests	Housing		X		
		Other Cities/Towns			X		
		Local Jurisdictions			X		
		CTA Northwest		State/Other	X		
		Other Tribes	Tribes		X		
					X		
* Local coalition in each County is responsible for selecting these seats: 1) Local Coalition; 2) Disability Advocacy Group; and 3) Other Special Needs Group.							
** This is suggested to be a representative from a transportation provider or other special needs populations listed in coordinated plan including seniors, low income, youth, veterans, and limited english proficiency groups.							
*** Representative is chosen by local Tribal Transportation Planning Organizations (TTPO).							