

## **Special Needs Transportation Committee Agenda**

Date: May 15, 2024 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.) - Susan Carter, Chair

- 2. Action: Approval of Meeting Summary (9:40 a.m.)\*
  - March 20, 2024 SNTC Meeting
- 3. Discussion: Preparation for the 2024 PSRC Regional Priority Ranking Process (9:45 a.m.)\*

PSRC will release a call for projects materials for the region's priority ranking process for the state's 2025-27 Consolidated Grant on June 18, 2024. At the May meeting, staff will share proposed changes to this year's regional priority ranking factors that will be used for PSRC staff assessment of project applications. The committee will be asked to provide final feedback on the proposal at the meeting.

- 4. Discussion: PSRC Transportation Planning Committee Updates (10:35 a.m.)\*

  PSRC will share an overview of the changes resulting from a recent review of transportation planning advisory committees. In addition, PSRC is sharing a revised version of the existing SNTC operating procedures, reflecting changes discussed at the March 20 SNTC meeting, and revised membership structure.
- 5. Discussion: Coordinated Mobility Plan's Specialized Transportation Inventory Survey (11:00 a.m.)

PSRC will provide a brief update on the <u>Coordinated Mobility Plan Survey</u> that was sent out to all specialized transportation providers and transit agencies in mid-March. Information collected from the survey will be incorporated into the next Coordinated Mobility Plan, the region's Coordinated Transit-Human Services Transportation Plan. Additional data follow-up is planned for late May-June of 2024 to complete the survey.

- 6. Roundtable: Opportunity for SNTC members to share information on their programs and coalition news (11:15 a.m.)
- 7. Adjourn (11:30 a.m.)
- 8. Next Meeting: Jul 17, 2024, from 9:30 a.m. to 11:30 a.m.

<sup>\*</sup>Supporting materials attached

#### **Zoom Participation Options:**

### To join audio/video conference:

https://psrc-org.zoom.us/j/84845082947?pwd=WVpBdDhaSWx1MStZaGEyN2Z6NUFvZz09

## To join via cellphone (1-touch dial):

One tap mobile 8335480282,,84845082947#,,,,\*478388# US Toll-free 8778535257,,84845082947#,,,,\*478388# US Toll-free

## To join via phone:

833 548 0282 US Toll-free 877 853 5257 US Toll-free 888 475 4499 US Toll-free 833 548 0276 US Toll-free

Meeting ID: 848 4508 2947

Passcode: 478388

#### 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, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit https://www.psrc.org/contact-center/language-assistance.



## **Special Needs Transportation Committee Meeting Summary**

Date: March 20, 2024 from 9:30 a.m. to 11:30 a.m.

**Location: Remote – Online Meeting Only (Zoom Meeting)** 

#### **Welcome and Introductions**

Susan Carter, Chair, welcomed everyone at 9:30 a.m. and took a roll call of the membership in attendance.

## **Approval of Meeting Summary**

The January 17, 2024 meeting summary was approved as presented.

#### **Discussion: PSRC Transportation Committee Assessment**

Gil Cerise, PSRC, shared an overview of PSRC's effort to re-evaluate transportation planning committees. Jean Kim, PSRC, then reviewed a plan to rebrand SNTC and shared a draft document that will provide the basis for revised operating procedures for the committee. The draft document included revised the committee purpose statement and key work program areas that closely align with the Regional Transportation Plan. The committee reviewed the revision and provided feedback. PSRC will share revised SNTC operating procedures and proposed membership structure at the May meeting.

For more information, contact Jean Kim, PSRC, at <a href="mailto:jkim@psrc.org">jkim@psrc.org</a>

#### Discussion: Preparation for the 2024 PSRC Regional Priority Ranking Process

Jean provided an overview of the regional priority ranking process and an updated schedule for the state's 2025-27 Consolidated Grant competition. She reviewed a variety of factors used for PSRC application assessment and SNTC deliberation in 2022. Erin Hogan, PSRC, shared a summary of how other peer regions incorporated equity into similar specialized transportation grant programs, including FTA 5310. Jean and Erin shared staff proposals to further weave equity considerations into our region's priority ranking process. Staff will engage the PSRC Equity Advisory Committee in April. Staff will share final proposal to update the regional priority ranking factors taking into consideration the EAC's input for the SNTC review at the May meeting.

For more information, contact Jean Kim, PSRC, at <u>jkim@psrc.org</u> and Erin Hogan, PSRC, at <u>EHogan@psrc.org</u>.

# Discussion: Coordinated Mobility Plan's Specialized Transportation Inventory Update

Jean shared a brief overview of the upcoming specialized transportation survey that will help develop the next Coordinated Mobility Plan, which will be adopted in May 2026 (as part of the next PSRC's Regional Transportation Plan). The survey will be distributed to all transit and specialized transportation agencies in late March.

For more information, contact Jean Kim, PSRC, at <a href="mailto:ikim@psrc.org">ikim@psrc.org</a>.

## Discussion: Update on the Connecting People to Transit Work

Jean presented the final recommendations of the PSRC Access to Transit Case Study developed by the Transit Access Working Group. She shared the revised PSRC's access to transit work program based on the working group's recommendations.

For more information, contact Jean Kim, PSRC, at <a href="mailto:jkim@psrc.org">jkim@psrc.org</a>.

# 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:

- Brock Howell, Snohomish County Mobility Coalition (SNOTRAC)
- Bree Boyce, Hopelink
- Laura Loe, Hopelink, Find a Ride
- Daeveene May, Pierce County Mobility Coalition (PCCTC)
- Ausha Potts, Pierce Transit

## **Adjourn**

The meeting adjourned at approximately 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); Cherry Thomas, Pierce Transit; Don Vanney, Mayor of Arlington; Laura Loe, Hopelink; Leslie McCracken, Paratransit Services; Matthew Cramer, WSDOT; Tom Hewitt, City of Seattle.

## **PSRC**

Gil Cerise, Jean Kim, Alexa Leach, Erin Hogan, Nick Johnson

\*All attendees were present via remote participation.

#### **SNTC Attendance Roster**

(Members and Alternates represented)

Date: March 20, 2024 9:30am - 11:30am Online/Remote Meeting Only

		Omme/Ker	note weeting only			
Representation		Name	Representation		Name	
King County - Transit			Snohomish County - Transit			
King County Metro (1)		Mitchell Brown, King County Metro	Community Transit/Everett Transit (1)		Margaret Keckler, Community Transit	
King county Wetto (1)						
King County Local Coalition	<b>.</b>	Penny Lara, King County Metro (Alt.)	Cachamich County, Local Coolitics	<u> </u>	Brian Senyitko, Everett Transit	
King County - Local Coalition	1	L D : W.L : Q : Communication	Snohomish County - Local Coalition	ı		
KCMC (1)	×	Jonny Prociv, Volunteer Services of CCSWW-KC (KCMC)	Representative from SNOTRAC (1)	Х	Brock Howell, SNOTRAC	
		Staci Sahoo, Hopelink (KCMC) (Alt.)			Amanda Dodd, SNOTRAC (Alt.)	
King County - Area Agency on Aging	/ADR	C .	Snohomish County - Area Agency on Aging	/ADF	RC	
Seattle-King County Aging and			Snohomish County Long-Term Care and			
Disability Services (1)	х	Dinah Stephens, Seattle ADS	Aging (1)	х	Stefanie Novacek, Snohomish Co LTC & Aging	
		Suzy Miller, Seattle ADS (Alt.)			Michal Glauner, Snohomish Co LTC & Aging (Alt.)	
King County - Disability Advocacy G	roup		Snohomish County - Disability Advocacy G	roup	_	
King County Persons with			Snohomish County Persons with			
Disabilities/Advocacy Groups for Persons with Disabilities (1)		A M KCMC	Disabilities/ Advocacy Groups for Persons with Disabilities (1)		Leigh Spruce, Arc of Snohomish County	
reisons with Disabilities (1)	-	Aaron Morrow, KCMC	with disabilities (1)	×	Don Vanney, Arlington councilmember and disability	
	l ,	Dorene Cornwell, KCMC (Alt.)			advocate (Alt.)	
King County - Other Special Needs (	rour	•	Snohomish County - Other Special Needs (	Grour		
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by KCMC* (1)	×	Phirun Lach, Sound Generations	SNOTRAC* (1)		Melissa Johnson, Snow Goose Transit	
	Ê	,	┪ ∵		Christina Robertson, Catholic Community Svcs	
		Amy Biggs, Snoqualmie Valley Transportation (Alt.)	1		Snohomish (Alt.)	
Pierce County - Transit		• · · · · · · · · · · · · · · · · · · ·	Kitsap County - Transit	-	•	
Pierce Transit (1)	v	Ausha Potts, Pierce Transit	Kitsap Transit ^ (1)	х	Michael Bozarth , Kitsap Transit	
rierce mansic(1)	Ĥ		Kitsap Hansit (1)	Ĥ	· ·	
Pierce County - Local Coalition	<b>.</b>	Cherry Thomas, Pierce Transit (Alt.)	Vitage County Local Coalities	<u> </u>	Jeff Vinecourt, Kitsap Transit (Alt.)	
Representative from PC Human		·	Kitsap County - Local Coalition	1	1	
Services (f/k/a PCCC) (1)	l ,	Daeveene May, Pierce County, Human Services	KIRN - Kitsap County Coalition ^ (1)		Kelly Schwab, KIRN	
Services (1) Ny a 1 eee/ (1)	<u> </u>					
Diamas Country Aven Assessment Asi	/^[	Jodie Moody, Catholic Community Services (Alt.)	Vitage County, Area Agency on Asing/ADI	<u></u>	VACANT (Alt.)	
Pierce County - Area Agency on Agin Pierce County Aging and Disability	ng/AL	JRC I	Kitsap County - Area Agency on Aging/ADI	KC.	1	
Resources (1)		Brian Guthrie, Pierce Co. Aging & Disability Resources	Kitsap County Dept. of Aging and Long- Term Care ^ (1)		VACANT	
		brian dutime, herce co. Aging & bisability hesources	Term care ** (1)		VACAIVI	
		VACANT (Alt.)			VACANT (Alt.)	
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Pierce County Persons with	<u> </u>		Kitsap County Persons with Disabilities/	I		
Disabilities/ Advocacy Groups for			Advocacy Groups for Persons with			
Persons with Disabilities (1)	l ,	Francie Peltier, PCCTC	Disabilities ^ (1)		VACANT	
	Ĥ	Tara Zink, Pierce County, Human Svcs. Developmental			Vicini	
		Disabilities Dept (Alt.)			VACANT (Alt.)	
Pierce County - Other Special Needs	Gro		Kitsap County - Other Special Needs Group		Vicini (vic.)	
Available county seat to be chosen	1	ĺ	Available county seat to be chosen by	Ī		
by PCCTC* (1)		Steve Hutchins, Around the Sound	Kitsap Group* ^ (1)		VACANT	
		Penni Belcher, UWPC/South Sound 211 (Alt.)			VACANT (Alt.)	
	l	remin belefier, own c/30ath 30aha 211 (Art.)			VACANT (AIL.)	
State and Regional Representation						
Medicaid Transportation – Pierce a	nd Kit	tsap Counties				
Paratransit Services (1)		Ann Kennedy, Paratransit Services				
		Christie Scheffer, Paratransit Services (Alt.)				
Medicaid Transportation – King and	Snol		=			
Hopelink (1)						
Hopelink (1)	х	Susan Carter, Chair (Hopelink)	┥			
		Darryl Sierra, Hopelink (Alt.)	<b>⊣</b>			
Washington State Ferries (WSDOT)			<b>⊣</b>			
Ferries - WSDOT (1)		Sarah Rose, WSF				
	L	Jared Fernley, WSF (Alt.)				
Regional Transit						
Sound Transit (1)		Brandy Arojo, Sound Transit				
		Beth Hamby, Sound Transit (Alt.)	7			
Regional Education		ocar namby, Journa Transic (AIL.)	┥			
	<u> </u>	Jacque Mann, DCECD	╡			
Educational Service Districts (1)		Jacque Mann, PSESD	┥			
	Х	Davina Miller-Leach, PSESD (Alt.)	<b>⊣</b>			
Tribal Representation **	_	_	<b>⊣</b>			
Tribes (1)		VACANT	_			
		MACANIT (Alk.)	ĺ			

<sup>\*</sup>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)

<sup>^</sup>Role does not include WSDOT Consolidated Grant Voting



Item 3 May 8, 2024

**TO:** Special Needs Transportation Committee (SNTC)

**FROM:** Jean Kim, Senior Planner

Erin Hogan, Associate Planner

SUBJECT: Preparation for the 2024 PSRC Regional Priority Ranking Process

Following up on the March presentation, staff will continue the discussion on incorporating equity into PSRC's assessment and deliberations of the projects undergoing regional priority ranking for Consolidated Grant funds. Also, staff will share the proposed changes to the factors used for this year's process. SNTC will have a final opportunity to provide feedback to PSRC in advance of WSDOT's call for projects.

#### **BACKGROUND**

Every two years, the Washington State Department of Transportation (WSDOT) awards state and federal funds for specialized transportation services through the Consolidated Grant program. PSRC's role in the state Consolidated Grant process is to allocate regional priority rankings to applications from the region. WSDOT allocates each region a fixed number of A, B, and C rankings to award.<sup>1</sup> For the 2025-27 Consolidated Grant process, the region anticipates allocating 11 rankings with point values: 3 A's, 3B's, and 5 C's. SNTC develops initial recommendations for project rankings, and the PSRC's Executive Board takes final action. PSRC then submits the priority rankings to WSDOT.

#### DISCUSSION

PSRC staff review the grant applications first to provide an initial sorting of projects as a starting point for the committee's deliberation and ranking recommendations. Therefore, these factors need to be easily quantified and articulated in application materials. In 2022, the staff assessment considered four priority ranking factors derived from the Coordinated Mobility Plan: Project Type (Preservation vs. New/Expansion), Support for PSRC's Coordinated Mobility Plan, Uniqueness of Service, and Financial Sustainability.

<sup>1</sup> Based on WSDOT's latest guidance to PSRC, all "A" projects automatically receive funds. For "B" and "C" projects, points associated with each ranking (higher points for B and lower points for C rankings) are added to their score for the statewide competition. The region can also distribute an unlimited number of D rankings, which do not contribute any additional points to the statewide score. However, the D ranking allows the project to compete, relying solely on its state score.

To further elevate equity in the region's process, PSRC engaged its Equity Advisory Committee (EAC) in March and April. Feedback heard from EAC is summarized below:

- The committee was highly supportive of incorporating one or both of these equity-focused factors, either in the regional priority ranking process or the deliberation process:
  - Engagement and Communications: Assess whether a project meaningfully engages individuals from equity focus areas (EFAs) when developing and maintaining programs.
  - Goals and Performance: Determine if a project develops and tracks any equity-related metrics (e.g., ridership by equity focus populations) to achieve equity goals.
- EAC was also supportive of the PSRC proposal of conducting geographic analysis to identify programs that provide service to or through EFAs (areas with higher concentrations of equity focus populations compared to the regional average). However, the above two proposals were preferred in a poll at the April EAC meeting. SNTC will revisit this proposal at the meeting.
- The committee also suggested removing or revising the "Financial Sustainability" factor to ensure smaller organizations or new applicants with fewer established resources are not at a disadvantage in the ranking process.

At the meeting, staff will seek feedback from the committee on the proposed changes to the priority ranking factors and other considerations that will be used for this year's staff evaluation of applications. The Committee will have a final opportunity to discuss developing a regional consensus as a group on how regional priorities are allocated.

Staff proposals on the factors will include:

- Incorporation of equity-focused factors or considerations to the existing set of regional priority ranking factors, as recommended by EAC.
- Incorporation of the "Performance Measures and Target" factor or consideration to help projects achieve the region's specialized transportation goals aligned with the Coordinated Mobility Plan.
- For the above proposals, SNTC will have an opportunity to discuss how PSRC or the committee will assess these factors for the upcoming process—via application review (by applying regional priority ranking factors), sponsor presentations, or through committee deliberation (developed by applying the deliberation factors).
- Renaming of the "Uniqueness of Service" to "Service Coordination" to better align
  the title with the review purpose of this factor. This factor is designed to identify
  projects that meet the needs that are not met by other transportation services to
  avoid unnecessary duplication in services. Projects must coordinate with other
  similar transportation programs, including public transportation, in the same
  geographic area serving similar priority populations.

#### **NEXT STEPS**

For the 2025-27 Consolidated Grant process, WSDOT will announce the Notice of Funding Opportunity on May 21 and applications will be available on the state's Grant Management System from June 18 (application deadline: September 17). PSRC will post its call for project materials for the regional priority ranking process on the website on June 18.

#### **LEAD STAFF**

For more information or to provide further feedback, contact Jean Kim at <a href="mailto:ikim@psrc.org">ikim@psrc.org</a> or (206) 971-3052 or Erin Hogan at <a href="mailto:ehogan@psrc.org">ehogan@psrc.org</a> or (206) 971-3054.



MEMORANDUM May 8, 2024

TO: Special Needs Transportation Committee (SNTC)

FROM: Gil Cerise, Program Manager

Jean Kim, Senior Planner

**SUBJECT: PSRC Transportation Planning Committee Updates** 

At the March meeting, PSRC shared its effort to assess eight current transportation planning committees for efficiencies and to maximize regionwide engagement. At the May meeting, staff will share proposed revisions to the committee's operating procedures and membership structure and solicit feedback.

#### **DISCUSSION**

## **Operating Procedures**

Following the March committee discussion, PSRC is sharing updated committee operating procedures based on the revised purpose statement and work program. The document includes proposed updates to meeting cadence, membership, and other committee administrative and operating considerations that support the committee's purpose and work program. As part of this, PSRC is also proposing to rename the committee to the Coordinated Mobility and Accessibility Committee (CMAC) to reflect coordinated planning and use more inclusive and universal terminology in this topic area. PSRC shared this proposal in March and the committee will have another opportunity to engage and provide feedback. Please see Attachment A for updated operating procedures for SNTC.

## <u>Membership</u>

The <u>Coordinated Mobility Plan's</u> Strategy 7.1 (on page 43) addresses the need to improve regional cross-program collaboration that could help leverage resources among agencies with dedicated transportation programs based on the federal example of the <u>Coordinating Council on Access and Mobility (CCAM)</u>. The CCAM is a Federal interagency council that works to coordinate funding and provide expertise on specialized transportation. CCAM coordinates 62 federal programs across federal departments that provide funding to be used in support of specialized transportation.

When PSRC engaged the committee in early 2023 to evaluate the committee membership, SNTC supported the idea of identifying a better way to organize and discuss issues related to people with accessibility and mobility challenges. This included the concept of incorporating more agencies with resources dedicated to transportation programs serving priority populations.

Currently, SNTC is composed of staff from various local, regional, and state agencies, including local mobility coalitions. As shown in Table 1, voting membership seats include representatives from transit agencies, local mobility coalitions, area agencies on aging, persons with disabilities and/or advocacy groups for persons with disabilities, and county seats chosen by mobility coalitions.

**Table 1. Existing SNTC Membership Seats** 

Voting Membership				
County Representation (King, Kitsap, Pierce, and Snohomish counties)	<ul> <li>Available Seats for All Counties:</li> <li>Transit Agency</li> <li>Area Agency on Aging</li> <li>Person with Disabilities/Disability Advocacy Group</li> <li>Other Special Needs Group (Seat Chosen by Local Coalition, and can also include operator instead of representative of "other special needs group")</li> <li>Local Coalition</li> </ul>			
State/Regional Representation	<ul> <li>Regional</li> <li>Non-Emergency Medical Transportation (Medicaid) Providers</li> <li>Sound Transit</li> <li>Educational Service Districts</li> <li>Tribal Representation</li> <li>Washington State Ferries</li> </ul>			
Non-Voting (Informative) Membership				

PSRC staff propose to implement changes to committee membership, as follows:

• Re-name the "Other Special Needs Group" voting membership to "Other People with Accessibility and Mobility Needs" to use more recent and universal terminology reflected in the committee operating procedures and its work program. In addition, we propose to remove an operator as an eligible member under this category. The intent of this voting membership seat is to incorporate voices of organizations representing and/or people with lived experience under youth, people with low incomes, people with limited English Proficiency, and other categories addressed among people with accessibility and mobility needs.

- Update and align tribal representation to how PSRC addresses tribal representation in other PSRC advisory committees and boards: providing a voting seat for each federally recognized tribe that is a PSRC member.
- Remove the "informative" member category and add language to allow members to invite one or more guests under certain circumstances to provide information to the committee.
- Add a formal "non-voting/partner member" category and call out WSDOT Public Transportation Planning Division staff who have been supporting the committee, but do not have a formal vote, as more formal participants of the committee.

PSRC staff are still in the process of reaching out to agencies that may be potential fits to join the committee under the CCAM coordination model. PSRC will continue our work on the membership to achieve the regional goal of agency coordination which is a high priority strategy identified in the Coordinated Mobility Plan.

For details on the proposed membership for the committee, see the Committee Membership Table on page 4 of Attachment A

Given all PSRC committee and board meetings are open to the public, PSRC proposes to remove the Non-voting/informative member seats to keep the committee size manageable and be consistent with other committees.

PSRC will also assess ways to obtain more diverse representation from Kitsap County by encouraging participation of a variety of agencies or persons representing older adults, people with disabilities, people with low incomes, and others through active recruitment since there is no current mobility coalition that can assist in this process for Kitsap. Changes to the operating procedures allow for "similar organizations" in instances when a county mobility coalition is not present. Furthermore, PSRC will fill the regional/state seats that are vacant to recruit staff who are committed to attending the committee meetings actively.

#### **NEXT STEPS**

PSRC staff will share revised operating procedures and membership structure with the committee in May and solicit feedback from SNTC. Based upon updates to membership, PSRC staff will solicit updates to membership in advance of the fall 2024 Consolidated Grant regional ranking process.

#### **LEAD STAFF**

For more information, contact Gil Cerise at <a href="mailto:gcerise@psrc.org">gcerise@psrc.org</a> or (206) 971-3053 or Jean Kim at <a href="mailto:jkim@psrc.org">jkim@psrc.org</a> or (206) 971-3052.

## **Attachment A: DRAFT Committee Operating Procedures**



## **Attachment A: DRAFT Committee Operating Procedures**

#### **Committee Purpose**

The Coordinated Mobility and Accessibility Committee (CMAC) serves as the primary forum for technical advice and expertise to inform Puget Sound Regional Council (PSRC)'s Coordinated Mobility Plan, the region's Coordinated Transit-Human Services Transportation Plan, and the development of regional priorities to implement the Plan. Specialized transportation fills mobility gaps when public transit is unavailable or does not fully meet the needs of people with accessibility and mobility challenges, including older adults, people with disabilities, people with low incomes, youth, people with limited English proficiency, and others.

### **General Work Program**

Key responsibilities of the CMAC include:

- Developing and implementing the Coordinated Mobility Plan (PSRC's Coordinated Transit-Human Services Transportation Plan) as required by federal and state law.
- Developing recommendations to allocate regional priorities for specialized transportation funding (Consolidated Grant funding, including FTA Section 5310, managed by Washington State Department of Transportation).
- Providing the perspective of people with accessibility and mobility needs for consideration in other PSRC planning efforts, including the development of the Regional Transportation Plan.

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

## Membership

CMAC is composed of voting members and designated alternates of the voting members who represent various local, regional, and state agencies (both government and non-profit), county mobility coalitions, other specialized transportation providers, and system users. The committee membership seats may include others as determined appropriate by the committee while maintaining the sense of agency and geographic equity in representation. In case(s) of multiple organizations representing membership seats, county mobility coalitions (or similar organizations) may assist PSRC in identifying a representative for the committee.

Voting Members: Voting membership reflects the need for a committee that is a
workable size and addresses the requirements for representation associated with
older adults, people with disabilities, and other populations associated with
federal and state coordinated planning requirements. Voting members should
have the ability to provide meaningful, consistent, and timely representation of
their respective membership seats at meetings to assist in carrying out the
committee's purpose. Voting membership will be reviewed at least once every

three years. Any time membership is updated, the rationale and background determined by the committee will be documented.

• Alternates: Each voting member should have a designated alternate. Only voting members or their alternates can participate in voting. An alternate may only participate in a vote if the voting member is not present. However, alternates are welcome to attend meetings and contribute to discussion items.

Given the wide variety of interests and perspectives involved in planning for people with accessibility and mobility needs and specialized transportation, committee members may invite staff or guests with technical or program expertise to join meetings. Guests can attend the meeting to hear discussions of the committee and contribute perspectives for the topic they were invited to share but may not vote.

#### **Written Notice of Appointments**

Appointments for each voting member and designated alternate are to be provided in writing to PSRC. In cases where voting membership seats may be filled by a number of organizations, a county mobility coalition (or similar organization) will be responsible for appointing the voting member and a designated alternate and providing the appointment in writing to PSRC. For other cases, the appointment shall be provided to PSRC by the organization's executive, department head, or other responsible official. Written member appointment communication for CMAC can be provided via email.

#### **Decision Making Process**

PSRC staff will set the agenda topics for each meeting and facilitate discussions and actions by the committee, to ensure equal opportunity for participation by members present. Decision-making will be by general committee consensus. If consensus cannot be achieved, a vote of voting members (or their alternates) will be taken.

#### **Committee Meetings and Agendas**

The committee will meet at least quarterly, and more frequently as determined by PSRC's coordinated planning/specialized transportation work program. Additional meetings will be held as needed upon agreement of the committee.

Meeting agendas will be sent to committee members approximately one week prior to each committee meeting. Meeting materials, including presentation slides, will be posted on the PSRC website before each scheduled committee meeting.

## **ATTACHMENT: Committee Membership**

## **VOTING MEMBERSHIP**

County Representation	Appointment				
Transit agency	1/county	Transit agency executive (or designee)			
Area Agency on Aging	1/county	Area Agency on Aging executive (or designee)			
Person with Disability/ Disability Advocacy Group	1/county	County Coalition			
Other People with Accessibility and Mobility Needs (income, age, language, race/ethnicity, etc.)	1/county	County Coalition			
County Coalition	1/county	County Coalition			
Regional Representation	Appointment				
Sound Transit	1	Agency executive (or designee)			
Washington State Ferries	1	Agency executive (or designee)			
Non-Emergency Medical Transportation (NEMT) Providers	2	Agency executive (or designee)			
Puget Sound Educational Service District	1	Agency executive (or designee)			
Tribal Representation	Appointment				
Muckleshoot Indian Tribe	1	Tribal executive (or designee)			
Puyallup Tribe of Indians	1	Tribal executive (or designee)			
The Suquamish Tribe	1	Tribal executive (or designee)			
TOTAL 28					

## **NON-VOTING/PARTNER MEMBERSHIP**

State	Appointment		
WSDOT Public Transportation Division	3	WSDOT Public Transportation Division Management	