Tri-Valley Transit Addison County Older Adults and Person with Disabilities (O&D) Transportation Program Committee FY2026 Workplan - Revised from 2021

I. **Committee Background** – The O&D Committee provides oversight and guidance for Tri-Valley Transit's programs to assist elders and persons with disabilities in Addison County. Programs supported by the committee get users out of their homes to medical appointments, to local adult day-care, to senior meal sites and for essential shopping. These services supplement regular transit services in the area, filling in gaps left by programs like Medicaid.

II. Partner Organizations

a. Tri-Valley Transit (TVT) – provides a network of transportation alternatives that are safe, reliable, accessible and affordable to connect the people and places in Addison County.
b. Age Well – provides a coordinated system of services to individuals 60+ and their caregivers to enhance quality of life and improve health outcomes.
c. Addison County Home Health and Hospice (ACHHH) – enhances the health, dignity, and independence of Addison County residents through comprehensive, patient-centered home health and hospice care
d. Counseling Services of Addison County (CSAC) – provides a resource for mental health, substance use treatment, and developmental services in Addison County
e. Addison County Regional Planning Commission (ACRPC) – promotes community development within the Addison region and its member municipalities by providing expertise, information and a forum to discuss and resolve community needs and concerns.

III. Committee Function

a. Committee leadership – ACRPC shall organize and facilitate the committee. RPCs are responsible for ensuring these meetings take place and engage the full spectrum of providers of services and representatives of those needing rides.
b. Meeting logistics – in-person meetings will be held at the TVT office on Creek Rd. in Middlebury, unless otherwise noted. Virtual meetings will be organized by ACRPC.
c. Meeting participation – all meetings are open to the public. O&D meetings are held in accordance with Vermont Open Meeting Law. The O&D Committee does not have final decision-making authority over any of the following matters under statute; 1) Legislative, 2) Quasi-Judicial, 3) Tax, or 4) Budgetary. Therefore, the committee operates as an advisory committee.
d. Reporting requirements – at each meeting, TVT will report on service usage since the previous meeting and status for the fiscal year.

IV. Committee Partners Roles and Responsibilities:

a. Regional Planning Commission (RPC): ACRPC will organize and facilitate the O&D partnership
b. VTrans: VTrans will provide O&D program funding and guidance
c. Public Transit Provider: TVT will implement the O&D program and report on ridership and budget data
d. Committee partners: Partners will advocate for the program's budget and clients

V. **Allocation of funds between partners:** Allocations are currently assessed based on the level of demand by partner. The O&D committee will ensure there is transparency of funding allocations between partners as well as a collaborative nature to the committee. If a partner's needs require increased allocation, this request will be discussed at a meeting where all partners are at the table for decision making. The committee will continue to find ways to streamline the process

VI. **Contracts, MOUS or other formal agreements between partners.** TVT has a standard platform for partner agreements. After discussion between partners and TVT, TVT will draft an agreement with updated needs and will send it to partners for review and execution annually.

VII. **Transportation service delivery, including coordination with other transportation programs, such as Medicaid and Ticket to Ride.** TVT staff continues to coordinate with partners and clients on a regular basis to be most efficient and cost effective. If a more significant issue arises, the committee will discuss and strive for consensus on modifications to policies or procedures.

VIII. **Meeting Schedule** – The O&D Committee shall meet three to four times per year. Approximate meeting months are January, April, July and October, but are subject to change. TVT will include updates on ridership and fiscal status via email to partners during off months so partners can continue to stay informed. Additional meetings may be scheduled if requested by members.

IX. Annual Agenda

a. Assist TVT with preparation of their grant application to AOT
b. Adjust allocations among partners throughout the year as needed at a committee meeting for partner consensus.
c. Oversee adjustments to priorities among eligible trip types (critical care, medical, non-emergency medical, adult day, health, congregate meals, shopping, social/persona/wellness, other) and adjustments to trip limits at a committee meeting for partner consensus
d. Compile and review annual performance measures for reporting

X. Annual Reporting

a. Number of trips and number of unduplicated riders provided for each partner three (3) times per year to coincide with committee meetings
b. Assess rides tracking spreadsheet that collects trip information (by town, trip purpose, etc.) three times per year to coincide with committee meetings.

Attachment A: RPC Duties

- Prepare meeting agenda soliciting topics from the O&D group. Some agenda topics will remain constant (e.g. ridership and service status).
- ACRPC will email the O&D group with the agenda, previous meeting minutes, and information on meeting logistics
- Post meeting information on ACRPC's Event Calendar: http://acrpc.org/calendar/
- Maintain updated Information about the O&D committee: https://acrpc.org/transportation/public-transit/ or another page on the ACRPC website
- Distribute meeting minutes to the O&D committee and post on the ACRPC Agendas & Minutes page following meetings
- Facilitate the development of a workplan

Attachment B: VTrans Duties

- Update O&D Committee Guidance and relevant documents
- Develop O&D Committee workplan template, inclusive of sample goals and objectives.
- Develop guidance for O&D Ridership Survey follow up
- Distribute and review guidance document, and sample work plan at a regularly scheduled TPI meeting
- Provide information about what basic O&D information needs to be tracked centrally
- Attend O&D Committee meetings to assist with O&D tasks as needed.
- Organize an annual O&D summit
- Release regular updates to the O&D Guidance

Attachment C: TVT Duties

- Provide transportation and track participation per O&D Guidance
- Assist RPCs with regular O&D Committee meetings three to four times per year
- Provide relevant information needed by the committee, such as updates on usage of the O&D program funds to date

- Assist RPCs with the development of Regional O&D Committee work plans, goals and objectives
- Assist VTrans with centralized tracking of O&D data, including, but not limited to:
    - Number of riders broken up by O&D Partners
    - Number of trips based on trip purpose and trip mode
    - Number of denied rides and reason and/or trip purpose constraints
    - Cost per trip, mile, hour by trip purpose and trip mode
    - Rider complaints with subset of driving or customer service related
    - Number of regionally coordinated trips with other Vermont transit providers
    - Number of trips provided with multiple funding sources i.e. Medicaid and O&D
- Assist RPCs with O&D Ridership Survey follow up- method
- Increase community outreach and marketing efforts to better educate the public on the O&D program. Invite community members to O&D committee meetings to better understand the transportation needs within the community.
- Recruit volunteers
- Maximize regional trip coordination through Paratransit Dispatch software technology and state-wide shared scheduling databases
- Maximize vehicle ridership capacity through more efficient Mobility Management tools

Attachment D: Partner Duties

- Assist TVT with preparation of grant applications for submission to the Vermont Agency of Transportation (VTrans) by providing necessary data upon request.
- Discuss funding needs with TVT and other partners prior to grant submission
- Participate and engage with the O&D committee

Attachment E: Possible Projects

- Monitor changes in funding availability due to federal budget cuts and adapt accordingly