



**ALASKA COMMUNITY AND PUBLIC TRANSPORTATION ADVISORY BOARD  
MEETING SUMMARY  
June 19, 2013  
Craig, Alaska**

---

**PARTICIPANTS**

**MEMBERS**

- Jennifer Beckmann, Transportation Expert/Low Income
- Doug Bridges, Nonprofit Organization
- Heidi Frost, Transportation Expert/Disabilities
- Bill Herman, Alaska Mental Health Trust Fund
- Duane Mayes, Department of Human and Social Services
- Glenn Miller, Municipality
- Jeffrey Ottesen, Department of Transportation and Public Facilities
- Cheryl Walsh, Department of Labor and Workforce Development
- Carol Wren, Tribes

*Not Present:*

- Susan Bell, Denali Commission
- Patricia Branson, Transportation Expert/Seniors

**OTHERS**

- Eric Taylor, Department of Transportation and Public Facilities
- Debbi Howard, Department of Transportation and Public Facilities
- Andy Hughes, Department of Transportation and Public Facilities-Southeast
- Sam Thomas, Organized Village of Kasaan
- Clinton Cook, Craig Tribal Association
- Dennis Watson, City of Craig and Inter-Island Ferry
- Jean Bland, City of Hydaburg
- Brian Templin, City of Craig
- Heidi Young, Community Connections
- Tracy Nix, Hydaburg Cooperative Association
- James Williams, Klawock Association
- John Skan, Klawock Tribe
- Lynette Logan, First Bank
- Leslie Isaacs, City of Klawock
- Donna Jackson, Southeast Senior Services Craig/Klawock

**FACILITATOR**

Marsha Bracke, Bracke and Associates, Inc.

## **ATTACHMENTS**

The following are included as attachments to this meeting summary:

- Attachment A: Sam Thomas PowerPoint Presentation
- Attachment B: Jeff Ottesen PowerPoint Presentation
- Attachment C: Flip Chart Notes
- Attachment D: C&PTAB Strategic Plan - Revised

## **AGENDA**

### **Community Forum**

The C&PTAB invited representatives from tribes, cities, organizations and the general public to the meeting to participate in an a.m. session specifically designed to: (a) learn about local experience, needs, successes and (b) solicit input to the C&PTAB draft strategic plan.

The Forum featured

- A presentation by Sam Thomas, Transportation and Infrastructure Specialist, Organized Village of Kasaan, who provided an overview of transportation efforts on Prince of Wales Island, and reviewed some of the challenges associated with coordinating public transportation. A copy of this presentation is included as Attachment A. Mr. Thomas also introduced one copy of the Island's transportation plan and coordinated public transportation plan.
- A panel discussion featuring the following individuals, who introduced themselves, their perspective, the state of coordinated transportation as they saw it from their perspective, predominant challenges and successes.
  - Clinton Cook, Craig Tribal Association
  - Dennis Watson, City of Craig and Inter-Island Ferry
  - Tracy Nix, Hydaburg Cooperative Association
  - John Skan, Klawock Tribe
  - Doug Bridges, Southeast Senior Services

Following these presentations C&PTAB Chair Jeff Ottesen provided an overview of the role and responsibility of the C&PTAB, reviewing some of the background, data and lessons learned that inform the group's work. A copy of Mr. Ottesen's presentation is included as Attachment B. Mr. Ottesen discussed with the group the C&PTAB's need and interest in having them comment specifically on the draft C&PTAB strategic plan.

Participants were divided into three groups with a task to review the draft plan and respond to the following specific questions:

1. What questions or comments do you have about the desired future conditions?
2. How do the desired conditions support, or not, your experience and needs?
3. What are we missing?
4. What questions or comments do you have about the strategic direction?
5. Are there other things we should be working on over the next year or so to move toward the desired conditions?
6. Our action plan lays out the next six months of our work - do you have any questions, comments or suggestions related to that near term work?
7. What other questions or suggestions do you have for us?

### **Lessons Learned**

C&PTAB members, responsible for keeping their own notes throughout the morning session, participated in a lessons learned discussion to share and document those lessons. The facilitator documented their list of lessons learned on flip charts, and those notes have been transcribed and included in Attachment C.

### **Strategic Plan**

Using the list of lessons learned and with some follow-on thought since the May 29, 2013 strategic planning session, the C&PTAB updated its strategic plan. The group confirmed the desired future conditions and strategic direction were consistent with and encompassed inputs provided at this meeting. The short-term action plan was modified to provide additional specificity. The group noted an appreciation for the document which is short, clear and specific. The updated version of the plan is included as Attachment D.

### **October Meeting / Transit Conference**

The Facilitator reminded the group that it will be meeting on Monday, October 21, 2013 in Juneau - the day prior to the annual Alaska Community Transit Conference. Time on the Tuesday, October 22, 2013 agenda is available to the group to engage conference participants as appropriate and desired.

The Facilitator recorded on flip charts suggestions provided to that process, which have been transcribed and are included in Attachment C. Ultimately, the group acknowledged it must provide enough background information for conference participants to understand its purpose and responsibility without overwhelming participants with detail. The process proposal C&PTAB asked the Facilitator to develop includes:

1. An overview of purpose, responsibility and effort

2. A series of table top discussions, rotating by C&PTAB subcommittee, focused on subcommittee needs. Some may use tools for simple yes/no answers, and some may engage in more detailed discussions.
3. 10 tables - 2 on each initiative, was recommended to allow for smaller work groups.
4. DOT&PF and C&PTAB staff and others will be secured to ensure two individuals are working each table.
5. Marsha will work directly with each subcommittee to design the table top discussions, process and documentation.

It is anticipated the group will need a minimum of 3 hours and potentially more to conduct this process. Marsha will work through the design and coordinate the details with Debbi Howard.

### **Annual Funding Review**

Duane Mayes, Cheryl Walsh and Carol Wren met independently with the facilitator to review the Draft Annual Funding Review Report and discuss the scope and context of their respective pieces. Each took an action item to generate their entity's description and provide it in July to incorporate to the document.

### **Action Items**

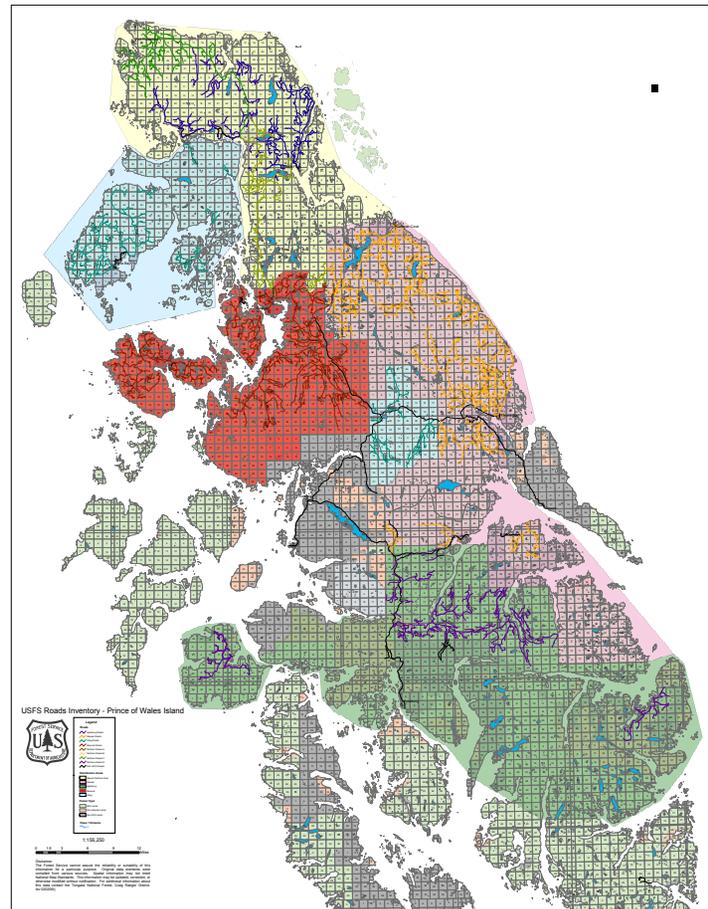
1. Duane Mayes will provide a copy of the Medicaid Task Force Report to Marsha to send to the rest of the group.
2. Duane Mayes, Cheryl Walsh, and Carol Wren will provide a copy of their entities' funding environment description to Marsha to incorporate in the Annual Funding Review report for final review during the July teleconference meeting.
3. Marsha will provide a draft outline of the October transit conference session, working with subcommittees to ensure table top discussions meet their specific needs. The group will continue to review and refine that process over the next series of conference call.
4. Marsha will work with Debbi Howard, DOT&PF, on specific logistical and scheduling needs at the conference.

# Alaska Community & Public Transportation Advisory Board

# POW Road Inventory Division

- USDA Roads On POW Divided By 4 Tribal governments for implementation into the National Tribal Transportation Roads Inventory within the Bureau of Indian Affairs.
- 25 CFR, PART 170 Tribal Transportation Program (TTP). Formally the Indian Reservation Roads Program. Name Changed per MAP-21.

# Division Per Tribe



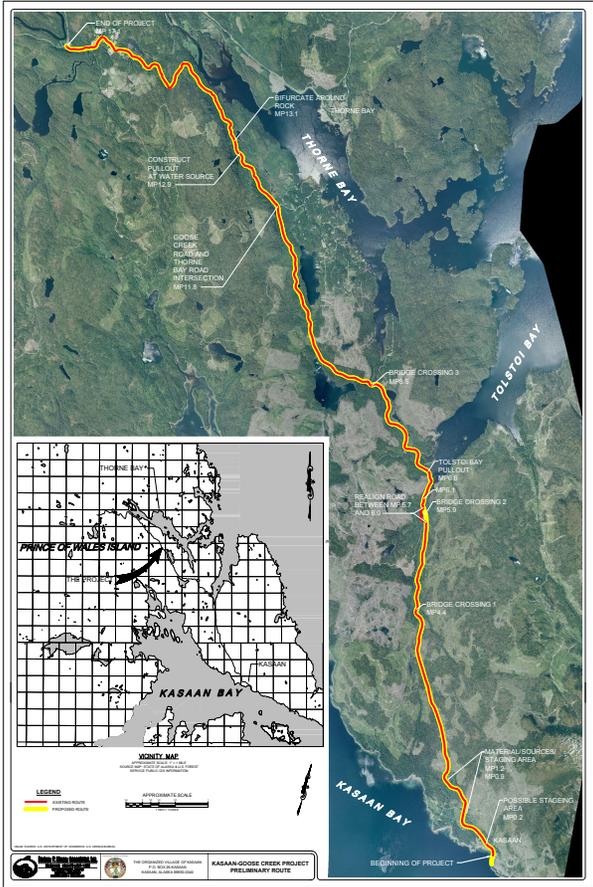
# POW Scenic By-Ways Dedication



# Road Safety Audit

- Sponsored By Federal Highway Administration
- Peer-to-Peer Program, Heather Rigdon
- Participation by and report completed by Iowa State University, Mr. Thomas J. McDonald Safety Circuit Rider as well as the following:  
BIA, Tribal Technical Assistance Program (TTAP) UAF, Western Federal Lands, CTA, OVK, Alaska State Troopers, Traffic Data AK DOT&PF

# Kasaan Goose Creek Road Project



# Stakeholders & Partners

- City of Thorne Bay
- City of Kasaan
- Organized Village of Kasaan (Tribe)
- Sealaska Corporation
- Alaska Mental Health Trust Office
- Kavalco Corporation
- State of Alaska Department Transportation & Public Facilities.
- Public Stakeholders
- Federal Highway Administration
- Bureau Of Indian Affairs, Branch of Transportation
- Western Federal Lands

# POW Coordinated Human Resources Transportation Plan

- Organized Village of Kasaan (OVK)
- Craig Tribal Association (CTA)
- Funded and Solicited a Firm to Develop and assist in the implementation of the Plan.

# Other Potential Stakeholders

- But Not limited to the Following:
- Communities of POW, IFA, State of Alaska Department of Transportation & Public Facilities, SE Senior Services, CTA, OVK, KCA, HCA, SEARHC, ANCSA Corporations, Public at Large, FTA, USDA Forest Service, Veterans, Seniors and Disabled Citizens, etc.

# PSN Road Project

- State of Alaska Department of Transportation & Public Facilities, Denali Commission, Economic Development Administration, Craig Tribal Association, City of Craig, Federal Highway Administration, Shaan-Seet, Inc., Sealaska Corporation, Public at Large.

# Thanks!

- Organized Village of Kasaan
- Edward K. Thomas, Jr. (Sam)
- P.O. Box 26-Kasaan
- Ketchikan, Alaska 99950
- (907)401-0864 Cell

## Alaska Community and Public Transportation Advisory Board

June 19, 2013

### Coordination of community and public transportation receives statutory standing

+ AS 44.42.095

AMC NEWS



**Legislative Update - Bill Signing Ceremony for HB 131/Alaska Community and Public Transportation Advisory Board**

On May 24th, Governor Parnell held a bill signing ceremony for HB 131 (Creation of the Alaska Community Transportation Advisory Board) in the Governor's office in Juneau. Thank you, Representative Munoz for your support and advocacy of HB 131!

L-R: Cathy Munoz, Jennifer Beckmann, Monte Darlin, Joan O'Keefe, Governor Parnell, Doug Bridges and Terry Harvey.  
Photo: Courtesy AMC

### Governor's Coordinated Transportation Task Force – Key Points

- + At least one in nine Alaskans have special needs or circumstances that make them dependent upon public or community transportation services
- + \$80 million spent annually across 21 federal and state programs on human services and public transportation – “silo effect” is alive and well
- + Non DOT programs lack incentives to coordinate
- + Statewide Vision and Action Plan featuring 8 Goals and a number of activities to achieve them



### Governor's Coordinated Transportation Task Force – Lessons Learned

- + Coordination is necessary at many levels (federal, tribal, state, local)
- + Statewide interagency/tribal/stakeholder workgroup necessary, but must be active and effective
- + The better data we can secure across agencies and organizations, the more effective our communication and likely our coordination opportunities
- + Our needs are greater than those your assessment reports
- + Action Plan is fine and good; must quit planning and start doing



### Alaska Community and Public Transportation Advisory Board - Purpose

- + *Helps* seniors and people with disabilities have a voice in state transportation planning
- + *Requires* the intentional development of strategies to coordinate and leverage state resources
- + *Implements* the Action Plan generated by the Governor's Coordinated Transportation Task Force

### Overview for Today

- + Help us help you!
  - + Look at our task
  - + Review our products
  - + Provide input, guidance and suggestions



## Alaska Community and Public Transportation Advisory Board

- + 13 member board
- + Diverse perspectives/geography
- + Mix of state agency and stakeholder representatives
- + Stakeholder representatives appointed by Governor
- + Staggered 3-year terms
- + Chair and Vice Chair
- + *See Annual Report for more detail*

## Alaska Community and Public Transportation Advisory Board - Tasks

1. *Implement* and update the CTF Strategic Action Plan
2. Analyze services and needs and make recommendations for coordination
3. Annually review and report:
  - A. Funding available to state, federal and local governments and private entities
    - + Recommend changes to improve effective use
  - B. Funding available from federal sources for the expenses of the Board
    - + Report to Governor and State Legislature

## Alaska Community and Public Transportation Advisory Board - Tasks

4. Analyze the use of alternative fuels
  - A. Make recommendations
5. Provide input to state's long-range plan
6. Establish volunteer advisory committees as needed
7. Issue other reports and recommendations

## Alaska Community and Public Transportation Advisory Board – Work to Date

- + Annual Report
- + Draft Annual Funding Review
- + Near Term Strategic Action Plan
  - + Desired Future Conditions
  - + Strategic Direction to achieve them
  - + Near-term action items



## Implementing the Action Plan

- + Public and stakeholder involvement is an ongoing and integral part of our process
- + Conducting outreach throughout the state
- + This forum is another such opportunity for us to ground our work in Alaska's reality



## Observations

- + The work we are undertaking is
  - + Complex and detailed, involving multiple agencies and systems
  - + Significant in order to meaningfully address barriers to coordination on the ground and provide effective services
  - + Essential to users
  - + Likely to not be felt on the ground for many years
  - + Groundbreaking

## For Today

- + Table Top Discussion
  - + Review Draft Strategic Plan
  - + Make comments and suggestions as appropriate to inform C&PTAB task



## Questions?



**ALASKA COMMUNITY AND PUBLIC TRANSPORTATION ADVISORY BOARD**  
**ATTACHMENT C: FLIP CHART TRANSCRIPTS**  
**June 19, 2013**

---

**Attachment C - Flip Chart Notes**

LESSONS LEARNED

- Road funding context - interesting
- Our role might be inspiring folks to continue their coordination efforts
- Challenges of being on an island
- Learned more about how tribal funding worked
- Wherever we go ... similar challenges to coordination exist
- Language issue (local) – translate
- Southeast Senior Services rocks
- Different RFPs have different rules /language/ perhaps have one point of contact?
- Rural Alaska relies on air – missed opportunity – have someone on this group especially medical transportation
- *Get recommendations of Medicaid Task Force- Duane*
- Confirms need for accessible taxis – get taxi input
- Cab wouldn't accept Medicaid voucher
- Coordination should take hassle out of meeting federal requirements, paperwork, etc.
- Central organization to do the work on behalf of all
- State agencies could offer language supports as services to coordination entities
- Medical transportation brokerage relevant in rural areas too
- Reminded how challenging access is in rural communities
- Hard to sell 'island-wide' coordination when you can't provide in your own community
- Significance of leadership and partners
- Lack of data
- Important piece of focus on medical transportation
- If state agencies can't coordinate...how can we ask others?
- Facilities have to be accessible – ensure? (i.e. steep grade of ramps)
- People have to know what's available
- Financial viability of offering transportation services – unrealistic to expect fare box to cover
- Federal grants critical – same reporting requirements regardless of amount of award – cumbersome especially for small
- Selling point for coordination – ease burden of reporting
- Reconsider what constitutes 'the transportation vehicle'
- Insurance issue
- Why coordinate? Transporting on a specific day because of senior discounts
- Shared economy – Ketchikan/Island and communities on island
- Funding uncertainty undermines motivation

- Do you have a shared vision for your system (before mechanics)?
- Like how the tribes identified service areas
- Driving home point / cost of lower end care – a lot of value (message)
- 90 mile round trip to get to ATM

## TRANSIT CONFERENCE

- Look at what we've accomplished in our strategic plan – definition, recommendations – get feedback on those specific pieces only
- One topic per table – rotate through
- Put questions on screen – vote for choice – tallies them (consensus....) – see how many we have
- Yes/No/1-9
- Definition of coordination – yes/no/more work
- Speed dating tables – one table with electronic voters
- Would you support a taxi ordinance ... call assembly?
- Report out work of subcommittees
- If we have information – report out
- Performance Measures – share information / feedback
- This is what we're doing – is this going to help you?
- Summary – where we are, how we started, what we're doing, so big, these are the parts we're working
- Topic Areas/Round Robin
- See Graphic
- Door prices
- Presentation of what we're doing / who we are
- Bit-size pieces – near term action to move us there / table discussion
- Discussions for subcommittees on specific work
- First steps to addressing barriers
- Modeling coordination in how it's put together
- Case examples
- What are the tangible results of coordination?

# COMMUNITY AND PUBLIC TRANSPORTATION ADVISORY BOARD

## STRATEGIC ACTION PLAN

### JUNE 19, 2013 WORKING DRAFT

#### **Purpose**

In 2012, the Alaska State Legislature established the Community and Public Transportation Advisory Board (C&PTAB) within the Department of Transportation & Public Facilities (DOT&PF).

The C&PTAB is responsible for analyzing community and public transportation services in Alaska and making recommendations for improved agency coordination and combining of services to improve the effectiveness and efficiency of those services. The C&PTAB will prepare and implement a strategic plan outlining the mission, objectives, initiatives, and performance goals to pursue to achieve effective coordinated and community transportation (AS 44.42.095). In doing so, the C&PTAB will build upon the considerable work accomplished by the Governor's Coordinated Transportation Task Force (CTTF) from 2009 to 2012.

The C&PTAB consists of 13 members who serve at the pleasure of the Governor.

#### **Scope**

The C&PTAB Strategic Plan presents C&PTAB's effort to secure effective coordinated community and public transportation systems in Alaska. It outlines the desired future conditions for the community and public transportation system it seeks to achieve, and presents the specific actions the C&PTAB is taking to get there. Addendum 1 provides the specific detail.

Designed as a working document, the Strategic Plan will be reevaluated and revised at regular six month intervals. Completed activities are anticipated to result in products to effect coordination and specific recommendations for the Governor and the State Legislature to sustain it. Those recommendations will populate future versions of this Strategic Plan.

#### **Involvement Opportunities**

The C&PTAB meets three times per year in a different location in Alaska, and always in the third week of October at the Alaska Community Transit Conference. Modeled after a process initiated by the previous CTTF, each meeting typically features a location-specific public stakeholder forum featuring interaction among the board members and local participants. The Transit Conference typically features an interactive discussion among conference participants and the board, where the board seeks specific input on its draft products, insights on issues it is working or needs to work, and input specific to attendees interests. Of course, all individuals are welcome to attend C&PTAB meetings and opportunities for public comment are always provide.

The C&PTAB website, holding all its meeting materials and announcements, is:

<http://www.dot.state.ak.us/stwdplng/cptab/>

*To discuss membership opportunities or address other questions about the C&PTAB, contact:*

**Jeff Ottesen, Chair**  
**Director, Division of Program Development**  
 Alaska Department of Transportation &  
 Public Facilities  
 (907) 465-4070  
[jeff.ottesen@alaska.gov](mailto:jeff.ottesen@alaska.gov)

**Eric Taylor, Coordinator**  
**Manager, Statewide Long-Range**  
**Transportation Plan & Transit Program**  
 Alaska Department of Transportation &  
 Public Facilities  
 (907) 465-8958  
[eric.taylor@alaska.gov](mailto:eric.taylor@alaska.gov)

**Marsha Bracke, IAF CFP**  
**C&PTAB Facilitator**  
 Bracke and Associates, Inc.  
 (208) 867-3714  
[marsha@marshabracke.com](mailto:marsha@marshabracke.com)

### ***Where We're Going - Desired Future Conditions***

Over the next 3-5 years, the C&PTAB seeks to facilitate the development of a coordinated system that features the following desired future conditions:

- State agencies and tribes are employing measurements indicating the effective of transportation coordination and benefits (including economic development, services and funding). These measurements are trackable and data is used in a consistent fashion.
- State agencies, tribes and the veterans administration are actively breaking down barriers across programs to minimize costs and streamline services and state agency funding.
- Users have access to the most appropriate and efficient transportation to meet their needs, and measurements are in place that indicates appropriate accessibility.
- All local governments, tribes and applicants for any and all federal and state funds are mandated to respond to priorities established in their local coordinated public transit/human services transportation plans.
- Municipalities are addressing taxicab ordinances in a manner that fosters accessibility and safety for consumers.

### ***How We're Going to Get There - Strategic Direction***

The C&PTAB has identified a number of specific strategies to pursue in the interest of securing the stated desired future conditions. Over the next year or two, the C&PTAB will be

1. Developing common definitions, terminology and criteria to describe and depict coordinated community and public transportation.
2. Establishing grant and RFP conditions based on those criteria and used for funding transportation awards.
3. Exploring solutions used by other states and municipalities specific to taxi cab ordinances and Medicaid brokerages, identifying best practices and providing templates as appropriate for state and local use.
4. Establishing a state interagency work group as a subcommittee to the C&PTAB with which to consult and work on interagency-specific issues and barriers.
5. Educating a range of audiences about transportation options, it's relevance to a variety of individuals and stakeholder groups, the benefits coordination provides the state and the user, and the role coordination plays in the community and the state .
6. Preparing performance measures for tracking results specific to coordination activities and outcomes, including the work of the C&PTAB itself, the transit community as a whole (including transit providers and those who fund or provide transportation benefits) and the degree to which the system starts to address unmet needs.
7. Inventorying regulations and funding streams.
8. Establishing a Transportation Ombudsmen at the state level with the duty to coordinate and facilitate efforts across state agencies.

## Alaska Community and Public Transportation Advisory Board: Strategic Plan - June 19, 2013

STRATEGIC DIRECTION		Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Apr-14	May-14	Jun-14	Resources	TEAM MEMBERS
<b>1. Developing common definitions/criteria/terminology</b>													Internet Debbi Howard FTA Publications	Jennifer Beckmann Cheryl Walsh Glenn Miller
a	Research definitions of coordination by FTA, NTD/AK DOT, Older Americans Act		15-Jul											
b	Check out service categories of state agencies related to transportation (DOL, HSS)		15-Jul											
c	Research definitions related to transportation			15-Aug										
d	Provide definitions of coordination and other relevant terms				1-Sep									
<b>2. Establishing grant/RFP conditions for funding awards</b>														
a	Collect/inventory existing RFP requirements				15-Sep									
b	Report on analysis of existing materials							15-Dec						
<b>3. Exploring solutions used by other states and municipalities (including Medicaid brokerages and creating templates and for state and locals use)</b>													Teleconference line 12 hours of meetings 288 hours of research 24 hours of writing report Printing costs Online place to store	Doug Bridges Heidi Frost Joan O'Keefe (volunteered)
a	Meet by phone once a month		x	x	x	x	x							
b	Research and report findings on 6 states per person per month		6	6	6	6								
c	Present draft report for taxi ordinances					15-Oct								
d	Present draft report for Medicaid brokerages					15-Oct								
e	Deliver Report on comparative accessible taxi ordinances, including templates						29-Nov							
f	Deliver Report describing best practices on medical ground transportation in the USA including templates						29-Nov							
<b>4. Establishing interagency (state) working group</b>													Time Administrative Support Meeting space Hosting (budget/travel)	Duane Mayes Robbie Graham Jon Sherwood
a	Establish membership criteria	30-Jun												
b	Craft group charter		31-Jul											
c	Identify qualified agencies		31-Jul											
d	Identify benefits of participating in working group		31-Jul											
e	Gain Commissioner level support for participation			15-Aug										
f	Appoint/designate 15 official members				15-Sep									
g	Convene first meeting of interagency working group				29-Sep									
h	Monthly Meetings					x	x	x	x	x	x	x		
<b>5. Educating audiences about transportation options, relevance, benefits and role of coordination as appropriate</b>													Time: Pat Branson and Jeff Ottesen DOT web/graphics staff Funding for marketing consultant \$100K	Pat Branson Jeff Ottesen DOT graphic/web staff DOT transit staff
a	Invite state agencies to attend state transit conference (incentivize as appropriate)			15-Aug										
b	Get on Alaska Municipal League fall conference meeting agenda			15-Aug										
c	Present benefits of coordination to state agency audience at transit conference					15-Oct								
d	Present benefits of coordination to Alaska Municipal League attendees						13-Nov							
e	Generate RFP to select marketing consultant to develop communication plan							15-Jan						
f	Complete marketing outline, launch coordinated transportation website (with loco)										15-Jan			
<b>6. Preparing performance measures for tracking results (C&amp;PTAB, transit community, unmet needs)</b>													Time C&PTAB members	Bill Herman Carol Wren
a	Collect multiyear data currently being collected by DOT&PF, State, Federal, Tribes						15-Nov							
b	Develop "idealized" measures we want to collect (data development agenda)							15-Jan						
c	From "definition of coordination" group, establish a scale of coordination and apply to coordination systems around the state									15-Feb				
<b>7. Establishing a transportation ombudsmen</b>														
<b>8. Inventorying regulations and funding streams</b>														
<b>C&amp;PTAB DELIVERABLES</b>				Draft Strategic Plan & Recmtdn's	Deliver Annual Funding Review	Transit Conf Engagement / Review and comment on DOT&PF LRTP	Deliver Strategic Plan & Recmtdn's	Review and comment on Alternative Fuels Findings				Prepare Draft Annual Funding Review		Chair, Board, Staff

