

## **Alaska Governor's Coordinated Transportation Task Force**

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### **Operational Guidelines**

**Reference: Administrative Order No. 254**

**ADOPTED: DECEMBER 16, 2010**

#### **1.0 Purpose**

The provision and integration of cost-effective, community-based transportation services to persons with special needs or special circumstances, such as homeless youth, is an important government function. The purpose of Administrative Order No. 254 re-establishing the Governor's Coordinated Transportation Task Force is to complete the assessment of this function and determine measures to provide these services in a cost-efficient and effective manner.

Through coordination, collaboration, and research, the Task Force will deliver a report to the Governor outlining recommendations concerning the duties set out in the Order.

#### **2.0 Coordinated Transportation Task Force Participants**

The Governor's Coordinated Transportation Task Force shall serve as the advisory committee to the Governor to develop policy and procedural recommendations for existing programs of State, federal, and local agencies that provide or coordinate community-based transportation services in communities in this state for persons with special needs or special circumstances. These programs are administered primarily through the Department of Transportation and Public Facilities, the Department of Health and Social Services, the Department of Education and Early Development, the Department of Labor and Workforce Development, the Department of Commerce, Community, and Economic Development, the Department of Military and Veterans' Affairs, the Alaska Commission on Aging, the Governor's Council on Disabilities and Special Education, the Alaska Mental Health Board, the Advisory Board on Alcoholism and Drug Abuse, the Alaska Mental Health Trust Authority, the Alaska Housing Finance Corporation, and other agencies.

##### **2.A. Composition and Representation**

The Task Force consists of nine voting members, as follows:

- The commissioner of the Department of Transportation and Public Facilities, or the commissioner's designee;
- The commissioner of the Department of Health and Social Services, or the commissioner's designee;
- The commissioner of the Department of Labor and Workforce Development, or the commissioner's designee;

- The commissioner of the Department of Commerce, Community and Economic Development, or the commissioner's designee;
- The commissioner of the Department of Education and Early Development, or the commissioner's designee;
- The commissioner of the Department of Military and Veterans' Affairs, or the commissioner's designee;
- The chair of the board of trustees of the Alaska Mental Health Trust Authority, or the chair's designee
- Five members, as follows:
  - Three of whom have expertise in the transportation needs of the following populations:
    - Senior citizens;
    - Persons with disabilities;
    - Low-income individuals;
    - Transit-dependent individuals;
  - Two of whom represent the following:
    - Municipalities;
    - Transportation providers that receive federal funding available to Indian tribes, including funds provided under 23 U.S.C. 204(j) and 49 U.S.C. 5311(c).

## **2.B. Ex officios**

Additionally, the commissioner of the Department of Transportation and Public Facilities shall invite the following agencies to name an advisor to the task force as a non-voting member:

- The United States Department of Health and Human Services;
- The Federal Transit Administration of the United States Department of Transportation;
- The United States Department of Veterans Affairs;
- A representative of the Anchorage School District or a school district within the state.

## **2.C. Chair**

The Governor shall designate the chair of the Task Force from among the voting members.

The Task Force shall elect, by a 50 percent majority vote, a vice chair to support the chair in fulfilling his/her responsibilities.

## **2.D. Subcommittees**

The Task Force may establish working subcommittees as it considers appropriate. Subcommittees may include individuals who are not members of the Task Force.

## **3.0 Duties**

The task force shall perform the following duties:

1. Gather detailed information on:
  - a. customer bases served;
  - b. the manner and type of service provided;
  - c. the costs for each program; and
  - d. the range of financing available to State, federal, and local government agencies and private entities that administer or support community-based transportation services for persons with special needs or special circumstances;
2. Analyze and make recommendations to determine improved ways agencies and private entities can coordinate and combine services to achieve cost savings in the state's largest city, Anchorage, and in other communities as the task force's resources permit;
3. Perform a needs assessment to quantify transportation demands for persons with special needs or special circumstances, and recommend the removal of barriers that prevent coordination of these services to meet those demands;
4. Generate a draft coordinated transportation action plan that articulates a shared statewide vision for human service public transportation and formulates the recommendations of the first report into outcome-based strategies;
5. Review existing federal-aid programs related to urban, rural, and tribal transit services in the state and propose recommended strategies for the Administration to pursue as part of the re-authorization of the new federal surface transportation program;
6. Recommend specific strategies to implement the urban, rural, and tribal elements of the new federal surface transportation program;
7. Propose draft legislation or other strategies that support the coordinated infrastructure use of State, federal, and local resources;
8. Propose changes in federal statutes and regulations that would allow for federal transportation activities and funding to be coordinated with the efforts of State, local, and private organizations;

9. Prepare and issue a final report, including recommendations, concerning the duties set out in this Order.

#### **4.0 Meetings**

- 4.A. The Task Force will conduct four face-to-face meetings and eight conference calls from its inception through the delivery of the Report to the Governor on December 3, 2011.
- 4.B. The Task Force may use teleconferencing or other electronic means to the extent practicable in order to gain the widest public participation at minimum cost.
- 4.C. Meetings of the Task Force shall be conducted, and notice of regular meetings provided, in accordance with AS 44.52.310 and 44.62.312 (open meetings of governmental bodies).
- 4.D. The Task Force seeks 100 percent participation of its voting members at all meetings, and recognizes that given scheduling realities, there may be instances where that level of participation is not possible.

#### **5.0 Level of Effort**

- 5.A. Task Force members will conscientiously represent the agency and/or stakeholder perspective they are designated to represent from a state-wide level.
- 5.B. Task Force members will work together and independently between meetings to fulfill duties and accomplish goals.
- 5.C. Task Force members are working as volunteers and have regular busy jobs and commitments. Still, an appointment to the Task Force is a commitment to fulfill the group's responsibility. In the event a Task Force member finds him/herself unable to commit the time required to complete the work or infuse the deliberation with agency/constituent specific information and perspective, the member should advise the chair accordingly and work with the commissioner and/or Governor's office to secure the appointment of a member who will be able to fulfill their respective Task Force responsibility.

#### **6.0 Principles of Meeting Conduct**

The following principles of meeting conduct are expected of all Task Force members.

- Everyone's participation is encouraged, welcomed and expected.
- Members will deliberately and conscientiously represent the perspective they are designated to represent on the Task Force from a statewide perspective.
- Members will diligently listen to others, seeking to understand all perspectives.
- Members will work collaboratively.

- Members will be solutions oriented.
- Members will be respectful of all individuals as participants at all times.
- Members will follow-up on assignments.
- Members will come to meetings and conference calls prepared to participate and honor time constraints.
- Members will practice productive participation and listening skills during meetings and conference calls, avoiding: interruptions, monopolizing conversations, side conversations, cell phones and sending e-mails.
- Task Force meetings and conference calls are open to all individuals who are interested in participating in a listening capacity.

## **6.0 Staff Support**

- 6.A. The Manager of the Statewide Transportation Plan and Transit Program at the Department of Transportation and Public Facilities operates as the Task Force project coordinator.
- 6.B. The Department of Transportation and Public Facilities contracts with a facilitation professional to support the Task Force, provide for the equitable participation of all participants, develop agendas, design discussion processes, provide meeting documentation, coordinate subcommittee efforts, and prepare the draft report on the group's behalf.

The facilitator shall produce a meeting summary within 5 working days of a meeting which summarizes the meeting process, participation, discussion themes, outcomes and action items.

The facilitator shall distribute draft meeting agendas no less than two weeks prior to a meeting [that agenda may continue to be refined up to the meeting date].

## **7.0 Quorum Requirement**

A majority of appointed voting members of the Task Force constitutes a quorum for conducting business. Participation by teleconference will be provided for upon the request of any member and that participation contributes to the quorum count.

## **8.0 Alternates**

There shall be no alternates with full group privileges unless specifically designated so by the Governor. Bringing in counterparts to listen to the discussion at any given time is allowed and acceptable. Only the formal delegates will have a "vote" in the process.

## **9.0 Decision-Making**

All decisions will be made by consensus to the extent practical. Consensus is a process whereby all inputs have been acknowledged and considered in the process. The outcome is one that each individual on the Task Force supports. In the event that a member cannot support the outcome of the Task Force process, a minority opinion may be expressed to articulate the reason for that concern.

## **10.0 Reporting**

By December 3, 2011, the Task Force will deliver a report to the Governor, signed by all of the Task Force member representatives, which articulates the Task Force.

## **11.0 Reimbursements**

Task Force members do not receive compensation as a member of the Task Force. Members of the Task Force who are not State, federal, or local government employees are entitled to per diem and travel expenses in the same manner permitted for members of State boards and commissions. Per diem and travel expenses for a member of the Task Force who is a representative of a government agency are the responsibility of that agency.

Task Force members will make their own travel arrangements as far as advance as possible of a specific meeting date.

## **11.0 Public Input**

The Task Force will provide at least 30 minutes at each meeting for public comment on their deliberations. That number may be divided by the number of individuals who wish to speak. All interested individuals are also encouraged to provide their comments in writing.

To listen in on conference calls, individuals can sign up with the Program Coordinator no less than two working days prior to the meeting. The Program Coordinator will arrange for and communicate the contact information for a Legislative Information Office location in their area from which they can listen to the call.