

Coordinated Public Transit-Human Services

Transportation Plan

For Ohio, Marshall and Wetzel Counties

**January, 2007**

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## I. Introduction

In August of 2005, Congress passed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), reauthorizing the surface transportation act. As part of this reauthorization, grantees under the Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access and Reverse Commute (JARC) (Section 5316), and New Freedom Initiative (Section 5317) grant programs must meet certain requirements in order to receive funding for Fiscal Year 2007 (beginning 10/01/06) and beyond.

One of the SAFETEA-LU requirements is that projects from the programs listed above must be part of a “locally developed coordinated public transit-human services transportation plan.” This plan is required to be developed through a process that includes representatives of public, private and non-profit transportation services, human services providers and the general public.

Bel-O-Mar Regional Council has taken the lead for developing this plan for Ohio, Marshall and Wetzel counties in West Virginia. Also participating in this plan were: Ohio Valley Regional Transportation Authority, Family Service - Upper Ohio Valley (Ohio Co. Senior Center), Marshall County Senior Center, Wetzel County Senior Center, CHANGE, Inc. (Marshall Co.), Northwood Health Systems, Inc., The Seeing Hand (Workshop for the Blind), Faith in Action Caregivers, Altenheim Resource Center, Northwestern Area Agency on Aging, WORKFORCE WV Region 5, and Department of Vocational Rehabilitation Services.

The duration of this Plan is expected to be four years. The overall MPO Transportation Plan is anticipated to be adopted by August, 2007. Appropriate documentation herein will be incorporated into the Transportation Plan. Any project deemed consistent with this Plan should be processed in accordance with the corresponding application procedures without the need for any Plan revision. The Plan will only be modified if a justified need is established. As appropriate, projects will be included in the Belmont-Ohio-Marshall Transportation Study (BOMTS) Transportation Improvement Program (TIP). As Wetzel County is outside the BOMTS area, appropriate documentation will be incorporated in the Statewide Transportation Improvement Program.

This plan has been adopted in accordance with Bel-O-Mar’s regular process. The Bel-O-Mar Regional Council/BOMTS Policy Committee meets quarterly, with the Executive Committee meeting on an as-needed basis, with full policy authority. As necessary, revisions may be acted upon by either board.

## **II. The Federal Transit Administration (FTA) Programs**

As noted in the Introduction, SAFETEA-LU requires that projects from three of the Federal Transit Administration (FTA) programs must be part of this locally developed coordinated public transit-human services transportation plan. Provided below is background information regarding the three specified programs.

### **A. Elderly Individuals and Individuals with Disabilities (Section 5310)**

The Section 5310 program was established in 1975 as a discretionary capital assistance program. In cases where public transit was inadequate or inappropriate, the program awarded grants to private non-profit organizations to serve the transportation needs of elderly persons and persons with disabilities. FTA (then the Urban Mass Transportation Administration, UMTA) apportioned the funds among the States by formula for distribution to local agencies, a practice made a statutory requirement by the Intermodal Surface Transportation Efficiency Act (ISTEA). In the early years of the program, many of the subrecipient non-profit agencies used the vehicles primarily for transportation of their own clients. Funding for the Section 16(b)(2) program, as it was then known, ranged between \$20-35 million annually until the passage of ISTEA in 1992, when it increased to the \$50-60 million range. ISTEA also introduced the eligibility of public agencies under limited circumstances to facilitate and encourage the coordination of human service transportation. Increasingly, FTA guidance encouraged and required coordination of the program with other Federal human service transportation programs. In lieu of purchasing vehicles, acquisition of service in order to promote use of private sector providers and coordination with other human service agencies and public transit providers was made an eligible expense under ISTEA. Other provisions of ISTEA introduced the ability to transfer flexible funds to the program from certain highway programs and the flexibility to transfer funds from the Section 5310 program to the rural and urban formula programs.

The goal of the Section 5310 program is to improve mobility for elderly individuals and individuals with disabilities throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of elderly individuals and individuals with disabilities in all areas - urbanized, small urban, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of Federal resources.

A local subrecipient may be a private non-profit organization, if the public transportation service provided is unavailable, insufficient, or inappropriate; or a governmental authority that is approved by the State to coordinate services for elderly individuals and individuals with disabilities or certifies that there are not any non-profit organizations readily available in the area to provide the services.

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(a)(1) to support the provision of transportation services to meet the special needs of elderly persons and persons with disabilities.

## **B. Job Access and Reverse Commute (JARC) (Section 5316)**

The Job Access and Reverse Commute (JARC) program has had a dramatic impact on the lives of thousands of welfare recipients and low-income families, helping individuals successfully transition from welfare to work and reach needed employment support services such as childcare and job training activities. JARC was established as part of the Transportation Equity Act for the 21st Century (TEA-21), passed in 1998, to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to get and keep jobs. With many new entry-level jobs located in suburban areas, low-income and/or welfare recipients have found it difficult to access these jobs from their inner city, urban and rural neighborhoods on a daily basis. Further, many entry-level jobs require working late at night or on weekends when conventional transit services in many communities are either reduced or non-existent. Finally, many employment-related trips are complex for low-income persons, often involving multiple destinations, including reaching childcare facilities and other services as part of the work trip.

Section 3037 of TEA-21 required that JARC project selection be made through a national competition based on statutorily specified criteria. FTA conducted competitions and selected projects for funding appropriated in FY 1999-2002. However, beginning in FY 2000, Congress also began designating specific projects and recipients to receive JARC funding in the conference reports accompanying the annual appropriations acts, and directed FTA to honor those designations with statutory language specifying that “notwithstanding any other provision of law, projects and activities designated [in the conference reports] shall be eligible for funding.” Each year, more projects were Congressionally designated until finally all JARC project funding was allocated to Congressionally designated projects and recipients. Although SAFETEA-LU repealed Section 3037 of TEA-21 and substituted the new provisions of 49 U.S.C. 5316, those projects designated by Congress under Section 3037 and not yet obligated remain available to the project for obligation under the terms and conditions of Section 3037.

As required under TEA-21, FTA and the Government Accountability Office (GAO) undertook a number of special studies and evaluations intended to provide an overview of the program accomplishments and to identify challenges the grant recipients faced. FTA required substantial data reporting from grantees to support the evaluation of what was then considered a pilot program.

With the passage of SAFETEA-LU, JARC funding is allocated by formula to States for areas with populations below 200,000 persons, and to designated recipients for areas with populations of 200,000 persons and above. The formula is based on the number of eligible low-income and welfare recipients in urbanized and rural areas.

The formula-based program is intended to provide an equitable funding distribution to States and communities as well as stable and reliable funding in order to implement locally developed, coordinated public transit-human services transportation plans. FTA continues to provide maximum flexibility to communities in designing plans and projects to meet the transportation needs of low-income individuals and welfare recipients.

The goal of the JARC program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals throughout the

country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals in all areas - urbanized, small urban, and rural. The program requires coordination of federally assistance programs and services in order to make the most efficient use of Federal resources.

In nonurbanized areas or small urban areas under 200,000 in population, the designated recipient is the State agency designated by the chief executive officer of a State to receive and apportion amounts under JARC that are attributable to the State for small urbanized and nonurbanized areas.

A subrecipient may be a local government authority, non-profit organization, or operator of public transportation services that receives a grant under JARC indirectly through a recipient.

Funds are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment.

### **C. New Freedom Program (Section 5317)**

The New Freedom Program is a new program authorized in SAFETEA-LU to support new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990.

The New Freedom Program grew out of the New Freedom Initiative introduced by the Administration under Executive Order 13217, "Community-Based Alternatives for Individuals with Disabilities," on June 18, 2001. The Order states: "The United States is committed to community-based alternatives for individuals with disabilities and recognizes that such services advance the best interests of the United States" and calls upon the Federal government to assist States and localities to swiftly implement the decision of the United States Supreme Court in *Olmstead v. L.C.*

Executive Order 13217 directed six Federal agencies, including the Departments of Justice, Health and Human Services, Education, Labor, Housing and Urban Development and the Social Security Administration to "evaluate the policies, programs, statutes and regulations of their respective agencies to determine whether any should be revised or modified to improve the availability of community-based services for qualified individuals with disabilities." The Departments of Transportation and Veterans Affairs, the Small Business Administration, and the Office of Personnel Management, though not named in the Executive Order, also joined in the implementation effort. Together, these agencies formed the Interagency Council on Community Living under the leadership of the U.S. Department of Health and Human Services.

Individuals who are transportation-disadvantaged face different challenges in accessing services depending on whether they live in urban, rural, or suburban areas. The geographic dispersion of transportation-disadvantaged populations also creates challenges for human service programs hoping to deliver transportation for their passengers.

Over the years, in response to these challenges, Federal, State and local governments, and community-based organizations created specialized programs to meet particular transportation needs. At the Federal level alone, there are at least 62 separate programs, administered by eight Federal departments, and even more agencies, that provide special transportation services to individuals with disabilities, older adults, and people with low incomes. Most of these are human service programs that fund limited transportation services to provide eligible participants with access to particular services, such as job training, health care, senior centers, or rehabilitation programs.

The President has included funds for the New Freedom program in the annual budget request to Congress since FY 2003; however, it was not until the enactment of SAFETEA-LU that funding was authorized by Congress. Funding was first appropriated for the transportation provision in FY 2006. The New Freedom program is intended to fill the gaps between human service and public transportation services previously available and to facilitate the integration of individuals with disabilities into the workforce and full participation in the community.

The New Freedom formula grant program aims to provide additional tools to overcome existing barriers facing Americans with disabilities seeking integration into the work force and full participation in society. Lack of adequate transportation is a primary barrier to work for individuals with disabilities. The 2000 Census showed that only 60% of people between the ages of 16 and 64 with disabilities are employed. The New Freedom formula grant program seeks to expand the transportation mobility options available to persons with disabilities beyond the requirements of the Americans with Disabilities Act of 1990.

In nonurbanized areas or small urban areas under 200,000 in population, the designated recipient is the State agency designated by the chief executive officer of a State to receive and apportion amounts under New Freedom that are attributable to the State for small urbanized and nonurbanized areas.

A subrecipient may be a local governmental authority, non-profit organization, or operator of public transportation services that receives a grant under the New Freedom program indirectly through a recipient.

New Freedom program funds are available for capital and operating expenses that support **new public transportation services beyond those required by the ADA and new public transportation alternatives beyond those required by the ADA** designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services.

### III. The Study Area

The study area for this plan is Ohio, Marshall and Wetzel Counties in West Virginia. As part of the plan development process, an effort was undertaken to identify any concentrations of the targeted population groups which relate to the specified FTA programs. In brief, these groups are as follows:

- Section 5310 - elderly individuals and individuals with disabilities
- Section 5316 - welfare recipients and low-income individuals
- Section 5317 - individuals with disabilities

In consideration of the resources available to prepare this plan, a decision was made to utilize readily available census data for the year 2000 as a means to identify any concentrations of the targeted groups. Similar to prior MPO efforts to address environmental justice issues in the Wheeling urbanized area, a data analysis process was established utilizing Bel-O-Mar's geographic information system (GIS). The relevant data is as follows:

- population
- population 5 and older
- occupied housing units
- occupied housing units with no auto available
- below poverty level population
- minority population
- population 65 and older
- total mental and physical disabilities

While the data does not specifically match the criteria applied to the appropriate FTA programs, in terms of program eligibility and fund distribution formulas, the data selected is consistent with the intent of identifying targeted population groups that are typically associated with mobility problems.

The analysis was undertaken at the census tract level for each of the counties individually. Census tracts that exceeded the county average by 150% or greater were identified in the following categories:

- below poverty level
- population 65 and over
- minority population
- no auto available
- physical and mental disabilities

For each census tract, the number of categories exceeding the county average by 150% was determined. The basic data utilized for the analysis is shown on the following page, at the tract level, along with the county totals. The next table identifies the categories for each tract which exceeded the 150% and greater criteria. Also shown is the average percentage for each of the five categories at the county level.

**Basic Data for Census Tracts Within Ohio, Marshall and Wetzel Counties**

Tract	Population	Population 5 and Older	Occ Housing Units	No Vehicle	Population BPL*	Minority Population	Population 65 and Older	Total Mental and Physical Disabilities
1	527	527	279	212	287	97	178	182
2	3,622	3,488	1,562	256	455	44	791	471
3	1,789	1,677	786	101	355	182	197	191
4	1,117	1,020	555	168	454	69	130	243
5	1,665	1,561	700	107	332	123	273	277
6	1,463	1,365	626	159	361	75	179	279
7	1,434	1,325	681	335	682	493	231	325
8	564	555	259	150	201	186	144	199
13	1,631	1,537	657	86	169	0	337	202
14	3,752	3,638	1,470	323	336	154	992	565
15	2,915	2,766	1,157	40	174	91	585	277
16	2,355	2,244	1,012	69	160	114	541	138
17	1,763	1,717	769	25	183	20	483	191
18	5,356	5,072	2,379	275	676	174	1,175	869
19.01	2,651	2,481	1,127	58	58	50	535	312
20	5,022	4,692	1,930	66	676	8	672	472
21	4,189	3,992	1,343	78	473	29	440	374
22	2,785	2,637	1,069	62	367	41	315	325
24	1,056	986	571	240	355	68	201	225
25	1,771	1,708	801	158	339	12	468	431
202	2,433	2,347	1,132	327	538	0	639	713
205	1,571	1,486	707	153	336	15	328	290
206	1,937	1,856	865	139	398	6	439	387
207.02	1,566	1,505	696	43	102	7	363	201
208	5,327	5,008	2,072	182	969	5	843	949
209	5,632	5,292	1,991	58	839	69	415	1,008
210	6,621	6,306	2,754	249	1,040	88	1,170	1,201
211	5,692	5,341	2,249	147	933	38	1,033	816
212	4,740	4,477	1,741	72	614	20	542	473
48	2,576	2,454	1,064	236	569	9	511	733
304	3,205	3,062	1,292	138	709	0	532	729
305	4,406	4,153	1,720	134	970	25	619	819
306	2,797	2,610	1,158	85	451	0	485	426
307	4,709	4,433	1,930	207	765	23	723	959

\* The universe for BPL persons is all people except unrelated individuals under age 15.

**County Totals**

County	Population	Population 5 and Older	Occ Housing Units	No Vehicle	Population BPL*	Minority Population	Population 65 and Older	Total Mental and Physical Disabilities
Ohio County	47,427	44,988	19,733	2,968	7,093	2,030	8,867	6,548
Marshall County	35,519	33,618	14,207	1,370	5,769	248	5,772	6,038
Wetzel County	17,693	16,712	7,164	800	3,464	57	2,870	3,666

### Census Tracts Within Ohio, Marshall and Wetzel Counties by Selected Criteria Exceeding County Average

Tract	No Auto Available		Below Poverty Level		Minority Population		Population 65 +		Physical & Mental Disabilities		Number of	
	100 to 149%	150% & Over	100 to 149%	150% & Over	100 to 149%	150% & Over	100 to 149%	150% & Over	100 to 149%	150% & Over	100 to 149%	150% & Over
1		X		X		X		X		X	0	5
2	X						X				2	0
3			X			X					1	1
4		X		X	X					X	1	3
5	X		X			X			X		3	1
6		X		X	X				X		2	2
7		X		X		X				X	0	4
8		X		X		X	X			X	1	4
13							X				1	0
14	X						X		X		3	0
15							X				1	0
16					X		X				2	0
17							X				1	0
18							X		X		2	0
19.01							X				1	0
20											0	0
21											0	0
22											0	0
24		X		X		X	X			X	1	4
25	X		X				X			X	3	1
202			X					X		X	1	2
205			X		X		X		X		4	0
206			X				X		X		3	0
207.02		X					X				1	1
208	X		X						X		3	0
209		X				X			X		1	2
210	X					X	X		X		3	1
211	X		X				X				3	0
212		X									0	1
48			X		X		X		X		4	0
304	X		X				X		X		4	0
305	X		X			X					2	1
306		X					X				1	1
307	X					X					1	1
<b>County</b>	<b>Average</b>		<b>Average</b>		<b>Average</b>		<b>Average</b>		<b>Average</b>			
Ohio	15.0%		15.8%		4.3%		18.7%		14.6%			
Marshall	9.6%		16.6%		0.7%		16.3%		18.0%			
Wetzel	11.2%		19.8%		0.3%		16.2%		21.9%			

Only one census tract out of 34 tracts, exceeded the 150% criteria for all five categories. This tract is the downtown area of the City of Wheeling in Ohio County. Three additional tracts were identified where the 150% criteria was exceeded in four categories. These three tracts are located adjacent to the downtown area of the City of Wheeling. In all three cases, the category for which the criterion was not met was population 65 and greater.

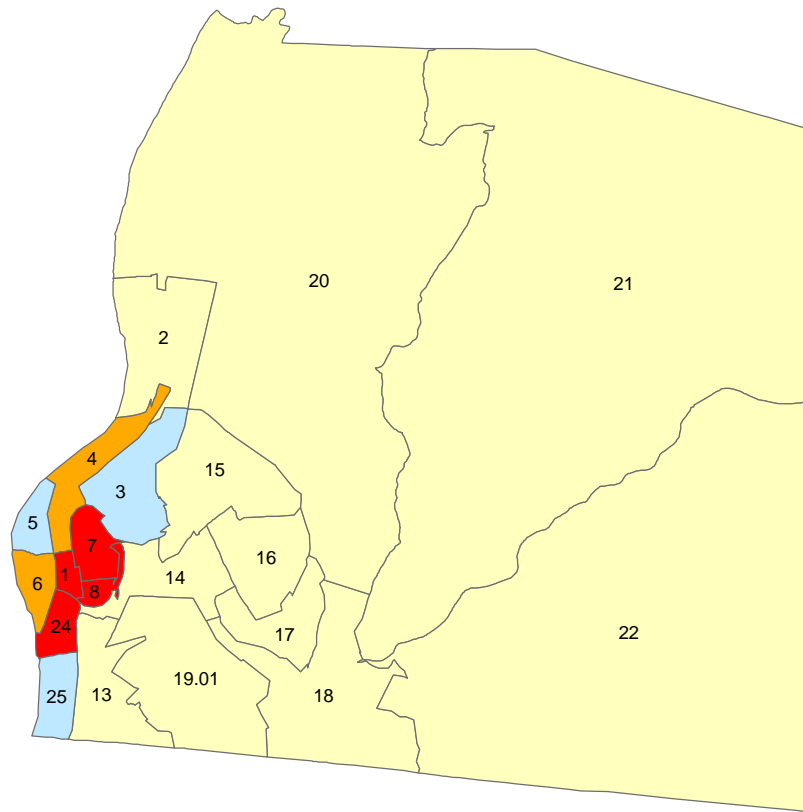
In addition to the four tracts identified above, two additional tracts in Ohio County exceeded the criteria in at least two categories. As expected, the results of the analysis were consistent with the MPOs prior analysis regarding environmental justice.

In Marshall County, two tracts were identified where the criteria was exceeded in two categories. The first is the urbanized area of Moundsville where the population 65 and greater and physical and mental disabilities criteria were exceeded. The second is a large primarily rural tract south of Moundsville where minority population and no auto available criteria were exceeded.

In Wetzel County, none of the five tracts had two or more categories where the 150% criteria was exceeded. This should not be construed to indicate that mobility is not an issue in Wetzel County. In that there are only five tracts, the probability of any tract meeting the 150% or greater criteria is less than that of any given area with more tracts. Further, as Wetzel County is primarily rural, the results are consistent with the rural portions of Ohio and Marshall Counties.

On the following pages are color coded maps depicting the results of the analysis, for each county, followed by a map of the entire study area.

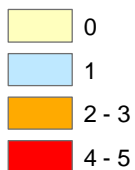
While the analysis was not undertaken with the intent of identifying any specific project, it provides an indication of where mobility issues may be of a greater concern. In this case, the Central Business District (CBD) of the City of Wheeling, and adjacent areas, clearly stand out as an area of concern during the development of the plan. It is also recognized that the Wheeling CBD is also the hub of the transit service provided by the Ohio Valley Regional Transportation Authority (OVRTA).

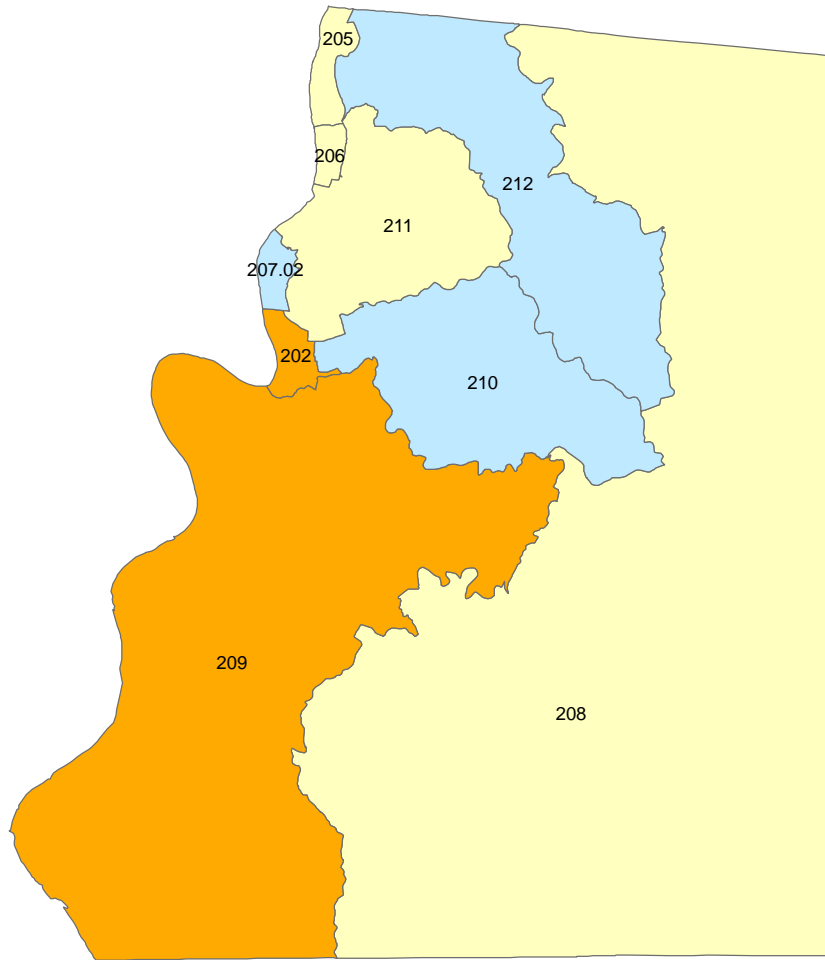


Tract	Population	Population 5 and Older	Occ Housing Units	No Vehicle	Population BPL	Minority Population	Population 65 and Older	Total Mental and Physical Disabilities
1	527	527	279	212	287	97	178	182
2	3622	3488	1562	256	455	44	791	471
3	1789	1677	786	101	355	182	197	191
4	1117	1020	555	168	454	69	130	243
5	1665	1561	700	107	332	123	273	277
6	1463	1365	626	159	361	75	179	279
7	1434	1325	681	335	682	493	231	325
8	564	555	259	150	201	186	144	199
13	1631	1537	657	86	169	0	337	202
14	3752	3638	1470	323	336	154	992	565
15	2915	2766	1157	40	174	91	585	277
16	2355	2244	1012	69	160	114	541	138
17	1763	1717	769	25	183	20	483	191
18	5356	5072	2379	275	676	174	1175	869
19.01	2651	2481	1127	58	58	50	535	312
20	5022	4692	1930	66	676	8	672	472
21	4189	3992	1343	78	473	29	440	374
22	2785	2637	1069	62	367	41	315	325
24	1056	986	571	240	355	68	201	225
25	1771	1708	801	158	339	12	468	431

### Ohio County Target Census Tracts

#### Categories 150% Greater than County Average



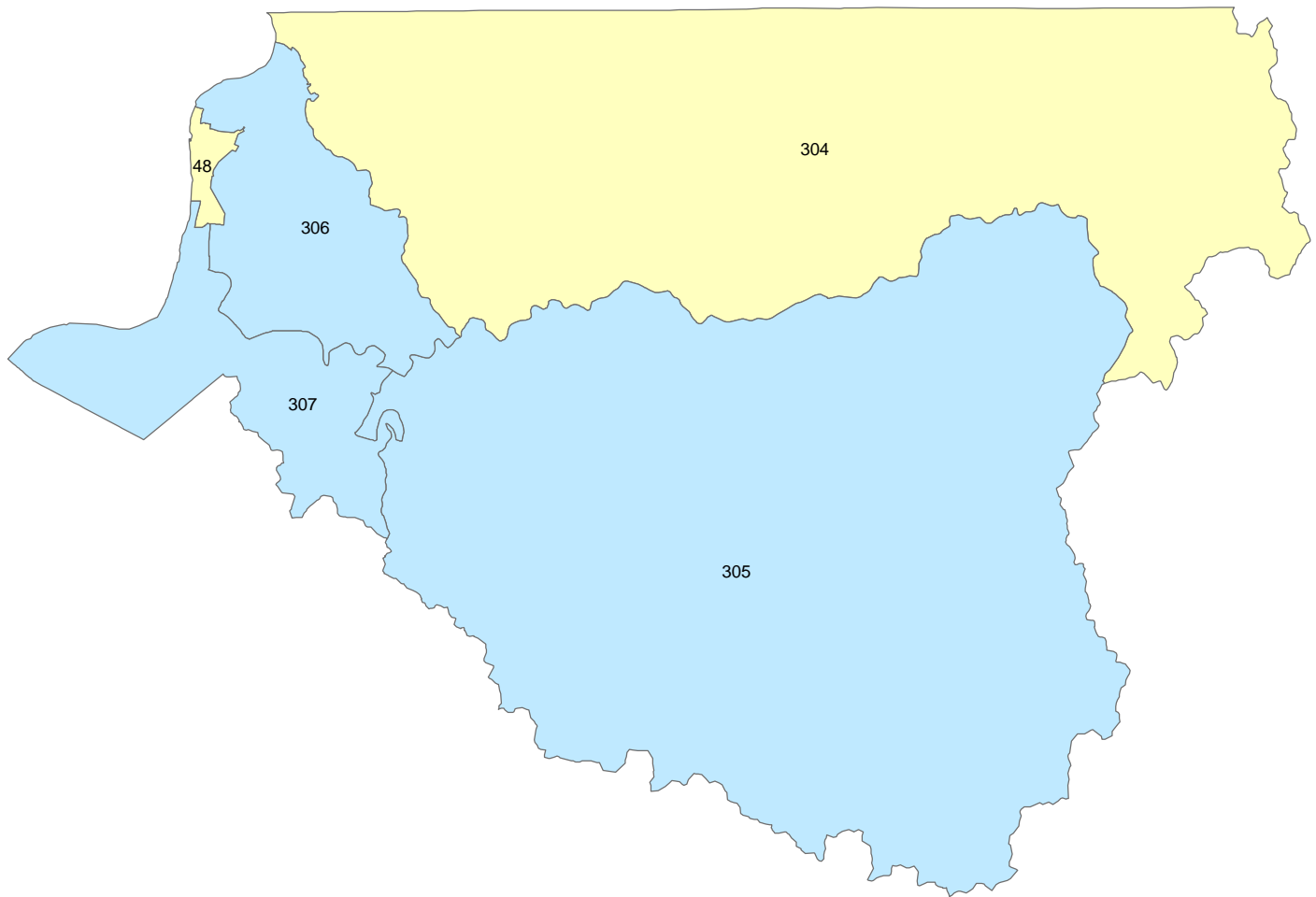


Tract	Population	Population 5 and Older	Occ Housing Units	No Vehicle	Population BPL	Minority Population	Population 65 and Older	Total Mental and Physical Disabilities
202	2433	2347	1132	327	538	0	639	713
205	1571	1486	707	153	336	15	328	290
206	1937	1856	865	139	398	6	439	387
207.02	1566	1505	696	43	102	7	363	201
208	5327	5008	2072	182	969	5	843	949
209	5632	5292	1991	58	839	69	415	1008
210	6621	6306	2754	249	1040	88	1170	1201
211	5692	5341	2249	147	933	38	1033	816
212	4740	4477	1741	72	614	20	542	473

**Marshall County Target Census Tracts**  
**Categories 150% Greater than County Average**

- 0
- 1
- 2





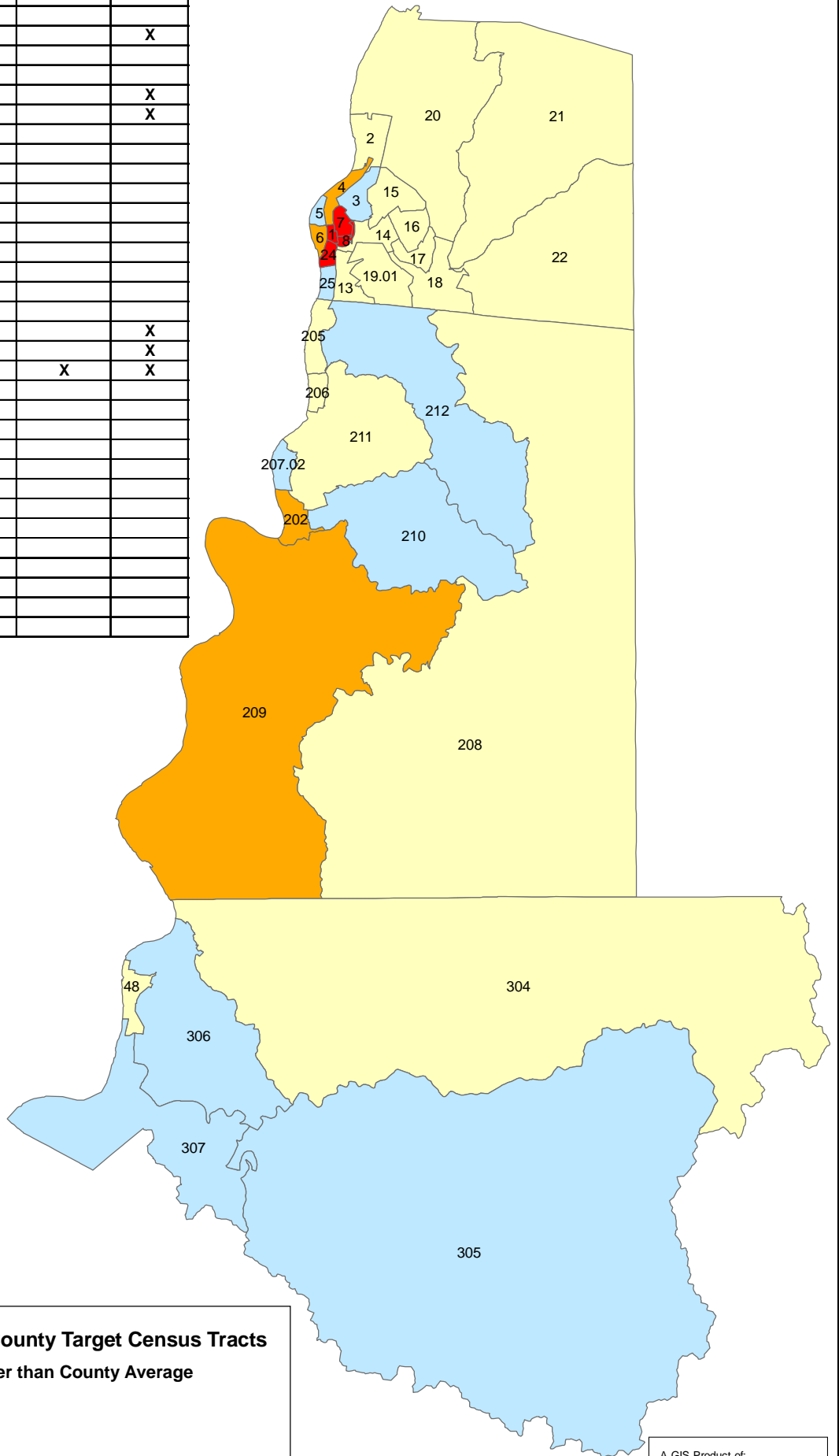
Tract	Population	Population 5 and Older	Occ Housing Units	No Vehicle	Population BPL	Minority Population	Population 65 and Older	Total Mental and Physical Disabilities
48	2576	2454	1064	236	569	9	511	733
304	3205	3062	1292	138	709	0	532	729
305	4406	4153	1720	134	970	25	619	819
306	2797	2610	1158	85	451	0	485	426
307	4709	4433	1930	207	765	23	723	959

**Wetzel County Target Census Tracts**  
**Categories 150% Greater than County Average**

0 (Yellow)

1 (Light Blue)

	Tract	No Veh	Pop BPL	Minority	Pop 65 & >	Disabled	
Ohio	1	X	X	X	X	X	
	2						
	3			X			
	4	X	X			X	
	5			X			
	6	X	X				
	7	X	X	X		X	
	8	X	X	X		X	
	13						
	14						
	15						
	16						
	17						
	18						
	19.01						
	20						
	21						
	22						
	24	X	X	X		X	
	25					X	
	Marshall	202				X	X
		205					
		206					
		207.02	X				
		208					
209		X		X			
210				X			
Wetzel	211						
	212	X					
	48						
	304						
	305			X			
306	X						
307			X				



**Ohio, Marshall and Wetzel County Target Census Tracts**

Categories 150% Greater than County Average

- 0
- 1
- 2 - 3
- 4 - 5

## **IV. Outreach Efforts**

### **A. Identifying the Stakeholders**

A list of potential stakeholders was developed based on the master list included in the tool kit provided by the West Virginia Division of Public Transit. The mailing list included all agencies within the three county area of Ohio, Marshall and Wetzel Counties who currently provide any type of transportation service or who may have clients needing transportation services. Also included were:

1. Agencies who completed the 2005 West Virginia Coordinated Action Plan completed by WVDOT.
2. Agencies listed in the 2006 WV Transportation Provider Directory for the designated counties.
3. Agencies listed in the “ElderGuide” Resource Directory published by the Northwestern Area Agency on Aging, Region I for the three designated counties who provide services to the elderly and disabled and individuals who qualify as low income including housing authorities, DHHR offices, FRN’s, homeless shelters, etc.
4. Agencies listed in the local phone directory including child care centers, mental health facilities, hospitals, nursing homes and assisted living facilities as well as home health agencies.
5. Local city and county officials including mayors, city managers and county commissioners.

A list of the agencies including the name, address and contact person is shown in Appendix A.

In an effort to secure additional input and participation, a Notice of a Public Meeting was published in the Wheeling News Register and Wheeling Intelligencer on Thursday, August 31, 2006 and Thursday, September 14, 2006. A corresponding press release was also sent to the Moundsville Echo, Wetzel County Chronicle and the Martins Ferry Times Leader. This Notice of a Public Meeting was also posted on the WV Secretary of State’s website.

Copies of the Public Notice, press release and confirmation notice from the Secretary of State’s Office are shown in Appendix B.

### **B. Surveys**

The stakeholders noted above were sent a copy of a survey on August 9, 2006 and were asked to complete and return the survey to Bel-O-Mar by September 1, 2006.

The survey followed the outline of the survey provided in the toolkit. A copy is included in Appendix C. A total of 103 surveys were sent to multiple agencies within Ohio, Marshall and Wetzel counties. Of those 103, 8 provide services in Ohio County only, 4 provide services in Marshall County only and 4 provide services in Wetzel County only. Seventeen of the agencies serve multiple counties. For those 103 surveys, 2 provide transportation services only and 11 provide transportation services in addition to other social services. Of the 103, 31 of the agencies are social service agencies which included transportation services primarily to their clients.

There is only one Regional Transportation Authority in the three county region. This Authority operates a fleet of 13 buses (peak demand of 10) in parts of Ohio and Marshall counties. They also provide handicapped accessibility through their AdVANtage program, utilizing two vans (usual demand of one van on most days). To date, they have been able to meet essentially all requests for assistance by people with special needs.

The three county senior centers operate a fleet of 6 - 7 vehicles per county. One other social service agency operates a fleet of 29 vans primarily for their clients only in a two county area. One agency in another region operates a van in Marshall County on a part time basis. One faith based organization provides transportation services with the use of volunteers using their private vehicles to transport people for doctor appointments and grocery shopping in two of the counties in this region.

A list of agencies who returned a survey is also included in Appendix C.

### **C. Meetings**

The first public meeting was held on Wednesday, October 4, 2006 at the Altenheim Resource and Referral Center, 1359 National Road, Wheeling, WV. Everyone who returned a completed survey was invited to attend. In addition, a public meeting notice was published in various area newspapers. Thirteen people from various agencies in the three county area attended the October 4, 2006 meeting. At each meeting everyone was introduced and explained what agency they were affiliated with and what services they provide and what their interest was in transportation services. It was discussed and decided that all future meetings would be held at the Altenheim Resource Center due to handicapped accessibility, convenient location and no parking issues.

The second meeting was held on Wednesday, November 1, 2006 at the Altenheim Resource Center with 13 in attendance. They received an agenda and minutes from the previous meeting in addition to a list of attendees from the previous meeting. Again, everyone had the opportunity to introduce themselves and explain their interest in transportation issues.

The final meeting was held on Wednesday, December 6, 2006 at the Altenheim Resource Center. They received an agenda along with the minutes from the previous meeting and a list of attendees from past meetings. A draft of the Coordinated Plan was distributed to those in attendance. Appendix D includes copies of meeting notices, agendas and minutes of the meetings, along with a list of attendees and their contact information.

## **V. Assessment of Available Services**

### **A. Summary of Returned Surveys**

#### **Ohio County**

Public transportation services are provided in Ohio County by the Ohio Valley Regional Transportation Authority (OVRTA) who operates an active fleet of 13 buses and two vans. Their funding sources include: 5307, 5309, Division of Public Transit, County Commission, fares and voter approved levies. Thus far, OVRTA has essentially met 100% of the request for special transportation by the Advantage Van and has been able to maintain its existing routes and service with the entire fleet. They operate primarily Monday through Saturday between the hours of 6:00 a.m. and 6:30 p.m. with fixed routes within the two county area (Ohio and Marshall) of West Virginia and one county (Belmont) in the State of Ohio.

Also in Ohio County, Family Service - UOV (Ohio County Senior Center) provides transportation services utilizing six vans to seniors and the disabled in addition to low income who are age eligible for their programs through various fixed routes within Ohio County to transport them to downtown Wheeling and the Ohio County Senior Center. They also provide transportation to doctor appointments and grocery shopping Monday through Friday between 8:00 a.m. and 3:00 p.m. by advanced reservation. Their funding sources include 5310, Title III-B, Non-emergency Medicaid, Bureau of Senior Services, Division of Public Transit, Local CDBG and donations.

A few of the elderly high rises within Ohio County provide transportation to their residents on an availability basis.

Northwood Health Systems has a fleet of 29 vans and provide transportation for their mental health clients as needed 24 hours a day, seven days a week, depending on the program they are involved in, in the three county area of Ohio, Marshall and Wetzel counties. Their funding sources include: Section 5310 and Non-emergency Medicaid.

One faith-based organization, Faith in Action Caregivers, provides transportation through volunteers using their personal vehicles. They provide transportation to older adults and people with disabilities in Ohio, Marshall and Belmont Counties at no charge to the consumer regardless of the consumer's income level. Services provided include escorted transportation to medical appointments, shopping, errands, meetings and church services among other transportation needs. Transportation is also available for medical appointments outside the three-county area (Pittsburgh, Morgantown, Steubenville, Weirton, Columbus, Cleveland, etc.). Requests are met based upon the availability of volunteer caregivers. The organization is not able to transport individuals who are unable to transfer from a wheelchair to a car. All services provided are available seven days a week and at all hours.

Some of the social service agencies depend on OVRTA or senior center vans to transport their clients when necessary.

The local housing authority in Ohio County provides limited transportation services to their residents. The local hospital also provides limited transportation services to their patients with limited hours.

There are three cab companies providing service in Ohio County twenty four hours a day, seven days a week.

## **Marshall County**

OVRTA provides limited transportation services to the communities of Benwood and McMechen in northern Marshall County, using the fleet described under Ohio County.

The Marshall County Senior Center has 7 vans that provide limited transportation for seniors and disabled clients Monday through Friday between 8:00 a.m. and 3 :00 p.m. with advanced reservations. Their funding sources include: 5310, Title III-B, Bureau of Senior Services and Division of Public Transit, County Commission and donations.

Change, Inc. provides transportation services in Marshall County by advanced reservations five days a week, Monday thru Friday, except Easter, Thanksgiving, Christmas and New Years Day, between 7:00 a.m. and 9:00 p.m. They contract with Department of Health and Human Resources to provide transportation services to their clients. Their funding sources include: 5316, Non-emergency Medicaid and local fares.

See Ohio County for services provided by Northwood Health Systems.

The local cab companies provide some service in Marshall County 24 hours a day, 7 days a week on an as needed and availability basis.

## **Wetzel County**

Wetzel County's transportation services are limited to the Wetzel County Committee on Aging (senior center) who operates 7 vans, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m., with a fixed route for persons coming to the senior center for programs and for doctor appointments and grocery shopping by advanced request. Their funding sources include: Section 5310, Title III-B, Non-emergency Medicaid, Bureau of Senior Services, Lottery funds and donations.

The local cab company has three vehicles that they operate on an on-call basis 24 hours a day, 7 days a week. They are currently in the process of changing ownership so there is some transition taking place which may limit their availability.

## **VI. Assessment of Transportation Needs**

### **A. Demographic Assessment**

Section III described an analysis process for identifying the targeted population groups for the specified FTA programs. Based on the analysis, the following conclusions can be made with respect to demographics of the area.

- Ohio County is the only county where census tracts were identified where the below poverty level population exceeded the county average by 150%. Six such tracts were identified, all within the City of Wheeling.
- Of the six tracts identified above all six were also identified as meeting the 150% criterion for no vehicle available.
- Only two tracts were identified where the 150% criterion of population 65 and older was met - one in the City of Wheeling and one in the City of Moundsville.
- For the disabled criterion, seven tracts were identified - six in the City of Wheeling and one in the City of Moundsville.
- Ohio County had the largest raw population for all five population groups and three of the five based on countywide percentage.

Based on the analysis of the population based data, the central business district and adjacent areas of the City of Wheeling would have the most prominent mobility issues within the three county study area. Fortunately, this area is served by the Ohio Valley Regional Transportation Authority (OVRTA). However, access to jobs outside the OVRTA service area, as well as trips outside the normal operating hours of the OVRTA, would remain a concern.

As each of the county senior programs have received vans through the Section 5310 program, and only two areas of concentrated population of 65 and older were identified, only hours of operation of transportation services provided by the senior programs would be a concern, unless the demand for services cannot be met with available vehicles.

### **B. Stakeholder Assessment**

Based on input provided by participants at the local meetings or by direct mailings to Bel-O-Mar, a range of mobility issues have been identified. The issues include gaps in service, operational limitations, funding and legal concerns. In no particular order, the following issues were identified.

- A Section 5310 van operated by the Wetzel County Committee on Aging cannot be operated as proposed due to the suspension system. Roadway grade limits the use of the vehicle as the suspension system scrapes. The van is only being used in relatively level areas.

- The demand for lift equipped van service in Wetzel County has been increasing.
- An additional van is needed for the Pine Grove area of Wetzel County.
- Wheeling Dialysis Center patients from all three counties have difficulty in obtaining transportation services during late afternoon and early evening hours.
- Family Service operating in Ohio County is having to deny requests for services due to a lack of funds which also affects their service hours. Training drivers and retaining drivers are ongoing concerns. Liability was considered a concern for most agencies in sharing or loaning a van to another agency. Driver training for one agency may not be adequate, or lacking, for transporting a certain client group. The driver may be physically limited as well.
- The passage of levies restricts the OVRTA service area, while overall funding restricts the system's hours of operation. The ADA Advantage program is essentially meeting the full demand for service within the service areas, during normal operating hours. Shared vehicle maintenance, which would be operated by the OVRTA, is not considered feasible.
- WORKFORCE WV Region 5 noted that jobs are being found for unemployed individuals but often transportation is a problem. An example noted was the Highlands development where many new jobs are available, but no transportation services are currently available.
- Northwood Health Systems noted that attempts have been made to coordinate with local agencies, but cost of maintenance and insurance issues would need to be resolved. The agency was also told by a representative of the Public Service Commission that they can't transport non-clients. Northwood is generally meeting the demand for their clients.
- Change, Inc., while noting that almost 100% of requests for their job access program in Marshall County were being met, 50/50 matching was a concern. They are willing to expand in areas in effort to meet needs.
- Marshall County Senior Center noted that the high top vans have occasional problems with low hanging trees. Steep roadway grades also pose a problem in operating certain vehicles in rural areas. Demand for services are generally being met.
- Dialysis Center noted that only providing curbside service was a concern. Also noted was a need for transportation services for persons under age 60 with limited income who are not Medicare eligible.
- In regards to training for drivers, having to go beyond the local five county area of the Northern Panhandle results in added expense for travel to training. Replacement of drivers to cover daily routes and the possibility of not having adequate coverage for routes is also a concern.

## VII. Strategies

Within the three county study area, the following agencies are providing transportation services utilizing vehicles purchased through the Section 5310 program.

- Family Service - Upper Ohio Valley
- Northwood Health Systems
- Marshall County Senior Center
- Wetzel County Committee on Aging

All four agencies participated in the development of this plan.

Based on input from Family Service - UOV, trips are being denied due to a lack of funds which also affects their service hours.

Northwood Health Systems indicates that the agency is essentially meeting the demands for Section 5310 funded vehicles.

Marshall County Senior Center indicates that the agency is essentially meeting the demands for Section 5310 funded vehicles, while noting service restrictions on the high top van relating to low hanging trees. Some restrictions were additionally noted regarding use of certain vehicles on steep roadway grades.

Wetzel County Committee on Aging notes that one vehicle has use restrictions relating to the design of the suspension system. An increase in the demand for lift equipped vehicles is also noted. Further, there is a need to acquire an additional vehicle to serve the Pine Grove area.

A basic strategy of this plan is to maintain existing services provided by the noted Section 5310 recipients through vehicle replacement as program eligibility criteria are met.

Further, an expansion vehicle, through Section 5310, is recommended for Wetzel County to serve the Pine Grove area.

One Section 5316 recipient, Change, Inc. operates in Marshall County and is essentially meeting the intended demands for service, although local matching funds are a concern. It is recommended that Change, Inc. continue to receive Section 5316 funds for maintenance of existing services.

The OVRTA Advantage program is essentially meeting the demand for services provided through Section 5307 operating assistance. It is recommended that Section 5309 funds continue to be made available to the OVRTA for the purchase of replacement vans.

Inherent to the recommendation for all of the listed FTA program recipients to continue to receive funds for vehicle replacement is an increased level of effort to coordinate services. While routine efforts have been made to refer clients to another agency as a means to enhance mobility options, all six agencies

acknowledge the need to enhance coordination efforts. To that end, the six FTA funded agencies have entered into a formal agreement of cooperation and coordination. A copy of the agreement is included in Appendix E.

As one Section 5310 provider has noted a problem in operating a vehicle in rural areas with steep roadway grades, it is suggested that the West Virginia Division of Public Transit (WVDPT) investigate the availability of alternative vehicles and/or designs which may be more appropriate for such terrain. As essentially the entire State of West Virginia includes steep grades, it is assumed that other agencies have encountered similar problems with the vehicle in question.

It is also suggested that the WVDPT investigate the claim by the Public Service Commission that Northwood Health Systems cannot transport non-clients, which would be in contrast to the basic issue of coordination.

Two primary gaps in existing services were noted. The Wheeling Dialysis Center has patients who are having difficulty in finding transportation services, typically in the late afternoon and early evening hours, beyond the normal operating hours of the various providers. The Dialysis Center also noted that only providing curbside service is a concern. Further, a need exists for transportation services for persons under age 60 with limited income who are not Medicare eligible.

As the primary issue is related to hours of operation and not vehicle availability, the plan strategy is to fill this gap utilizing existing vehicles. As all of the FTA funded agencies have financial concerns, which limit their hours of operation, and as the Dialysis Center is a for-profit corporation, it is recommended that the Dialysis Center pay an allocated cost for services which are provided beyond current operating hours. The allocated cost generally includes the cost of the driver, associated administrative expenses, and an agreed upon rate per mile for the vehicle which would typically include preventative maintenance, fuel, insurance and depreciation. All costs could be converted to a single per mile rate. If FTA financed the purchase of the vehicle, it is suggested that the rate per mile not include the full amount of depreciation as this cost has already been accounted for. It is suggested that the Dialysis Center negotiate and execute an agreement or contract with each potential service provider. It is further suggested that the Dialysis Center discuss the curbside service limitation with each provider for possible resolution of this issue.

The second gap in service relates to job access and reverse commute. This gap cannot be filled by utilizing existing services, due to hours when service is needed and the potential areas to be served. It is recommended that Section 5316 funds be applied to this service, which preferably would be provided by an existing provider. The service would be based in Ohio County, likely within the City of Wheeling where concentrations of the targeted low income population have been identified through the demographic assessment. A concern at this time is the source of matching funds. The service would need to be coordinated with the services provided by the OVRTA.

With regard to sharing and/or loaning vehicles among agencies, it appears that cost sharing is a more acceptable solution. In this case, the service provider would be reimbursed for providing the requested service. While insurance and liability issues could be addressed, a more applicable concern is whether the driver is adequately trained to transport a certain client group.

Regarding driver training, it is suggested that the WVDPT consider providing driver training in the Northern Panhandle which would not only serve Ohio, Marshall and Wetzel Counties, but Brooke and Hancock as well. The service providers indicated a willingness to share in the cost as well.

As the OVRTA has a certified trainer in certain areas, the local providers are encouraged to seek this training as appropriate to their operations.

With respect to training, it was also noted by WORKFORCE WV that funding may be available for training new drivers. As retaining drivers was a noted concern, this potential funding source should be pursued.

The New Freedom program potentially offers an opportunity to fill gaps relating to the transport of eligible ADA individuals. If a grant for operating assistance is pursued, a concern will be the source of the 50% match. While no specific proposal is being presented, any eligible project which may be proposed by any current FTA subrecipient which addresses any of the issues identified herein, should be considered to be derived from and consistent with this plan, without the need for any formal amendment or revision. This provision does not apply to any non-FTA subrecipient.

## **VIII. Priorities**

In consideration of all information and data collected for the development of this Plan and the strategies documented herein, the following priorities are established.

### **Priority 1**

As the overriding intent of coordination is to maximize the mobility options of the targeted population groups, it is recognized that existing programs must be maintained. Thus the top priority of this Plan is to utilize Section 5310 and Section 5316 funds to maintain existing services.

Section 5310 funds should be applied to the replacement of vehicles, as they become eligible, for the following agencies, in no particular order:

- Family Service - Upper Ohio Valley
- Marshall County Senior Center
- Wetzel County Committee on Aging
- Northwood Health Systems

Similarly, Section 5316 funds should be applied to the services provided by Change, Inc. In Marshall County, for operating and/or capital purposes.

Section 5309 funds should continue to be utilized to purchase vans for the OVRTA to maintain the AdVANtage program.

As part of this top priority, an increased level of effort to coordinate services is expected, and will be monitored as part of the intergovernmental review process, as appropriate.

### **Priority 2**

To address the need to improve service in the Pine Grove area of Wetzel County, the second priority is to apply Section 5310 funds for the purchase of a lift equipped expansion vehicle to be operated by the Wetzel County Committee on Aging.

### **Priority 3**

As there is a clearly documented need to provide job access services to low income individuals in Ohio County, the third priority is to apply Section 5316 funds to establish this new service, which would preferably be provided by an existing provider.

### **Priority 4**

As the New Freedom program potentially offers an opportunity to improve the mobility options of eligible ADA individuals, the fourth and final priority of this plan is to apply Section 5317 funds for additional, program eligible services, which would be provided by a current FTA subrecipient.

# **APPENDIX A**

## **List of Stakeholders**

Major Stakeholders in this three county region of the Bel-O-Mar Regional Council include the following:

Aging Programs

Family Service - UOV  
Mr. Wayne Cunningham, Dir. Trans  
51 11<sup>th</sup>. Street, HRC Bldg.  
Wheeling, WV 26003

Marshall Co Senior Center  
Mrs. Joyce Howard, Dir.  
805 5<sup>th</sup>. Street  
Moundsville, WV 26041

Wetzel County Comm on Aging  
Mrs. Mary Ash, Dir.  
145 Paduach Drive  
New Martinsville, WV 26155

Assisted Living Facilities

Altenheim Home for Aged  
Mr. George Dakovic, Exe. Dir.  
1387 National Road  
Wheeling, WV 26003

Elmhurst, House of Friendship  
Mrs. Cheryl Jones, Director  
1228 National Road  
Wheeling, WV 26003

Country Home  
Mr. Joel Palez  
800 5<sup>th</sup>. Street  
Moundsville, WV 26041

Welty Home for the Aged  
Mrs. Barb Ball, RN, Director  
21 Washington Ave  
Wheeling, WV 26003

Home for Men  
Ms. Sarah McKeever, Mgn  
1700 Warwood Ave  
Wheeling, WV 26003

Young's Pers. Board & Care Home  
102 Hickory Ave  
Moundsville, WV 26041

Child Care Facilities

Kings Daughter's ELF Center  
Mr. William Gossett, Director  
61 13<sup>th</sup>. Street  
Wheeling, WV 26003

A Step Ahead Child Care  
1601 1<sup>st</sup>. Street  
Moundsville, WV 26041

Kids and Crayons Childcare  
1610 Warwood Ave  
Wheeling, WV 26003

Orchard Park Child Care Center  
Ms. Louise Paree, Dir.  
One Orchard Park Road  
Wheeling, WV 26003

Community Child Care Center  
1136 Eoff Street,  
Wheeling, WV 26003

Kids Club Daycare  
141 Key Ave  
Wheeling, WV 26003

Holy Family Child Care Center  
Ms. Debbie Posinelli, Director  
161 Edgington Lane  
Wheeling, WV 26003

Country Junction Childcare  
725 Fairmont Pike  
Mt Olivet, Wheeling, WV 26003

Northern Panhandle Head Start  
Marlene Midget, Exe. Dir.  
51 16<sup>th</sup>. Street  
Wheeling, WV 26003

Cradle to Crayons  
2606 National Road  
Wheeling, WV 26003

Community Colleges, Univers.

Dental Clinic  
West Liberty State College  
Rt 88  
West Liberty, WV 26074

West Virginia Northern  
Community College  
1704 Market Street  
Wheeling, WV 26003

West Virginia Business College  
1052 Main Street  
Wheeling, WV 26003

County Health Departments

Ohio County Health Dept.  
City County Bldg,  
1600 Chapline Street  
Wheeling, WV 26003

Marshall County Health Dept.  
6<sup>th</sup>. Street & Court Ave  
Moundsville, WV 26041

Wetzel-Tyler Co. Health Dept.  
Atten: Stacey Carney  
425 So. 4<sup>th</sup>. Street, PO Box 273  
Paden City, WV 26159

### Community Organizations

Affordable Elderly Home Care  
PO Box 223  
Glen Dale, WV 26038

Faith In Action  
Mrs. Jeanette Wojcik  
1359 National Road (2<sup>nd</sup>. Fl.)  
Wheeling, WV 26003

The Seeing Hand Assoc.  
Rev. Alv in Schaffer, Exe. Dir  
750 Main Street  
Wheeling, WV 26003

Aids Task Force  
Mr. Jay Adams, Dir.  
PO Box 6360  
Wheeling, WV 26003

Florence Crittenon -  
Wellspring Family Services  
2606 National Road  
Wheeling, WV 26003

The Wheeling Soup Kitchen  
Becky - Shilling Rodocker, Mgn.  
1600 Eoff Street  
Wheeling, WV 26003

Altenheim Resource & Referral Cent  
Mrs. Ann Koegler, Coord.  
.1359 National Road  
Wheeling, WV 26003

House of the Carpenter  
Ms. Diane Bell  
200 South Front Street  
Wheeling, WV 26003

Valley Hospice  
Social Services Dept.  
132 Peters Run Road  
Wheeling, WV 26003

CHANGE Inc. (Ohio -Marshall)  
3058 West Street  
Weirton, WV 26062

Laughlin Chapel,  
Rev Jim Ellison  
PO Box 6195  
129 ½ 18<sup>th</sup>. Street  
Wheeling, WV 26003

WV Bureau of Employment Prog.  
PO Box 6118  
1275 Warwood Ave  
Wheeling, WV 26003

Coord Council for  
Indpt Living(CCIL)  
Atten: Alta Bonar  
341 Jefferson Ave  
Moundsville, WV 26041

Salvatiion Army  
16<sup>th</sup>. Street,  
Wheeling, WV 26003

YWCA  
Domestic Violence Shelter  
1100 Chapline Street  
Wheeling, WV 26003

Catholic Community Services  
Mrs. Randy Blenschmidt  
7 13<sup>th</sup> Street  
Wheeling, WV 26003

Sexual Assault Help Center  
Ohio Valley Medical Center  
2000 Eoff Street  
Wheeling, WV 26003

Family Service Adult Day Care  
51 11<sup>th</sup>. Street  
Wheeling, WV 26003

Catholic Charities  
Sister Constance Dodd  
125 18<sup>th</sup>. Street  
Wheeling, WV 26003

Social Security Administration  
Atten: Mr. Curtis Brown  
123 16<sup>th</sup>. Street  
Wheeling, WV 26003

VA Center  
Atten. John Looney  
1206 Chapline Street  
Wheeling, WV 26003

Easter Seals Association  
Ms. Lori Untch  
1305 National Road  
Wheeling, WV 26003

### DHHR Offices

Ohio Co DHHR  
Mrs. Jan Gouge  
PO Box 6165  
Wheeling, WV 26003

Marshall Co DHHR  
Tele Tech Center  
Moundsville, WV 26041

Wetzel County DHHR  
1236 N State Route 2  
New Martinsville, WV 26155

### Family Resource Networks

FRN-Ohio Co.  
Ms Deb Allen  
3700 Wood Street  
Wheeling, WV 26003

FRN Marshall Co.  
Ms.Stacie Dei  
2200 Marshall Suite, Suite 18  
Benwood, WV 26031

FRN - Wetzel Co.  
Ms.Theresa Hoskins  
RR 2, Box 107  
New Martinsville, WV 26155

### Group Homes

St Johns Home  
Mr. Terry McCormick  
141 Key Ave  
Wheeling, WV 26003

REM WV. Inc  
Ms. Jane Ketzhaul, Dir (Oh-Mar)  
748 McMechen Street  
Benwood, WV 26031

Florence Critteton Services  
2606 National Road  
Wheeling, WV 26003

### Homeless Shelters

Greater Wheeling Homeless  
Coalition  
Ms. Lisa Badia, Director  
84 15<sup>th</sup>. Street  
Wheeling, WV 26003

The Salvation Army  
100 16<sup>th</sup> Street  
Wheeling, WV 26003

### Hospitals

Ohio Valley Medical Center  
Social Services Dept  
2000 Eoff Street  
Wheeling, WV 26003

Wheeling Dialysis Center  
Medical Park  
Wheeling, WV 26003

Wetzel County Hospital  
3 East Benjamin Drive  
New Martinsville, WV 26155

Wheeling Hospital  
Social Services Dept.  
Medical Park  
Wheeling, WV 26003

Reynolds Memorial Hospital  
800 Wheeling Ave  
Glen Dale, WV 26038

### Out Patient Health Clinics

Wheeling Heathrite  
Mrs. Kathy Brown, Exec. Dir.  
61 29<sup>th</sup>. Street  
Wheeling, WV 26003

Tender Loving Care and Hospice  
1221 Warwood Ave  
Wheeling, WV 26003

### Mental Health Facilities

Hillcrest Mental Health  
OVMC  
2000 Eoff Street  
Wheeling, WV 26003

Northwood Health Systems  
Mr. Pete Radokovich.  
PO Box 6400  
Wheeling, WV 26003

Russell Nesbitt / WATCH Serv.  
Sherri Vantassel, Exec. Dir.  
519 Fulton Street  
Wheeling, WV 26003

### Nursing Homes

New Martinsville Health Care  
Center  
225 Russell Ave  
New Martinsville, WV 26155

Moundview Nursing Home  
2200 Floral Street  
Moundsville, WV 26041

Peterson Rehabilitation and Nursing  
Home  
1600 Homestead Ave  
Wheeling, WV 26003

Good Shephard Nursing Home  
Mr. Don Kirsch, Exec. Dir  
159 Edgington Lane  
Wheeling, WV 26003

Bishop Hodges Continuous Care  
Medical Park  
Wheeling, WV 26003

### Housing Facilities

Wheeling Housing Authority  
Mr. Randall Geese, Exe. Dir.  
11 Community Street  
Wheeling, WV 26003

Benwood-McMechen Housing Auth.  
Mrs. Cindy Tribett, Exe. Dir  
2200 Marshall Street  
Benwood, WV 26031

Moundsville Housing Authority  
Mr. Brad West, Exe. Dir  
511 Tenth Street  
Moundsville, WV 26041

Oglebay Village Apartments  
Carol Glass, Mgn  
220 Village Lane  
Wheeling, WV 26003

Wheeling Station Apartments  
103 Station Lane  
Wheeling, WV 26003

Windsor Manor  
Mrs. Margaret Massey, Mgn.  
1143 Main Street,  
Wheeling, WV 26003

New Martinsville Towers  
191 North State Route 2  
New Martinsville, WV 26155

#### Rehab Services

WV Rehabilitation Services  
Ms. Faith Hicks.  
Cent Un. Bldg. 14<sup>th</sup> & Market Street  
Wheeling, WV 26003

#### Transit Authorities

Ohio Valley Regional Transit Auth.  
Mr. Tom Hvizdos, Exec. Dir  
21 South Huron Street  
Wheeling, WV 26003

#### Work Force Invest. Boards

WV Work Force Investment Bd.  
Ms. Rosemary Guida  
109 Mt. Wood Road, Suite 2  
Wheeling, WV 26003

#### Cab Companies

Burns and Church Trans. Co  
1916 Main Street  
Wheeling, WV 26003

Yellow Cab  
1916 Main Street  
Wheeling, WV 26003

Petropolis Towers  
Carla Wojtasek  
1313 National Road  
Wheeling, WV 26003

Brookpark Place Apartments  
Laurie Thomas, Mgn.  
1290 National Road  
Wheeling, WV 26003

Stacey Crossing, Manager  
Big Wheeling Creek Road  
Elm Grove, Wheeling WV 26003

Wesley Park, United Meth. Homes  
200 Candlewick Lane  
Moundsville, WV 26041

Mason Rehab Center  
Community Street  
Wheeling, WV 26003

#### RSVP Programs

RSVP Program  
Kimberly Lee  
51 11<sup>th</sup>. Street  
Wheeling, WV 26003

Wagner Cab Service  
1916 Main Street  
Wheeling, WV 26003

St Paul's Terrace Apartments  
1 Mollahan Drive  
Wheeling, WV 26003

Welty Apartments  
Ms. Sherry Nolan, Mgn.  
1276 National Road  
Wheeling, WV 26003

Montani Towers  
Mrs. Linda Stiles, Mgn.  
940 Market Street  
Wheeling, WV 26003

Howard Long Wellness Center  
Mr. Joe Slavik  
Medical Park  
Wheeling, WV 26003

#### United Ways

United Way of the Upper Ohio  
Valley  
51 11<sup>th</sup>. Street, HRC Bldg.  
Wheeling, WV 26003

New Martinsville Cab Company  
502 North State Route 2  
New Martinsville, WV 26155

**OHIO, MARSHALL AND WETZEL COUNTY  
CITY/COUNTY OFFICIALS**

ED KUCA, JR.  
MAYOR  
CITY OF BENWOOD  
430 MAIN STREET  
BENWOOD, WV 26031

GARRETT DANIEL  
MAYOR  
VILLAGE OF BETHLEHEM  
P.O. BOX 6339  
WHEELING, WV 26003

BETTY SCOTT  
MAYOR  
CITY OF CAMERON  
44 MAIN STREET  
CAMERON, WV 26033

CHARLES J. REINACHER  
MAYOR  
VILLAGE OF CLEARVIEW  
187 CLEARVIEW AVENUE  
WHEELING, WV 26003

DAVE BLAZER  
MAYOR  
CITY OF GLEN DALE  
402 WHEELING AVENUE  
GLEN DALE, WV 26038

CHARLES SINE  
MAYOR  
TOWN OF HUNDRED  
P.O. BOX 1100  
HUNDRED, WV 26575

JAKE PADLOW, PRESIDENT  
MARSHALL COUNTY COMMISSION  
P.O. DRAWER B  
MOUNDSVILLE, WV 26041

DONALD MASON  
MARSHALL COUNTY COMMISSION  
P.O. DRAWER B  
MOUNDSVILLE, WV 26041

BERNARD P. TWIGG  
202 - 12TH STREET  
GLEN DALE, WV 26038

BETSY FROHNAPFEL  
COUNTY ADMINISTRATOR  
MARSHALL COUNTY COMMISSION  
P.O. DRAWER B  
MOUNDSVILLE, WV 26041

HOWARD L. BYARD  
COMMISSIONER  
MARSHALL COUNTY COMMISSION  
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MOUNDSVILLE, WV 26041

PAUL D. MAXWELL  
MAYOR  
CITY OF MCMECHEN  
47 - 9TH STREET  
MCMECHEN, WV 26040

DENNIS WALLACE  
MAYOR  
CITY OF MOUNDSVILLE  
800 SIXTH STREET  
MOUNDSVILLE, WV 26041

ALLEN R. HENDERSHOT  
CITY MANAGER  
CITY OF MOUNDSVILLE  
800 SIXTH STREET  
MOUNDSVILLE, WV 26041

JIM HERRICK, JR.  
MAYOR  
CITY OF NEW MARTINSVILLE  
191 MAIN STREET  
NEW MARTINSVILLE, WV 26155

WILL TURANI  
11 WOODCREST DRIVE  
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TIM MCCORMICK  
OHIO COUNTY COMMISSION  
CITY COUNTY BUILDING  
WHEELING, WV 26003

DAVID J. SIMS, PRESIDENT  
OHIO COUNTY COMMISSION  
CITY COUNTY BUILDING  
WHEELING, WV 26003

GREG STEWART  
ADMINISTRATIVE ASSISTANT  
OHIO COUNTY COMMISSION  
CITY COUNTY BUILDING  
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RANDY WHARTON  
COMMISSIONER  
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DAVE BARR  
MAYOR  
TOWN OF PINE GROVE  
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PINE GROVE, WV 26419-0286

JULIE VILLERS  
MAYOR  
TOWN OF SMITHFIELD  
P.O. BOX 67  
SMITHFIELD, WV 26437

JEAN A. HUNTER  
MAYOR  
TOWN OF TRIADELPHIA  
P.O. BOX 177  
TRIADELPHIA, WV 26059

JOHN GEARRY  
MAYOR  
VILLAGE OF VALLEY GROVE  
P.O. BOX 103  
VALLEY GROVE, WV 26060

WILLIAM WAGNER  
MAYOR  
TOWN OF WEST LIBERTY  
P.O. BOX 353  
WEST LIBERTY, WV 26074

ROBERT GORBY  
WETZEL COUNTY COMMISSION  
WETZEL COUNTY COURTHOUSE  
NEW MARTINSVILLE, WV 26155

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CITY MANAGER  
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SUSAN O'CONNELL, DIRECTOR  
WV DIVISION OF PUBLIC TRANSIT  
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CHARLESTON, WV 25305-0432

THOMAS HVIZDOS  
EXECUTIVE DIRECTOR  
OVRTA  
21 S. HURON AVENUE  
WHEELING, WV 26003

## **APPENDIX B**

- **Copy of Public Notice**
- **Press Release**
- **Confirmation Notice from the Secretary of State**

## **NOTICE OF PUBLIC MEETING**

In August of 2005, Congress passed the Safe, Accountable, Flexible and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), reauthorizing the surface transportation act. As a part of this reauthorization, grantees under the New Freedom Initiative (5317), Job Access and Reverse Commute (5316) and the Elderly and Disabled Transportation Program (5310) must meet certain requirements in order to receive funding for fiscal 2007 (beginning 10/01/06) and beyond.

One of the SAFETEA-LU requirements is that projects from the programs listed above must be part of a "locally developed coordinated public transit-human services transportation plan." This plan is required to be developed through a process that includes representatives of public, private, and non-profit transportation services, human service providers and the general public.

Agencies planning on applying for funding under the Section 5310, 5316, or 5317 program anytime within the next four years, **must participate in plan development and meetings.**

A Regional Meeting of Ohio, Marshall and Wetzel counties covered by the Bel-O-Mar Regional Council and Interstate Planning Commission will be held on **Wednesday, October 4, 2006** at the **Altenheim Resource Center, 1359 National Road, Wheeling, WV 26003 at 10:00 a.m.** for the purpose of the development of a public transit-human services transportation coordination plan. The meeting will include a discussion of the content of the locally developed coordination plan, a needs assessment, the level of coordination between transportation programs, and developing an action plan for developing strategies and steps for improving coordination efforts.

Other interested parties unable to attend the meeting, but would like to submit comments, may send their comments in advance to:

**Bel-O-Mar Regional Council, Transportation Plans**

P.O. Box 2086

Wheeling, WV 26003

304-242-1800 or email: [jfarmer@belomar.org](mailto:jfarmer@belomar.org) no later than Monday, October 2, 2006.

Published in the Wheeling Intelligencer and Wheeling News Register  
on August 31, 2006 and September 14, 2006

# Belomar Regional Council

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P.O. Box 2086  
Wheeling, WV 26003

Location: 105 Bridge Street Plaza  
TTY/TDD 1.800.982.8771  
Phone 304.242.1800  
Fax: 304.242.2437  
Email: [belomar@belomar.org](mailto:belomar@belomar.org)

## EDITOR

FOR: IMMEDIATE RELEASE  
DATE: August 29, 2006  
CONTACT: Joyce Farmer

In August of 2005, Congress passed the Safe, Accountable, Flexible and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), reauthorizing the surface transportation act. As part of this reauthorization, grantees under the New Freedom Initiative (5317), Job Access and Reverse Commute (5316) and the Elderly and Disabled Transportation Program (5310) must meet certain requirements in order to receive funding for fiscal 2007 (beginning 10/01/06) and beyond.

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Other interested parties unable to attend the meeting, but would like to submit comments, may send their comments in advance to: Bel-O-Mar Regional Council, Transportation Plans, PO Box 2086, Wheeling, WV 26003, 304-242-1800 or email: [jfarmer@belomar.org](mailto:jfarmer@belomar.org) no later than Monday, October 2, 2006.

**Joyce Farmer**

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**From:** <jcooper@wvsos.com>; <mlewis@wvsos.com>  
**To:** <jfarmer@belomar.org>  
**Sent:** Tuesday, September 05, 2006 3:13 PM  
**Subject:** Online Open Governmental Meeting Act

Your meeting for the following has been received and posted to the internet.

**Agency:** Bel-O-Mar Regional Council, Region X

**Date:** October 4, 2006

**Time:** 10:00 AM

**Location:** Altenheim Resource and Referral Center 1359 National Road Wheeling,  
WV 26003

Your meeting notice has been accepted by the Secretary of State's office. This is the only copy of this meeting notice we need. Do not mail, email or fax another copy. Acceptance of this meeting notice does not indicate compliance with the Open Governmental Proceedings Act.

## **APPENDIX C**

- **Blank Copy of Survey**
- **List of Responding Agencies**

# Belomar Regional Council

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P.O. Box 2086  
Wheeling, WV 26003

Location: 105 Bridge Street Plaza  
TTY/TDD 1.800.982.8771  
Phone: 304.242.1800  
Fax: 304.242.2437  
Email: [belomar@belomar.org](mailto:belomar@belomar.org)

August 9, 2006

To: Transportation Providers in Ohio, Marshall and Wetzel Counties  
From: Joyce Farmer, Transit and Human Service Plan Coordinator

The Bel-O-Mar Regional Council is developing a Public Transit- Human Services Transportation Coordination Plan to meet the requirements of SAFETEA-LU and the Federal Transit Administration (FTA). These plans are necessary to document the coordination efforts for areas where transportation providers intend to apply for funding through any of the following FTA Programs:

- ◆ Elderly Individuals and Individuals with Disabilities (Section 5310)
- ◆ Job Access and Reverse Commute(JARC) (Section 5316)
- ◆ New Freedom Initiative (Section 5317)

If your agency intends to apply for funding through any of the FTA Programs indicated above over the next four years, **you must participate in this planning effort.**

As part of the coordination plan, an assessment of transportation needs for individuals with disabilities, older adults and persons with limited incomes must be conducted along with an inventory of available services that identifies any areas of duplication, or gaps in service. From this information, recommendations for alternatives to address these issues will be developed. The enclosed survey was designed to collect this information which will be used to develop recommendations and alternatives for transportation coordination in Ohio, Marshall and Wetzel counties.

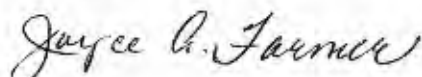
Your assistance in completing this survey can directly impact the resulting recommendations and alternatives which will ultimately enhance local efforts to better coordinate transportation services between public transit agencies and local human service organizations.

If your agency *does not provide transportation services*, but have clients that could benefit from transportation services in Ohio, Marshall or Wetzel Counties please take a few moments to complete the survey and **mark an NA** on any question that doesn't apply to your organization.

Please complete and return the enclosed survey by **Friday, September 1, 2006**. If you have any questions, you may direct them to me by calling 304-242-1800 Monday thru Thursday, 8:00 a.m.-4:00 p.m.

Thank you for taking the time to complete the survey. .

Sincerely,



Joyce A. Farmer,  
Transit-Human Service Plan Coordinator  
Bel-O-Mar Regional Council

# Belomar Regional Council

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P.O. Box 2086  
Wheeling, WV 26003

Location: 105 Bridge Street Plaza  
TTY/TDD 1 .800.982 .8771  
Phone 304 .242 .1800  
Fax: 304 .242.2437  
Email: [belomar@belomar.org](mailto:belomar@belomar.org)

Please complete the attached survey as completely as possible. Mark an **NA** after any question that does not apply to your services or clients. If you have any questions please feel free to contact:  
***Joyce Farmer, Transit-Human Services Plan Coordinator by calling 304-242-1800.***

---

## I. ORGANIZATION CHARACTERISTICS AND SERVICES PROVIDED

The first set of questions has to do with the general characteristics of your organization and the general nature of the services provided.

### 1. Identification of Organization:

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

d. E-Mail Address: \_\_\_\_\_

e. Name of person(s) answering questions in survey:

\_\_\_\_\_

f. Title: \_\_\_\_\_

g. Agency Website: \_\_\_\_\_

h. Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Please check the box that best describes your organization. (Check only one.)

- |   |   |
|---|---|
| <input type="checkbox"/> a. Adult Day Care                    | <input type="checkbox"/> l. Church/Synagogue                  |
| <input type="checkbox"/> b. Sheltered Workshop                | <input type="checkbox"/> m. Other Faith Based Organization    |
| <input type="checkbox"/> c. Hospital                          | <input type="checkbox"/> n. Publicly Sponsored Transit Agency |
| <input type="checkbox"/> d. Medical Center                    | <input type="checkbox"/> o. Private Transportation Company    |
| <input type="checkbox"/> e. Nursing Home                      | <input type="checkbox"/> p. Ambulance Company                 |
| <input type="checkbox"/> f. Head Start                        | <input type="checkbox"/> q. Private School                    |
| <input type="checkbox"/> g. Senior Center                     | <input type="checkbox"/> r. Neighborhood Center               |
| <input type="checkbox"/> h. Nutrition Site                    | <input type="checkbox"/> s. YMCA/YWCA                         |
| <input type="checkbox"/> i. Taxi                              | <input type="checkbox"/> t. Senior Center/County Senior Prgm  |
| <input type="checkbox"/> j. Social Service Agency – Public    | <input type="checkbox"/> u. Other: _____                      |
| <input type="checkbox"/> k. Social Service Agency – Nonprofit |   |

3. What are the major functions/services of your organization? (Check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> a. Transportation          | <input type="checkbox"/> j. Diagnosis/Evaluation   |
| <input type="checkbox"/> b. Health Care             | <input type="checkbox"/> k. Job Placement          |
| <input type="checkbox"/> c. Social Services         | <input type="checkbox"/> l. Residential Facilities |
| <input type="checkbox"/> d. Nutrition               | <input type="checkbox"/> m. Income Assistance      |
| <input type="checkbox"/> e. Counseling              | <input type="checkbox"/> n. Screening              |
| <input type="checkbox"/> f. Day Treatment           | <input type="checkbox"/> o. Information/Referral   |
| <input type="checkbox"/> g. Job Training            | <input type="checkbox"/> p. Recreation/Social      |
| <input type="checkbox"/> h. Employment              | <input type="checkbox"/> q. Homemaker/Chore        |
| <input type="checkbox"/> i. Rehabilitation Services | <input type="checkbox"/> r. Other _____            |

4. Under what legal authority does your organization operate?

- a. Local government department or unit
- b. Private nonprofit organization
- c. Transportation authority
- e. Other (Specify) \_\_\_\_\_

5. What is the geographic service area for the organization? If you have a map of the service area, please attach a copy to this survey.

- Countywide
  - Specific Municipalities (Specify): \_\_\_\_\_
  - Other (Specify): \_\_\_\_\_
-

6. **Does your transportation program restrict service? (Check those that apply)**
- |                              |                          |     |                          |    |
|------------------------------|--------------------------|-----|--------------------------|----|
| Clients only                 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Trip Purpose                 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| No. of Rides per Month       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Advanced Reservations        | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Other (please specify _____) |                          |     |                          |    |

7. **Why are these services limited (For example, funding, federal regulations, state regulations, etc. \_\_\_\_\_)**

8. **Is your organization involved in the direct operation of transportation services for clients or the general public? (Check only one.)**

- Yes       No

9. **Does your organization purchase transportation on behalf of clients or the general public from other service providers?**

- Yes       No

*If the answer to both Questions 7 and 8 is "No," skip to Question 23 and continue the survey.*

**II. MODES OF TRANSPORTATION SERVICES PROVIDED**

**Service Providers Only.** In this section, explain the various types of transportation services that your organization directly provides on behalf of clients or for the general public. Exclude meal deliveries or other non-passenger transportation services that may be provided.

10. **In what manner does your organization directly provide, purchase, operate, or arrange transportation for seniors or the general public (that may include seniors, disabled)? (Check all that apply.)**

Mode of Transportation	Services for the General Public	Client Only Services
	<i>(Check All That Apply)</i>	
a) Personal vehicles of agency staff		
b) Agency staff using agency owned fleet vehicles		
c) Pre-purchased tickets, tokens, passes for other modes of paratransit/transit		
d) Reimbursement of mileage or auto expenses paid to clients, families, or friends		
e) Volunteers		
f) Information and referral about other community transportation resources		
g) Operate own transportation program using agency owned vehicles and staff		
h) Other (Describe in space provided on Page 4)		

Please describe any other methods in which your organization delivers transportation services not previously checked in Question 9a through 9h.

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**III. TRANSPORTATION SERVICES**

The following questions seek information about your organization's transportation services.

**11. Indicate the following trip purposes your organization is authorized to provide to clients or members of the general public.**

Trip Purpose	Organization is Authorized to Provide This Trip Purpose (Check All That Apply) Include percentage of trips.
a) Health/medical (e.g., single or periodic trips to doctor, clinic, drug store, treatment center)	
b) Health maintenance (e.g., dialysis or other recurring and frequent trips that require regular transport)	
c) Nutrition (e.g., trips to a congregate meal site)	
d) Income maintenance (e.g., trips to food stamp or social security office)	
e) Social (e.g., visit to friends/relatives)	
f) Recreation (e.g., trips to cultural, athletic events, etc.)	
g) Education/training (e.g., trips to schools, adult education centers, continuing education, etc.)	
h) Employment (e.g., trips to work, including job interviews, welfare-to-work trips, etc.)	
i) Shopping	
j) Social services (e.g., trips to meet with counselors, social workers, and other staff related to the receipt of social services (except nutrition)	
k) Residential (e.g., trips supporting activities of group residences and group home residents)	
l) Day Care	
m) Adult Day Care	
n) Mental Health (Day Treatment)	
o) Bank	
p) Sheltered workshop	
q) TANF	

r) Other (specify)	
Total Percent (must equal 100)	

12. Please provide the following information regarding the vehicle fleet used in the provision of transportation services provided directly by your agency. The vehicle type(s) used include the following:

Vehicle Type	Number	Owned	Leased	Number Accessible
a) Sedans				
b) Station wagons				
c) Minivans				
d) Standard 15-passenger vans				
e) Converted 15-passenger vans (e.g., raised roof, wheelchair lift)				
f) Light-duty bus (body-on-chassis type construction seating between 16-24 passengers)				
g) Medium duty bus (body-on-chassis type construction seating over 22 passengers with dual rear wheel axle)				
h) Small school bus (yellow school bus seating between 9 and 24 students)				
i) Large school bus (yellow school bus seating between 25 and 60 students)				
j) Four Wheel Drive Vehicles				
k) 12 passenger plain vans				
l) Trolleys				
m) 30 Foot transit vehicle (27-32 passenger vehicle)				
n) 35 foot transit vehicle (34-37 passenger vehicle)				
o) Other (Describe):				

13. Are your vehicles equipped with two-way radio communications or do your drivers carry any type of communication device?

Yes       No

If "Yes," what type of communications system is used? (Check all that apply.)

- Cellular phones
- Two-way mobile radios requiring FCC license
- Pagers

- Mobile data terminals
- Other (describe): \_\_\_\_\_

14. What are the daily hours and days of operation for your transportation services? Check days and list hours of operation in the space provided.

- Weekdays \_\_\_\_\_
- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_
- Holidays \_\_\_\_\_

15. Define the level of passenger assistance provided for users of your transportation service. (Check all that apply.)

- Curb-to-curb (*i.e.*, drivers will assist passengers in and out of vehicle only).
- Door-to-door (*i.e.*, drivers will assist passengers to the entrance of their origin or destination).
- Drivers are permitted to assist passengers with a limited number of packages.
- Drivers are permitted to assist passengers with an unlimited number of packages.
- Provide personal care attendants or escorts to those passengers who require such services.
- Passengers are permitted to travel with personal care attendants or escorts.

16. How do clients/customers access your transportation services?

- There are no advance reservation requirements.
- Clients/customers must make an advance reservation (*e.g.*, by telephone, facsimile internet, arrangement through a third party, etc).

17. If advance reservations are required, what notice must be provided?

- We use a real-time reservation policy.
- Customers/clients must call for a reservation the day before travel.
- Customers/clients must call for a reservation 24 hours before travel.
- Customers/clients must call for a reservation two days before travel.
- Other (Define): \_\_\_\_\_

#### IV. RIDERSHIP

The following questions have to do with client/patron caseload and/or client ridership.

18. Please provide your organization's annual passenger statistics. If possible, use data for the most recently completed 12-month period for which data is available. Complete

questions (a) through (f).

Unduplicated Persons/Passenger Trips	Services for the General Public	Client Only Transportation Services
a) Total number of persons <sup>1</sup> provided transportation		
b) Total number of passenger trips <sup>2</sup> (most recent fiscal year)		
c) Estimated number of trips <sup>2</sup> which the riders use a wheelchair		

In the above table, use the following definitions:

- <sup>1</sup> A "person" is an unduplicated count of individuals receiving service (a person riding the vehicle 200 trips per year is counted as one person).
- <sup>2</sup> A "trip" equals one person getting on a vehicle one time. Most riders make two or more trips a day since they get on once to go somewhere and then get on again to return.

Answer the following questions about figures provided in the table above:

- d) Are ridership figures exact? \_\_\_\_\_
- e) Are ridership figures estimates? \_\_\_\_\_
- f) Time period for counts or estimates: \_\_\_\_\_

**V. ANNUAL EXPENDITURES AND REVENUES**

The following questions concern your **transportation** funding sources and annual revenues and expenditures.

**19. Does your organization charge a fare or fee for providing transportation services?**

- Yes       No

If yes, what is the fare structure? \_\_\_\_\_

**20. Does your organization accept any donations from clients to offset the cost of providing transportation services?**

- Yes       No

If yes, what is the suggested donation amount? \_\_\_\_\_

21. What are the beginning and ending dates of your organization's fiscal year?

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

22. What are your transportation expenses and revenues? Please complete the two (2) columns: Actual FY \_\_\_\_\_ (specify year) and Projected or Year-to-Date FY \_\_\_\_\_. This figure should include costs for Salaries and Fringe Benefits, Overhead (rent and other) Fuel, Lubricants and Tires, Maintenance, Insurance, Contract Service, Administrative and Reporting Costs, and Other transportation related expenses.

Transportation Operating Expenses and Revenues		
Category	Actual, FY 200	Projected, FY 20
<b>Transportation Expenses – Total</b>		
<b>Transportation Revenues</b>		
a. Fares Collected from Passengers Through Cash, or Tickets/Tokens Purchased by Passengers (Include Client Fees and/or General Public Fares Here)		
b. Revenues Collected From Cash or Ticket/Tokens Purchased by Third Parties on Behalf of Passengers		
c. Reimbursements for Services Obtained from Third Parties (e.g., Medicaid Reimbursements)		
d. Local Government Appropriations		
e. Grants Directly Received by the Organization		
f. Other: Explain:		
<b>Total Transportation Revenues</b>		

**VI. PURCHASED TRANSPORTATION SERVICES**

22. If your agency purchases client transportation services from third parties, please complete the following table. If the third party or parties are private individuals, do not list individual names; sum all such entries in one line labeled as "private individuals."

Transportation Payments Made to Third Parties for the Purchase of Transportation Services			
Name of Third Party	Total Number of Trips Purchased	Basis of Payment (e.g., Per Mile, Per Trip, etc.)	Total Amounts Paid Last Fiscal Year


23. By source, what percentage of your transportation budget comes from \_\_\_\_\_%Federal  
\_\_\_\_\_ % State \_\_\_\_\_ % Local (*must equal 100%*) funds?

24. Please check all of the funding sources that provide money for your transportation program. (Need Others?)

**Federal**

- |   |  |
|---|--|
| <input type="checkbox"/> CSBG                                       | <input type="checkbox"/> Title IIIB                      |
| <input type="checkbox"/> HHS  | <input type="checkbox"/> Title IIIC                      |
| <input type="checkbox"/> FTA Section 5310-<br>formerly Sec 16       | <input type="checkbox"/> Title V                         |
| <input type="checkbox"/> FTA Section 5311-<br>formerly Sec 18       | <input type="checkbox"/> Non-Emergency<br>Medicaid _____ |
| <input type="checkbox"/> FTA Section 5307<br>formerly Sec 9         | <input type="checkbox"/> Title XX                        |
| <input type="checkbox"/> FTA Section 5316<br>JARC                   | <input type="checkbox"/> Other _____                     |
| <input type="checkbox"/> FTA Section 5317<br>New Freedom Initiative |  |

**State**

- |  |  |
|--|--|
| <input type="checkbox"/> Bureau of Public Health   | <input type="checkbox"/> Division of Public Transit  |
| <input type="checkbox"/> Bureau of Senior<br>Services  | <input type="checkbox"/> Division of Rehab. Services |
| <input type="checkbox"/> Bureau of Human<br>Resources for<br>Children and Families<br>( <i>includes TRIP Tickets</i> ) | <input type="checkbox"/> Lottery Funds               |
|  | <input type="checkbox"/> Other<br>_____              |

**Local**

- |  |   |
|--|---|
| <input type="checkbox"/> County Commission | <input type="checkbox"/> Grants from Charity<br>Organizations |
| <input type="checkbox"/> Donations         | <input type="checkbox"/> Levy                                 |
| <input type="checkbox"/> Fares             | <input type="checkbox"/> Other _____                          |

**VII. LOCAL COORDINATION EFFORTS**

**25. Is a governing or advisory framework in place in your community that brings together providers, agencies, and consumers? Are there clear guidelines that all embrace?**

Yes  No

**26. If yes to Question 23, please describe this framework? Has your organization actively participated in the planning, development, and implementation of this framework?**

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**27. Is there sustained support for coordinated transportation planning among elected officials, agency administrators, and other community leaders?**

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**28. Is there positive momentum? Is there growing or waning interest and commitment to coordinating human service transportation trips and maximizing resources?**

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**29. Is there an on-going process for identifying duplication of transportation services, underused assets, and service gaps? If yes, describe this process.**

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**30. In your opinion, are the specific transportation needs of various target populations (e.g.,**

**low income, elderly, etc.) well documented?**

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**31. Is there a plan to provide coordinated transportation? Does the plan have clear mission and goals? Are the assessment results used to develop a set of realistic actions that improve coordination?**

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**32. If "yes" to Question 29, is the plan for human services transportation coordination linked to and supported by other state and local plans?**

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**33. What issues, if any, have your coordination efforts encountered with respect to billing and payment?**

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**34. What do you see as the greatest barrier to coordination and mobility in your service area?**

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**35. What elements of the existing transportation network provide the most useful mobility options for the public and clients of human service agencies in your service area?**

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**36. In your assessment, what enhancements are most needed to improve the coordination of public and human service transportation in your service area?**

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**37. If there are any other issues, concerns, or information relevant to this issue, please feel free to address them in the spaces below.**

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**38. Are your agency's transportation services coordinated with other transportation providers in your area?**

Yes If yes, to what extent? (Check all that apply)  No

- |  |  |
|--|--|
| <input type="checkbox"/> Central Dispatching       | <input type="checkbox"/> Emergency Back-up (Shared Vehicles)             |
| <input type="checkbox"/> Refer Clients             | <input type="checkbox"/> Provide Transportation Service for Other Agency |
| <input type="checkbox"/> Provide Disabled Services | <input type="checkbox"/> Other (Please Specify)                          |
| <input type="checkbox"/> Joint Driver Training     | _____  |

39. Who do you coordinate with? (Please list specific agencies and refer to the previous question)

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40. Based on your experience, what are the barriers to coordination?  
(Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Federal Regulations  | <input type="checkbox"/> Incompatible Clients   |
| <input type="checkbox"/> State Regulations    | <input type="checkbox"/> Satisfied with present transportation program; do not see need to coordinate |
| <input type="checkbox"/> Liability Issues     | <input type="checkbox"/> Reluctance of area transportation providers to coordinate                    |
| <input type="checkbox"/> Turf Battles         | <input type="checkbox"/> Funding  |
| <input type="checkbox"/> Not enough equipment | <input type="checkbox"/> Other (Please Specify)   |
- 

41. Given the greater emphasis on coordinated services by such federal grantors as the Federal Transit Administration and the Administration on Aging, what would make a coordinated transportation program more attractive to your agency?

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*Thank you for your cooperation. Please submit your completed survey to the address listed on page 1 of this questionnaire.*

*Note: Survey due Sept 1, 2006 (indicate deadline).*

Agencies In Ohio, Marshall and Wetzel Counties who responded to Coordinated Plan Survey  
Sent out by Bel-O-Mar Regional Council on August 9, 2006

Aids Task Force  
Altenheim Resource & Referral Center  
Catholic Community Services  
Catholic Neighborhood Center  
Change Inc., Marshall Co only  
Coord. Council for Indep Living  
Family Service - UOV  
Faith In Action Caregivers  
Home for Men- Warwood  
Kids & Crayons  
Marshall Co Health Dept  
Marshall Co Senior Center  
New Martinsville Cab Co.  
Northwood Health Systems  
Northern Panhandle Workforce Invest Bd  
Northwestern Area Agency on Aging  
Ohio Valley Reg Transit Auth  
Salvation Army, Wheeling  
Social Security Admin.  
Veterans Administration  
Welty Apts - Wheeling  
Wesley Park Apts - Moundsville  
Wetzel Co Comm on Aging  
Wetzel Co Health Dept  
Wetzel Co Hospital  
Wheeling Health Right  
Wheeling Hospital  
Wheeling Housing  
Wheeling Renel Care, Inc.  
Windsor Manor- Wheeling  
WLSC - Dental Program  
WV Business College  
YWCA - Violence Prevention

## **APPENDIX D**

### **Meeting Notices and Minutes**

# Belomar Regional Council

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P.O. Box 2086  
Wheeling, WV 26003

Location: 105 Bridge Street Plaza  
TTY/TDD 1.800.982.8771  
Phone: 304.242.1800  
Fax: 304.242.2437  
Email: [belomar@belomar.org](mailto:belomar@belomar.org)

September 15, 2006

Memo To: Transportation Providers and Users in Ohio, Marshall and Wetzel Counties

From: Bob Muransky, Transportation Director

Joyce Farmer, Transit-H S Plan Coordinator

In August of 2005, Congress passed the Safe, Accountable, Flexible and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), reauthorizing the surface transportation act. As part of this re-authorization, grantees under the Elderly and Disabled Transportation Program (5310), Job Access and Reverse Commute (JARC- 5316), and the New Freedom Initiative(NFI-5317), must meet certain requirements in order to receive funding for fiscal year 2007(beginning 10/01/06) and beyond.

One of the SAFETEA\_LU requirements is that projects from the programs listed above must be part of a "locally developed coordinated public transit-human services transportation plan."

West Virginia's Regional Planning and Development Councils along with the Metropolitan Planning Organizations were chosen to coordinate and conduct these meetings, as they are currently responsible for reviewing federal and state program applications, and need to be aware and knowledgeable of transit programs and funding streams in each county or region, and are an independent and objective entity. In regions where there are urbanized areas, these areas will be coordinated with or be part of the regional plan.

We invite you to attend a public meeting to be held regarding the recent survey you completed regarding transportation services either you provide or advocate for individuals who have public or specialized transportation service needs. (elderly individuals, person with disabilities and/or low income). Additionally, **if you plan to apply for funding under Section 5310, 5316 or, 5317 programs anytime within the next four years, you must participate in the plan development and meetings.**

Please forward this letter on to other appropriate transportation stakeholders who need to be part of the public transit-human services transportation coordination assessment plan in this region. A meeting flyer is attached for you to duplicate and distribute or post, as appropriate, to announce the upcoming meeting.

A meeting has been scheduled for all interested stakeholders in ***public transit-human services transportation coordination*** for ***Ohio, Marshall and Wetzel Counties*** by the Bel-O-Mar Regional Council. The meeting will be held on **Wednesday, October 4, 2006 at 9:30 a.m.** at the **Altenheim Resource Center, 1359 National Road, Wheeling, WV 26003.**

Please find attached :

1. Agenda for the meeting along with information related to the agenda.
2. Suggested list of agencies to include in the survey.
3. A list of all the agencies that were sent a survey to complete in Ohio, Marshall and Wetzel Counties.

The meeting will include a overview of the survey responses, discussion on how to develop a transit/human service coordinated plan, specific areas of concern that were expressed in the survey, the various levels of coordination that can occur between transportation / human service agencies and finally how to develop an action plan with strategies and steps for improving coordination efforts in these counties.

We hope you will seriously consider attending the meeting. If so, please RSVP by calling Heather or LuAnn at 304-242-1800 or email to: [jfarmer@belomar.org](mailto:jfarmer@belomar.org) **no later than Monday, October 2, 2006.** We look forward to seeing you on Wednesday, October 4, 2006 at 9:30 a.m. We hope to conclude around 12:30 p.m.

***Directions to the Altenheim Resource Center are as follows:*** I-70 East or West, take the Washington Ave, Exit 2-B(the same exit as for Wheeling Hospital). If you traveling Eastward, at the end of the ramp turn left across the bridge, if traveling West, turn right at the end of the ramp. Follow Washington Ave thru 2 lights, you will see a Tru-Value Hardware and Convenient food store in the shopping plaza on the right. At the next light you will see United Methodist Church on left and Welty Home on right. At that light turn right onto National Road (Rt 40) proceed to next light, you will see Church of Christ on the left (with a large round window) and Stifel Fine Arts center on the right. As you proceed thru that light, you should immediately see the sign for the Altenheim Resource & Referral Center(at the fireplug) turn left into their parking lot. Entrance is in the rear of the building.

# Belomar Regional Council

---

P.O. Box 2086  
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Location: 105 Bridge Street Plaza  
TTY/TDD 1.800.982.8771  
Phone: 304.242.1800  
Fax: 304.242.2437  
Email: [belomar@belomar.org](mailto:belomar@belomar.org)

September 15, 2006

Memo To: County Commissions and City Officials in Ohio, Marshall and Wetzel Counties

From: Bob Muransky, Transportation Director

Joyce Farmer, Transit-HS Plan Coordinator

In August of 2005, Congress passed the Safe, Accountable, Flexible and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU), reauthorizing the surface transportation act. As part of this re-authorization, grantees under the Elderly and Disabled Transportation Program (5310), Job Access and Reverse Commute (JARC- 5316), and the New Freedom Initiative(NFI-5317), must meet certain requirements in order to receive funding for fiscal year 2007(beginning 10/01/06) and beyond.

One of the SAFETEA\_LU requirements is that projects from the programs listed above must be part of a “locally developed coordinated public transit-human services transportation plan.”

West Virginia’s Regional Planning and Development Councils along with the Metropolitan Planning Organizations were chosen to coordinate and conduct these meetings, as they are currently responsible for reviewing federal and state program applications, and need to be aware and knowledgeable of transit programs and funding streams in each county or region, and are an independent and objective entity. In regions where there are urbanized areas, these areas will be coordinated with or be part of the regional plan.

You have received this **meeting invitation because you represent a local or county government agency or advocacy group** which either provides transportation services to, or advocates for individuals who have public or specialized transportation service needs. (elderly individuals, person with disabilities and/or low income)

Please forward this letter on to other appropriate transportation stakeholders who need to be part of the public transit-human services transportation coordination assessment plan in this region. A meeting flyer is attached for you to duplicate and distribute or post, as appropriate, to announce the upcoming meeting.

A meeting has been scheduled for all interested stakeholders in ***public transit-human services transportation coordination*** for ***Ohio, Marshall and Wetzel Counties*** by the Bel-O-Mar Regional Council. The meeting will be held on **Wednesday, October 4, 2006 at 9:30 a.m.** at the **Altenheim Resource Center, 1359 National Road, Wheeling, WV 26003.**

Please find attached :

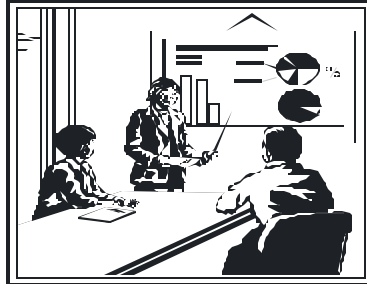
1. Agenda for the meeting along with information related to the agenda.
2. Suggested list of agencies to include in the survey.
3. A list of all the agencies that were sent a survey to complete in Ohio, Marshall and Wetzel Counties.
4. A copy of the survey that was previously sent to the agencies listed.

The meeting will include a overview of the survey responses, discussion on how to develop a transit/human service coordinated plan, specific areas of concern that were expressed in the survey, discussion regarding the various levels of coordination that can occur between transportation / human service agencies and finally how to develop an action plan with strategies and steps for improving coordination efforts in these counties.

We hope you will seriously consider attending the meeting. If so, please RSVP by calling Heather or LuAnn at 304-242-1800 or email to: [jfarmer@belomar.org](mailto:jfarmer@belomar.org) **no later than Monday, October 2, 2006.** We look forward to seeing you on Wednesday, October 4, 2006 at 9:30 a.m. We hope to conclude around 12:30 p.m.

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# Regional Public Transit- Human Services Coordination Meeting



PLEASE PLAN TO ATTEND....

A regional meeting will be held to start the process of developing a public-transit human services coordination plan. The meeting will be facilitated by:

Bel-O-Mar Regional Council

Wednesday, October 4, 2006

at 9:30 a.m.

at

**The Altenheim Resource Center**  
**1359 National Road, Wheeling, WV 26003**

For information about the meeting or to register call:

Joyce Farmer at the  
Bel-O-Mar Regional Council  
at 304-242-1800 or  
by email: [jfarmer@belomar.org](mailto:jfarmer@belomar.org)

# Coordinated Public Transit-Human Service Transportation Plan for Ohio, Marshall and Wetzel Counties

Wednesday, October 4, 2006

## Agenda

- 9:30 a.m. Registration Joyce Farmer
- 9:45 a.m. Welcome and Introductions Robert Muransky
- 10:00 a.m.  **Purpose and Overview**
- \* United We Ride
  - \* Framework for Action
  - \* FTA Coordinated Public Transit-Human Service Plans
  - \* WV Transportation Coordination Toolkit

**Goals of this Session**

- \* Identify Existing Need for Transportation
- \* Identify Existing Services
- \* Identify Service Gaps and or Duplication of Services
- \* Identify Possible Alternatives for Coordination

**Brainstorming**

- \* What is Coordination and its Perceived Benefits
- \* What are the Existing Transportation Needs for:
  - Older Adults
  - Individuals with Disabilities
  - Individuals with Limited Income
  - Others
- \* What Services Already Exist?
  - Public Transit
  - Private Providers
  - Agency Providers - Human Services / Social Service Agencies
  - Inter City vs. Rural
  - Taxi's and Other Services
- \* List for each type of Service Above:
  - Strengths
  - Weaknesses
  - Opportunities for Coordination
  - Obstacles of Coordination
- \* Coordination of Alternative Initiatives Ideas and Solutions

Next Meeting: \_\_\_\_\_ Location \_\_\_\_\_

Adjourn:

Coordinated Public Transit-Human Service Transportation Plan  
for Ohio, Marshall and Wetzel Counties  
Bel-O-Mar Regional Council

Wednesday, October 4, 2006

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Meeting was called to order by Bob Muransky, Director of Transportation, Bel-O-Mar Regional Council at 9:50 a.m. Meeting began with Introductions of everyone present.

Those Present included: Mary Ash, Director Wetzel Co COA.

Wayne Cunningham, Dir. Of Trans., Family Service-UOV

J.E. Stephano, Director Change Inc.,

Brooke, Hancock, Marshall Co.

Joyce Farmer, NWAAA, Bel-O-Mar Reg. Council

Mary Lou Furbee, Wheeling Dialysis Center

Erinn Greedfield, Workforce WV

Allen Hendershot, Moundsville City Manager

Tom Hvizdos, OVRTA

Ann Koegler, Altenheim Resource Center

June Leindecker, Ohio Co Senior Center, Family Service

Rick Marling, Northwood Health Systems

Bob Muransky, Transit Director, Bel-O-Mar Regional Council

Bob Muransky began the meeting with a brief explanation of the Coordination between Transportation and Human Service agencies. Bel-O-Mar will be focusing on Ohio, Marshall and Wetzel Counties in WV. The WV Dept of Transportation hired a consultant, RLS out of Dayton, Ohio to put together this Framework for Action and a toolkit for everyone involved to use. He emphasized that the Coordinated Plan has to show proof of a "Good Faith Effort" to resolve these issues and enhance transportation services through these three transit programs.

He also informed those in attendance that anyone intending to apply for funding under any of the three programs: 5310 -(EIIDT) Elderly Individuals and Individuals with Disabilities Transportation, 5316- (JARC) Job Access and Reverse Commute and 5317 (NFI) New Freedom Initiative would be required to attend these coordination planning meetings in order to be eligible for these funds.

Joyce Farmer then explained "United We Ride" was developed as the result of a Partnership between the US. Department of Transportation, Dept of Human Services, Dept. of Labor and Dept of Education. This five part initiative will focus on enhancing transportation coordination efforts, break down barriers through vehicle sharing, cost allocation and start conversations among groups in developing partnerships and finding common sense solutions to transportation problems through reporting, evaluation and development of a consolidated transportation plan. Joyce stated that there are 62 individual programs funding transportation programs nationwide.

Joyce then reviewed the handouts and the toolkit workbook that everyone in attendance received. The beginning phase of this coordination effort was to develop a list of current agencies who either provide transportation services or have clients needing transportation services. RLS provided a suggested list of agencies to contact such as Senior Centers, Hospitals and Medical

facilities and DHHR offices as well as city and county officials. Joyce explained how they arrived at the mailing list. On August 9, 2006, Bel-O-Mar sent out surveys to 103 identified agencies within Ohio, Marshall and Wetzel counties that either provide transportation services or provide Social Services through their programs. Of those 103, 32 surveys were returned. Of the surveys returned a breakdown was provided by county, by transportation and by social service. A list of all of the agencies who did return surveys and were invited to attend the first of these coordination meetings was provided along with a summary of comments taken from the returned surveys. In addition a list of Acronyms were provided.

Bob then reviewed with those in attendance the handout done by Jim Benner, GIS Specialist showing census tracks with various categories for identifying population groups of elderly, low income, minority and households without vehicles.

Then the meeting was open to the floor to discuss problems and identify gaps in service and strategies for overcoming identified problems and alternative solutions.

Mary Ash, Director of Wetzel Co Committee on Aging discussed a problem with the suspension of her most recent purchased van through the 5310 program. It is handicapped accessible van and cannot be taken throughout the county due to this low suspension problem.

Mary Lou Furbee from the Wheeling Dialysis Center shared that there was a need for transportation services for the Dialysis patients later in the day in all three counties. These patients receive treatment from 8:00 a.m. thru 8:00 p.m. in the evening and have to depend on family, Change Inc. or the cab company to provide services after 3:00 p.m. daily.

Wayne Cunningham and June Leindecker from Family Services - Ohio Co Senior Center identified lack of funds and trained drivers as issues they are constantly faced with as well as gasoline cost and repair cost of vans. Discussion was held regarding their hours of service which typically ends at about 2:30 daily and 3:00 on Wednesdays. They take a lot of Ohio Co patients to dialysis but can't return them home after treatment. These people have to rely on family or the OVRTA advantage van

Discussion of sharing or loaning of vans was brought up, but liability was a major concern for most agencies. Also discussed were the restrictions that were placed on the grants.

Tom Hvizdos, Executive Director of Ohio Valley Regional Transportation Auth. discussed funding restrictions for buses and how urban population and the inability for passage of levies in many areas restricts the service areas he can cover. Discussion was also held regarding use of the Advantage van for handicapped individuals. Tom stated that only four out of 4800 requests for service during the past year had to be denied.

Erinn Greenfield from the Workforce WV program discussed the hurdles faced by her clients. She finds jobs of at least twenty hours per week for people in adult education, persons being required to do community service and for those in vocational/job training programs. Their biggest hurdle isn't finding the jobs but the transportation to get to the jobs. Either due to having no license due to DUI or they have little or no income to afford the cost of insurance and maintenance/operation of a vehicle. An example she gave was the new jobs being created at the Highlands, but there is no transportation service to that area and by the time they start running buses to the area for shopping the jobs created by these new facilities will be filled.

Rick Marling of Northwood Health Systems discussed a coordination of transportation services that had been discussed between Northwood, Greater Wheeling Homeless Coalition and the Salvation Army. Various issues including drivers liability and cost of maintenance and insurance were areas identified as issues to resolve with coordination.

Joe DiStefano of Change Inc. Of Weirton operates one van in Marshall County. He ask what other agencies use for their 50/50 match. Discussion followed.

Discussion also was held regarding Non-emergency transportation, the cost of such a service and the fact that the guidelines for Medicare to cover this is very restrictive and based on proof of need and Doctors orders.


Allen Hendershot, City of Moundsville, posed the question of a way to blend funds from various programs, including program funds unrelated to Dept of Transportation to overcome some of the obvious obstacles in providing transportation.

One of the largest obstacles identified in the meeting was the transport of medical patients to dialysis during hours after normal transportation services end. There are dialysis treatment centers in Wheeling and Wetzel County Hospital that treat patients from the focus area of Ohio, Marshall and Wetzel Counties.

Before the next meeting everyone was asked to read the toolkit booklet and have questions and comments ready for the next meeting in regard to Coordination of a Transit / Human Service plan for this three county region. Also everyone was ask to invite someone from another agency they may be aware of that either provides transportation or has clients needing transportation such as Housing Authorities or DHHR offices, or Family Resource Networks.

Meeting concluded at 11:50 a.m. Notice of next meeting along with notes from first meeting and list of attendees with addresses and phone numbers will be mailed to all in attendance.

Respectfully,



Joyce Farmer  
Bel-O-Mar

# Belomar Regional Council

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P.O. Box 2086  
Wheeling, WV 26003

Location: 105 Bridge Street Plaza  
TTY/TDD 1 .800.982 .8771  
Phone 304 .242 .1800  
Fax: 304 .242 .2437  
Email: [belomar@belomar.org](mailto:belomar@belomar.org)

October 12, 2006

To: All Transit-Human Service Agencies

From: Bob Muransky, Joyce Farmer  
Transit/Human Services Coordination Plan

Re: Next Coordination Meeting

This is to inform you that the next meeting for the development of the local Coordinated Public Transit-Human Services Transportation Plan has been scheduled. The meeting **will be *Wednesday, November 1, 2006 with registration beginning at 9:30 a.m. at the Altnheim Resource & Referral Center, 1359 National Road, Wheeling, WV.***

Please note that any agency intending to apply for grant funds through the Section 5310, 5316 or 5317 programs must be involved in the development of the plan.

As discussed at the last meeting, please read the "Time To Coordinate" handout and have any questions, comments or recommendations ready regarding the Coordination Plan for Ohio, Marshall and Wetzel Counties.

Enclosed are the notes from the last meeting (10-04-06) with the names, addresses, phone numbers and emails for those who attended that meeting.

Also, please attempt to invite someone from another agency who either provides transportation services or has clients who may be in need of transportation services to come to this planning meeting to provide further input into the plan.

**Please RSVP to Joyce, Heather or LuAnn by calling 304-242-1800 no later than October 27, 2006.**

*We hope to see you at the meeting.*

**Coordinated Public Transit-Human Service Transportation Plan  
for Ohio, Marshall and Wetzel Counties  
Altenheim Resource Center, 1359 National Road, Wheeling, WV**

**Wednesday, November 1, 2006  
Agenda**

- |            |   |              |
|------------|---|--------------|
| 9:30 a.m.  | <b>Registration</b>   | Joyce Farmer |
| 9:45 a.m.  | <b>Welcome and Introductions</b>                              | Bob Muransky |
| 10:00 a.m. | <b>□ Purpose and Overview</b>                                 |              |
|            | * Review Meeting Notes from last meeting                      |              |
|            | * WV Transportation Coordination Toolkit                      |              |
|            | <b>□ Goals of this Session</b>                                |              |
|            | * Questions about Toolkit                                     |              |
|            | * Identify Service Gaps and or Duplication of Services        |              |
|            | * Identify Possible Alternatives for Coordination             |              |
|            | <b>□ Brainstorming</b>  |              |
|            | * What are the Existing Transportation Needs for:             |              |
|            | - Older Adults  |              |
|            | - Individuals with Disabilities                               |              |
|            | - Individuals with Limited Income                             |              |
|            | - Others  |              |
|            | * What Services Already Exist?                                |              |
|            | - Public Transit  |              |
|            | - Private Providers   |              |
|            | - Agency Providers - Human Services / Social Service Agencies |              |
|            | - Inter City vs. Rural  |              |
|            | - Taxi's and Other Services                                   |              |
|            | * List for each type of Service Above:                        |              |
|            | - Strengths   |              |
|            | - Weaknesses  |              |
|            | - Opportunities for Coordination                              |              |
|            | - Obstacles of Coordination                                   |              |
|            | * Coordination of Alternative Initiatives Ideas and Solutions |              |

Next Meeting: \_\_\_\_\_ Location \_\_\_\_\_  
Adjourn:

Coordinated Public Transit-Human Service Transportation Plan  
for Ohio, Marshall and Wetzel Counties  
Bel-O-Mar Regional Council

Wednesday, November 1, 2006 - 2<sup>nd</sup> Meeting

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Meeting was called to order by Bob Muransky, Director of Transportation, Bel-O-Mar Regional Council at 10:00 a.m. at the Altenheim Resource & Referral Center, 1359 National Road, Wheeling, WV. Meeting began with introductions of everyone present.

Those in attendance included: Jim Benner - Bel-O-Mar - GIS Specialist  
Joyce Britt, Seeing Hand Association  
Rhonda Bungard, WorkForce WV (ojt)  
Martha Carra - WV DRS- Vocational Rehab  
Wayne Cunningham - Family Service - Transportation Dir.  
Jeff DeStefano - CHANGE Inc.  
Joyce Farmer - Bel-O-Mar  
Erinn Greenfield - Workforce WV  
Joyce Howard - Marshall Co Senior Center  
Tom Hvizdos - OVRTA  
Ann Koegler - Altenheim Resource Center  
June Leindecker - Family Services  
Rick Marling - Northwood Health Systems  
Bob Muransky - Bel-O-Mar - Transportation Director  
Jeanette Wojcik - Faith In Action Caregivers

Review minutes from last meeting. No changes or comments were recommended. Wetzel County - Mary Ash, director of Senior Center noted problem with suspension of van which limits areas they can provide transportation to. This results in a designated gap in service. Joyce Howard, Director of Marshall County Senior Center commented that she can relate to Wetzel counties problem. Vans with high tops (w/c accessible) hit low hanging trees and limits areas they can travel to. Jeff DeStefano with CHANGE Inc. stated they are meeting almost 100% of their transportation request with job access in Marshall County.

June Leindecker, Family Service, in Ohio County states that the regulations for the 5310 limits the size of fleet they can have and also states they have trouble training and keeping van drivers. Rick Marling of Northwood states they are keeping up with request for services with their clients. Joyce Farmer shared an email from Mary Lou Furbee of the Wheeling Renal Care who was unable to be in attendance. Her comments were regarding the need for Dialysis Patients to assist them in getting to and from the van and often there is a need for w/c accessible van for amputees. Some vans provide only curbside service. There is also a need for transportation service for people under age 60 and with limited income but who are not medicaid eligible.

Bob then discussed the ways Belmont County has attempted to increase services. These include establishing a Referral System as well as assisting other agencies by allowing their drivers provide service to other agencies by the use of their van. Some agencies provide a back-up service for other agencies. Also some agencies do joint procurement with purchasing of fuel, sharing of storage facilities, vehicles and insurance cost.

Martha Carra commented that transportation would be helpful to get vocational rehab clients to job sites. Jeff DeStefano commented that there are limitations in the grants about crossing county lines in providing transportation services. June Leindecker suggested if there could be a way to have a local drivers training so workers don't have to go to Charleston, Morgantown or somewhere out of the area to receive training. The question was posed, if agencies could pay OVRTA to provide PASS training. It was suggested that the Workforce Investment Board could possibly cover the cost for people to be trained as drivers.

Joyce Britt from Seeing Hand stated they use staff or volunteers as drivers when they transport clients. She also mentioned she has a ADA Video for transporting disabled and blind clients that she would gladly share with any interested agencies as part of their training. She also mentioned WV Assistive Technology Systems as another source of training materials.

Tom Hvizdos then explained the intensive training that is required for drivers including CPR, First Aid, and Defensive Drivers Training. He suggested that perhaps coordination of training could be developed with Workforce WV and Vocational Rehab Services to receive training.

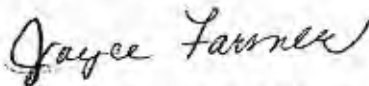
Bob then mentioned the need to develop some type of Referral Agreement for use by the various agencies. Bel-O-Mar will get a copy of a draft agreement and enclose it with the next meeting notice packet.

Tom Hvizdos spoke about expansion of services to the Highlands. He stated that he needs to get clarification of new service vs. current normal service or American Disabilities Act(ADA) and Dialysis services. He also stated his Board has final say and they look at the cost involved with expansion of services and the feasibility of that expansion.

It was stated that there is a website for ADA. where you can go in and make comments. Other issues of concern was the need to expand services beyond 3:00 daily by the Senior Centers. Further discussion involved Dialysis being willing to pay the Senior Centers for the salary of the driver, gasoline and insurance to hire a driver in both Ohio and Marshall Counties to provide transportation from Noon to 8:00 p.m. for dialysis patients. Joyce Farmer agreed to contact mary Lou Furbee at the Dialysis Center to discuss the possibilities for this coordination of services.

With no further discussion the meeting was adjourned at 11:00 a.m.

Respectfully Submitted,



Joyce Farmer, Bel-O-Mar Regional Council

# Belomar Regional Council

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P.O. Box 2086  
Wheeling, WV 26003

Location: 105 Bridge Street Plaza  
TTY/TDD 1.800.982.8771  
Phone 304.242.1800  
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Email: [belomar@belomar.org](mailto:belomar@belomar.org)

November 16, 2006

To: All Transit-Human Service Agencies

From: Bob Muransky, Joyce Farmer  
Transit/Human Services Coordination Plan

Re: Final Coordination Meeting

This is to inform you that the final meeting for the development of the local Coordinated Public Transit-Human Services Transportation Plan for Ohio, Marshall and Wetzel counties has been scheduled. The meeting *will be **Wednesday, December 6, 2006 with registration beginning at 9:30 a.m. at the Altheim Resource & Referral Center, 1359 National Road, Wheeling, WV.***

Please note that any agency intending to apply for grant funds through the Section 5310, 5316 or 5317 programs must be involved in the development of the plan.

Enclosed are the notes from the last meeting (11-01-06) with the names, addresses, phone numbers and emails for those who attended that meeting as well as an agenda for this next meeting. Please come prepared with any ideas for further coordination of services for Ohio, Marshall and Wetzel Counties. This will probably be our last meeting before the plan is submitted.

Also, please attempt to invite someone from another agency who either provides transportation services or has clients who may be in need of transportation services to come to this planning meeting to provide further input into the plan.

**Please RSVP to Joyce, Heather or LuAnn by calling 304-242-1800 no later than December 1, 2006.**

*We hope to see you at the meeting.*

**Coordinated Public Transit-Human Service Transportation Plan  
for Ohio, Marshall and Wetzel Counties**  
Altenheim Resource Center, 1359 National Road, Wheeling, WV

**Wednesday, December 6, 2006**  
**Agenda**

9:30 a.m.      **Registration**      Joyce Farmer

9:45 a.m.      **Welcome and Introductions**      Bob Muransky

10:00 a.m.      **☐ Purpose and Overview**  
                    \* Review Meeting Notes from last meeting

**☐ Goals of this Session**  
                    \* What have we accomplished  
                    \* What will the Coordinated Plan look like  
                            And Plan Strategies

**☐ Final Comments - Recommendations**

Coordinated Public Transit-Human Service Transportation Plan  
for Ohio, Marshall and Wetzel Counties  
Bel-O-Mar Regional Council

Wednesday, December 6, 2006 - 3<sup>rd</sup>. Meeting

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Meeting was called to order by Bob Muransky, Director of Transportation, Bel-O-Mar Regional Council at 9:45 a.m. at the Altenheim Resource & Referral Center, 1359 National Road, Wheeling, WV. Meeting began with introductions of everyone present.

Those present were: Mary Ash, Wetzel County Senior Center  
Shannon Austin, WORKFORCE WV/CED  
Joyce Britt, Seeing Hand Association  
Martha Carra - WV DRS- Vocational Rehab  
Wayne Cunningham - Family Service - Transportation Dir.  
Jeff DeStefano - CHANGE Inc.  
Joyce Farmer - Bel-O-Mar  
Erinn Greenfield - WORKFORCE WV, Region V  
Bob Hicks, Seeing Hand Association  
Joyce Howard - Marshall Co Senior Center  
Tom Hvizdos - OVRTA  
Ann Koegler - Altenheim Resource Center  
June Leindecker - Family Services  
Bob Muransky - Bel-O-Mar - Transportation Director  
Jeanette Wojcik - Faith In Action Caregivers

Review minutes from last meeting, accepted as written.

Bob distributed draft of Coordinated Public Transit - Human Services Transportation Plan for Ohio, Marshall and Wetzel Counties in WV to everyone present. He then reviewed the plan page by page and allowed time for questions, comments, and recommended changes. Bob stated that the only section of the plan not yet complete is the Priorities List.

Section I - Introduction - Bob reviewed and ask for comments, changes, etc. No changes or comments noted.

Section II - Federal Transit Administration (FTA) Programs - Bob explained the three programs involved in the coordination plan and list of agencies who have taken part in this coordination plan. With the exception of a few typographical errors the plan was accepted as written. He state the current long range transportation plan goes through August, 2007 (a four year plan) and he feels this plan will follow the same four year cycle. The plan will be adopted on the date it is reviewed and approved by the board of Bel-O-Mar. No changes or comments noted.

Section III - Study Area - Bob explained the study area for the three county region included in this plan and identified any concentrated areas of the targeted population areas based on the 2000 census data as they relate to the specified FTA programs. He explained how the census tracts were used to identify targeted areas. Bob commented that the New Freedom program being new that we would seek recommendations from WVDOT.

Section IV - Outreach Efforts - Bob explained what outreach efforts were done by Joyce to compile a list of the 103 agencies to whom the survey was mailed, with a breakdown of responses by county. Also discussed the publishing of the public notice of meetings held to receive input into the coordinated plan.

Section V - Assessment of Available Services - Discussion was held regarding a summary of the returned surveys indicating the number of vehicles operated by each agency, their days and hours of operation and their funding sources. Comments were also included regarding Human Service agencies that depend on these transportation services.

Section VI - Assessment of Transportation Needs - Bob reviewed the demographic needs and stakeholders needs assessment by agency and county as discussed at earlier meetings.

Also discussed was the need by agencies for their drivers to be able to attend a local seminars regarding driver requirements and training without having to travel to Morgantown or Charleston. The cost of mileage reimbursement in addition to providing substitute drivers for those regular daily routes can become quite costly.

Wetzel County still has the problem with the suspension system of their van. Joyce Howard, Director of Marshall County Senior Center commented that she can relate to Wetzel counties problem in rural areas. June Leindecker of Family Service states that lack of funding limits the size of fleet they can have and low pay scale creates problems in training and retaining van drivers.

Gaps in service were identified by the Wheeling Renal Center of having difficulty finding transportation for their patients who don't finish dialysis until after 4:00 to 9:00 p.m. Joyce Farmer shared a discussion she had with Mary Lou Furbee, Social Worker with the Wheeling Renal Care who was unable to attend. Ms. Furbee indicated that the Dialysis Center may be willing to come up with a cooperative agreement to cover the cost of the driver and cost of van usage if the county senior centers would be able to provide a driver and van for those later hours on an as needed basis.

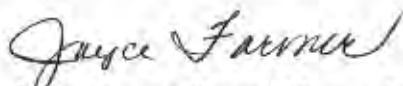
Discussion also included the need to cross county and state lines and what limitations there were regarding these issues. Jeanette Wojcik, director of the Faith In Action Caregivers stated that they utilize volunteers with their private cars to transport persons in Ohio, Marshall and Belmont Counties to doctor appointments, grocery shopping, church related events and services. There is no charge for their services, but donations are accepted. There are no eligibility guidelines for their services and they gladly accept referrals from any local agency. They will provide services any time of the day or night or any day of the week provided a volunteer is willing to fill the request. She noted that they also go to out of town locations from the three county area to Pittsburgh, Columbus, Weirton, or Morgantown

Jeanette Wojcik encouraged any agencies present to make referrals to her agency if there is a request they are not able to meet. They even provide transportation services on Sunday to church if necessary.

Joyce Britt and Bob Hicks from Seeing Hand also commented that they have clients who live beyond the OVRTA routes that have difficulty getting to their workshops due to lack of transportation.

Bob ask if there were any further comments or additions to the plan. With none being made Bob ask that when those present have time to re-read the draft to please call, write or e-mail Joyce with additions or changes by next Wednesday, December 13, 2006. He stated we would like to have the plan submitted to the WV Dept of Transportation before the end of December.

Respectfully Submitted,



Joyce Farmer, Transit/Human Service Coord.  
Bel-O-Mar Regional Council

# **APPENDIX E**

## **Agreement of Cooperation and Coordination**

## Agreement of Cooperation and Coordination Among Recipients of Federal Transit Administration Funding

The purpose of this Agreement is to recognize the need for recipients of funding provided by the Federal Transit Administration (FTA) in Ohio, Marshall and Wetzel Counties, West Virginia to cooperate and coordinate to the maximum extent practical, in the provision of the various transportation services provided.

The parties of this agreement agree to make and accept appropriate interagency referrals in consideration of the geographic coverage of each respective FTA funded project, as a means to maximize the mobility options for the targeted population groups of the various FTA programs.

Thomas E. Hyder Dec. 6, 2006  
Ohio Valley Regional Transportation Authority, Representative Signature Date

Joe Hruschka 12/6/06  
Family Service-Upper Ohio Valley, Representative Signature Date

Joyce Howard Dec. 6, 2006  
Marshall County Senior Citizens Assoc, Representative Signature Date

Michael R. Smith Dec. 6, 2006  
Wetzel County Senior Citizens Assoc., Representative Signature Date

Rick Marling 12/13/2006  
Northwood Health Systems Inc, Representative Signature Date

JED Stefance 12/6/06  
Change Incorporated, Representative Signature Date