
FROM: Carrie Linder

DATE: November 1, 2021

RE: MEETING NOTICE

The Transportation Coordinating Committee Meeting will be held on Tuesday, November 9, 2021 at 3:00 p.m. Due to COVID19 and the pandemic, a remote meeting will originate from Conf. Room A, Washburn, Wisconsin.

Public participation remote access is available by phone by calling [+1 715-318-2087](tel:+17153182087) United States, Eau Claire, at the start of the meeting and entering participant code 568994313 followed by the # sign. TCC members to receive an invitation via Microsoft Teams.

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

The agenda includes: Call to order; Discussion and possible action to review/adopt 10/12/2021 meeting minutes; Develop a Marketing Plan; Motion to adjourn

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c))

- c: County Board Chair
- County Administrator
- County Clerk
- HS Director and Managers
- Post (bulletin board and website)
- Daily Press

Department of Human Services
117 East Fifth Street
P.O. Box 100
Washburn, WI 54891-0100
Telephone (715) 373-6144 Fax (715) 373-6130
Email: baycodhs@bayfieldcounty.wi.gov



**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
TRANSPORTATION COORDINATING COMMITTEE**

Carla Becker (Vice Chairman)
Jeff Benton
Mary Dougherty (Chairman)

Carrie Linder
Jeremy Oswald
Beth Probst

Perri Shuga

RE: November 1, 2021 Transportation Coordinating Committee Meeting

Dear Committee Members:

Please be advised that the next Transportation Coordinating Committee Meeting will be held on **Tuesday November 9, 2021 3:00pm – 4:30pm via Microsoft Teams.**

Due to COVID19 and the pandemic, remote access to this meeting will originate from Conference Room A, Washburn, Wisconsin.

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Any person planning to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

The agenda for the meeting is as follows:

AGENDA

1. Call to order
2. **Discussion and Possible Action** – Review of the October 12, 2021 Meeting Minutes
3. Develop marketing plan
4. Motion or Chair Statement to Adjourn

Thank you!

Sincerely,

Carrie Linder

Aging and Disability Services Manager

c: Bayfield County DHS Transportation Coordinating Committee Members

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
TRANSPORTATION COORDINATING COMMITTEE
MICROSOFT TEAMS MEETING**

**October 12th, 2021
3 - 4 PM**

DRAFT

Committee Members Excused:

Committee Members Present: Beth Probst, Jeremy Oswald, Carla Becker, Mary Dougherty, Perri Campbell-Shuga

Committee Member Absent: Jeff Benton

Staff Present: Carrie Linder, Elizabeth Skulan

Other Present: Pat Daoust, Jenise Swartley

Call to Order and Introductions

Mary Dougherty called the meeting to order at 3:01 PM.

Agenda item (List each individually and provide brief overview)

2. Discussion and Possible Action – Review of the August 23, 2021 Meeting Minutes
Motion by Carrie, second by Jeremy to approve the minutes, motion carried.

3. Shared Ride Taxi Project-Review and Discuss

Bayfield County has allocated \$25,000 for the next two years from ARPA to the door-to-door van service. Pat has put together the proposal for this service that will be submitted to WisDot. He continues to look into other transportation grants to support the service. He is going to launch it strictly as a BART Van Service rather than a “shared ride” project. A shared ride service would need to be contracted out and therefore would require BART to go through additional application processes to start the service. This will not affect the funding allocated by Bayfield County. As of now, the tentative timeline to start this door-to-door van service is January 2022. The next step for this committee is to develop a marketing and communication campaign. A direct mailing would be one of the most effective ways to get the word out. Northlakes contracts with ProPrint out of Duluth to do direct mailings. Proprint verifies the addresses with the Post Office’s mailing lists. This mailing list includes renters and other people who are not the primary owners of the home they live in. Ideally, the mailers will be sent out in mid-December to arrive around the holidays when family members are visiting their aging parents. Proprint takes three weeks to send out mailers. Carrie is going to follow-up with us about the direct mailers timeline after she touches base with Proprint and Heart Graphics. Jenise and Mary will draft a postcard to direct mail. Flyers should also be distributed at healthcare facilities, community service organizations, and other places people need transportation to and from. We should write a press release to ADP and Bottom Line News mid-January. Social media posts should also be developed.

4. Discussion and Possible Action 2022 85.21 Grant application

The grant application was reviewed by this committee. Motion by Jeremy motioned, second by Beth to recommend the approval of this application at the HHS Board and to bring this application to a public hearing on October 25th. Motion carried.

5. Discussion and Possible Action - Request by Forward Horizons

They are requesting to purchase two wheelchair accessible vans through the 83.21 grant to transport their clients. Forward Horizon works with people with disabilities and older adults. Motion by Carla, second by Perri to approve their request. Motion carried.

6. Discuss next action steps

The committee will continue to develop and implement a marketing and communication plan for the new door-to-door van service. This should include developing a year-round marketing strategy for all transportation services in the region more broadly.

Future Meeting Date

Next meeting **November 9th at 3:00 PM.**

Adjournment

Motion by Carla, second by Carrie to adjourn at 4:01. Motion carried.

Minutes respectfully submitted by Jenise Swartley



Pro Print, Inc.

3920 Airpark Blvd
Duluth, MN 55811
Phone: (218) 722-9805
Fax: (218) 722-9914
Email: ehendrickson@proprintus.com
http://www.proprintus.com

Quotation

125290

To:
Bayfield County
Bayfield County
117 E 5th St
Washburn, WI 54821
Phone: (715) 373-6100

Date 10/15/21
Salesperson Rhonda Cory
Estimator Erika Deraas

Dear Bayfield County

The Print Industry is experiencing supply chain shortages of paper, causing price increases and substitutions. We highly recommend you order as early as possible to confirm paper availability. We will do our best to mitigate additional costs or paper unavailability.

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.

Below Is Your Detailed Production Specifications for this Request

Description	Bayfield County Postcard & Mailing	
Description	Part 1 - Bayfield County Postcard	
Size	Flat Size : 7 x 5	
	Final Size : 7 x 5	
	Bleeds : 4 Sides	
Paper	100.0 lb Gloss Cover	
Ink	4/4	
Provided	File Supplied - Digital - PDF Proof Provided	
Finishing	Finish Cut	
	Quantity	Prices
	5,186	\$509.03
Description	Part 2 - Inkjet address & mail (postage not included)	
	Quantity	Prices
	5,186	\$85.94
Description	Part 3 - mail list purchase	
	Quantity	Prices
	5,186	\$63.66

Sincerely,
Pro Print

Upon acceptance please indicate the quantity required

Thank You for giving us the opportunity to submit this quote. As always, quotes are based on a physical inspection of your originals and are valid for 15 days unless otherwise specified. Quotes do not include tax or shipping, unless indicated.