

**MINUTES OF MEETING**  
**HSTP ADVISORY COMMITTEE MEETING**  
**August 29, 2016**

**Committee Member Attendees**

Connie Bowers, IC Public Works	Heidi Saunders, Whidbey Health
Lou Cox, Isl. Co. Compass Health	Dee Wells, Island Transit
Mike Brenaman, Disabled Amer. Vet.	Meg Heppner, Island Transit Ex. Asst.
Mary Campbell	Mike Nortier, Island Transit Exec. Dir.
Mike Etzell, Human Services Isl. Co.	Mike Etzell, IC Human Services
Vivian Rogers-Decker, Spin Café/OH Pub. Schools	
Jackie Henderson, IC Human Services/Isl. Transit	

**Other Attendees**

John Fowkes, IC Commiss. Candidate (bus rider)	<b>Facilitator</b>
Tom Piper, Physician Oak Harbor	Brian Wood, ITPO Staff

**The meeting began at 1:00 PM.**

**Action Items**

- Set up project brain-storm meeting for 3:00 pm Sept. 7 (staff)
- Contact Dept. of Social & Health Services/South Whidbey Senior Center (Jackie Henderson)
- Contact Ryan Warner regarding grants for gas vouchers (Staff)
- Determine process for amending plan with current projects (Staff)
- Update Committee Representation to show County Wide for Mary Campbell (Staff)
- Bring HSTP recommendations to next Policy Board for approval

**Committee Membership Review/Discussion:**

- Mike Brenaman (Disabled American Veterans) and Karla Jacks (Camano Center) were added to committee list
- Degree of committee representation of community/need was reviewed
  - In general representation was felt to be adequate
  - Recommended to consider Dept. of Social & Health Services and South Whidbey Senior Center
  - Recommended that committee members reach out to service providers to bring their concerns forward

**Committee Procedure/Structure/Voting:**

- Meeting structure was discussed:
  - **Determination: Informal decision making will be used (show of hands) with probes to indicate where concerns remain**

- Voting:
  - HSTP committee member decisions *are recommendations* to the policy board
  - Votes allocated based on need category, geographic area, and organization were considered
    - **Determination:**
      - Each committee members will have one vote
      - Project sponsors are recused from voting on their own projects
      - Facilitator votes in the event of a tie

### **Project Scoring**

- Reviewed Skagit-Island RTPO (SIRTPO) project scoring structure
  - Priorities were identified and weights were assigned to priorities
  - Weights were converted to points for each priority
    - Average of rater points given to a priority were added across priorities to give an average total score (rankings were assigned by average totals)
    - Letter grades accounted for rank and committee negotiated allocations
  - Discussion: Do priorities and weights assigned by SIRTPO match ITPO needs?
    - Rationale:
      - HSTP plan was the result of extensive public/stakeholder process
      - Interim committee can't duplicate process within grant round
      - SIRTPO HSTP Plan should be followed, with updates addressed in future plan update
  - Discussion: Should (A) priorities be given point values that reflect weights or should (B) point values be the same for each priority with weights assigned after voting?
    - Rationale (A): Simple system, raters can see higher values of priorities reflected in the points assigned
    - Rational (B): Inter-rater reliability is likely to be higher on a small point spread that equates to very high, high, medium, and low value.
    - **Decision: System (A) will be used**
    - **Decision Email voting will be used to facilitate participation**

### **Application**

- Consolidated grant application is available on WSDOT's website
  - Need to address appending current plan with proposed projects
  - Need to determine if RTPO establishment timeline effects timing of grant application

### **Projects**

- Potential projects were considered
  - Island transit is tied to designated catchment area for paratransit
  - Private, non-profit van service could be a potential bridge to transit
  - Bicycles may provide access to transit and may be well suited to urban youth
  - Low capital cost projects, such as travel trainers may be more feasible for smaller organizations and considering the short time frame

**The meeting adjourned at 2:25 PM**

**Next Regular HSTP Meeting: End of September/October 2016**