

Transportation Advisory Committee
October 9, 2025
Meeting Minutes

Meeting began at 10:00 a.m.

In attendance: Joe Hayes, Chastity Anderson

Zoom: Kathie Pointer; Connie Guentert (CCNO)

Staff: Commissioner Kaseberg, Shem Carlson

1. Review and approval of minutes from 7/30/25 TAC Meeting - Approval of prior meeting tabled until the next meeting.
2. Review Title VI and Title II Complaint Form
3. Review Community Connection of Baker County Reasonable Modification Policy – The committee reviewed the Reasonable Modification Policy, noting that the only revision was the correction of Kane Lester’s name. Joe Hayes moved to approve the policy and present it to the Commissioners, with Chastity Anderson seconding; the motion carried.
4. Review Title VI Posters – The committee discussed the incorrectly printed Title VI posters. Corrected versions had been emailed, and upon a motion by Joe Hayes, seconded by Chastity Anderson, the posters were approved and accepted.
5. Review Transit Audit Results – The committee reviewed audit results, noting both compliance and advisory findings. The Title VI program had been out of date, but this was corrected; however, the complaint form remained incorrect. While the county was compliant in providing notice of rights under Title VI, CCNO was not. The complaint form must be posted at CCNO. Joe reported that it had been posted for a long time, while Connie clarified that although it was posted in the office, the newer version may not have been online. The committee agreed to take screenshots and send them to Staci and Kane as evidence of compliance. It was also noted that suggested checklists had not been included in standalone policies.

The county must modify its joint form because it had adopted CCNO’s version; the county has 30 days to complete this process, and adoption of CCNO’s form should satisfy the requirement. Record retention policies for ADA complaints must also be revised. Since complaints route through CCNO, ADA complaints must be retained accordingly. Advisory findings included that the ADA complaint form was embedded and difficult to locate, and that although credit was given for including the TTY number, additional required information was missing. Baker County should provide notice on its website that this information is available.

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The committee noted that Transit Advisory requirements had been completed, and revised bylaws documenting this will need to be sent once the Commissioners approve them. Joe then moved that the county work with Staci and Kane to prepare the report to ODOT, and Chastity seconded; the motion carried.

6. Other Business – Discussion followed regarding the performance of the new schedule. Joe reported it was functioning but with frustrations. Adding an additional hour of service would cost \$348.35 per week, and staffing it would require additional funding. Connie explained that federal 5310 and 5311 funds have been delayed, with ODOT advising that the earliest possible release at the start of the fiscal year would be April. As a result, CCNO is fronting roughly \$200,000, which may not be reimbursed. Each service hour costs \$69.67. Kathie Pointer and Connie discussed the feasibility of consistently extending service by one hour daily, estimating a cost of approximately \$1,400 per month. Kathie stated she would explore a potential funding route.

Connie further noted that although the Health Department is not located on the fixed route, the service can deviate easily to accommodate it. Routes and frequent riders had recently been reviewed, with the ongoing goal of shifting as many riders as possible to the fixed route. Deviations occur daily, and many veterans are picked up through this process.

7. Adjournment – The meeting adjourned, with Commissioner Kaseberg agreeing to send copies of the discussed documents.