



Guidelines for the Greater Region Mobility Initiative (GRMI) Advisory Committee



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GUIDELINES FOR THE GREATER REGION MOBILITY INITIATIVE (GRMI) ADVISORY COMMITTEE

SECTION I. GREATER REGION MOBILITY INITIATIVE (GRMI)

The Greater Region Mobility Initiative (GRMI) is an effort led by the Miami Valley Regional Planning Commission (MVRPC) in cooperation with the Ohio Department of Transportation (ODOT) Office of Transit. The purpose of the GRMI is to improve coordination among transit providers to enhance options for non-drivers. Much of the public transportation available in Ohio is based on single county transit systems operating within defined geographic boundaries in a fragmented manner, often resulting in duplications of service while unmet needs exist within and between their service areas. ODOT researched the value of developing a regional structure for transportation services as a way to reduce the duplication and fill in gaps in services. Additionally, regionalization will facilitate more effective service delivery as well as wise stewardship of fiscal resources and enhanced mobility for the residents of Ohio.

While a variety of human service transportation and transit planning resources are available to the public, boundaries for providers are traditionally limited to the missions of those departments and offices (employers, medical facilities, social service agencies, shopping areas, senior and low income housing, etc.) and not centered on transportation patterns. ODOT examined 10 regions across the state of Ohio and found the majority of daily trips (90% or more) of residents stayed within specific boundaries. The closest overlapping boundaries of these travel patterns were the Ohio Department of Aging's Area Agencies on Aging (AAA) regions (ODOT). ODOT recognized the opportunity to bring rural and urban areas together in a new way and recommended a regional funding approach utilizing the boundaries as established by the Area Agencies on Aging. The Greater Region falls under AAA's Region 2 and consists of Champaign, Clark, Darke, Greene, Miami, Montgomery, Preble and Shelby counties and includes a mix of urban, suburban, and rural populations.

MVRPC will act as the Regional Coordinating Agency (RCA) on behalf of ODOT, to provide counties with the opportunity to participate in this regional approach and support their efforts to expand and enhance transit services within their communities.

GRMI Vision "In the spirit of collaboration, the GRMI addresses the challenges of coordinating and strengthening transportation services for the elderly and individuals with disabilities in a eight-county region. By making transportation a high priority and by sharing resources, services for specialized populations will be enhanced."

SECTION II. DEFINITIONS

GRMI COUNCIL – A network or stakeholders that work together to overcome transportation and mobility challenges.

GREATER REGION - The geographic area designated through the Ohio Department of Transportation as the boundaries of regional entities that plan, fund, and/or provide transportation, otherwise known as Region 2.

OHIO DEPARTMENT OF TRANSPORTATION (ODOT) - The agency providing oversight and direction for the establishment of the regional coordination initiative. The primary funder for the small urban and rural Section 5310 grant program in the State of Ohio.

MIAMI VALLEY REGIONAL PLANNING COMMISSION (MVRPC) - The agency acting on behalf of ODOT to assist the Greater Region in establishing the regional plan and facilitating guidance on regional initiatives. MVRPC operates as the Regional Coordinating Agency as defined below.

REGIONAL COORDINATING AGENCY (RCA) - The agency acting on behalf of ODOT to assist the Greater Region in establishing the regional plan and facilitating guidance on regional initiatives. Otherwise known as MVRPC.

AREA AGENCY ON AGING PSA 2 (AAA) – A non-profit agency in west central Ohio which serves older adults through services aimed to help them remain independent.

ADVISORY COMMITTEE - The group which will provide guidance on more complex and larger decisions on behalf of the GRMI Council.

WORKING GROUP – Members appointed by the Advisory Committee to carry out a specific project or task in order to meet a specific challenge or plan goal.

SUB-REGION 2A - Geographical areas which receive Section 5310 funding through ODOT, including Champaign, Clark, Darke, Preble and Shelby counties.

SUB-REGION 2B - Geographical areas which receive Section 5310 funding through MVRPC, including Greene, Miami and Montgomery counties.

DESIGNATED REPRESENTATIVE - The primary individual representing a county within the Greater Region boundaries on the Advisory Committee.

ALTERNATE REPRESENTATIVE - The individual that will act in place of the Designated Representative at meetings should the Designated Representative be absent.

LONG-STANDING POSITION - The individual which will hold a constant position on the committee.

SECTION III. GRMI ADVISORY COMMITTEE

Within the membership of the GRMI Council, the establishment of an Advisory Committee will be authorized to help provide guidance to the greater Council on activities regarding regional plan updates and revisions, meeting format, regional initiatives, best practices and performance standards.

SECTION IV. DUTIES AND RESPONSIBILITIES

1. Offer guidance to the GRMI Council to advance the regional transportation coordination mission and vision.
2. Develop region wide policies and programs to enhance coordination of services.
3. Create and share regional best practices.
4. Review and amend the GRMI Plan goals and strategies and unmet needs on an annual basis and assist in the four revision process.
5. Provide input on statewide initiatives and policies as requested.
6. Share updates and materials developed by the Advisory Committee with local transportation councils and other relevant groups.

SECTION V. PARTICIPATION

1. Members of the Advisory Committee will be, at minimum, active members of their county's transportation coordination committee. To be considered active, a member must attend 75% of the local county transportation coordination meetings each year.
2. Members of the Advisory Committee will be diverse and include representation from organizations which align with the vision and mission of the GRMI and the ODOT sponsored regional coordination initiative.
3. Members will meet at least three times per year. The committee has the discretion to require additional meetings if deemed necessary.
4. The Advisory Committee will consist of three levels of members:

- a. Long-Standing positions which will consist of county Mobility Managers or the county transportation coordination meeting facilitator. As of this time, Miami County does not have a long standing member representative.
 - b. Designated Representatives which will be the primary representative on behalf of the county they serve. There will be only one Designated Representative per county in the region.
 - c. Alternate Representative which will step in for the Designated Representative should that member become unavailable. There will be only one Alternate Representative per county in the region.
 - d. Should a Designated Representative not attend two meetings per year and fail to coordinate attendance with the Alternative Representative, it will be considered the Designated Representative's resignation of the position and the Alternate Representative will move into the role and complete the remainder of the term.
5. Long-Standing and Designated Representatives will be expected to attend each meeting. Should a Designated Representative have a scheduling conflict it will be their responsibility to coordinate the attendance of the Alternate Representative.
6. Designated and Alternate Representative members will be appointed to the committee for a term of two years.
- a. Designated Representatives
 - i. Upon completion of the initial two year term the Designated Representative shall provide recommendations for a successor unless the Alternate Representative elects to move into the Designated Representative Position.
 - b. Alternate Representatives
 - i. Upon completion of the initial two year term, the Alternate Representative member may elect to move into the Designated Representative position.
 - ii. Continue to serve another two year term as an Alternate Representative.
 - iii. Provide recommendations for a new member to serve as their successor.
 - c. Should the Designated *and* Alternate representatives choose to leave at the end of the initial two year term each member shall provide recommendations for new representatives to serve as their successors.

7. Outgoing committee members will provide recommendations of new Advisory Committee members to serve as a successor.
8. Long-standing member terms will not expire on the committee as long as the county which is served by that member holds a mobility management position or facilitates a county level transportation coordination committee.
9. Terms are considered effective beginning January 1st.

SECTION VI. WORKING GROUPS

1. The Advisory Committee may establish temporary working groups in order to meet a specific challenge or plan goal.
2. The Advisory Committee will provide recommendations for members of working groups. These members should be active participants in the GRMI Council.
3. Working groups will have specific objectives and timelines identified for each project.
4. Working groups will provide status reports and updates to the Advisory Committee on a case by case basis.

SECTION VII. AMENDMENTS TO GUIDELINES

The Advisory Committee may determine a need to update or change these guidelines. The RCA will work to facilitate these amendments on behalf of the committee. Due to the nature of the Advisory Committee, general public outreach or engagement is not required however; the process should include an opportunity for input from the GRMI Council. If an amendment is necessary the following steps should occur:

1. The majority of Advisory Committee members agree an amendment is necessary.
2. The RCA will draft a summary of changes requested and;
 - a. Include rationale as to why changes are needed.
 - b. Identify potential impact of changes.
3. The requested changes will be incorporated into the guidelines and presented to the Advisory Committee with a period of two weeks to provide feedback.

4. The RCA will request approval or rejection of amendments from the GRMI Council.