

Transportation Brokerage Advisory Committee

Virtual Meeting
Thursday, October 03, 2024
10:30 am – 12 pm

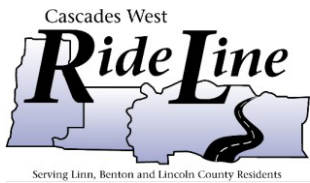
Via Teams by clicking [HERE](#)
 Meeting ID: 271 168 139 105
 Passcode: DmZPXV

Mobile One Click Number: [+1 872-242-8088](tel:+18722428088)

Phone Conference ID: 956 969 856#

Contact: Britny Chandler, bchandler@ocwcog.org

1)	10:30	Call to Order & Agenda Review	Chair, Jesse Oakley
2)	10:35	Introductions <i>Special Introduction from Ride Line Program Manager, Britny Chandler.</i>	All
3)	10:40	Public Comments	Chair
4)	10:50	June 13, 2024, Meeting Minutes (<i>Attachment A</i>) ACTION: Decision on Minutes	Chair
5)	10:55	Updated TBAC Bylaws Review (<i>Attachment B</i>) ACTION: Approval of TBAC Bylaws, motion to forward onto to OCWCOG Board for final adoption.	Staff, Emma Martinez-Chavez Sosa
7)	11:10	Staffing Update	Britny Chandler
8)	11:20	Software Update	Britny Chandler
9)	11:35	Staff Reports (<i>Attachment C1, C2, & C3</i>)	Staff, Jacob Keen
10)	11:45	Other Business	All
11)	12:00	Adjournment The next tentatively scheduled TBAC Meeting is set for: Thursday, November 07, 2024. Staff will be sending out the outlook calendar hold after this meeting.	Chair



Name	Jurisdiction	Voting Member
TBD	Samaritan Health Plans, Director of Network Strategy & Contracting	Yes
Cynda Bruce	Special Transportation Program Coordinator, Lincoln County Transit District	Yes
Jesse Oakley	Operator, Oakley's Medical Transport	Yes
Pam Barlow-Lind	Tribal Planner, Confederated Tribe of Siletz Indians (CTSI)	Yes
Ashley Bogue Brown	Program Supervisor, Senior and Disability Services (SDS)	Yes
Jasper Smith	Program Manager, Developmental Diversity (DD) Program	Yes
Gaby Esquivel	Maternity Care Coordinator, Samaritan Health Services	Yes
Justin Thomas	Program Manager, Linn County Alcohol and Drug	Yes
Ex-Officios	Jurisdiction	Voting Member
Lucille Vinent Vineslio	Samaritan Health Plans, Director of Network Strategy & Contracting	No
Donny Jardine	Medicaid Transformations Program Manager, OHA, Health Services Division	No

Article 6 Section B of the Transportation Brokerage Advisory Committee Bylaws States: "For the purpose of conducting official business a quorum shall exist when fifty-one (51) percent of the voting members are present."

Transportation Brokerage Advisory Committee
Thursday, June 13, 2024
9:00 am – 10:30 am
VIRTUAL MEETING
Virtually via Microsoft Teams

Committee Members Present: Jesse Oakley, Pam Barlow-Lind, Lucille Vinent, and Justin Thomas, *Cynda Bruce, Gaby Esquivel*

Guests: Chrissy Cliburn

Staff Present: Emma Chavez-Sosa, Cassandra Atlas, Ashlyn Muzechenko, and Jacob Keen

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Roll Call	The meeting was called to order at 9:08 am by the Chair Jesse Oakley. Chair Oakley started off with introductions and the rest of the room continued the process.	Meeting called to order at 9:08 am by Chair Jesse Oakley.
2. Agenda Review	There was one change to the agenda: Jaclyn Disney will not be joining today's meeting. Emma Chavez-Sosa will present the Staffing Update (Agenda Item 7).	
3. Public Comments	There were no public comments provided.	There were no public comments.
4. August 03, 2023, Meeting Minutes (Attachment A) ACTION: Approval of Minutes	Jesse Oakley motioned to approve the August 03, 2023, meeting minutes. Justin Thomas seconded the motion. Motion passed unanimously.	The August 03, 2023, meeting minutes were approved by consensus

<p>5. By-Laws & Membership Updates</p> <p>ACTION: TBAC request approval of COG Board to amend by-laws.</p>	<p>Per the current bylaws, the TBAC is required to forward a recommendation to amend its bylaws to the Council of Governments (COG) Board. The COG Board is charged with providing final approval, both to the recommendation and to final bylaws amendments.</p> <p>Ride Line Staff are requesting a recommendation from the TBAC to the COG Board to amend its bylaws. The major updates would include member and quorum requirement updates among any other updates we find would refine the bylaws and the TBAC operations.</p> <p>DECISION: Justin Moved, Pam seconded.</p> <p>In anticipation of approval, Staff has developed a workgroup to update its bylaws as well as put effort into increasing its membership. Staff have scheduled ongoing meetings to plan and implement this effort.</p>	<p>Ride Line Staff to forward recommendation to amend by-laws to COG Board.</p>
<p>6. Meeting Schedule Update</p>	<p>To better align COG Board meetings, Staff has a tentative meeting schedule for 2024. We will send those out following this meeting and include calendar holds.</p>	
<p>7. Staffing Update</p>	<p>Ride Line has seen many changes in the past couple of years and a large growth this past year. We are currently going through a software update, the Samaritan Advantage Health Plans pilot is now a contract we've renewed annually, and we expect newly eligible members towards the end of this year. Along with those, our IHN reporting requirements have increased, and OHA has advised that they foresee the same for Oregon Health Plan (OHP) requirements.</p> <p>For these reasons, Ride Line has increased its staffing. First, we added screeners which help us to meet our required metrics. In addition to that, we recently added a second Ride Line Supervisory position and will be posting a managerial position. We hope these staffing updates help improve our performance, metrics and operations in general.</p>	
<p>8. Software Update</p>	<p>We launched a software update in November of 2023 and continue to work through the update. This has changed operations for both Ride Line and our transportation providers' operations in many areas. We are currently on phase 1 and there are 3 phases to this software update.</p>	

<p>9. Staff Reports</p> <ul style="list-style-type: none"> • Cost Per Ride Per Client (Attachment B1) • Number of Rides and Clients by Mode (Attachment B2) • Number of Trips and Clients by Mode (Attachment B3) 	<p>Keen shared Attachment B1 with TBAC Members which includes the average cost of transportation by mode throughout the region.</p> <p>Keen shared Attachment B2 with TBAC Members which shows the number of rides and clients by mode and funding source.</p> <p>Thomas asked what is involved with the transportation of clients requesting stretcher rides? Keen replied that the service is door-to-door. Transport providers assist clients in all aspects except for Basic Life Saving measures, like oxygen. In those instances, other transportation would need to be arranged.</p> <p>Keen shared Attachment B3 with TBAC Members which shows the number and type of requests for mileage reimbursement clients.</p> <p>Thomas asked what is the time frame of this data? Keen noted the dates of the report.</p>	
<p>10. Other Business</p>	<p>Justin Thomas asked, is there data around the need for calling 911 picking up or on route to facilities? Cassandra Atlas replied, there is no data currently. The need to call emergency services is very rare. We explain to clients that request stretcher services that we cannot provide oxygen or other BLS measures.</p>	<p>There was no new business.</p>
<p>11. Adjournment</p>	<p>The TBAC meeting was adjourned at 9:37 am by Chair Jesse Oakley.</p> <p><i>The next regularly scheduled TBAC meeting is set for Thursday, August 08, 2024, from 9:00am to 11:00pm.</i></p>	<p>Meeting adjourned at 9:37 am by Chair Jesse Oakley.</p>

MEMORANDUM

DATE: October 03, 2024
TO: Transportation Brokerage Advisory Committee (TBAC) Members
FROM: Emma Martinez-Chavez Sosa
RE: Draft TBAC Bylaws for member review/approval

Cascades West Ride Line (CWRL) Staff have been working as approved by the Transportation Brokerage Advisory Committee (TBAC) at their June 2024 meeting, to make updates to the bylaws in order to remain in compliance with the Oregon Health Authority (OHA) and to update the quorum requirements.

Attached are the draft version of the updated TBAC Bylaws that are up for TBAC member review and approval. If approved by the TBAC members, these bylaws will go on to be approved by the Oregon Cascades West Council of Governments (OCWCOG) Board of Directors at their October 2024 meeting. If adopted by the OCWCOG Board, the TBAC bylaws will be finalized and updated copies will be uploaded to the TBAC webpage ([Transportation Brokerage Advisory Committee | OCWCOG](#)).

Summary of Changes:

- Article 2 Membership – reorganization of membership names (alphabetized) and added (per OHA requirements) “Representatives of the Area Agencies on Aging (AAA).
- Article 3 Term of Office – updating term language for clarity.
- Article 4 Officers – updating term language for clarity.
- Article 6 Organization Procedures – quorum language change from 51% to 1/3 of voting members of the committee present. Additional updates to consensus requirements from 75% to a majority vote of voting members present. Additional updates to electronic voting via email language.
- Article 7 Bylaws and Bylaw amendments – Updated language to bylaw amendment process.

Attach copy of draft TBAC Bylaws for approval (After Britny has a chance to read over)

Counties	Number of Trips	Total Cost of Trips	Average Fare per Trip	Unduplicated Client	Trips Per Client	Charge Per Client
BAKER						
Sedan	3	\$ -	\$ -	3	1.0	\$ -
BENTON						
Secure	29	\$ 17,940.40	\$ 618.63	27	1.1	\$ 664.46
Sedan	11504	\$ 606,965.33	\$ 52.76	1575	7.3	\$ 385.37
Stretcher	59	\$ 13,590.00	\$ 230.34	32	1.8	\$ 424.69
WheelChair	2232	\$ 133,808.04	\$ 59.95	444	5.0	\$ 301.37
CLACKAMAS						
Sedan	16	\$ 2,151.40	\$ 134.46	12	1.3	\$ 179.28
WheelChair	7	\$ 1,126.20	\$ 160.89	6	1.2	\$ 187.70
CLARK						
Sedan	1	\$ 336.00	\$ 336.00	1	1.0	\$ 336.00
COOS						
Sedan	17	\$ 3,942.80	\$ 231.93	6	2.8	\$ 657.13
Stretcher	1	\$ 547.84	\$ 547.84	1	1.0	\$ 547.84
DESCHUTES						
Sedan	1	\$ -	\$ -	1	1.0	\$ -
DOUGLAS						
Sedan	1	\$ 375.00	\$ 375.00	1	1.0	\$ 375.00
KING						
Sedan	3	\$ 143.44	\$ 47.81	1	3.0	\$ 143.44
KLAMATH						
Sedan	3	\$ 1,526.53	\$ 508.84	2	1.5	\$ 763.27
LANE						
Sedan	465	\$ 47,216.96	\$ 101.54	159	2.9	\$ 296.96
Stretcher	2	\$ -	\$ -	2	1.0	\$ -
WheelChair	134	\$ 18,354.84	\$ 136.98	41	3.3	\$ 447.68
LINCOLN						
Secure	15	\$ 9,177.00	\$ 611.80	15	1.0	\$ 611.80
Sedan	8555	\$ 745,235.93	\$ 87.11	745	11.5	\$ 1,000.32
Stretcher	46	\$ 19,013.90	\$ 413.35	27	1.7	\$ 704.22
WheelChair	989	\$ 89,189.95	\$ 90.18	155	6.4	\$ 575.42
LINN						
Secure	15	\$ 7,520.00	\$ 501.33	15	1.0	\$ 501.33
Sedan	22912	\$ 1,115,578.34	\$ 48.69	1867	12.3	\$ 597.52
Stretcher	86	\$ 24,028.82	\$ 279.40	51	1.7	\$ 471.15
WheelChair	4634	\$ 265,231.57	\$ 57.24	499	9.3	\$ 531.53
MALHEUR						
Sedan	1	\$ 1,200.00	\$ 1,200.00	1	1.0	\$ 1,200.00
MARION						

Sedan	2786	\$	341,195.12	\$	122.47	312	8.9	\$	1,093.57
Stretcher	17	\$	5,013.00	\$	294.88	9	1.9	\$	557.00
WheelChair	221	\$	24,566.99	\$	111.16	82	2.7	\$	299.60
MULTNOMAH									
Sedan	396	\$	73,485.60	\$	185.57	221	1.8	\$	332.51
Stretcher	5	\$	3,830.00	\$	766.00	5	1.0	\$	766.00
WheelChair	91	\$	19,043.31	\$	209.27	51	1.8	\$	373.40
POLK									
Sedan	195	\$	17,685.82	\$	90.70	12	16.3	\$	1,473.82
WheelChair	4	\$	469.20	\$	117.30	3	1.3	\$	156.40
TILLAMOOK									
Sedan	25	\$	2,035.00	\$	81.40	10	2.5	\$	203.50
UMATILLA									
Sedan	5	\$	2,243.60	\$	448.72	4	1.3	\$	560.90
WASHINGTON									
Sedan	46	\$	8,954.55	\$	194.66	38	1.2	\$	235.65
Stretcher	1	\$	428.00	\$	428.00	1	1.0	\$	428.00
WheelChair	8	\$	1,005.25	\$	125.66	6	1.3	\$	167.54
YAMHILL									
Secure	1	\$	508.60	\$	508.60	1	1.0	\$	508.60
Sedan	63	\$	8,575.20	\$	136.11	14	4.5	\$	612.51
WheelChair	28	\$	3,074.65	\$	109.81	8	3.5	\$	384.33
Grand Total	55623	\$	3,636,314.18	\$	65.37	3869			



Number of Trips & Clients by Mode

<i>Number of Trips</i>	<i>Number of Clients</i>	<i>Mode</i>
IHN		
598	60	Lodging
39	14	Meals
18	8	Meals-Escort
9,182	506	Mileage
5	3	Parking
215	27	Sedan
10,057	618	Sub Total
OHP		
2	1	Lodging
103	18	Mileage
4	2	Sedan
109	21	Sub Total
10,166	639	Grand Total

Time Period:

From:

20240401

To:

20240630

OREGON HEALTH AUTHORITY
Division of Medical Assistance Plans
Transportation Broker Reporting Form

BROKER NAME: Ride Line

Month:

Apr

May

Jun

ADMINISTRATIVE EXPENSES

Wages, Leave, and Benefits	\$ 134,687.07	\$ 132,986.27	\$ 123,903.97
Materials and Supplies	\$ 38,507.78	\$ 33,449.81	\$ 30,954.56
SUB TOTAL ADMINISTRATIVE EXPENSES	\$ 173,194.85	\$ 166,436.08	\$ 154,858.53

PROVIDER PAYMENTS

Stretcher	\$ 20,009.90	\$ 19,018.30	\$ 22,858.48
Wheelchair	\$ 169,496.85	\$ 178,532.62	\$ 151,181.31
Ambulatory	\$ 941,067.40	\$ 936,303.43	\$ 843,825.30
Secured	\$ 7,410.80	\$ 8,934.80	\$ 11,890.40
Commercial Bus	\$ 808.20	\$ 969.84	\$ 875.55
Lodging (direct pay)			
Lodging (client reimbursement)	\$ 17,802.00	\$ 16,530.47	\$ 22,050.00
Meals (client reimbursement)	\$ 489.00	\$ 58.50	\$ 115.00
Mileage (client reimbursement)	\$ 32,692.75	\$ 32,274.11	\$ 26,900.27
SUB TOTAL PROVIDER PAYMENTS	\$ 1,189,776.90	\$ 1,192,622.07	\$ 1,079,696.31

TOTAL BROKER EXPENSES	\$ 1,362,971.75	\$ 1,359,058.15	\$ 1,234,554.84
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