



DRAFT Meeting Minutes
Human Service Transportation Plan (HSTP)
Region 6 Joint Technical & Policy Committee
McLean County Regional Planning Commission

Monday, September 15th, 2025; 10:30 A.M.
Livingston County Historic Courthouse, 2nd Floor
112 W. Madison Street, Pontiac, IL 61764
Hybrid (In-Person & Virtual Meeting)

Participating Agency Representatives (*=Virtual Attendance)

Lea Cline*	McLean County, County Board Member
Craig Monson	Livingston County, County Board Member
Donna Crow	Iroquois County, County Board Member
Gerald Earing	Livingston County, County Board Member
Jamie Bakken	Iroquois County, County Board Member
Brandon Miles*	McLean County – Connect Go, Rural Service Coordinator
Melissa Johnson	McLean County – LIFE CIL, Community Living Advocate
Alina Hartley	Livingston County – Administration, Executive Director
Adina Fox	Livingston County – Futures Unlimited, Assistant Executive Director
Ben Wilson	Kankakee County – KATS, Transportation & Economic Development Coordinator
Cara Larson*	Kankakee County – Good Shepard Manor, Director of Support Services
Melissa Walters	Ford County – CRIS RMTD, Chief Executive Officer (CEO)
Monte Andrews	Livingston/Ford/Iroquois Counties, PCOM
Laura Dick	SHOW BUS, Director
Melissa Ohrwall	IDOT, Transit Project Manager
Steven Kretz	Kankakee County – KATS, Planner

Coordinating Agency Staff

Raymond Lai, AICP	MCRPC, Executive Director
Thomas Valencia	MCRPC, Assistant Planner
Jennifer Sicks, AICP	MCRPC, Senior Planner/HSTP Region 6 Coordinator

1. Call to Order

The meeting was called to order at 10:30 A.M.

2. Attendance

Attendance by Committee members was determined and is listed above. A quorum was present in-person. All attendees introduced themselves.

3. Public Comments

Ms. Sicks advised that no request for public comment has been received and that no one is present to offer comment.

4. Approval of the Minutes

Ms. Sicks advised that meeting minutes for both the March 2025 and June 2025 meetings are available for review, and reminded Committee members that a copy of those minutes was sent as part of the meeting packet. Ms. Sicks asked Committee members if they had comments on the minutes. No Committee member provided comments.

Mr. Wilson offered a motion to approve the March 2025 meeting minutes and was seconded by Mr. Monson. The motion was approved unanimously.

Ms. Johnson offered a motion to approve the June 2025 meeting minutes and was seconded by Ms. Bakken. The motion was approved unanimously.

5. Items for Action by the Policy Committee

Ms. Sicks advised that there are no items for action to be considered for the Policy Committee.

Items for Discussion

6. Planned FY 2026 CVP Round Status

Ms. Ohrwall advised the Committee that there is no release date for the next CVP round. She hopes that a release date is announced in the next couple months. Once that occurs, informational meetings will be held.

7. Tools for Public and Committee Information

Mr. Valencia presented to the Committee the *HSTP Region 6 Information Hub*. The interactive tool is currently in development by MCRPC staff and is currently in draft form. Mr. Valencia asked Committee members if they had any comments regarding the tool.

Ms. Johnson suggested that the accessibility of the tool for ADA purposes be evaluated. She also suggested the creation of a business card that would have a QR code with a link to the tool.

Ms. Dick suggested to Mr. Valencia to investigate what a consultant presented to RTAC regarding fixed-route service information distribution.

Ms. Crow asked how the tool can be promoted to those individuals who currently don't use the services. She thinks current riders wouldn't find much use of the tool as they already have an idea of the networks.

Ms. Sicks asked Committee members if they know of any media outlets in the Region that could help reach out to potential new riders. Examples include newspapers, radios, and Facebook groups. She also announced to the Committee that a cell phone number will be available for people to call to ask for information. MCRPC staff will respond to inquiries by phone.

8. Regional Plan Implementation Status & Priorities

Ms. Sicks provided an update regarding the implementation of the current Human Services Transportation Plan, approved by the Policy Committee in June 2024. Development of the information hub that Mr. Valencia created is one of many steps in pursuit of implementation. She provided a backstory on how and why HSTP was formed. There was a specific procedure on how to populate both the Policy and Technical Committees, which was not possible to use in practice. She also reiterated that public providers have the obligation to do their own outreach efforts.

Ms. Sicks stated that a survey will be sent out to Committee members to receive feedback on topics such as meeting times, meeting locations, population of the Committees, and communication with each of the individual counties. This information will be used as part of an effort by MCRPC to visit each of the Region 6 counties and provide them an overview of HSTP.

9. Region 6 Committee Members – Policy & Technical Committee

Ms. Sicks noted the importance of that it is very important to decide and understand who sits on what Committee. Involvement from the respective County Boards is in particularly very paramount.

Ms. Hartley stated that having a description of each Committee that describes what their roles and purview are would be very helpful.

Mr. Lai noted that the planned survey Ms. Sicks will distribute will include questions asking what information people want available in the information hub. He also stated that he wants MCRPC to visit all the Region 6 counties as soon as possible, with no need to wait until the next HSTP quarterly meeting.

Ms. Dick reminded the Committee that the current meeting time conflicts with a meeting of social services in Iroquois County. She said that it would be a very great place for other HSTP stakeholders to attend. Ms. Sicks and Mr. Wilson said that a new HSTP quarterly meeting in the afternoon could be a solution. Ms. Hartley suggested moving the meeting back a week, but many Committee members stated that it results in more conflicts if that happens. Ms. Sicks also mentioned moving to a January/April/July/October timeline as another option to pursue. Mr. Wilson also brought up the issue of proxies.

Ms. Sicks reiterated that the current Human Services Transportation Plan would need to be updated to reflect changes in public transportation providers, with an opportunity to reevaluate the roles of the Committees is appropriate. A clear definition of the appointment process for the Technical Committee and how they play a role in the CVP application process. Ms. Ohrwall stated to the Committee that IDOT only expects participation and attendance of CVP applicants on HSTP-related Committees to have their application approved, rather than having a formal vote of approval. She also stated that there will be a regional maintenance meeting on October 29th. Mr. Lai that the updates to the plan would also include an update to the bylaws.

10. County Transportation Committee Updates

Ford County – Ms. Walters informed the Committee that CRIS RMTD has been transitioning well in Ford County and that they have already achieved 1,000 miles of rides. Examples of trips include traveling to job interviews and reaching doctor’s appointments in Champaign County. She requested that CRIS RTMD’s information be posted on the Information Hub.

11. Regional Public Service Provider Comments.

SHOW BUS – Ms. Dick informed the Committee that there have been over 200 rides a month in Livingston and Iroquois Counties. A popular trip purpose is traveling to the HALO program in both Normal and Pontiac. There is confusion on how to reach Normal through Connect Go. She also brought up the complication of several MCOs pulling out of the state is having on riders.

Connect Go – Mr. Miles informed the Committee that he can assist with trying to get passenger to the HALO program in Normal. He stated that the service has been receiving around 10 rides a day. Ms. Sicks offered to Mr. Miles if he could assist MCRPC with outreach and putting information on the Information Hub.

12. Next Meeting – Monday, December 15th, 2025

13. Adjourn

Mr. Wilson offered a motion to adjourn the meeting was seconded by Mr. Monson. The motion was approved unanimously and the meeting adjourned at 11:50 A.M.

Minutes Prepared By:

Thomas Valencia

Assistant Planner

McLean County Regional Planning Commission