

NHRTAP Advisory Committee Meeting Notes

Date: February 12, 2026, 11:00 AM- 12:00 PM EST

Attendees: Cathy Cormier-NHDOT, Sarah Colon-NHDOT-, Fred Butler-NHDOT, Teri Palmer-Advance Transit, Terri Paige, James Berquist, Carol Zangla, Ashley Manning, Julie Schafer-RLS & Associates

(Tammy to be introduced at the next meeting)

1. Introduction of Tammy

Tammy will be formally introduced to the group at the next meeting.

2. NHRTAP Committee Membership and Meeting Structure

Purpose of the Advisory Group

Fred clarified that NHRTAP is funded through the Section 5311 program and is intended primarily to provide services to 5311 subrecipients. These providers already hold a weekly meeting. Fred suggested incorporating NHRTAP discussions into those meetings, with Cathy participating monthly.

The Rural Coordinating Council (RCC) and Mobility Manager (MM) network is expanding, prompting a refocus on core 5311 needs. Other stakeholders may benefit from training and resources as capacity allows.

Partner Participation and Training Locations

- Carol expressed no concerns with this refocus but reminded the group that her agency has seven training locations available even if her staff do not attend.
- Terri Paige expressed appreciation for Carol's ongoing participation and support, while emphasizing the need to prioritize 5311 compliance requirements.

Access to Training

- Carol asked how agencies can access training opportunities.
- Fred advised focusing on agencies' internal training policies.

Training Capacity and Logistics

- Terri Paige and Teri Palmer offered to host larger classes (more than 12 participants) if an additional trainer is available for testing.
- Agencies may also use in-house trainers funded by the employing agency.
- Teri Palmer asked whether she could assist with testing while on the Advance Transit (AT) payroll; Fred confirmed this would be acceptable.
- Julie noted the need to consider facility logistics such as vehicles, seating, and equipment.

Scheduling and Locations

- A regular training schedule should be developed and publicly posted.
- Regional delivery is preferred, with at least one training course hosted at an agency when possible.
- Terri Paige will provide a list of potential training sites.
- Passenger Assistance Training (PAT) scheduling will be coordinated through the weekly 5311 meeting.

Action Items

- The 5311 group will meet to define a training schedule based on driver training needs from now through June 2026 and to project needs for SFY 2027–2028.
- RLS will provide information on the March SCS training, including cost, average training costs, and registration status for currently posted trainings.

Coordination Role

- No separate 5311 training coordinator will be designated at this time.
- Fred recommended including NHRTAP as a standing agenda item in the weekly 5311 meeting.
- Terri suggested providing a more comprehensive monthly update for reporting purposes.

Advance Transit Schedule

Ashley will provide the Advance Transit training schedule, which includes:

- One 8-hour PAT
 - Two 4-hour PAT sessions
 - Four Emergency Procedures (EP) and Defensive Driving (DD) sessions
- Advance Transit may be able to fund EP and DD training.

3. Training Policy Development

The group discussed establishing clear training policies, including:

- A policy outlining expectations for RLS-delivered NHRTAP training
- A broader NHRTAP training policy addressing other approved training sources

Fred and Cathy are discussing whether 5311 subrecipients should be required to complete NHRTAP training delivered by RLS, while allowing additional training from sources such as NRTAP, CTAA, or other national providers.

4. Scholarship Policy Updates

The existing scholarship policy will be reviewed and updated for:

- Section 5311 agencies
- Section 5310 agencies
- Other eligible participants

5. Training Plan Requirements

A comprehensive training plan is required for:

- The remainder of SFY 2026
- SFY 2027

Per contract requirements (Task 2), the training program and calendar must be submitted for review and approval four months prior to the end of the current state fiscal year.

a. Scheduling and Coordination

- Improve coordination of training locations to maximize attendance, particularly for in-person PAT sessions.
- Funding for training is limited; efficient delivery is essential to meet statewide needs.

b. Assessing Training Needs

Discussion is needed on methods to:

- Measure demand for training
- Help transit managers track staff training status, expiration dates, and scheduling needs

6. Additional Topics

Participants were invited to share any additional items via reply-all email.

Training Budget Overview

The RLS contract includes planned training in:

- Defensive Driving
- Emergency Procedures & Evacuation
- Passenger Assistance Training (8-hour and 4-hour formats)

Additional training scheduling has been paused pending needs assessment.

Information Needed

- Number of agencies requiring training
- Staff counts and required topic areas
- Estimated costs for training from December 2025 through June 2026, including:

- Trainings completed but not yet billed
- Advance Transit trainings (February–June)
- SCS training on March 7 (not currently on the calendar)
- All scheduled trainings

SFY 2026 Budget Status

- Total budgeted: **\$36,098.55**
- Expended (July–November): **\$21,124.64**
- Remaining available: **\$14,964.91**

No additional funds are available for transfer within the contract.

SFY 2027 Budget Outlook

- Potential training funds available: **\$37,056.74**
- Total NHRTAP budget for SFY 2027 (all tasks): **\$140,000**