



# YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 2/4/2016	Time: 10:00 AM	Location: YVEDDI District Conference Room
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Call to Order	10:05 AM
Committee Members Attendance	Bobby Todd, Tina Lineberry, Tom Beckom, Lee Anne Eads, Vicky East, Cathy Ellis, Elizabeth Jernigan,
Staff Attendance	Jeff Cockerham, , Reginald Nichols, , Mitzi Hutchens, Penny Spainhour, Kevin Edwards
Excused	JoAnn Ahrens, Annalisa Davis, Kim Shuskey, Monroe Donathan
Absent	Charlene Jones, Lisa Hughes, Mickey Cartner, Ray Robbins, Yolanda Saffo,

<b>Agenda Topic</b>	<b>Welcome and Introductions-</b>
Discussion	Jeff Cockerham opened the meeting for JoAnn Ahrens who was absent. Jeff stated that he and JoAnn had discussed the need for a vice chair which may be on the agenda for the next TAB meeting. Jeff Cockerham introduced Elizabeth Jernigan who is with PTRC. Elizabeth explained her duties.
<b>Agenda Topic</b>	<b>Conflict of Interest</b>
Discussion	Jeff Cockerham read aloud the conflict of interest policy and asked Elizabeth Jernigan to please sign a conflict of interest policy.

<b>Agenda Topic</b>	<b>Approval of Minutes</b>
Discussion	Jeff Cockerham stated that the last Tab minutes were sent out in an email and asked if everyone had read them. Tom made the motion to approve the minutes and Tina Lineberry seconded the motion. The motion carried.

<b>Agenda Topic</b>	<b>Operations</b>
Discussion	Kevin Edwards spoke regarding new staff positions. Grayson Boles is now the Maintenance Specialist and John Sherrill is the Dispatch Supervisor. One of the drivers had been assigned to be acting Road Supervisor and Reginald Nichols is the Safety and Security Manager. Kevin shared information on the eight new vehicles using page 4 from the handouts. The eight vehicles that were replaced are now being prepared for sale. The projected date for the vehicle sale is in March.

<b>Agenda Topic</b>	<b>Safety and Training</b>
Discussion	Kevin Edwards gave the updates on the new hire and annual training and stated that all levels of training looked good even though training had slowed down at the end of year due to holidays. Annual training is being completed now at the employees hire date instead of in large groups. Kevin stated that the maintenance specialist had attended a propane maintenance training

	<p>session in Asheville.</p> <p>Kevin stated that drug testing was all performed as required.</p> <p>The Assetworks Maintenance Program was also explained by Kevin and the illustration he used to explain the PM services were on pages 5-7 of the agenda handout. The tracking of lift cycle maintenance is completed the same but no example is attached. Kevin stated that Assetworks is a Trapeze software that is maintained by the state.</p>
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<b>Agenda Topic</b>	<b>NCDOT</b>
Discussion	Cassandre Haynesworth, the new MDS was not present to give any updates.
<b>Agenda Topic</b>	<b>Mobility Management</b>
Discussion	Jeff Cockerham filled in for Rochelle George and shared Rochelle's reports on pages 8-9 of the Agenda handout.

<b>Agenda Topic</b>	<b>Service Statistics-ROAP Service Reports</b>
Discussion	Jeff Cockerham using a graph from page 10 of the Agenda packet briefly explained the service statistics and stated how the graph shows how busy some months are compared to other months.
<b>Agenda Topic</b>	<b>ROAP - ROAP Prioritization</b>
Discussion	Jeff Cockerham shared the ROAP service report, explained the grants and the money spent. Jeff stated that the direct mile billing has helped a lot with the over spending of the ROAP grants, especially with the employment funds. Jeff shared an illustration from the Agenda packet how he compiled the information that he collected from the surveys completed at the last TAB meeting. He explained the need of the priority and the criteria for the use of ROAP funds. There was discussion of developing a scoring model of how funds should be used. Jeff asked if anyone had any objections for further discussion. He stated and shared documentation he gathered from other systems and that no other system has a scoring method in place at this time. Jeff also shared a document that was approved by the Board of Directors of the plan for reducing trip cost for ROAP RGP funds.
<b>Agenda Topic</b>	<b>Advanced Software</b>
Discussion	Mitzi Hutchens updated everyone on the progress between the old and new versions with the Trapeze software and that she was trying to get the new version in place before getting the on-board computers for the vans. We are hoping to go live with on board computers middle to end of March, 2016.
<b>Agenda Topic</b>	<b>Other Business</b>
Discussion	.Jeff Cockerham asked if there was any other business. Seeing none he asked for a motion to adjourn the meeting . Tina Lineberry made the motion and Cathy Ellis seconded the motion. The motion carried and the meeting adjourned.

Date of Next Meeting: May 5, 2016
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Meeting Adjourned 11:00 a.m.
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<b>Minutes Recorded By/Signature</b>	<i>Penny Spainhour</i>
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