



YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 5/5/2016	Time: 10:00 AM	Location: YVEDDI District Conference Room
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Call to Order	10:10 AM
Committee Members Attendance	JoAnn Ahrens, Charlene Jones, Lisa Hughes, Elizabeth Jernigan, Lee Anne Eads, Kim Shuskey, Lisa Money
Staff Attendance	Jeff Cockerham, , Reginald Nichols, , Mitzi Hutchens, Penny Spainhour, Kevin Edwards
Excused	Bobby Todd, Tina Lineberry, Vicky East, Yolanda Saffo,
Absent	Annalisa Davis, Cathy Ellis, Tom Beckom, Mickey Cartner, Ray Robbins

Agenda Topic	Welcome and Introductions-
Discussion	JoAnn Ahrens called the meeting to order by thanking everyone for attending.
Agenda Topic	Conflict of Interest
Discussion	Jeff Cockerham reminded all members of the conflict of interest policy and that any member with a conflict should make the conflict known and refrain from any action regarding the topic where a conflict exists.

Agenda Topic	Approval of Minutes
Discussion	JoAnn Ahrens asked if everyone had read the minutes from the last meeting. Charlene Jones made the motion to approve the minutes and LeAnne Eads seconded the motion. The motion carried.

Agenda Topic	Vice Chair Discussion
Discussion	There was brief discussion on the need for a Vice Chair person in the event that the chair person is absent.

Agenda Topic	Operations –New Staff Positions
Discussion	Kevin Edwards gave the updates on operations using the agenda attachments showing no new hires at this time. Lois Howes was promoted from part time to full time.

Agenda Topic	Current and ongoing Activities
Discussion	<p>Jeff Cockerham stated that he had recently been involved with some meetings in Stokes County and stated that Stokes County was interested in getting some type of transportation, like a deviated fixed route but was not sure how to get the match in Stokes County. Elizabeth Jerigan stated that she will try to gather ideas and information for ways to get funding.</p> <p>Jeff Cockerham also stated that he also been approached by Pilot Mountain State Park. They requested that YVEDDI provide shuttle service from the bottom of the hill to the top of the parking lot. Pilot Mountain State Park is in the process of building a parking lot at the bottom of the hill at this time. Jeff Cockerham stated that he and Penny Spainhour had been working on data to adjust the rate for the coming up year.</p>
Agenda Topic	New Vehicle Delivery
Discussion	<p>Kevin Edwards stated that 10 new vehicles were expected for the year. Kevin also spoke about the 65 new tablets that later Mitzi Hutchens would give us more information on the tablet project. Kevin also stated that at this time Transportation has seven vehicles equipped with propane and that the finance committee had approved for five more at the last meeting. He stated that a closed bid sale for all the old vehicles was held since the last meeting.</p>

Agenda Topic	Safety and Training
Discussion	<p>Kevin went over the agenda attachments that show the details of the training for new hires and for annual training. Kevin stated that it was all 100% compliant. He spoke on additional training of how to observe an employee being "fit for duty". He also stated the Grayson Boles had training on how to remove and install equipment for propane. Kevin also confirmed that 6 employees were drawn for random drug and alcohol testing and 6 were completed for the last quarter. Kevin Edward also discussed AssetWorks (a required maintenance program from NCDOT) using the agenda attachment and how each vehicle and wheelchair lift is serviced.</p>
Agenda Topic	NCDOT updates
Discussion	Cassandre Haynesworth was not present to give any updates.
Agenda Topic	Mobility Management
Discussion	<p>Jeff Cockerham stated that Rochelle George was not able to attend the meeting today and that she is out on maternity leave with a new baby girl. Jeff stated that he, Mitzi Hutchens and the call center staff have been trying to handle Rochelle's job. Rochelle is really missed. She was going to all the meetings to do all the outreach and education.</p>
Agenda Topic	Service Statistics

Discussion	Using the agenda literature on pages 9-10 Jeff Cockerham went over the services statistics. Jeff stated that if it was okay he would re-work the graph so that it will not be so cluttered.
Agenda Topic	ROAP Service Report
Discussion	Jeff Cockerham shared information on page 11 of the agenda showing the ROAP Service Report and briefly stated that he takes the IDC rate from the beginning so she doesn't come up short on his budget. He also stated if Davie County did not use the employment funds before the end of the year those funds will be transferred to help with the over spent in the other counties.
Agenda Topic	Advanced Software
Discussion	Mtizi Hutchens stated that the new version of Trapeze is working smoother than the old version. On March 15, 2016 tablet training began and all of the tablets were in use for all counties by April 15, 2016. Everything seems to be running smooth. Mitzi gave a lot of detail on the tablets and their capabilities she stated that there was a few mapping issues and low coverage areas. Mitzi stated that the drivers seem to really like the tablets because they do not have to phone the office. Jeff Cockerham stated that Verizon got the bid for the tablets and since tablets were now in place they were getting ready to switch from a smart phone with turn by turn direction to a cheaper phone.

Agenda Topic	Other Business
Discussion	Jeff Cockerham stated that Monroe Donathan had resigned from the TAB. Elizabeth Jernigan shared flyers to an invite for the workshops in Surry and Yadkin.
Date of Next Meeting:	August 4, 2016

Meeting Adjourned JoAnn Ahrens thanked everyone for their time and input and ask for motion to adjourn
Lisa Hughes made motion and Lisa Money second the motion. The motion carried and the meeting was adjourned at 11:00 a.m.

Minutes Recorded By/Signature	<i>Penny Spainhour</i>
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