



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

Date: 8/2/18	Time: 10:00 AM	Location: YVEDDI Conference Room
Call to Order	10:00 AM	
Committee Members Attendance	JoAnn Ahrens, Mickey Cartner, Vicky East, Lawrence Holdsworth, Marilyn Lambert, Barry Norman, Danny Royall, Tom Beckom, Kim Shuskey, and Bobby Todd	
Staff Attendance	Jeff Cockerham, David Brinkley, Mitzi Hutchens, Rochelle Mason, Terry Daniels and Matt Watterson (NCDOT)	
Excused	Yolanda Lytton, Meagan Tomlin, Cathy Ellis	
Absent	Lisa Hughes	
Agenda Topic	<b>Welcome and Introductions-</b>	
Discussion	JoAnn Ahrens called the meeting to order at approximately 10:00 AM, and asked everyone to introduce themselves.	
Agenda Topic	<b>Conflict of Interest - Introduction</b>	
Discussion	Jeff Cockerham read the Conflict of Interest statement. JoAnn Ahrens asked all TAB members to sign the Conflict of Interest Statement for the new fiscal year.	
Agenda Topic	<b>Approval of Minutes</b>	
Discussion	<p>The minutes were presented to the TAB members from the last meeting on May 3, 2018. JoAnn Ahrens gave everyone time to read the minutes and asked if there were any questions and there were none. JoAnn asked for a motion to approve the minutes.</p> <p>Motion by Tom Beckom to approve the minutes Second by Marilyn Lambert The motion carried</p>	
Agenda Topic	<b>Mobility Management</b>	
Discussion	<p>Rochelle presented her mobility report and called the groups attention to page 3 of the handout. Rochelle explained the numbers of contacts, applications, approvals, outreach opportunities, charter services performed, trip planning services and referrals that had been accomplished during the past quarter. Rochelle discussed the waiting list which is 10 applicants, and explained that her waiting list is because of people looking for rides to their place of employment which did not fit within our capability to provide service for. Tom Beckom asked if we went to Winston-Salem, and Rochelle said yes. Danny asked about the success of the Elkin route and Jeff explained that it was our most efficient route. Stokes is the least efficient route and the Mocksville circulator is growing.</p> <p>There was a discussion regarding the Davie County "Dashboard" on</p>	

	<p>page 4 that Jeff provides each month that indicates cost and funding. The “Dashboard” shows the NCDOT funds were depleted in May 2018, the state funded the month of June 2018 and YVEDDI paid for \$20,619.00 of our miles.</p>
<b>Agenda Topic</b>	<b>Operations</b>
Discussion	<p>David Brinkley discussed the Operations and Training Report on page 6. David told everyone on pages 7 and 8 are pictures of our new buses. David discussed the Current Miles and PM Due Miles of all of the agency vehicles and said on this report the negative numbers are good and that if there were positive numbers it would indicate that the maintenance was late being performed. The report indicated that there were no late maintenance numbers.</p>
<b>Agenda Topic</b>	<b>Safety and Training</b>
Discussion	<p>David said in the past several months the Transportation program has experienced a bed bug infestation with clients and an employee. He also said that although this is not a public health hazard, we still need to address the issue. David indicated that at the current time we do not have a plan but he will be working on putting together a plan of action to cover the bed bug issue. The goal of the plan would be to prevent them from getting on our clients, employees, and our buses. JoAnn Adhrens said immediate response is your best response, Vicky East asked if you could legally refuse to transport the client, and Marilyn said bed bugs should be treated like lice. Jeff said you have to look at the situation and realize that life is more important than bed bugs or lice because they are both treatable. Barry Norman said with his transit experience, there’s a spray chemical to help prevent bed bugs and lice that could be sprayed on the buses. Jeff asked him where he purchased the chemical and Barry said ‘Ronnie O. Ball. Jeff said he was going to follow-up with Ronnie Ball and that he and David would work on putting an action plan in place.</p> <p>David discussed the DOT Drug testing and said there were 10 random drug tests including 7 drug tests and 3 alcohol tests. David reported the results to be all negative. There were no post accidents and no reasonable suspicion tests required.</p>
<b>Agenda Topic</b>	<b>NCDOT Updates</b>
Discussion	<p>Matt Watterson introduced himself and said he is the NCDOT Mobility Development Specialist assigned to the YVEDDI system and that he has been on the job for 10 weeks. He attended the meeting today just to observe but would be happy to answer any questions.</p>
<b>Agenda Topic</b>	<b>N.W. Piedmont Rural Training Planning Office</b>
Discussion	<p>Lawrence Holdsworth introduced himself and said he was with the N.W. Piedmont Rural Planning Office (RPO), that he started in April 2018 and that he would be replacing Jesse Day on the committee. Lawrence said he has some transit experience and then discussed his organization, and said that transit projects are a part of their planning.</p>

	<p>Jeff asked Lawrence since he replaced Jesse if he wanted the TAB to go ahead and seat him on the TAB committee and Lawrence said yes.</p> <p>Motion by Bobby Todd motioned to approve seating Lawrence Holdsworth Second by Barry Norman The motion carried</p>
<b>Agenda Topic</b>	<b>Service Statistics &amp; ROAP Service Reports</b>
Discussion	Jeff Cockerham shared the Statistics on page 16 of the agenda and spoke regarding how the trip statistics are reduced due to Head Start's reorganization of their services. Jeff said his ROAP reports on pages 17 were not completed yet but would be very soon.
<b>Agenda Topic</b>	<b>Advanced Software</b>
Discussion	Jeff said we are getting a major up-grade in our Trapeze scheduling software and currently the billing report in Trapeze is not working. Mitzi reported that she had been working with the Trapeze staff to get the reports working but it may take some time because the software has been sent back to development. Jeff said he had tentatively planned to do TAB training but it still in the works in Raleigh.
Next Meeting	JoAnn reminded everyone to plan to be at the next meeting on Thursday, November 1, 2018
Meeting Adjourned	<p>JoAnn asked for a motion to adjourn.</p> <p>Motion by Danny Royall to adjourn Second by Mickey Cartner The motion carried</p> <p>The meeting adjourned at approximately 11:15 AM.</p>
<b>Minutes Recorded By/Signature</b>	Terry Daniels