



YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 2/7/19	Time: 10:00 AM	Location: YVEDDI Conference Room
Call to Order	JoAnn Ahrens called the meeting to order	
Committee Members Attendance	JoAnn Ahrens, Mickey Cartner, Vicky East, Marilyn Lambert, Barry Norman, and Danny Royall	
Staff Attendance	Jeff Cockerham, David Brinkley, Mitzi Hutchens, Rochelle Mason, Reginald Nichols, Penny Spainhour and Terry Daniels	
Excused	Tom Beckom, Cathy Ellis, Lawrence Holdsworth, Lisa Hughes, Yolanda Lytton, Kim Shuskey and Bobby Todd	
Absent	Matt Watterson (NCDOT)	
Agenda Topic	Welcome and Introductions	
Discussion	JoAnn Ahrens welcomed everyone and thanked them for attending.	
Agenda Topic	Conflict of Interest	
Discussion	Jeff Cockerham read the Conflict of Interest statement sections (a) & (e). Jeff asked if there were any questions and there were none.	
Agenda Topic	Approval of Minutes	
Discussion	JoAnn asked everyone to review the minutes from the previous meeting on November 1, 2018. However, there was not a quorum so they could not approve the minutes and they would have to get them approved at the next TAB meeting.	
Agenda Topic	Mobility Management	
Discussion	<p><u>Mobility Report</u></p> <p>Rochelle presented her mobility manager report on page 5. She said this report reflects the months of October, November and December. She read the total column, and discussed the Outreach meetings she attended. Jeff requested a list of all the meetings that Rochelle attended while maintaining her other job assignments and said she did a great job.</p> <p><u>Deviated Fixed Routes Update</u></p> <p>Jeff discussed the deviated fixed routes on pages 6-9 for the Mocksville Circulator, Stokes, Connector, Surry Connector and Elkin Circulator. Danny Royall said he was excited about the Veteran Trips. Mickey asked about public relations for veterans in Davie County and if anyone could inform the American Legion or advertise in the Mocksville Enterprise. Danny Royal suggested advertising in The Elkin Tribune and The Little Paper and to see if they would let us advertise for free since it was for the veterans and we're a non-profit agency. Jeff said the (*) beside the unfunded number represents what's not paid for. Jo Ann suggested approaching the town for funding.</p> <p><u>Elimination of Flex 200 & 300</u></p> <p>Jeff discussed the letter on page 10 which is in reference to elimination of the flex 200 & 300. He said the reduction in Transportation would eliminate both routes due to the lack of funding. The public hearing will be held at 6 PM on February 28, 2019 at the</p>	

	YVEDDI Board of Director's meeting.
Agenda Topic	Operations
Discussion	<p>David Brinkley discussed Operations on pages 11-13. He said the negative numbers were good and they had had two vans in the shop (#4433 and #326) as of 2/5/19. The lift vehicles were all negative numbers which was good. On page 14, David compared the number of employees / positions from 2015 to 2019 to show the staff cuts / re-organization due to budget concerns. On page 15 David created a new organization chart for the Transportation program. Jeff added these staff cuts to re-organize did not come without heartache and growing pains, considering we've had to reduce our support staff by 65%. David said please bear with us while going through these changes and we will track issues and we hate that it's come to this.</p> <p>David discussed the Standard Operating Procedure (SOP) for Bed Bugs and Lice on pages 16 – 18. He said it's a draft and wanted everyone to take it home to review it.</p>
Agenda Topic	Safety and Training
Discussion	<p>David discussed the Pre-Service Training Plan on pages 19-28 in detail and said it was a 5 day program.</p> <p>David turned it over to Reginald Nichols to discuss the Quarterly Driver & Minimum Training Report on page 29.</p> <p>Jeff discussed the DOT drug testing and said we had 10 random tests. 6 were for drugs and 4 were for alcohol.</p>
Agenda Topic	NCDOT Updates
Discussion	Matt Watterson not at meeting
Agenda Topic	N.W. Piedmont Rural Training Planning Office
Discussion	Lawrence Holdsworth not at meeting (Excused)
Agenda Topic	Review of Service Statistics
Discussion	Jeff Cockerham discussed the service statistics on page 31. He said there was a low trip count in December due to the big snow storm the second weekend of the month and the Christmas holidays. Jeff asked if there were any questions and there were none.
Agenda Topic	ROAP Service Report
Discussion	Jeff Cockerham discussed the ROAP reports on pages 32-35. He said that 100% of the money has been received but only 50% of the year has passed. The report shows a lot of unspent money but by June 30th it will be all spent.
Agenda Topic	Advanced Software
Discussion	Jeff said Penny and Mitzi having been shopping around for another software program to replace Trapeze that's hopefully cheaper and more user friendly.
Next Meeting	JoAnn reminded everyone to plan to be at the next meeting on Thursday, May 1, 2019.
Meeting Adjourned	The members unanimously agreed to adjourn the meeting at approximately 11:30 AM.
Minutes Recorded By/Signature	Terry Daniels