



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

Date: 11/1/18	Time: 10:00 AM	Location: YVEDDI Conference Room
Call to Order	JoAnn Ahrens called the meeting to order	
Committee Members Attendance	JoAnn Ahrens, Tom Beckom, Vicky East, Lawrence Holdsworth, Lisa Hughes, Marilyn Lambert, Yolanda Lytton, Barry Norman, Danny Royall and, Bobby Todd	
Staff Attendance	Jeff Cockerham, David Brinkley, Mitzi Hutchens, Rochelle Mason, Reginald Nichols, Penny Spainhour and Terry Daniels	
Excused	Cathy Ellis, Mickey Cartner and Kim Shuskey	
Absent	Matt Watterson (NCDOT)	
Agenda Topic	<b>Welcome and Introductions</b>	
Discussion	JoAnn Ahrens welcomes team	
Agenda Topic	<b>Conflict of Interest - Introduction</b>	
Discussion	Jeff Cockerham read the Conflict of Interest statement. Jeff said he had renewed conflict of interest statements on everyone except for Rochelle and Redd and would pass them out. Danny Royal asked Jeff to give an example of a conflict of interest. Jeff said if we were deciding to change a route and if you lived on the route and it was a personal benefit to you then you would not be eligible for discussion for the change in the route service.	
Agenda Topic	<b>Approval of Minutes</b>	
Discussion	<p>The minutes were presented to the TAB members from the last meeting on August 2, 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 Lawrence Holdsworth to approve the minutes, Second by Tom Beckom. The motion carried</p>	
Agenda Topic	<b>Mobility Management</b>	
Discussion	<p>Rochelle presented her mobility manager report on page 4. She said this report reflects the months of July, August and September. She read the total column, and discussed the waiting list of each county. Rochelle asked Jeff if there was anything else he wanted her to discuss regarding her report and Jeff said he didn't have anything but thought we needed to talk about the circulator and connector reports. Rochelle told everyone to turn to page 5 and she discussed each report in detail. Jeff said he would like to call everyone's attention to the Flex 200 September numbers because they did an experiment with this specific route to increase our numbers and made some changes. We presented our information to Board of Director's this past Thursday and had a public hearing about it and they approved</p>	

	<p>the route change, so going forward hopefully the numbers will be better for the Stokes Connector route. Rochelle finished discussing reports on the Flex 300 Surry Connector, Flex 400 Elkin Circulator, and the route totals. She asked if there were any questions any questions. Lawrence Holdsworth asked if there were any seasonal variance in trips. Rochelle said in warmer we do tend to be busier and in colder weather we slow down but we do have spikes in our trips.</p> <p>Danny asked a question about the actual numbers and Jeff said the Mocksville circulator and Stokes connector are the two newest routes. The Surry connector and Elkin circulator started at the same time several years ago and has been building the whole time.</p>
<b>Agenda Topic</b>	<b>Operations</b>
Discussion	<p>David Brinkley discussed the Operations and Training Report on page 6 (lift vehicles) and page 7 (vans) and said the negative numbers were good. David said over the past month in effort to save money they had been servicing the vehicle every 5,000 miles but it's not mandated so now they're going to service the vehicles the vehicles every 8,000 miles to save costs. David distributed a new organizational chart for the Transportation program. He said they looked at going to a more lean operation and have cut 3 full time jobs, and 2 part time jobs, and looking for opportunities to be cost efficient. This has given the program the opportunity to put a supervisor in each county. David said with a new lean operations we have less people trying to do the same job as before and that's becoming stressful but we're doing the same mission. Another thing that has stressed our manpower is that a we had 1 driver in Surry county that passed away, a driver in Davie county have a stroke so he will be out for a while and we have several drivers that have health issues. David asked if there were any questions on the organizational chart and there were none.</p>
<b>Agenda Topic</b>	<b>Safety and Training</b>
Discussion	<p>David discussed the new hire training, the annual training, and the additional training. David said to turn to page 10 and said he was working on a new training plan to meet all NC DOT minimum required training. The next training class will begin on 11/13/18. David asked if there were any questions. Marilyn Lambert asked if they have learned anything about managed care and Jeff answered her question but basically they're have both learned the same information.</p> <p>Lawrence asked if we did anything with a Title VI plan, and Jeff said yes. Lawrence said the reason he was asking was because of the RPO's and David said the driver may not know every detail but the supervisor would know. Lawrence then asked David about the bed bug plan from the previous meeting and David said he was still working on it.</p>

<b>Agenda Topic</b>	<b>NCDOT Updates</b>
Discussion	<p>Matt Watterson not at meeting</p> <p>Jeff said he just received notification yesterday that the NCDOT drug testing numbers will be doubling in 2019. Alcohol will remain the same at 10% of the workforce, but drug testing will be 50% of the workforce and it's probably due to the opioid crisis. Jeff added if you're wondering about marijuana whether it becomes legal or not USDOT will still not allow it as a legal substance for a public transit driver.</p>
<b>Agenda Topic</b>	<b>N.W. Piedmont Rural Training Planning Office</b>
Discussion	<p>Lawrence Holdsworth said the N.W. Piedmont Rural Planning Office (RPO) just had quarterly meeting. He said Debbie Collins the head of the transit office has been regularly attending the meetings and that he was looking forward to seeing her quarterly at the meetings and if there were any concerns that this body had let him know and he would address it with her. He said they were starting a regional CTP (Comprehensive Transportation Plan) for Surry, Yadkin and Davie counties.</p>
<b>Agenda Topic</b>	<b>Review of Service Statistics</b>
Discussion	<p>Jeff Cockerham discussed the service statistics on page 11 and said this year looks very close if not almost identical to last years. Jeff asked if there were any questions about the numbers and there were none.</p>
<b>Agenda Topic</b>	<b>ROAP Service Report</b>
Discussion	<p>Jeff Cockerham discussed the ROAP reports on pages 12 – 15 and circled the county on the top left hand side of the page. He said it looks like there's a lot of money left over but that money has to go thru to January 2019. Jeff asked if there were any questions and there were none.</p>
<b>Agenda Topic</b>	<b>Advanced Software</b>
Discussion	<p>Jeff said he did not have anything to add and he asked Mitzi if she had anything to add and she said no. Jeff said we have been making some progress with NCTracks because we hired an additional person from the call center that moved to the Accounting department and is taking care of some of our rebills.</p>
Next Meeting	<p>JoAnn reminded everyone to plan to be at the next meeting on Thursday, February 7, 2019.</p>
Meeting Adjourned	<p>JoAnn asked for a motion to adjourn.  Motion by Tom Beckom to adjourn, Second by Lawrence Holdsworth  The motion carried. The meeting adjourned at approximately 11:00 AM.</p>
<b>Minutes Recorded By/Signature</b>	Terry Daniels

