



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

Date: 5/2/19	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, Cathy Ellis, Lawrence Holdsworth, Marilyn Lambert, Yolanda Lytton, Barry Norman, Danny Royall, Kim Shuskey and, Bobby Todd	
Staff Attendance	Jeff Cockerham, Mitzi Hutchens, Reginald Nichols, Penny Spainhour and Terry Daniels	
Excused	Lisa Hughes and Mickey Cartner	
Absent		
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.	
Agenda Topic	<b>Approval of Minutes</b>	
Discussion	<p>The minutes were presented to the TAB members from the meetings on February 7, 2019 and November 1, 2018 due to not having a quorum at the last meeting. 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 Barry Norman to approve the minutes, Second by Marilyn Lambert. The motion carried.</p>	
Agenda Topic	<b>Mobility Management</b>	
Discussion	<p>Jeff said he would like to report Rochelle is out on maternity leave with her sixth child. JoAnn said let's hear it for Rochelle. Jeff said she had a boy and his name is Luis and they're both doing well. Jeff said he would get us caught up on the Mobility Management report next time.</p> <p>Jeff said the deviated fixed routes are in the minutes. The last time we met we decided to eliminate the two flex routes for two reasons: the funding to operate the vehicles around in a circle 4 or 5 times a day and the ridership. We can provide the same number of rides for less money without all the deadhead miles. We still have the Elkin Circulator and the Mocksville Circulator going. On page 6 of our packet is a chart of the Mocksville Circulator to show the breakdown of what ROAP funds paid and what RGP funds paid to subsidize the circulator. There's also a line graph to show the ridership of the circulator. Jeff asked if anyone had any questions about the Mocksville Circulator and there were none.</p>	

	<p>Jeff said on page 7 of the packet is the Elkin Circulator, which is basically the same thing. At the current time we do not have any RGP money available to help fund the Elkin Circulator, but we are going to look at the over the next few months to see if we can work something out to help subsidize this route. The ridership for this route is much better for this route than the Mocksville route. It takes a while to get people acclimated and understand what's going on but we feel that Mocksville will do the same thing. Matt Watterson asked if Mocksville was a younger route and Jeff said yes it's only been going since about a year and half ago.</p>
<b>Agenda Topic</b>	<b>Operations</b>
Discussion	<p>Jeff said our Operations Manager David Brinkley resigned and his last day was March 22, 2019, and we wish him well. Jeff said if you look at page 8 of your packet at the updated Transportation chart you will see the Operations Manager position is vacant at this time. Look down at the bottom of the page at the blocks that say "County Trans Coordinator Davie/Yadkin &amp; County Trans Coordinator Stokes/Surry – they were previously Road Supervisor positions and were in the Operations budget and we have worked it out with DOT to put these employees in our Administration grant, so now they're taking on more administration responsibilities instead of just dealing with drivers and problems in the field. Danny Royall asked where David Brinkley lived and drove to everyday when he worked for the agency. Jeff told him that he lived in Mt. Airy and drove to Yadkinville although he worked in all four counties but his duty station was Yadkinville and drove there most every day. JoAnn asked if there were any questions and there were none.</p>
<b>Agenda Topic</b>	<b>Safety and Training</b>
Discussion	<p>Jeff said if you turn to page 9 of your packet you have Redd's New Employee's Training report and Refresher Training report that were sent to DOT on April 15. As you can see, this is for January, February and March 2019 and we have only hired 4 new people and performed 18 Annual Refresher Trainings. On pages 10-13 is the New Employee Training Schedule. Redd said they have re-aligned the plan; they do mock routes so the driver knows every step they need to take when they go out to do the actual route. Jeff said the old plan didn't prepare the driver as well as we wanted them. With the new plan the employee is more acclimated to what is expected in their job performance. JoAnn asked if there were any questions and there were none.</p> <p>Motion by Bobby Todd to approve the New Employee Training and Refresher Employee Training, Second by Barry Norman. The motion carried.</p> <p>Vector Borne Policy – Jeff sent this out prior to the meeting and is in</p>

	<p>reference to how we deal with bed bugs, lice and other vectors.</p> <p>Motion by Bobby Todd to approve the Vector Bourne Policy, Second by Barry Norman. The motion carried.</p> <p>DOT Drug Testing – Jeff said you have the numbers there and he would answer any questions as long as it didn't affect our confidentiality policy. He said we're doing more drug testing because it's an overall federal transit number that requires you to do 50% of your average number of employees. JoAnn asked if we ever have ever any problems and Jeff said we occasionally have issues but we don't discuss them, we just terminate. New hires are drug tested prior to being hired and are told up front that we perform random drug testing and they may be pulled at any given time for a drug test.</p>
<b>Agenda Topic</b>	<b>NCDOT Updates</b>
Discussion	<p>Matt Watterson said the biggest update he currently has is regarding the recent announcement that within NCDOT the Public Transportation Division is merging with the Bike and Pedestrian Division. The merger should be effective in September and the merger should not affect any grant funding.</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) said he's asked to have someone explain the Medicaid Managed Care to him, one on one, to get a better understanding of it and who they will broker with. He said they're fairly optimistic it will open up a lot of new services for Medicaid recipients. Understanding the transportation piece is really important so he's looking forward to hearing some inside information as it becomes available to this committee. We are about to kick off our Regional Comprehensive Transportation process for Davie, Yadkin and Surry counties. We have the next round of prioritization becoming active in July and will be submitting projects as a planning body across the transportation modes to see if they have any capital needs. Lawrence discussed some ideas about Uber health and Jeff said he hates that PTRC was not selected as one of the recipients because he thinks that they would have been a very good alternative means of transportation for our communities. However, that doesn't mean it's over, it just means it didn't work this time.</p>
<b>Agenda Topic</b>	<b>Review of Service Statistics</b>
Discussion	<p>Jeff Cockerham discussed the service statistics on page 17 of the packet. Jeff said on the right hand side there's a list of the years. He said in 2016 Head Start trips have gone from 7,854 trips per month to 864 trips per month in 2019, and that has affected the overall number of trips drastically. Jeff asked if there were any questions and there</p>

	were none.
<b>Agenda Topic</b>	<b>ROAP Service Report</b>
Discussion	<p>Jeff Cockerham discussed the ROAP reports on pages 18 – 21 of the packet and each one of them represents a County. These numbers are based on the benchmark of 75%. Davie County is at 79%, Stokes is at 89%, Surry is at 78% and Yadkin is at 71%. Jeff asked if there were any questions and there were none.</p> <p>On Jeff said the last time we prioritized our ROAP money was if FY 2016, so we would like to discuss that and we have a blank survey form for everyone to fill out to complete in turn in. Jeff gave instructions on how to complete the form and asked the committee to complete the form and to pass them up front for them to be counted so we could get new results.</p>
<b>Agenda Topic</b>	<b>Advanced Software</b>
Discussion	<p>Penny said she wished NCTracks had some way of saying this is how much they owe you. Penny asked Marilyn what happened to LuAnn and was told she went to the Board of Elections. Penny said that Susan told her there was a staff shortage now at their department. Penny said it hurts our funding here when I'm not able to upload what the counties do and it puts us in a bind. Also, Stokes County has been having some issues so we are not able to collect for Stokes trips and that hurts us.</p> <p>Jeff said once Medicaid Managed Care comes in we will be billing them and not NC Tracks is his understanding. Marilyn said she has approximately 140 clients that will stay with YVEDDI and it will still be billed through NC Tracks.</p> <p>Jeff said he sent out a request quotes on software yesterday. We haven't figured how we're going to pay for it but we'll figure out something. We've looked at CTS but we're getting the other 3 quotes and going to be economically. JoAnn asked for any comments or questions and there were none.</p>
Next Meeting	JoAnn reminded everyone to plan to be at the next meeting on Thursday, August 1, 2019.
Meeting Adjourned	<p>JoAnn asked for a motion to adjourn.</p> <p>Motion by Tom Beckom to adjourn, Second by Barry Norman. The motion carried. The meeting adjourned at approximately 11:00 AM.</p>
<b>Minutes Recorded By/Signature</b>	Terry Daniels