



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

Date: 2/6/20	Time: 10:00 AM	Location: YVEDDI Conference Room
Call to Order	JoAnn Ahrens called the meeting to order	
Committee Members Attendance	JoAnn Ahrens, Lindsey Cearlock (for Lisa Hughes), Marilyn Lambert, Barry Norman, Kim Shuskey and Bobby Todd	
Staff Attendance	Jeff Cockerham, Rochelle George, Mitzi Hutchens, Reginald Nichols, Penny Spainhour and Terry Daniels	
Excused	Mickey Cartner, Cathy Ellis, Vicki East, Lisa Hughes, Danny Royall, Tom Beckom, Yolanda Lytton, Lisa Money and Matt Watterson	
Absent	Lynn Cochran	
Agenda Topic	<b>Welcome and Introductions</b>	
Discussion	<p>JoAnn Ahrens welcomes the TAB members and expressed her appreciation to all those in attendance for coming out in such bad weather. Jeff Cockerham said he also appreciated everyone for coming out to attend the meeting and stated that we're fortunate that anyone was able to attend the meeting.</p> <p>Jeff discussed Intern Nazeer Wiggins who is looking to be in the Healthcare Management field. Jeff said that Nazeer is going to primarily be stationed in Davie County and work with the Seniors and Disabled of Davie County. The Aging and Planning committee thought it would be a great idea to have an Intern in Davie County since Rochelle George is located in Surry County. Jeff said he's not able to be here today because he's in class and his classes are Tuesday and Thursday.</p> <p>Seating of Lynn Cochran – No Quorum</p> <p>Jeff explained the conflict of interest policy and said that anyone with a conflict should state the conflict and refrain from discussing the issue.</p>	
Agenda Topic	<b>Approval of Minutes</b>	
Discussion	JoAnn said since we do not a quorum we're not able to vote on the November 7, 2019 minutes.	
Agenda Topic	<b>Mobility Management</b>	
Discussion	<p><u>Mobility Reports</u> Rochelle George discussed the Mobility Management report on pages 3 and 4 for October 2019 and the meetings she attended. She discussed the report on pages 5 and 6 for November 2019 and the meeting she attended. Finally, she discussed the reports on pages 7 and 8 for December 2019 and the meetings she attended in that month. Rochelle asked if there were any questions and there were none.</p> <p><u>Deviated Fixed Routes Update</u> Jeff discussed the deviated fixed routes on page 9 which is regarding the</p>	

	<p>Mocksville Circulator and on page 10 the Elkin Circulator. He said he would like to highlight the graph on the Mocksville Circulator at the bottom of the page. He said the goal was to have 300 riders per month and we hit that mark. Although ridership went down in November it went back up in December. Jeff said we're doing digital advertising to which Kim asked if you can see the number of hits on the website and Jeff said he would have to check with Donna on that question because he was not sure.</p> <p>Jeff said the Elkin Circulator always performs well. The summer months have better ridership due to the weather but it always does well. Jo Ann asked if there were any questions or comments and there were none.</p>
<b>Agenda Topic</b>	<b>Operations</b>
Discussion	<p>Reginald (Redd) Nichols discussed pages 11 and 12 about vehicle maintenance and stated the yellow highlighted vehicles were the ones that need to be serviced. Jeff added there is a window of 750 miles before and after the target mileage to get the service completed. Redd discussed pages 13 and 14 regarding the lift equipped vehicles and their maintenance. Jeff added that Grayson, our Coordinator does the low level services and lubricates the vehicles (which are service classes A &amp; B). We have a licensed contractor that comes in and does our class C services. Jeff said on page 15 is a state required software program and this is housed at the software company. DOT manages this report and every time a vehicle is serviced, the information is entered by a YVEDDI employee into the software and DOT has access to check our maintenance records anytime. The report shows 37 vehicles were serviced and they were all completed on time. Jo Ann asked if there were any questions and there were none.</p> <p>Jeff reminded all in attendance that Managed Care is on hold until further notice.</p>
<b>Agenda Topic</b>	<b>Safety and Training</b>
Discussion	<p><u>Employee New Hire Training</u> Reginald Nichols said on page 18 it shows the New Employee's Training report and Refresher Training report. This training report is from October 2019 – December 2019. We had 5 new employees' and 5 employees to take Refresher training.</p> <p><u>Additional Training ... Video Installation Training Upcoming</u> Jeff said Grayson our Maintenance Coordinator is scheduled to attend video camera system equipment installation training so he can be certified to install the video camera systems himself and do regular checks.</p> <p><u>Drug Testing</u> Jeff said we have completed our drug testing according to the guidelines with 12 total tests performed during the previous quarter.</p> <p><u>Safety Review by NCDOT March 18th</u> Jeff said we are scheduled to have our Safety Review by NCDOT on March 18<sup>th</sup>. They will observe some vehicles; look at maintenance records, training records and all the things that are required by the state for our safety</p>

	program. Jeff said that he and Redd both would have to go through a desk review by February 18 <sup>th</sup> . JoAnn asked if there were any questions and there were none.
Agenda Topic	<b>NCDOT Updates</b>
Discussion	Matt Watterson was not present
Agenda Topic	<b>N.W. Piedmont Rural Training Planning Office</b>
Discussion	Lynn Cochran was not present
Agenda Topic	<b>Review of Service Statistics</b>
Discussion	Jeff discussed the service statistics on page 19 of the packet. He said you can see the big spikes and the drastic drops in the other years but this is the first year in a long time that we have not had any school contracts. We're no longer doing school contracts and the graph from July 2019 to December 2019 is relatively flat. Jeff said from his perspective, it's easier to manage the program now because we don't have the spikes in cost, expense and need for drivers to do these extra routes. So, with it being more flat it's a lot more predictable and easier to manage for us. Jeff said our numbers are looking pretty consistent. Jeff asked if there were any questions or comments and there were none.
Agenda Topic	<b>ROAP Service Report</b>
Discussion	Jeff Cockerham discussed the ROAP reports on page 20 of the packet and each one of them represents a County. These numbers are based on the benchmark of 50%. Davie County is at 45.12%, Stokes is at 42.45%, Surry is at 60.14% and Yadkin is at 37.65%. Jeff said the spending percentages reflect how some riders are closer or further away to medical facilities in the area. The closer the facility, the less expensive the trip is and the further away to the facility, the more the trip costs. Jeff asked if there were any questions and there were none.
Agenda Topic	<b>Advanced Software</b>
Discussion	Penny said everything was going pretty good at this time with NCTracks. Jeff said he's very pleased with the new software and they have had no real issues recently. Mitzi said it helps get the billing done in a timely manner.
Next Meeting	JoAnn reminded everyone to plan to be at the next meeting on Thursday, May 7, 2020.
Meeting Adjourned	JoAnn asked for a motion to adjourn.  Motion by Marilyn Lambert to adjourn Second by Barry Todd The motion carried.  The meeting adjourned at approximately 10:45 AM.
<b>Minutes Recorded By/Signature</b>	Terry Daniels 2/6/20