



YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 11/2/23	Time: 10:00 AM	Location: Conference Call
Call to Order	Bobby Todd thanked everyone for calling into the meeting and called the meeting to order.	
Committee Members Attendance	Bobby Todd, Carter Spradling, Lisa Hughes, Vicky East, Yolanda Lytton, Kim Shuskey, Barry Norman, and Danny Thore	
Staff Attendance	Jeff Cockerham, David Torres, Penny Spainhour, Mitzi Hutchens, Rochelle George-Mason, and Terry Daniels	
Excused	Reginald Nichols, Lisa Money and Alex Rotenberry	
Absent	Tom Beckom, Mickey Cartner, and Debbie Hunter	
Agenda Topic	Conflict of Interest Statement	
Discussion	Transportation Director, Jeff Cockerham read the Conflict of Interest Statement to the advisory board and said he needed Danny Thore to sign a conflict of interest statement and return it to him.	
Agenda Topic	Approval of Minutes	
Discussion	<p>Bobby Todd said we needed to approve the minutes from the TAB meeting via conference call held on 5/4/23 & 8/3/23. Bobby Todd asked for a motion to approve the minutes with one correction.</p> <p>Motion by Carter Spradling Second by Barry Norman Motion carried</p>	
Agenda Topic	Seating New Member	
	<p>Bobby Todd said we have a new member to seat named Danny Thore, a Transit User. Bobby asked if there were any questions and there were none. He asked for a motion to seat the new member.</p> <p>Motion by Lisa Hughes Second by Carter Spradling Motion carried</p>	
Agenda Topic	Board Chair and Vice Chair Elections	
	<p>Bobby Todd said Barry Norman has agreed to serve as our board chair. Bobby Todd has agreed to serve as our board vice chair. Bobby Todd asked for any questions and there were none.</p> <p>Motion by Carter Spradling Second by Lisa Hughes Motion carried</p>	

Agenda Topic	Mobility Management
Discussion	<p>A. Rochelle George discussed the Mobility Management report on page 7. These reports are for (July, August, and September 2023). She asked if there were any questions and there were none.</p> <p>B. Jeff Cockerham discussed the Microtransit Routes on pages 8-9. He said the Elkin route was doing really well, and so is the Mocksville route.</p>
Agenda Topic	Operations
Discussion	<p>A. Dave Torres discussed the maintenance reports of the vehicles on pages 10-15 and said they were 100% on time. He thanked Grayson Boles for his work to keep the maintenance on time. Dave said the Lift vehicles are 95% on time and we continue to meet our goal.</p> <p>B. Dave discussed Operational Issues and said we are struggling to find qualified people to employ. He thanked Jeff, Mitzi, the TAB Board, and the Finance Committee for doing all they could to help.</p>
Agenda Topic	Safety and Training
Discussion	<p>A. Redd Nichols was in training so Dave Torres discussed the employee new hire training report on page 16.</p> <p>B. Dave Torres said the new hires are doing training, annual training, motorcycle training, and parking lot training as all of these were part of our critical analysis that we did last year.</p> <p>C. Penny Spainhour discussed the DOT Drug Testing and said we had 12 Random tests total, 9 of which were drug tests, 3 were alcohol tests, 1 post-accident test, and 0 reasonable suspicion tests.</p>
Agenda Topic	NCDOT Updates
Discussion	Alex Rotenberry – Absent
Agenda Topic	N.W. Piedmont Rural Training Planning Office
Discussion	Carter Spradling –said he had nothing to share at this time.
Agenda Topic	Review of Service and Veteran Statistics
Discussion	Jeff Cockerham discussed the service statistics on page 17 and noted that we are at similar trip numbers to last year but slightly less than pre-covid numbers. Jeff noted the veterans trips numbers.
Agenda Topic	ROAP Service Report
Discussion	Jeff Cockerham discussed the ROAP Budget Service Report on page 18. He said we were under budget and asked if there were any questions and there were none. Jeff said that there are some counties spending amounts are slightly less than the benchmark. For these counties we are adjusting to move more trips to be paid from these ROAP funds.
Agenda Topic	Advanced Software
Discussion	A. Penny Spainhour said NC TRACKS needed to make an update, and CTS made some changes. There were rounding issues and

	<p>she had to go into every trip manually to do her billing. Penny said the problem is still not fixed.</p> <p>B. ModivCare and MTM – Penny said there was no issues.</p> <p>C. Delegate software issues/concerns – Mitzi Hutchins said she has been cross-training staff. Dave mentioned that this is part of our succession plan to make sure we can continue as staff age out of the workforce.</p>
Agenda Topic	
Next Meeting	Bobby Todd reminded everyone to plan to be at the next meeting on Thursday, February 1, 2024, @ 10:00 AM.
Meeting Adjourned	<p>Bobby Todd asked for a motion to adjourn the meeting.</p> <p>Motion by Barry Norman Second by Carter Spradling Motion carried</p> <p>The meeting adjourned at 10:30 AM</p>
Minutes Recorded By/Signature	<i>Terry Daniels</i>