



YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 8-6-15	Time: 10:00 AM	Location: YVEDDI District Conference Room
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Call to Order	10:15 AM
Committee Members Attendance	Cathy Ellis, Tina Lineberry, Lisa Hughes, Monroe Donathan, Vicky East, Shelby Sawyers, LeeAnne Eads, JoAnn Ahrens, Annalisa Davis
Staff Attendance	Jeff Cockerham, Kevin Edwards, Reginald Nichols, , Mitzi Hutchens, Penny Spainhour
Excused	Bobby Todd, Tom Beckom, Kim Shuskey
Absent	Belinda Brewer, Janine Wooten, Charlene Jones, Jesse Day, Mickey Cartner, Ray Robbins, Yolanda Saffo, and Helen Vestal
Agenda Topic	Welcome and Introductions
Discussion	JoAnn called the meeting to order and asked everyone to introduce themselves.
Agenda Topic	Approval of Minutes
Discussion	JoAnn asked everyone to please read over the minutes from the last meeting. Lisa Hughes made a motion to approve the minutes as presented and Cathy Ellis seconded the motion. Motion passed.
Agenda Topic	Operations – New Positions –Current Activities
Discussion	Kevin Edwards announced several job positions that have been posted due to resignations from Larry Klett (Safety) and Will Hayes (Maintenance Coordinator). Kevin related that Reginald Nichols is the Interim Safety and Security Manager at this time. Kevin also stated that we are short staffed on drivers and will continue to hire until all positions are filled. New training scheduled for new Work Force employees.
Agenda Topic	Operations – Vehicles - Assetworks
Discussion	Kevin Edwards gave updates on NCDOT vehicles. He explained how the contract had been changed to light transit vehicles instead of high top vans. Jeff Cockerham stated that an extension on the grants was approved through March 2016, hopefully the vehicles will be here by fall of the year and he stated this is normal when changing the platform and

	<p>specifications of the vehicles. One mini-van is on order also. Kevin Edwards explained the preventive maintenance and the lift cycles illustrated on pages 3 and 6 and stated that transportation was 100 percent in compliance.</p>
Agenda Topic	Safety & Training
Discussion	<p>Kevin Edwards shared information on page 8 in the handout showing the number of new hires in the training program and the dates and types of training that employees are trained on. Kevin stated that Reginald Nichols had attended PASS Training and is now a certified PASS instructor. A CPR and First Aid class will be held this fall. Larry Klett will be coming back to help with the training and the transition of the safety and security manager. Kevin briefly gave the updates on drug and alcohol testing and indicated that YVEDDI was in compliance with FTA standards.</p>
Agenda Topic	NCDOT Updates
Discussion	<p>Due to Pam Hawley's absence Jeff Cockerham gave the NCDOT updates. He stated that there are a lot of changes in Raleigh and that the Director of Public Transportation has only been there about two years. One of the changes is that now we only get 30 days to submit claims for reimbursements which can be difficult. Pam Hawley is retiring and at this time we do not know who her replacement will be.</p>
Agenda Topic	Mobility Management
Discussion	<p>Rochelle George the Mobility Manager is absent due to her wedding and honeymoon so Jeff Cockerham shared information on page 9 of the handout regarding the number of contacts, applications, applications approved, outreach and charter trips performed.</p>
Agenda Topic	Service Statistics
Discussion	<p>Jeff Cockerham spoke about the trips provided during the 4th quarter and for the year as detailed on page 10 of the handout which indicates the number of trips for FY15 is almost the same as FY14. He also stated that there is a minor mistake on the total number of trips provided on the report. He did not see the mistake until after the report was printed and it was time for the meeting. He will check into this and get it corrected.</p>
Agenda Topic	ROAP Service Report
Discussion	<p>Jeff Cockerham explained page 12, the ROAP Service Report in the handout and stated that the numbers are preliminary only and that the accounting department will finalize the numbers soon. He also stated that it is very hard to stay within the budget.</p>

	<p>Lisa Hughes asked questions regarding the qualifications for the ROAP Employment funds. Jeff said at this time the qualification is 150 percent of the poverty level. He also said that this is the current guideline used but this can be changed and he would be glad to sit down with the County officials to modify the qualification when we apply for the ROAP grants.</p>
Agenda Topic	Advanced Software
Discussion	<p>Mitzi Hutchens gave the updates on the Advanced scheduling software and asked if the invoices are better since the decimal places had been changed on the billing. It was indicated that it was better but there are still calculation errors in the rounding for some trips. Mitzi is still working with one of the representatives from Trapeze on several issues. Some of the issues are being taken back to development like with the operational statistics report (Opstats) that Penny Spainhour has been doing manually. Some conversation was made regarding no shows, wait times, subscription service, demand response and call backs.</p> <p>Jeff Cockerham said that the mobile data terminals are in the budget for FY16 and this would give dispatchers a better idea on where the drivers are located and this change should help when adjustments to the daily schedule are made in the computer. The software will send the changes to the tablets and the drivers will see the changes. We are starting the process now for procurement of the tablets and after our staff learn how to manage the tablets it should help to reduce vehicles and miles.</p>
Agenda Topic	Other Business
Discussion	<p>Jeff Cockerham will be asking the YVEDDI Board of Directors for the permission to hire a consulting firm that can help with restricting transportation for geographic areas which will help to make transportation more cost effective. This would help to be more cost effective because of our ability to add more people to a vehicle. Some questions were addressed and stated the doctors would need to be involved in the marketing plan and that a firm with rural experience would be preferred over a firm that specialized in urban planning.</p>
Date of Next Meeting: November 5, 2015 @ 10:00 A.M.	
Meeting Adjourned at 11:31 A.M.	
Minutes Recorded By/Signature	<i>Penny Spainhour</i>