



YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 11-3-2016	Time: 10:00 AM	Location: YVEDDI District Conference Room
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Call to Order	10:00 AM
Committee Members Attendance	JoAnn Ahrens, Lee Anne Eads, Bobby Todd, Vicky East, Cathy Ellis, Tina Lineberry, Barry Norman
Staff Attendance	Jeff Cockerham, Mitzi Hutchens, Penny Spainhour, Kevin Edwards, Rochelle Mason, Reginald Nichols, Lisa Money
Excused	Tom Beckom, Lisa Hughes, Elizabeth Jernigan, Mickey Cartner
Absent	Charlene Jones, Yolanda Saffo

Agenda Topic	Welcome and Introductions-
Discussion	JoAnn Ahrens welcomed everyone and thanked everyone for taking time out of their busy schedule to attend.
Agenda Topic	Conflict of Interest
Discussion	Jeff Cockerham read the conflict of Interest Policy and asked everyone to please sign and return before leaving the meeting.

Agenda Topic	Approval of Minutes
Discussion	JoAnn Ahrens had asked for approval of the minutes from the last meeting. Bobby Todd made the motion to approve the minutes and Cathy Ellis seconded the motion. Since there were not enough members to have a quorum to vote at this time the minutes will need to be approved at the next meeting.

Agenda Topic	New Member
Discussion	Jeff Cockerham introduced Barry Norman who is the general manager of H&R Tours off Wilhelm Rd located in Boonville NC replacing Ray Robbins. Jeff stated he appreciates Barry Norman for attending however not enough members to have a quorum to vote at this time.

Agenda Topic	Operations
Discussion	Kevin Edwards started by stating on October 19, 2016 he had the privilege of attending a NC State Clean Energy Seminar in Raleigh and was presented the NC Clean Air Award for YVEDDI for our transition to the use of propane autogas in our fleet vehicles. Kevin Edwards stated that the last 6 new Ford Transit vehicles came with a prep package to convert to propane. Four of the vehicles will be in Surry County and the other two will be in Yadkin where propane is already being

	<p>used. Most of the vehicles in Yadkin are already using propane. Kevin stated that the new vehicles are all 6 cylinders, with windows all the way around and also a sliding side door which makes for easier access.</p> <p>Kevin stated that all vehicles have on-board tablets now. Drivers are receiving manifest thru the tablets and they are also being used to track driver's time with the new payroll software. Kevin stated that there have been some growing pains with this project but it is getting better and better every day. Transportation has been the guinea pig but will be more wide-spread for YVEDDI in the future. The next steps will be downloading the software for the Accounting department and into Account Mate.</p>
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Agenda Topic	Safety and Training
Discussion	<p>Before turning it over to Kevin Edwards, JoAnn Ahrens wanted to praise a YVEDDI driver that she has watched with a lift client and told how careful the employee was while loading the client.</p> <p>Kevin Edwards spoke briefly on job openings and using a temporary service to recruit employees. Kevin also talked about all the different trainings and stated that the annual training will start again around January. He also spoke briefly about the one day training with Head Start and also that he, Jeff Cockerham and Reginald Nichols attending a training conference in September. Kevin gave the number of drug and alcohol tests performed and stated that transportation is in compliance.</p> <p>Jeff Cockerham stated that we had a Drug Test review and explained the findings and issues. One of the findings required that the drug testing policy has to be changed but mainly just change some wording in the policy.</p> <p>Kevin Edwards shared information about vehicle maintenance using the agenda handouts.</p>
Agenda Topic	NCDOT updates
Discussion	Cassandre' Haynesworth was absent and no updates were given
Agenda Topic	N.W. Piedmont Rural Planning Office
Discussion	<p>Elizabeth Jernigan was unable to attend. Jeff Cockerham shared information on the Locally Coordinated Plan that Elizabeth had shared with Jeff. Jeff stated that the draft is on the website and provided a handout with the address on the PTRC website that the plans could be viewed.</p>
Agenda Topic	Mobility Management
Discussion	<p>Rochelle Mason shared the Mobility Manager report and all of the outreach efforts that had been performed. Rochelle was very excited that on September 9, 2016 she received a letter of support from Andrew Wright with the Surry County Economic Development Partnership. He has helped Rochelle with surveys by sending letters to companies in Surry County. Jeff Cockerham explained more on the scheduled service and stated that the agency wants to move more toward this type of service trying to get away from taxi type services and demand response. He states that people are asking for this service but not sure of funding and support.</p>

Agenda Topic	Service Statistics
Discussion	Jeff Cockerham briefly shared information on the services statistics report on the attached page 11. He stated that he modified one of the reports by removing FY12 from the report which made it less busy and easier to understand.
Agenda Topic	ROAP Service Report
Discussion	Jeff Cockerham gave the ROAP reports and stated that DOT now requires a new report that is completed quarterly which is attached to the back of the agenda on pages 12-16. Jeff said there is not a big demand for employment funds at this time and that those unspent funds for the quarter were moved to the Elderly and Disabled section.
Agenda Topic	Advanced Software
Discussion	Mitzi Hutchens discussed the tablets that Kevin Edwards reported on earlier and stated that YVEDDI was able to purchase more tablets which will now be enough tablets for all the vehicles. The biggest problem has been when drivers are in areas with low data service. Mitzi also shared information regarding the Friendly Flex Software that she is working with to help with the Circulator and the Connector which will help with bus stops and schedules. She stated that the module will be a lot of help when it is completed. She also stated that problems were found in the software and reported to Trapeze. The problems have been repaired but the programming will not change until the next build or next release which should be soon.

Agenda Topic	Other Business
Discussion	Jeff Cockerham shared information and explained about the Public Notice of Grant Request for FY18 and stated that Transportation was requesting 4 new replacement vehicles, propane conversion kits, and a generator for the call center. Jeff Cockerham also talked about the Success Plan that DOT is requiring and that he would like the TAB members to help with the plan. He gave detail of each category and who would be involved in each group and about the surveys and how our goal is to resolve complaints within 7 days.
Date of Next Meeting:	February 2, 2017

DON'T FORGET CHICK-N-MINIS FROM CHIC-FIL-A NEXT MEETING

Minutes Recorded By/Signature	<i>Penny Spainhour 11/3/2016</i>
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