



YVEDDI Public Transportation Transportation Advisory Board (TAB) Meeting Minutes

Date: 2/2/2017	Time: 10:00 AM	Location: YVEDDI District Conference Room
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Call to Order	10:12 AM
Committee Members Attendance	JoAnn Ahrens, Elizabeth Jernigan, Lee Anne Eads, Mickey Cartner, Kim Shuskey, Cathy Ellis, Tina Lineberry, Tom Beckom, Charlene Jones, Yolanda Saffo, Barry Norman,
Staff Attendance	Jeff Cockerham, Mitzi Hutchens, Penny Spainhour, Rochelle George-Mason
Excused	Bobby Todd, Lisa Hughes,
Absent	Vicky East

Agenda Topic	Welcome and Introductions-
Discussion	JoAnn Ahrens started the meeting by welcoming everyone by thanking Jeff Cockerham for providing Chick-Fil-A refreshments for the committee. Jeff introduced Barry Norman, the manager of H&R Tours and spoke briefly about Barry and his experience related to transportation issues. The members in attendance were asked to introduce themselves. JoAnn asked for a motion to seat Barry. Charlene Jones made the motion and Cathy Ellis seconded the motion. The motion carried.
Agenda Topic	Conflict of Interest
Discussion	Jeff Cockerham read the conflict of interest statement and asked any members with conflicts to abstain from discussion during the item that they have a conflict with. Jeff also asked for signatures on the conflict policy forms from members that had not been present at previous meetings.

Agenda Topic	Approval of Minutes
Discussion	Minutes from both the previous meeting on November 3, 2016 and August 4, 2016 were voted on due to the lack of a quorum at the last meeting. Tom Beckom made the motion to approve the minutes and Cathy Ellis seconded the motion. The motion to approve both minutes carried. With a quorum it is now officially stated JoAnn Ahrens.

Agenda Topic	Operations
Discussion	Jeff Cockerham, filling in for Kevin Edwards who was unable to attend, shared information from page 8 of the agenda regarding current and

	ongoing activities and spoke briefly on the new vehicles that are ordered. Jeff Cockerham stated he never knows when the new vehicles would be delivered.
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Agenda Topic	Safety and Training
Discussion	Jeff Cockerham filled in for Kevin Edwards and shared the reports on employee new hire and annual training from page 8 from agenda and stated that due to the upcoming safety review, Kevin Edwards and Reginald Nichols were not able to attend. Copies of the drug testing (DAMIS) report was also in the agenda packet and Jeff Cockerham explained how a third party administrator draws random employees for drug and alcohol testing for us. Jeff Cockerham explained the Asset Works report on maintenance and he answered some questions that were asked about the lift cycles.

Agenda Topic	NCDOT updates
Discussion	Cassandre Haynesworth was not present to give any updates. Jeff Cockerham stated he was not aware of any new changes except with the ROAP program reports that are now being completed quarterly.
Agenda Topic	N.W. Piedmont Rural Planning Office
Discussion	Elizabeth Jernigan spoke on the Surry/Yadkin Coordinated Plan. Elizabeth stated she had been working very closely with Debbie Collins at NCDOT on adopting a statewide Plan. She also discussed the scoring system for funding transit projects and that transit projects compete in scoring with highway and aviation projects. She said that transit projects usually do not score as high as highway projects.
Agenda Topic	Mobility Management
Discussion	Rochelle George- Mason reported on contacts, applications, approvals, outreach, referrals and charter for the period of October through December 2016. Rochelle and Jeff both shared some very detailed information on a deviated fixed route plan for Davie County and how they have attended the recently formed stakeholders meetings in Davie. Jeff shared copies of google maps with stops for Mocksville Circulator and also hi-lighted information from the YVEDDI five year plan. Several questions were asked which led to a discussion about the proposed routes. Regarding her position as Mobility Manager, Rochelle stated that she has ridden on routes with clients before to help them feel more comfortable in using the service. Jeff Cockerham updated everyone on the Stokes Connector and King Circulator. He stated that at this time the funding for the urban area in King seems to be an issue but that we would work with the Connector route to make stops in King. Jeff Cockerham asked for a recommendation to use the 5310 and ROAP funds to help fund the Stokes Connector route and the Mocksville Circulator route. Charlene Jones made the motion and Elizabeth Jernigan seconded the motion to approve the recommendation. All were in favor and the motion carried.

Agenda Topic	Service Statistics Report	
Discussion	<p>Jeff Cockerham shared a graph of trips provided during the years FY13-FY17. Jeff stated that Head Start had to reduce some of their routes this year which reduced trips. Jeff Cockerham also shared the amounts spent from Davie, Stokes, Surry and Yadkin counties ROAP allocations, and explained the transfer of unspent funds from the employment program to EDTAP. Jeff provided a report with trip types and their relative priority which had been obtained through surveys. Jeff explained what the funds were used for and asked for a recommendation to any board of commissioners that all ROAP funds be allocated to transportation with the priority for chronic and acute life sustaining trips. JoAnn Ahrens asked for a motion from the TAB to recommend to the commissioners that YVEDDI receive the ROAP funds with the priority as indicated by the report. Mickey Cartner made the motion and Tom Beckom seconded the motion. All were in favor and the motion carried.</p>	
Agenda Topic	Advanced Software	
Discussion	<p>Mitzi Hutchens gave the updates for the friendly flex route software and any other software issues. Mitzi stated that the flex route software works great. She is now able to put all stops in for the Circulator and the Connector and the software indicates if there is time to deviate from the route. Mitzi Hutchens stated that Time Warner seems to be the biggest problem for the software as the internet seems to go down from time to time. We are awaiting a new version and update from Trapeze which should be released soon.</p>	

Agenda Topic	Other Business
Discussion	<p>Jeff Cockerham, Penny Spainhour and Mitzi Hutchens all spoke briefly about NCTracks and the training and information they had learned. Jeff Cockerham requested that a demographic information sheet that is now required by Title VI to be signed by all boards and committees that is attached to the back page of the agenda.</p>
Date of Next Meeting:	May 4, 2017

Minutes Recorded By/Signature	<i>Penny Spainhour 2/2/2017</i>
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