



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

Date: 8/4/2016	Time: 10:00 AM	Location: YVEDDI District Conference Room
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Call to Order	10:05 AM
Committee Members Attendance	JoAnn Ahrens, Lisa Hughes, Elizabeth Jernigan, Lee Anne Eads, Lisa Money, Mickey Cartner, Bobby Todd, Vicky East
Staff Attendance	Jeff Cockerham, Mitzi Hutchens, Penny Spainhour, Kevin Edwards, Rochelle George
Excused	Kim Shuskey, Tom Beckom
Absent	Cathy Ellis, Tina Lineberry, Charlene Jones, Ray Robbins, Yolanda Saffo,

<b>Agenda Topic</b>	<b>Welcome and Introductions-</b>
Discussion	JoAnn Ahrens welcomed everyone.
<b>Agenda Topic</b>	<b>Conflict of Interest</b>
Discussion	Jeff Cockerham reminded all members about the conflict of interest policy and asked if there were any conflicts that the member with a conflict should abstain from voting regarding that issue.

<b>Agenda Topic</b>	<b>Approval of Minutes</b>
Discussion	JoAnn Ahrens had asked if everyone had read the minutes from the last meeting and gave everyone a chance to look over them. Mickey Cartner made the motion to approve the minutes and Lisa Hughes seconded the motion. The motion carried.

<b>Agenda Topic</b>	<b>Vice Chair Discussion</b>
Discussion	Lee Anne Eads was nominated to be the vice chair person for the TAB meeting. Lisa Hughes made the motion and Bobby Todd seconded the motion. The motion carried.

<b>Agenda Topic</b>	<b>Operations –New Staff Positions</b>
Discussion	Kevin Edwards gave the updates for operations. Kevin stated that he had 4 new hires, 3 drivers and 1 monitor. Since the last meeting Transportation had received 4 new vehicles 2 stationed in Surry and 2 stationed in Yadkin. Six new Ford Transit vehicles were delivered this week and should be in service in the next 30 days. Jeff Cockerham spoke about the pros and cons on the new Transit buses. Kevin stated that 10 replaced vehicle will be ready by the fall of the year for a sealed bid sale. Kevin Edwards continuing with the current on-going activities stated that all CTP vehicles have tablets and that we are working toward purchasing tablets for the additional vehicles like the Head Start buses.

<b>Agenda Topic</b>	<b>Safety and Training</b>
Discussion	Kevin Edwards stated that Reginald Nichols is absent from the meeting due to staff training. Kevin explained with much detail that the state has been working on a Tool-Kit that has to be used to meet DOT standards. He also briefly went over the attached documents regarding annual training, additional training that staff have attended, the drug and alcohol tests completed and maintenance. Jeff Cockerham following up with Kevin's comments stated that transportation had recently had a DOT Drug and Alcohol audit. He stated the auditor reviewed procedures, policy and documents at the YVEDDI and then went to Northern Surry Hospital for an extensive on site audit as well. Jeff stated that he hasn't received the report back yet but will share the information at the next meeting.

<b>Agenda Topic</b>	<b>NCDOT updates</b>
Discussion	Cassandre Haynesworth was not present to give any updates.

<b>Agenda Topic</b>	<b>Mobility Management</b>
Discussion	Recently returning from maternity leave, Rochelle George reported information from January – June. Rochelle spoke about the Health Fairs and Conferences that she has attended and the ideas that were shared. She was happy about having a volunteer driver program page on Face Book. Rochelle gave everyone a handout titled 5310 Funded Shopping Shuttle and briefly spoke about ideas and hopes that this will help people to have more of a social life and this would be open to the public for anyone. Jeff Cockerham said this is an early stage of this project and that this idea was mentioned in a meeting he attended in Yadkin County by one of the participants. Elizabeth Jernigan shared information on the Locally Coordinated Plans and what the plan's purpose and process is. She stated that she will let us know more at our next meeting in November.

<b>Agenda Topic</b>	<b>Service Statistics</b>
Discussion	Jeff Cockerham briefly shared information on the services statistics on the attached page 12 of the Agenda.

<b>Agenda Topic</b>	<b>ROAP Service Report</b>
Discussion	Jeff Cockerham shared information on page 11 of the agenda showing the ROAP Service Report and stated that some budgets were over budget and some were under budget, but as a total of all ROAP, it is only about 5% over-budget. ROAP report is due August 31, 2016.

<b>Agenda Topic</b>	<b>Advanced Software</b>
Discussion	Mitzi Hutchens stated that the tablets have been the easiest part of Novus. The biggest problem with the tablets is the internet going down. Mitzi stated that drivers still received paper manifest and until 100% guaranteed she feels the need to continue to use as back up. She stated that the tablets are working great.

<b>Agenda Topic</b>	<b>Other Business</b>
Discussion	Jeff Cockerham said that Stokes County has an Interagency Council that meets monthly and they had asked Jeff to attend. Stokes is exploring additional transportation opportunities. Jeff presented Stokes with a proposed plan for Circulator/Connector routes for Stokes. There is a concern regarding the funding because King is in the urban planning area which means the Winston Salem MPO will need to be involved. Jeff said that he was invited to attend the next planning meeting of the MPO to discuss funding. Jeff Cockerham requested any thoughts from members be sent to him thru email.

	Jeff Cockerham also stated that one of the Davie Aging and Planning Committee members asked about the possibility of running deviated fixed routes in Davie County as well. Jeff Cockerham spoke briefly on the Pilot Mountain State Park plans and the need for parking and a request to start a shuttle from the parking area at the base of the mountain to the top. He stated it would only be for weekends during the summer and that YVEDDI was working to accommodate that request.
Date of Next Meeting:	November 3, 2016

JoAnn Ahrens asked if anyone had anything else and that Jeff Cockerham will send our reminders like normal for the next meeting. Meeting adjourned at 11:05 a.m.

<b>Minutes Recorded By/Signature</b>	<i>Penny Spainhour 8-4-2016</i>
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