

**Caswell County Area Transportation System
Transportation Advisory Board Meeting
Meeting Minutes
July 28, 2017**

Present were Edna Brown, Rody Jeffries, Michelle Waddell, Dianne Moorefield, David Owen, Sandra Hudspeth, Brenda Day, and Melissa Williamson.

The April 28, 2017 minutes were read and approved by David Owen and seconded by Sandra Hudspeth.

Expenditure/Revenue Report: Self Explanatory

Medicaid Webinar: There was a webinar on July 20th from 10:30 – 12:00 for all DSS/counties that are still not ready for the new billing process. Apparently a lot of the counties are ready to proceed with the new billing procedures but there were several counties still working on getting everything in order to be able to do the billing in NCTracks. I asked at that time if there is a cutoff date for when the county will no longer be billed for Medicaid and the lady from Medicaid said not at this time but was certain one would be in place very soon. She said if the county is not ready to roll out with the new billing process that the county would not be reimbursed for Medicaid trips. I contacted Sharon Hendricks at the Health Dept. to see if she could see what the status is for DSS and seems like things are moving forward.

Medicaid Billing Changes: We are still trying to transition through the many changes that are coming with the new Medicaid billing requirements. This has not been an easy process at all. We still have not rolled out the new Medicaid billing changes. I know DSS is still trying to work through their issues to be able to do the mock data entries in NC Tracks. Sharon Hendricks said that she has everyone setup in NCTracks. Mrs. Rainey and I had already setup our NCID accounts to give us access to NCTracks. We are still working on the Trading Partner Contact Information Form that will allow us to do electronic uploads.

Marketing: We advertised in the Caswell Messenger for the graduation tab and for the 4th of July.

Success Plan- At our meeting in April I presented the power point presentation to the advisory board. The plan was approved by the Board of Commissioners on May 1st. The plan was due to NCDOT/PTD on May 15th.

Safety Compliance Review- Our safety compliance review was on May 3rd. Irene Johnson did our compliance review. She went through all of our safety information. She looked through our SSP (System Safety Plan), training records, training manual, and training material, inspected half of our fleet, inspected our facility, and reviewed our maintenance records, AssetWorks and our SDS notebook. Out of 93 sub-sections the only finding we had was to update a few items in our plan and have the Board of Commissioners approve the changes. The plan has been

approved by the board and the plan was submitted to NCDOT. We received our close out letter this week and we are in full compliance.

Staff Training- all drivers have completed Car Seat and Hazzard Communication training.

Title VI Compliance Review- The Civil Rights Office approved our Title VI plan. I presented the Title VI plan to the Board of Commissioners on May 1st and they approved the Title VI plan. I submitted the signed/approved plan to the NCDOT Civil Rights Office. We have received a letter stating that we are in full compliance and our review has been closed out.

ROAP Funds FY 16-17- We were awarded \$123,592.00 in ROAP funds for FY 16-17. I just completed the ROAP Report and we spent all of the ROAP funds except for \$88.77. I knew we were running very close to being completely out in June.

ROAP Funds FY 17-18- We have not heard anything yet regarding the allocation of the ROAP funds for this fiscal year. We should be getting some information soon about the funds. I know we are already about finished with the first month of the new year but like in the past just assume at this point that you have the same amount as you did last year. As soon as I get the sub-allocation and grant I will let Finance, DSS and the Senior Center know the amounts.

5310 E&D FY 16-17- We were allocated \$13,500.00 for this grant with a local match, which came from ROAP E&D, \$1,500.00. We had a total of \$15,000.00 for this grant. All of the funds were spent. There will be no money going back to the state.

5310 E&D FY 17-18 – We have not heard anything yet regarding the allocation of 5310 E&D funds for this fiscal year. This grant is not a guarantee but hopefully we will be awarded these funds like we have in the past. This grant helps support trips outside of the county.

Disaster/Emergency Webinar- I participated in a webinar that NCDOT/PTD presented on July 13th from 11-1:00 P.M. Gwen Hinson, former Stanly County Director, lead the webinar. She knows a lot about emergency training, this is the county that several of our drivers went to for emergency evacuation training. They would actually stage a scene and have a van over turned and the drivers were able to participate and see what it would actually be like if they were in this situation. The webinar was very informative.

Issues with New Bus 26- Lea Walters, driver, noticed that at the back of the bus up top that the bus is cracking. I took pictures of the places cracking and sent them to the company we purchased the bus from to see what can be done about it because one it is new and we are concerned about the places leaking later. The company said that we had to take pictures of the top of the bus too and then they would decide how to handle this matter. I sent more pictures like they requested and they have shipped us a new part for the back of the bus and it will go to Cobb's Body Shop on Monday. The bus will be fixed under warranty at no cost to CATS.

Other Business-

Minutes respectfully submitted by Melissa Williamson