

**Caswell County Area Transportation System
Transportation Advisory Board Meeting
Meeting Minutes
April 28, 2023**

Present were Tonya Moye, Cindy Troxler, Edna Brown, Sandra Hudspeth, Brenda Day, and Melissa Williamson.

The October 28, 2022 minutes were read and approved by Tonya Moye and seconded by Sandra Hudspeth.

Expenditure/Revenue Report: Report is self-explanatory.

Admin Reimbursements - We have submitted claims from July 2022-March 2023 for administrative expenses. We have received reimbursement from July 2022 – February 2023.

ARPA Reimbursements- CATS received ARPA funds through NCDOT/PTD these are not the same funds that the county received. This is a completely separate pot of funding that is just for the transit systems. We requested \$76,680.00 in September for operation reimbursement from July 2022 to September 2022. In October 2022 we did another claim in the amount of \$35,028.00. I just sent in a claim for \$66,635.00 for January 2023 – March 2023 for operation expenses. When I submit our April reimbursement that will expend all of our ARPA funds. We were allotted \$192,379.00 in ARPA funds and we need to have all funds spent by June 30, 2023. We will have all funds expended by April 2023.

FY 22-23 ROAP Funds- the ROAP funds are just about depleted. We will have all of these funds spent before June 30th.

FY 23-24 ROAP Funds- We haven't received the grant application yet for these ROAP funds. This application typically comes out in August and will likely be due in September. I would say to anticipate the same amount of funding as we did for this fiscal year. As soon as I get the amount of the funding I will share with DSS and Senior Center and will inform this advisory board at our next meeting after receiving the funding.

Training- Since our last meeting we have had training on defensive driving, bloodborne pathogens, customer service and winter weather driving.

CPR/First Aid Training- On April 11th and 12th we had CPR/First Aid training. We held class on two separate days so we wouldn't have to interrupt transportation services. We held the classes in the afternoon to help avoid any disruption in services. We appreciate all the agencies working with us on these days. Angela Lipscomb was the instructor for this class. All of our staff is CPR certified through the American Heart Association for two years.

Update on the new camera system on buses- We received a grant through NCDOT/PTD in the amount of \$33,040.00. We have gone through all of the procurement processes and the procurement office at NCDOT/PTD just finished signing off on all of the paperwork and I have

put in the purchase requisition for the equipment. This was approved in our FY 23 budget by the board of commissioners. We should have this project completed by June 30, 2023. We still have our original cameras from over 10 years ago when the ARRA funds were available to pay for this equipment. It is at the point where it is very difficult to keep the older equipment serviced and to find replacement parts and equipment. This system will use WIFI and will provide better quality and service to our system.

Update on Radio Equipment on Tower- We received a grant through NCDOT/PTD in the amount of \$6,339.00 to replace the equipment on the tower for our two-way radios. This hasn't been an easy process to get done. The town owns the tower and they have let Verizon and some other places put equipment on the tower and they have to get their permission to allow us to get back on the tower. I have provided the town with the specs of our equipment for them to review and see if they will approve our specs. Dale Fortner flew his drone up to the tower and everything looks good for us to be able to put the equipment back on the tower. If the town allows us back on the tower we will have to enter into a lease agreement and the town council will have to decide how much we will have to pay to be on the tower. In the past we didn't pay anything to be on the tower. This project isn't going as smoothly as the camera replacement. I keep telling them that this grant will run out on June 30th. We really do need for this equipment to go back up on the tower because the two-way radios are another form of communication that we have with the drivers. We already have all of the radio equipment in the buses and our offices and they work fine we just need to get the equipment back on the tower so that the radios will work again.

Two New Part-Time Drivers- we are so glad to announce that we have two new part-time drivers. Rochelle Yellock and Sherwood Graves are the two new drivers. They have already completed all of their training and are running routes. They are a great addition to our staff. We are able to run just about any requests that we receive at this time. We do have one part-time driver that is out on medical leave and should find out next month if he plans to return.

MIS Report- was due on February 15, 2023. This is the drug and alcohol management information system report that we have to report on annually to FTA (Federal Transit Administration). This report covers how many drug and alcohol tests were conducted in the calendar year. This report shows if we have met our mandated quota for random drug and alcohol testing. Our report was turned in before the deadline.

Random Drug/Alcohol Testing 2023- We just completed our first quarter of random drug and alcohol testing and started on the second quarter this month. We have had some issues with the facilities where we do our drug and alcohol testing. We were using Piedmont Prime Care on Airport Dr but they closed for several months and we are now using MedExpress and this hasn't been the smoothest transition. We are required to go where a breath alcohol test can be performed since we are required to do FTA testing. That limits us on where we can go for our tests.

FY 25 Grant Applications- was just released and we will be doing the same process as last year. We have to fill out the pre-application process and wait for our IMD to approve it and then send us the next step. This grant will be due at different increments. We are required to get several documents in by June and the grant application is due in October. We will bring this

before the board of commissioners because we are required to hold a public hearing. I will be sending out the conflict of interest forms soon because this form will be due in June. We are required to do this annually.

FY 24 County Budget- was due in March to the finance office. I presented our budget to the commissioners on April 21st. We will not have any capital items in this grant application. We did not have any buses that met the 100,000-mileage requirement in July 2022. I know we will have a few in FY 25.

Title VI Policy Update- We are required every 3 years to update our Title VI policy. This update was a lot because the template has changed some and we had new census data to update. NCDOT/PTD compliance specialist said that we needed to allow her to review the policy and the Title VI Officer of the Office of Civil Rights/Title VI Program to review it before we take it to our governing board for approval. NCDOT/PTD compliance specialist and the Office of Civil Rights/Title VI has approved the policy. I will present it to the Board of Commissioners on May 15th for approval. We are required to have this policy in compliance in order to receive funding.

Annual Fire Extinguishers- We completed our annual fire extinguisher inspection in February. All of the fire extinguishers in the building and buses were inspected.

ModivCare Billing Issues- We have had some issues with the billing process with ModivCare. There has been an issue with the portal on their end showing batches are still open when they are showing closed on our end. This was preventing us from receiving payment. We are caught up now with payments and they think they have the issue fixed. When we submit our next batch, they are going to see if it is corrected.

Medicaid Transformation- We are providing transportation services for MTM which is another Medicaid broker. We are still providing transportation services to ModivCare. The NC transformation to Medicaid Managed Care tailored plan date has been changed from April 1, 2023 to October 1, 2023. The reason for the delay is to ensure that nearly 150,000 people seamlessly receive care on day one, the NCDHHS (North Carolina Department of Health and Human Services) will delay the implementation of the NC Medicaid Managed Care Behavioral Health and Intellectual/Developmental Disabilities Tailored Plans. Tailored Plans serve people with complex behavioral health conditions, intellectual/Developmental Disabilities and traumatic brain injury. Their behavioral and physical health needs are often great, requiring ongoing care from multiple providers. Tailored plans will provide specialized services and care management to meet needs of these individuals.

Other Business-

Minutes respectfully submitted by Melissa Williamson 