Caswell County Area Transportation System
Transportation Advisory Board Meeting
Meeting Minutes
April 27, 2017

Present were Edna Brown, Rody Jeffries, Michelle Waddell, Tonya Moye, David Owen, Sandra Hudspeth, Brenda Day, Jeannine Everidge and Melissa Williamson.

The January 27, 2017 minutes were read and approved by Sandra Hudspeth and seconded by David Owen.

Expenditure/Revenue Report: Self Explanatory

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. We are trying to get the billing sheet approved so we can upload electronically in NC Tracks. I know DSS is still trying to work through their issues to be able to do the mock data entries in NC Tracks. Our mobility specialist informed me that it appears that they are no longer doing it in phases they are going with whomever is ready to start. I have not heard of a cutoff date at this point for billing Medicaid.

Marketing: We advertised in the Discover Guide. We had the pedometer ink pens made up for our promotional items. We distributed these at County Day.

Success Plan- Presented a power point presentation to the advisory board. The plan is on the Commissioner's agenda for Monday, May 1st. The plan is due to NCDOT/PTD on May 15th. Our plan has already been approved by our mobility specialist and the consultant the state hired to review the plans.

Site 2 Visit – We had our Site 2 Visit with our mobility specialist on April 3rd.

Safety Compliance Review- Our safety compliance review has been postponed again until next week, May 3rd.

Drug and Alcohol Compliance Review- We have finally heard back from our compliance review and we received our closeout letter. We are in full compliance.

DAMIS Report – Our annual DAMIS report was due to NCDOT/DOT February 15th. This report shows all of the different type of drug and alcohol tests that we have conducted for the calendar year. It will show how many negative or positive tests you have had and it breaks it down by admin and operations.

Driver Training- all drivers have completed American Disability Act, Drug and Alcohol, Defensive Driving, First Aid/CPR recertification, Emergency Evacuation, Sexual Harassment, Preventing

Slips, Trips and Falls. Mel Brown completed his recertification for National Safety Child Safety Technician. This certification will be good for two years.

Title VI Compliance Review- We turned in all of our information for review in January and we received the required changes back from the Civil Rights Office. I worked diligently on the changes and updating census information in the policy. I submitted the draft plan back again for review and all corrections have been made. Now the lead worker in the Civil Rights Department is reviewing the plan and once she puts her official approval on it I will have to take the plan to the Board of Commissioners. Hopefully we will have this compliance review closed out by our next meeting.

Full Time Driver- We have a new driver, Artise McLean. He started with us in April and is doing a great job. He use to work at a transit system and he also was a security guard at Walmart. I think he will bring a lot to the table especially on the safety side.

Part Time Driver- We have a new driver, Willie Turner. He is from the county and is very familiar with the roads in Caswell. He is also a great addition to our staff.

County Day- CATS participated in County Day on April 13th. We had a table setup with information about our program and some goodies.

Veteran's Day Fair – We participated in the Veteran's Day Fair on April 20th at the Senior Center. Mel Brown setup a table for CATS. He is a veteran.

New Bus- We got our new bus this month. We have already put the radio in it and we just got it back yesterday from having it lettered. Next week Michael Everhart will be out to install the camera on the bus. We already have the permanent plates for the bus. Once we get the camera system in the bus we will be ready to put it in our fleet. This is a 20 FT bus with a wheelchair lift. I have completed the paperwork for the reimbursement of the bus and we just got the check this week.

Other Business-

Minutes respectfully submitted by Melissa Williamson Melissa Williamson