

Caswell County Area Transportation System
Transportation Advisory Board Meeting
Meeting Minutes
October 23, 2015

Present were Tonya Breedlove, Michelle Waddell, David Owen, Katey Briggs, Jeannine Everidge, Edna Brown, Sandra Hudspeth and Melissa Williamson.

The July 24, 2015 minutes were read and approved by David Owen and seconded by Michelle Waddell.

Marketing: We advertised in the Caswell Messenger for Cancer Awareness, Fire Appreciation, Salute to Everyday Heroes, Hoedown Tab. Mr. Turner Totten came by this week and asked if we would be interested in placing an ad and recognizing the veterans in a program bulletin for the first annual Veteran's Banquet. We are going to do a full page ad in the program. The American Legion Post 210 will be sponsoring the banquet on November 7th at 6:-00 PM at Dillard Middle School.

ROAP Grant Application- The ROAP Grant Application was due to NCDOT/PTD by October 19, 2015. We were allotted \$110,758.00 in ROAP funds. \$50,539.00 in E&D, Employment funds \$7,700.00 and \$52,519.00 in RGP funds. For the purpose of EDTAP, an elderly person is defined as one who has reached the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment. The Employment Transportation Assistance Program (EMPL) is intended to help clients with employment related work or training. RGP funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization that will pay for the transportation services. We have received a 25% ROAP disbursement on September 30th. We did deplete all of FY 14-15 ROAP funds.

5310 E&D Grant Application FY 17- Is due to NCDOT/PTD on November 6th. We held a public hearing at the Caswell County Board of Commissioners Meeting on October 5th. The objective of these funds is to provide transportation services that meet special needs of elderly persons and persons with disabilities to who mass transportation services are unavailable, insufficient or inappropriate. These funds are used to provide transportation services outside of Caswell County. We will be requesting \$25,000.00 this year and use \$2,500.00 from ROAP E&D to meet the 10% match. We are requesting \$10,000.00 more for FY 17. I discussed this with Jeannine Everidge and Michelle Waddell and they feel like we have a need for additional funding.

5311 Grant Application FY 17- is due to NCDOT/PTD by November 6th. We held a public hearing at the Caswell County Board of Commissioners meeting on October 5th. This particular grant pays for 85% of administrative costs and 90% of eligible capital. All local matching funds required are transportation dollars. We are requesting \$111,079.00 in administrative and \$58,350.00 for capital. We will be replacing van 26 with a 20 FT lift equipped bus. The total funding request is \$169,429.00.

Update on LCP- At our last meeting we updated our Locally Coordinated Plan and Pam Hawley took all of the information back with her to Raleigh. I tried to reach out to Pam on more than one occasion before she retired to see what the status of the plan is and I did not hear back from her. I hope that when another consultant is hired that they will complete the update to our plan. I wish that we had a copy of the information but I had been told the majority of the plan would be completed and that I may have to put the finishing touches on it and send to our RPO the day we held the meeting to update the plan. Hopefully someone will come along and complete this project since we took the time to meet and update the plan.

Compliance Review Audit: was held on August 11th. This was an all-day audit. We had to fill out a 152 page questionnaire and turn this back in before the audit and send in several documents. When they came out they reviewed our accounting practices, policies and procedures, driver's training and training records, safety plan, operation and administrative polices, service animal policy, Title VI, ADA policy, the facility, the vans, drug and alcohol program, safety practices, etc. The only findings that we had is that we did not have a school bus policy that stated that we do not provide school bus transportation and they wanted us to add on our check off sheets for the fire extinguisher that it is secured. This is a very detailed audit that is conducted by an outside firm hired by the state to see if we are meeting all of the state and federal regulations. The last time we had this type of audit was in 2010. We were pleased with our compliance review audit.

Fall Conference- I attended the annual fall conference by NCDOT/PTD this month in Raleigh.

Success Plan: I attended a two day training in Greensboro in August and another ½ day session at our conference this month learning more about how the state wants us to all implement a success plan. Mark Aesch was the presenter at all of these meetings and he believes that public sector agencies can operate as efficiently and as focused on meeting customer needs and demands as private sector businesses. He is the founder of the management advisory firm TransPro, he and his team are guiding public organizations to new levels of performance excellence with the 7 Steps to Success. I have been working with his company to assist us in our plan. I shared some of these ideas with the TAB and we will discuss it more in our January meeting. In order to build our success plan we must have a mission. Our mission is that we provide safe and

efficient transportation. Vision statement is to be the provider of choice for our passengers and a model of excellence for public transportation.

2016 TAB Meeting Schedule- Provided each member with the TAB meeting dates for 2016.

Minutes respectfully submitted by Melissa Williamson

A handwritten signature in black ink that reads "Melissa Williamson". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

