

MCTS Transportation Advisory Board
DSS Room 418
September 13, 2017 at 3:00 pm

AGENDA

- I. Introductions - Debra Ensminger, Director of Planning & Transportation
- II. Approval of minutes from May 16, 2017 Meeting - Debra Ensminger, Director of Planning & Transportation
- III. Election of Chairman & Vice Chairman - Debra Ensminger, Director of Planning & Transportation
- IV. Financial Update FY 17-18 – Stephanie Cormack – Administrative Assistant II
- V. New Business
 - a. NEMT Updates - Tawanna Williams, Transportation Division Leader
 - b. NC DOT Grants – Tawanna Williams, Transportation Division Leader
 - c. MCTS FY 17/18 Success Plan – Tawanna Williams, Transportation Division Leader
 - d. MCTS CTP Grant Application– Tawanna Williams, Transportation Division Leader
 - i. Conflict of Interest Statement
 - e. MCTS Policy & Procedures
- VI. Old Business
 - a. Board Vacancies – Debra Ensminger, Director Planning & Transportation
- VII. Next meeting – October 18th - Debra Ensminger, Director Planning & Transportation
- VIII. Adjourn - Chairman

MCTS Advisory Board Minutes

May 18, 2017 at 3:00 p.m.

Members Present: Karen DeCata, Sandhills Community College, Rahnelle Rosado, Monarch, Rhonda Priest Moore County Department of Aging (via phone), Carolin Xiong, Moore County Department of Finance, Debra Ensminger, Planning and Transportation Director, Steph Carmack, Planning and Transportation, April Black, Moore County DSS, Kimberly Braddy, Moore County Leadership Institute

Staff: Lydia Cleveland, Crystal Odom, Tawanna Williams

Introductions:

Minutes from February 16, 2017 Meeting

Financials: Will be short this year due to natural disasters and staff illness. Next year will look excellent because of increased efficiency and lower costs. 2018 DSS will be billed at a flat rate because HHS prefers that their funded riders only pay for what they use.

New Business:

- a. **CCAP Review (Compliance, Capacity, and Proficiency Review)** Results-Federal and state review that entails 100's of questions which was submitted. They then came out to do an onsite review and the total score only had 2 deficiencies and a couple of advisories such as the route deviation on A Pines Line they suggested that the driver call out the stop.
- b. **Policy and Procedures Revisions**-Mrs. Cleveland presented a request to adopt additions to the Policies and Procedures for Moore County Transportation Services (MCTS). All members of the advisory board were provided with a memorandum explaining the policy request.
Mrs. Karen Decata motioned to approve, Mrs. Rahnelle Rosado seconded the motion, and the Advisory board motioned to approve.
- c. **Title VI**- there were no deficiencies but currently updating policy that is required. Requires each advisory meeting to complete a demographic request form.
- d. **Partnership with Sandhills Coalition**-This is in regards to the A pines line. The collaboration will be a voucher program modelled after the collaboration with Sandhills Community College. Compliance team wanted MCTS to share all data and protocols for the A Pines line with NC DOT.

I. Old Business:

- a. A Pines Line update-** The A Pines line continues to do well. The Compliance team wanted MCTS to share all data and protocols for the A Pines line with NC DOT as a possible model for other counties.
- b. Non-Emergency Medical Process-** Non emergency medical transportation is currently in phase 3 and anticipated to go live in June if no further delays.
- c. Board Vacancies**

VI Adjourn: Mrs. Debra Ensminger motioned to adjourn, Mrs. Caroline Xiong seconded the motion, and the advisory moved to adjourn.

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Expenses	\$ 86,468.31	\$ 44,140.45	\$ 148,854.43	\$ 39,701.66	\$ 40,310.71	\$ 168,720.52	\$ 37,273.40	\$ 101,179.94	\$ 155,599.48	\$ 38,491.38	\$ 39,833.42	\$ 76,525.59	\$ 977,099.29
**Salaries - Full Time	\$ 18,433.11	\$ 22,866.72	\$ 20,016.67	\$ 21,859.09	\$ 20,067.85	\$ 28,298.59	\$ 19,692.37	\$ 22,722.61	\$ 23,425.97	\$ 20,328.24	\$ 20,629.69	\$ 18,522.39	\$ 256,863.30
Salaries - Part Time	\$ 5,434.15	\$ 5,719.52	\$ 5,125.26	\$ 4,302.97	\$ 4,571.86	\$ 6,784.14	\$ 4,111.40	\$ 3,487.16	\$ 3,356.34	\$ 2,912.96	\$ 2,022.09	\$ 3,513.70	\$ 51,341.55
Salaries - Resource	\$ 3,213.66	\$ 3,228.99	\$ 2,930.29	\$ 3,281.86	\$ 3,511.88	\$ 5,282.01	\$ 3,484.07	\$ 4,678.62	\$ 4,657.70	\$ 5,017.89	\$ 5,699.18	\$ 8,046.92	\$ 53,033.07
Service Award	\$ -	\$ -	\$ -	\$ -	\$ 913.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 913.12
FICA/Medicare	\$ 1,969.82	\$ 2,331.98	\$ 2,045.76	\$ 2,150.65	\$ 2,121.66	\$ 2,934.97	\$ 1,985.29	\$ 2,260.31	\$ 2,302.55	\$ 2,061.89	\$ 2,068.80	\$ 3,069.39	\$ 27,303.07
Retirement	\$ 1,751.58	\$ 2,097.48	\$ 1,845.24	\$ 1,920.25	\$ 1,875.36	\$ 2,574.76	\$ 1,746.95	\$ 1,923.30	\$ 1,965.28	\$ 1,705.71	\$ 1,662.51	\$ 2,498.05	\$ 23,566.47
401K Retirement	\$ 389.20	\$ 461.04	\$ 415.66	\$ 466.90	\$ 449.80	\$ 603.28	\$ 413.52	\$ 465.18	\$ 484.68	\$ 423.62	\$ 428.14	\$ 629.56	\$ 5,630.58
Health Insurance	\$ 4,523.12	\$ 4,523.12	\$ 4,555.39	\$ 4,749.01	\$ 4,587.66	\$ 6,881.49	\$ 4,910.74	\$ 5,233.82	\$ 5,233.82	\$ 5,556.90	\$ 5,879.98	\$ 8,755.43	\$ 65,390.48
Unemployment Costs	\$ -	\$ -	\$ 497.50	\$ -	\$ -	\$ 497.50	\$ -	\$ -	\$ 497.50	\$ -	\$ -	\$ 497.50	\$ 1,990.00
Workers Compensation	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ 26,263.00
Life Insurance	\$ 91.78	\$ 92.16	\$ 92.23	\$ 97.05	\$ 93.18	\$ 137.57	\$ 95.27	\$ 98.24	\$ 68.24	\$ 93.51	\$ 96.48	\$ 142.82	\$ 1,198.53
Unemployment Insurance - NC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workers Compensation Claims	\$ -	\$ -	\$ 4,003.50	\$ -	\$ -	\$ 4,003.50	\$ -	\$ -	\$ 4,003.50	\$ -	\$ -	\$ 4,003.50	\$ 16,014.00
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,550.00	\$ -	\$ 58,481.00	\$ 1,760.43	\$ -	\$ 332.14	\$ -	\$ 65,123.57
Uniforms	\$ 186.84	\$ 177.36	\$ 153.83	\$ 153.00	\$ 153.00	\$ 148.38	\$ 332.53	\$ 200.99	\$ 160.26	\$ 204.17	\$ 324.70	\$ 244.53	\$ 2,439.59
Office Supplies	\$ 83.97	\$ 526.53	\$ 937.56	\$ 57.22	\$ 42.55	\$ 37.47	\$ (138.45)	\$ 91.90	\$ 72.53	\$ 89.00	\$ 47.59	\$ 12.66	\$ 1,860.53
Operating Supplies	\$ -	\$ 568.79	\$ (141.96)	\$ -	\$ -	\$ -	\$ -	\$ 15.45	\$ -	\$ 36.68	\$ -	\$ -	\$ 478.96
Travel/Training	\$ -	\$ 308.68	\$ 607.96	\$ 597.53	\$ 1,090.52	\$ -	\$ 480.00	\$ 540.00	\$ 112.42	\$ -	\$ 582.21	\$ 368.64	\$ 4,687.96
Telephone	\$ 64.54	\$ 73.08	\$ 70.99	\$ 66.13	\$ 60.51	\$ 59.21	\$ 59.91	\$ 63.96	\$ 66.61	\$ 60.81	\$ 59.91	\$ 70.00	\$ 775.66
Advertising	\$ -	\$ -	\$ -	\$ -	\$ 771.76	\$ -	\$ 99.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 871.56
Drug Testing	\$ 39.40	\$ -	\$ 78.80	\$ -	\$ -	\$ 39.40	\$ -	\$ 39.40	\$ 79.00	\$ -	\$ -	\$ 79.00	\$ 355.00
Motor Vehicle Reports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268.50	\$ -	\$ 324.00	\$ -	\$ -	\$ -	\$ 110.00	\$ 702.50
Equipment Leases	\$ 14,587.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,587.14
Insurance	\$ 35,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,700.00
Liability/Property Insurance	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ 2,987.00
IT Assessment	\$ -	\$ -	\$ 6,846.75	\$ -	\$ -	\$ 6,846.75	\$ -	\$ -	\$ 6,846.75	\$ -	\$ -	\$ 6,846.75	\$ 27,387.00
Property Management Assessment	\$ -	\$ -	\$ 79,658.25	\$ -	\$ -	\$ 79,658.25	\$ -	\$ -	\$ 79,658.25	\$ -	\$ -	\$ -	\$ 238,974.75
Wellness Works Assessment	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ 5,000.00
General Fund Assessment	\$ -	\$ -	\$ 10,552.25	\$ -	\$ -	\$ 10,552.25	\$ -	\$ -	\$ 10,552.25	\$ -	\$ -	\$ 10,552.25	\$ 42,209.00
Dues/Subscriptions	\$ -	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 554.00	\$ -	\$ -	\$ -	\$ -	\$ 1,104.00
Professional Services	\$ -	\$ 615.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,732.90	\$ -	\$ -	\$ -	\$ 2,347.90
Office Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ 48,518.60	\$ 51,352.12	\$ 165,040.18	\$ 40,388.18	\$ 40,250.57	\$ 134,689.15	\$ 43,159.90	\$ 45,653.15	\$ 197,338.91	\$ 41,612.20	\$ 112,770.06	\$ 90,568.17	\$ 1,011,341.19
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,525.80	\$ -	\$ 7,525.80
User Fees	\$ 45,207.60	\$ 47,033.12	\$ 33,879.72	\$ 36,440.18	\$ 36,885.57	\$ 36,995.83	\$ 39,984.90	\$ 42,102.15	\$ 49,213.07	\$ 38,224.20	\$ 43,199.76	\$ 41,882.80	\$ 491,048.90
ROAP User Fees	\$ 3,311.00	\$ 4,319.00	\$ 3,786.00	\$ 3,948.00	\$ 3,365.00	\$ 2,610.00	\$ 3,175.00	\$ 3,551.00	\$ 3,862.00	\$ 3,388.00	\$ 4,020.00	\$ 4,240.00	\$ 43,575.00
5311 Admin			\$ 76,734			\$ 37,059			\$ 33,606			\$ 44,146	\$ 191,545.66
5311 Capital			\$ -			\$ -			\$ 52,633			\$ 299	\$ 52,931.83
5311 General Public			\$ 31,215.25			\$ 35,379.25			\$ 35,379.25		\$ 35,379.25		\$ 137,353.00
EDTAP			\$ 19,425.25			\$ 22,645.25			\$ 22,645.25		\$ 22,645.25		\$ 87,361.00
5311 Admin													\$ -
Remaining Funds	\$ (37,949.71)	\$ 7,211.67	\$ 16,185.75	\$ 686.52	\$ (60.14)	\$ (34,031.37)	\$ 5,886.50	\$ (55,526.79)	\$ 41,739.43	\$ 3,120.82	\$ 72,936.64	\$ 14,042.58	\$ 34,241.90