

SPECIAL MEETING
MCTS Transportation Advisory Board
Rick Rhyne EOC Office Lower Level
August 15, 2018 at 3:00 pm

AGENDA

- I. Introductions-Kenneth Byrd
- II. Minutes from Special Meeting May 23, 2018 Meeting-Kenneth Byrd
- III. Introduction New Staff – Debra Ensminger
- IV. Financials-Stephanie Cormack
- V. New Business-Kenneth Byrd
 - a. Revision to By-Laws- Debra Ensminger
 - b. Conflict of Interest Statement- Debra Ensminger
 - c. FY20 Grant Submittal- Debra Ensminger
- VI. Adjourn-Kenneth Byrd

Moore County Transportation Services Advisory Board Meeting Special Meeting May 23, 2018

Voting Members Present: Pamela Alsobrook (Chairman), Karen DeCata (Vice-Chair), Terri Prots, Wendy Carter, Bryan Phillips, Jim Pederson, Kenneth Byrd, Shirley Perkins

Voting Member Absent: Yvette Ausby, Anthony McCauley, Jennifer Gonzalez, Gracie Dowdy

Ex-official Members Present: Commissioner Louis Gregory

Moore County Transportation Staff Members Present: Debra Ensminger and Stephanie Cormack

The meeting was called to order at the Senior Enrichment Center in West End at 3:05 p.m.

II. Minutes from February 21, 2018 – a motion to approve the minutes with a correction to add Jennifer Gonzalez was made by Kenneth Byrd and seconded by Karen DeCata. All members were in favor, motion approved.

III. Financials – Stephanie Cormack discussed agenda packet materials and stated that projections were on track; MCTS will still be in the positive at the end of the year. She will know for sure by June 5th for contract fees. All is good with tokens and the A-Pines Line.

The fee schedule was presented noting increases to various agencies. This fee schedule is included as part of the FY 19 budget that will be presented to the Board of Commissioners. Commissioner Gregory asked how rates were determined. Debra Ensminger responded that contract revenues pay for staff (all drivers) and the rate is determined by per mile costs.

IV. New Business – Election of Officers

Chairman – after some discussion, it was suggested by Ken for a progression from Secretary to Vice Chair to Chair, followed by announcing his willingness to accept the Chairman’s responsibilities. A motion was made for Ken to be Chair, all were in favor, motion passed. Karen DeCata agreed to remain as Vice Chair and Anthony McCauley was selected to continue as Secretary since he just assumed those responsibilities in recent months. A motion was made to amend the by-laws and take before the Board of Commissioners for the progression from Secretary to Vice Chair to Chair so that we are only nominating one person each time instead of three. All were in favor, motion passed.

Meeting schedule – proposed dates were presented. There was some discussion about location and the ability to phone-in. The SEC is not a permanent solution. Bryan Phillips offered the EOC which has video and teleconferencing capabilities.

With no further business to come before the Board, a motion to adjourn was made and all were in favor. The meeting adjourned at 3:27 p.m.

The next meeting is scheduled for August 15, 2018, at the EOC (Rick Rhyne building) in Carthage. Take the elevator to the bottom floor and turn left.

The meeting adjourned at 3:27 p.m.

Respectfully submitted,

Terri H. Prots

<u>Operating Supplies</u>	July	August	September	October	November	December	January	February	March	April	May	June	Total
Expenses	\$ 97,932.76	\$ 49,481.85	\$ 123,882.14	\$ 42,092.95	\$ 66,319.19	\$ 121,161.03	\$ 23,396.90	\$ 37,612.20	\$ 117,586.17	\$ 120,907.36	\$ 60,113.04	\$ 47,423.17	\$ 907,908.76
**Salaries - Full Time	\$ 21,505.70	\$ 21,867.68	\$ 22,918.03	\$ 22,751.42	\$ 37,836.78	\$ 24,252.39	\$ 24,503.28	\$ 24,737.28	\$ 24,737.25	\$ 24,737.31	\$ 39,786.86	\$ 32,553.01	\$ 322,186.99
<u>Salaries - Part Time</u>	\$ 2,372.22	\$ 3,104.17	\$ 3,252.40	\$ 3,074.40	\$ 4,826.93	\$ 3,719.25	\$ 1,043.35	\$ 1,195.72	\$ 2,274.03	\$ 2,372.55	\$ 3,634.71	\$ 2,399.17	\$ 33,268.90
<u>Salaries - Resource</u>	\$ 6,312.52	\$ 5,788.27	\$ 4,185.69	\$ 4,063.03	\$ 3,916.53	\$ 1,030.72	\$ 580.51	\$ 1,216.59	\$ -	\$ -	\$ -	\$ -	\$ 27,093.86
<u>Longevity</u>	\$ -	\$ -	\$ -	\$ -	\$ 1,936.00	\$ 928.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,864.95
<u>Service Award</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>FICA/Medicare</u>	\$ 2,197.61	\$ 2,247.31	\$ 2,203.63	\$ 2,174.63	\$ 3,628.81	\$ 2,132.89	\$ 1,913.09	\$ 1,992.81	\$ 1,984.22	\$ 1,991.77	\$ 3,213.92	\$ 2,615.12	\$ 28,295.81
<u>Retirement</u>	\$ 1,809.04	\$ 1,929.68	\$ 1,976.34	\$ 1,956.49	\$ 3,448.88	\$ 2,118.27	\$ 1,934.44	\$ 2,011.98	\$ 2,048.81	\$ 2,056.29	\$ 3,293.49	\$ 2,649.96	\$ 27,233.67
<u>401K Retirement</u>	\$ 520.65	\$ 530.73	\$ 538.35	\$ 533.41	\$ 991.06	\$ 654.07	\$ 599.77	\$ 607.85	\$ 607.38	\$ 607.62	\$ 986.95	\$ 759.15	\$ 7,936.99
<u>Health Insurance</u>	\$ 5,997.04	\$ 6,028.68	\$ 6,674.84	\$ 6,351.76	\$ 8,396.86	\$ 5,382.52	\$ 5,382.52	\$ 4,736.36	\$ 4,736.36	\$ 4,736.36	\$ 7,104.54	\$ 5,382.52	\$ 70,910.36
<u>Unemployment Costs</u>	\$ -	\$ -	\$ 243.25	\$ -	\$ -	\$ 243.25	\$ -	\$ -	\$ 243.25	\$ 243.25	\$ -	\$ -	\$ 973.00
<u>Workers Compensation</u>	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ -	\$ -	\$ 6,565.75	\$ 6,565.75	\$ -	\$ -	\$ 26,263.00
<u>Life Insurance</u>	\$ 103.25	\$ 105.72	\$ 116.26	\$ 112.41	\$ 162.84	\$ 114.42	\$ 113.54	\$ 114.51	\$ 115.48	\$ 115.48	\$ 168.40	\$ 105.84	\$ 1,448.15
<u>Unemployment Insurance - NC</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Workers Compensation Claims</u>	\$ -	\$ -	\$ 19,160.25	\$ -	\$ -	\$ 19,160.25	\$ -	\$ -	\$ 19,160.25	\$ 19,160.25	\$ -	\$ -	\$ 76,641.00
<u>Capital Outlay</u>	\$ 4,800.00	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,300.00
<u>Uniforms</u>	\$ 173.93	\$ 224.69	\$ 179.90	\$ 218.61	\$ 168.70	\$ 164.49	\$ 156.56	\$ 158.04	\$ 199.14	\$ 159.72	\$ 199.65	\$ 203.60	\$ 2,207.03
<u>Office Supplies</u>	\$ 239.75	\$ 16.63	\$ 25.96	\$ 99.24	\$ 149.01	\$ 25.63	\$ 11.64	\$ 95.05	\$ 11.64	\$ 31.79	\$ 39.13	\$ 144.41	\$ 889.88
<u>Janitorial Supplies</u>	\$ 50.82	\$ -	\$ -	\$ -	\$ 277.89	\$ -	\$ -	\$ 109.19	\$ -	\$ 19.82	\$ -	\$ 33.96	\$ 491.68
<u>Operating Supplies</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Travel/Training</u>	\$ 1,459.47	\$ -	\$ 7.84	\$ 548.00	\$ 77.93	\$ 253.59	\$ 4.19	\$ 45.72	\$ 366.76	\$ 860.28	\$ 273.40	\$ 569.42	\$ 4,466.60
<u>Telephone</u>	\$ 62.25	\$ 63.24	\$ 66.88	\$ 64.27	\$ 59.97	\$ 61.84	\$ 59.01	\$ 59.10	\$ 58.10	\$ 59.62	\$ 59.44	\$ 27.51	\$ 701.23
<u>Advertising</u>	\$ -	\$ 13.99	\$ -	\$ -	\$ 441.00	\$ -	\$ -	\$ -	\$ -	\$ 1,401.25	\$ -	\$ -	\$ 1,856.24
<u>Drug Testing</u>	\$ 41.37	\$ 61.06	\$ -	\$ 41.37	\$ -	\$ 109.00	\$ -	\$ 42.00	\$ 120.00	\$ 158.50	\$ 99.93	\$ (20.50)	\$ 652.73
<u>Motor Vehicle Reports</u>	\$ -	\$ -	\$ 280.00	\$ -	\$ -	\$ 154.00	\$ -	\$ -	\$ 268.00	\$ 40.00	\$ 162.00	\$ -	\$ 904.00
<u>Equipment Leases</u>	\$ 14,587.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 16,087.14
<u>Insurance</u>	\$ 35,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,700.00
<u>Liability/Property Insurance</u>	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ -	\$ -	\$ 746.75	\$ 746.75	\$ -	\$ -	\$ 2,987.00
<u>IT Assessment</u>	\$ -	\$ -	\$ 2,117.00	\$ -	\$ -	\$ 2,117.00	\$ -	\$ -	\$ 2,117.00	\$ 2,117.00	\$ -	\$ -	\$ 8,468.00
<u>Property Management Assessment</u>	\$ -	\$ -	\$ 38,863.25	\$ -	\$ -	\$ 38,863.25	\$ (13,930.00)	\$ -	\$ 38,863.25	\$ 38,863.25	\$ -	\$ -	\$ 141,523.00
<u>Wellness Works Assessment</u>	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	\$ -	\$ -	\$ 5,000.00
<u>General Fund Assessment</u>	\$ -	\$ -	\$ 11,112.75	\$ -	\$ -	\$ 11,112.75	\$ -	\$ -	\$ 11,112.75	\$ 11,112.75	\$ -	\$ -	\$ 44,451.00
<u>Dues/Subscriptions</u>	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
<u>Professional Services</u>	\$ -	\$ -	\$ 212.70	\$ 35.00	\$ -	\$ -	\$ 1,025.00	\$ 490.00	\$ -	\$ -	\$ 1,090.62	\$ -	\$ 2,853.32
<u>Office Equipment/Furnishings</u>	\$ -	\$ -	\$ 684.32	\$ 68.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 753.23
Revenue	\$ 43,790.66	\$ 50,088.71	\$ 249,356.49	\$ 46,992.83	\$ 40,414.17	\$ 129,689.73	\$ 30,212.64	\$ 43,877.57	\$ 138,778.13	\$ 40,085.13	\$ 39,456.96	\$ 76,348.69	\$ 929,091.71
<u>Sale of Capital Assets</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>User Fees</u>	\$ 40,319.66	\$ 45,842.21	\$ 39,028.42	\$ 44,073.83	\$ 37,487.17	\$ 31,165.33	\$ 28,014.64	\$ 37,454.57	\$ 37,298.70	\$ 36,489.33	\$ 36,140.41	\$ 34,585.05	\$ 447,899.32
<u>ROAP User Fees</u>	\$ 3,471.00	\$ 4,246.50	\$ 9,424.00	\$ 2,919.00	\$ 2,927.00	\$ 2,506.00	\$ 2,198.00	\$ 6,423.00	\$ 4,091.00	\$ 3,595.80	\$ 3,316.55	\$ 3,428.00	\$ 48,545.85
5311 Admin			\$ 77,483			\$ 39,840			\$ 39,974		\$ 38,336		\$ 195,632.54
5311 Capital			\$ 12,300			\$ -			\$ -		\$ -		\$ 12,300.00
5311 General Public			\$ 67,441			\$ 28,991			\$ 28,991		\$ -		\$ 125,422.07
EDTAP			\$ 43,681			\$ 27,188			\$ 28,424		\$ -		\$ 99,291.93
Remaining Funds	\$ (54,142.10)	\$ 606.86	\$ 125,474.35	\$ 4,899.88	\$ (25,905.02)	\$ 8,528.70	\$ 6,815.74	\$ 6,265.37	\$ 21,191.96	\$ (80,822.23)	\$ (20,656.08)	\$ 28,925.52	\$ 21,182.95

Moore County Transportation Advisory Board By-Laws

ARTICLE I: TITLE

The name of the organization shall be: Moore County Transportation Advisory Board (hereinafter MCTAB).

ARTICLE II: PURPOSE

The purpose of MCTAB is to assist the Moore County Transportation Services (hereinafter MCTS) in accomplishing its stated goal to provide safe and efficient transportation to the citizens of Moore County and promote community support for and participation in the MCTS department. The MCTAB functions include:

1. Making recommendations to the Moore County Board of Commissioners regarding the MCTS system;
2. Overseeing transportation for the clients of the human service oriented agencies located in Moore County in order to fulfill the County's fiduciary responsibilities to citizens by the most effective means;
3. To provide advice and support to the MCTS Manager regarding policy, planning and development of operational procedures and practices consistent with program policies.

ARTICLE III: MEMBERSHIP

A. Board Composition

1. The composition of MCTAB shall include representation from all segments of the community.
2. The following will serve as ex-officio members of MCTAB: a representative of the Moore County Board of Commissioners, the MCTS Manager and the Moore County finance officer or his/her designee.
3. MCTAB shall have a minimum of twelve (12) and a maximum of fifteen (15) voting members.

B. Terms

1. MCTAB Members shall be appointed by the County Board of Commissioners and shall serve a three (3) year term which expires in June of the third year following appointment.
2. MCTAB Members, who have been appointed to fill a departing member's term, shall be entitled to be considered for reappointment thereafter.
3. When the County Commissioner member of the board ceases to be a County Commissioner for any reason, his or her appointment as a member of the board shall also cease and the Board of County Commissioners, during its next meeting shall appoint another Commissioner to the MCTAB.
4. MCTAB Members may serve **2 consecutive terms not including filling an unexpired term.**

C. Attendance

1. Members of the MCTAB are ~~be expected and required~~ to attend all regular meetings of the Board except for occasional, unavoidable conflicts. **A MCTAB's member who consistently misses meetings may be removed for cause by the Board of Commissioners.**

D. Vacancies

1. The MCTAB or the Moore County Board of Commissioners may recommend persons to fill vacancies. Upon approval of the MCTAB and the Moore County Board of Commissioners, the person(s) appointed shall serve the unexpired portion of the term.

E. Orientation

1. New MCTAB Members shall receive orientation to educate them regarding the nature and purpose of MCTS, the role of MCTAB and their responsibility to the organization.

F. Compensation

1. MCTAB Members will serve without compensation.

ARTIVLE IV: OFFICERS

A. The officers of the Moore County Transportation Advisory Board shall be:

1. Chairperson
2. Vice-Chairperson
3. Secretary

~~B. The MCTAB Members will nominate officers from the membership as needed. Officers will be elected by majority vote of the MCTAB Members and each will serve a one year term.~~ **B. MCTAB officers will follow a natural progression every year. The Vice-Chairman will advance to Chairman, the Secretary will advance to Vice-Chairman and the Secretary will be elected by majority vote and will serve a one year term. (amended 8.1.18)**

C. .

D. Election of MCTAB Officers will be held at the MCTAB May meeting. Officers will assume the duties of their position at the following MCTAB meeting.

E. Vacancies of the MCTAB Officers may be filled by a vote of the majority of the remaining members then in office. An officer so named shall hold office for the term of his predecessor.

F. The Chairperson shall:

1. Ensure that MCTAB fulfills an advocacy role on matters involving matters related to the MCTS organization and operations.
2. Preside at all MCTAB meetings.
3. **Call Special Meetings. Special meetings require 48 hour notice.**

G. The Vice-Chairperson shall:

1. Assume the responsibilities of the Chairperson in his/her absence
2. Assist the Chairperson in his/her duties as requested.

H. The Secretary shall:

1. Keep accurate records of the acts and proceedings of all MCTAB meetings.
2. Assure that the minutes of all MCTAB meetings are taken and that the minutes are maintained by the Manager of MCTS and the secretary.
3. Distribute a copy of the minutes of the last MCTAB meeting to all Members and Officers of MCTAB and one copy to the Clerk to the Board of Commissioners within two weeks of the last scheduled meeting.

ARTICLE V: COMMITTEES

- A. The Chairperson, with the approval of MCTAB, shall appoint committees as needed.

ARTICLE VI: MEETINGS

- A. Meetings shall be held quarterly, during the months of February, May, August and November on the third Wednesday.
 1. Members shall be notified in writing and/or email at least seven (7) days in advance of the meeting. **If a Special Meeting is called, members shall be notified by email and by telephone number on record at the time of the Special Meeting. Special meetings require 48 hour notice.**
 2. The notice shall include the proposed agenda.
 3. Additional meetings can be called by a simple majority vote.
- B. A quorum shall consist of a majority of voting members.
- C. Meetings shall be open to the public.
- D. **Roberts Rules of Order shall be followed.**
- E. **Members are allowed to attend meetings via conference call if permissible by law. (amended 8.1.18)**

ARTICLE VII: AMENDMENTS

- A. Amendments to the By-Laws require a simple majority vote of the voting members.
- B. Members of MCTAB shall receive written notice and a copy of the proposed amendments at least seven days prior to the meeting.

Adopted November 22, 2006

Revised (adopted) February 21, 2007

Revised (adopted) November 3, 2014

Revised (adopted) November 21, 2017

Revised (adopted) September 4, 2018