

Teela Wilkerson
Transit Supervisor

Hoke Area Transit Service



Becky Morrow
Hoke County Consultant



TRANSPORTATION ADVISORY BOARD

Hoke Area Transit Service (H.A.T.S) Conference Room
189 CC Steele Road, Raeford, NC 28376

MEETING MINUTES

Wednesday, May 15, 2024 – 10:05 a.m. to 10:35 a.m.

Attendance:

Bruce Hurst – *TAB President*, Vocational Options of Hoke County
Teela Wilkerson – *TAB Secretary*, Hoke Area Transit Service
Amanda Jones for Mary Hollingsworth– Senior Services
Pat Graham – Hoke County Parks & Recreation Retiree
Rosa Chavis – Children’s Developmental Center
Tammy Chaney – Hoke County Department of Social Services
Becky Morrow – County Consultant
Letitia Edens (via TEAMS) – County Manager of Hoke County

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- I. Call to Order
 - a. Meeting was called to order by Bruce Hurst.
 - II. Approval of Meeting Minutes
 - a. The minutes from 2022 and 2023 will be presented during next TAB meeting.
 - III. Approval and Signature of the Conflict of Interest Policy
 - a. Teela Wilkerson read the Conflict of Interest Policy and explained that signatures were needed from each TAB member. The Conflict of Interest Policy has to be uploaded in NCDOT EBS grants system as attachments to the 2026 grant preapplication by June 3, 2023. Wilkerson stated that she would like to have all forms back no later than May 30, 2024, to give to Charles Jacobs (Grant Administrator) to submit with the grant documents.
 - b. Move made to approve the Conflict of Interest Policy.
 - c. The Conflict of Interest Policy was approved.

- d. All TAB members who were present signed the Conflict of Interest Policy.
- IV. Discussion HATS New Facility Update
- a. Teela Wilkerson stated that construction of HATS new facility is now in Phase II which consists of the following:
 - Concrete has been poured for the additional parking bays
 - Steel building erection
 - Additional parking at the back of the facility
 - Installation of electric vehicle chargers and solar panels
 - b. Tammy Chaney asked what was steel building erection. Wilkerson replied that it was for construction of the additional parking bays and a storage building.
 - c. Wilkerson asked if there were any more questions. There were no questions.
- V. Meeting Open for Comment and Suggestions
- a. Teela Wilkerson stated that Nancy Thornton (previous Transit Director) had recently retired. Her last workday was February 29, 2024. Currently, Wilkerson is temporarily fulfilling Thornton's duties. Wilkerson stated that Becky Morrow (County Consultant) had been very supportive throughout the process. She added that Charles Jacobs, his assistant, and Letitia Edens (County Manager) had also been supportive.
 - b. Agency Invoices: Wilkerson stated that invoicing was currently two months behind. Within the next couple of days, agencies will receive two invoices (March 2024 and April 2024).
 - c. Compliance Review: On April 24, 2024, HATS had an onsite compliance review conducted by KFH Consultant Group with the NCDOT compliance officer. A 157-page compliance workbook had to be completed to submit to the reviewer prior to the onsite review. During this time the consultant reviewed all the workbook items and provided a list of documents needed to ensure that HATS will be ready for the Federal Compliance Review.
 - d. Agency Contracts: Wilkerson stated that agencies' contract rates would remain the same for the upcoming fiscal year.
 - e. Wilkerson asked if there were any questions. Tammy Chaney stated that she had a concern. A client had a 2:00 p.m. appointment in Southern Pines, but the van came around 9:00 a.m. to pick up the client. The client told the social worker that she told the driver she was not going that early. Chaney told the social worker that she should call HATS and speak with someone. Chaney stated that she understands that sometimes they have to go early but needed more information on this incident. Wilkerson stated that the passenger should not have been required to be ready that early for a 2:00 p.m. appointment, and that following the meeting she would like more details of the incident so she could investigate the issue. She stated for 2:00 p.m. appointments, the latest out-of-town route usually starts between 11:00 and 11:30 a.m. Chaney asked to whom should the social work speak to. Wilkerson

stated they should speak to her and then provided the phone number to her direct line.

- f. Wilkerson asked if there were any more questions. Bruce Hurst asked about the EDTAP and ROAP funds. Wilkerson stated that those funds are usually allocated once the Governor approves the State budget.
- g. Tammy Chaney asked was there an updated schedule for out-of-county appointments, if HATS still only go on certain days. Wilkerson stated that HATS are accepting Medicaid appointments on all days on an as-needed basis at this time.
- h. Pat Graham asked how the new bus schedules were going. Wilkerson stated that HATS did not get the ridership that they had hoped for. She stated that it could be that more advertising may have been needed, and that the future of the bus stops has not been decided on at this time.
- i. Wilkerson asked if there were any more questions. There were no additional questions.

VI. Discussion of Future TAB Plans

- a. Teela Wilkerson stated that implementation of Updated TAB Bylaws are in progress.
- b. Wilkerson asked if the members would like to continue having the TAB meetings on Wednesdays, or would they prefer a different day. TAB members responded that they would like to continue with Wednesday meetings. Wilkerson stated that TAB meetings will be held every other month unless something needs approval, then an emergency meeting would be held.

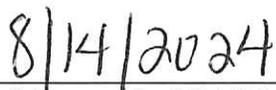
VII. Scheduling of Next TAB Meeting

- a. The next TAB meeting is scheduled for Wednesday, June 26, 2024 at 10:00 a.m. in HATS Conference room located at 189 CC Steele Road, Raeford, NC 28376. TAB Meetings are always open to the public.

VIII. Adjournment

- a. This meeting was adjourned at 10:35 a.m.


Signature, TAB Secretary


Date of Approval of TAB Minutes

Teela Wilkerson
Transit Supervisor

Hoke Area Transit Service



Becky Morrow
Hoke County Consultant



July 30, 2024

To: Hoke Area Transit Service Transportation Advisory Board

From: Teela Wilkerson, Transit Supervisor

Re: Transportation Advisory Board Agenda

A TAB meeting has been scheduled for Wednesday, August 14, 2024 at 10:00 a.m. in the Hoke Area Transit Service Conference Room located at 189 CC Steele Road, Raeford, NC. The meeting agenda is as follows:

1. Review and Approval of Minutes from May 15, 2024 TAB Meeting
2. Election of the Principal TAB Officers
3. Discussion and Approval of Updated TAB Bylaws to be Submitted to Board of Commissioners for Approval
4. Compliance Review Results
5. Comments and Suggestions
6. Scheduling of FY2025 TAB meetings

Best regards,

A handwritten signature in black ink that reads "Teela Wilkerson".

Teela Wilkerson
Transit Supervisor