

Teela Wilkerson  
Interim Transit Director

Becky Morrow  
Hoke County Consultant

# Hoke Area Transit Service



## **TRANSPORTATION ADVISORY BOARD**

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

### ***MEETING MINUTES***

Wednesday, August 14, 2024 – 10:03 a.m. to 10:36 a.m.

#### **Attendance:**

Bruce Hurst – *Chairman*, Vocational Options of Hoke County  
Teela Wilkerson – *TAB Secretary*, Hoke Area Transit Service  
Pat Graham – Hoke County Resident  
Becky Morrow – County Consultant  
Bryan Marley – Hoke County Emergency Management  
Mary Miles – Hoke County Resident, HATS Rider  
Rosa Chavis (via TEAMS) – Children’s Developmental Center  
Letitia Edens (via TEAMS) – County Manager of Hoke County  
Tony Hunt (via TEAMS) – Hoke County Commissioner

#### **Absent Members:**

Tammy Chaney – Hoke County Department of Social Services  
Mary Hollingsworth – Senior Services  
Cathy James – NC Cooperative Extension Services  
Brandon Flagg – Veteran’s Administration  
Genia Hunt – Hoke County Health Department

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- I. Call to Order
    - a. Meeting was called to order by Bruce Hurst.
  
  - II. Approval of Meeting Minutes
    - a. The TAB member reviewed the minutes from May 15, 2024 TAB meeting.
    - b. Motion (Pat Graham): Move made to approve the May 15, 2024 meeting minutes.

- c. Commissioner Tony Hunt seconded the motion.
  - d. Motion carried. The May 15, 2024 meeting minutes were approved.
- III. Nomination of Principal TAB Officers for FY2025
  - a. Tabled for next TAB meeting.
- IV. Discussion and Approval of 2025 TAB Bylaws
  - a. Teela Wilkerson asked if everyone had a chance to read the updated TAB Bylaws that were sent through email, and if there were any recommendations or suggestions. No TAB member replied.
  - b. Wilkerson stated that the TAB Bylaws would need to be approved by the Board of Commissioners.
  - c. Commissioner Tony Hunt asked if the TAB Bylaws will be placed on the Board of Commissioners meeting agenda. County Manager Letitia Edens stated that the TAB Bylaws would be sent to Gwen McGougan, Clerk of the Board of Commissioners, to be placed on the next BOC meeting agenda.
  - d. Move made to approve the 2025 TAB Bylaws to be presented to the Board of Commissioners for approval.
  - e. TAB members agreed unanimously.
  - f. Motion carried. The 2025 Transportation Advisory Board Bylaws were approved to be presented to the Board of Commissioners for final approval.
- V. Discussion of Compliance Review Results
  - a. Teela Wilkerson stated on April 24, 2024, HATS had an onsite compliance review conducted by KFH Group with the NCDOT compliance officer, and had a federal triennial compliance review on June 4, 2024.
  - b. Wilkerson stated that she had finally received the review results and there were 8 minor deficiencies that would need to be corrected by October 2, 2024 before it would start to affect federal funding.
  - c. Commissioner Tony Hunt asked if the corrections would be made by the deadline. Wilkerson replied yes and stated that some of the deficiencies had already been taken care of.
  - d. Bruce Hurst asked Wilkerson what were the minor deficiencies she was referring to. Wilkerson replied, mentioning the following deficiencies:
    - The biggest issue was that HATS did not have a facility maintenance plan in place, due to HATS recently moving into their first federal funded building. The facility maintenance plan is currently being worked on.
    - ADA and Title VI plans had some minor corrections needed. The ADA documents needed to be more visible with less clicks and the definition of “wheelchair” needed to be revised. A Spanish version of the Title VI policy and complaint form was needed. The corrections to both plans have already been completed and posted on HATS website.

- Employee training files were needed due to not being able to find the original training files. Training tracking had to be created from scratch. The employees had their annual training on July 20, 2024 with the exception of the driver onboard evaluations which will be completed within the next couple of weeks.
- No vehicle disposition records could be found prior to the compliance reviews. Once there is a discussion with Garvin Ferguson in the Finance Department for some clarification on a vehicle that was sold, the disposition records will be sent to NCDOT.
- HATS needed a more detailed FTA compliant procurement policy. Becky Morrow has created a procurement policy for HATS. Commissioner Hunt asked if the county's procurement policy was sufficient for resolving the deficiency. Becky Morrow stated that there was a requirement for more FTA and DOT language needed for compliance.
- HATS needed updated TAB Bylaws and to submit the TAB meetings schedule and minutes which are in progress.
- Commissioner Hunt asked if there are any precautions for recordkeeping of all the files so that these problems will not happen in the future. County Manager Letitia Edens stated that the IT Department has something in place to access all county computers and they will be able to access all county email accounts and recover all deleted files/emails. Teela Wilkerson added that she had been saving all documents used for the compliance review in one folder that will be accessible on the shared drive. She stated that all her other files will be moved to the server.
- Wilkerson asked if there were any more questions so far. There were no additional questions.

## VI. Meeting Open for Comments and Suggestion

### a. Teela Wilkerson started with the following HATS updates:

- All ROAP funds and 5311 Admin funds were expended last fiscal year. No ROAP funds would need to be returned to NCDOT. Due to the Capital Grant consisting of capital items for the new HATS facility, the Capital Grant for FY2024 will not expire until June 30, 2025. Wilkerson stated she will reach out to Andrew Jacobs to see what items she could invoice to NCDOT to start receiving reimbursements.
- The State still has not released the FY2025 ROAP allocation amounts and ROAP application yet. County allocation amounts come from a formula based on elements such as population and geographical information. NCDOT usually sends the allocation amounts once the Governor approves the State budget.
- One new driver was hired. Additional applicants will be interviewed hopefully next week. Currently HATS is down four drivers.

- Three of the five vehicles with the stolen catalytic converters have been repaired. For the two that have not been repaired, one is the pickup truck that is not used for transporting clients and the other one is up for replacement so it will not be repaired. Bruce Hurst asked if the new facility have security cameras. Wilkerson replied yes and stated that video footage from the last incident caught images of the burglars on camera and that the videos were posted on Hoke County Sheriff Department social media pages. She added that hopefully this will end the era of burglary at HATS now that burglars know they are being watched.
  - HATS will accept Medicaid trips on off service days. The goal is to enhance Medicaid transportation. Some trips were turned back when a couple of drivers had resigned and vehicles were down, but the Medicaid ridership has increased since some of the vehicles have been repaired.
- b. Wilkerson asked if anyone had any comments or suggestions. Pat Graham asked what was the reason for the drivers leaving. Wilkerson stated for different personal reasons. Graham mentioned that she remembered during the last meeting that another member had mentioned that a client had told them they could not drink on the van. Graham asked was that still the case. Wilkerson stated that when the reviewers were at HATS for the compliance review, one of the items they looked for on the vehicles was that there were “no eating, no drinking, and no smoking” signs. Wilkerson stated since then she wondered if it was a safety issue and if that only applies if the vehicle is in motion because she knows there are times that a person with diabetes would need a snack especially if they have been riding for a while. Wilkerson stated that she would reach out to the compliance officer at NCDOT to inquire why FTA required those signs to be on the vehicles. Commissioner Hunt requested that once this was clarified, to include on the signs that it is an FTA requirement so that the passengers are more informed.
- VII. Scheduling of Next TAB Meeting and FY2025 TAB Meetings
- a. Teela Wilkerson asked if there were any comments about the 2025 meeting schedule. Bryan Marley stated that the schedule was fine but that the months starting from February of next year need to be changed from 2024 to 2025. The TAB meeting schedule will be revised to reflect the corrections.
  - b. The next TAB meeting is scheduled for Wednesday, September 18, 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 10:36 a.m.
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Debra Wilkerson  
Signature, TAB Secretary

9/11/2024  
Date of Approval of TAB Minutes

Teela Wilkerson  
Interim Transit Director

# Hoke Area Transit Service



Becky Morrow  
Hoke County Consultant



August 26, 2024  
(Revised on September 10, 2024)

To: Hoke Area Transit Service Transportation Advisory Board

From: Teela Wilkerson, Interim Transit Director

Re: Transportation Advisory Board Agenda

A TAB meeting has been scheduled for Wednesday, September 11, 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 August 14, 2024 TAB Meeting
2. Nomination of the Principal TAB Officers
3. Discuss and Approve the FY2026 CTP 5311 Admin Grant Application to be submitted to the Board of Commissioners for Approval
4. Discuss and Approve the FY2025 ROAP Application
5. Discuss and Approve Revision to the Minimum Age to Ride Without Supervision Policy
6. HATS Updates
7. Meeting Open for Comments and Suggestions
8. Confirmation of Next TAB Meeting

Best regards,

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

Teela Wilkerson  
Interim Transit Director