

Teela Wilkerson
Interim Transit Director

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, September 11, 2024 – 10:00 a.m. to 10:23 a.m.

Attendance:

Bruce Hurst – *Chairman*, Vocational Options of Hoke County
Pat Graham – *Vice Chairman*, Hoke County Resident
Teela Wilkerson – *TAB Secretary*, Hoke Area Transit Service
Becky Morrow (via TEAMS) – County Consultant
Bryan Marley – Hoke County Emergency Management
Amanda Jones (via TEAMS) – Senior Services for Mary Hollingsworth
Letitia Edens (via TEAMS) – County Manager of Hoke County
Tony Hunt – County Commissioner of Hoke County
Tammy Chaney (via TEAMS) – Hoke County Dept. Of Social Services
Andrew Jacobs – Emergency Management/Grants Administrator

Absent Members:

Rosa Chavis – Children’s Developmental Center
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 August 14, 2024 TAB meeting.
 - b. Motion (Pat Graham): Move made to approve the August 14, 2024 meeting minutes.

- c. Bryan Marley seconded the motion.
- d. Motion carried. The August 14, 2024 TAB meeting minutes were approved.

III. Nomination of Principal TAB Officers for FY2025

- a. Teela Wilkerson: Next order of business is nomination of the principal TAB officers. During the last meeting, we discussed the new bylaws and they were approved during the last commissioners' meeting. Now we need to start nominations for principal officers. We need to nominate a Chairman and a Vice Chairman. Do I have any nominations for Chairman?
- b. Pat Graham: I nominate Bruce Hurst for Chairman.
- c. Commissioner Tony Hunt: I make a motion that nomination come to a close on said name.
- d. TAB members accepted. Bruce Hurst will remain Chairman of the TAB Board.
- e. Teela Wilkerson: Do I have any nominations for Vice Chairman?
- f. Bruce Hurst: I nominate Pat Graham for Vice Chairman.
- g. Commissioner Tony Hunt: I make another motion for the nomination to come to a close on said name.
- h. TAB members accepted. Pat Graham was elected Vice Chairman of the TAB Board.

IV. Discussion and Approval of FY2026 CTP 5311 Admin Grant Application

- a. Subject tabled until next TAB meeting due to incompleteness of the Capital portion of the grant application.
- b. Commissioner Tony Hunt: Is there a hard deadline on that or is it just for when we have to approve it?
- c. Teela Wilkerson: The deadline is October 4th.

V. Discussion and Approval of the FY2025 ROAP Grant Application

- a. Teela Wilkerson: Next order of business is to discuss and approve the FY2025 ROAP Application. The State finally sent the amounts that we can apply for. Included in your packet is the disbursement chart for each county. I have highlighted Hoke County's allocation amounts. I will be able to apply for \$77,571 for EDTAP funds which is for the elderly and disabled program; \$14,603 for employment trips; \$65,673 for rural general public trips.
- b. Commissioner Tony Hunt: Is there a county match for that?
- c. Teela Wilkerson: No. There's no county match, it is 100 percent State funded.
- d. Teela Wilkerson: The EDTAP funds are normally suballocated to our agencies who have elderly or disabled clients. The only contract agencies we have now that qualify are Senior Services and Vocational Options of Hoke County. Usually, we keep a third of the funds within HATS to cover elderly riders that are not covered by an agency who goes to dialysis. The breakdown for EDTAP is \$25,857 for Senior Services, \$25,857 for Vocational Options, and \$25,857 for HATS. If we

see that an agency is coming close to expending all of their funds, we usually transfer some of HATS suballocation funds to that agency.

- e. Commissioner Tony Hunt: I make a motion that we approve the ROAP application. Can we have a second?
- f. Pat Graham: I second the motion.
- g. Motion carried. The FY2025 ROAP application was approved for submittal to NCDOT.

VI. Discussion and Approval of the Minimum Age to Ride Without Supervision Policy

- a. Teela Wilkerson: Next is to discuss and approve the revision to the minimum age to ride without supervision policy. Currently, the age to ride without supervision is 14. We are looking to increase the age to 16. We think that 14 is still a little too young for the clients to be riding by themselves. We're seeking to increase the age to 16 because that's usually the legal age that children begin to drive.
- b. Commissioner Tony Hunt: Do we have a lot of children under 16 that tries to ride or do you have any idea?
- c. Teela Wilkerson: Not a lot, but mostly when they have been suspended off the school bus.
- d. Commissioner Tony Hunt: Is there a reason why we want to move it up to 16, is it because we feel like that's too young, or are we trying to get to 16 because we feel like that's more of a legal age? Because it started out at 14, have we had trouble with the 14 year olds?
- e. Teela Wilkerson: No We haven't had any trouble with 14 year olds. When I was on vacation, we had a situation where the parents sent smaller children to ride with the 14 year old, so it was recommended that we increase the age to 16.
- f. Commissioner Tony Hunt: Will 16 year olds be allowed to let their siblings ride with them? What was written in the policy for that?
- g. The current policy is if a child is under 14, they are required to have adult supervision anyway.
- h. Commissioner Tony Hunt: I guess my question is, if we write the policy for 16, then I think the policy should be written that anyone 16 and above can ride by themselves, but we should make sure that the policy says that they cannot have siblings accompanying them. You may have 16 year olds that try to bring their siblings on the bus with them, under the assumption that we're saying they are adults. I would word it to include that siblings younger than 16 need to be accompanied by an adult 18 or older. The 18 year old will have to be held responsible for their siblings. Can we be sure to get all that written up and then email it to us so we can read over it, and then if we need to make any adjustments to it, we can?
- i. Teela Wilkerson: Yes sir.
- j. Commissioner Tony Hunt: If we could Mr. Chairman, I think we could go ahead and approve it, subject to getting everything in writing, so we can start enforcing it.

- k. Brian Marley: Move to approve the minimum age for riding without supervision policy.
- l. Pat Graham: I second the motion.
- m. Motion carried. The revision to the minimum age for riding without supervision policy was approved.

VII. HATS Updates

- a. Teela Wilkerson: I just finished the FY2024 OPSTATS Report, which is the huge end-of-year statistical and financial report that is submitted to NCDOT every year. We provided a total of 57,029 subscription and demand response trips last fiscal year. Fifteen percent of those trips were Medicaid trips. Two percent were brokered Medicaid trips which are the Medicaid trips that do not come from the Department of Social Services, they come from brokers. Sixteen percent were contracted agency trips and noncontract agency trips were sixty-seven percent. We'll be discussing the full report during the next TAB meeting. This is all I have for now. Andrew, do you have anything new facility updates?
- b. Andrew Jacobs: We're still on track, looking like a finish date of late September or early October as far as the pavement. I guess you all have probably seen the dirt out there being moved around. The storage has been sheet-rocked in. For the most part, the structural part of the project is done. We're probably at 95 percent complete.
- c. Commissioner Tony Hunt: I have a question. Since the admin grant was tabled and it's due the first part of October, and we're almost halfway through September, do we want to set up another meeting?
- d. County Manager Letitia Edens: Yes, we will be setting another date. Teela I will be meeting with you and Andrew. Irene Johnson from DOT contacted me around 8:00 this morning. All of us will be meeting with her about 2:15 this afternoon, and we'll be coordinating something. So for the TAB board, we may have a special meeting to discuss those grants so we can take care of this for the county.
- e. Commissioner Tony Hunt: Are we still running those routes to those bus stops like to Walmart and other places? Are we doing any of that now or have we discontinued that?
- f. Teela Wilkerson: No sir. It was discontinued in May due to low ridership.

VIII. Meeting Open for Comments and Suggestions

- a. Pat Graham: We were discussing when we came in, when we come to the door since you all do have it locked, you may need to put a button there or something so that you all will know we're outside.
- b. Commissioner Tony Hunt: Otherwise, people are just standing outside waiting for someone to come open the door. That's just a suggestion.

- c. Teela Wilkerson: The door can be unlocked for the public. We're supposed to unlock it every day so that the public can walk in. I'll working on remembering to do that and I apologize for that.
- d. County Manager Letitia Edens: Teela, contact Kris and have Kris to install some kind of bell.
- e. Teela Wilkerson: Will do. Are there more comments or suggestions? No TAB member responded.

IX. Scheduling of Next TAB Meeting and FY2025 TAB Meetings

- a. Commissioner Tony Hunt: I see you have your other meetings listed at the back. Are these the ones we'll be having for the rest of the year?
- b. Teela Wilkerson: Yes sir.
- c. A special TAB meeting will be scheduled, pending completion of the capital portion of the Community Transportation Program Grant.

X. Adjournment

- a. Commissioner Tony Hunt: I make a motion to adjourn this meeting.
- b. TAB Chairman Bruce Hurst: You all have heard the motion. Motion is carried.
- c. This meeting was adjourned at 10:23 a.m.

Teela Wilkerson

Signature, TAB Secretary

9/25/2024

Date of Approval of TAB Minutes

Teela Wilkerson
Interim Transit Director

Hoke Area Transit Service



Becky Morrow
Hoke County Consultant



September 24, 2024

To: Hoke Area Transit Service Transportation Advisory Board

From: Teela Wilkerson, Interim Transit Director

Re: Transportation Advisory Board Agenda

A special online TAB meeting has been scheduled for Wednesday, September 25, 2024 at 10:00 a.m. on TEAMS. The meeting agenda is as follows:

1. Review and Approve the Minutes from September 11, 2024 TAB Meeting
2. Discuss and Approve the FY2026 CTP 5311 Admin and Combined Capital Grant Applications to be submitted to the Board of Commissioners for Approval
3. Meeting Open for Comments and Suggestions
4. Confirmation of Next TAB Meeting

Best regards,

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

Teela Wilkerson
Interim Transit Director