

**Caswell County Area Transportation System
Transportation Advisory Board Meeting
Meeting Minutes
January 26, 2024**

Present were Michelle Waddell, Cindy Troxler, Edna Brown, Sandra Hudspeth, Tonya Moye and Melissa Williamson.

The October 27, 2023 minutes were read and approved. Sandra Hudspeth made a motion to approve the minutes and Michelle Waddell second the motion.

Expenditure/Revenue Report: Report is self-explanatory

PTRC ARPA Grant- I stated at our last meeting that PTRC had a grant application out for ARPA Supportive Services to provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. I discussed how we were having some difficulties navigating the ARMS software that PTRC uses for grant reimbursements. I have figured out how to navigate the software and we have received two reimbursements and I have submitted two more reimbursement requests and we anticipate receiving payment on February 5, 2024 for these reimbursement request. A service match is not required, and funds will remain available until expended or until September 30, 2024, whichever comes first. The project period for this funding is August 1, 2023 through September 30, 2024. The funds are for servicing people age 60 years of age or older who need transportation assistance to access needed services and/or to carry-out activities necessary for daily living.

FY 23-24 ROAP Funds- We were allotted \$152,379.00 in ROAP Funds. We received \$70,224.00 in EDTAP, \$9,100.00 in EMPL, and \$73,055.00 in RGP. We have spent a good portion of the ROAP funds. By having the PTRC ARPA grant it is reducing the number of trips being charged to E&D. These are the funds that usually run out before June 30th. We are hoping that this will help extend the E&D funds to June 30th.

Training- Since our last meeting we have had training on Bloodborne Pathogens, Customer Service, COVID/Flu, and HIPA.

NCDOT Procurement Training- Covered Procurement Resources, New Developments in Procurement Compliance, Purchasing Thresholds: Micro Purchases and Small Purchases, Price Quotes, Informal Bids, Formal Purchases, Non-Competitive Procurements, Joint, Cooperative, and "Piggyback" Procurements. Rolling Stock Procurements ♦ Rolling Stock Disposition ♦ Procurement Policy ♦ Common Procurement Findings ♦ NCDOT-IMD Procurement Tools.

NCDOT Financial Management Training- Covered - Principles of Effective Financial Management Systems there is no one model of a financial management system that suits all transit agencies, but there are basic principles that must be in place to ensure adequate and effective financial management:

- **Consistency:** Organizational financial policies and systems must remain consistent over time. ■
- Accountability:** The organization must be able to explain and demonstrate to all stakeholders how resources have been used and what achievements have been accomplished. ■
- Transparency:** The organization must be open about its work and its finances, making information available to all stakeholders. ■
- Integrity:** Individuals in the organization must operate with honesty and propriety. ■
- Financial Stewardship:** The organization must take good care of the financial resources it has been given and ensure that they are used for the purpose intended. ■
- Accounting Standards:** The organization's system for keeping financial records and documentation must observe accepted accounting standards.

Update on Radio Equipment on Tower- At our last meeting I explained how we have had a difficult time locating a tower that we can put our equipment on for our radios. Informed that board that we did receive permission from the Forestry to put our equipment on the tower located on Fire Tower Rd. Now we are having an issue getting the antenna. It has been on back order for about two months now. We have everything ready to go except for the most important piece of equipment. If we cancel this order and buy the same antenna from another vendor it now will increase the cost by \$600.00 so this is why we are patiently waiting for the antenna. Solid Waste is also going to use our system but they will have their own channel. We plan to have a 911 emergency channel that they can switch to for immediate help if they need it. Kenneth Everett, 911 Director, has agreed to allow us to put a console at the 911 center to make this happen.

Transformation Forum Meeting- Shannon Morteiz invited CATS to participate in a meeting at the Senior Center to discuss some needs or requests that they would like to have added to the senior routes. The group said that they would like to go to Food Lion twice a month after they leave the Senior Center at noon. The group said that they would like to do a trip once a month out of the county to places like Walmart, Roses, etc. Jeannine and I briefly talked about it after the meeting and will get back together to see what is feasible.

Random Drug & Alcohol Testing- we have completed our random drug and alcohol testing for last quarter and submitted our report to the state. We have received our list for random drug and alcohol for this quarter. We will be working on the DAMIS report to FTA soon.

NCTracks Issues- We have had some issues with getting the application renewed in NCTracks. Jennifer Eastwood is the Administrator over the NCTracks for the county since we all fall under the Health Dept. She reached out to us to let us know that she was having some issues with getting Caswell through the renewal. Great news, she was able to get the application through the renewal process. We appreciate all of her efforts getting this completed.

Medicaid Transformation- Tailored Plan Implementation Delayed

Beneficiaries who will be covered by the Tailored Plans will continue to receive care as they do today.

To ensure beneficiaries can seamlessly receive care on day one, NCDHHS is delaying the implementation of the NC Medicaid Managed Care Behavioral Health and Intellectual/Developmental Disabilities Tailored Plans (Tailored Plans) scheduled for Oct. 1, 2023, but will now go forward at a date still to be determined. Beneficiaries who will be covered by the Tailored Plans will continue to receive care as they do today.

Tailored Plans will also serve other special populations including Innovations and Traumatic Brain Injury (TBI) waiver enrollees and waitlist members and will be responsible for managing the state's non-Medicaid behavioral health, developmental disabilities and TBI services for uninsured and underinsured North Carolinians.

Tonya Moya said there has been an increase in the number of cases for staff and DSS is still short staffed.

Other Business- Edna Brown, PCC, informed the committee that on Saturday they would be holding a FASFA training for 24-25.

Minutes respectfully submitted by Melissa Williamson