



DON WILLIS  
DIRECTOR

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SHYCOLE SIMPSON-CARTER  
CHAIRMAN

***Goldsboro-Wayne Transportation Authority  
Governing Board Meeting Minutes  
October 29, 2020***

The Board of Directors of Goldsboro-Wayne Transportation Authority met in regular session at 10:00 a.m. on Thursday, October 29, 2020, at the City of Goldsboro Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

**Members in attendance:** Shycole Simpson-Carter, Chairman, Berry Gray, Secretary/Treasurer, Brent Heath, Bob Waller (via Phone), and Steve Wiggins (via Phone)

**Members absent:** Gene Aycock, Vice Chairman, and, Ed Cromartie

**Others in attendance:** Borden Parker, Sandee Launch, Paul Nunn, Danna Layne, Don Willis, and LaShonda Oliver

**Approval of Minutes**

Upon motion of Brent Heath and seconded by Bob Waller, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the minutes of the regular meeting of August 27, 2020.

Upon motion of Brent Heath and seconded by Bob Waller, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the minutes of the regular meeting of September 24, 2020.

**FY 2022 CTP Grant Public Hearing**

At 10:05 a.m., a public hearing was held on the FY2022 Community Transportation Program (CTP) Grant Application Authorizing Resolutions.

Don Willis gave an overview of the FY2022 CTP application. The grant application is for administrative assistance, operating assistance and capital assistance. The administrative amount is \$267,084 with a local match of \$53,417. The local match is an increase from the previous year because the local state portion has reduced and they are eliminating their matching share. The application for the operating assistance is \$130,000 with a local match of \$65,000. NCDOT had listed one eligible replacement vehicle that will meet useful life in FY2022. In addition, a software system upgrade and camera system upgrade will be included in capital assistance. The capital amount is \$150,000 with a local match of \$30,000. The total request of the grant application is \$547,084 with a

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local match of \$148,417. Willis stated that he will coordinate with the County for local match that will be needed. Willis asked if there was anyone from the public to come forward and provide feedback and comments on the application before the Board take any actions.

No public comments were received.

The public hearing was closed at 10:10.

Upon motion of Bob Waller and seconded by Brent Heath, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the Chairman and Secretary/Treasurer of the Board to execute the Authorizing Resolution and submit the FY2022 CTP grant application.

**FY20 Audit Presented by Nunn, Brashear, and Uzzell**

Paul Nunn and Danna Layne of Nunn, Brashear & Uzzell, P.A., presented the annual financial audit for FY 2019-2020. Nunn gave an overview of the audit results. The results were unmodified opinion on financial statements, no change in accounting policies, accounting estimates, journal entries were for conversion to full accrual, no disagreements with management, no difficulties encountered in performing the audit, full cooperation from all Goldsboro-Wayne Transportation personnel, no compliance issues noted, communication of no materials weaknesses, and communication to those charged with Governance. Layne gave an overview of the net position. Layne stated that current assets were up in receivables because the State and federal government were slower in paying funds during this time of the year. The fixed assets increased because several vehicles were disposed; however, there were vehicles that were purchased. The accounts payable was higher from previous year. Layne gave an overview the schedule of Revenues and Expenditures. Layne stated that fares and revenues were less than the previous year; however, the expenses were managed to offset the decrease in revenues.

Upon motion of Berry Gray and seconded by Steve Wiggins, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved to accept the audit for the fiscal year ending June 30, 2020, presented by Nunn, Brashear & Uzzell, P.A.

**GWTA Marketing Plan Presentation by QCA**

Sandee Launch gave a presentation on the 2020-2021 Marketing Plan. Launch stated that GWTA and QCA will build on past successes which includes, customer relations, community-based programs, system enhancements, public relations and advertising. QCA has helped GWTA with the response to COVID-19. The annual ride count was canceled in order to be safe; however, the essential workers were honored. Posters and flyers on "We are Essential" were promoted in the community. In addition, "We Are Your Safe Way," was advertise in order to promote the safety of transit and what to do during COVID-19. Passengers were given branded bandanas, hand sanitizers, and information packets. QCA continued the development of social media, Website, and flyers. Advertisement that was developed included Job Fair promotion, Employee Recognition, Inclusion & Disability Awareness, and Veterans Ride Free Program. Launch stated that GWTA and QCA have plans to work on a healthy living campaign, radio podcasts, Website updates, and increase social media presence in the future.

## **Directors Report**

### ***Financial***

The rural program is showing a loss of \$6,950.68 in September and a loss of \$16,865.96 fiscal year to date. Due to the pandemic, trip volume remains down significantly compared to prior year, and budgeted revenues have not been realized. The urban program is showing a gain of \$2,547.86 in September and a loss of \$400.96 fiscal year to date. The urban funds will remain about balanced throughout most of the year due to the grant reimbursement process.

### ***Marketing and Public Relations Update***

GWTA is helping to celebrate National Disability Employment Awareness Month in October with an “Inclusion Drives Us” campaign.

### ***Outreach and Activities.***

Willis participated in County Manager’s Department head meeting on October 1, 2020. Willis participated on October 6, 2020 in a teleconference meeting with NCHHS representatives regarding the ongoing Medicaid transformation and impacts on Medicaid Transportation. GWTA hosted staff from Onslow County who wanted to learn how we manage our finances and audit procedures on October 7<sup>th</sup>. Willis participated in the NCDOT teleconferences on October 7<sup>th</sup> and October 21<sup>st</sup>. Willis participated in the FTA training on the new Public Transportation Agency Safety Plan on October 13<sup>th</sup> and 14<sup>th</sup>. Willis made presentation during an online Managed Care Roundtable with NCHHS, Private Health Plans, Transportation Brokers, and peer transportation providers on October 14<sup>th</sup>. GWTA invited new Wayne County Health and Wellness Nurse to present information to our team regarding COVID and extra safety precautions we can take on October 21<sup>st</sup>.

### ***Training***

Operators will receive refresher training on customer service and emergency procedures in October.

## **EDTAP Funds (ROAP) Recommendation for FY21**

GWTA has released and received agency applications for the remaining \$47,851.50 in Elderly and Disable Transportation Assistance Program (EDTAP) to purchase elderly and disabled trips. Requests exceeded availability of funds again this year. The State did not fund the ROAP for FY2020-21. The grant funds are to assist with transportation for rural general public, Elderly and Disable and employment. The NC Cares grant funds will help with the rural general public and employment. However, it will not help with the Elderly and Disable transportation. The two agency that have applied for the EDTAP funds are Wayne Opportunity Center (WOC) and Services for the blind (SB). In the past, the majority of the EDTAP funds went to WOC. In addition to the two application, Department of Social Services has not submitted an application; however, they are using the EDTAP funds. Willis recommended \$45,000 to WOC and \$5,000 to SB. GWTA will continue to work with all agency and manage the funds.

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Upon motion of Berry Gray and seconded by Bob Waller, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved to accept the recommendation of EDTAP funds of \$45,000 to Wayne Opportunity Center and \$2,000 to Services for the Blind as well as cover the cost of agency costs incurred prior to receipt of funds this year.

**Personnel Recommendations**

Willis stated that GWTA has an Assistant Operations Manager position that is currently an hourly rate. However, Willis is asking the Board to make it a salary position with a small increase. The employee is always available after hours and comes to work on weekends to address issues as needed.

Upon motion of Brent Heath and seconded by Bob Waller, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the change of the hourly rate to a salary position with a 2% salary increase for the Assistant Operation Manager.

Willis stated that GWTA has a full time position that has not been filled. There is an increase on the need for safety and training which is in the 5-year plan that was done by the previous Director. In reviewing the Federal safety requirements and the current staff, the position is needed and will be the main focus on safety and training.

Upon motion of Berry Gray and seconded by Bob Waller, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the Safety and Training Supervisor position.

**Other Business:**

***Holiday Extension of Service Hours***

Willis asked the Board to extend the hours for the holiday. The bus will operate an additional two (2) hours. The bus routes will operate extended hours on weekdays from 6:30 p.m. to 8:30 pm beginning on Monday, December 14<sup>th</sup> through Wednesday, December 23<sup>rd</sup>.

Upon motion of Bob Waller and seconded by Brent Heath, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the Holiday Extended Hours of Operations for the urban system.

Meeting adjourned at 10:54 a.m.

Submitted by: LaShonda Oliver