



DON WILLIS  
DIRECTOR

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SHYCOLE SIMPSON-CARTER  
CHAIRMAN

***Goldsboro-Wayne Transportation Authority  
Governing Board Meeting Minutes  
December 09, 2021***

The Board of Directors of Goldsboro-Wayne Transportation Authority met in regular session at 10:00 a.m. on Thursday, December 09, 2021, at the City of Goldsboro Anteroom, 214 N. Center Street, Goldsboro, North Carolina.

**Members in attendance:** Brent Heath, Vice Chair, Berry Gray, Secretary/Treasurer, Freeman Hardison, Jr., and Steve Wiggins (via phone).

**Members absent:** Shycole Simpson-Carter, Chair, Gene Aycock and Hiawatha Jones.

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

**Approval of Minutes**

Upon motion of Freeman Hardison, Jr., and seconded by Berry Gray, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the minutes of the regular meeting of October 28, 2021.

**FY21 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 2020-2021. 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 positions and schedule of revenues and expenditures. The total operating revenues and expenditures were down from the prior year. However, the administrative expenditures were up from the prior year. Total revenues were slightly under budget for the fiscal year. The operating expenditures were under budget; but, was offset with the over budget in administration. Layne gave an overview of the changes from the NC LGC on required communications and GWTA standing on the changes. Layne stated that the quick ratio should be greater than 1 and GWTA ratio is 5.88; the audit report submitted within five months which GWTA submitted timely; GWTA is not on the Unit Assistance List (UAL) GWTA does not

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have any statutory violations and GWTA does not have to take any actions on negative results to compose a letter to the LGC.

Upon motion of Freeman Hardison Jr., 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, 2021, presented by Nunn, Brashear & Uzzell, P.A.

**Director's Report**

***Financial***

The rural program is showing a loss of \$14,933.81 in October, and a loss of \$76,005.09 year to date. Fuel costs for the month continue to be running 50% higher than prior year, a significant increase for the urban and rural programs. The urban program is showing a gain of \$2,754.81 in October, and a loss of \$0.15 year to date. The urban funds will remain about balanced throughout most of the year due to the grant reimbursement process. The workforce shortage remains a significant impact for GWTA's ability to provide rural trips and earn expected revenues. Willis will provide several additional options for the Board to consider later during the meeting.

SMAP and ROAP grants and allocations have both been received for this fiscal year from NCDOT. The SMAP urban operating assistance allocation is \$196,772. The ROAP rural operating assistance allocation is \$229,908. GWTA needs to add workforce in order to perform eligible trips and draw down these funds prior to the end of the fiscal year.

NCDOT announced that they have allocated \$243,761 in additional CARES funds to GWTA, which GWTA has formally requested to receive. In addition, NCDOT announced a call for projects for ARPA funds, with applications due on February 1, 2022. The period of performance for these new pandemic assistance funds is from March 3, 2022 through June 30, 2023. These funds may also be used to assist with covering any operational deficit. In order to meet the timeline, Willis recommends scheduling a public hearing and placing approval of the ARPA grant application at our January 27, 2022 meeting.

***Marketing and Public Relations***

GWTA ran "fare free" bus services on Black Friday and provided over 330 trips. GWTA will also run "fare free" on Christmas Eve, (Friday 12/24/21). In addition, beginning in January, Harris Teeter will run GWTA information on their plastic prescription bags to inform the public of the opportunity to use GWTA services.

***Outreach and Activities***

Willis participated in quarterly NCPTA Board meeting by teleconference on November 5, 2021. Willis participated in a virtual meeting with WellCare (PHP) and their broker OneCall to

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discuss Choice Provider” status for CT/PT providers in North Carolina on December 1st. Willis held two virtual meetings (December 3<sup>rd</sup> & 7<sup>th</sup>) with broker ModivCare to discuss finalizing a recommended contract to be effective on January 1, 2022.

### ***Training***

Operators received refresher training on Customer Service on November 30th. The December training will be emergency procedures.

### **Service Demands and Workforce Recommendations**

Don Willis proposed a mid-year pay adjustment for staff. Willis explained that JCATS went to \$14.00 in July and \$15.00 this winter; Lenoir increased to \$12.33 with no CDL; Duplin county went from \$9.86 to \$11.30 with no CDL; and Macon County went from \$12.30 to \$14.00 with no CDL. Willis proposed that GWTA increase their pay as well. The proposal included increasing starting pay from \$10.50 to \$12.00 for non-CDL, \$11.00 to \$13.00 for CDL on the rural system and \$12.50 to \$14.00 for CDL on the urban system. In addition, Willis proposed a \$1.50 pay adjustment for all staff in part because of the impact of hiring new employees with a higher rate than the current employees that have been with GWTA for several years. Willis proposed an increase in the Christmas bonus from \$50.00 to \$75.00 for this year be considered. Willis stated that the mid-year employee pay adjustment will cost approximately \$45,000.

Willis stated that many of the other counties and transits are paying bonus from \$1.00 to \$1.50 for any hours worked. The options presented are three-month bonus in January, six-months bonus to be paid in June. The cost for a \$1.00 increase will be approximately \$15,000 at three months and \$30,000 at six months. The estimated cost for \$1.50 or \$2.00 increase would be incrementally higher from that. This would be a temporary bonus to retain current employees and to attract new employees. The Board discussed the proposals pros and cons. Freeman Hardison, Jr. expressed that the County and several organizations are having employment difficulties as well and there is a need to attract and keep employees. Berry Gray expressed concerns that pay increase without guidelines can cause problems. Gray stated that employees need to be informed that this is a temporary bonus and the day the bonus program will end. Brent Heath stated that there should be a threshold on the hours that must be worked in a quarter to receive the bonus with an exception of new hired employees during the quarter that will be unable to meet the threshold due to date hired.

Heath asked about revenues to pay the cost of the pay adjustments. Willis stated that the revenues will come from additional CARES funds, ARP funds, and a rate increase that has been under discussion. In addition, the cost should not impact the County and City budget.

There was discussion about a concern that new employees not be paid more than current employees for the same job. Heath stated that if the hiring pay is raised then any current employees pay should be raised to assure they are paid for equivalent work.

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Hardison stated that the three-month bonus should take the place of the Christmas gift cards. Heath asked if the bonuses could be paid before Christmas. Willis confirmed that the bonus could be paid before Christmas, also that the bonus will be across the board for all employees. Heath asked how much the cost will be for \$1.50 for every employee. Willis stated that the cost will be approximately \$22,500 for three months.

Upon motion of Freeman Hardison, Jr., and seconded by Berry Gray, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved to accept the \$1.50 increase in pay for employees as proposed by Don Willis effective January 1, 2022.

Upon motion of Freeman Hardison, Jr., and seconded by Steve Wiggins, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved to accept the pay adjustment to increase the starting pay for new hire as follows: non-CDL from \$10.50 to \$12.00, CDL rural from \$11.00 to \$13.00 and CDL urban from \$12.50 to \$14.00 as well as making the adjustment for all current employees to not make less than a new hired employee.

Heath stated that employees will get paid \$1.50 per hour for the hours that you have worked in the three months prior to the bonus and do that three times a year vs doing it twice and paying a huge bonus at the end of the fiscal year. Further, that employees have to meet a minimum threshold of hours worked for the second and third/final bonus. An exception would be for a new hire that hasn't had enough time to meet a threshold for their first quarterly bonus. All employees otherwise will have to meet a minimum threshold of 275 hours worked in the quarter to qualify for a bonus.

Willis stated that GWTA will for the remainder of the fiscal year pay quarterly bonuses starting in the second fiscal quarter (before Christmas) and that there would be no threshold of hours worked in that initial quarter so that everyone would receive a Christmas bonus. Going forward after the first bonus there will be a 275 hours in a quarter minimum threshold to earn the second and third/final bonus. Heath stated that new employees would be exempt from the minimum hours threshold because they did not have a chance to be qualified by working the 275 hours per quarter minimum.

Upon motion of Steve Wiggins, and seconded by Berry Gray, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the bonus of \$1.50 per hours worked in a quarter for all employees and meeting a minimum threshold of 275 hours worked in the quarter for all employees with the exception of a new hire within the quarter that will not meet the minimum threshold, and also all employees will be exempt from the requirement to meet the threshold in the first quarter which is to be paid before Christmas. The bonus will be for fiscal year 2021-2022 with the option of re-evaluating the bonus next year.

**Medicaid Broker Contract Updates**

Currently, GWTA and ModivCare are in a month-to-month contract. In conversations with NCHHS, they would like ModivCare to complete a standard annual contract with GWTA by January 1, 2022.

### **Report on Benches**

On October 25th, Willis received a formal request (provided) from a Goldsboro City Council representative to consider three (3) locations for placement of benches, as follows: Wayne Memorial near Starbucks; Wayne Memorial near Family Dollar; and at the Community Crisis Center on Slocumb St. There was also a request to provide a list (provided) of where benches are currently located, and if possible to determine whether these are City streets.

- Wayne Memorial at Starbucks: This location has at times shown ridership that supports a bench, and is NOT a City Street. GWTA does not currently have a type of bench which is appropriate to be deployed at this location.
- Wayne Memorial at Family Dollar: Past rider boarding counts have not shown support for a bench. This is NOT a City Street.
- Community Crisis Center on Slocumb St.: This location has had a bench in the past. The bench that had been at this location was damaged beyond repair and had to be removed. I believe that this may be a City Street.
- There are a total of thirty-five (35) benches in our network. GWTA only has “dug out” style benches available to replace benches at this time.

Willis informed the Board that none of the locations show the ridership for a bench currently. The Board discussed the bench locations and instructed Willis to respond to the Goldsboro City Council and informed them that the Board reviewed the consideration of bench location and the ridership does not meet minimum thresholds to justify benches at this time. Willis should take another look at ridership in the spring to determine whether benches are needed.

### **Holiday Schedule for Calendar 2022**

Willis informed the Board that Christmas Day of 2022 and New Year’s Day of 2023 fall on Sunday. According to the GWTA policy, the Director with the concurrence of the GWTA Board of Directors will designate what day(s) will be observed as the holiday. Willis recommended that observance day be the Monday after the Holiday. The Board of Directors concurred with the recommendation.

### **Other Business**

Upon motion of Freeman Hardison, Jr., and seconded by Berry Gray, the Board of Directors of Goldsboro-Wayne Transportation Authority unanimously approved the public hearing on ARP grant funds on January 27, 2022.

Meeting adjourned at 10:50 a.m.

Submitted by: LaShonda Oliver