

Motorcycle Safety Education Commission Meeting

**Kentucky Justice and Public Safety Cabinet
First Floor Conference Room
State Office Building Annex
125 Holmes Street
Frankfort, Kentucky 40601**

**10:00am-12:00pm
April 3, 2012**

Commission Members Present: Chair Steve Hanlon, David Wiseman, Major Lynn Cross, Mike Scrivner, Tim Cody, Larry Cox and Jay Huber.

Justice and Public Safety Cabinet Staff Present: Tanya Dickinson and Donna Jones – Grants Management Branch

Guests Present: Dr. Terry Kline, Eastern Kentucky University

Greetings and Introductions

The April 3, 2012, meeting of the Kentucky Motorcycle Safety Education Commission (KMSEC) was called to order by Chair Hanlon. An agenda and supporting materials were distributed for review and discussion.

Prior Meeting Minutes and Reports

The meeting minutes for the February 13, 2012, KMSEC meeting were discussed and a motion was made amend the minutes to show that Vice Chair Tim Cody called the meeting to order as Chair Hanlon was not present. Another change in the minutes would show that although a new Request For Proposal (RFP) would not take place this year, the commission would consider the development of a new RFP for future years. David Wiseman moved to accept the amendments to the meeting minutes and Jay Huber seconded as amended. All were in favor.

Tanya Dickinson brought up an amendment to the commission bylaws stating that it was brought to her attention from various inquiries questioning the meeting dates of the commission that it was originally captured incorrectly. The original language indicated that commission meetings would be the second Monday of the quarter and is now changed to show the commission meetings are held on the second Monday of the last month of the quarter. Commission members were asked to replace the original page referencing meeting dates with the corrected page received today.

Tanya brought to the commission's attention that the Kentucky Justice and Public Safety Cabinet would not make an award without completion of the awarded agency's Policy and Procedure Manual for this program. She went on to say Dr. Kline is currently working on the Policy and

Procedure manual revisions based on the preferred model of the Ohio Motorcycle Program by commission members from a previous meeting. Revisions should be completed and provided to commission members at the June 2012 commission meeting. Additionally she reminded the commission that the June meeting would include election of officers whose term is expiring.

Tanya then asked commission members if they would like to see a demonstration of a student registration program for motorcycle safety and went on to say it would be much like a GoToMeeting. Although this opportunity was well received, it became evident that the commission meeting would be held at the regularly scheduled time with lunch provided as commission members watched the demonstration. She stated that both she and Donna Jones had the opportunity to participate in a telephone conference with the Motorcycle Safety Foundation demonstrating their online registration program and that this system could easily meet the desires of the commission making it easier for students to register and pay online. Chair Hanlon prefers payment commitment by students at the time of registration to avoid cancellation of training. Both Dr. Kline and Tim Cody encouraged members to go online and check out the California Motorcyclist Safety Program registration, which utilizes the Motorcycle Safety Foundation software.

• FY2013 Program Proposal Review and Discussion

Next the Commission members reviewed the FY2011 Data Report, FY2013 Development and Maintenance Plan, Contract Conditions. Chair Hanlon cited that he liked the presentation because it was concise but did question the sites identified as inactive were also included in the plan. Dr. Kline explained that Eastern Kentucky University (EKU) included the inactive sites in the event they would resume training and of course EKU would communicate with the commission for their approval prior to restarting. He went on to say that this list as presented is only comprised of approved sites. Chair Hanlon requested a list of all potential sites requesting training to have a better idea of statewide interest. Dr. Kline did say that EKU could provide the commission with total number of inquiries of becoming site providers.

Dr. Kline brought up a change in this proposal addressing the issue of reimbursement delays specifically at year end when the university closes out their current fiscal year and begins a new fiscal year. They have found that reimbursement requests take anywhere from thirty (30) to sixty (60) days to process thus causing accounting issues. To address this, EKU proposes to streamline this process by issuing monthly payment checks in the amount of \$1,000 as this would eliminate the current processing time. He also stated that monthly payments would be more efficient to not only EKU but to the site providers as well.

Jay Huber stated that the whole purpose of having the lower tuition rates set at \$100 per student and now by changing the reimbursement method of automatically providing a set reimbursement to site providers at \$1,000 a month would essentially eliminate the incentive to have more students. The question was raised that if a site provider did not provide any training, if the funds would be returned to EKU. Dr. Kline did not know the answer but said he would find out. Other possible solutions discussed included the option of only reimbursing site providers at \$1,000 in June to address the delays in reimbursements. However, the subject of upfront payment and tracking the actual training would be difficult. Another possibility would be to reimburse

providers based on training completion dates. It was determined reimbursements based on completion dates would involve a prorating formula and would still not solve the accounting issues at fiscal year end.

Commission agreed to leave the reimbursement process as is. Dr. Kline stated that this was only a suggestion by the Sponsored Programs of the university and that he would convey to ECU the commission's desire to continue with their current reimbursement method.

Discussion on the number of hours required for the Basic Rider Course and Advanced Rider Course was once again brought up as some commission members believed up until recently the program did not have required hours. Other members remembered that there were required hours to provide any additional training necessary for students needing remedial training. It was requested to remove the stated required hours.

The discussion then included ECU's request for additional bikes. It was brought up that ECU has consistently requested and has been approved a line item in their budget for replacement bikes and members wanted to know why they are once again requesting additional bikes. The reason for approving this line item in recent years was to provide the financial resources to replace the old "Rainbow" bikes with the condition that these bikes be placed in the classroom. When asked about the status of placing the Rainbow Bikes in the classroom it was disclosed that they are currently in use by some of the site providers. It was then suggested to eliminate the bikes from the budget. Tanya pointed out the benefit of having this line item available in the budget as bikes may wear out during the course of the funding years.

Next item discussed was the support mechanism for transferring records and information from the training sites to the database held by the Kentucky Motorcycle Rider Education Program. Commission members were not sure what this meant and asked for clarity. Dr. Kline stated that for the past five (5) years he has worked with a member of ECU's IT staff in working on developing an electronic system for transferring information from the site providers to ECU in a quicker, more efficient way but it seems that ECU's system is not compatible. He also went on to state that many times the person assigned to this task is often transferred to another department thus delaying finding a quicker method. The new registration system could be used for this goal as it would be a web-based program. Of course entering existing data would be cumbersome but would work in future. Members suggested changing language to state it would not happen this year but could in the future. Dr. Kline agreed to change the language to not lock ECU into records retention for this year.

Next the discussion moved to the scooter-design rider course. At one time MSF offered programs using mopeds but no longer offers them and the coaches thought it would be nice to offer this level of bikes for individuals who may have a problem shifting as scooters are automatic bikes. ECU believes if they could get ten (10) or twelve (12) scooters, they would have the resources available to site providers. They also believe it is the least expensive way to offer training for individuals who may need training at a lower level. Rather than providing scooters to all sites, it was suggested to set up a mobile unit that could easily be transported to the site and provide this training. With the cost of gas going up, most urban areas may see an increase in the use of these smaller bikes. It was suggested to change the budget from purchase of motorcycles to scooter-design bikes.

Commission members briefly discussed personnel line item as it appeared that the calculations may be incorrect. From previous commission meetings, it was agreed that the line item for personnel would be the same as FY2012.

Recapping the changes to this proposal as suggested by the commission is as follow:

- Eliminate specific hour references for courses and use Motorcycle Safety Foundation language.
- Change line item from bikes to scooter-design bikes with actual budget adjustment to reflect this change.
- Reimbursement method to remain the same.
- Remove from service Rainbow Bikes and installed in classroom for training.

Larry Cox motioned to move these changes and Jay Huber seconded the motion. All were in favor.

•Sub-Committee Reports/General Updates

House Bill 328 is currently on the Governor's desk for his signature. Jay spoke with several senators regarding training opportunities. As of today he has not heard if bill has been signed by Governor Beshear.

•Future Meeting Date(s)

Next regular meeting will be Monday, June 11, 2012, 10am to 12pm, with a boxed lunch for members from 12 – 1pm during a demonstration of Motorcycle Safety Foundation's online registration system.

•Adjourn

Motion to adjourn was made by Major Lynn cross and seconded by Larry Cox. All were in favor.