

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
June 11, 2012**

Commission Members Present: Chairman Steve Hanlon, Tim Cody, Larry Cox, and Jay Huber. Mike Scrivner and David Wiseman were not present. Chair Hanlon shared that Major Lynn Cross sent him an e-mail announcing his resignation from the Commission and retirement from the Kentucky State Police effective June 1, 2012.

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

Guests Present: No guests present.

Greetings and Introductions

The June 11, 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 minutes for the April 3, 2012, KMSEC meeting were distributed. Jay Huber noted that the date to remove the Rainbow bikes of November 1, 2012 was overlooked in the minutes and requested meeting minutes to be amended to reflect the date of removal. Tanya stated she learned that the Rainbow bikes were procured by ECU prior to the commission's creation and may not be subject to the commission's discretion. Dr. Terry Kline is in the process of searching their records to provide documentation of the actual procurement date and will provide Tanya with said documents which could change the direction of the commission as it relates to the Rainbow bikes.

Jay Huber motioned to accept the amended notes to include November 1, 2012 at this point in time to remove the Rainbow bikes from the field and be placed into the classroom. Meeting minutes are subject to another amendment based on Dr. Terry Kline's findings. Larry Cox had seconded the motion as amended. All were in favor.

•FY2013 Program Award

The FY2013 program award discussion opened with the statement that the budget documents were missing from the materials presented at today's meeting. Tanya stated that she had communicated with Dr. Kline on the status of the budget revisions as discussed at the April 3, 2012, meeting and was informed that the FY2013 budget has been changed according to the recommendations of the commission. With Dr. Kline being out of the state today and unable to attend today's meeting, she was confident that the revised budget would be forthcoming.

She further stated that the reimbursement policy will remain the same and that ECU can pay for expenses incurred in the 4th quarter up to the end of the first quarter of the new award allowing them adequate time to receive reimbursement requests; prepare and disburse reimbursements to the site providers. She assured the commission that this would not affect the current budget.

She had previously stated that the Justice and Public Safety Cabinet would not release the FY 2013 award until ECU provided a revised Policy and Procedure Manual using Motorcycle Safety Foundation language. The existing policy manual stands from the Justice and Public Safety Cabinet's position. ECU provided a revised draft which members are to review in preparation for discussion at the September meeting. The commission did briefly discuss the draft and tabled the issue until the next meeting. Jay Huber has agreed to review and bring comments for discussion.

Jay stated that for the past several years ECU was to be moving closer to implementing an online electronic system for the motorcycle program and inquired as to when that would take place. Today's presentation of an online system from the Motorcycle Safety Foundation would be moving the commission forward on implementing the electronic system. Tanya stated that the commission could purchase the system off the shelf and modify it to meet certain specifications if necessary. Several things to be taken into consideration would be having a server to store data and operate the program from, server maintenance, possibility of purchasing a server dedicated to this program and possibly services of an IT person to handle these responsibilities. Tanya said she would contact the Commonwealth Office of Technology (COT) to obtain costs to include all these possibilities. She believes that Finance Cabinet would put this out for bid because of another vendor having a similar product. Chair Hanlon likes the idea of the commission having authority over this process and would like to begin the process now. The desired system should include registration, payment and reporting.

Tanya went on to say that JPSC could set up a condition in next year's grant award requiring ECU to utilize an online electronic system if it is in place by then along with outlining the responsibilities of ECU and the site providers who would be utilizing this system.

Larry Cox made the motion to accept the 2013 proposal with the condition that changes referencing the April 3rd meeting are completed. Jay Huber seconded the motion. All were in favor.

Immediately following this motion, Larry Cox made another motion to initiate the bid process with the Finance Cabinet to obtain the electronic student course management program. Jay Huber seconded that motion. All were in favor.

• **Sub-Committee Reports/General Updates**

House Bill 328 has been signed by the governor and will become law effective July 15, 2012. Kentucky Office of Highway Safety newsletter featured the announcement of this bill in addition to a page announcing that the month of May was Motorcycle Safety Awareness Month.

Larry Cox noted the announcement in the newsletter of motorcycle safety awareness and questioned if the commission could put something together to increase awareness. He suggested the commission establish a recognition program honoring rider coaches. Site providers would be the ones to nominate rider coaches recognizing their accomplishments, recognize years of service, etc. They could present their nomination at the end of the calendar year with the actual rider coach recognition at the March commission meeting. Possibly present them with a plaque and/or possibly a gift certificate to a state park. The commission could oversee this program. Tanya mentioned that the JPSC could provide the press release for the recognition program and the announcement of who was selected. It was decided by all commission members to wait until the September meeting to further pursue developing a recognition committee as the commission will be filling the two open commission positions along with potential of two re-appointments.

• **Future Meeting Date(s)**

Next regular meeting will be Monday, September 10, 2012, 10am to 12pm and will include discussion on the Policy and Procedure Manual, the online electronic system, developing a recognition committee, the new appointments and the elections of the chairman and co-chairman for the commission.

• **Adjourn**

Motion to adjourn was made by Larry Cox and seconded by Tim Cody. All were in favor.

After adjournment of the formal meeting, the Motorcycle Safety Foundation provided a one-hour demonstration of Motorcycle Safety Foundation's online student records and registration program. Members were impressed with the potential for a Kentucky system and had previously passed a motion to pursue a RFP to obtain such software.