

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
September 10, 2012**

Commission Members Present: Chairman Steve Hanlon, Jay Huber, Glenda Hobbic, Dean Broaddus, and Capt. Fred Williams. Members Larry Cox and Mike Scrivner were not present.

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

Guests Present: Jim Reising (Kentucky Motorcycle Program-KMP), Jim Whitehair (KMP), Dr. Terry Kline (Eastern Kentucky University), Harold Hobson (Rider Coach), Bill and Dinah Meister (Balance Dynamics), Bruce Young (KMP), Gary Layl (KMP), Evelyn Mynes (KMP), Tim Cody (KMP) and Walt Meachim (KMP)

Greetings and Introductions

The September 10, 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.

•New Members Welcome

Chair Hanlon welcomed Ms. Glenda Hobbic, Mr. Dean Broaddus and Captain Fred Williams as the newly appointed Kentucky Motorcycle Safety Education Commission members.

•Prior Meeting Minutes and Reports

The minutes for the June 11, 2012, KMSEC meeting were distributed. Jay Huber motioned to accept the meeting minutes as presented. Dean Broaddus seconded the motion. All were in favor.

•Election of Officers

Chair Hanlon requested nominations of chair and vice-chair. Jay Huber nominated Steve Hanlon as chair. Steve Hanlon accepted the nomination. All were in favor. Steve Hanlon will continue as chair for the Kentucky Motorcycle Safety Education Commission.

Nomination of Jay Huber for vice-chair was made by Glenda Hobbic. Jay Huber accepted the nomination. All were in favor.

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

No sub-committees reports at this time.

General Updates include the following:

Mr. Huber stated that the Kentucky Motorcycle Association had been working with Transportation Cabinet to get motorcycle safety signs posted across the state. Transportation approved posting the signs and they should be showing up across Kentucky soon. When asked about the material used for the signage, Jay stated that they were hard metal reflective signs, basically a yellow placard. At this time he was not sure what language will be used, either “Share the Road” or “Watch for Motorcycles”.

Tanya was asked to discuss items as presented in their packets specifically for the benefit of the new members. The packet includes prior year and current program documents showing the number of students who participated in the Basic Riding Course (BRC), Basic Riding Course 2, (BRC2), the Advanced Riding Course (ARC) and RCP (Prep) Students. Additionally, budget documents for the last fiscal year (July 1, 2011, through June 30, 2012), a document showing the daily deposits and the cash balance report of \$1.4 million for the new fiscal year (FY 2013) were presented

• **Program Policy & Procedure Manual Draft Discussion**

The Program Policy and Procedure manual was briefly discussed at the June meeting and tabled for the September meeting. In the interim, Mr. Huber agreed to review the document on behalf of the Commission and present his findings.

He began the discussion with the comment that many of the Commission’s recommended changes to the policy and procedures were not completed and that it’s time to resolve the manual changes at the Commission’s request. All members received the revised policy and procedure document with Jay’s comments. Due to time constraints, Chair Hanlon suggested resubmitting what was submitted before as he would prefer spending more time with the Request For Proposal (RFP) for the 2014 award. It was agreed that Jay would send the final one with the mark up to Tanya so she could forward to Eastern Kentucky University. Tanya noted that the Justice and Public Safety Cabinet’s General Counsel and ECU’s legal staff may review the final draft for conformance with larger organization policies prior to final release. It was unanimously decided to address the policy and procedure manual at the December meeting.

The discussion then focused on the draft Request For Proposal (RFP) as presented in their packets. Tanya stated that the RFP outlines the criteria for potential providers and that the document refers businesses to the Kentucky Revised Statutes and MSF guidelines. A question was raised if the Commission would permit for-profit business to apply for this funding. Tanya said that she would discuss with the JPSC General Counsel their eligibility to apply. She went on to state that this RFP is formatted much like the other grants managed by the Justice and Public Safety Cabinet. She noted that it was formatted for a one (1) year grant with the option to renew for three (3) years.

When asked about the scoring method and who would score the application, Tanya said that the Commission members would be given a roll in the electronic grants management system (egms) to

permit members to review and score the application. She went on to say that the scores presented in the RFP were suggestions and the Commission could change the scores in the areas to be scored to whatever they choose so long as the score totals (100) one hundred points.

The discussion included program design. Mr. Huber suggested adding training and the hiring of rider coaches as he would like to see the number of students equitable to the number of trainers. Tanya stated that if they require agencies to provide demographics to include information on disbursement of instructor to student ratio this should satisfy the Commission determining the student to instructor ratio.

Chair Hanlon said that with the future implementation of the new student online registration system, it would address many of the concerns of course availability or class cancellation. He asked Tanya the status of the RFP for that system and Tanya reported to the Commission that she is waiting on Finance before proceeding with the bid process. She went on to say that potential agencies can address that issue within this RFP. Additionally the applicant should also address course cancellation in the RFP along with how they will publicize the program to increase student participation. The Commission proposed to include this information in the RFP.

The question was raised on how to increase the number of students in the Kentucky Motorcycle Program. It was suggested to give the applicants a bottom threshold using the current year's total number of students trained in the BRC and BRC2 classes and let the applicants work from that number increasing the number of students to be trained to between four (4) and six (6) percent of licensed riders, using Motorcycle Safety Foundations guidelines. This should include their plan on achievement.

Budget discussion included comments that the narrative and summary pages would be basic using standard practice for all equipment. Tanya explained that all budget costs associated with the proposed program must be reasonable and justifiable for funding and that GMB can disallow costs if necessary. She explained that supplanting was not acceptable and provided examples of what supplanting is to Commission members. Mr. Huber asked if the language for equipment could be changed to show that the Commission would retain ownership of the equipment should the agency no longer provide the program. Tanya said she would discuss with General Counsel and recommend keeping equipment language the same as the Commission would want a consistent provider, and the Cabinet prefers having consistent policies.

Tanya agreed to make the suggested changes to the RFP and have the revised version available at the December meeting. If the Commission approves the revised RFP, she suggested to get the RFP out as soon as possible, early January with a late February due date. She also suggested a possible special Commission meeting after the March meeting as additional information may be required in order to make the award. She went on to say that EKV has been working without this framework and believes the RFP will be good for the program. These guidelines will give all applicants the most up to date information as it relates to this program.

Chair Hanlon acknowledged guests attending, and asked for comments. Guest Gary Layl requested the Commission to listen to the concerns of the many rider coaches who had shared their concerns with Gary and was asked to represent them at today's meeting.

He began with the statement that Kentucky Motorcycle Association (KMA) members are heavily represented on the Commission with now having four (4) out of the seven (7) members belonging to the KMA. Rider coaches feel that they are not represented equitably.

Coaches requested how this was handled as past member Mr. Tim Cody received a voicemail announcing his reappointment from the Governor's Office but when time came, he was not re-appointed as originally desired. He went on to say that rider coaches would like to have a say in which of the rider coaches would be appointed to the Commission. Respectfully, Mr. Layl also questioned new members' qualifications. Tanya responded that an online application to be considered as board member was available and anyone interested could apply. All final decisions rest with the Governor's Office and is based on KRS. It was shared that it's not the Commission's purview to make appointment recommendations.

Mr. Layl brought up MSF and the required 20 hours of training. Commission members advised that 20 hours are a recommendation and not by MSF guidelines.

Commission member Dean Broaddus requested to have a copy of the list of concerns to be addressed but Mr. Layl stated he would prefer verbally expressing their concerns to the Commission at this time. Mr. Layl went on to say that rider coaches believe Commission members do not have a good understanding of how the program works as they do not know what the coaches do.

Mr. Cody shared that his concern was that the Commission may revert back to the way it was handled under prior Chairman Malcolm Winsper. Per Chair Hanlon, he assured the guests that the Commission will conduct business appropriately, as it has since he became chair. Mr. Layl commended the Commission but concurs with thoughts of how the Commission could operate.

Mr. Jim Whitehair read two letters from other rider coaches inquiring of the qualifications of Dean Broaddus and stating that they would like to have Mr. Cody re-instated as a Commission member. Again, it was shared with the guests that the Governor's Office oversees this process, not the Commission itself. They were requested to go to the Governor's Office with their concerns. Mr. Whitehair thanked the Commission for allowing the rider coaches to express their concerns.

Chair Hanlon requested the guests to not judge the Commission based on past history but to look at what they are doing now.

- **Future Meeting Date**

Next regular meeting will be Monday, December 10, 2012, 10am to 12pm.

- **Adjourn**

Motion to adjourn was made by Mr. Huber and seconded by Capt. Fred Williams. All were in favor.