

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 14, 2015**

AGENDA

Commission members present: Steve Hanlon, Dean Broaddus, Glenda Hobbic, Rick Schad, Jay Huber, Jeanie Petty,

Not present: the Kentucky State Police Representative

Commission Guests: Chris Millard, Evelyn Mynes, Dinah Meister, Stanley Allen, Bob Heckle, Bruce Young, and Mike Jones from the KY Transportation Cabinet

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

• Greetings and Introductions

The September 14, 2015, meeting of the Kentucky Motorcycle Safety Education Commission (KMSEC) was called to order by Chair Steve Hanlon. An agenda and supporting materials were distributed for review and discussion.

Chair welcomed all members and noticed a new gentleman. When he inquired who he was, he introduced himself as Mike Jones and that he was here on behalf of someone at the KY Transportation Cabinet. Rick Schad stated he was the KY Transportation Cabinet representative. Chair welcomed Mike Jones and stated the Commission would need to verify who the representative from the KY Transportation Cabinet really is.

• Prior Meeting Minutes and Reports:

Chair Hanlon began this portion of the meeting with an announcement that he believes the July 20th meeting was held without a quorum as his commission was no longer valid after June 30th. As a result of this, the commission would not go over the prior meeting minutes to approve but rather vote on the same issues from the July 20, 2015 meeting.

2015/16 Budget- Chair Hanlon began with the budget and asked if any of the member had any concerns. Jay stated it looks like from the discussion, the building has always been an issue. He continued with ECU basically tripling that line item. He brought up the request for seven (7) new motorcycles and can't see the justification of the new bikes considering they only have fifteen (15) sites. Jay suggested they remove the bikes and reduce the lease on the building. Chris replied the purpose of the lease increase is because at some point ECU will need to look for another site that is reasonably priced. He confirmed ECU is locked into the current lease agreement until 2018 but can get out of it before then if

they locate a new facility that would accommodate not only the bikes for storage, maintenance but also for offices. He included the fact that they need to bring the bikes back to EKU's site for auditing purposes. Jay mentioned the possibility of bringing the bikes back in small batches of twelve (12) to fifteen (15) for the audit. Chris replied it was best to provide maintenance, oil changes and basic safety checks all at one time as a means of audit. Several commission members questioned the number of bikes currently owned by EKU. Chris was not certain of the exact number as some bikes were shrink wrapped due to crashes. Jay estimated the number of bikes to be around two hundred twenty five (225). Commission members brought up the fact that EKU sites for training had decreased from twenty two (22) down to fifteen (15). When questioned about the number of bikes sitting on the shelf so to speak, Stanley stated they have somewhere between twenty three (23) and thirty six (36) bikes. When questioned why they need an additional seven (7) bikes when they had those bikes available, Stanley stated some of the bikes including Rainbow bikes are being taken out of use due to age.

Jay motioned to accept the budget with the deletion of the capital equipment and reduce building expenses from \$120,000 back to \$45,000. Dean seconded the motion. All were in favor.

Policy and Procedure Manual – Chris provided the update to the policy and procedure manual on traction and no riding in the rain language to now show it is at the discretion of the rider coach whether or not to train in the rain. He went on to say if the site didn't train people in a certain amount of time, they would not be able to train. Jay stated he would like to see a more condensed policy and procedure manual. Chris stated all changes suggested by the Commission would need to be reviewed with EKU's legal department prior to making additional changes. The Commission decided it would accept the policy and procedure manual for now. Dean motioned to accept the updated policy and procedure manual with Jay seconding the motion. All were in favor.

Chair Hanlon asked members to look over the financial report. A motion was made by Jay to accept the financial report. Glenda seconded the motion. All were in favor.

• **EKU Program Update**

Jay questioned the status of the online registration. Chris stated he is scheduling a meeting with all the site providers to further discuss as some providers are all for the online registration while others are not in favor of using an online registration. Jay stated the whole purpose of the online registration is to make registration easier. He went on to say the contract clearly states that EKU is to train 4,500 students but only showed 3,000 students trained last year and it appears EKU is losing sites. Chris replied that they are currently at 2,700 students and anticipates additional students as the riding season is not yet over. He addressed the comment regarding sites being down are parallel to other states. Jay once again brought up the Kentucky Motorcycle Program (KMP) trained 4,500 students in 2007 but it's been downhill ever since. Chair mentioned that it's even down with the reduced cost incentive.

Chair Hanlon brought up the fact that when the types in the KMP in a search engine on the internet, it doesn't bring up the KMP site. It was determined the possible reason is when the law changed limiting the amount of time you can hold your permit. Chair said he would continue to check in the future to see if his search would link to EKU.

The topic of training for non-residents was brought up again since it was introduced in the last Commission meeting. Dean questioned Chris about the number of non-residents taking a class in Kentucky. Chris said he was not sure on the number of Ohio residents taking a class, but he does know the number of Indiana residents have dropped. Bob confirmed the numbers are down. Commission agreed to revisit the topic at a later date.

Chris mentioned they had one rider coach workshop with four (4) participants with only one person passing the course. When asked the reason for the other three (3) not passing, Chris stated it was simply lack of preparation from those students. He said they promoted the program extensively as well as preparing for the workshop but only four showed up.

Sub-Committee Reports/General Updates

• Student Registration Software

No discussion.

• Media Plan

Chris stated ECU has been working with the Highway Safety promoting the program via radio commercials and said they've attended many events in the riding season. KMP primarily focused on their booth at the Kentucky State Fair. He as well as rider coaches were present at their booth. He mentioned a significant number of people coming by the KMP site to inquire about the program. Glenda asked if they had registered people at events such as this. Chris said no they do not register. Jay interjected with the comment of having an online registration they could've easily signed interested people up for a class. He went on to say there needs to be one main site where people can get all the information and register for whatever course they want or need to take. Glenda stated by having a system to handle registration, payment and reminder notice, ECU would get more people as most people do not wish to lose money once it is vested. When asked if ECU uses a sign-up sheet for interested people to receive electronic notifications of upcoming events; Chris mentioned sending out flyers about upcoming events to those already on their mailing list. At events, the KMP booth has plenty of information with promotional items handed out to interested people. Chris noted to the Commission that interest in the program is evident by the number of people stopping at the KMP event tent. He went on to say some people sign up to take a course because either their boyfriend or girlfriend rides. Chair pointed out ECU has done a lot more in the recent past than what they had done prior to Chris coming on board.

RFP Committee

Jay talked about the changes he had made to the RFP for the upcoming contract. Most of the changes related to operating expenses and included the language of pay per student as an incentive. If they don't train enough people then the rider coaches don't get paid. He pointed out Indiana pays \$100 per student and it works. As of now ECU is receiving approximately \$300 per student and the commission needs to incentivize the program. He went on to say ECU has never gotten near the four percent (4%) increase as suggested from Motorcycle Safety Foundation (MSF). He would like the language to show "meets or exceeds" what is expected and to open it up to multiple types of curriculum through possible multiple contracts. He thought maybe awarding the Area Development Districts (ADD) would possibly be an option.

Donna Jones of the Kentucky Justice and Public Safety Cabinet reminded the Commission that managing multiple awards would be problematic as the Cabinet does not have the funds or the manpower to manage multiple award for motorcycle safety education. When asked about the possibility to awarding two agencies; one represents the eastern part of Kentucky and the other representing the western part of Kentucky. She replied it would be in the best interest of the Commission to have only one award. The new awardee could establish their program in an east and west type division and simply create a form that would show trainings in both areas. Jay brought up the possibility of the Commission

hiring a secretary who would handle an outside contractor. The Commission could award two, one for the KMP and the other for a secretary. Chair Hanlon stated ideally the Commission only wants one contractor.

Jay made a motion to accept the RFP but Donna requested they wait until the December 2015 meeting as the Justice and Public Safety Cabinet has not had the opportunity to review the suggested changes. Jay then motioned to approve the RFP based on the JPSC review for final discussion at the December 2015 meeting. Dean seconded the motion. All were in favor.

• Other

Will ECU use MSF's new curriculum? Chris stated he wants to get with the trainers across the state to discuss. The Commission inquired anyone other than Lexington was offering the ARC course. Chris stated not currently. He went on to say they did have an ARC course in Richmond with only three (3) people signed up as that course often brings just a few participants. When asked if he believe the military has a greater turn out for the ARC, Chris replied yes because the military requires completion of the course within a limited timeframe.

The discussion then moved to how long it will take to transition over to using the new curriculum and how long the course would take. It was said they would begin next summer and finish the transition by the end of the season as they only have two (2) trainers. The Commission asked about Tim Cody training. Chris stated he believe Tim's credentials may have lapsed. Chris did say they could use trainers from out of state if need be. When asked if the paperwork would be affected while some train using the old curriculum and others use the new curriculum, Chris said no paperwork would be affected. Additionally he stated the outcome of using the new curriculum shows an increase in knowledge, understanding and actual riding abilities. Evelyn confirmed the new training is more rigorous and beneficial to the safety of the riders.

Future Meeting Dates

Tentatively:

- ✓ 12/14/2015
- ✓ 03/14/16
- ✓ 6/13/16

Motion to accept the tentative Commission meeting dates was made by Jeanie and seconded by Glenda . All were in favor.

Adjourn

Dean moved to adjourn today's commission meeting; Jay seconded the motion and all were in favor.