

## **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  
December 10, 2012**

**Commission Members Present:** Chairman Steve Hanlon, Dean Broaddus, Glenda Hobbic, Capt. Fred Williams, Jay Huber, Larry Cox and Mike Scrivner.

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

**Guests Present:** Harold Hobson, Dr. Terry Kline, Bob Heckel,

### **Greetings and Introductions**

The December 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.

### **• Prior Meeting Minutes and Reports**

The minutes for the September 10, 2012, KMSEC meeting were distributed. Only corrections to the September meeting minutes include the spelling of Mr. Gary Lind to Mr. Gary Layl and from Balanced Dynamics to Balance Dynamics. Mr. Jay Huber motioned to accept the meeting minutes with those corrections. Mr. Mike Scrivner seconded the motion. All were in favor.

### **• Sub-Committee Reports**

No sub-committee reports at this time.

### **• General Updates**

#### **Program Policy and Procedure Manual**

Chair Hanlon stated the new policy and procedure manual was received last night and did not have the opportunity to review before today's meeting. He noted that highlighted changes in blue represent Eastern Kentucky University (EKU); changes in green represent Ms. Tanya Dickinson's changes and changes in yellow represent Mr. Huber's changes. Ms. Dickinson noted that EKU had made the changes as requested from September's meeting but due to the size of the document, her e-mail had not allowed it to transfer, and she had not received it until late last week.

Although these changes address all prior concerns of the Commission, some new concerns of Commission members include but are not limited to the following:

### **Extended BRC**

Since Commission members have not seen this language until now, Commission members were seeking clarity of what exactly does Extended BRC mean.

Dr. Kline responded that it basically represents private training and went on to say that in keeping with the Motorcycle Safety Foundation guidelines, he wanted policy and procedure language to be all inclusive. MSF provides for special classes to individuals for private training who are not comfortable in a group setting or are having scheduling conflicts. Unsure of where to place this language in the document, he contacted MSF and was able to include private training through the extended BRC course.

Although the commission is not opposed to private training, they were concerned how it was written in ECU policy and procedure manual as it could easily be interpreted that those individuals would not be entitled to receive their course completion card. Dr. Kline went on to say that most times individuals who take private lessons only take one of the two required phases of BRC, therefore are not entitled to a completion card.

Dr. Kline went on to say that this program is designed to be completed in a group setting giving individuals the necessary interaction with other drivers on the roadway which is very beneficial for motorcycle safety. While ECU does not encourage private training as it is not cost effective for the individual, they believe for the individual who counseled out or dropped out, private training would be advantageous and would improve student skills.

Commission members agreed that private training should be allowable and requested Dr. Kline to revise the language to clearly show that individuals in private training must satisfactorily complete all components of the BRC or BRC2 course in order to receive range/completion card.

### **Press Releases**

Mr. Huber cited the greatest criticism with the Kentucky Motorcycle Program is the lack of press releases with only one in May and the other in September. He expressed the desire to see more press releases promoting the program, however, with more details of the program. Many members agreed that due to milder Kentucky weather, many riders often begin riding earlier than May. According to Dr. Kline, ECU selected May and September because, historically, ECU found a lull in program participation during those months and decided press releases at these times would draw in more potential participants. Mr. Broaddus questioned sending out flyers or cards in addition to press releases. Ms. Hobbic suggested offering motorcycle courses free of charge to high school students as a means of promoting increased interest among the younger riders. It was shared that this course is currently free to riders under 18 and that circuit clerks gives young drivers information cards on the Kentucky Motorcycle Program. Another suggestion was adding more information at the end of the Kentucky Motorcycle Manual which can be found on the Kentucky State Police website, although, a potential problem is that most young riders would not take time to read the manual. One suggested designing it in a way to appeal to the young riders. It was concluded that the most popular and effective method of

getting the KMP program information into the hands of potential participants is to hand the drivers KMP information cards when they get their licenses. It was also decided to increase the number of press releases from the current number of two (2) to five (5) press releases per year; to be released from March through November.

Chair Hanlon stated that overall changes to the policy and procedure manual were minor; he expressed his appreciation to Dr. Kline for all his hard work. It was unanimously decided that notes in blue will be removed and replaced with notes in green. Motion to accept as submitted with recommended changes was made by Mr. Cox and seconded by Mr. Scrivner.

### **Program RFP**

Ms. Tanya Dickinson led the discussion on the Request for Proposal, beginning with the statement that this RFP was designed much like other grants managed by the Kentucky Justice and Public Safety Cabinet. She explained the components of the RFP opening with the introduction and purpose based on the Kentucky Revised Statutes and the motorcycle program. Continuing, she briefly explained the administrative requirements along with the application format. Ms. Dickinson stated that the Program Design was based on what she understood the Commission wants in this program and as a result this section was given the most points in the application.

She explained the application review process, announcing that all submitted applications will go through a review process with members and staff reviewing and scoring all applications. The Commission members would each review the submitted applications and be given access to the electronic grants management system (egms). Once all the reviews/scores are received, applicants' scores will be averaged. If additional information is needed and based on the total averaged score, the Commission could seek additional information prior to the award decision.

She explained that most awards go to the applicant who receives the highest score but that is not always the case. Any decisions to fund an agency who did not receive the highest score, will need clear documentation stating why the selected applicant is being recommended as all recommendations will be reviewed by the Cabinet Secretary and/or the Governor's Office.

Ms. Dickinson went on to say because this application is new, often times an applicant conference is made available. However, questions related to this grant proposal could be answered by posting applicants' questions with responses on the KMSEC webpage under the Grants Management Branch.

This application would go live in early January 2013 with a due date of mid-February. Application reviews will take place at the March meeting. Ms. Dickinson opened discussion for suggested changes, desires and questions on this presentation and responded accordingly. She did say that the General Counsel would need to review this RFP prior to opening up to potential applicants, which has been determined to be state, local and non-profit agencies.

Motion to adopt the RFP as submitted upon General Counsel's review was made by Mr. Huber and seconded by Mr. Broaddus. All were in favor.

## **Student Registration Software RFP**

Ms. Dickinson explained that Kentucky has a master agreement with a contractor to provide e-commerce software solutions. She went on to say that since September's Commission Meeting, both she and Donna Jones had met with the contractor to discuss the Commission's desire for an online registration program. She said the contractor has seen the MSF online program and can develop a program similar to MSF's registration process. A demo could be available at the next Commission meeting in March. If the contractor determines they can't do the project, the Commission can seek another vendor.

Chair Hanlon brought the new Commission members up to date on what the Commission has already done as it relates to investigating an online registration program. He believes an online registration program will reduce the no shows and class cancellations when participants initiate the motorcycle safety education registration.

Ms. Dickinson said that cost for obtaining an online registration software program is not an issue considering the Commission has a balance of \$1.4 million dollars available. She mentioned that should the Commission use the contractor with Kentucky, JPSC would be looking at a couple of types of site providers to provide testing on the new system.

### **• Future Meeting Date**

Future Commission meeting dates to be held on the second Monday of the last month in the quarter from 10am to 12pm, and are as follows:

March 11, 2013,  
June 10, 2013,  
September 9, 2013, and  
December 9, 2013

Mr. Broaddus moved to accept the schedule and Mr. Cox seconded the 2013 meeting dates. All were in favor.

### **• Budget Modification to Current Award**

Within the Commission packet of information, Dr. Kline explained that two of their employees had retired from previous government employment, but due to changes on the length of time from retiring to returning to work, ECU had incurred an \$18,000 charge. ECU made recommendation that rider coaches now be considered contract employees to prevent incurring the same charges in the future. He explained that this does not reflect actual budget total changes just a line item move within the budget. Ms. Dickinson explained that current language requires awardee to request a budget modification when per category changes exceed ten (10) percent.

Mr. Cox made motion to accept budget modification and the amendment of the award conditions to now say to total award. Chair Hanlon seconded the motion. All were in favor.

## **General Information**

Mr. Scrivner reminded the Commission of his task to present the number of motorcycle permits and licenses issued from fiscal years 2011 and 2012 from the Kentucky Transportation Cabinet.

In 2011, the number of motorcycle permits issued was 23,851 compared to 21,276 issued in 2012. In 2011, the number of motorcycle licenses issued was 44,779 compared to 46,241 issued in 2012. Although the number of permits had decreased from one year to the other, the number of licenses issued increased, indicating Kentucky is moving away from individuals holding permits and on to getting their motorcycle endorsement.

Chair Hanlon mentioned the time when previous member Capt. Lucas provided the number of crashes involving motorcycles, giving the Commission a better understanding on motorcycle safety. He also said he would like to have the current statistics involving motorcycle crashes and requested Capt. Williams to provide those statistics, as he believes this information would be very beneficial to the Commission. Capt. Williams gladly accepted that task.

Chair Hanlon announced that both he and Mr. Huber had taken the BRC2 course since the September meeting and said that both men had learned something new and highly recommended other Commission members to take advantage of courses offered in Kentucky. Capt. Williams stated that he had taken the BRC course, agreeing to the benefits of taking the motorcycle safety course.

### **• Future Meeting Date**

Next regular meeting will be Monday, March 11, 2013.

### **• Adjourn**

Motion to adjourn today's meeting was made by Mr. Cox and seconded by Mr. Huber. All were in favor.