

**KENTUCKY MOTORCYCLE SAFETY EDUCATION COMMISSION**  
**July 20, 2009**

**Commission Members Present:** Steve Hanlon, Chair; Tim Cody; Tim Lucas; Larry Cox; and James Huber

**Commission Members Absent:** Michael Scrivner and James Wiseman

**Justice and Public Safety Cabinet Staff Present:** Deputy Secretary Charles Geveden; Vickie Wise, General Counsel; Tanya Dickinson, Grants Management Branch; and Marlene Mundine, Office of Legislative & Intergovernmental Services

The meeting was called to order by Mr. Steve Hanlon, Chair. Mr. Hanlon began by ensuring members had each received a copy of the legal opinion written by Vickie Wise, General Counsel, Justice & Public Safety Cabinet and gave members the opportunity to ask questions.

As there were no questions regarding the opinion, Mr. Hanlon addressed the issue of reporting requirements for the motorcycle safety grant and the need to receive reports in a timely manner. Tanya Dickinson stated that she had received the most recent report from the Transportation Cabinet and that it met statutory requirements. Larry Cox expressed his concern for accountability in reporting. James Huber inquired if it would be possible to see reporting that shows actual expenses as opposed to only budgetary costs. Ms. Dickinson explained that while the statute does not define the format for reporting, additional information from monthly reports can be included in the quarterly reports to the Commission.

Ms. Dickinson explained that with a new Request for Proposal (RFP) or contract, the Commission can establish more specific requirements for expenditures and reporting. Ms. Dickinson also explained that the Commission can choose to allow the grantee to request to move funds within categories up to a certain percent. Captain Tim Lucas stated that, from his previous experience managing grants, projections are made a year in advance and there is often the need to make minor adjustments within budget categories. Ms. Dickinson stated that most federal program rules allow for up to a 10% move before requiring a request for modification of the grant.

Mr. Cox remarked that he would prefer quarterly reports that are submitted within thirty days of the conclusion of the quarter. Captain Lucas agreed. Ms. Dickinson agreed to the addition of columns to show performance to date for actual expenses and number of students trained.



Mr. Cox made a motion to have the Kentucky Motorcycle Safety Program at Eastern Kentucky University provide quarterly reports which show present information including actual outlays to be submitted within thirty days of conclusion of each fiscal quarter. Mr. Huber seconded the motion and all members were in favor. Deputy Secretary Geveden suggested columns that show quarterly as well as year-to-date information.

Mr. Huber inquired about the specific amount remaining in the fund for the program. Ms. Dickinson stated that she would run a report and inform members but that it is always a rolling balance.

Mr. Hanlon remarked that there is a need to get more people into the program. Deputy Secretary Geveden inquired if training was required by statute for obtaining a motorcycle license and was informed that it is not required. Deputy Secretary Geveden inquired about the length of the course. Mr. Cody stated that the basic course is a weekend course and the experienced course is only one day.

The use of brochures was discussed. Ms. Dickinson indicated that E.K.U. has a \$3000/year printing budget. Mr. Cox expressed concern for updating the website with accurate information on the safety courses. Ms. Dickinson inquired if that was something that should be maintained by the training provider or someone else. Mr. Huber stated that the site locations and contacts needed to be updated.

Deputy Secretary Geveden inquired about any changes in requirements for obtaining a motorcycle license. Captain Lucas indicated there had been no recent changes. Deputy Secretary Geveden asked if it would be practical to require the basic skills course before obtaining get a license. Mr. Cox stated he thought it would be a legislative challenge to do so. Mr. Cody indicated some states have done so.

Mr. Huber made a motion to form a subcommittee of three to produce guidelines for a Request for Proposal and/or program requirements for the Motorcycle Safety Program. Mr. Cox seconded the motion and all members were in favor. Members appointed to the committee included Mr. Tim Cody, Mr. James Huber and Mr. Steve Hanlon, Chair.

Mr. Cody made a motion to form a subcommittee to review possible changes in statutes and/or regulations. Mr. Cox seconded the motion and all members were in favor. Members appointed to the subcommittee included Mr. Larry Cox, Mr. James Huber, and Captain Tim Lucas, Chair.

Captain Lucas made a motion to continue the contract with Eastern Kentucky University through the current state fiscal year with the option for this Commission to review their program guidelines and establish requirements for



their reporting procedures to become effective January 1, 2010. Mr. Huber seconded the motion and all members were in favor.

Mr. Huber made a motion to authorize up to three hours worth of time to update the current Kentucky Motorcycle Safety & Education website with current contact persons, phone numbers and email address that he would provide. The motion was seconded by Captain Lucas and all members were in were in favor.

Mr. Cox requested that Ms. Dickinson conduct a tutorial at the next meeting on the source of funds for this program to include amounts generated annually by fees and any other sources.

The next meeting will be held at 10:00 a.m. on Monday, September 14, 2009 at the Justice & Public Safety Cabinet. Future meeting dates were also set as follows:

December 14, 2009  
March 15, 2010  
June 14, 2010  
September 13, 2010  
December 13, 2010

The meeting was adjourned.

