

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 9, 2014**

MINUTES

Commission Members Present: Steve Hanlon, Dean Broaddus, Larry Cox, Jay Huber, and Glenda Hobbic

Members Not Present: Doug Marshall, Capt. Fred Williams

Guests Present: Bob Heckel, Karen Jones Cody, Tim Cody, Christopher Millard, Don Green, Stanley Allen, and Evelyn Mynes

Justice and Public Safety Cabinet Staff Present: Tanya Dickinson, Rosaland Moss and Ruth Edwards – Grants Management Branch

- **Greetings and Introductions**

The June 9, 2014, meeting of the Kentucky Motorcycle Safety Education Commission (KMSEC) was called to order by Chair Hanlon, who welcomed all guests. An agenda and supporting materials were distributed for review and discussion.

- **Justice Staff Changes**

Ms. Dickinson introduced Grants Management Branch staff members Rosaland Moss, who will be the Financial Analyst and Ruth Edwards, who will be the Program Coordinator for the grant award.

- **Prior Meeting Minutes and Reports**

The minutes for the March 10, 2014 KMSEC were distributed. Mr. Huber made a motion to accept the meeting minutes with a minor change to the third page under the heading "Maintenance" to change the name "Bob Greene" to "Don Greene"; Mr. Broaddus seconded the motion. All were in favor.

- **EKU Program Update**

Ms. Dickinson sent emails regarding personnel transitions at ECU the first of May. Dr. Klein is retiring next year and a replacement has not yet been named. Dr. Klein is still running the program until August 15; the current contact is Department Chair Tom Schneid.

There has been discussion about what to do with the program, including talk of termination; however, Dean Pogatshnik did not seem to have a desire to terminate. Chair Hanlon and Ms. Dickinson met with Dan Ault, et al, regarding Commission concerns, which were mostly addressed but not all. There have been no complaints regarding the quality of instruction, coaches etc. Mr. Cox stated that the biggest issue has been unresponsiveness to concerns. Ms. Dickinson will collect questions from Commission members and provide them to the new Program Manager

EKU personnel issues are not under the control of Commission; however, it has been stated that the university plans to move quickly toward resolution. Ms. Dickinson emphasized that, as part of the award oversight, the Justice Cabinet's role is to ensure that there are sufficient resources and qualified personnel in place. Chair Hanlon stated that moving forward the Commission will take a critical look and make decisions as to where the program will be based. He does not want students to not be able to take classes for the next six months. The Commission will decide within the next six months whether to put forth another RFP. Mr. Huber stated that the RFP needs some rework. Ms. Dickinson advised that if there are major changes to the RFP the process will have to start from scratch.

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

- **Student Registration Software**

Ms. Dickinson stated that the Motorcycle Safety Foundation is working diligently; the goal is now to have it up for next year.

- **Media Plan**

The Media Subcommittee has not met since the last Commission meeting. A question was posed about insurance discounts; Mr. Green stated that any discount would be up to the insurance providers

Mr. Green has been in contact with several dealerships; many said they didn't know who to contact regarding motorcycle education.

Ms. Mynes stated that the website should generate quite a bit of interest. The website and social media campaigns are ongoing. The web address is rideky.net; Facebook is under KY Motorcycle Program. There is also a presence on MySpace and Twitter,

Site coordinators take brochures to county clerks when they go out. The brochure is the same except it has the new website on it. Ms. Dickinson asked for package of new media materials; electronically is better but hard copies okay. Posters have been placed in markets.

- **Other**

- **Training**

Current instructor count – approx. 98

- **Site Updates**

Chair Hanlon stated that Ashland is back online; Madisonville is unlikely to come back – they still have a range but their rider coach decided not to return; Paducah Community Tech decided not to run a program; Paducah Four Rivers is still on board; Ft. Knox – Dr. Klein is exploring the possibility with the

thought to expand the program beyond the military. Ms. Mynes stated that the Fayette County Attorney's Driving Education Course allows their car area on Old Frankfort Pike to be used as range; all classes have been full. Rupp Arena area no longer used due to construction

Helmets:

Mr. Broaddus stated that if helmets are outdated, the Commission is liable. Ms. Dickinson asked Ms. Mynes to take this concern back to the appropriate personnel. Mr. Allen stated that 100 helmets were recently picked up from the supplier in Prestonsburg, bringing the total on hand to about 200. New helmets were supplied to Walton, Ashland, and Georgetown; it is unknown whether all other sites are in line to get helmets. Ms. Mynes advised that the decision as to distribution has not been made due to sudden recent changes in administrative staff. Hopkinsville doesn't need helmets; some others do not either. This needs to be checked into further;

Inventory tracking was discussed. It was determined that the Site Provider should take inventory at the beginning of each year, including the condition and expiration of each helmet. The Commission has funds to replace any as needed. ECU should account for helmets purchased, including the date of distribution and expiration date per an established standard such as manufacturer's suggested expiration date. Ms. Dickinson requested a copy of the policy and instructions for destruction of expired and worn helmets.

Status of Bikes/Scooters

No one has requested one but they are still available.

Administrative Update

At the September meeting the Commission will meet the new Program Director and take a look at how they will proceed. The current RFP was issued with three optional one-year renewals; by the September meeting there should be an indication if ECU wants to renew. The Commission will need to decide if it wants to allow a renewal or do new RFP for next riding season.

Ms. Dickinson will email members the Policies and Procedures and a copy of the most recent RFP. She stated that if there are no major changes needed, the RFP can be issued right after the first of the year. If the Commission determines that major changes are needed, a special meeting can be called to iron them out before the first of the year.

• Adjourn

Motion to adjourn was made by Larry Cox and seconded by Steve Hanlon. All were in favor.

