

# Motorcycle Safety Education Commission Meeting Minutes

July 23rd, 2018 10:00am

KSP Academy Coffee Tree Rd. Frankfort, KY

## Commission Members Present:

Steve Hanlon  
Major Fred Williams  
Jeanie Petty  
Joe Altobellis  
Glenda Hobbic

## Justice Cabinet Representatives

Jay Huber  
Stacy Woodrum

## Guests:

David Newman, Jason Motz, Tim Jenne, Karen Cody, Tim Cody, Bill Meister Jr., Bill Meister III, Richard Epley, Lila Payne, Bruce Young, Jennifer Reinbold, Steffen Smith, Jim Bentley, Josh Bentley, Theresa McFadden, Michelle Richmond, Shane Richmond, Bailey Petty

## Open Session:

**Program Status** – Eight sites are approved at this time. Kentucky driving school is waiting for motorcycles to become available from EKU to get started offering classes. Discussions are ongoing to bring Elizabethtown, Owensboro and Ashland KCTCS schools on board as well as Morehead University. Elizabethtown is interested in offering the classes as well as being a host for coach trainings. Morehead has expressed interest in letting Tim Cody or another provider use its facilities but not take on running the program internally. There has been additional discussion to try and find at least 2 more site providers to make running an RFP feasible. Four Rivers HD is still on board and waiting for release of a new RFP. ABATE of Indiana is looking into the possibility of offering classes in KY as well as some of the other dealers on the border.

Discussion of how we might be able to move to a sole source method of approving site providers instead of an RFP. There is a need to bring on more providers especially in the Pike and Daviess County areas by recommendation of the KYDOT in order to help secure some of the federal funding towards rider safety.

**RFP for underserved areas** – Motion to let the RFP as soon as 3 or more potential site providers have formally expressed interest in coming on board. The RFP would match the previous one with only the named areas being changed. Motion by Glenda Hobbic, seconded by Jeanie Petty and passed

**Skills Waiver Cards and Reciprocity**– Cards have been printed and ready to be distributed to the site providers after the meeting. Examples were passed around the room. County Circuit Clerks association has been made aware of the new cards and that we are working on the administrative regulations to formalize the process. As of right now after discussions with the KYDOT they will accept rider training courses from out of state provided the course is NHTSA compliant and used by that state for a skills waiver as well.

**Brochures** – Mike Wynn at Justice has approved the final version of the generic version of the brochure that can be used by the site providers should they wish to. Can potentially be printed with each site provider’s logo and contact info through the prison industries print shop. Waiting to go to print until the final website and phone numbers are decided.

**Social Media** – Discussions to open up Facebook, Twitter and other social media outlets for official announcements and site locations. Have received the go ahead to get things started from the communications department however official posts will need to be run through the Communications department before posting.

**State Website** – Kentucky Interactive was invited to the meeting but could not attend. Discussion of the original meeting with KI’s representative of Scot Williams and Carlos Luna. Talked about the outline that was given to KI and the items that were requested including taking registrations and payments online for the courses. The site is using the skeleton of the KSP website for taking driver’s test and will replace with our information. KI has delivered a user story but we are waiting for the official Statement of Work from KI to get everything going. Major Williams discussed how the KSP is set up to work and how it interacts with the Circuit Offices.

Some of the site providers in attendance expressed questions and concerns over how the website will work. Shane Richmond asked if it would be required to use the state website for registrations and the answer was yes. It is laid out in the contract and RFP. Lila Paine asked about the notification to students being notified that tuitions were non-refundable and the answer was yes that it would be part of the information posted on the site.

Benefits were discussed as to the consolidation of information, reduction in paperwork and more automation with the administration of the program. There is also the need to for website to help manage the program in the most efficient way possible.

Jen Reinbold from Harley Riding Academy expressed concerns over whether the Harley SMS and the state website will be able to talk with each other. KI has been asked to see if that is an option but it is not yet known at this point. However, whatever the answer would be the state website will always take precedence.

**Site Provider Invoicing / Reimbursements** - Stacy Woodrum answered questions about the need to send the student tuitions through the state treasury and comply with KRS 041.070. Various ideas were offered as well as concerns as to how to possibly work around the statute

but all such ideas would have still been in violation of the KRS. Questions were raised as to how EKV was not required to comply with the KRS but without further research it was unknown if they were exempt or not in compliance with the statute.

There were also questions raised as to the logistics of how the site providers were to comply with other aspects of the KRS, specifically that all payments need to be made directly to the state treasury and that state and business funds cannot comingle. Due to the questions about how we properly comply with the KRS the site providers will be instructed to continue as they had previously regarding the student tuitions. Once new information is available the process will most likely change and that will be sent out via email to the providers.

**EKV Equipment** – Discussion of the interagency transfers as an option to the KCTCS schools as well as working through a 501(c)(3) corporations to direct the equipment to specific sites for an agreed upon price. Prices will be set based upon blue book and condition. Any equipment left over after the sites will be sent to auction through the Division of Surplus Properties. Concerns were raised over how long the bikes have been sitting in the containers at EKV and possible damage from that. When the official list of equipment is available it will be sent out to the site providers to see which units they may want to try and acquire.

**MSF Updates** – Talked about the need to start moving towards the new curriculum and for new instructors. The BRCU will try to roll out over the next year or so as ranges are ready to repaint and reconfigure their ranges. New coaches are being referred to the closest sites to do job shadowing to make sure the prospective coach is fully aware of all expectations.

Quality Assurance questions were raised by Steve Hanlon. Plan is to have as part of the Train the Trainer contracts to include site inspections by those experts to insure each site and coaches are in compliance with the rules of the governing bodies (eg. MSF, Total Control, etc..) Steve Hanlon also discussed the option of doing peer to peer reviews as well.

Bill Meister asked about the options regarding the classroom options under the BRCU. There are several ways to deliver the curriculum that are approved by MSF and it was as an option to the site providers as to which way they prefer to deliver that instruction.

**IRETS / SMSA** – There was a request from 3 rider coach instructors to be able to attend the MSF IRETS conference in Las Vegas and for Jay Huber to attend the SMSA conference in Sacramento. Discussion as to the benefits of attending the conferences. Motion made to expend up to \$10,000 to attend both of the conferences by Jeanie Petty and seconded by Glenda Hobbic. Motion passed.

**Administrative Regulations** – Discussion as to specifics as to items and clarification as to what will need to be worked into the regulations. Handouts of the current draft were distributed and discussed.

Section 3 - Steve Hanlon mentioned the need to add Evergreen three-wheel curriculum as one of the approved courses.

Section 4 – Discussion of the compliance with the current KRS as to the need to run a DMV check to make sure an instructor’s license has not been suspended in recent years. It was decided that the Justice cabinet will run a DMV check once every four years and for new instructors. All instructors would be required to sign the current state disclosure form that requires them to inform the state if they are arrested for a violation other than minor traffic incidents unless that incident could potentially cause loss of license due to points. A standard job application form will be used for new instructors.

Section 6 – Fees

- Discussion of whether we can pay for out-of-state riders and was decided to reimburse for those students pending a legal opinion as to whether that was legal or not?
- Students who start but do not complete the course discussion. Motion to amend the contracts to reimburse the site providers for students who start the course but do not finish for some reason at \$200 per student by Jeanie Petty seconded by Glenda Hobbic and passed.
- Discussion of no shows and whether to pay for those students or not. Concerns over the costs expended by the providers and on the Justice cabinet side for accountability and checks and balances. Other options can be the site providers can have a wait list or to overbook a class to compensate for no-shows. Major Williams motioned to table the discussion until further information can be compiled. Second by Jeanie Petty and passed.
- Discussion of the need for private training to accommodate student schedules. Motion to define private training as a class of 3 or less taking the complete course (i.e. BRC, BRC2, TCARC, etc...). Student reimbursement would remain the same but the tuition cap would be removed by Jeanie Petty and seconded by Glenda Hobbic then passed.

Motion to adjourn open session by Jeanie Petty seconded by Joe Altobellis – passed

Motion to move to into Executive Session by Steve Hanlon, seconded by Jeanie Petty and passed

EKU has counter-offered a proposal that added the Freightliner truck and trailer plus one more of the storage containers from the previous offer. The rest of the items stayed the same. Motion to accept the offer was made by Glenda Hobbic and seconded by Jeanie Petty. Motion passed.

Motion to adjourn the Executive session by Jeanie Petty, seconded by Glenda Hobbic and passed