



**Pee Dee Regional Transportation Authority
Board of Directors Meeting**

**Draft Meeting Minutes
September 21, 2023**

Members Present: Tyron Jones, Carolyn Gause, Judy Alexander, Yolonda Dupree, Hattie Burns, Rebecca Gamble, George Jebaily

Members Absent/Web Viewing: James Jackson, Vivian Rogers, Drew Huggins, Adell McManus-McCoy, Belva Britt

Staff Present: Samantha Mack, Chestly Morris, Ania Giannace Dixon

Guests: None

A. James Jackson called the meeting to order at 12:04 pm

B. Invocation – Judy Alexander

C. Approval of the Agenda:

Agenda, as amended – motioned, seconded and unanimously approved.

D. Approval of the Minutes:

August 17th, 2023 meeting minutes – motioned, seconded and unanimously approved.

E. Public Comments:

None

F. Operations Report:

Chestly Shared the report update. Trend Continues; 21 of 26 areas experiences growth. Trend continues; up 34.29% overall from last year. 5,000 over projected revenue miles of 92,000. Good growth in ridership with new services started in August. Over 1,700 riders per day in the month of August. Numbers have PDRTA historic levels.

Question on comparing PDRTA operational average through past years- will look into.

G. HR Report/Newsletter

Ania shared update. Terminations have gone down compared to last year. Steady flow of applicantes in August. Still hiring several positions; some vacancies filled with later start date. The annual Driver safety meeting was held on Sept. 9th; all drivers were able to attend. Refreshed drivers on ADA requirements and safety procedures. HR discussed open enrollment with drivers. Employee Spotlight, Johnathan Bennett, Gloria Whitehead. Employee of the month awards, James Smith, The people Mover with a Smile Award; Lauren Leonard, Team Player Award. Attended Ruiz food onboarding meeting for language barrier support on PDRTA services.

H. Committee Reports:

None.

I. Old/Current Business:

a. Service Update

- A. Darlington County Internship -- Chesterfield services planned to be expanded in 2024. Delayed by 2 weeks.
- B. Chesterfield County – Public Hearing in Pageland, Jefferson, Mc bee. Another is to be held in Chesterfield. More planning to ensue.
- C. Hartsville Demand/Response- Byerly Foundation providing funding to start Demand/response service in Hartsville, and funds for a new ford Transit van.

b. End of Year Celebration

Don shared information for EOY celebration on December 2nd, 2023, at the Florence Center. Live entertainment and food. Florence Center partnered with PDRTA to hold the event.

c. 50th Anniversary

Don shared that PDRTA is celebrating 50 years in 2024. A celebration will be held on 4/28. A family friendly event for stakeholders and employees. More planning to ensue as the date approaches.

J. New Business:

a. ESL Field Trip – 9/19/23

Ania shared information regarding the 3rd ESL trip she attended in partnership with Florence Adult Education. In the class non-English-speaking students and immigrants learn about public transit, conversational English skills, cultural awareness, etc. Bus ride to Magnolia Mall and Transit Center to provide information as to how to ride the bus, routes, and address language barrier issues. Complies with title 6 requirements for FTA.

b. Meeting with Pee Dee Council of Governments

Don shared information regarding the future collaboration between PDRTA and PeeDee COG. There is a public transportation component to the COG's mission and with the PDRTA in the same service area, looking to mutually benefit.

c. Organizational Chart

Don shared a new organizational chart for PDRTA employment. Don stressed a need for new positions to compensate for PDRTA growth. Reviewed the changes to the positions and organization chart.

Policy – motioned, seconded, and unanimously approved.

d. Classification Plan

Don shared new changes. Pay bands changes in affect for one through seven. Pay bands to be shifted up to one pay band.

Policy – motioned, seconded, and unanimously approved.

K. Executive Director's Comments:

Don thanked the board for their dedication of employees and for the board's direction, allowing us to keep things moving.

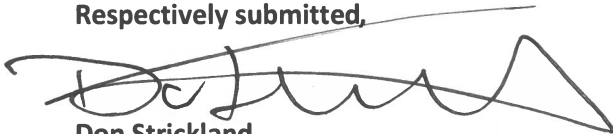
L. Chairman's Comments:

Mr. Jackson thanked everyone for coming the physical attendance makes a difference.

M. Adjournment:

Motion was made, seconded, and unanimously approved. Meeting adjourned at 6:45pm.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'Don Strickland', written over a horizontal line.

**Don Strickland
Executive Director**