

**MINUTES OF THE
GEORGIA DRIVER'S EDUCATION COMMISSION MEETING
June 29, 2015
Department of Driver Services Headquarters, Conyers, GA**

Chairman Blackwood called the June 29, 2015 Georgia Driver's Education Commission meeting to order at 1:00 pm. Those in attendance and constituting a quorum were as follows:

Board Members in Attendance

Mr. Harris Blackwood, Chairman
Mr. Rob Mikell, Vice Chairman
Ms. Frankie Jones
Mr. Wright Edge
Mr. Eddie Rish

Board Members not in Attendance

Mr. Kevin Boyd
Ms. Beth Graham

Non-members in attendance were as follows:

Mr. Josh Turner, Georgia Driver's Education Commission
Ms. Toni Reddington, Georgia Driver's Education Commission
Ms. Kecia Bivins, Georgia Department of Driver Services
Ms. Anna Rhodes, Georgia Department of Driver Services
Ms. Denae Hartsfield, Georgia Department of Driver Services
Mr. Tommy Grant, Georgia Department of Driver Services
Mr. Jim Andrews, Governor's Office of Highway Safety
Ms. Vita Jordan, Governor's Office of Highway Safety
Ms. Lynne Swaney, Georgia Department of Driver Services
Ms. Angelique McClendon, Attorney General's Office

Mr. Rob Mikell led the commission in the invocation. Mr. Harris Blackwood led the commission in the pledge of allegiance to the American flag.

Adoption of Agenda

Ms. Frankie Jones made a motion to adopt the agenda. Mr. Eddie Rish seconded the motion. The motion passed unanimously.

Approval of April 30, 2015 Meeting Minutes

Mr. Eddie Rish made a motion to approve the April 30, 2015 agenda. Ms. Frankie Jones seconded the motion. The motion passed unanimously.

Director's Report

Introduction of new staff

Ms. Toni Reddington joined our staff on May 26, 2015 and has already proven to be a great asset. She is available to assist you with any driver education questions and requests.

Partnership with TCSG

The agreement with TCSG (Technical College System of Georgia) was executed on May 4, 2015. Twenty (20) of the twenty-two (22) colleges in the system have agreed to partner with the Georgia Driver's Education Commission in delivering the driver's education program. This includes seventy-nine campuses throughout Georgia. Some campuses are already conducting

driver's education programs and it is anticipated that the others will begin as quickly as their curriculum materials are delivered. The interest in the program has become evident with the announcement that Wiregrass Georgia Technical College in South GA made on Facebook. Within 2 weeks over 400 students registered for the classes being offered. We are very excited about what the future will bring with this new partnership.

Purchase of Simulators

Purchase orders have been issued for seventy-five (75) Ultra Cockpit simulators and thirty-nine (39) SIMCRAFT simulators. Delivery is expected over the next 12 weeks, in phases, as the units are manufactured. They will be delivered directly to the schools.

Partnership with Georgia Southern

Through our Partnership with Georgia Southern University's College of Public Health, the contract agreement, approved by the board April 30, 2015, has now been executed and the planning phase of the study has begun to determine the effectiveness of driver education in Georgia.

FY2015 and FY2016 Grants

Thirty-six (36) public high schools and twenty (20) technical colleges responded to the request for grant proposals and attended the mandatory grant application training. Thirteen (13) applications were submitted for fiscal year 2015 and thirty-two (32) applications were submitted for fiscal year 2016. Many applicants submitted applications for both years; however, limited funds prohibited grantees from being awarded grants from both years. Those whose programs were not funded have been partnered with technical colleges who will assist them with continuing to offer driver education.

FY2016 grant applications are currently under review and, pending budget approval, will be awarded within the next week.

Thank you to DDS for all of their support assisting the technical colleges with training, certification and ensuring their continued compliance with DDS regulations.

Financial Report

Vita Jordan presented the financial report for FY 2015 for the Georgia Driver's Education Commission (please see the financial report insert for a detailed list of all GDEC expenditures). The FY2015 actual expenditures totaled \$5.2M dollars from a budget of \$5.6M dollars.

Surplus funds after all expenditures: \$487,729.00. The budget for the FY 2015 budget was approved at previous meetings.

Chairman Blackwood proposed using \$450,000 of the surplus to fund scholarships through the Technical College System of Georgia partnership. Ms. Frankie Jones made a motion to allocate \$450,000 from surplus funds to be used to increase the amount of scholarships for use by the Technical College System of Georgia. Mr. Eddie Rish seconded the motion. The motion passed unanimously.

Budget Approval

Josh Turner presented the fiscal year 2016 budget in detail for consideration by the Commission. (Please see attached.) The total budget for FY2016 is \$2,913,895.00 representing a 7.9% operating cost (evaluation contract and anticipated vehicle repairs have been excluded from this total). Mr. Eddie Rish made a motion to approve the budget as presented and the motion was seconded by Ms. Frankie Jones. The motion passed unanimously.

Rules & Regulations

Josh Turner proposed a review of the rules and regulations that were adopted in April 2009.

Rob Mikell suggested we update the format/template to change rules and regulations. He deferred to Angelique McClendon for the process to change any to the wording in previously adopted rules. Standard bylaws for meeting proceedings were discussed and it was agreed that everyone should review the audit conducted by the Department of Audits regarding the adoption of more formal rules for GDEC board meetings.

Current rules and regulations will be sent to legal counsel for review before being adopted. Proposed changes will be forwarded to Ms. McClendon and presented at the next board meeting.

Additional Business

Chairman Blackwood discussed the importance of having participants at the college level attend the 2015 Highway Safety Conference in August. He also encouraged members of the board to attend some of the extensive driver's education tracks and proposed a board meeting during the conference.

DDS Deputy Commissioner Spencer Moore and Kecia Bivins will be giving an overview of TADRA and Joshua's Law. AAA will be giving the overview of the How-to-Drive curriculum and providing valuable insight to the instructors on teen driver education as well as an overview of the research project being conducted by GA Southern University and the Georgia Driver's Education Commission.

Vehicles are scheduled to be delivered within the next few weeks. They will be wrapped and equipped with after-market safety features. The phrase "*Putting young Georgian's safely in the driver's seat*" will be part of the wrap for all Driver Education Program vehicles.

Toni Reddington will forward a list of all awarded applicants to Frankie Jones for distribution to Georgia Teen Driver PRIDE instructors. Ms. Jones recommended extending an invitation, as well as sending an announcement to all of the PRIDE instructors regarding the 2015 Highway Safety Conference. Chairman Blackwood concurred with Ms. Jones and voiced his desire to have as many of the instructors present at the conference as possible.

All board members are required to submit any per diem requests for meeting attendance for June 1, 2014 through June 30, 2015 by July 7, 2015. Board members may submit requests to Josh Turner for reimbursement.

Georgia Driver's Education Commission Meeting Minutes cont'd
June 29, 2015
Department of Driver Services Headquarters, Conyers, GA

Motion to Adjourn

Ms. Frankie Jones made a motion to adjourn. Mr. Eddie Rish seconded the motion. The motion passed unanimously. The meeting was adjourned at 1:34pm.

Minutes respectfully submitted by Toni Reddington.

Georgia Driver's Education Commission Meeting Minutes cont'd
June 29, 2015
Department of Driver Services Headquarters, Conyers, GA

Attachments

FY 2015 Financial Report (as presented)

Georgia Driver's Education Commission	
FY 2015 Financial Report (6/29/15)	
Personal Services	67,244.80
Regular Operating	171,068.83
Travel	1,918.12
Equipment	1,865,750.00
Computer Charges	2,268.90
Real Estate	12,470.02
Telecommunications	1,576.70
Contracts	2,071,063.01
Grants	984,060.00
Expenditure/ Encumbrances as of 6/29/15	5,177,420.38
FY15 Budget	5,665,150.00
Expenditures	(5,177,420.38)
Funds Available	\$ 487,729.62

FY 2016 Budget (as approved)

GDEC 2016 Budget by Cost Category	
Personal Services Total	\$ 115,600.00
Regular Operating Total	\$ 60,500.00
Travel Total	\$ 23,550.00
Equipment Total	\$ 10,000.00
Contractual Services Total	\$ 1,772,272.00
Per Diem and Fees Total	\$ 6,300.00
Telecommunications Total	\$ 2,000.00
Rent and Real Estate Total	\$ 11,157.00
Grants	\$ 912,516.00
Total	\$ 2,913,895.00

Budget proposal represents a 7.9% Operating Cost when the research/evaluation contract and anticipated vehicle repairs are excluded and a 13.1% Operating Cost when the research/evaluation contract and anticipated vehicle repairs are included.