

Pender Adult Services (PASTRAN) Transportation Advisor Board (TAB) Meeting

Thursday, October 16, 2025

Meeting Notes

In Attendance: Leah Benefield, Roberta (Bird) Bost, Sam Boswell, Kristen Dombrowski, Wesley B. Davis, Adrian Smith, Ke'Anda Hall, Cathy Guidry

Absent: Virginia Norris, Tommy Batson, Kayla Lanier, Laura Marbury

Meeting called to order at 10:38.

Introduction of members and staff

Old Business:

1. Cathy has completed all of the director training that was paid and provided for by NCDOT.
2. The secretary position still remains vacant. Board members are encouraged to share recommendations or express interest in the role. This role is essential to support accurate recordkeeping and board communications.
3. A 2024 Ford Transit Passenger van equipped with a lift will be here at the end of this week. It will be replacing one of our older vans. We are still waiting for the other four replacement vans that were on back order. Expected delivery will be next year.
4. All documentation for the three grants for the current fiscal year have been successfully completed and submitted. All submissions were made in accordance with the respective deadlines and grant requirements.

New Business:

1. Changes have been made to the transportation office staff: Jada Boykins is no longer with us as the Dispatcher/Administrative Assistant. We are actively looking for someone to fill Jada's position.
2. There has been a few additions to the driving staff to support service demands and improve scheduling flexibility.
3. Training: Ke'Anda and I have received multiple training. Courtney Turner has become our Lead Driver she has attended PAT (Passenger Assistance Training). Ke'Anda and the drivers will be attending an all-day training and ROADEO in Kenansville on Saturday to receive yearly training. All drivers who needed CPR and First Aid Training have received it excluding the three new hires. Date have been set up for the new hires to get the CPR and First Aid Training.
4. We have found out that every county in the state has received opioid settlement funding. I had the chance to talk with someone from that committee as well as some people from the county to see what we could do about getting another van from these funds. If we get the funds the van will be used to take riders to treatment as well as drug court. Applications are in the process of being created we will apply when they become available.
5. Our biggest issue well concern right now would be not having enough fleet to meet the demands of the community. We have increased our ridership now we run into the issue of not being able to meet all demands.
6. Customer concerns have been not meeting their appointment times due to the demand of rides.

Data for 2024/2025 Fiscal Year: (see attached sheet)

- **Days of Service:**
- **Fares Collected:**
- **Service Miles:**
- **Total Passenger Rides:**
- **In County Rides:**
- **Out of County Rides:**
- **Unduplicated Riders:**

Financials were presented:

1. 5310 Grant
 - Total Amount: \$1800,000
 - Federal Share (50%): \$90,000
 - Local(County) Share(50%): \$90,000
2. 5311 Grant
 - Total Amount: \$227,261
 - Federal Share (80%): \$ 181,808
 - NCDOT Share (5%): \$11,363
 - Local (County) Share (15%): \$34,090
3. ROAP Grant:
 - Total Amount: \$168,553
 - EDTAP: \$76,693
 - Elderly over 60 and disabled: \$12,137
 - Employment: \$79,723
 - Rural General Public (RGP)

Future Meetings for the fiscal year:

Thursday, January 8, 2026

Thursday, April 2, 2026

Meeting was adjourned at 11:52