

**MINUTES OF THE
GEORGIA DRIVER'S EDUCATION COMMISSION MEETING
April 30, 2015
Governor's Office of Highway Safety Conference Room**

Chairman Blackwood called the April 30, 2015 Georgia Driver's Education Commission meeting to order at 10:15 am. Those in attendance and constituting a quorum were as follows:

Members in Attendance

**Mr. Harris Blackwood, Chairman
Mr. Kevin Boyd
Ms. Beth Graham
Mr. Eddie Rish**

Members not in Attendance

**Mr. Rob Mikell, Vice Chairman
Mr. Wright Edge
Ms. Frankie Jones**

Non-members in attendance were as follows:

Mr. Josh Turner, Georgia Driver's Education Commission
Ms. Kecia Bivins, 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

Adoption of Agenda

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

Approval of March 9, 2015 Meeting Minutes

Mr. Kevin Boyd made a motion to approve the March 9, 2015 Agenda. Mr. Eddie Rish seconded the motion. The motion passed unanimously.

Approval of Mission Statement

A proposed mission statement was provided by GDEC staff:

"The mission of the Georgia Driver's Education Commission is to maximize participation in driver's education and training to reduce motor vehicle accidents by making driver's training accessible and affordable to all Georgians."

Mr. Eddie Rish made a motion to approve the mission statement as presented. Ms. Beth Graham seconded the motion. The motion passed unanimously.

Budget Amendment

Chairman Blackwood presented the budget amendment. As the end of the state fiscal year approaches, it is necessary to amend the budget by decreasing the amount of funding for operational costs by \$300,000 and increasing the funding for grants by \$300,000.00.

Ms. Beth Graham made a motion to approve the budget amendment. Mr. Kevin Boyd made a motion to second the motion. The motion passed unanimously. A copy of the budget amendment is attached to these minutes.

Approval of Purchase of Simulators

GDEC Director Josh Turner presented two driving simulator packages for approval.

The first package from Apex Industries, a Georgia company, proposed the purchase of 40 AUTO 3 Driving Simulators at a unit price of \$22,500. The cumulative total is \$900,000.00

The second package, from Simulator Systems International, proposed the purchase of 75 Ultra XL Driving Simulators at a unit price of \$12,680, 10 Distracted Driving Simulators at a unit price of \$1,200 and 25 instructor components at a unit price of \$1,200. The cumulative total is \$998,875.00.

Anticipated additional charges for delivery, set-up and operating training should not exceed \$175,000 for both packages.

Mr. Kevin Boyd made a motion to approve the purchase of both simulator packages. Ms. Beth Graham seconded the motion. The motion passed unanimously. A copy of the proposal package is attached to these minutes.

Approval of Georgia Southern University Research/Program Evaluation

After a presentation from Dr. Stuart Tedders and Dr. Robert Vogel with the Jiann-Ping Hsu College of Public Health at Georgia Southern University at the June 14, 2014 board meeting, GDEC staff has continued in discussion with GSU personnel to conduct a research and evaluation study to determine the effectiveness of the GDEC programs and to develop a scope of work for the project. The proposal is a two-step process that involves a planning contract from May 15, 2015 through November 15, 2015. The primary purpose of this phase would be to develop a sampling plan for obtaining participants. This would include, but not be limited to, enumerating and defining primary endpoints of the study, enumerating and defining secondary endpoints, identifying covariates and confounders (for example region of state for training/region of state for endpoint), sample size computations and sample weights based on proportion of training method and identifying and obtaining necessary information from the state as needed for the study. This phase would also involve the development of a reporting plan and identifying a method for data transfer, storage and security. Lastly, this phase would focus on concerns related to Informed Consent (a process requiring Institutional Review Board approval to conduct a study dealing with minors). A proposal and plan of action will developed for the second phase after the above-referenced challenges are addressed. The total cost of phase one is \$55,418.00.

Mr. Kevin Boyd made a motion to approve the planning contract with the Jiann-Ping Hsu College of Public Health at Georgia Southern University. Mr. Eddie Rish Seconded the motion. A copy of the evaluation summary will be attached to these minutes.

Discussion of Grant Awarding

GDEC Director Josh Turner announced that, with the approval of the GDEC Mission Statement, the Request for Grants Proposals is now ready to be issued. The process will include requiring interested parties to attend grant application training. The applications will then go through a review and scoring process by three reviewers (GDEC Staff, GOHS Finance Staff, and an outside reviewer contracted through the Governor's Highway Safety Association). Accepted applications will then be awarded. An opportunity was given for board members to ask questions about this process.

Motion to Adjourn

Ms. Beth Graham made a motion to adjourn. Mr. Kevin Boyd seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Josh Turner.

Attachment 1

Adoption of Mission Statement

Proposed GDEC Mission Statement

The mission of the Georgia Driver's Education Commission is to maximize participation in driver's education and training to reduce motor vehicle accidents by making driver's training accessible and affordable to all Georgians.

Attachment 2
Budget Amendment

Budget Approved on 3/9/15

| | |
|----------------------|-----------------|
| Total Appropriation* | \$ 5,665,150.00 |
|----------------------|-----------------|

| | |
|---------------------|-----------------|
| Operational Cost | \$ 665,150.00 |
| Grants | \$ 1,000,000.00 |
| Equipment Purchases | \$ 3,000,000.00 |
| Scholarships | \$ 1,000,000.00 |
| | |
| Total | \$ 5,665,150.00 |

Proposed Budget Amendment

| | |
|----------------------|-----------------|
| Total Appropriation* | \$ 5,665,150.00 |
|----------------------|-----------------|

| | |
|---------------------|-----------------|
| Operational Cost | \$ 315,150.00 |
| Grants | \$ 1,350,000.00 |
| Equipment Purchases | \$ 3,000,000.00 |
| Scholarships | \$ 1,000,000.00 |
| | |
| Total | \$ 5,665,150.00 |

Attachment 3

Approval of Purchase of Simulators

SimCraft

AUTO 3 Driving Simulator

- Purchase 40 simulators at a unit price of \$22,500
- Total of \$900,000

Simulator Systems International

Ultra XL Driving Simulator

- Purchase 75 simulators Simulator Systems International
- at a unit price of \$12,680
- Purchase 10 Distracted Driving Simulators at a unit price of \$1,200
- Purchase 25 Instructor Components at a unit price of \$1,200
- Total of \$998,875

We anticipate additional charges for delivery, set-up, and operator training at approximately \$175,000 for both systems.

Attachment 4

Approval of Research/Program Evaluation

GDEC is working with Georgia Southern University's Jiann-Ping Hsu College of Public Health to develop a scope of work for implementing a research/program evaluation. The proposal is a two-step process that involves a planning contract from May 15, 2015 through November 15, 2015. The primary purpose of this phase would be to develop a sampling plan for obtaining participants. This would include, but not be limited to, enumerating and defining primary endpoints of the study, enumerating and defining secondary endpoints, identifying covariates and confounders (for example region of state for training/ region of state for endpoint), sample size computations and sample weights based on proportion of training method, and identifying and obtaining necessary information from the state as needed for the study. This phase would also involve the development of a reporting plan and identifying a method for data transfer, storage, and security. Lastly, this phase would focus on concerns related to Informed Consent (a process requiring Institutional Review Board approval to conduct a study dealing with minors). A proposal and plan of action will developed for the second phase after the above-referenced challenges are addressed.

| | Total Salary & Fringes |
|---------------------------------------|---------------------------|
| Dr. Vogel @ 5% effort | \$9750 |
| Dr. Sullivan @ 10% effort | \$11,050 |
| Dr. Rochani @ 10% effort | \$11,050 |
| Dr. Walker @ 10% effort | \$9,750 |
| Ms. Bryan @ 10% effort | \$7,280 |
| Total Salary and Fringes | \$48,880 |
| Indirect Rate Salaries @ 10% | \$5,038 |
| Travel/Supplies | \$1,500 |
| Total Project Cost for Phase 1 | \$55,418 |