

# LETTERS

## From the President's Desk

The end of my term as President is nearing and I would like to take a little space to thank everyone for their support and assistance during my term of office. This past two years as President of Kentucky Public Transit Association has been rewarding for me. I feel that through the growth and participation of the membership we have accomplished many things. Some of the more prominent ones are the publication of the Public Transit Directory, the formation of the Rural Operators Roundtable and holding the first Statewide Rodeo.

Although many persons were involved in all the activities, the one person who undoubtedly was the most involved was Ned Sheehy of FTSB. Without his unending hours of labor the three above projects would not have happened. There are also many others who have devoted many hours to the Association, the officers and especially Shirley Cummins, our secretary, who prepared the minutes and mailed the meeting

notices and Jim Seibert, our treasurer, who handled the billing of the dues, paid the bills and made sure we all knew what about our financial situation. Another person who volunteered his time is Rick Davenport who has spent hours researching the possibilities for a statewide Drug and Alcohol testing pool. There are many others, too numerous to mention, who have volunteered their time and talents on projects. I want to express my heart felt thank you to everyone who has attended meetings and volunteered in any way.

I will miss being in the hub of all the Association's activities, but promise to stay active and do my best as a Board Member. I feel that the Association has begun a network and camaraderie between transit providers that is invaluable. Besides being a networker I feel that the members are also my friends, and that is very gratifying. Thank you all for your support.

## KPTA To Apply For JOBLINKS Funding

At the December 1 meeting, the KPTA Board of Directors approved for the Association to apply for JOBLINKS funding on behalf of the membership. The Board noted that there were quite a few system operators as well as rural planners who wanted to apply for the funding and felt that a coordinated effort would bring about a much better vehicle for statewide information dissemination and model assimilation.

A committee was appointed to review individual proposals and prepare a package application and submit it to CTAA in January.

No matter who receives funding (KPTA member or not) through the project, space will be allocated in the KPTA Newsletter to keep association members aware of what is being done.

JOBLINKS is a demonstration project program, administered through CTAA in Washington, D.C., to establish model programs specifically designed to help unemployed and underemployed people get to training sites and work sites. It is a one year program, with a maximum state allocation of \$166,000. Projects funded are to demonstrate, self-sustainability after the first year, as well ease in assimilation.

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## Altoona Testing Final Rules Are Published

### Think about it

*"I never lost a game. I just ran out of time."*

*Bobby Layne, former NFL Detroit Lion*

The final rule for FTA's small bus testing was published in the November 3 edition of the Federal Register (49 CFR; Part 665). The rule, which has been expected for quite some time, will be less taxing on many of the smaller systems throughout the state. This was accomplished by eliminating some models from the testing pool and reducing the amount of others needing to be tested by using a "family of vehicles" method. This method will test "like" vehicles, and

will not require that every vehicle model is tested. Raised-roof and/or wheelchair lift equipped vans which are mass produced are exempted from testing. With an effective date of post October 1, 1993 FTA sponsored procurements, buses with unmodified mass-produced chassis are to be tested by October 1, 1994. Likewise, buses and vans which use modified mass-produced chassis and all vehicles built on custom made chassis must be tested by June 1, 1994.

## Safety Makes Dollars & Sense

According to a recent government study, 3 percent of the total U.S. economic output is spent on job-related deaths and injuries — a whopping 181 billion dollars per year, of which nearly 100 billion is for death alone. Although the death count has been steadily decreasing for the past decade, it does not include deaths caused by job-related sickness, which many experts believe to be increasing. The National Institute for Occupational Safety and Health estimates 100,000 additional deaths may result from illness contracted on the job. If these ailments were added to the annual cost, the

toll would be much greater than 3 percent.

The staggering cost of deaths, injuries and illness in the workplace is forcing Congress to consider revamping the 1970 law that gave birth to O.S.H.A. Being considered are new standards for handling whistle-blowers who report hazards, and new requirements for employers to make detailed safety and health plans for their workers.

A responsible and compassionate approach to health and safety in the workplace can cut the cost of production and develop trust at the same time.

*Source: Personnel-y Speaking, Dec. 1993*

**The next KPTA meeting will be Thursday, January 20, 1994 at 12:00 noon, at Frankfort City Hall in Frankfort. Please call Kay Brooks at 502-875-8565 if you plan to attend.**

### Mortality

#### Leading causes of death

(Percent of all work-related fatalities)

Motor vehicle crashes .....	23%
Machine-related incidents .....	14%
Homicides .....	12%
Falls .....	12%
Electrocutions .....	7%
Struck by falling objects .....	7%

### Dangerous occupations

(Average number of deaths per 100,000 workers)

Transport./material movers .....	25.6
Farmers/foresters/fishers .....	21.3
Laborers .....	17.2
Precision prod./craft/repair .....	9.3
Technicians/support staff .....	5.3
Executives/managers .....	3.6
Services .....	2.9
Machine operators .....	2.9
Sales .....	2.9
Professional specialties .....	1.7
Clerical .....	0.6

*Source: National Institute for Occupational Health*



## Meeting: The Challenge

Meetings, meetings, meetings. They are a necessary part of doing business. Yet many executives complain that meetings are less than effective. In fact, they can be a nuisance. Here are a few tips for making meetings a productive use of your time.

**Check one answer for each statement.**  
(Answers on the back).

**1. When scheduling a meeting, you should:**

- a. Schedule it for your convenience, since you are in charge.
- b. Schedule it at the end of the day, when there are plenty of issues to discuss.
- c. Schedule it in the morning, when everyone is fresh and alert.

**2. If you are having regularly scheduled weekly meetings, you should:**

- a. Have a set agenda and stay on time.
- b. Allow flexibility in time since you never know what issues may come up.
- c. Keep an open forum in a less-structured environment so people can feel comfortable bringing up issues at random.

**3. When you have asked participants to make any kind of report or presentation, you should:**

- a. Ask the person to see what he/she plans to present so you are sure it's what you want.
- b. Give recognition and feedback at the meeting.
- c. Since you must keep the meeting on time, save giving credit until after the meeting and then tell each person you appreciated the information and delivery.

**4. As a participant who is a newcomer to the group, you should:**

- a. Come in early to meet everyone and sit where you feel most comfortable.
- b. Bring lots of cards to hand out so every will know who you are.
- c. Wait for someone to tell you where to sit.

**5. If you don't understand a point that is being made during the meeting, you should:**

- a. Ask for clarifications at that moment.
- b. Wait until the meeting is over and ask the presenter to explain.
- c. Pretend you understand even if you don't.

**6. The best seating arrangement for a meeting is:**

- a. In a "U" shape so everyone can see each other.
- b. In classroom style.
- c. Having small groups together at round tables.

**7. You will know if the meeting has been successful if you:**

- a. Feel you have participated by giving good ideas.

- b. Leave with an idea or action plan.
- c. Receive compliments from your co-workers about suggestions you make during the meeting.

**8. During a meeting, good listeners will:**

- a. Maintain eye contact with the presenter at all times.
- b. Ask a lot of questions to show they are interested.

- c. Take notes of the important points and be ready to participate when they have feedback to share.

**9. A professional who attends a meeting is easily recognized by:**

- a. Maintaining good posture and eye contact.
- b. Maintaining silence most of the meeting only asking very important questions.
- c. Talking with everyone before the meeting to continue to build rapport with the team.

**10. When tension flares in a meeting and disagreements become arguments, the person in charge of the meeting should:**

- a. Stop the meeting abruptly until people calm down.
- b. Allow people to vent or they will carry the anger into the workplace after the meeting.
- c. Tell the opposing factions to meet after the meeting and discuss the situation on their own.

## Governor's Conference For Older Kentuckians: *We need help!*

This year's Governor's Conference for Older Kentuckians was held September 28 & 29 in Lexington. As discussed at the 1992 conference, transportation problems were on everyone's minds.

Some of this year's recommendations mirror discussions from the past, like, including school buses into the public transportation arena and having senior centers get authority to operate as vehicles for hire to help defray the cost of transportation. According to Esther Rigby, Executive Director of Bluegrass Community Services in Lexington, transportation was a hot topic in the health care reform session also.

The last two governor's conferences have brought about recommendations and concerns about transportation in the state of Kentucky. The transportation systems throughout the state should start or continue to work on a dialogue with the aging services in their area. These groups are telling us that we are not doing enough.

KPTA has looked at several options over the past year with regard to interdepartmental coordination, pooling of funds and administrative agreements on the state level, but nothing seems to really meet the need.

The interdepartmental coordination committee of KPTA will meet on Wednesday, December 22 at the Red Cross in Lexington to put together an association intent statement, that can be used during the upcoming legislative session. If you have any comment or suggestions, please contact Ned Sheehy at 606-233-0066 as soon as possible.



The KPTA Newsletter is published monthly for the Kentucky Public Transit Association by Federated Transportation Services of the Bluegrass with the financial support of the Kentucky Transportation Cabinet's Division of Mass Transportation and RTAP. Any comments, suggestions or questions should be addressed to:

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FTSB

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## Meetings: The Answers

1.c. It's always best to get people "at their best," which is usually in the morning. Try not to schedule meetings on Fridays after a hard workweek when people are thinking of the weekend.

2.a. Never allow loosely organized meetings. An agenda should be distributed well beforehand to give participants time to gather their thoughts and prepare for giving input. If you say the meeting will start on time and end in one hour, do just that, or you'll lose control and credibility.

3.b. Everyone likes recognition. And now is always better than later. Just a quick thanks will suffice, but appreciation needs to be shown.

4.c. It is poor business etiquette to assume where to sit at the first meeting. Yes, it's fine to arrive early and meet people, but wait until someone indicates for you to either sit "anywhere" or sit "over here." Never position yourself next to the person in charge unless he/she invites you.

5.a. You should not be embarrassed because you're confused. In fact, others in the room may have the same questions you have. So go ahead and ask for clarification at the time the point is being made.

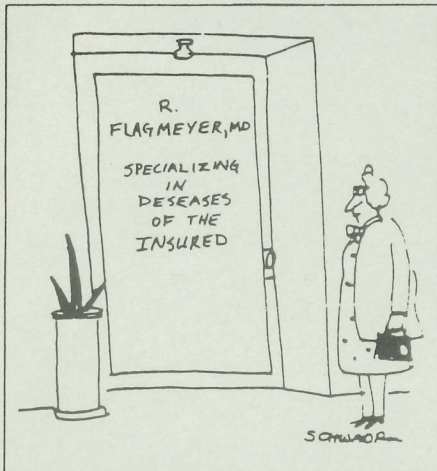
6.a. Having "U" shape seating enables everyone to communicate in full view of each other. Classroom seating and round tables force people to sit with backs to one another and cause too much maneuvering to communicate with eye contact.

7.b. What's important to you and the company is that you have learned something that will benefit both you and the organization.

8.c. By taking notes, it shows you are thorough and organized. It also helps you listen to the main points and have information to process when you leave the meeting.

9.a. A professional not only acts gracious but also looks interested in what's going on. Good posture even while seated is not only better on your back, but shows you are attentive. Lack of eye contact gives the nonverbal message that you don't care about communicating.

10.a. Find a way to bring the meeting to a halt. A sudden stop will get everyone's attention. When things are more calm, begin again, and say you intend the meeting to proceed with more professional communication. And suggest volatile issues be addressed later with an agreed-upon solution between the participants.



### Executive Quiz Scoring

#### Your score:

**80-100:** We would all benefit from your meeting-effectiveness skills. Keep on keepin' on with your good habits and help everyone present to do the same.

**60-70:** Keep these tips in mind and brush up on your meeting competencies. Be aware next time you are in a meeting of how much more you gain when you are prepared with an interested attitude.

**Below 60:** Oops! Switch to a caffeinated brand of coffee so you can quit snoozing during meetings.

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