



**CALHOUN COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**  
Calhoun County Senior Citizens Center  
16859 NE Cayson Street, Blountstown, Florida  
**Tuesday, November 7, 2017**  
1:00 PM Central Time



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**MEMORANDUM**

**TO:** Transportation Disadvantaged Coordinating Board Members and Interested Parties

**FROM:** Kwentin Eastberg, Staff to the Local Coordinating Board

**SUBJECT:** Transportation Disadvantaged Coordinating Board Meeting, November 7, 2017

The Calhoun County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the second quarter meeting of FY 2017-2018. If there are any questions, please contact Kwentin Eastberg at 850-488-6211, ext. 105 or by email at [keastberg@thearpc.com](mailto:keastberg@thearpc.com).

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**BOARD AGENDA**

- |  |                           |
|--|---------------------------|
| Call to Order, Prayer, Pledge  | Gene Bailey<br>Chairman   |
| Roll Call  | Kwentin Eastberg<br>Staff |
| 1. Approval of Board Meeting and Public Hearing Minutes – September 2017 |                           |
| a. Approval of Minutes   | Chairman                  |
| * <b>Recommended Action:</b> Motion to Approve                           |                           |
| 2. Old Business:   |                           |
| 3. New Business:   |                           |
| a. Annual Operating Report Review  | CTC/RPC Staff             |
| * <b>Recommended Action:</b> Motion to authorize Chairman to sign report |                           |

- b. Community Transportation Coordinator (CTC) Report  
Information Only Marilyn Russell
  - c. ARPC Staff Quarterly Report  
Information Only Mr. Eastberg
  - d. Commission for the Transportation Disadvantaged Update  
Information Only Mr. Eastberg
  - e. Grant Review (if applicable)  
Information Only CTC Staff
4. Other Business
- a. CTC Evaluation  
Information Only Mr. Eastberg
5. **Public Comments:** Any individual who wishes to address the board is requested to fill out a Speaker Request Form obtained from RPC staff.
6. Adjourn

**The next LCB meeting is scheduled for Tuesday February 6, 2018 at 1:00PM Central Time**

VISIT OUR WEBSITE AT: <http://thearpc.com/what-we-do/transportation-disadvantaged/>  
FOR AGENDA PACKETS, MEETING CALENDARS,  
TRANSPORTATION DISADVANTAGED SERVICE PLANS, AND  
OTHER TRANSPORTATION PLANNING INFORMATION

## TRANSPORTATION DISADVANTAGED DECODER

<b>ABE</b>	Annual Budget Estimate
<b>ADA</b>	Americans with Disabilities Act
<b>AER</b>	Actual Expenditure Report
<b>AHCA</b>	Agency for Health Care Administration
<b>AOR</b>	Annual Operating Report
<b>APR</b>	Annual Performance Report
<b>ARPC</b>	Apalachee Regional Planning Council
<b>BOCC</b>	Board of County Commissioners
<b>CTC</b>	Community Transportation Coordinator
<b>CTD</b>	Commission for the Transportation Disadvantaged (Commission)
<b>CTS</b>	Coordinated Transportation System
<b>DCF</b>	Department of Children & Families
<b>DEA</b>	Department of Elder Affairs
<b>DOE/VR</b>	Department of Education/Vocational Rehabilitation
<b>DOPA</b>	Designated Official Planning Agency
<b>DOT</b>	Department of Transportation
<b>DVA</b>	Department of Veteran Affairs
<b>FAC</b>	Florida Administrative Code
<b>FS</b>	Florida Statutes
<b>FTA</b>	Federal Transit Administration
<b>FY</b>	Fiscal Year
<b>LCB</b>	Local Coordinating Board
<b>MOA</b>	Memorandum of Agreement
<b>MPO</b>	Metropolitan Planning Organization
<b>PE</b>	Public Education
<b>RFP</b>	Request for Proposal
<b>RFQ</b>	Request for Qualifications
<b>SSPP</b>	Safety System Program Plan
<b>TD</b>	Transportation Disadvantaged
<b>TDCB</b>	Transportation Disadvantaged Coordinating Board
<b>TDSP</b>	Transportation Disadvantaged Service Plan
<b>TDTF</b>	Transportation Disadvantaged Trust Fund

## **AGENDA ITEM: 1**

**SUBJECT:** Approval of the minutes from the last quarters Local Coordinating Board (LCB) Meeting.

**BACKGROUND:** The Board shall... Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.  
Florida Administrative Code Rule 41-2.012(5)(a).

**ATTACHMENTS:** Minutes from the September 2017 LCB Meeting and Public Hearing

**REQUESTED ACTION:** A motion and vote to approve the September 2017 Board Meeting and Public Hearing minutes.

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**ACTION TAKEN AT MEETING:**



**CALHOUN COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD  
MEETING MINUTES 9/5/17**



Calhoun County Senior Citizens Center  
16859 NE Cayson Street, Blountstown, Florida

**Call to Order**

Chairman Gene Bailey called the meeting to order. The Chairman led the board in prayer, Ms. Rushing led the board in the pledge of allegiance. Kwentin Eastberg, staff to the Board, called the roll.

**Roll Call & Welcome New Members**

Representation	Member's Name Alternate's Name	Sept. 2017	Nov. 2017	Feb. 2018	June 2018
Chairman	Gene Bailey Carla Hand, alt.	P			
Elderly	Thelma Batson	P			
Disabled	Evelyn Walker	A			
Citizen Advocate	Kristy Terry	A			
Citizen Advocate/User	(vacant)	(vacant)			
Veterans	Tammy Rushing	P			
Community Action	Clarissa Medina	A			
Public Education	Vicki Davis Willy Pitts, alt.	P			
Children at Risk	Debra Jones	A			
Workforce Dvp Bd	Raymond Russell	A			
Medical	Marissa Barfield	P			
FDOT	Kathy Rudd	A			
FDCF	Sandra Register	A			
FDOE/VR	Karsen Spradlin Keith Sutton, alt.	A			
FDEA	Ruth Waterman Richard Waterman, alt.	A			
AHCA	Amie Bounds Cheryl Meeks, alt. Kenyatta Smith, alt. 2+	ALT 1			

**P=Present, A=Absent, ALT=Alternate attended, R=Resigned**

**Others Present**

Sarah Parrish	Calhoun Transit
Kwentin Eastberg	Apalachee Regional Planning Council

The Chairman requested that the minutes show a quorum was present.

**I. Approval of the Agenda**

Mr. Eastberg had one agenda modification, to move item 3d to follow item 3a. The rest of the agenda remained the same.

**A. Approval of June 2017 Board Meeting minutes**

As required by the Commission for the Transportation Disadvantaged (CTD) and Florida Administrative Code, Rule 41-2.012(5)(a), the minutes from the June 2017 TD Coordinating Board meeting were submitted for approval by the TD board.

**Action:** The minutes were approved as presented. (Rushing, Davis)

**II. New Business**

**A. Election of a Vice Chairperson**

As required by the Commission for the Transportation Disadvantaged (CTD) and Florida Administrative Code, Rule 41-2.012(2), the election of the Vice-Chairperson was held at the September (organization) meeting.

**Action:** Ms. Barfield nominated Tammy Rushing to continue to serve as the Vice-Chair. With no further nominations the motion passed unanimously.

**B. Adoption of the Bylaws**

As required by the Commission for the Transportation Disadvantaged (CTD) grant agreement with the Designated Official Planning Agency (DOPA), Task 5: Develop and annually update by-laws for LCB Approval.

Mr. Eastberg presented the bylaws and drew the boards attention to a couple of items including discussion about what percentage of LCB attendance constitutes a quorum to conduct business, he also explained the duties of the Administrative and Grievance committee.

**Action:** The Bylaws were adopted as presented

**C. Selection of an Administrative Committee**

As required by the Transportation Disadvantaged Coordinating Board (TDCB) Bylaws: (II.H.Committees), the board will appoint three members to the Administrative Committee.

**Action:** The motion was made to keep the committee the same as it was the previous year, (Ms. Register, Mr. Sutton, Ms. Barfield) and passed unanimously. (Barfield, Rushing)

**D. Selection of the Grievance Committee**

As required by the CTD and Florida Administrative Code, Rule 41-2.012(5)(c) and the TDCB Bylaws: (II.H.Committees), the board will appoint three members to the Grievance Committee.

It was noted that Ms. Debra Jones has not attended any meeting recently and she previously served on the Grievance committee.

**Action:** The motion was made to keep the committee the same as it was the previous year, (Ms. Register, Ms. Rushing, Ms. Jones) pending confirmation from Ms. Jones that she can continue serving on the board. The motion passed unanimously. (Rushing, Barfield)

**E. Adoption of Complaint & Grievance Procedures**

As required by the CTD and Florida Administrative Code, Rule 41-2.012(5)(c) and as required by the Commission for the Transportation Disadvantaged (CTD) grant agreement with the Designated Official Planning Agency (DOPA), Task 6: Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines.

**Action:** The motion to adopt the proposed complaint & grievance procedures passed unanimously. (Davis, Rushing)

**F. Community Transportation Coordinator (CTC) Report**

Ms. Marilyn Russel was absent from the meeting so Ms. Sarah Parrish presented the CTC Report for the previous quarter. Ms. Parrish reported that they had 3,345 trips during this reporting period that totaled 73,625 passenger miles. She also noted that they only spent \$120,585.37 of their \$227,838 allocation for FY 2016-2017, and essentially left \$100,000 on the table.

The board discussed what plans there were to spend the extra money, and was explained that it's a reimbursement grant, so the money was not actually distributed to the CTC and would essentially be forfeited back to the CTD. There was discussion about the Rates for trips and a question was also asked about what were the education trips, Chipola and security office was the response.

The board also talked about there being more outreach perhaps through a brochure because there seems to be a disconnect again between Medicaid and the TD eligible trips. Also, discussion about a coordinated system were maybe Chipola could possible subsidize rides to the college.

**Action:** Information Only

**G. ARPC Quarterly Report**

Mr. Eastberg stated that this report has been submitted to the CTD. Major tasks completed this quarter included the quarterly TD Board meeting and minutes of the meeting, also the Transportation Disadvantaged Service Plan (TDSP) update.

**Action:** Information Only

**H. Commission for the Transportation Disadvantaged (CTD) Update**

Mr. Eastberg informed the board about the CTD conference held in Orlando the previous month and informed the board about some of the things he learned and changes that would be coming, including the updated agenda template.

**Action:** Information Only

**III. Other Business**

**A. Records Update**

Mr. Eastberg announced that as part of the first meeting of the fiscal year, it also acted as the “organizational meeting” and he asked the board to look at the roster to make sure he had the correct contact information for all board members and if they desired they could designate an alternate.

**Action:** Information Only

**B. New Member Training Announcement**

Mr. Eastberg announced that after the meeting there would be a brief training for any new LCB members or for any returning member who wanted to refresh their knowledge of the TD program.

**IV. Public Comments**

There were no members of the public present.

**V. Adjourn**

There being no further business, the motion to adjourn was passed unanimously. (Rushing Barfield)

**Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 7<sup>th</sup> day of November 2017.**

**Signed:**

**Attest:**

\_\_\_\_\_  
Gene Bailey, Chairman  
Tammy Rushing, Vice Chairman

\_\_\_\_\_  
Kwentin Eastberg  
TD Program Coordinator





**CALHOUN COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**



**PUBLIC HEARING SUMMARY & MEETING MINUTES 9/5/17**

Calhoun County Senior Citizens Center  
16859 NE Cayson Street, Blountstown, Florida  
HELD PRIOR TO THE LOCAL COORDINATING BOARD MEETING

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- Call to Order:** Chairman Gene Bailey Called the Public Hearing to Order
- Board Member Present:** Chairman Gene Bailey, Thelma Batson, Tammy Rushing, Vicki Davis, Marissa Barfield, Cheryl Meeks (alternate)
- Others Present:** Sarah Parish (Calhoun Transit), Kwentin Eastberg (ARPC Staff)

**1. Approval of the Agenda**

The agenda was approved as presented. (Davis, Rushing)

**2. Public Comment**

Purpose: As required by the Commission for the Transportation Disadvantaged (CTD) grant agreement with the Designated Official Planning Agency (DOPA), Task 4: Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops.

The purpose of the public hearing is to allow residents the opportunity to discuss unmet transportation needs, or any other areas that relate to local transportation services. Agencies wishing to discuss transportation needs were encouraged to do so as long as it is not concerning contract negotiations. Notice for the Public Hearing was advertised in the local newspaper and posted on CTC vehicles.

Comments:

There was no one present to address the Board

**3. Closing Remarks**

Mr. Eastberg announced that written comments would be accepted through September 22, 2017, and would be noted in the public hearing minutes.

**4. Adjourn**

There being no further business, the public hearing was adjourned. (Rushing, Barfield)

## **AGENDA ITEM: 3a**

**SUBJECT:** Annual Operating Report Review (AOR)

**BACKGROUND:** Each Community Transportation Coordinator (CTC) submits an Annual Operating Report (AOR) to the Commission for the Transportation Disadvantaged each September, covering the fiscal year July 1<sup>st</sup> – June 30<sup>th</sup>. The Board is asked to review the AOR and authorize the Chair to sign the document.

The AOR provides information used for the annual CTC Evaluation.

The CTC staff will review the AOR with the Board, prior to requesting the signature of the Chair.

**ATTACHMENTS:** Annual Operating Report, FY 2016-2017  
(provided as a separate handout document)

**REQUESTED ACTION:** A motion and vote for the Chair to sign that the Annual Operating Report has been reviewed.

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**ACTION TAKEN AT MEETING:**

## **AGENDA ITEM: 3b**

**SUBJECT:** Community Transportation Coordinator Report

**BACKGROUND:** The Local Coordinating Board serves as an advisory Board to the CTC and evaluates their services and seeks innovative ways to improve cost-effectiveness, efficiency, and safety. To fulfill this requirement the CTC provides a quarterly summary of coordination activities and a financial report of sponsored and non-sponsored trip costs.

**ATTACHMENTS:** CTC Quarterly Report

**REQUESTED ACTION:** Information Only

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**ACTION TAKEN AT MEETING:**

**COMMUNITY TRANSPORTATION COORDINATOR  
OPERATIONAL REPORT**

<b>COUNTY/CTC</b>	Calhoun County Transit
<b>REPORTING PERIOD</b>	07/01/2017 - 09/30/2017
<b>NAMES OF OTHER OPERATORS</b>	

<b>TRIP PURPOSE</b>	<b># TRIPS</b>	<b>VEHICLES</b>	
MEDICAL	1,660	<b>VEHICLE MILES</b>	58,313
EMPLOYMENT	247	<b>REVENUE MILES</b>	46,521
EDUCATION/TRAINING	431	<b>PASSENGER MILES</b>	65,814
SHOPPING	12		
NUTRITION	414	<b>ACCIDENTS</b>	0
OTHER	81	Persons Only	0
<b>TOTAL TRIPS</b>	<b>2,845</b>	Vehicles Only	0
		Veh & Persons	0
<b>PURCHASERS</b>	<b># TRIPS</b>	<b>ROADCALLS</b>	0
List all purchasers -			
CTD/Non-Sponsored	490	<b>COMMENDATIONS</b>	0
Older Americans	410	<b>SUGGESTIONS</b>	0
Medwaiver	354	<b>CONCERNS</b>	0
Access2Care	574	<b>GRIEVANCES</b>	0
Logisticare	165		
MTM	794	<b>UNMET REQUESTS</b>	0
Private	28	<b>DEFERRED TRIPS</b>	0
Veyo	30	<b>NO-SHOWS</b>	25
<b>TOTAL TRIPS</b>	<b>2,845</b>	<b>UNDUP PASSENGERS</b>	<b>213</b>

<b>CONTRACTS</b>	<b>CONTRACT PERIOD</b>	<b>ANNUAL AMOUNT OF ALLOCATION</b>	<b>AMOUNT SPENT TO DATE</b>
CTD/Non-Sponsored	07/01/2017 - 06/30/2018	244,273.00	21,777.71

**Attachment:** Year-to-date Financial Report including Revenue sources & amounts and Expenditures by cost categories.

**Also attach:** grievances & complaints, advertings efforts, monitoring reports conducted by funding agencies.

**CALHOUN COUNTY SENIOR CITIZENS**  
**Statement of Revenues and Expenditures - Calhoun County Transit**  
**00080 - Transit**  
**From 7/1/2017 Through 9/30/2017**

		<u>Current Year Actual</u>
<b>SUPPORT FROM FEDERAL GOVERNMENT</b>		
Title IIIB	70203	0.00
DOT Funds-Operating	70204	18,717.75
DOT Funds-Capital	70205	0.00
ARRA-Stimulus	70206	0.00
Veteran's Admin	70207	0.00
<b>Total SUPPORT FROM FEDERAL GOVERNMENT</b>		<b>18,717.75</b>
<b>SUPPORT FROM STATE GOVT</b>		
Transp Disadvantaged Comm	70303	20,999.11
NETED/Medicaid Funds	70304	0.00
Disability Determination	70305	0.00
Fuel Tax Refund	70307	1,171.30
Agency for Persons with Disab	70308	0.00
Transportation Disadvan-Capita	70310	0.00
Medicaid Waiver	70311	4,413.71
Shirley Conroy Capital Grant	70312	0.00
United HealthCare	70313	0.00
American Eldercare-Humana	70314	0.00
Medical Transportation Managem	70315	38,161.82
Assess2Care	70316	26,099.50
Logisticare	70317	7,012.55
Veyo	70318	2,501.28
<b>Total SUPPORT FROM STATE GOVT</b>		<b>100,359.27</b>
<b>CCBCC SUPPORT</b>		
CCBCC	70404	0.00
CCBCC-DOT MATCH	70405	0.00
<b>Total CCBCC SUPPORT</b>		<b>0.00</b>
<b>OTHER LOCAL SUPPORT</b>		
Board of Directors Supprt	70501	0.00
Project Income	70505	0.00
Sale of Fixed Assets	70509	0.00
Calco Travel	70510	0.00
Miscellaneous Income	70599	0.00
<b>Total OTHER LOCAL SUPPORT</b>		<b>0.00</b>
<b>TRANSIT SUPPORT</b>		
Private Funds	70701	0.00
Medicaid Co-Payment	70702	0.00
Non-Sponsored Farebox	70703	1,089.00
<b>Total TRANSIT SUPPORT</b>		<b>1,089.00</b>
<b>IN-KIND SUPPORT</b>		
In-Kind Support-All Programs	70801	0.00
<b>Total IN-KIND SUPPORT</b>		<b>0.00</b>
<b>INTEREST INCOME</b>		
Interest Income	70901	63.60
<b>Total INTEREST INCOME</b>		<b>63.60</b>
<b>TOTAL REVENUES</b>		<b>120,229.62</b>
<b>COMPENSATION &amp; BENEFITS</b>		
Staff Salaries & Wages	80100	89,863.76

**CALHOUN COUNTY SENIOR CITIZENS**  
**Statement of Revenues and Expenditures - Calhoun County Transit**  
**00080 - Transit**  
**From 7/1/2017 Through 9/30/2017**

		<u>Current Year Actual</u>
<b>Total COMPENSATION &amp; BENEFITS</b>		<u><u>89,863.76</u></u>
<b>FRINGE BENEFITS</b>		
FICA	80201	5,229.67
Medicare	80202	1,223.15
Unemployment Insurance	80203	124.71
Worker's Compensation Ins	80204	3,851.17
Health Insurance	80205	7,885.30
Pension Plan	80206	5,213.52
Employee Drug Testing	80207	191.20
Employee Background Checks	80208	0.00
<b>Total FRINGE BENEFITS</b>		<u>23,718.72</u>
<b>CONSULTANTS &amp; PROFESSIONAL SERVICES</b>		
Professional Services	81002	175.11
Accounting & Audit Fees	81004	379.20
Contract Labor	81005	0.00
<b>Total CONSULTANTS &amp; PROFESSIONAL SERVICES</b>		<u>554.31</u>
<b>TRAVEL &amp; RELATED EXPENSES</b>		
Staff Travel & Related Expense	82001	49.04
Consultants Travel & Rel Exp	82002	451.40
Registration Fees-Conferences	82003	0.00
<b>Total TRAVEL &amp; RELATED EXPENSES</b>		<u>500.44</u>
<b>PROGRAM MEALS</b>		
Meal Supplies & Commodities	83100	0.00
Title II(C) Meals	83101	0.00
<b>Total PROGRAM MEALS</b>		<u>0.00</u>
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>		
Repairs & Maint-Kitchen Equip	84102	0.00
Purchases-FF@E	84104	0.00
Repairs & Maint-FF@E	84105	0.00
Rental-Furniture, Fixt @Equip	84107	0.00
<b>Total FURNITURE, FIXTURES &amp; EQUIPMENT</b>		<u>0.00</u>
<b>BOARD PROGRAM-FF@E</b>		
Purchases-Furn,Fix, & Equip	84201	0.00
Repairs & Maint-FF&E	84202	0.00
Depreciation Expense-FF&E	84203	0.00
<b>Total BOARD PROGRAM-FF@E</b>		<u>0.00</u>
<b>VEHICLE &amp; SHOP EXPENSES</b>		
Repairs & Maintenance	85001	0.00
Parts & Accessories	85002	382.59
Fuel, Oil, & Lubricants	85003	10,409.42
Uniforms	85004	401.45
Non-Insurable Repairs	85005	0.00
Depreciation Exp-Vehicles&etc,	85006	0.00
Preventive Maint Supplies	85007	444.44
Van & Shop Supplies	85008	405.80
Labor Charges	85009	168.86
Safety Supplies	85010	117.00
Tags	85011	0.00
Tires	85012	484.24

**CALHOUN COUNTY SENIOR CITIZENS**  
 Statement of Revenues and Expenditures - Calhoun County Transit  
 00080 - Transit  
 From 7/1/2017 Through 9/30/2017

		<u>Current Year Actual</u>
Medicaid # Verifications	85013	10.00
Coordinated Transportation	85014	0.00
Miscellaneous Exp-Transit	85511	<u>0.00</u>
<b>Total VEHICLE &amp; SHOP EXPENSES</b>		<u>12,823.80</u>
<b>INSURANCE</b>		
Directors & Officers Liability	86001	0.00
General Liab & Crime	86002	0.00
Bonding Insurance	86003	0.00
Property Coverage	86004	0.00
Vehicle Insurance	86005	10,138.66
Storage Tank Insurance	86006	<u>614.84</u>
<b>Total INSURANCE</b>		<u>10,753.50</u>
<b>SPACE COSTS</b>		
Utilities	87001	2,710.69
Janitorial & Maintenance	87002	1,127.88
Janitorial Supplies	87003	372.90
Preventive Burglary Alarm	87004	0.00
Lease Agreement	87005	<u>646.98</u>
<b>Total SPACE COSTS</b>		<u>4,858.45</u>
<b>OFFICE EXPENSES</b>		
Telephones, Fax	88001	1,956.54
Postage, Express Mail	88002	350.22
Outside Copying & Printing	88003	154.41
Staff Recruiting	88004	0.00
Staff Training & Test	88005	189.32
Memberships & Subscriptions	88006	40.96
Office Supplies	88007	1,341.89
Material Aid	88008	0.00
Software Purchases	88009	0.00
Software Maint & Tech Support	88010	2,239.63
Health Watch Expense	88011	0.00
Pest Control Expense	88013	55.30
Recreation Supplies	88015	0.00
Advertisements	88018	0.00
Maintenance Contracts	88020	<u>71.09</u>
<b>Total OFFICE EXPENSES</b>		<u>6,399.36</u>
<b>BOARD EXPENSES</b>		
License Fees & Renewals	88510	0.00
Calco Travel	88514	<u>0.00</u>
<b>Total BOARD EXPENSES</b>		<u>0.00</u>
<b>IN-KIND EXPENSES</b>		
Program Related In-Kind Expens	89001	<u>0.00</u>
<b>Total IN-KIND EXPENSES</b>		<u>0.00</u>
<b>FINANCE CHARGES</b>		
Bank Charges & Interest Expens	90001	<u>0.00</u>
<b>Total FINANCE CHARGES</b>		<u>0.00</u>
<b>TOTAL EXPENSES</b>		<u>149,472.34</u>
<b>NET BALANCE</b>		<u>29,242.72</u>

## AGENDA ITEM: 3c

SUBJECT: ARPC Quarterly Report

BACKGROUND: The Designated Official Planning Agency (DOPA) submits a quarterly report to the Commission for the Transportation Disadvantaged as part of the planning grant deliverables. The **first quarter** report is provided for review.

ATTACHMENTS: ARPC first quarter report

REQUESTED ACTION: Information Only

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ACTION TAKEN AT MEETING:



**APALACHEE REGIONAL PLANNING COUNCIL**  
**Planning Related Grant Agreement Tasks**  
**QUARTERLY PROGRESS REPORT**  
**CALHOUN COUNTY**

Invoice # 1  
 Reporting Period: July 1 – September 30, 2017

FM # 432-029-11401  
 Contract # GON19

**I. PROGRAM MANAGEMENT**

**PROGRESS**

A.	When necessary and in cooperation with the Local Coordinating Board (LCB), solicit and <b>recommend a Community Transportation Coordinator (CTC)</b> , in conformity with Chapters 287 and 427, F.S. Such recommendation shall be presented to the CTD by planning agency staff or their designee.	No activity to report.
B.	Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the LCB.	Used process to appoint members to LCB with terms effective 7/1/17.
C.	Prepare <b>agendas</b> for LCB meetings consistent with the <i>LCB and Planning Agency Operating Guidelines</i> . Ensure that operator payments are addressed as a standard agenda item.	Prepared and submitted September LCB agenda to CTD and LCB members. A copy of the agenda is attached.
D.	Prepare official <b>minutes</b> of LCB meetings (regardless of a quorum) and submit an approved copy along with the quarterly report to the CTD. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years.	Final minutes of the June 2017 LCB meeting are attached.  Draft minutes of the September 2017 LCB meeting are attached.
E.	Provide at least one <b>public hearing</b> annually by each LCB, and assist the CTD, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the LCB meetings. It may, however, be held in conjunction with the scheduled LCB meeting (immediately following or prior to the LCB meeting.)	The annual public hearing was held prior to the September 2017 LCB meeting. A copy of the hearing announcement, agenda and hearing summary are attached.
F.	Provide staff support for <b>committees</b> of the LCB.	No activity to report.
G.	Develop and update annually <b>by-laws</b> for LCB approval. Approved by-laws shall be submitted to the CTD.	Bylaws were adopted by the LCB at the September 2017 LCB meeting. LCB approved Bylaws to CTD are attached.
H.	Develop, annually update, and implement LCB <b>grievance procedures</b> in accordance with the CTD guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the CTD's Ombudsman Program. In addition, procedures shall include the LCB's role in handling Medicaid Non-Emergency Transportation grievances and/or appeals (including a process for expedited appeals). A copy of the approved procedures shall be submitted to the Commission.	Grievance Procedures were adopted by the LCB at the September 2017 LCB meeting. LCB approved Procedures to CTD are attached.
I.	Provide the CTD with a current membership <b>roster and mailing list</b> of LCB members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership.	A copy of the current membership roster and certification are attached.
J.	Provide <b>public notice</b> of LCB meetings and local public hearings in accordance with the <i>LCB and Planning Agency Operating Guidelines</i> . At a minimum, all LCB meetings and public hearings must be advertised in the Dept. of State's Florida Administrative Weekly (FAW). The date the meeting was advertised in the FAW shall be included in the quarterly report.	Public notice was mailed to the local newspaper announcing the September 2017 LCB meeting. A copy of the notice is attached.
K.	Review and comment on the <b>Annual Operating Report (AOR)</b> for submittal to the LCB, and forward comments/concerns to the CTD.	No activity to report.

L.	Review the <b>Transportation Disadvantaged Service Plan (TDSP)</b> , and recommend action to the LCB.	No activity to report.
M.	Report the <b>actual expenditures (AER)</b> of direct federal and local government transportation funds to the CTD no later than September 15th.	No activity to report.

## II. SERVICE DEVELOPMENT

## PROGRESS

A.	Jointly, with the CTC and the LCB, develop the <b>TDSP</b> by preparing the planning section following CTD guidelines.	No activity to report.
B.	Encourage integration of “transportation disadvantaged” issues into <b>local and regional comprehensive plans</b> . Ensure activities of the LCB and CTC are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.	Ongoing.
C.	Encourage the local CTC to work cooperatively with <b>regional workforce boards</b> established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program.	Ongoing.

## III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION PROGRESS

A.	Provide the LCB with <b>quarterly reports</b> of TD planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the TD program including but not limited to consultant contracts, special studies, and marketing efforts.	April-June 2017 Quarterly Report was emailed to the CTD on 7/6/17 and was provided to the LCB at the September 2017 meeting.
B.	Attend at least one <b>Commission-sponsored training</b> , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training.	Staff attended the Annual CTD Training and Expo held in Orlando Aug 29-30 <sup>th</sup> . CTD Staff has the sign-in sheets.
C.	Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	Staff attended the CTD Meeting in Orlando on August 31 <sup>st</sup> .
D.	Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	No activity to report.
E.	Provide <b>training</b> for newly-appointed LCB members.	New members training was provided following the September 2017 LCB meeting. Information regarding the TD program and current documents were provided to all new members. A copy of the training announcement is attached.
F.	Provide <b>assistance</b> to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity to report.
G.	To the extent feasible, collect and review <b>proposed funding applications</b> involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB.	No activity to report.

H.	Ensure the LCB conducts, at a minimum, an annual <b>evaluation</b> of the CTC. The LCB shall evaluate the CTC using the CTD's <i>Evaluation Workbook for CTCs and Providers in Florida</i> (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the TDSP.	No activity to report.
I.	Assist the CTD in <b>joint reviews</b> of the CTC.	No activity to report.
J.	Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	There are no coordination contracts. No activity to report.
K.	Implement recommendations identified in the CTD's <b>QAPE</b> reviews.	No activity to report.

**IV. SPECIAL CONSIDERATIONS BY PLANNING AGENCY**

None

**V. SPECIAL CONSIDERATIONS BY COMMISSION**

None

**Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:**

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1. Presented TD information to the ARPC Board on 7/20/17 and 9/28/17.
2. Updated ARPC website – LCB meeting schedule, contact information.

**Deliverables – Attached:**

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1. June 2017 LCB meeting final minutes
2. September 2017 LCB meeting announcement, agenda, draft minutes
3. LCB Public Hearing announcement, agenda and summary
4. Bylaws – LCB approved Bylaws
5. Grievance Procedures – LCB approved Procedures
6. LCB new members training announcement
7. Attendance at the CTD Annual Training and Expo (CTD Staff has Sign-In sheets)
8. Membership roster and certification




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Kwentin Eastberg  
TD Program Coordinator

October 1, 2017  
Date