



JACKSON COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD

JTrans

3988 Old Cottondale Road, Marianna, Florida

Tuesday, November 7, 2017

10:00 AM Central Time



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 Jackson 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).

BOARD AGENDA

- Call to Order Clint Pate  
Chairman
- Roll Call Kwentin Eastberg  
Staff
- 1. Approval of Board Meeting and Public Hearing Minutes – September 2017
  - a. Approval of Minutes Chairman  
 \***Recommended Action:** Motion to Approve
- 2. Old Business:
- 3. New Business:
  - a. Annual Operating Report Review CTC/RPC Staff  
 \* **Recommended Action:** Motion to authorize Chairman to sign report

- b. Community Transportation Coordinator (CTC) Report  
Information Only Sharon Peeler
  - 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 10:00AM 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.

---

**ACTION TAKEN AT MEETING:**



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



JTrans

3988 Old Cottondale Road, Marianna, Florida

**Call to Order**

Chairman Clint Pate called the meeting to order. Kwentin Eastberg, staff to the Board, called the roll.

**Roll Call & Welcome New Members**

| Representation        | Member's Name<br>Alternate's Name                            | Sept. 2017 | Nov. 2017 | Feb. 2018 | June 2018 |
|-----------------------|--|------------|-----------|-----------|-----------|
| Chairman              | Clint Pate   | P          |           |           |           |
| Elderly               | Carrie Crawford  | A          |           |           |           |
| Disabled              | Susie Small  | A          |           |           |           |
| Citizen Advocate      | Tiffany Garling  | P          |           |           |           |
| Citizen Advocate/User | Evelyn Rainey  | A          |           |           |           |
| Veterans              | Ernest McNeill   | P          |           |           |           |
| Community Action      | Lisa Lamar<br>Shareta Wright, alt.                           | A          |           |           |           |
| Public Education      | Charlotte Gardner<br>Stacey Goodson, alt.                    | P          |           |           |           |
| Children at Risk      | Landon Banks<br>Donna Carnley, alt.                          | P          |           |           |           |
| Workforce Dvp Bd      | Kenny Griffin<br>Richard Williams, alt.                      | A          |           |           |           |
| Medical               | Mary Beth Gurganus<br>Karen Edwards, alt.                    | A          |           |           |           |
| FDOT                  | Kathy Rudd   | A          |           |           |           |
| FDCF                  | Sandra Register  | A          |           |           |           |
| FDOE/VR               | Keith Sutton<br>Georgia Britt, alt.                          | A          |           |           |           |
| FDEA                  | Denease Rhynes   | P          |           |           |           |
| AHCA                  | Amie Bounds<br>Cheryl Meeks, alt.<br>Kenyatta Smith, alt. 2+ | A          |           |           |           |

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

**Others Present**

|                  |                                     |
|------------------|-------------------------------------|
| Melisa Reddick   | Chipola Healthy Start               |
| Sharon Peeler    | JTrans                              |
| 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. (McNeill, Garling)

**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:** Mr. McNeill was nominated to continue to serve as the Vice-Chair. With no further nominations the motion passed unanimously. (Gardner, Rhynes)

**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 (Gardner, McNeill)

**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, (Mr. Sutton, Ms. Register, Mr. McNeill) and passed unanimously. (Gardner, Rhynes)

**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.

**Action:** The motion was made to keep the committee the same as it was the previous year, (Ms. Gardner, Ms. Lamar, and Ms. Crawford) and passed unanimously. (McNeill, Garling)

**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.

One modification was found and that was a need to update the CTC email address on the contact information page.

**Action:** The motion to adopt the amended complaint & grievance procedures passed unanimously. (Gardner, McNeill)

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

Ms. Peeler presented the CTC Report for the previous quarter. During the reporting period they performed over 11,000 trips, had 144 no shows, and had 3 unmet requests. The CTC averaged about 47,000 revenue miles each month and over 55,000 vehicle miles.

Ms. McNeill inquired about the high number of no-shows. Ms. Peeler explained about the brokered system and how that and Medicaid have a lot to do with the no-show number being high.

**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.

Congratulations were offered to JTrans own Danny Skipper who won the Dispatcher/Scheduler of the Year Award at the Conference.

**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.

**C. Other**

Ms. Peeler presented the Shirley Conroy CAP Grant. Pending the grant approval and funding allocated to the grant she sought Board approval to apply for 2, 2017 22’ Cutaway 14 passenger ambulatory vehicles.

**Action:** Mr. McNeill made the motion to authorize the Chairman to sign the grant pending the grant being made available, with the flexibility to allow for the date to be updated and not to exceed the maximum amount needed to receive both vehicles. The motion passed unanimously. (McNeill, Rhynes)

**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.

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

**Signed:**

**Attest:**

\_\_\_\_\_  
Clint Pate, Chairman  
Ernest McNeill, Vice Chairman

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





**JACKSON COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD  
PUBLIC HEARING AGENDA**



JTrans  
3988 Old Cottondale Road, Marianna, Florida  
**Tuesday, September 5, 2017**  
**9:45** AM Central Time

---

- Call to Order:** Chairman Clint Pate Called the Public Hearing to Order
- Board Member Present:** Chairman Clint Pate, Tiffany Garling, Ernest McNeill, Charlotte Gardner, Landon Banks, Denease Rhynes
- Others Present:** Melisa Reddick (Chipola Healthy Start), Sharon Peeler (JTrans), Kwentin Eastberg (ARPC Staff)

**1. Approval of the Agenda**

The agenda was approved as presented.

**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.

## **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.

---

**ACTION TAKEN AT MEETING:**



| County:  | Jackson  | Demographics            | Number |
|----------|--|-------------------------|--------|
| CTC:     | Jackson Co. Trans. dba JTrans  | Total County Population | 48,229 |
| Contact: | Sharon Peeler<br>P.O. Box 1117<br>Marianna, FL 32446<br>850-482-7433<br><a href="mailto:speeler.jtrans@gmail.com">speeler.jtrans@gmail.com</a> | Potential TD Population | 23,608 |
| Email:   |  | UDPHC                   | 1,159  |

| Trips By Type of Service | 2015          | 2016          | 2017          | Vehicle Data  | 2015    | 2016    | 2017    |
|--------------------------|---------------|---------------|---------------|---------------|---------|---------|---------|
| Fixed Route (FR)         | 0             | 0             | 0             | Vehicle Miles | 660,836 | 656,248 | 684,499 |
| Deviated FR              | 3,868         | 3,782         | 2,768         | Revenue Miles | 542,031 | 530,097 | 559,774 |
| Ambulatory               | 40,078        | 40,832        | 42,556        | Roadcalls     | 3       | 2       | 5       |
| Non-Ambulatory           | 5,267         | 6,205         | 5,568         | Accidents     | 6       | 0       | 0       |
| Stretcher                | 48            | 63            | 35            | Vehicles      | 29      | 29      | 28      |
| School Board             | 0             | 0             | 0             | Driver Hours  | 32,340  | 33,504  | 32,920  |
| <b>TOTAL TRIPS</b>       | <b>49,261</b> | <b>50,882</b> | <b>50,927</b> |               |         |         |         |

| Passenger Trips By Trip Purpose | 2015          | 2016          | 2017          | Financial and General Data | 2015        | 2016        | 2017        |
|---------------------------------|---------------|---------------|---------------|----------------------------|-------------|-------------|-------------|
| Medical                         | 19,211        | 18,219        | 18,474        | Expenses                   | \$1,530,772 | \$1,499,840 | \$1,778,824 |
| Employment                      | 13,393        | 16,209        | 16,023        | Revenues                   | \$2,110,816 | \$1,907,617 | \$1,849,945 |
| Ed/Train/DayCare                | 3,638         | 4,481         | 4,998         | Commendations              | 0           | 0           | 0           |
| Nutritional                     | 5,007         | 5,079         | 5,490         | Complaints                 | 0           | 0           | 0           |
| Life-Sustaining/Other           | 8,012         | 6,894         | 5,942         | Passenger No-Shows         | 364         | 530         | 536         |
| <b>TOTAL TRIPS</b>              | <b>49,261</b> | <b>50,882</b> | <b>50,927</b> | Unmet Trip Requests        | 91          | 37          | 32          |

| Passenger Trips By Funding Source | 2015          | 2016          | 2017          | Performance Measures        |
|-----------------------------------|---------------|---------------|---------------|-----------------------------|
| CTD                               | 7,778         | 7,603         | 7,210         | Accidents per 100,000 Miles |
| AHCA                              | 14,024        | 13,644        | 14,191        | Miles between Roadcalls     |
| APD                               | 17,266        | 20,635        | 20,032        | Avg. Trips per Driver Hour  |
| DOEA                              | 4,302         | 4,442         | 4,908         | Avg. Trips per Para Pass.   |
| DOE                               | 0             | 44            | 0             | Cost per Trip               |
| Other                             | 5,891         | 4,514         | 4,586         | Cost per Paratransit Trip   |
| <b>TOTAL TRIPS</b>                | <b>49,261</b> | <b>50,882</b> | <b>50,927</b> | Cost per Driver Hour        |
|                                   |               |               |               | Cost per Total Mile         |

## **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

---

**ACTION TAKEN AT MEETING:**

| COMMUNITY TRANSPORTATION COORDINATOR   |                        |                                    |                             |
|--|------------------------|------------------------------------|-----------------------------|
| OPERATIONAL REPORT   |                        |                                    |                             |
| <b>COUNTY/CTC</b>  |                        | Jackson/JTrans                     |                             |
| <b>REPORTING PERIOD</b>  |                        | Jul-17                             |                             |
| <b>NAMES OF OTHER OPERATORS</b>  |                        |                                    |                             |
|  |                        |                                    |                             |
| <b>TRIP PURPOSE</b>  | <b># TRIPS</b>         | <b>VEHICLES</b>                    | <u>27</u>                   |
| Medical  | <u>1439</u>            | <b>VEHICLE MILES</b>               | <u>56019</u>                |
| Employment   | <u>1093</u>            | <b>REVENUE MILES</b>               | <u>45279</u>                |
| Education/Training   | <u>273</u>             | <b>PASSENGER MILES</b>             | <u>65219</u>                |
| Shopping   | <u>0</u>               |                                    |                             |
| Nutrition  | <u>353</u>             | <b>ACCIDENTS</b>                   |                             |
| Other  | <u>208</u>             | Persons Only                       | <u>0</u>                    |
| <b>TOTAL TRIPS</b>   | <u>3366</u>            | Vehicles Only                      | <u>0</u>                    |
|  |                        | Veh & Persons                      | <u>0</u>                    |
| <b>PURCHASERS</b>  | <b># TRIPS</b>         | <b>ROADCALLS</b>                   | <u>0</u>                    |
| <i>List all purchasers -</i>   |                        |                                    |                             |
| CTD/Non-Sponsored  | <u>577</u>             | <b>COMMENDATIONS</b>               | <u>0</u>                    |
| MMA  | <u>1110</u>            | <b>SUGGESTIONS</b>                 | <u>0</u>                    |
| APD  | <u>1351</u>            | <b>CONCERNS</b>                    | <u>0</u>                    |
| AAA  | <u>286</u>             | <b>GRIEVANCES</b>                  | <u>0</u>                    |
| Other  | <u>42</u>              |                                    |                             |
| OOD  | <u>0</u>               | <b>UNMET REQUESTS</b>              | <u>4</u>                    |
|  |                        | <b>DEFERRED TRIPS</b>              | <u>0</u>                    |
|  |                        | <b>NO-SHOWS</b>                    | <u>47</u>                   |
| <b>TOTAL TRIPS</b>   | <u>3366</u>            | <b>UNDUP PASSENGERS</b>            | <u>420</u>                  |
|  |                        |                                    |                             |
| <b>CONTRACTS</b>   | <b>CONTRACT PERIOD</b> | <b>ANNUAL AMOUNT OF ALLOCATION</b> | <b>AMOUNT SPENT TO DATE</b> |
| CTD/Non-Sponsored  | July-June              | \$353,567.00                       | \$29,205.90                 |
|  |                        |                                    |                             |
|  |                        |                                    |                             |
| <b>Attachments:</b> Year-to-date Financial Report including Revenue sources & amounts and Expenditures by cost categories. |                        |                                    |                             |
| <b>Also attach:</b> grievances & complaints, advertising efforts, monitoring reports conducted by funding agencies.        |                        |                                    |                             |

**COMMUNITY TRANSPORTATION COORDINATOR  
OPERATIONAL REPORT**

|                                 |                |
|---------------------------------|----------------|
| <b>COUNTY/CTC</b>               | Jackson/JTrans |
| <b>REPORTING PERIOD</b>         | Aug-17         |
| <b>NAMES OF OTHER OPERATORS</b> |                |

| <b>TRIP PURPOSE</b>          | <b># TRIPS</b> | <b>VEHICLES</b>        | <u>27</u>    |
|------------------------------|----------------|------------------------|--------------|
| Medical                      | <u>1529</u>    | <b>VEHICLE MILES</b>   | <u>61847</u> |
| Employment                   | <u>1343</u>    | <b>REVENUE MILES</b>   | <u>50379</u> |
| Education/Training           | <u>316</u>     | <b>PASSENGER MILES</b> | <u>68515</u> |
| Shopping                     | <u>0</u>       |                        |              |
| Nutrition                    | <u>442</u>     | <b>ACCIDENTS</b>       |              |
| Other                        | <u>232</u>     | Persons Only           | <u>0</u>     |
| <b>TOTAL TRIPS</b>           | <u>3862</u>    | Vehicles Only          | <u>0</u>     |
|                              |                | Veh & Persons          | <u>0</u>     |
| <b>PURCHASERS</b>            | <b># TRIPS</b> | <b>ROADCALLS</b>       | <u>0</u>     |
| <i>List all purchasers -</i> |                |                        |              |
| CTD/Non-Sponsored            | <u>609</u>     | <b>COMMENDATIONS</b>   | <u>0</u>     |
| <u>MMA</u>                   | <u>1213</u>    | <b>SUGGESTIONS</b>     | <u>0</u>     |
| <u>APD</u>                   | <u>1621</u>    | <b>CONCERNS</b>        | <u>0</u>     |
| <u>AAA</u>                   | <u>367</u>     | <b>GRIEVANCES</b>      | <u>0</u>     |
| <u>Other</u>                 | <u>52</u>      |                        |              |
| <u>OOD</u>                   | <u>0</u>       | <b>UNMET REQUESTS</b>  | <u>3</u>     |
|                              |                | <b>DEFERRED TRIPS</b>  | <u>0</u>     |
|                              |                | <b>NO-SHOWS</b>        | <u>67</u>    |
| <b>TOTAL TRIPS</b>           | <u>3862</u>    | <b>UNDUP PASSENGER</b> | 427          |

| <b>CONTRACTS</b>  | <b>CONTRACT PERIOD</b> | <b>ANNUAL AMOUNT OF ALLOCATION</b> | <b>AMOUNT SPENT TO DATE</b> |
|-------------------|------------------------|------------------------------------|-----------------------------|
| CTD/Non-Sponsored | <u>July-June</u>       | <u>\$323,567.00</u>                | <u>\$56,490.56</u>          |
|                   |                        |                                    |                             |

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

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

| <b>COMMUNITY TRANSPORTATION COORDINATOR</b>  |                        |                                    |                             |
|--|------------------------|------------------------------------|-----------------------------|
| <b>OPERATIONAL REPORT</b>  |                        |                                    |                             |
| <b>COUNTY/CTC</b>  |                        | Jackson/JTrans                     |                             |
| <b>REPORTING PERIOD</b>  |                        | Sep-17                             |                             |
| <b>NAMES OF OTHER OPERATORS</b>  |                        |                                    |                             |
|  |                        |                                    |                             |
| <b>TRIP PURPOSE</b>  | <b># TRIPS</b>         | <b>VEHICLES</b>                    | <u>27</u>                   |
| Medical  | <u>1134</u>            | <b>VEHICLE MILES</b>               | <u>44978</u>                |
| Employment   | <u>1048</u>            | <b>REVENUE MILES</b>               | <u>36621</u>                |
| Education/Training   | <u>195</u>             | <b>PASSENGER MILES</b>             | <u>48129</u>                |
| Shopping   | <u>161</u>             |                                    |                             |
| Nutrition  | <u>359</u>             | <b>ACCIDENTS</b>                   |                             |
| Other  |                        | Persons Only                       | <u>0</u>                    |
| <b>TOTAL TRIPS</b>   | <u>2897</u>            | Vehicles Only                      | <u>0</u>                    |
|  |                        | Veh & Persons                      | <u>0</u>                    |
| <b>PURCHASERS</b>  | <b># TRIPS</b>         | <b>ROADCALLS</b>                   | <u>0</u>                    |
| <i>List all purchasers -</i>   |                        |                                    |                             |
| CTD/Non-Sponsored  | <u>512</u>             | <b>COMMENDATIONS</b>               | <u>0</u>                    |
| <u>MMA</u>   | <u>859</u>             | <b>SUGGESTIONS</b>                 | <u>0</u>                    |
| <u>APD</u>   | <u>1214</u>            | <b>CONCERNS</b>                    | <u>0</u>                    |
| <u>AAA</u>   | <u>281</u>             | <b>GRIEVANCES</b>                  | <u>0</u>                    |
| <u>Other</u>   | <u>31</u>              |                                    |                             |
| <u>OOD</u>   | <u>0</u>               | <b>UNMET REQUESTS</b>              | <u>8</u>                    |
|  |                        | <b>DEFERRED TRIPS</b>              | <u>0</u>                    |
|  |                        | <b>NO-SHOWS</b>                    | <u>43</u>                   |
| <b>TOTAL TRIPS</b>   | <u>2897</u>            | <b>UNDUP PASSENGERS</b>            | <u>354</u>                  |
| <b>CONTRACTS</b>   | <b>CONTRACT PERIOD</b> | <b>ANNUAL AMOUNT OF ALLOCATION</b> | <b>AMOUNT SPENT TO DATE</b> |
| CTD/Non-Sponsored  | July-June              | <u>\$323,567.00</u>                | <u>\$82,137.43</u>          |
|  |                        |                                    |                             |
|  |                        |                                    |                             |
| <b>Attachments:</b> Year-to-date Financial Report including Revenue sources & amounts and Expenditures by cost categories. |                        |                                    |                             |
| <b>Also attach:</b> grievances & complaints, advertising efforts, monitoring reports conducted by funding agencies.        |                        |                                    |                             |

## 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

---

ACTION TAKEN AT MEETING:



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

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

FM # 432-029-11401  
Contract # GON56

**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.<br><br>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:**

---

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:**

---

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




---

Kwentin Eastberg  
TD Program Coordinator

October 1, 2017  
Date