



JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
Commission Annex
435 West Walnut Street, Monticello, Florida
Thursday, September 21, 2017
10:00 AM Eastern 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, September 18, 2017

The Jefferson County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the first 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.

BOARD AGENDA

- | | |
|--|----------------------------|
| Call to Order | Stephen Walker
Chairman |
| Roll Call, Welcome New Members, Introductions | Kwentin Eastberg
Staff |
| 1. Approval of Meeting Minutes – June 2017
* Requested Action: Motion to Approve | Chairman |
| 2. Old Business: | |
| 3. New Business: | |
| a. Election of Vice Chairman
* Requested Action: Elect Vice Chair | Mr. Eastberg |
| b. Bylaws
* Requested Action: Motion to Adopt | Mr. Eastberg |

- c. Selection of Administrative Committee Mr. Eastberg
 - ***Requested Action:** Select Committee
 - d. Selection of Grievance Committee Mr. Eastberg
 - ***Requested Action:** Select Committee
 - e. Complaint & Grievance Procedures Mr. Eastberg
 - ***Requested Action:** Motion to Adopt
 - f. Transportation Disadvantaged Service Plan Update Mr. Eastberg
 - ***Requested Action:** Roll Call Vote for adoption
 - g. Community Transportation Coordinator (CTC) Report Shawn Mitchell
Information Only
 - h. ARPC Staff Quarterly Report Mr. Eastberg
Information Only
 - i. Commission for the Transportation Disadvantaged Update Mr. Eastberg
Information Only
 - j. Metropolitan Planning Organization Update CRTPA Staff
Information Only
4. Other Business
- a. Records Update Mr. Eastberg
Information Only
 - b. New Member Training Announcement 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 Thursday November 9, 2017 at 10:00AM Eastern 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

ABE	Annual Budget Estimate
ADA	Americans with Disabilities Act
AER	Actual Expenditure Report
AHCA	Agency for Health Care Administration
AOR	Annual Operating Report
APR	Annual Performance Report
ARPC	Apalachee Regional Planning Council
BOCC	Board of County Commissioners
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged (Commission)
CTS	Coordinated Transportation System
DCF	Department of Children & Families
DEA	Department of Elder Affairs
DOE/VR	Department of Education/Vocational Rehabilitation
DOPA	Designated Official Planning Agency
DOT	Department of Transportation
DVA	Department of Veteran Affairs
FAC	Florida Administrative Code
FS	Florida Statutes
FTA	Federal Transit Administration
FY	Fiscal Year
LCB	Local Coordinating Board
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
PE	Public Education
RFP	Request for Proposal
RFQ	Request for Qualifications
SSPP	Safety System Program Plan
TD	Transportation Disadvantaged
TDCB	Transportation Disadvantaged Coordinating Board
TDSP	Transportation Disadvantaged Service Plan
TDTF	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 April 2017 LCB meeting

REQUESTED ACTION: A motion and vote to approve the June 2017 Board Meeting minutes.

ACTION TAKEN AT MEETING:

DRAFT MINUTES

Jefferson County
Transportation Disadvantaged
Local Coordinating Board



Minutes

ANNUAL PUBLIC HEARING

Followed by

Regular Quarterly Meeting

June 15, 2017 at 10 AM

Members in attendance

John R. Nelson, Sr. vice chair

Jacqueline Miller

Vicki Alexander

George Pittman, Sr.

Mackie Proctor

Diane Head

Sandra Porres-Gutierrez

Also Present: Colleen Roland – CRTPA, Shawn Mitchell – Big Bend Transit, Robert Adams – Big Bend Transit, Kwentin Eastberg – Apalachee Regional Planning Council.

Annual Public Hearing

1. **Call to Order** – Honorable Stephen Walker, presiding. Vice Chairman John Nelson, St. called the meeting to order
2. **Public Comment** – Honorable Troy Avera, Mayor of Monticello, addressed the membership, pledging his support to the needs of the transportation disadvantaged persons in Gadsden County.

There were no other members wishing to address the board. Mr. Nelson adjourned the Annual Public Hearing at 10:18 AM.

Regular Quarterly Meeting

1. Call to Order (chair) Mr. Nelson convened the regular quarterly meeting at 10:19 AM

2. Report from the Community Transportation Coordinator (Mr. Shawn Mitchell, Big Bend Transit) Attachment 2. Mr. Mitchell reviewed the quarterly statistics with the membership. He also gave an update on the Jefferson Express.

3. Items from Members – Ms Vicki Alexander spoke to the LCB about the Getting Ahead Program in Jefferson County and its efforts to help its residents . She urged them to attend their graduation program scheduled for June 16.

4. Items from Staff – (Colleen Roland, CRTPA)

A Transportation Disadvantaged Service Plan (TDSP) Update

Ms. Roland explained the necessary annual review of the TDSP. She said that the result of the review was that there were no changes necessary.

Motion to approve as presented – Porres-Gutierrez, second by Newsome. Unanimous vote.

Requested Action: Approval

B. Minutes of the March 17, 2017 meeting

The minutes of the March meeting were approved as presented. Motion by Newsome, second by Porres-Gutierrez, vote unanimous

C. Meeting Dates for 2017-2018

Ms. Roland advised that the Apalachee Regional Planning Council (ARPC) will become the Official Designated Planning Agency on July 1, 2017. Mr. Kwentin Eastberg from the ARPC discussed the next meeting date and time.

D. Training

Ms. Roland observed that Florida Statutes require that training be made available to new board members. This board, however, has very few new members. Regardless, staff strives to bring updates to the members and relevant information. Enclosed in this package is a copy of a brochure published by the Commission for the Florida Commission for the Transportation Disadvantaged: "Helping People Connect."
Attachment 4D

E. Quarterly Activity Report *Attachment 4E* Information only.

6. Adjournment The meeting was adjourned at 11:10 AM.

Jefferson County
Local Coordinating Board
For the
Transportation Disadvantaged
Minutes

March 23, 2017, 10 AM

Jefferson County Commission Annex

Monticello

Members in attendance: Sandra Porres-Gutierrez, Jacqueline Miller, John R. Nelson – Vice Chair, Mackie Proctor, Blythe Newsome, Robert Adams, George Pittman.

Staff Present: Colleen Roland, Capital Region Transportation Planning Agency, (CRTPA) Shawn Mitchell and Robert Adams – Big Bend Transit.

1. **Call to Order:** Vice Chair John R. Nelson, Sr. called the meeting to order at 10:03 AM.

- Invocation – Mr. Pittman offered the invocation which was followed by the Pledge of Allegiance.

2. **Public Comment:**

There were no public comments

3. **Items from Members:** reserved for members of the LCB to discuss issues or make announcements.

- Ms. Porres-Gutierrez announced Food Share on Good Friday
- Staff reported that Ms. Huggins was out sick.

4. **Community Transportation Coordinators Report** (Mr. Shawn Mitchell, General Manager, Big Bend Transit.)

- Ridership Report (attachment 4A) Mr. Mitchell presented the ridership report.,

5. **Items from Staff** (Colleen Roland, Capital Region Transportation Planning Agency.

A. **Change in Designated Official Planning Agency** Ms. Roland advised the board that as of July 1, 2017 the Designated Official Planning Agency would be the Apalachee Regional Planning Council (ARPC). She advised that she would also be attending meetings to ensure an effective transition.

B. **Evaluation of the Community Transportation Coordinator (CTC)**

Ms. Roland discussed the need for annual CTC evaluation by the official planning agency staff. Key points of the evaluation include adherence to state and local standards. She noted that – as in the past – Big Bend Transit of Jefferson County has been found in full compliance. Of particular note are those accomplishments that place them above and beyond the requirements, e.g. – their participation in Stands Down Day, donating vehicles and transportation to various organization, and the development of the Jefferson County Express.

She referred to the summary of the findings in the agenda package. She also advised that the workbook used during the evaluation is quite large and not distributed inside the agenda package. A copy of the workbook was available at the meeting for members who would like to review it.

Motion to approve: Newsome. Second: Porres-Gutierrez, Vote unanimous.

C. Minutes

The minutes of the November 17th meeting were approved as submitted. Motion by Gutierrez, second by Newsome.

D. Staff Activity Report

Provided for information only.

6. Adjournment (chair) The meeting adjourned at 11:04 AM.

AGENDA ITEM: 3a

SUBJECT: Election of a Vice Chairman.

BACKGROUND: The Coordinating Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Coordinating Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.
Florida Administrative Code, Rule 41-2.012(2)

ATTACHMENTS: NONE

REQUESTED ACTION: A motion and vote to elect a Vice-Chairperson

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3b

SUBJECT: Review, update, and adoption of the Bylaws.

BACKGROUND: The planning agency's contract with the Commission for the Transportation Disadvantaged requires an annual review of the bylaws for any necessary changes. The September Board meeting is considered the organizational meeting, as it is the first meeting of the new fiscal (grant) year. As part of the organizational meeting the Draft Bylaws are presented to the board for review and approve.

ATTACHMENTS: Draft Bylaws

REQUESTED ACTION: A motion and vote to approve the Bylaws.

ACTION TAKEN AT MEETING:

Jefferson County
Transportation Disadvantaged Coordinating Board

Bylaws

In accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code and the
Local Coordinating Board and Planning Agency Operating Guidelines, April, 2014

I. PURPOSE OF THE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

The purpose of the Transportation Disadvantaged Coordinating Board, also uniformly referred to as the Board, is to determine local service needs and to provide information, advice and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged within the county. In general, the Board is considered an advisory body.

The Board shall perform duties in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code and the Local Coordinating Board and Planning Agency Operating Guidelines, as amended April 2014.

II. ADMINISTRATION OF THE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

A. Planning Agency Responsibilities

The Apalachee Regional Planning Council or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The responsibilities of the Planning Agency include assistance in the scheduling of meetings; training Board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan (TDSP); preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

B. Meetings

The Board shall hold an organizational meeting each year for the purpose of electing a vice chairperson and committee members. The Board shall meet at least quarterly or more often as necessary in order to meet its responsibilities.

All meetings, including committee meetings, will function under the "Government in the Sunshine Law." The Board will conduct business using parliamentary procedures according to Robert's Rules of Order.

C. Quorum

At all meetings of the Board, the presence, in person, of at least forty percent (40%) of the voting members, or their alternates, shall be necessary and sufficient to constitute a quorum for the transaction of business. Vacant positions on the Board shall not be included in the number of persons required to be present in order to constitute a quorum.

Board members can participate (and vote) in meetings via conference call; however, a physical quorum must be present to vote on action items.

The Planning Agency staff shall make every effort to secure a quorum. In the absence of a quorum, the chairperson may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum is present.

In situations where a quorum is not obtained, the members present may elect to either cancel the meeting and reschedule the meeting at a later date, or, continue to meet and discuss agenda items for informational purposes only. Agenda items that need formal action shall be presented at a future meeting where a quorum is present.

D. Voting

Each Board member shall have one (1) vote. A majority vote of those present and voting shall decide any question, unless as otherwise expressly required by law or these bylaws.

Alternate representatives shall enjoy full voting rights in the absence of the appointed member.

Board member may not abstain from voting when an official decision, ruling or other official act is to be taken, except when there is a conflict of interest. Conflict of interest is defined as a situation in which concern for a private interest tends to lead to disregard of a public duty or interest. It generally involves something, which works to the member's special private gain or to the special gain of a principal by whom the member is retained. The member must state, at the meeting, the conflict of interest in order to abstain from voting on an issue. More complete procedures on how to record a conflict of interest are found in the Code of Ethics, Section 112, Florida Statutes.

Proxy voting shall not be allowed.

E. Meeting Notices

Full Board Meeting Notices - A schedule for the required quarterly meetings of the Board shall be adopted at the last regularly scheduled meeting of each year. Proposed topics shall be listed on the schedule. The schedule shall be provided to the Florida Commission for the Transportation Disadvantaged and other interested parties upon adoption by the Board.

All Board meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting.

Meeting notice shall include date, time, and location, general nature/subject of the meeting, and a contact person and telephone number to call for additional information and request accessible formats.

Emergency Meeting Notices and Committee Meeting Notices - Planning Agency staff shall give the Florida Commission for the Transportation Disadvantaged, the Board members and all interested parties one week notice, if possible, of the date, time, location, and proposed agenda for the Board committee meetings and emergency meetings. Meeting materials shall be provided as early as possible. Emergency/ Committee Meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

F. Agendas

Planning Agency staff shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, the Board members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the Transportation Disadvantaged Service Plan, shall be given for additional review time.

The agenda shall include a public participation opportunity.

G. Minutes

Planning Agency staff is responsible for preparing and maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. The record of official actions shall include who initiated and seconded the motion, as well as who voted for and against the motions. If there is no quorum, action items will be tabled until the next Board meeting. Minutes shall reflect that no official action was taken and shall include a summary of discussions. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval. Copies of approved minutes shall be sent to the Florida Commission for the Transportation Disadvantaged in the quarterly report. Committee meetings minutes may be in the form of

a brief summary of basic points, discussions, decisions, and recommendations to the full Board.

H. Committees

All committee members shall be voting members of the Board.

The Board will appoint the following committees:

Administrative Committee – The Administrative Committee shall be composed of three members. This committee will assist the Planning Agency staff in any requested assistance with administrative duties of the Board or staff.

Grievance Committee – The Grievance Committee shall be composed of three members, include a minimum of one minority representative. The Board’s Grievance Procedures shall compliment the Community Transportation Coordinator’s Grievance Procedures. This committee is further explained in Section VI, Local Coordinating Board Duties.

Other Committees – The chairperson shall appoint other standing, temporary or special purpose committees, as approved by the Board.

III. MEMBERSHIP OF THE TRANSPORTATION DISADVANTAGED COORDINATING BOARD

Members of the Board shall be appointed by the Planning Agency in accordance with Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code and the Local Coordinating Board and Planning Agency Operating Guidelines, as amended April 2014. The Planning Agency shall attempt to appoint individuals who have positions of responsibility within the agencies at a level high enough to allow for adequate agency representation during Board discussions and when issues require a vote. Members shall serve without compensation.

A. Voting Members

1. An elected official from the service area, serving as the chairperson;
2. A local representative of the Florida Department of Transportation;
3. A local representative of the Florida Department Children and Family Services;
4. A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
5. In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
6. A person who is recognized by the Veterans Service Office representing the veterans in the county;

7. A person who is recognized by the Florida Association for Community Action (President) representing the economically disadvantaged in the county;
8. A person over sixty representing the elderly in the county;
9. A person with a disability representing the disabled in the county;
10. A citizen advocate representatives in the county;
11. A citizen advocate representative in the county who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
12. A local representative for children at risk;
13. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator.
14. A local representative of the Florida Department of Elder Affairs;
15. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed except where said representative is also the Community Transportation Coordinator. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the Transportation Disadvantaged Coordinating Board;
16. A local representative of the Florida Agency for Health Care Administration;
17. A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
18. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

Membership of the Board shall consist of individuals who represent the appropriate governmental agencies or groups of people as defined above. The membership shall also represent, to the maximum degree possible, a cross section of the local community.

No employee or family member of the coordinated system shall serve as voting member of the Board. The Community Transportation Coordinator and their employees are not prohibited from serving on a Board in an area where they are not the Community Transportation Coordinator. An elected official serving as Chairperson of the Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator shall not be precluded from serving as voting members of the Board.

B. Terms of Appointment

Except for the Chairperson and state agency representatives, the Board members shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years to avoid a significant turnover during a particular period (41-2.012(4) FAC).

Board members can be reappointed for more than one term.

Any Board member may resign at any time by written notice to the Planning Agency. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Planning Agency.

C. Technical Advisors – Non-Voting Board Members

Upon a majority vote of a quorum of the Board, technical advisors may be approved for the purpose of providing the Board with technical advice as necessary.

D. Alternates

Alternates are to be appointed in writing and filed with the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.

Each alternate may vote only in the absence of that Board member on a one-vote-per-member basis.

Alternates must be a representative of the same interest as the primary Board member.

E. Attendance

The Planning Agency shall review, and consider rescinding, the appointment of any member who fails to attend three consecutive meetings. A letter shall be sent to members advising of the impending action. The Board shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings.

Board members shall be responsible for notifying the Planning Agency of their absence prior to the meeting.

The Planning Agency must complete attendance roster for each local coordinating Board meeting.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on action items.

F. Duties

The Board shall:

Memorandum of Agreement. Review and make recommendations regarding the approval of the Memorandum of Agreement between the newly recommended Community Transportation Coordinator and the Florida Commission for the Transportation Disadvantaged.

Transportation Disadvantaged Service Plan (TDSP). Annually review, make recommendations and approve the Transportation Disadvantaged Service Plan (TDSP). The Transportation Disadvantaged Coordinating Board shall ensure that the TDSP has been developed by involving all appropriate parties in the process.

Community Transportation Coordinator Evaluation. Annually, provide the MPO/planning agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b) FAC). As part of the Community Transportation Coordinator's performance, the Transportation Disadvantaged Coordinating Board shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The Transportation Disadvantaged Coordinating Board shall utilize the Florida Commission for the Transportation Disadvantaged's Quality Assurance Performance Evaluation Tool to evaluate the performance of the Community Transportation Coordinator. This evaluation Tool and Summary will be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Transportation Disadvantaged Coordinating Board. In areas where a planning agency serves as the Community Transportation Coordinator, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the Community Transportation Coordinator.

Applications for Local Government, State or Federal Funds. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Florida Commission for the Transportation Disadvantaged and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner (427.0157(3), FS). The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and Community Transportation Coordinator have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least the review of applications to ensure that they are consistent with the TDSP. This review shall consider a) the need for the requested funds or services; b) consistency with local government comprehensive plans; c) coordination with local transit agencies, including

the Community Transportation Coordinator; d) consistency with the TDSP; e) whether such funds are adequately budgeted amounts for the services expected; and, f) whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations and the notification to the Florida Commission for the Transportation Disadvantaged of any unresolved funding requests without delays in the application process.

Eligibility Guidelines and Trip Priorities. When requested, assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities.

Coordination Strategies or Service Provision. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.

Grievance Committees. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the Community Transportation Coordinators in the designated service area, and make recommendations for the local Coordinating Board or to the Florida Commission for the Transportation Disadvantaged, when local resolution cannot be found, for improvement of service. The Transportation Disadvantaged Coordinating Board shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Florida Commission for the Transportation Disadvantaged's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Transportation Disadvantaged Coordinating Board. (41-2.012(5)(c), FAC).

Coordination Contracts. Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).

Public Hearing. Annually hold at a minimum, one Public Hearing for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public hearing be held in conjunction with a regular business meeting of the Coordinating Board (immediately

following or prior to the Transportation Disadvantaged Coordinating Board meeting). A public hearing held jointly with the Florida Commission for the Transportation Disadvantaged will satisfy this annual requirement.

LCB Training. All Board members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest (41-2.012(5)(d) FAC).

Regional Workforce Board. Work cooperatively with Regional Workforce Boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7), FS).

Regional Transportation Opportunities. Evaluate multi county or regional transportation opportunities (427.0157(6), FS)

G. Officers

Chairperson. The Planning Agency shall appoint an elected official to serve as the official Chairperson for all Board meetings. The appointed Chairperson shall be an elected official from the county that the Board serves. The Chairperson shall serve until their elected term of office has expired or otherwise replaced by the Planning Agency. The Planning Agency shall replace or reappoint the Chairperson at the end of his/her term.

The responsibilities of the Chairperson include overseeing the working organization of the Board; seeing that all policies of the Board are implemented; presiding over all Board meetings; signing instruments carrying out authorized Board purposes; serving as an ex-officio member of committees; appointing members to committees; and carrying out other duties as may be imposed by these bylaws

Vice Chairperson. The Board shall hold an annual organizational meeting for the purpose of electing a Vice Chairperson. The Vice Chairperson must be a voting member of the Board. The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the Board. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. The Vice Chairperson may serve more than one term.

The responsibilities of the Vice Chairperson include acting in the Chairperson's absence or inability to act; and performing other duties that the Board may assign.

IV. AMENDMENTS TO THE BYLAWS

The Bylaws shall be reviewed, updated (if necessary), and adopted annually. Approved Bylaws shall be submitted to the Florida Commission for the Transportation Disadvantaged. The Bylaws can be amended at any regular or special meeting of the Board by a two-thirds vote of the members present and voting at said meeting, provided that written notice of such proposed action has been extended to each member of the Board at least one week prior to the meeting and that such notice include the nature of the proposed amendment.

V. DEFINITIONS

Community Transportation Coordinator (CTC) or Coordinator is the transportation entity that shall ensure that coordinated transportation services are provided to the transportation disadvantaged population in the county. The Community Transportation Coordinator is recommended by the planning agency and approved by the Florida Commission for the Transportation Disadvantaged.

Designated Official Planning Agency or Planning Agency is the body or agency designated by the Florida Commission for the Transportation Disadvantaged to provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the duties of the Board. This includes, but is not limited to, assistance in the scheduling of meetings; training Board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan; preparing, duplicating, and distributing meeting packets; and other necessary administrative duties and costs, as appropriate.

Florida Commission for the Transportation Disadvantaged (CTD) or Commission is the entity created by the Florida Legislature for the purpose of accomplishing the coordination of transportation services provided to the transportation disadvantaged in the State of Florida as authorized by Chapter 427, Florida Statutes.

Minority Person is a lawful, permanent resident of Florida who is an African American, a Hispanic American, an Asian American, a Native American, or an American woman (Chapter 288.703(3), Florida Statutes).

Non-sponsored Trip is a passenger trip that is sponsored in whole by the Transportation Disadvantaged Trust Fund.

Sponsored Trip is a passenger trip that is subsidized in part or in whole by a local, state, or federal government funding source.

Transportation Disadvantaged (TD) are persons who, because of physical or mental disability, income status or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities, or children who are handicapped or high-risk or at risk as defined in Section 411.202, Florida Statutes.

Transportation Disadvantaged Coordinating Board (TDCB) or Board is the advisory entity in the county composed of representatives appointed by the planning agency to provide assistance to the Community Transportation Coordinator relative to the coordination of transportation services.

Transportation Disadvantaged Service Plan (TDSP) is a five-year implementation plan, which contains the provisions of service delivery in the coordinated transportation system.

Transportation Disadvantaged Trust Fund (TDTF) is a fund administered by the Florida Commission for the Transportation Disadvantaged to carry out the Florida Commission for the Transportation Disadvantaged's responsibilities and to subsidize a portion of a transportation disadvantaged person's transportation costs that are not sponsored by an agency.

Transportation Operator is a public, private for profit, or private non-profit entity engaged by the Community Transportation Coordinator to provide services to the transportation disadvantaged persons pursuant to the Transportation Disadvantaged Service Plan.

* * *

Approved by the Jefferson County Transportation Disadvantaged Coordinating Board on the ____ day of September 2017.

Chairman

AGENDA ITEM: 3c

SUBJECT: Selection of an Administrative Committee

BACKGROUND: The Board will appoint the following committees:
Administrative Committee – The Administrative Committee shall be composed of three members. This committee will assist the Planning Agency staff in any requested assistance with administrative duties of the Board or staff.
Transportation Disadvantaged Coordinating Board (TDCB) Bylaws: (II.H.Committees)

ATTACHMENTS: NONE

REQUESTED ACTION: A motion and appointment of three TDCB members to the Administrative Committee.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3d

SUBJECT: Selection of a Grievance Committee

BACKGROUND: The Board shall... Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service.
Florida Administrative Code Rule 41-2.012(5)(c).

The Board will appoint the following committees:
Grievance Committee – The Grievance Committee shall be composed of three members, include a minimum of one minority representative. The Board’s Grievance Procedures shall compliment the Community Transportation Coordinator’s Grievance Procedures. This committee is further explained in Section VI, Local Coordinating Board Duties.
Transportation Disadvantaged Coordinating Board (TDCB) Bylaws: (II.H.Committees)

ATTACHMENTS: NONE

REQUESTED ACTION: A motion and appointment of three TDCB members to the Grievance Committee.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3e

SUBJECT: Review, update, and adoption of the Grievance Procedures.

BACKGROUND: The planning agency's contract with the Commission for the Transportation Disadvantaged requires an annual review of the Grievance Procedures for any necessary changes. The September Board meeting is considered the organizational meeting, as it is the first meeting of the new fiscal (grant) year. As part of the organizational meeting the Draft Complaint and Grievance Procedures are presented to the board for review and approve.

ATTACHMENTS: Draft Grievance Procedures

REQUESTED ACTION: A motion and vote to approve the Grievance Procedures.

ACTION TAKEN AT MEETING:

Jefferson County
Transportation Disadvantaged Coordinating Board

Complaint & Grievance Procedures

PURPOSE

The purpose of the complaint and grievance process is to resolve issues affecting the service delivery system and administration of the transportation disadvantaged program in a timely manner.

AUTHORITY

41-2.012(5)(c), Florida Administrative Code.

Appoint a Grievance Committee to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Transportation Disadvantaged Coordinating Board for improvement of service. The Transportation Disadvantaged Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner.

These procedures are in accordance with the *Local Grievance Guidelines for Transportation Disadvantaged Services* prepared by the Commission for the Transportation Disadvantaged, dated February 2010.

HEARING & DETERMINING A GRIEVANCE

There is a distinct difference between “hearing” a grievance, and “hearing and determining” a grievance. There is no bar to a person or entity listening to or “hearing” a grievance. An entity may even investigate them, from a purely fact-finding perspective, as long as it does not, in the course of its investigation, impose requirements on third parties that are not supported by statute or contractual agreement.

However, when an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of specified person or persons, it is exercising “adjudicative” or “determinative” powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance.

It is noted that Chapter 427, F.S. grants no adjudicative powers to anyone. However, Rule 41-2, F.A.C. does provide for grievance process at the local level.

DEFINITIONS

Commission for the Transportation Disadvantaged (Commission). A statewide agency created to accomplish the coordination of transportation services provided to the transportation disadvantaged.

Community Transportation Coordinator (CTC, Coordinator). A transportation entity that ensures that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. CTC is required to:

- ❖ Post a toll free telephone number for reporting complaints, grievances and commendations in all vehicles in plain view of riders,
- ❖ Periodically notify the riders of the grievance process,
- ❖ Respond to all requests for the grievance process,
- ❖ Provide, upon request, the grievance process in a format accessible to persons with disabilities,
- ❖ Provide a copy of the grievance process to agencies contracting services,
- ❖ Provide a copy of the grievance process to all transportation operators, and
- ❖ Advise customers of the Commission for the Transportation Disadvantaged Ombudsman Program and Hotline Number.

Complaint. Routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the Community Transportation Coordinator or transportation operators, not local service standards established by the Community Transportation Coordinator and local Coordinating Board. If the Community Transportation Coordinator is also an operator, their statistics on service complaints should be included. Local standards should be developed regarding the reporting and parameters of service complaints.

Service complaints may include but are not limited to:

- ❖ Late trips (late pick-up and/or late drop off),
- ❖ No-show by transportation operator and/or client,
- ❖ Client and/or driver behavior,
- ❖ Passenger discomfort,
- ❖ Service denial (without an explanation as to why), and
- ❖ Others, as deemed appropriate by the TDCB.

Grievance. A formal grievance is a written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of transportation disadvantaged services by the Community Transportation Coordinator, Transportation Operators, Planning Agency, or Transportation Disadvantaged

Coordinating Board. The Grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

Grievances may include but are not limited to:

- ❖ Chronic or recurring or unresolved service complaints,
- ❖ Violations of specific laws governing the provision of transportation disadvantaged services,
- ❖ Contract disputes (agencies/operators),
- ❖ Coordination disputes,
- ❖ Bidding disputes,
- ❖ Agency compliance,
- ❖ Conflicts of interest,
- ❖ Supplanting of funds,
- ❖ Billing and/or accounting procedures, and
- ❖ Other, as deemed appropriate by the TDCB.

Ombudsman Program. A toll free telephone number established and administered by the Commission to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the CTC.

Planning Agency. An entity responsible for transportation planning and serves as staff to the Transportation Disadvantaged Coordinating Board.

Transportation Disadvantaged (TD). Those persons who, because of physical or mental disability, income status, or age or who for other reasons, are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Transportation Disadvantaged Coordinating Board (TDCB). An entity to provide assistance to the CTC relative to the coordination of transportation services.

Transportation Operator. An entity engaged by the CTC to provide service to transportation disadvantaged persons pursuant to a Transportation Disadvantaged Service Plan.

COMPLAINT PROCEDURES

1. Complaints, verbal or written, may be initiated by anyone regarding anyone or any situation, even another customer.
2. Determine if the complaint is valid. The complaint must contain: customer name, telephone number and/or address of person making the report in order to be contacted

for additional information or to update on status, occurrence date and time (if time is available), and information regarding the complaint (service, policy or vehicle concern). If the customer wants to remain anonymous, the validity is questionable. However, the complaint may still need to be resolved.

3. If the complaint is not valid, determine if follow up is necessary. If no, close and file.
4. If the complaint is valid, complete a complaint form and start research. All critical issues must be written up and be handled immediately with supervisory action. Critical issues include, but are not limited to, physical, verbal or substance abuse, and any life-threatening situation (reckless driving, client abandonment, accidents/incidents).
5. If there is resolution at intake (client accepting response to complaint), close and file.
6. If there is no resolution at intake, the Coordinator has 10 working days to resolve the complaint. A maximum of 20 working days can be taken if there are extenuating circumstances. If there are extenuating circumstances, the Coordinator will contact the customer after initial 10 working day period to update the status of the complaint. Responses may be verbal or in writing. If there is any doubt about the customer's satisfaction, a written response should be recorded.
7. If the customer is satisfied with the resolution, close and file. If not satisfied, inform them of the formal grievance procedures, close and file.
8. Continual and/or unresolved complaints may be an indication of an operational issue that needs to be addressed. Quarterly, the CTC will compile a report for the TDCB to review. The report will contain information regarding the categories and types of concerns reported and how the CTC responded to the concerns. The report will also note how many unresolved complaints remain. Also, the TDCB should be made aware of any complaints that are serious and/or unresolved.

The resolution to complaints will vary depending on each situation. Some complaints can be resolved while speaking with the customer and others will require research in order to be resolved. The following chart depicts how certain complaints should be handled.

Received From	Response	Priority	Time Frame
Customer	Verbal/Written Verbal/Written	Quick Resolution Critical	Immediately Within 10 working days
Agency	Verbal/Written	Depends on the agency	Within 10 working days
Legislative	Written	Depends on the issue	When situation is resolved. ASAP

GRIEVANCE PROCEDURE

1. The aggrieved person is to present a formal (written) grievance to the Community Transportation Coordinator **within 10 working days of the incident or as expeditious as possible considering the circumstances** to Big Bend Transit, Inc. P.O. Box 1721, Tallahassee, FL. 32302. A formal grievance must be written and contain name, address and telephone number of the aggrieved person, date, time and place of the incident, a statement of the grounds for the grievance, supplemented by supporting documentation, made in a clear and concise manner and an explanation by the aggrieved person of the improvements needed to address the complaint.
2. The Community Transportation Coordinator will have **10 working days from the date of receipt of the grievance** to respond in writing to the aggrieved person. The response will include the right to appeal to the Transportation Disadvantaged Coordinating Board Grievance Committee. The Community Transportation Coordinator shall submit a copy of the grievance and the response to the Transportation Disadvantaged Coordinating Board Grievance Committee **within 2 working days** after responding to the aggrieved person.
3. The aggrieved person, dissatisfied with the response from the Community Transportation Coordinator, has **5 working days of the received response** to request in writing a hearing with the Transportation Disadvantaged Coordinating Board Grievance Committee. The request is to be sent to the Apalachee Regional Planning Council, TD Program, 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303.
4. The Transportation Disadvantaged Coordinating Board Grievance Committee has **10 working days from the date of receipt of the request** to hear the grievance and recommend to the Community Transportation Coordinator in writing any actions that may assist in dealing with the stated grievance. The Grievance Committee will report to the Transportation Disadvantaged Coordinating Board at the next regular meeting.
5. The aggrieved person, dissatisfied with the advice of the Grievance Committee, has **10 working days from the date of receipt of the response** to request in writing a hearing before the Transportation Disadvantaged Coordinating Board. The request is to be sent to the Apalachee Regional Planning Council, TD Program, 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303.
6. The Transportation Disadvantaged Coordinating Board will hear the grievance **within 60 calendar days**, either at its next regular meeting or special called meeting as requested by the Grievance Committee Chairman, based on severity of the issue. The findings, explanations and recommendations of the Transportation Disadvantaged Coordinating Board will be in written form, recorded and transmitted to the aggrieved person and the Community Transportation Coordinator **within 10 working days following the hearing**. The determination of the Transportation Disadvantaged Coordinating Board is final.

7. The Community Transportation Coordinator will have **10 working days from receipt of the recommendations** to address in writing the Transportation Disadvantaged Coordinating Board's recommendations.
8. The Transportation Disadvantaged Coordinating Board will review the Community Transportation Coordinator's response to the recommendations at **the next meeting** of the Transportation Disadvantaged Coordinating Board. A record of the grievances, their status (i.e., resolved, unresolved) and the response to the Transportation Disadvantaged Coordinating Board's recommendations will be included in the Community Transportation Coordinator's annual evaluation. The grievance record will also be reviewed during the development of the Community Transportation Coordinator's service plan.
9. The aggrieved person, dissatisfied with the advice of the Transportation Disadvantaged Coordinating Board, can file a formal grievance with the Commission for the Transportation Disadvantaged. The aggrieved person may begin this process by contacting the Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, Florida 32399-0450 or through the TD Helpline (1-800-983-2435), or by email (www.dot.state.fl.us/ctd). Upon request of the aggrieved person the Commission will provide the aggrieved person with an accessible copy of the Commission's Grievance Procedures.
10. If the Commission is unable to resolve the grievance, the aggrieved person will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.

Aggrieved person with proper standing may also have recourse through the Chapter 120, Florida Statutes administrative hearing process. Nothing in this process is intended to preclude the aggrieved person from pursuing legal action. Aggrieved persons may contact the Florida Commission for the Transportation Disadvantaged Ombudsman Hotline at 1-800-983-2435.

CONTACT INFORMATION

COMMUNITY TRANSPORTATION COORDINATOR

Big Bend Transit, Inc.
Shawn Mitchell, General Manager
Post Office Box 1721
Tallahassee, Florida 32302
Telephone (850) 574-6266 Ext. 101
Facsimile (850) 574-1531
<http://www.bigbendtransit.org/>

TRANSPORTATION DISADVANTAGED COORDINATING BOARD and GRIEVANCE COMMITTEE

Kwentin Eastberg, TD Program Coordinator
Apalachee Regional Planning Council
2507 Callaway Road, Suite 200
Tallahassee, Florida 32303
Telephone (850) 488-6211 Ext. 105
Facsimile (850) 488-1616
keastberg@theapc.com

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450
OMBUDSMAN HOTLINE: 1-800-983-2435
www.dot.state.fl.us/ctd

DEPARTMENT OF CHILDREN & Families Office of Public Assistance Appeals Hearings

1317 Winewood Boulevard, Building 5, Room 203
Tallahassee, Florida 32399-0700
Telephone (850) 488-1429
Facsimile (850) 487-0662

* * *

Approved by the Jefferson County Transportation Disadvantaged
Coordinating Board on the ____ day of September, 2017.

Chairman

AGENDA ITEM: 3f

SUBJECT: Transportation Disadvantaged Service Plan Update

BACKGROUND: In consultation with the Community Transportation Coordinator and Coordinating Board, each Metropolitan Planning Organization or Designated Official Planning Agency shall develop and annually update, a Transportation Disadvantaged Service Plan... The Transportation Disadvantaged Service Plan shall be reviewed for final disposition by the Coordinating Board and the Commission. Florida Administrative Code Rule 41-2.009(4).

Pursuant to the conditions set forth in the Memorandum of Agreement, the Community Transportation Coordinator shall develop, implement, and monitor an approved Transportation Disadvantaged Service Plan. This plan shall be approved by the Coordinating Board and forwarded to the Commission for review and final disposition.
Florida Administrative Code Rule 41-2.011(3).

ATTACHMENTS: Transportation Disadvantaged Service Plan (separate document)

REQUESTED ACTION: Roll Call Vote for Adoption

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3g

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:



JEFFERSON COUNTY RIDERSHIP REPORT

QUARTERLY REPORT

APRIL 2017 – JUNE 2017

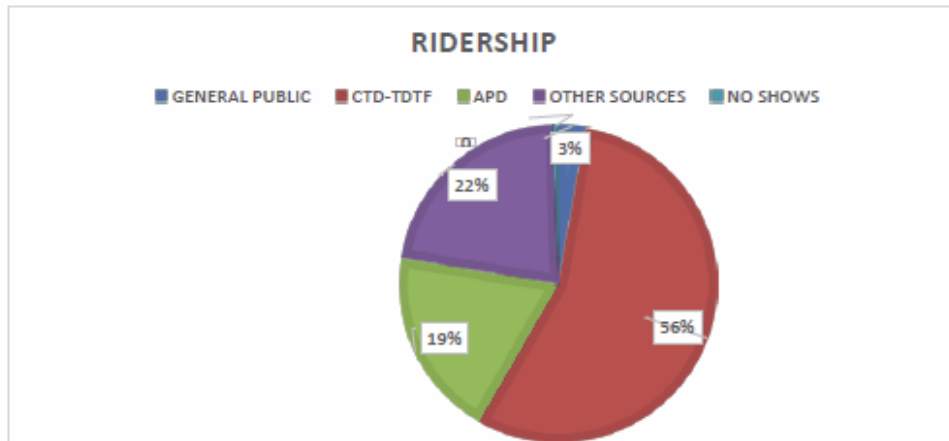
COMMUNITY TRANSPORTATION QUARTERLY REPORT

(APRIL 2017 – JUNE 2017)

Number of Trips Provided From Funding Sources

During this reporting period BBT provided a total of 3,716 trips. Approximately 56 percent of the trips provided were CTD-TDTF funded trips, 3 percent of the trips were GENERAL PUBLIC, 19 percent APD passengers, 22 percent were from OTHER SOURCES and less than 1 percent of the total scheduled trips were NO SHOWS.

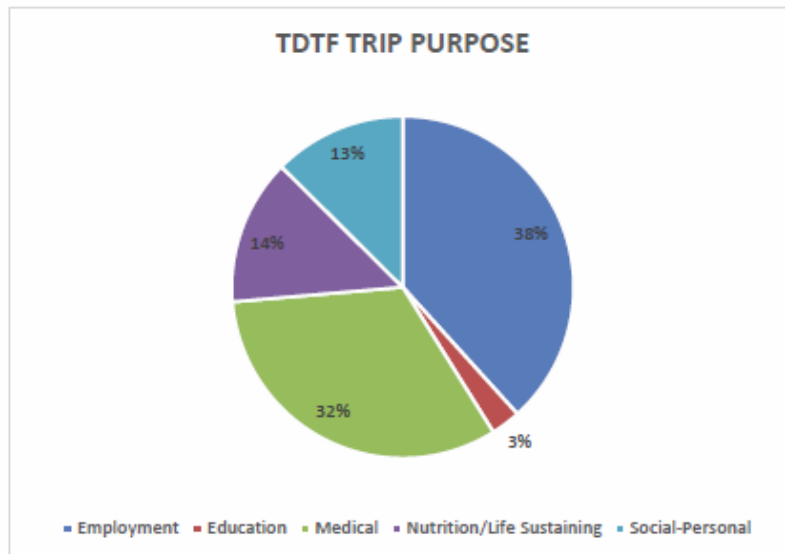
SOURCES	APRIL	MAY	JUNE	TOTAL
GENERAL PUBLIC	38	42	23	103
CTD-TDTF	628	729	706	2,063
APD	242	255	222	719
OTHER SOURCES	286	244	285	815
NO SHOWS	3	7	6	16
TOTAL	1197	1277	1242	3716



TDTF TRIP PURPOSE

Of the CTD-TDTF trips BBT provided during this period, 38 percent were for employment; 32 percent for medical appointments, 3 percent for education, 14 percent for nutritional and life sustaining activities, and 13 percent for Social/Personal.

	APRIL	MAY	JUNE	TOTAL
Employment	247	274	269	790
Education	27	18	13	58
Medical	185	245	241	671
Nutrition/Life Sustaining	87	101	97	285
Social-Personal	82	91	86	259
Total	628	729	706	2063



NUMBER OF COMPLAINTS FILED (0)

AGENDA ITEM: 3h

SUBJECT: ARPC Quarterly Report (Last Report from CRTPA)

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 **fourth quarter** report is provided for review.

ATTACHMENTS: NONE: Did not receive the last quarterly report from the prior DOPA

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

Designate Official Planning Agency: Capital Region
Transportation Planning Agency

Invoice #: 4
Contract
#: G0C55

County: Jefferson

Reporting Period: April 1 to June 30, 2017

I. Program Management

A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee.(Task 2)

- No activity this quarter.

B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

- No activity this quarter.

C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

- Agendas were developed and distributed by both e-mail and regular mail a week before the June meeting.

D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved copy along with the quarterly report to the Commission. 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. (Task 3)

- The draft minutes are enclosed. Signed minutes of the meeting will be included in the first invoice package of FY 17-18.

E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).(Task 4)

- The annual public was held this quarter. It was duly advertised in a

newspaper block ad (copy attached) and signs were posted in the vehicles 2 weeks in advance.

- F. Provide staff support for committees of the local coordinating board. (Task 3)
- No activity this quarter.
- G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)
- No activity this quarter.
- H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission.(Task 6)
- No activity this quarter.
- I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)
- Roster enclosed along with sign in sheets
- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)
- Public notice of the meeting was made in the Tallahassee Democrat.
- K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)
- No activity this quarter
- L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)
- The TDSP was reviewed and presented to the LCB for ratification.

M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

- No activity this quarter.

II. Service Development

The planning agency shall develop the following service development items.

A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

- No activity this quarter.

B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.

- Staff worked with the planners of the Capital Region Transportation Planning Agency to ensure consistency with the Jefferson County Coordinated Transportation and Human Services Transportation Plan during the development of the Year 2040 Long Range Transportation Plan. The efforts will continue throughout the 2017 calendar year.

C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

- No activity this quarter.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

- No activity this quarter.

B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

- No activity this quarter.

C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

- No activity this quarter. Staff attended the Commission business meeting in March.

D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

none

E. Provide training for newly-appointed local coordinating board members. (Task 3)

- There are no newly appointed members on this board. However at the November meeting staff brought information to the board on "Helpful Resources for Aging Drivers" and "Get to know" a feature brought to this board by planning agency staff members. At this meeting Blythe Newsome reviewed the services provided by Covenant Cares, including the Physician Prescribed Exception Care (P-PEC) program for infants.

F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

Staff continues to assist the four county region (Leon, Wakulla, Gadsden, and Jefferson) in pursuing transportation alternatives that may increase the opportunities for the transportation disadvantaged. Staff continues to identify planning initiatives including the transportation disadvantaged population in the development of the CRTPA Long Range Plans.

G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.

- No activity this quarter.

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (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 Transportation Disadvantaged Service Plan. (Task 2)
- No activity this quarter.
- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.
- No activity this quarter.
- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
- No coordination contracts exist
- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

na

IV. Special Considerations by Planning Agency:

none

V. Special Considerations by Commission:

 Signature of New Planning Agency Staff
 Kwentin Eastberg
 TD Coordinator, ARPC

September 21, 2017
 Date

Colleen D. Roland, Senior Planner
 Typed name of Individual Submitting Report