



FRANKLIN COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD  
Franklin County Courthouse Annex  
33 Market Street, Apalachicola, Florida  
Wednesday, February 7, 2018  
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, February 7, 2018

The Franklin County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the third 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, Introductions  | Ricky Jones               |
| Public Comment/Pick up Speaker’s card                                   | Chairman                  |
| Roll Call   | Kwentin Eastberg<br>Staff |
| 1. Approval of Board Meeting and Public Hearing Minutes – November 2017 |                           |
| a. Approval of Minutes  | Chairman                  |
| * <b>Recommended Action:</b> Motion to Approve                          |                           |
| 2. Old Business:  |                           |
| 3. New Business:  |                           |
| a. Annual CTC Evaluation  | CTC/RPC Staff             |
| * <b>Recommended Action:</b> Motion to adopt as presented               |                           |

- b. Community Transportation Coordinator (CTC) Report CTC Staff  
Information Only
  - c. ARPC Staff Quarterly Report Mr. Eastberg  
Information Only
  - d. Commission for the Transportation Disadvantaged Update Mr. Eastberg  
Information Only
    - i. CTD Business Meeting, Tallahassee, Feb 13th
    - ii. TD Legislative Awareness Day, Capitol, Feb 14th
  - e. Grant Review FTA/DOT (if applicable) CTC Staff  
Information Only
4. Other Business
- a. Vehicle Ride Along issue Mr. Eastberg  
Information Only
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 Wednesday June 6, 2018 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

<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 November 2017 LCB Meeting

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

---

**ACTION TAKEN AT MEETING:**



**FRANKLIN COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD  
MEETING MINUTES 11/15/17**  
Franklin County Courthouse Annex  
33 Market Street, Apalachicola, Florida



**Call to Order**

Vice-Chairman Charles Elliott called the meeting to order. Kwentin Eastberg, staff to the Board, called the roll.

**Roll Call & Welcome New Members**

Representation	Member's Name Alternate's Name	Sept. 2017	Nov. 2017	Feb. 2018	June 2018
Chairman	Frank Cook, R Nov. 2017 Ricky Jones, Feb. 2018	A	R		
Elderly	Kay Carson	A	P		
Disabled	Joe Blan	P	A		
Citizen Advocate	Pamela Brownell Jenny Daniels, alt.	A	A		
Citizen Advocate/User	Fred Brown	A	A		
Veterans	Charles Elliott William Scott, alt.	P	P		
Community Action	Pat Carroll	A	A		
Public Education	John "Bud" Strange	A	A		
Children at Risk	Sharon Owens Suzy Nadler, alt 1. Mary Ann Roberts, alt 2. Tara Hanley, alt 3.	ALT 3 Tara Hanley	ALT 2		
Workforce Dvp Bd	Valentina Webb Kimberly Bodine, alt. 1 Donna Williams, alt. 2	P	A		
Medical	Alma Pugh Stephanie Cash, alt.	ALT	P		
FDOT	Kathy Rudd, R – Nov. 2017	A	A		
FDCF	Sandra Porras-Gutierrez Jeanna Olson, alt.	A	A		
FDOE/VR	Catey McMullon Rod Pearson, alt.	P	A		
FDEA	Stormy Johnson	A	A		
AHCA	Amie Bounds Cheryl Meeks, alt 1. Kenyatta Smith, alt 2.	A	ALT 2		

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

**Others Present**

Kathy Balentine	Gulf County Transportation
Kwentin Eastberg	Apalachee Regional Planning Council

The Vice-Chairman requested that the minutes show a quorum was present. Due to several members resigning and needing replacing.

## **I. Approval of the Agenda**

### **A. Approval of September 2017 Board Meeting and Public Hearing 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 September 2017 TD Coordinating Board meeting were submitted for approval by the TD board. Likewise, the minutes from the Annual Public hearing were also submitted for approval by the TD Board.

**Action:** Both the September Quarterly Meeting minutes and the Public Hearing minutes were approved as presented. (Pugh, Roberts)

## **II. New Business**

### **A. Annual Operating Report Review**

Mr. Eastberg explained that historically the AOR's are due September 15<sup>th</sup>, however with Hurricane Irma the Commission for the Transportation Disadvantaged (CTD) granted a 1-month extension deadline to October 15, and therefore, as of the November meeting the AOR's has been submitted to the commission for their approval.

Ms. Balentine presented the Report as the AOR provides information about the CTC during the past year and that information is used in the annual CTC Evaluation. Ms. Balentine continued to explain that they continue to receive new applications. The board continued to express concern with the no-shows and think that something needs to be done. The board then talked about the coordination among community partners as a way to increase Transportation throughout the community.

**Action:** Motion to authorize the Chairman to sign the report indicating the CTC reviewed the report. (Carson, Pugh)

### **B. Community Transportation Coordinator (CTC) Report**

Ms. Kathy Balentine presented the CTC report from the previous quarter. Ms. Balentine reported that they had 1,294 medical trips and 54 other trips totaling 1,348 trips. In Franklin county they currently have 7 vehicles that traveled 50,449 vehicle miles, 39,036 revenue miles, and 65,112 passenger miles. They also had 37 no shows but 126 unduplicated passengers, when the entire total for last year was 212, so that is a great number. They also spend \$72,050 for their \$205,035 allocation.

**Action:** Information Only

### **C. ARPC Quarterly Report**

Mr. Eastberg stated that this report has been submitted to the CTD. Major tasks completed this quarter included the annual public hearing, adoption of the bylaws,

adoption of the complaint and grievance procedures, the quarterly TD Board meeting and minutes of the meeting, also staff attended the CTD training and expo in Orlando.

**Action:** Information Only

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

There was no representative from the CTD at this meeting.

**Action:** Information Only

**E. Grant Review (if applicable)**

Ms. Balentine explained about the Shirley Conroy grant but also explained that they didn't need any new vehicles, therefore they didn't apply for any.

**Action:** Information Only

**III. Other Business**

**A. CTC Evaluation**

Mr. Eastberg explained that in the coming months they would be performing the annual CTC review and would be asking members of the Administrative Committee to assist in the rider surveys.

**B. Eligibility Form**

Ms. Balentine started a discussion with the Board to include the eligibility form in the TDSP. Gulf ARC has their own policy & procedures governed through their board, but would like to include rider eligibility as part of the Transportation Disadvantaged Service Plan. There was discussion about car seats, which Healthy Start recommended a partnership with DoH. There was then discussion on criteria for the eligibility, the Board agreed on certain criteria with the caveat that if the TD non-sponsored money were to run out the criteria would need adjustment.

Board made a motion of support for the guidelines.

**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. (Roberts, Pugh)

**Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 7<sup>th</sup> day of February 2018.**

**Signed:**

---

Ricky Jones, Chairman  
Charles Elliott, Vice Chairman

**Attest:**

---

Kwentin Eastberg  
TD Program Coordinator



## **AGENDA ITEM: 3a**

**SUBJECT:** Annual Community Transportation Coordinator Evaluation

**BACKGROUND:** The planning agency and the local coordinating board conducted the annual evaluation of the Community Transportation Coordinator (CTC), as required by Florida Administrative Code 41-2.012(5) (b).

The CTC Evaluation was conducted on the Week of January 22<sup>nd</sup> – January 26<sup>th</sup>, 2018 and the draft Evaluation is included as a separate handout to the Agenda package. After reviewing the Evaluation, the Board is asked to approve the CTC Evaluation.

**ATTACHMENTS:** Community Coordinator Evaluation  
(provided as a separate handout document)

**REQUESTED ACTION:** A motion and vote to approve the CTC Evaluation.

---

**ACTION TAKEN AT MEETING:**

## **AGENDA ITEM: 3b**

**SUBJECT:** Community Transportation Coordinator Report

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

**ATTACHMENTS:** CTC Quarterly Report  
(provided as a separate handout document)

**REQUESTED ACTION:** Information Only

---

**ACTION TAKEN AT MEETING:**

## 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 **second quarter** report is provided for review.

ATTACHMENTS: ARPC second quarter report

REQUESTED ACTION: Information Only

---

ACTION TAKEN AT MEETING:

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

Invoice # 2

Reporting Period: October 1 – December 31, 2017

FM # 432-029-11401

Contract # GON30

**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.	No activity to report.
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 November 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 September 2017 LCB meeting are attached.  Draft minutes of the November 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.)	No activity to report.
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.	No activity to report.
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.	No activity to report.
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.	No activity to report.
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 November 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.	A copy of the signed AOR is attached

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.	AER's were sent to the CTD by the 9/15 deadline (10/15 with Hurricane Irma). A copy is attached.

## 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.	July-September 2017 Quarterly Report was emailed to the CTD in October and was provided to the LCB at the November 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.	No activity to report.
C.	Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	No activity to report.
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.	No activity to report.
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 11/16/17.
2. Updated ARPC website – LCB meeting schedule, contact information.

**Deliverables – Attached:**

---

1. September 2017 LCB meeting final minutes
2. November 2017 LCB meeting announcement, agenda, draft minutes
3. Actual Expenditure Report – emailed completed report to CTD on 10/10/17 (extension given due to Hurricane Irma)
4. Annual Operating Report Signature page




---

Kwentin Eastberg  
TD Program Coordinator

January 1, 2018

Date