



JACKSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD

JTrans
3988 Old Cottondale Road, Marianna, Florida
Tuesday, February 6, 2018
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, February 6, 2018

The Jackson 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.

BOARD AGENDA

- | | |
|---|---------------------------|
| Call to Order | Clint Pate |
| Public Comment/Pick up Speaker’s card | Chairman |
| Roll Call | Kwentin Eastberg Staff |
| 1. Approval of Board Meeting and Public Hearing Minutes – November 2017 | |
| a. Approval of Minutes | Chairman |
| * Recommended Action: Motion to Approve | |
| 2. Old Business: | |
| 3. New Business: | |
| a. Annual CTC Evaluation | Mr. Eastberg |
| * Recommended Action: Motion to adopt as presented | |

- 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
 - i. CTD Business Meeting, Tallahassee, Feb 13th
 - ii. TD Legislative Awareness Day, Capitol, Feb 14th
 - e. Grant Review FTA/DOT (if applicable)
Information Only CTC Staff
4. Other Business
- a. Vehicle Ride Along issue
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 June 5, 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

| | |
|---------------|--|
| 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 November 2017 LCB Meeting

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

ACTION TAKEN AT MEETING:



**JACKSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES 11/7/17**



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

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

Others Present

| | |
|------------------|-------------------------------------|
| Melisa Reddick | Chipola Healthy Start |
| Danny Skipper | JTrans |
| 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

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. (Rudd, Griffin)

II. New Business

A. Annual Operating Report Review

Mr. Eastberg explained that historically the AOR's are due September 15th, 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. Peeler presented the Report as the AOR provides information used in the annual CTC Evaluation. Ms. Rudd questioned why the expenses went up so significantly from 2016-2017. Ms. Peeler said there was some overtime as part of that expense, and also some raises that attributed to that difference.

Action: Motion to authorize the Chairman to sign the report indicating the CTC reviewed the report. (Griffin, McNeill)

B. Community Transportation Coordinator (CTC) Report

Ms. Peeler presented the CTC Report for the previous quarter. During the reporting period Ms. Peeler reviewed each month's performance individually. The CTC averaged about 43,000 revenue miles each month and over 54,000 vehicle miles. As of the end of the first quarter. JTrans had used just over a quarter of its annual allocation, \$82, 137 out of \$323,567.

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. Peeler stated there was no further grant information as this item was covered at the last meeting.

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.

Action: Information Only

IV. Public Comments

There were no members of the public present.

Ms. Rudd announced her retirement from FDOT effective December 28th.

Ms. Gurganus thanked Mr. Russell and Mr. Eastberg for presenting at the most recent CHIP meeting and was commenting Mr. Russell’s efforts going out into the community to promote transportation.

V. Adjourn

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

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 6th day of February 2018.

Signed:

Attest:

Clint Pate, Chairman
Ernest McNeill, Vice Chairman

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 22nd – January 26th, 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

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:

| COMMUNITY TRANSPORTATION COORDINATOR | | | |
|--|------------------------|------------------------------------|-----------------------------|
| OPERATIONAL REPORT | | | |
| COUNTY/CTC | | Jackson/JTrans | |
| REPORTING PERIOD | | Oct-17 | |
| NAMES OF OTHER OPERATORS | | | |
| | | | |
| TRIP PURPOSE | # TRIPS | VEHICLES | <u>27</u> |
| Medical | <u>1498</u> | VEHICLE MILES | <u>61896</u> |
| Employment | <u>1304</u> | REVENUE MILES | <u>51122</u> |
| Education/Training | <u>266</u> | PASSENGER MILES | <u>70777</u> |
| Shopping | <u>0</u> | | |
| Nutrition | <u>462</u> | ACCIDENTS | |
| Other | <u>687</u> | Persons Only | <u>0</u> |
| TOTAL TRIPS | <u>4217</u> | Vehicles Only | <u>0</u> |
| | | Veh & Persons | <u>0</u> |
| PURCHASERS | # TRIPS | ROADCALLS | <u>1</u> |
| <i>List all purchasers -</i> | | | |
| CTD/Non-Sponsored | <u>654</u> | COMMENDATIONS | <u>0</u> |
| <u>MMA</u> | <u>1148</u> | SUGGESTIONS | <u>0</u> |
| <u>APD</u> | <u>1547</u> | CONCERNS | <u>1</u> |
| <u>AAA</u> | <u>366</u> | GRIEVANCES | <u>0</u> |
| <u>Other</u> | <u>502</u> | | |
| <u>OOD</u> | <u>0</u> | UNMET REQUESTS | <u>3</u> |
| | | DEFERRED TRIPS | <u>0</u> |
| | | NO-SHOWS | <u>47</u> |
| TOTAL TRIPS | <u>4217</u> | UNDUP PASSENGERS | <u>421</u> |
| | | | |
| CONTRACTS | CONTRACT PERIOD | ANNUAL AMOUNT OF ALLOCATION | AMOUNT SPENT TO DATE |
| CTD/Non-Sponsored | July-June | \$353,567.00 | \$117,254.44 |
| | | | |
| | | | |
| 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. | | | |

| COMMUNITY TRANSPORTATION COORDINATOR | | | |
|--|------------------------|------------------------------------|-----------------------------|
| OPERATIONAL REPORT | | | |
| COUNTY/CTC | | Jackson/JTrans | |
| REPORTING PERIOD | | Nov-17 | |
| NAMES OF OTHER OPERATORS | | | |
| | | | |
| TRIP PURPOSE | # TRIPS | VEHICLES | <u>27</u> |
| Medical | <u>1263</u> | VEHICLE MILES | <u>55314</u> |
| Employment | <u>1202</u> | REVENUE MILES | <u>46279</u> |
| Education/Training | <u>206</u> | PASSENGER MILES | <u>63819</u> |
| Shopping | <u>0</u> | | |
| Nutrition | <u>477</u> | ACCIDENTS | |
| Other | <u>232</u> | Persons Only | <u>0</u> |
| TOTAL TRIPS | <u>3380</u> | Vehicles Only | <u>0</u> |
| | | Veh & Persons | <u>0</u> |
| PURCHASERS | # TRIPS | ROADCALLS | <u>0</u> |
| <i>List all purchasers -</i> | | | |
| CTD/Non-Sponsored | <u>612</u> | COMMENDATIONS | <u>0</u> |
| MMA | <u>948</u> | SUGGESTIONS | <u>0</u> |
| APD | <u>1383</u> | CONCERNS | <u>0</u> |
| AAA | <u>360</u> | GRIEVANCES | <u>0</u> |
| Other | <u>77</u> | | |
| OOD | <u>0</u> | UNMET REQUESTS | <u>8</u> |
| | | DEFERRED TRIPS | <u>0</u> |
| | | NO-SHOWS | <u>44</u> |
| TOTAL TRIPS | <u>3380</u> | UNDUP PASSENGER | 392 |
| | | | |
| CONTRACTS | CONTRACT PERIOD | ANNUAL AMOUNT OF ALLOCATION | AMOUNT SPENT TO DATE |
| CTD/Non-Sponsored | July-June | \$323,567.00 | \$153,420.71 |
| | | | |
| | | | |
| 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. | | | |

| COMMUNITY TRANSPORTATION COORDINATOR OPERATIONAL REPORT | | | |
|--|------------------------|------------------------------------|-----------------------------|
| COUNTY/CTC | | Jackson/JTrans | |
| REPORTING PERIOD | | Dec-17 | |
| NAMES OF OTHER OPERATORS | | | |
| | | | |
| TRIP PURPOSE | # TRIPS | VEHICLES | <u>27</u> |
| Medical | <u>1172</u> | VEHICLE MILES | <u>46541</u> |
| Employment | <u>1144</u> | REVENUE MILES | <u>37665</u> |
| Education/Training | <u>194</u> | PASSENGER MILES | <u>51950</u> |
| Shopping | <u>0</u> | | |
| Nutrition | <u>378</u> | ACCIDENTS | |
| Other | <u>153</u> | Persons Only | <u>0</u> |
| TOTAL TRIPS | <u>3041</u> | Vehicles Only | <u>0</u> |
| | | Veh & Persons | <u>0</u> |
| PURCHASERS | # TRIPS | ROADCALLS | <u>0</u> |
| <i>List all purchasers -</i> | | | |
| CTD/Non-Sponsored | <u>599</u> | COMMENDATIONS | <u>0</u> |
| <u>MMA</u> | <u>819</u> | SUGGESTIONS | <u>0</u> |
| <u>APD</u> | <u>1324</u> | CONCERNS | <u>2</u> |
| <u>AAA</u> | <u>281</u> | GRIEVANCES | <u>0</u> |
| <u>Other</u> | <u>18</u> | | |
| <u>OOD</u> | | UNMET REQUESTS | <u>2</u> |
| | | DEFERRED TRIPS | <u>0</u> |
| | | NO-SHOWS | <u>33</u> |
| TOTAL TRIPS | <u>3041</u> | UNDUP PASSENGERS | <u>364</u> |
| | | | |
| CONTRACTS | CONTRACT PERIOD | ANNUAL AMOUNT OF ALLOCATION | AMOUNT SPENT TO DATE |
| CTD/Non-Sponsored | <u>July-June</u> | <u>\$323,567.00</u> | <u>\$180,928.92</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. | | | |

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
JACKSON COUNTY

Invoice # 2

Reporting Period: October 1 – December 31, 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 recommend a Community Transportation Coordinator (CTC) , 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 appointment and reappointment of voting and non-voting members to the LCB. | No activity to report. |
| C. | Prepare agendas 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 minutes 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 public hearing 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 committees of the LCB. | No activity to report. |
| G. | Develop and update annually by-laws for LCB approval. Approved by-laws shall be submitted to the CTD. | No activity to report. |
| H. | Develop, annually update, and implement LCB grievance procedures 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 roster and mailing list 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 public notice 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 Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the CTD. | A copy of the signed AOR is attached |

| | | |
|----|--|--|
| L. | Review the Transportation Disadvantaged Service Plan (TDSP) , and recommend action to the LCB. | No activity to report. |
| M. | Report the actual expenditures (AER) 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 TDSP by preparing the planning section following CTD guidelines. | No activity to report. |
| B. | Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . 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 regional workforce boards 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 quarterly reports 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 Commission-sponsored training , 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 CTD meeting each year within budget/staff/schedule availability. | No activity to report. |
| D. | Notify CTD staff of local TD concerns that may require special investigations. | No activity to report. |
| E. | Provide training for newly-appointed LCB members. | No activity to report. |
| F. | Provide assistance 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 proposed funding applications 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 evaluation 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 joint reviews of the CTC. | No activity to report. |
| J. | Ensure the LCB annually reviews coordination contracts 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 QAPE 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