



JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD

Commission Annex
435 West Walnut Street, Monticello, Florida
Thursday, November 30, 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, November 30, 2017

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

BOARD AGENDA

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

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

The next LCB meeting is scheduled for Thursday February 15, 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

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 September 2017 LCB Meeting and Public Hearing

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

ACTION TAKEN AT MEETING:



**JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES 9/21/17**



Commission Annex
435 West Walnut Street, Monticello, Florida

Call to Order

Vice-Chairman John Nelson called the meeting to order and lead the board in the invocation and Pledge of Allegiance. Kwentin Eastberg, staff to the Board, called the roll.

Roll Call & Welcome New Members

Representation	Member's Name Alternate's Name	Sept. 2017	Nov. 2017	Feb. 2018	June 2018
Chairman	Stephen Walker Betsy Barfield, alt.	A			
Elderly	George Pittman	P			
Disabled	Mackie Proctor	A			
Citizen Advocate	John Nelson, Sr.	P			
Citizen Advocate/User	Annie Huggins	A			
Veterans	Buddy Westbrook	P			
Community Action	Jacqueline Miller	A			
Public Education	Alfredie Hightower Willie Carr, alt.	A			
Children at Risk	Blythe Newsome	A			
Workforce Dvp Bd	Diane Head Anthony Jennings, alt.	P			
Medical	Kimberly Allbritton Pam Beck, alt.	ALT			
FDOT	Kathy Rudd	A			
FDCF	Sandra Porras-Gutierrez	P			
FDOE/VR	Melissa Logan	P			
FDEA	Mathye McCloud	A			
AHCA	Amie Bounds Cheryl Meeks, alt 1. Kenyatta Smith, alt 2.	P			

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

Others Present

Colleen Roland	Capital Region Transportation Planning Agency
Cecile Del Moral	Commission for the Transportation Disadvantaged
Shawn Mitchell	Big Bend Transit
Kwentin Eastberg	Apalachee Regional Planning Council

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

I. Approval of the Agenda

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

A. Approval of June 2017 Board Meeting minutes

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

There were some typographical errors in the minutes that would be updated by staff.

Action: The minutes were approved as amended. (Porras-Gutierrez, Westbrook)

II. New Business

A. Election of a Vice Chairperson

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

Action: Motion was made for Mr. John Nelson to continue to serve as the Vice-Chair. With no further nominations the motion passed unanimously. (Westbrook, Beck)

B. Adoption of the Bylaws

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

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

There was continued discussion between the board, the CTD and CRTPA staff that the percentage that constitutes a quorum should fall below 40% so no changes were made to the bylaws.

Action: The Bylaws were adopted as presented. (Porras-Gutierrez, Westbrook)

C. Selection of an Administrative Committee

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

Action: The motion was made to appoint the following Administrative Committee, (Ms. Allbritton, Mr. Nelson, and Ms. Newsome) with no further nominations, the motion passed unanimously. (Porras-Gutierrez, Westbrook)

D. Selection of the Grievance Committee

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

Action: The motion was made to appoint the following to the Grievance Committee, (Ms. Porras-Gutierrez, Ms. Logan, and Ms. McCloud) with no further nominations the motion passed unanimously. (Porras-Gutierrez, Westbrook)

E. Adoption of Complaint & Grievance Procedures

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

Action: The motion to adopt the proposed complaint & grievance procedures passed unanimously. (Porras-Gutierrez, Westbrook)

F. Transportation Disadvantaged Service Plan Update

As required by the Florida Administrative Code, Rule 41-2.009(4) and 41-2.011(3) and the CTD grant agreement with the DOPA, Task 1: Jointly develop and annually update the TDSP with the CTC and LCB.

Mr. Eastberg presented an amended TDSP to reflect the new planning agency as the DOPA. Small updates were also added throughout the document but the annual update wouldn’t take place until later in the year. However the board was informed that this is a “living document” and can be updated as needed.

Action: The adoption requires a roll call vote by the LCB. All board members present voted in support of the TDSP

G. Community Transportation Coordinator (CTC) Report

Mr. Mitchell presented the CTC operational report for this quarter. During this reporting period, Big Bend Transit provided a total of 3,716 trips, approximately 56 percent of which were CTD-TDTF non- sponsored trips. 3 percent were trips for the General Publix, 19 percent were APD passengers and 22 percent were from Other sources, and only 1 percent of the total scheduled trips were no shows. Mr. Mitchell then broke down the TDTF trips down by type, of the 2063 TDTF Non-Sponsored trips; 790 were for employment, 58 for education (he mentioned he would like to

see this number increase), 671 for medical, 285 for nutrition or life sustaining, and 259 for social-personal trips.

Ms. Porras-Gutierrez commented on how great the service is that Big Bend Transit provides the county.

Mr. Eastberg informed the board that Mr. Mitchell and Big Bend transit were honored at the CTD Conference in August and received 3 awards for outstanding service. The Board offered its congratulations to Mr. Mitchell who thanked the Board but to give the regards to his amazing staff.

Action: Information Only

H. ARPC Quarterly Report

Mr. Eastberg stated that this report has been submitted to the CTD by the CRTPA as part of their final quarter as DOPA. Major tasks completed this quarter included the quarterly TD Board meeting and minutes of the meeting, also the annual public hearing.

Action: Information Only

I. Commission for the Transportation Disadvantaged (CTD) Update

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

Action: Information Only

J. Metropolitan Planning Organization Update

Ms. Roland announced she had moved her retirement date up to October 31st, and this would be her last meeting. Mr. Mitchell presented Ms. Roland with a gift bag and thanked her for all her service. Ms. Roland then invited anyone to the October 17th CRTPA retreat that was open to the public.

III. Other Business

A. Records Update

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

Action: Information Only

B. New Member Training Announcement

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

IV. Public Comments

There were no members of the public present.

Board member Mr. Nelson did encourage everyone to watch the Vietnam special running on PBS, and how important our military is and there are even Veteran's using the transportation service in the County.

V. Adjourn

There being no further business, the meeting was adjourned. (Porras-Gutierrez, Beck)

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 30th day of November 2017.

Signed:

Attest:

Stephen Walker, Chairman
John Nelson, Vice Chairman

Kwentin Eastberg
TD Program Coordinator



**JEFFERSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
PUBLIC HEARING MINUTES**



Commission Annex
435 West Walnut Street, Monticello, Florida
Thursday, September 21, 2017
10:00 AM Eastern Time

Call to Order: Vice-Chairman John Nelson Called the Public Hearing to Order

Board Member Present: Vice-Chairman John Nelson, George Pittman, Buddy Westbrook, Diane Head, Pam Beck, Sandra Porrás-Gutierrez, Melissa Logan, Amie Bounds

Others Present: Colleen Roland (CRTPA), Cecile Del Moral (CTD), Shawn Mitchell (Big Bend Transit), Kwentin Eastberg (ARPC Staff)

1. Approval of the Agenda

The agenda was approved as presented. (Porrás-Gutierrez, Beck)

2. Public Comment

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

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

Comments:

There was no one present to address the Board

3. Closing Remarks

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

4. Adjourn

There being no further business, the public hearing was adjourned. (Porrás-Gutierrez, Beck)

AGENDA ITEM: 3a

SUBJECT: Annual Operating Report Review (AOR)

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

The AOR provides information used for the annual CTC Evaluation.

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

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

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

ACTION TAKEN AT MEETING:

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:

CTC Report will be distributed at the 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 **first quarter** report is provided for review.

ATTACHMENTS: ARPC first quarter report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:

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

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

FM # 432-029-11401
Contract # GON57

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.	Used process to appoint members to LCB with terms effective 7/1/17.
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 September 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 June 2017 LCB meeting are attached. Draft minutes of the September 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.)	The annual public hearing was held prior to the September 2017 LCB meeting. A copy of the hearing announcement, agenda and hearing summary are attached.
F.	Provide staff support for 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.	Bylaws were adopted by the LCB at the September 2017 LCB meeting. LCB approved Bylaws to CTD are attached.
H.	Develop, annually update, and implement LCB 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.	Grievance Procedures were adopted by the LCB at the September 2017 LCB meeting. LCB approved Procedures to CTD are attached.
I.	Provide the CTD with a current membership 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.	A copy of the current membership roster and certification are attached.
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 September 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.	No activity to report.

L.	Review the Transportation Disadvantaged Service Plan (TDSP) , and recommend action to the LCB.	The TDSP was updated to reflect the change in DOPA.
M.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the CTD no later than September 15th.	No activity to report.

II. SERVICE DEVELOPMENT

PROGRESS

A.	Jointly, with the CTC and the LCB, develop the TDSP by preparing the planning section following CTD guidelines.	The TDSP was updated to reflect the change in DOPA.
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.	April-June 2017 Quarterly Report was emailed to the CTD on 7/6/17 and was provided to the LCB at the September 2017 meeting.
B.	Attend at least one Commission-sponsored training , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training.	Staff attended the Annual CTD Training and Expo held in Orlando Aug 29-30 th . CTD Staff has the sign-in sheets.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	Staff attended the CTD Meeting in Orlando on August 31 st .
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.	New members training was provided following the September 2017 LCB meeting. Information regarding the TD program and current documents were provided to all new members. A copy of the training announcement is attached.
F.	Provide 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 7/20/17 and 9/28/17.
2. Updated ARPC website – LCB meeting schedule, contact information.

Deliverables – Attached:

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



Kwentin Eastberg
TD Program Coordinator

October 1, 2017

Date