



**LIBERTY COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**  
Veterans Memorial Civic Center  
10405 NW Theo Jacobs Way, Bristol, Florida  
**Tuesday, February 6, 2018**  
3:30 PM 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 6, 2018

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

**BOARD AGENDA**

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

- b. Community Transportation Coordinator (CTC) Report  
Information Only Monica Welles
  - 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 3:30PM 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:**



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



Veterans Memorial Civic Center  
10405 NW Theo Jacobs Way, Bristol, Florida

**Call to Order**

Chairman Jim Johnston called the meeting to order, and led the prayer 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	Jim Johnson James Sanders, alt.	P	P		
Elderly	Barbara Jacobs	A	P		
Disabled	(vacant)	(vacant)	(vacant)		
Citizen Advocate	Monica Brinkley Cathia Schmarje, alt 1. Rachel Revell, alt 2.	P	A		
Citizen Advocate/User	Peggy Deason Howland	P	A		
Veterans	Eugene Cook Titus Severance (oct. 2017) Johnny Eubanks, alt.	A	A		
Community Action	Clarissa Medina	A	A		
Public Education	Kevin Williams Robert Manspeaker, alt.	A	A		
Children at Risk	Marissa Barfield	P	P		
Workforce Dvp Bd	(vacant)	A	(vacant)		
Medical	Susan Chafin	A	P		
FDOT	Kathy Rudd, alt.	A	A		
FDCF	Sandra Porras-Gutierrez Jeanna Olson, alt.	P	A		
FDOE/VR	Karsen Spradlin Keith Sutton, alt.	A	A		
FDEA	Rhonda Lewis	A	P		
AHCA	Amie Bounds Cheryl Meeks, alt 1. Kenyatta Smith, alt 2.	ALT 1	ALT 2		

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

**Others Present**

Ann Kincaid	Liberty County 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 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. (Lewis, Chafin)

**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. Kincaid presented the Report as the AOR provides information used in the annual CTC Evaluation

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

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

Ms. Kincaid presented the CTC operational report for this quarter. She said during this quarter they had 4,236 trips totaling travel at 55,030 vehicle miles, 43,881 Revenue miles and 77,346 Passenger miles. She also remarked that they had 8 no shows during this quarter and was available to answer questions if anyone had any.

**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. Kincaid had no grants to discuss at this time.

**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.

There was a questions and subsequent discussion about riders being allowed weapons on the vehicles considering the situation out in Texas. However at this time policy states no weapons

**V. Adjourn**

There being no further business, the meeting was adjourned. (Chafin, Lewis)

**Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 6<sup>th</sup> day of February 2018.**

**Signed:**

**Attest:**

\_\_\_\_\_  
Jim Johnson, Chairman  
Rhonda Lewis, 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 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

**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**  
**LIBERTY COUNTY**

Invoice # 2

Reporting Period: October 1 – December 31, 2017

FM # 432-029-11401

Contract # GON63

**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