



WAKULLA COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
Senior Citizens Center
33 Michael Drive, Crawfordville, Florida
Wednesday, February 21, 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 21, 2018

The Wakulla 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, Introductions | Jerry Moore
Chairman |
| Roll Call | Kwentin Eastberg
Staff |
| 1. Approval of Board Meeting 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 CTC Staff
 - 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 (if applicable)
Information Only CTC Staff
 - f. Metropolitan Planning Organization Update
Information Only CRTPA 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 Wednesday June 20, 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 November 2017 LCB Meeting

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

ACTION TAKEN AT MEETING:



**WAKULLA COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES 11/13/17**
Senior Citizens Center
33 Michael Drive, Crawfordville, Florida



Call to Order

Chairman Jerry Moore 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	Jerry Moore	P	P		
Elderly	Mary Mills	A	A		
Disabled	(vacant)	(vacant)	(vacant)		
Citizen Advocate	(vacant)	(vacant)	(vacant)		
Citizen Advocate/User	Rebecca Addison	P	P		
Veterans	(vacant)	(vacant)	(vacant)		
Community Action	Wendy Brown	A	P		
Public Education	Pat Jones Janet Anderson, alt.	A	A		
Children at Risk	Blythe Newsome	A	A		
Workforce Dvp Bd	Dee Robinson	A	A		
Medical	Tonya Hobby	A	P		
FDOT	Kathy Rudd	A	A		
FDCF	Darlene King Tonya Smith, alt.	P	A		
FDOE/VR	Victoria Salau Jennifer McCarroll, alt.	P	P		
FDEA	Walter Donaldson	P	P		
AHCA	Amie Bounds Cheryl Meeks, alt 1. Kenyatta Smith, alt 2.	P	P		

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

Others Present

R.H. Carter	Wakulla Senior Citizens
Erica Phillips	Wakulla Senior Citizens
Sheryl Smythe	Wakulla Senior Citizens
Kwentin Eastberg	Apalachee Regional Planning Council

The Chairman requested that the minutes show a quorum was present. Then the Chairman had to step out and asked ARPC Staff to facilitate meeting in his absence.

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 unanimously as presented.

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.

Mr. Carter 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. (Hobby, Addison)

B. Community Transportation Coordinator (CTC) Report

Mr. Carter presented the CTC operational report for this quarter. During this reporting period, Wakulla County Transportation provided a total of 2,933 trips, of those trips; 1,676 were medial trips 39 for employment, 85 for education, 1017 for nutrition or life sustaining, and 116 for other trips. There were 142 no-shows and 193 unduplicated passengers.

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)

Mr. Carter explained about the Shirley Conroy grant and the potential to apply for it when the funding became available.

Action: Information Only

F. Metropolitan Planning Organization Update

There was no representative from the MPO at this meeting.

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.

Board member Ms. Wells asked to get in touch with someone from careersource to begin coordinating with different entities to hopefully watch the CTC continue to grow.

V. Adjourn

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

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 21st day of February 2018.

Signed:

Attest:

Jerry Moore, Chairman
Pat Jones, 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		Wakulla County	
REPORTING PERIOD		10/1/17 - 12/31/2017	
NAMES OF OTHER OPERATORS		None	
TRIP PURPOSE	# TRIPS	VEHICLES	9
Medical	1,686	VEHICLE MILES	444,551
Employment	66	REVENUE MILES	413,655
Education/Training	138	PASSENGER MILES	455,827
Shopping	169		
Nutrition	1,048	ACCIDENTS	
Other		Persons Only	0
TOTAL TRIPS	3,107	Vehicles Only	0
		Veh & Persons	0
PURCHASERS	# TRIPS	ROADCALLS	0
<i>List all purchasers -</i>			
CTD/Non-Sponsored	1,463	COMMENDATIONS	0
Medicaid	606	SUGGESTIONS	0
Agcy for Persons w/ Disabilities		CONCERNS	0
Dept of Elder Affairs	1,038	GRIEVANCES	0
Local Non-Gov't			
		UNMET REQUESTS	0
		DEFERRED TRIPS	0
		NO-SHOWS	119
TOTAL TRIPS	3,107	UNDUP PASSENGER	169
CONTRACTS	CONTRACT PERIOD	ANNUAL AMOUNT OF ALLOCATION	AMOUNT SPENT TO DATE
CTD/Non-Sponsored	July 1, 2017 - June 30, 2018	218,153	87,295
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
WAKULLA COUNTY

Invoice # 2

Reporting Period: October 1 – December 31, 2017

FM # 432-029-11401

Contract # G0002

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