



**LIBERTY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

Tuesday, October 27, 2020

3:30 PM Eastern Time

<https://global.gotomeeting.com/join/770128909>

Dial-In Number: 1-877-309-2073

Conference Code: 770-128-909



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, October 27, 2020

The Liberty County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the second quarter meeting of FY 2020-2021. If there are any questions, please contact Kwentin Eastberg at 850-488-6211, ext. 105 or by email at keastberg@arpc.org

BOARD AGENDA

Call to Order, Prayer, Pledge, Introductions
Public Comment/Pick up Speaker's card

Jim Johnson
Chairman

Roll Call

Kwentin Eastberg
Staff

1. Approval of Meeting Minutes – September 2020

a. Approval of Minutes
***Action Item**

Chairman

2. Old Business:

3. New Business:

a. Community Transportation Coordinator (CTC) Report
Information Only

Monica Welles

- b. ARPC Staff Quarterly Report
Information Only Mr. Eastberg
- c. Commission for the Transportation Disadvantaged Update
Information Only Mr. Eastberg
- d. Grant Review (if applicable)
Information Only CTC Staff
- 4. Other Business
 - a. Mobility Week 2020/RideOn Commuter Services
Information Only - Presentation Pat Maurer
- 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. Board Member Comments
- 7. Adjourn

The next LCB meeting is scheduled for Tuesday February 2, 2021 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

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 2020 LCB Meeting

REQUESTED ACTION: A motion and vote to approve the September 2020 Board Meeting minutes.

ACTION TAKEN AT MEETING:



**LIBERTY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES 9/1/20**
Virtual Meeting



Call to Order

The Vice-Chairperson, Ms. Rhonda Lewis 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. 2020	Nov. 2020	Feb. 2021	June 2021
Chairman	Jim Johnson	A			
Elderly	(vacant)	(vacant)			
Disabled	(vacant)	(vacant)			
Citizen Advocate	Cathia Schmarje, Marie Arick, alt 1 Rachel Revell, alt 2.	ALT 1			
Citizen Advocate/User	Peggy Deason Howland	A			
Veterans	Woody Stewart	P			
Community Action	Peggy Sullivan Casite Barbee, alt.	P			
Public Education	Kevin Williams Robert Manspeaker, alt.	A			
Children at Risk	Marissa Barfield Cindy Grantham, alt.	A			
Workforce Dvp Bd	(vacant)	(vacant)			
Medical	(vacant)	(vacant)			
FDOT	Debbie "Toni" Prough Zach Balassone, alt.	ALT			
FDCF	Sandra Porras-Gutierrez Jeanna Olson, alt.	A			
FDOE/VR	Darlene Boykin Keith Sutton, alt.	P			
FDEA	Rhonda Lewis	P			
AHCA	Amie Bounds Cheryl Meeks, alt 1. Kenyatta Smith, alt 2.	ALT 2			
APD	Octavius Jackson	A			

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

Others Present

Monica Welles	Liberty County Transit
Kwentin Eastberg	Apalachee Regional Planning Council

The Vice-Chairperson requested that the minutes show a quorum was present.

1. Approval of June 2020 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 2020 TD Coordinating Board meeting were submitted for approval by the TD board.

Action: The minutes were approved as presented. (Arick, Balassone)

2. Old Business

Mr. Eastberg informed the board that there was no old business for discussion.

3. 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: Ms. Sullivan nominated Ms. Lewis to continue to serve as the Vice-Chair. With no further nominations the motion passed unanimously (Sullivan, Balassone)

b. Adoption of the Bylaws

As required by the Commission for the Transportation Disadvantaged (CTD), Planning Grant agreement Task 4: 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 the appointment of alternates, discussion about what percentage of LCB attendance constitutes a quorum to conduct business, and general membership make up. He also explained the duties of the Administrative and Grievance committees.

Action: The Bylaws were adopted as presented (Arick, Sullivan)

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 keep the same committee from the previous year (Ms. Barfield, Ms. Lewis, and Ms. Porrás-Gutierrez). The motion passed unanimously. (Balassone, Arick)

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 keep the same committee from the previous year (Ms. Porrás-Gutierrez, Ms. Barfield, and Ms. Bounds. The motion passed unanimously. (Arick, Boykin)

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), LPAS agreement, Task 5: 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. (Arick, Boykin)

f. Community Transportation Coordinator (CTC) Report

Ms. Welles presented the CTC Report for the previous quarter. Ms. Welles reported that they have seen a decrease in ridership numbers due to the Covid-19 pandemic across all trip types. The CTC trips load has reduced nearly 75% from pre-pandemic numbers. She reported 947 trips during this reporting period that totaled just under 40,000 vehicle miles, almost 31,000 revenue miles and 33,503 passenger miles. There were 10 no shows and 77 unduplicated passengers and also noted that they spent \$191,276 of their \$267,952 allocation for FY 2019-2020. She also mentioned that all of their trips were running 1-on-1 or only one passenger on the vehicle at a time due to safety, and trying to protect both passenger and driver as best they can.

Action: Information Only

g. ARPC Quarterly Report

Mr. Eastberg stated that this report has been submitted to the CTD. Major tasks completed this quarter included the quarterly TD Board meeting and minutes of the meeting, also the Transportation Disadvantaged Service Plan (TDSP) update.

Action: Information Only

h. Commission for the Transportation Disadvantaged (CTD) Update

Mr. Eastberg explained that the joint FPTA/CTD conference was cancelled in person, but a virtual conference would be held that he would be attending.

Action: Information Only

4. 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/Public Workshop Announcement

Mr. Eastberg announced that immediately preceding the next meeting there would be a formal public workshop. This brief workshop would also serve as a refresher course for any returning members as well as help to educate new Board members and members of the public about the Transportation Disadvantaged program. He mentioned this workshop would be considered a separate meeting from our normal quarterly meeting.

5. Public Comments

There were no members of the public present.

The board asked staff to create a doodle poll for the next meeting date as the proposed scheduled meeting fell on election day.

6. Adjourn

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

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 27th day of October 2020.

Signed:

Attest:

Jim Johnson, Chairman
Rhonda Lewis, Vice Chairman

Kwentin Eastberg
TD Program Coordinator

AGENDA ITEM: 3a

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	Liberty County Transit
REPORTING PERIOD	07/01-09/30/2020
NAMES OF OTHER OPERATORS	None

TRIP PURPOSE	# TRIPS	VEHICLES	17
Medical	571	VEHICLE MILES	38,992
Employment	98	REVENUE MILES	30,419
Education/Training	-	PASSENGER MILES	34,311
Shopping	124		
Nutrition	111	ACCIDENTS	0
Other	162	Persons Only	0
TOTAL TRIPS	1,066	Vehicles Only	
		Veh & Persons	
PURCHASERS	# TRIPS	ROADCALLS	0
<i>List all purchasers -</i>			
CTD/Non-Sponsored	646	COMMENDATIONS	
Medicaid	361	SUGGESTIONS	
Local Non-Govt	8	CONCERNS	
LCSC	51	GRIEVANCES	
		UNMET REQUESTS	0
		DEFERRED TRIPS	0
		NO-SHOWS	10
TOTAL TRIPS	1,066	UNDUP PASSENGERS	112

CONTRACTS	CONTRACT PERIOD	ANNUAL AMOUNT OF ALLOCATION	AMOUNT SPENT TO DATE
CTD/Non-Sponsored	Jul-Jun	267,952	48,309

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: 3b

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:

**Planning Grant Agreement Tasks
Quarterly Progress Report**



Planning Agency	Apalachee Regional Planning Council	County	Liberty
		Invoice #	1
Reporting Period	July 1 - September 30, 2020	Grant #	G1N60

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	Used process to appoint members to LCB with terms effective 7/1/20.
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Prepared and submitted September LCB agenda to CTD and LCB members. A copy of the agenda is attached.
D.	Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. 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. (Task 3)	Final minutes of the June 2020 LCB meeting are attached. Draft minutes of the September 2020 LCB meeting are attached.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F.	Provide staff support for committees of the local coordinating board. (Task 3)	The Administrative and Grievance committees were appointed at the September meeting. Staff support remains ongoing as necessary.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Bylaws were adopted by the LCB at the September 2020 LCB meeting. LCB approved Bylaws to CTD are attached.
H.	Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	Grievance Procedures were adopted by the LCB at the September 2020 LCB meeting. LCB approved Procedures to CTD are attached.
I.	Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	A copy of the current membership roster and is attached.

J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice was mailed to the local newspaper announcing the September 2020 LCB meeting. A copy of the notice is attached.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	No activity this quarter.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER was submitted to the CTD on September 30, 2020. An extension was granted from the 15 th to the 30 th due to Covid-19.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
B.	Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	Ongoing.
C.	Encourage the local community transportation coordinator 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. (427.0157, FS)	Ongoing.

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	April-June 2020 Quarterly Report was emailed to the CTD in July 2020 and was provided to the LCB at the September 2020 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. (Task 10)	Planning Agency staff attended various virtual meetings hosted by the CTD throughout the quarter.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity this quarter.
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E.	Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
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 this quarter.
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. (427.0157, FS)	No activity this quarter.
H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission’s <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules	No activity this quarter.

	concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	
I.	Assist the CTD in joint reviews of the CTC.	No activity this quarter.
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 this quarter.
K.	Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

1. Presented TD information at the ARPC Board meetings in July and September
2. Updated ARPC website as needed.

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.



Representative

10/1/20

Date