

**Lee County Transportation Disadvantaged
Local Coordinating Board**

**10:00 AM, September 4, 2015
City of Cape Coral Public Works – Green Room
815 Nicholas Pkwy E, Cape Coral FL 33990
239-330-2240**



AGENDA

Call to Order

Pledge of Allegiance

Introductions

1. *Approval of Minutes from May 1, 2015
2. Public Comments on Items on the Agenda
3. Public Comments on Items not on the Agenda
4. *Amend TD Program Eligibility Criteria (Brian Raimondo)
5. *Review and Approval of CTC 2014-2015 Annual Operating Report (Alan Mandel)
6. *Review and Approve By-Laws (Brian Raimondo)
7. Program Updates and Distribution Items (Brian Raimondo)
 - Calendar of events
 - 2014/2015 3rd and 4th Quarterly Reports
8. Good Wheels' Updates and Reports (Alan Mandel)
 - Operator Payments
 - Ridership and complaints for April through June 2015
9. Members Comments

Adjournment

*Action Items +May Require Action

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mr. Johnny Limbaugh at the Lee MPO at 239-330-2242 or by email at jlimbaugh@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Lee County MPO Title VI Coordinator Johnny Limbaugh at (239) 330-2242 or by writing him at P.O. Box 150045, Cape Coral, Florida 33915-0045.

**MINUTES OF THE LEE COUNTY LOCAL COORDINATING BOARD
MEETING FOR THE TRANSPORTATION DISADVANTAGED**

Held on May 1, 2015 @ 10:00 am

City of Cape Coral Annex Building, Conference Room A200, 815 Nicholas Pkwy E, Cape Coral, FL

A Representative of:	Voting Members	Agency	Alternates to Voting Members	Agency
An elected official from the MPO Board to serve as the official Chairpersons.	Rick Williams (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Debi Stephens (Present)	FDOT	Richard Shine (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Donna Torres (Present)	DCF	Nathan Santos (Present)	DCF
C. A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible	Roger Lloyd (Present)	Lee County School Board	Vacant	
D. In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education	Mary Watford (Absent)	DOE	Flora Gonzalez (Absent)	DOE
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	Jerry Conway (Present)		Frank Greulich (Absent)	
F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Kim Hustad (Present)	Lee County Human Services	Robin Jewett (Absent)	
G. A person representing the Elderly in the county	Linda Carter (Present)		(Vacant)	
H. A person with a disability representing the disabled in the county	(Vacant)		(Vacant)	
I-1. [One of Two] Citizen Advocates in the County	Michael Pierce (Present)		(Vacant)	
I-2. [One of two] Citizen Advocates this one must be a person who uses the transportation service(s) of the system as their primary means of transportation.	David Lane (Present)		(Vacant)	
J. A local representative for children at risk	Lorena Rodriguez (Absent)	Lee Memorial-Children's Hospital	Mark Tesoro (Present)	Lee Memorial-Children's Hospital

K. In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit Systems Board, except in cases where they are also the Community Transportation Coordinator.	Steve Myers (Absent)	LeeTran	Peter Gajdjis/ Jill Brown (Present)	LeeTran
L. A local representative of the Florida Department of Elder Affairs	Vacant		Vacant	
M. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the CTC.	Michael Griffin (Present)	SWFL Transportation	Priscilla Hardaway (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Joe Martinez (Present)	AHCA	Karen Brooks (Absent)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Jim Wall (Absent)	Career Source SWFL	Deb Reardon (Present)	Career Source SWFL
P. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.	Heidi Shoriak (Absent)	Lee Memorial Health Systems	Vacant	Lee Memorial Health Systems

Also in attendance: Alan Mandel- Good Wheels, Rosalie Berlin – Citizen, Mike Ulrich- Citizen and Don Scott and Brian Raimondo – Lee MPO.

The meeting was called to order by Chairman Williams at 10:00am. There was a quorum. The Pledge was recited and introductions were made.

Agenda Item #1 – Approval of the Minutes from the March 6, 2015 Public Hearing

Motion by Ms. Carter and seconded by Mr. Pierce to approve the minutes from the March 6, 2015 Public Hearing. Motion carried unanimously.

Agenda Item #2 – Approval of the Minutes from the March 6, 2015 Meeting

Motion by Ms. Carter and seconded by Mr. Santos to approve the minutes from the March 6, 2015 Meeting. Motion carried unanimously.

Agenda Item #3 – Public Comments on Items on the Agenda

Mr. Ulrich said he has gone to the Lee BoCC many times to get more money for paratransit. He says only one beach is accessible using the Passport, but he can't get to other beaches he would like to go to. Ms. Carter says she researched that the ¾ distance from existing bus stop locations can be extended to 1.5 miles if they choose.

Mr. Pierce said at a past BoCC, Mr. Myers did a rate fair increase proposal that would assist paratransit trips. He suggested Mr. Myers propose this again to the BoCC. Mr. Ulrich said it was the Passport Premium service, but it was not approved.

Mr. Gajdjis said transportation is very important to LeeTran. He said this Board is only for reviewing the CTC and a meeting could be set up with LeeTran. The passport budget is currently \$4 million. He said paratransit was never meant to deal with all the needs, but an additional service is needed. Mr. Gajdjis said contact the BoCC Chair or a Commissioner to set up a meeting to discuss this, and he will pass the word on.

Mr. Mandel said Good Wheels can go outside the ¾ mile radius, but the funding doesn't allow them to do more than the chemo and dialysis. Good Wheels is working with LeeTran on a New Freedom Grant that is \$88,000 and would provide 4,500 trips, but needs a match of \$88,000. Ms. Stephens asked if The United Way could assist, but Mr. Mandel said they are already providing funds for something.

Mr. Pierce wanted to thank LeeTran and Passport for improving the service the past year.

Agenda Item #4 – Public Comments on Items on the Agenda

None

Agenda Item #5 - Program Updates and Distribution Items

Mr. Raimondo discussed the calendar of events.

Agenda Item #6 – Good Wheels' Updates

Ms. Carter asked if the added info for the 5310 info was submitted, but Ms. Stephens said the tax form wasn't necessary.

Mr. Mandel said they are working on doing Medicaid trips in addition to the TD sponsored trips.

Mr. Mandel mentioned they just submitted the rate model for next year.

Mr. Martinez asked if he knows how many trips he has done for Medicaid. Mr. Mandel said in March it was 3,400, and they are almost to the point where they were in the past. The Medicaid trips are increasing each month.

Mr. Mandel said the rate model is only for TD Commission trips and not Medicaid.

**Motion by Ms. Carter and second by Mr. Pierce to approve the 2015/16 rate model.
Approved unanimously.**

Mr. Gajdjis said he doesn't like the difficult to understand rate model sheet and how they ignore paying the CTC what they ask for in the rate model. For example, if Good Wheels says a trip is \$17 a trip, but only gets reimbursed \$12 a trip. Mr. Mandel said this is an issue, because they don't break even and lose doing more trips. Mr. Pierce said this committee has no teeth on what they get reimbursed with and Mr. Mandel said communication with other agencies is necessary.

Mr. Mandel said sixth months into the new FY they are just above breaking even.

After discussion, no action will be taken on the unfilled TD grant application. If needed, the LCB will meet in June to approve. From what the program manual says, no action is needed unless the grant is used for capital.

Mr. Mandel went over the complaint numbers. Ms. Stephens asked about the ridership numbers, but Mr. Raimondo mentioned he didn't receive them to send them out. There was discussion on speculation of ridership numbers.

Mr. Raimondo asked for an update on Operator Payments. None was provided

Adjourn 10:56am.

AMEND TD PROGRAM ELIGIBILITY CRITERIA IN TDSP

RECOMMENDED ACTION: Review and approve Good Wheel's Proposal

John Irvine, CTD, recently held discussions with Alan Mandel and MPO staff mentioning that the TD Program eligibility criteria in the TDSP was out of date due to the change in Medicaid.

Alan Mandel proposes the following:

- Current rules, but not making economics a criteria unless we are oversubscribed.
- Currently Good Wheels require two people to earn \$2500 or less- we would not use that unless we are oversubscribed-just go with elderly and disabled as qualifiers.
- Trip hierarchy
 - Dialysis / chemo
 - Medical
 - Day care
 - shopping
 - Life sustaining

Review and Approval of CTC AOR for FY 2014/15

RECOMMENDED ACTION: Review and approve Good Wheels' Annual Operating Report

Rule 41-2.011(4), *Florida Administrative Code*, requires the Community Transportation Coordinator to prepare and submit an AOR to the Local Coordinating Board for its review, and then to submit the AOR to the Commission for the Transportation Disadvantaged by September 15th each year.

The AOR itemizes information relating to the transportation services delivered by the coordinator, and allows the Local Coordinating Board to develop a thorough understanding of the coordinated transportation disadvantaged program in the service area. The report also provides the CTD a uniform state-wide data base which is used to monitor the effectiveness and efficiency of the program. Using a formula, the CTD uses the AOR to distribute the TD Trust Funds to the CTC. The CTD also compiles the AORs from the coordinators into the Annual Performance Report.

FLCTD

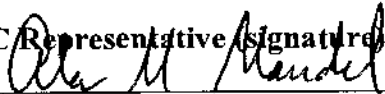
Annual Operations Report

Section I: Face Sheet

County: Lee	Fiscal Year: July 1, 2014 - June 30, 2015
Status: Ready	
Report Date:	08/18/2015
Period Covered:	July 1, 2014 - June 30, 2015
Coordinator's Name:	Good Wheels, Inc.
Address:	10075 Bavaria Rd.
City:	Fort Myers
Zip Code:	33913
Service Area:	Lee
Contact Person:	Alan M. Mandel
Title:	CEO/CFO
Phone:	(239) 768 - 6184
Fax:	(239) 768 - 0334
Email:	amandel@goodwheels.org
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit

CTC Certification:

I, Alan M. Mandel, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative Signature


LCB Statement:

I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Signature

FLCTD
Annual Operations Report
Section II: General Info

County: Lee

Fiscal Year: July 1, 2014 - June 30, 2015

Status: Ready

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: 3

Number of Private For-Profits: 0

Public Entities:

School Board: 0

Municipality: 0

County: 0

Transit Authority: 1

Other: 0

Total: 4

2. How many of the providers listed in 1 are coordination contractors?

2

FLCTD
Annual Operations Report
Section III: Passenger Trip Info

County: Lee		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Saved with Issues			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		Total
	Within	Outside	
Fixed Route/Fixed Schedule			
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	55	0	55
Deviated Fixed Route Service			
	0	0	0
Paratransit			
Ambulatory	65081	1094	66175
Non-Ambulatory	15064	28	15092
Stretcher	6	0	6
Other Services			
School Board Trips	0	0	0
Total Trips	80206	1122	81328
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			63
1c. How many of the total trips were provided by coordination contractors?			1284
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			26457
Agency for Persons with Disabilities			22948
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			26903
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			5020
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	0
Other Federal Programs	0
Total:	81328
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	no
Elderly	
Low Income:	8331
Disabled:	7015
Low Income and Disabled:	8408
Other:	7787
Children	
Low Income:	2556
Disabled:	1300
Low Income and Disabled:	2830
Other:	427
Other	
Low Income:	1655
Disabled:	9025
Low Income and Disabled:	21259
Other:	10735
Total:	81328
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	no
Medical Purpose	53904
Employment Purpose	0
Education/Training/Daycare Purpose	23466
Nutritional Purpose	3544
Life-Sustaining/Other Purpose	414
Total:	81328
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	600

5b. Fixed Route	0
Total:	600
6. Number of Unmet Trip Requests	
	4215
Unmet Trip Requests by Type of Trip	
Unmet Medical	4111
Unmet Employment	0
Unmet Education/Training/Daycare	40
Unmet Nutritional	64
Unmet Life-Sustaining/Other	0
Reason Trip was Denied (Optional)	
Lack of Funding:	4215
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	
	1713
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	43
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	7
Complaint Total:	50
9. Commendations	
Commendations by CTC	41

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	41

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Lee	Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Saved with Issues		
Section IV: Vehicle Information		
1. Mileage Information		
	Vehicle Miles	Revenue Miles
CTC:	1147246	957319
Transportation Providers:	5040	4132
Coordination Contractors:	18639	5810
School Bus Utilization Agreement:	0	0
Total:	1170925	967261
2. Roadcalls		
	36	
3. Accidents		
	Chargeable	Non-Chargeable
Total Accidents Person Only:	0	2
Total Accidents Vehicle Only:	0	1
Total Accidents Person & Vehicle:	0	0
Total Accidents:	0	3
Grand Total:	3	
4. Total Number of Vehicles		
	36	
	Count	Percentage
a. Total vehicles that are wheelchair accessible:	35	97.00%
b. Total vehicles that are stretcher equipped:	1	2.00%

FLCTD

Annual Operations Report

Section V: Employee Info

County: Lee		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Saved with Issues			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	32		58321
Part-Time Drivers	15		11203
Volunteer Drivers	0		0
Total Hours:			69524
Maintenance Employees	5		
Dispatchers	3		
Schedulers	1		
Call Intake/Reserv./Cust. Serv.	3		
Other Operations Employees	2		
			Hours
Other Volunteers	0		0
Administrative Support	6		
Management Employees	3		
Total	70		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	4		3036
Volunteer Drivers	0		0
Total Hours:			3036
Maintenance Employees	1		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
Total	5	
		TOTAL HOURS: 72560

FLCTD

Annual Operations Report

Section VI: Revenue Sources

County: Lee		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Saved with Issues			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$212,602.00	\$0.00	\$212,602.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$28,200.00	\$75,074.00	\$103,274.00
Other (specify)	\$0.00	\$0.00	\$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$700,173.00	\$0.00	\$700,173.00

Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$0.00	\$0.00	\$0.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify) Senior Friendship Center	\$93,665.00	\$0.00	\$93,665.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00

County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$43,765.00	\$14,355.00	\$58,120.00
49 USC 5311 (Section 18)	\$0.00	\$0.00	\$0.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)	\$0.00	\$0.00	\$0.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$0.00	\$0.00	\$0.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			
Farebox	\$16,788.00	\$0.00	\$16,788.00

Donations, Contributions	\$43,559.00	\$0.00	\$43,559.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$85,326.00	\$0.00	\$85,326.00
Other Federal or State Programs			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:			
	\$1,224,078.00	\$89,429.00	\$1,313,507.00

FLCTD
Annual Operations Report
Section VII: Expense Sources

County: Lee		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Saved with Issues			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$1,238,953.00	\$327,188.00	\$1,566,141.00
Fringe Benefits (502):	\$375,898.00	\$85,429.00	\$461,327.00
Services (503):	\$190,891.00	\$70,639.00	\$261,530.00
Materials and Supplies Cons. (504):	\$566,919.00	\$29,531.00	\$596,450.00
Utilities (505):	\$11,682.00	\$1,920.00	\$13,602.00
Casualty and Liability (506):	\$174,041.00	\$73,962.00	\$248,003.00
Taxes (507):	\$0.00	\$21,367.00	\$21,367.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$2,060.00	\$0.00	\$2,060.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$0.00	\$0.00	\$0.00
Interest (511):	\$57,579.00	\$0.00	\$57,579.00
Leases and Rentals (512):	\$0.00	\$6,501.00	\$6,501.00
Annual Depreciation (513):	\$267,903.00	\$113,725.00	\$381,628.00
Contributed Services (530):	\$0.00	\$0.00	\$0.00
Allocated Indirect Expenses:	\$0.00	\$6,624.00	\$6,624.00
GRAND TOTAL:	\$2,885,926.00	\$736,886.00	\$3,622,812.00

REVIEW AND APPROVE BYLAWS

RECOMMENDED ACTION: Review and approve the Bylaws.

Annually, the LCB needs to review and approve their Bylaws. The Bylaws were last approved in September 2014. The only changes to the bylaws from last year is to change the date to reflect September 4, 2015.



**LEE COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD
BYLAWS**

Adopted September 4, 2015

PO Box 150045
Cape Coral, FL 33915
239-244-2220 x 1002
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ARTICLE I: PREAMBLE

The following sets forth the By-Laws which shall serve to guide the coordination of transportation services provided to the transportation disadvantaged through the Lee County Transportation Disadvantaged Local Coordinating Board program. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), Rule 41-2, Florida Administrative Code (FAC), and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Name

The name of the Coordinating Board shall be the LEE COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD, hereinafter referred to as the Board or LCB.

Purpose

The primary purpose of the Board is to assist the Lee County Metropolitan Planning Organization (MPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator, hereinafter “Coordinator”, on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, F.S. and Rule 41-2, FAC. In general, the Local Coordinating Board is considered an advisory body.

ARTICLE III: ADMINISTRATION OF THE LOCAL COORDINATING BOARD

A. Planning Agency Responsibilities

The Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the Local Coordinating Board with sufficient staff support and resources to enable the Local Coordinating Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies and the Program Manual for Transportation Disadvantaged Planning Related Services as revised on May 23, 2011. This responsibility includes providing sufficient staff to manage and oversee the responsibilities of the Local Coordinating Board. This includes, but is not limited to, assistance in the scheduling of meetings; training board members; evaluating cost effectiveness; reviewing the local Transportation Disadvantaged Service Plan; preparing, duplicating and distributing meeting packets; and, other necessary administrative duties as required by the Board within the limits of available resources.

B. Regular Meetings

The Board shall meet as often as necessary in order to meet its responsibilities. However, the Board shall meet at least quarterly as required by Chapter 427.0157, F.S. All meetings, including

committee meetings, shall be conducted pursuant to “Government in the Sunshine Law”. All meetings will provide opportunity for public comments on the agenda.

C. Full Board Meeting Notices

Planning Agency staff shall give two (2) weeks’ notice via e-mail of the date, time, location and proposed agenda for the Local Coordinating Board meetings to Local Coordinating Board members and the appropriate Commission for the Transportation Disadvantaged Regional Project Manager, other interested parties and the news media.

Planning Agency staff shall prepare and submit the Notice of Meeting to the News-Press no later than twenty-one (21) days before the scheduled meeting which will be published in the News-Press at least fourteen (14) days before the scheduled meeting.

The agenda will be posted on the MPO website a minimum of eight (8) days prior to the scheduled meeting.

Agenda packets will be sent out fourteen (14) days before the scheduled meeting.

An eight (8) day notice should be given for the cancellation, rescheduling or relocation of regular meetings.

Planning Agency staff will submit notification of meeting to local jurisdictional TV stations (Cape Coral, Fort Myers and Lee County) fourteen (14) days prior to the scheduled meeting which will run through the date of the scheduled meeting.

D. Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give Local Coordinating Board members and others one (1) week notice, if possible, of the date, time, location and proposed agenda for the Local Coordinating Board committee meetings and emergency meetings. Meeting materials shall be provided as early as possible.

E. Minutes

Planning Agency staff is responsible for maintaining an official set of minutes for each Local Coordinating Board meeting. The minutes shall include an attendance roster indicating what agency organization or position each member represents and reflect a summary of official actions taken by the Local Coordinating Board.

The record of official actions shall include who made and seconded the motion, as well as who voted for and against motions. Copies of the minutes shall be sent to the Regional Project Manager of the Commission for the Transportation Disadvantaged and the Chairperson of the Planning Agency.

Committee meeting minutes may be in the form of a brief summary of these points, discussions, decisions and recommendations to the full board.

F. Quorum

At all meetings of the Board, the presence of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, action items must be tabled until another meeting is scheduled at a later date.

G. Voting

At all meetings of the Board at which a quorum is present, all matters shall be decided by the vote of a majority of the members of the Board present and voting.

ARTICLE IV: LOCAL COORDINATING BOARD MEMBERSHIP

A. OFFICERS

The officers of the Board shall be a Chairperson and a Vice-Chairperson.

- **CHAIRPERSON**

The MPO Board shall appoint one of its members to serve as the official Chairperson for all Local Coordinating Board meetings. The Chairperson shall communicate the Board's interests and desires to the MPO. The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall be appointed to serve for a one-year term (or less if the individual is no longer in office) and the MPO Board shall replace or reappoint the Chairperson at the end of his/her term.

- **VICE-CHAIRPERSON**

The Board shall hold an organizational meeting at its last regularly scheduled meeting of the year in December for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the Local Coordinating Board members present and voting at the meeting. The Vice-Chairperson shall serve a term of one year starting with the following meeting. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chairperson may serve more than one term.

B. VOTING MEMBERS

In accordance with Chapter 427.0157, F.S., all members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Lee County is the Lee County Metropolitan Planning Organization (MPO).

The following agencies or groups shall be represented on the Board as voting members:

- A member of the MPO Board who has been appointed to serve as Chairperson;
- A local representative of the Florida Department of Transportation (DOT);
- A local representative of the Florida Department of Children and Families (DCF);
- A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;
- In areas where they exist, a local representative of the Division of Vocational Rehabilitation Services or the Division of Blind Services, representing the Department of Education;
- A person recommended by the local Veterans Service Office, representing Veterans of the county;
- A person recognized by the Florida Association for Community Action representing the economically disadvantaged;
- A person representing the Elderly in the county;
- A person with a disability representing the disabled in the county;
- [One of Two] Citizen Advocates in the County;
- [One of two] Citizen Advocates – this must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- A local representative for children at risk;
- In areas where they exist, the Chairperson or designee of the local mass transit or public transit system's board, except in cases where they are also the Community Transportation Coordinator;
- A local representative of the Florida Department of Elder Affairs.;
- An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit

representative will be appointed, except where said representative is also the Community Transportation Coordinator;

- A local representative of the Florida Agency for Health Care Administration;
- A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes;
- A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, hospitals, local health department or other home and community based services, etc.

It is the intent of the Commission for the Transportation Disadvantaged for the membership of every Local Coordinating Board to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to represent, to the maximum degree possible, a cross section of their local community.

No employee of a Community Transportation Coordinator shall serve as voting member of the Local Coordinating Board. However, an elected official serving as Chairperson of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator shall not be precluded from serving as voting members of the Local Coordinating Board.

C. TECHNICAL ADVISORS –NON-VOTING MEMBERS

Upon a majority vote of a quorum of the Local Coordinating Board, technical advisors may be approved for the purpose of providing the Local Coordinating Board with technical advice as necessary.

D. ALTERNATES

- Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.
- Each alternate may vote only in the absence of that member on a one vote-per-member basis.
- Alternates for a Local Coordinating Board member who cannot attend a meeting must be a representative of the same interest as the primary member.

ARTICLE V: TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the non-agency members of the Board shall be appointed for three (3) year staggered terms with initial memberships being appointed equally for one, two and three years in order that the Local Coordinating Board is not subject to a significant turnover in membership.

No non-agency member shall serve more than two consecutive terms (six years) as a voting member. No non-agency member shall be reappointed to their second term of three (3) years until the MPO has the chance to consider other nominees. After two consecutive terms, the MPO will solicit other people for vacant positions and after 30 days termed out members can reapply if there is a vacancy. The Chairperson must be appointed or reappointed by the Planning Agency every two (2) years.

No employee of the Coordinator shall serve as a voting member of the Board. However, an elected official serving as Chairperson of the Board, or other governmental employees who are employed for the purpose of making provisions for transportation and are not directly supervised by the Coordinator may serve as voting members.

ARTICLE VI: ATTENDANCE

The Planning Agency shall review, and consider rescinding, the appointment of any member of the Local Coordinating Board who fails to attend three consecutive meetings. An updated membership attendance report shall be presented to the Lee County Local Coordinating Board at their quarterly meetings. The Local Coordinating Board shall notify the Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings.

ARTICLE VII: BY-LAWS AND PARLIAMENTARY PROCEDURES

The Local Coordinating Board shall develop and adopt a set of bylaws. The bylaws shall state that the Local Coordinating Board will conduct business using parliamentary procedures according to Robert's Rules of Order, unless stated otherwise in these guidelines.

ARTICLE VIII: LOCAL COORDINATING BOARD DUTIES

The Local Coordinating Board shall:

- A. Review and make recommendations regarding the approval of the Memorandum of Agreement and Transportation Disadvantaged Service Plan in the third quarter. In order to perform this duty, the Lee County Local Coordinating Board shall review and develop recommendations concerning the Transportation Disadvantaged Service Plan. The Joint Local Coordinating Board shall ensure that the Transportation Disadvantaged Service Plan has been developed by involving all appropriate parties in the process. The final Transportation Disadvantaged Service Plan shall be approved by the Local Coordinating

Board for submission to the Commission for the Transportation Disadvantaged no later than June 30th of each year.

- B. Review and make recommendations regarding the approval of the Memorandum of Agreement and Transportation Disadvantaged Service Plan. In order to perform this duty, the Local Coordinating Board shall review and develop recommendations concerning the Transportation Disadvantaged Service Plan. The Local Coordinating Board shall ensure that the Transportation Disadvantaged Service Plan has been developed by involving all appropriate parties in the process.
- C. Conduct an annual performance evaluation of the Community Transportation Coordinator by no later than February 20th of each year. This evaluation shall be conducted using evaluation criteria developed by the Commission for the Transportation Disadvantaged, as well as any other evaluation criteria approved by the Coordinating Board. In areas where a planning agency serves as the Community Transportation Coordinator, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the Community Transportation Coordinator.
- D. The evaluation of the Community Transportation Coordinator's performance shall be both in general, and relative to specific criteria contained in the Transportation Disadvantaged Service Plan, and recommendations contained in the Commission's quality assurance reviews.
- E. The results of the annual evaluation and recommendations relative to performance and the renewal of the Memorandum of Agreement of Transportation Disadvantaged Service Plan shall be forwarded to the Planning Agency and the Commission for the Transportation Disadvantaged for final disposition.
- F. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner. The accomplishment of this requirement shall include the development and implementation of a process by which the Local Coordinating Board and Community Transportation Coordinator have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:
 - 1. The review of applications to ensure that they are consistent with the Transportation Disadvantaged Service Plan. This review shall consider:
 - a) The need for the requested funds or services;
 - b) Consistency with local government comprehensive plans;
 - c) Coordination with local transit agencies, including the Community

- Transportation Coordinator;
 - d) Consistency with the Transportation Disadvantaged Service Plan;
 - e) Whether such funds are adequately budgeted amounts for the services expected; and,
 - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
 - 2. Notifying the Commission for the Transportation Disadvantaged of any unresolved funding requests without delays in the application process.
- G. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should include:
- 1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance or other identified strategies; and
 - 2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- H. Appoint a Grievance Committee to serve as a mediator to hear and investigate complaints, from agencies, users, potential users, Community Transportation Coordinators, subcontractors or other interested parties, and make recommendations for the Local Coordinating Board for improvement of service from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area.
- I. Establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. The Local Coordinating Board process should complement the Community Transportation Coordinator's grievance process. Members appointed to the committee shall be voting members of the Local Coordinating Board.
- J. In coordinating with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- K. Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
- L. Annually hold a public hearing for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services. The public hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is

recommended that the public hearing be incorporated with a regular business meeting of the Local Coordinating Board. A public hearing held jointly with the Commission for the Transportation Disadvantaged will satisfy this annual requirement.

ARTICLE IX: SUBCOMMITTEES

Subcommittees shall be designated by the Chair as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

ARTICLE X: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

The Board shall communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2 FAC.

ARTICLE XI: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Lee County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full true and correct copy of the By-Laws of this Board as adopted by the Lee County Local Coordinating Board for the Transportation Disadvantaged on:

Date: 9/6/15

Lee LCB Chairperson

PROGRAM UPDATES AND DISTRIBUTION ITEMS

Calendar of Upcoming Events for the Lee County Local Coordinating Board	
August 2015	Prepare AER.
September 2015	Meeting September 4 th 10:00 am. Review AOR and Bylaws.
December 2015	Meeting December 4 th at 10:00am. Election of Vice-Chair, review grant applications and appointment of CTC Evaluation Committee. Begin draft TDSP preparation.
January 2016	Planning Agency staff to schedule Evaluation Committee meeting at Good Wheels to conduct evaluation. Preparation of the draft minor update to the TDSP.
February 2016	Evaluation Committee meets at Good Wheels to conduct evaluation.
March 2016	LCB Public Hearing Meeting and Regular Business meeting @ 10:00 AM TBD. Planning Agency staff submits TDSP minor update draft and evaluation to LCB for review and approval. Also submitted are 5310 grants for endorsement.
April 2016	Draft minor update of TDSP submitted to Lee County MPO Technical Advisory Committee, Citizen Advisory Committee and Lee County MPO Board for their endorsement.
May 2016	LCB meeting at 10:00 AM on May 1st.
June 2016	June meeting (cancelled). Planning Agency staff submits final approved TDSP to the Commission for the Transportation Disadvantaged.

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

Designate Official Planning Agency: Lee MPO

Invoice #: 3

County: Lee County

Contract #: ARH83

Reporting Period: January to March

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee.(Task 2)

Non-procurement year.

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

Staff actively seeks to fill vacancies and worked on filling the medical positions.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

Prepared the agenda for the March 6, 2015 meeting. Attached.

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved 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)

Prepared the minutes for the December 5, 2014 meeting. Attached.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing 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)

Prepared the agenda for the March 6, 2015 Public Hearing. Attached.

- F. Provide staff support for committees of the local coordinating board. (Task 3)

Did all necessary work for the evaluation and March LCB meetings.

- G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws

shall be submitted to the Commission. (Task 5)

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)

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)

The most current roster is attached.

J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)

The legal notices for the March Public Hearing and Regular Meeting are 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)

L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

II. Service Development

The planning agency shall develop the following service development items.

A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

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.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

A regional workforce board is a voting member and routinely attends LCB meetings.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

Quarterly reports are provided to the LCB after they are submitted to the TD Commission.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

- E. Provide training for newly-appointed local coordinating board members. (Task 3)

Orientation was provided to the new DCF members.

- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida

Administrative Code, and provide recommendation to the local coordinating board.

5310 grants were reviewed by the LCB at the March Public Hearing. Attached.

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (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 Transportation Disadvantaged Service Plan. (Task 2)

The CTC Evaluation subcommittee took place at Good Wheels on February 3rd and the Evaluation was approved at the March Public Hearing. Attached.


- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

IV Special Considerations by Planning Agency:

V. Special Considerations by Commission:



Signature of Individual Submitting Report

7/14/15

Date

Brian Raimondo
Typed name of Individual Submitting Report

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

Designate Official Planning Agency: Lee MPO

Invoice #: 4

County: Lee County

Contract #: ARH83

Reporting Period: April to June

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee.(Task 2)

Non-procurement year.

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

Staff actively seeks to fill vacancies and worked on filling the medical positions.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

Prepared the agenda for the May 1, 2015 meeting. Attached.

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved 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)

Prepared the minutes for the March 6, 2014 meeting. Attached.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing 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)

- F. Provide staff support for committees of the local coordinating board. (Task 3)

Did all necessary work for the May LCB meeting.

- G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)

- 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)

The Grievance Procedures are part of the TDSP and was approved at the March 6, 2015 Public Hearing. 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)
- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)

The legal notice for the May meeting 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)

- L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

Updated the TDSP and it was approved at the March 6, 2015 Public Hearing. Attached.

- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

Updated the TDSP and it was approved at the March 6, 2015 Public Hearing. Attached.

- 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.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

A regional workforce board is a voting member and routinely attends LCB meetings.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

Quarterly reports are provided to the LCB after they are submitted to the TD Commission.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

Attended the Regional Meeting on April 22, 2015 in Bartow. Meeting materials attached.

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.
- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.
- E. Provide training for newly-appointed local coordinating board members. (Task 3)
- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

Attending Community Agency Affinity Group created by Lee Memorial to discuss transportation disadvantaged. The trips could be through Medicaid, TD funds, Lee-Tran or Passport

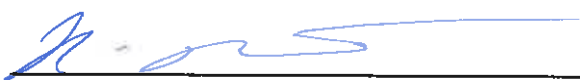
- G. To the extent feasible, collect and review proposed funding applications involving "transportation

disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (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 Transportation Disadvantaged Service Plan. (Task 2)
- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.
- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

IV Special Considerations by Planning Agency:

V. Special Considerations by Commission:



Signature of Individual Submitting Report

7/21/15

Date

Brian Raimondo
Typed name of Individual Submitting Report

GOOD WHEELS UPDATES AND REPORTS

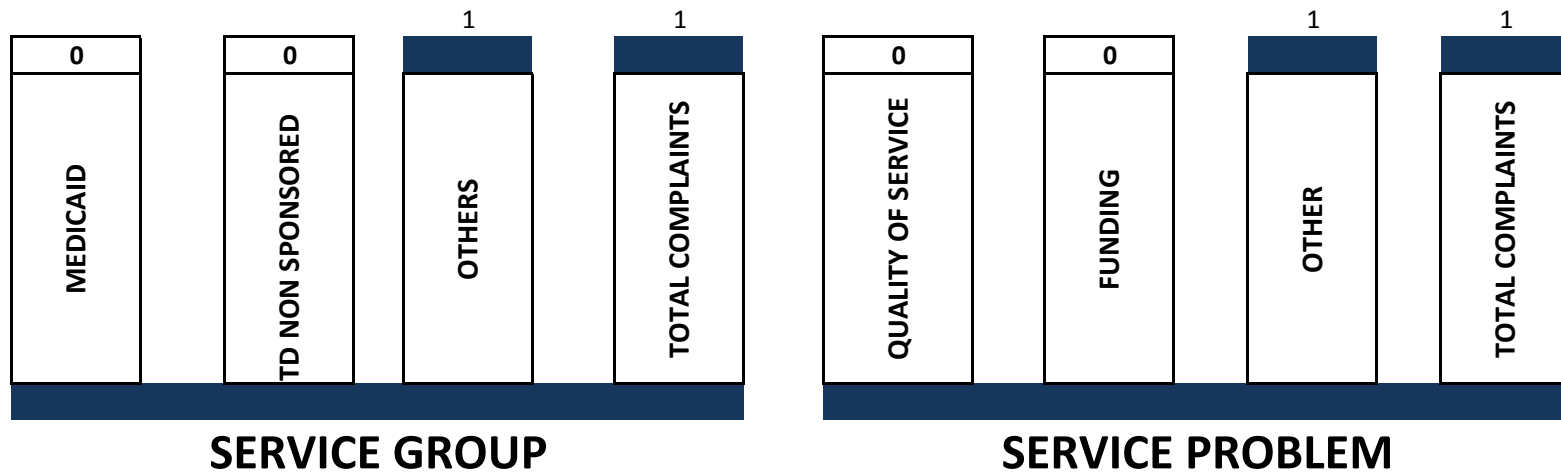
- Operator Payments
- Ridership and complaints for April through June 2015



COMPLAINTS RECEIVED

APRIL 2015 - JUNE 2015

LEE





LEE RIDERSHIP APRIL 2015 - JUNE 2015

