

Lee County Transportation Disadvantaged Local Coordinating Board

Immediately after Public Hearing, September 6, 2013
City of Cape Coral Annex Building
Conference Room A200
815 Nicholas Parkway E., Cape Coral, FL
239-244-2220



AGENDA

New Business

1. *Approval of Minutes from the April 5, 2013 Meeting
2. Public Comments on Items on the Agenda

Other Business

3. *Review of CTC 2012-2013 Annual Operating Report (Brian Raimondo)
4. +Review of 2012-2013 Actual Expenditure Report (Brian Raimondo)
5. *Annual Review of Bylaws (Brian Raimondo)
6. Program Updates & Distributions Items (Brian Raimondo)
7. CTC News and Reports (Tom Nolan)
8. Public Comments on Items not on the Agenda

Adjournment

*Action Items +May Require Action

All meetings of the Lee County Metropolitan Planning Organization (MPO) are open to the public. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact Brian Raimondo at the Lee MPO 48 hours prior to the meeting by calling (239) 244-2220; if you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. Or, e-mail baimondo@leempo.com

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 Florida Department of Transportation District One Title VI Coordinator Robin Parrish at (863) 519-2675 or by writing her at P.O. Box 1249, Bartow, Florida 33831.

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

Held on March 1, 2013 @ 1:30am

Cape Coral – Lee County Public Library, Meeting Room, 921 SW 39th Terrace, Cape Coral, FL

A Representative of:	Voting Members	Agency	Alternates to Voting Members	Agency
The MPO shall appoint one elected official to serve as the official Chairperson for all Coordinating Board meetings.	Commissioner Hall (Absent)	Lee County BoCC	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Vacant	FDOT	Richard Shine (Excused)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Dianne Ledbetter (Absent)	DCF	Stacey Lowe (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)		Flora Gonzales (Present)	
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	Linda Carter (Present)		Vacant	
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	(Vacant)		(Vacant)	
H. A person with a disability representing the disabled in the county	Brian Powers (Excused)		(Vacant)	
I-1. [One of Two] Citizen Advocates in the County	Michael Pierce (Present)		Joe Belardinelli (Absent)	
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	Selena Hinsdale (Excused)	Children's Medical Services	Lacey Binkley (Excused)	RCMA
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 (Present)	LeeTran
L. A local representative of the Florida Department of Elder Affairs	Angela Wood (Excused)	Area Agency on Aging for SW Florida	Sue Clarke (Excused)	Area Agency on Aging for SW Florida
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)		Priscilla Hardaway (Absent)	
N. A local representative of the Florida Agency for Health Care Administration	Joe Martinez (Present)	Agency for Health Care Administration	Karen Brooks (Absent)	Agency for Health Care Administration
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Jim Wall (Present)	Regional Workforce Development Board	Deb Reardon (Absent)	Regional Workforce Development Board
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.	Sue Maxwell (Present)	Lee Memorial Health Systems	Teresa Frank-Farhner (Absent)	Lee Memorial Health Systems

Also in attendance: Rosalie Berlin – Citizen, Tom Nolan, Debbie Stephens, Michel Harris and Robert Bowman - Good Wheels, Inc., Edgar Martinez, Jamie White and David McDonald – TMS, Don Scott, Meghan Marion and Brian Raimondo – Lee MPO

CALL TO ORDER

The meeting was called to order by Vice-Chair Lane at 1:30 pm, the Pledge of Allegiance was recited and introductions were made. Mr. Raimondo declared there was a quorum.

Agenda Item #1 – Minutes from March 1, 2013 Public Hearing Meeting

Motion by Ms. Carter and seconded by Mr. Pierce to approve the Minutes from the March 1, 2013 Public Hearing Meeting. Motion carried unanimously.

Agenda Item #2 – Minutes from March 1, 2013 Business Meeting

Motion by Ms. Carter and seconded by Mr. Griffin to approve the Minutes from the March 1, 2013 Business Meeting. Motion carried unanimously.

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

None

Agenda Item #4 – Review and Recommend MPO Board Approval of the Selection Committee Rankings for the CTC for the TD for Lee County

Mr. Scott presented the item. He mentioned the Selection Committee met on March 20th and was comprised of Ms. Hustad, Ms. Sayers, Ms. Brown, Ms. Carter (Alternate/Absent) and himself. The Selection Committee ranked Good Wheels one and TMS two. The LCB needs to review the Selection Committee results and make a recommendation to the MPO Board and the CTD for final approval.

David McDonald, TMS, discussed his agency and its background. Questions arose on how they could provide 27,000 more trips than Good Wheels with the same budget. Mr. McDonald said they dissected the last AOR and they compared it against their cost per trip. TMS' cost per trip is about \$10 less than Good Wheels, which amounts to more trips.

Mr. Nolan discussed his agency and previous goals being met.

Ms. Carter discussed how to lessen the no shows and be more efficient by using better technology.

Ms. Hustad questioned what would TMS do as a transition plan for existing customers. Mr. McDonald said Medicaid is an easy transition, because they already have call center staff for other areas. They would contract with those in Lee County, such as Good Wheels, for non-Medicaid. TMS would get the client contacts from Good Wheels and screen the clients to see if they could transfer them over to LeeTran para-transit. If they fall within the route threshold, they would purchase monthly bus passes. He said the first 90 days are the most difficult. They have a shared call center in Clearwater and are able to provide out of state trips.

Mr. Nolan was asked how they had an increase in no shows from one year to the next. Mr. Nolan replied the no shows were accidentally double counted.

Mr. Nolan discussed how Good Wheels is a non-profit and 95% of its budget goes towards trips.

Motion by Ms. Maxwell and seconded by Ms. Gonzalez to forward the Selection Committee's rankings with Good Wheels ranked number one and TSM ranked number two to the MPO Board. Mr. Joseph Martinez and Mr. Griffin abstained. Motion carried unanimously.

Agenda Item #5 – Program Updates & Distribution Items

Mr. Raimondo discussed the TSA Cares brochure regarding ease of travel in airports for travelers with disabilities and medical conditions.

The Calendar of Events, TD Trust Fund Letter and 2nd Quarter Report were distributed.

Agenda Item #6 – CTC News and Reports

Mr. Nolan discussed their upcoming monthly lunch and awards. The ridership and complaint numbers were not available since the first quarter just closed out. The second quarter numbers will be available at the next meeting.

Agenda Item #7 – Public Comments on Items not on the Agenda

None

Agenda Item # – Members Comments

Mr. Pierce said in cooperation with the Red Cross and WINK-TV there will be disaster planning at the CIL on April 24th.

Mr. Martinez said the Board should consider Good Wheels' minimal complaints for the past ten years.

Ms. Carter mentioned hurricane season starts June 1st and to have a disaster kit prepared.

Meeting adjourned at 2:29 pm.

Review of CTC AOR for FY 2012/13

RECOMMENDED ACTION: Table the review of Good Wheels Annual Operating Report for Lee County until the December meeting.

Good Wheels requested an extension for the 2012-13 AOR and it was granted by John Irvine, Program Manager – Area 6 of the CTD (Commission for the Transportation Disadvantaged) staff. The new extended deadline is October 15, 2013. Typically, the AOR needs to be reviewed and approved by the LCB prior to it being sent to the CTD by September 15th each year. Therefore, this item needs to be tabled until the December LCB meeting.

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 serves several purposes. 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 Commission for the Transportation Disadvantaged with a uniform state-wide data base which is used to monitor the effectiveness and efficiency of the program. The Commission for the Transportation Disadvantaged uses the AOR to distribute the TD Trust Fund among the coordinators by the formula. The Commission for the Transportation Disadvantaged also compiles the AORs from the coordinators into the Annual Performance Report.

Review of Actual Expenditures Report (AER) for FY 2012/13

INFORMATION ITEM: Review the AER FY 2012/13.

The MPO is required to report actual expenditures of the Transportation Disadvantaged funds to the Commission each year. These funds should include local and direct federal funds. The Commission surveys state agencies directly for similar information, so they do not include moneys that pass through state agencies. The AER may be completed for the September 6th meeting, however, the LCB is not required to review or approve the AER. The deadline to submit the AER is September 15th each year. At the time the agenda package went out, the MPO hadn't received the updated AER forms and instructions from the CTD.

Annual Review of Bylaws

RECOMMENDED ACTION: Review and approve Bylaws.

Annually, the LCB needs to review, comment and approve their Bylaws. The Bylaws are provided with these proposed changes:

Page 2: ~~The public may make input to the Board by filling out a "Request To Speak" form indicating their desire to address an issue and shall be heard under the appropriate agenda item.~~ (The public can speak on any item on the agenda or not on the agenda without needing to fill out a form.)

Page 2: ~~Planning Agency staff shall prepare and submit the Notice of Meeting for publication in the Florida Administrative Weekly four (4) weeks before the scheduled meeting and will be published at least fourteen (14) days before the scheduled meeting.~~ (LCB meetings are advertised in the News-Press and on the MPO's website. The MPO also uses other notification methods to get the information out, such as notifications to the TV stations but we continue to seek out other alternatives).

Page 6 & 7: ~~(January-March 2011).~~ (This was a housekeeping issue with a carryover date that needed to be deleted.)

Page 9: Replaced ~~Larry Kiker~~ with Tammy Hall as the Chair and added in the new date.



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

Adopted September 6, 2013

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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. ~~The public may make input to the Board by filling out a “Request To Speak” form indicating their desire to address an issue and shall be heard under the appropriate agenda item.~~

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.

~~Planning Agency staff shall prepare and submit the Notice of Meeting for publication in the Florida Administrative Weekly four (4) weeks before the scheduled meeting and will be published 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, those present may function as a “Committee of the Whole”. The Committee of the Whole may review the agenda items and make recommendations to the Board. These recommendations may be reviewed for adoption by the Board at its next meeting where there is a quorum present.

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.

1. CHAIRPERSON

The Planning Agency shall appoint one of its members, who is a member of the Lee County Board of County Commissioners, 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 two-year term (or less if the individual is no longer in office) and the Planning Agency shall replace or reappoint the Chairperson at the end of his/her term.

2. 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, who is a member of the Lee County Board of County Commissioners, 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

3. 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.

4. Each alternate may vote only in the absence of that member on a one vote-per-member basis.
5. 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 (~~January~~

~~March 2011~~). 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 Joint Local Coordinating Board by the May board meeting 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: September 6, 2013

Tammy Hall
Lee LCB Chairperson

Program Updates and Distribution Items

INFORMATION ITEMS

1. Calendar of upcoming LCB meetings/events
2. Lee TD 3rd and 4th Quarterly Reports

Calendar of Upcoming Events for the Lee County Local Coordinating Board

January 2013	Planning Agency staff to schedule Evaluation Committee meeting at Good Wheels to conduct evaluation of the CTC. Continue preparation of the draft of the minor update to the TDSP.
February 2013	Evaluation Committee meets at Good Wheels to conduct CTC evaluation.
March 2013	LCB Public Hearing Meeting and Regular Business meeting @ 1:30 p.m. Planning Agency staff submits TDSP minor update draft to LCB board for approval. RFP process comes to a close and Selection Committee meets.
April 2013	Draft minor update of TDSP submitted to Lee County MPO Technical Advisory Committee, Citizen Advisory Committee and Lee County MPO Board for their endorsement. LCB Meeting April 5 th .
June 2013	June 8, 2012 (if necessary) Planning Agency staff submits final approved TDSP to the Commission for the Transportation Disadvantaged.
July 2013	TD Conference. Begin Major TDSP update for FY 2013/14.
August 2013	Prepare AER. TDSP Workshop on August 20 th .
September 2013	LCB Meeting on September 6 th . Review and approve TDSP FY 2013/14. Review AOR, AER and Bylaws. Election of Vice-Chair for the remainder of 2013 calendar year.
October 2013	Submit finalized TDSP FY 2013/14 to CTD.
December 2013	LCB Meeting on December 6 th . Appointment of CTC Evaluation Committee. Review AOR and operation/capital grants. Election of Vice-Chair for 2014 calendar year.

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

Designate Official Planning Agency: Lee County MPO

Invoice #: 3

County: Lee County

Contract #: AQP94

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)

The MPO began the RFP process for a new CTC for FY 13/14 to 17/18. Attached.

- 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)

Continued to fill vacancies for the School District, person over age 60 to represent the elderly, and a person with a disability.

- 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 1, 2013 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 official minutes for the December 14, 2012 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)

The LCB Public Hearing took place on March 1, 2013 prior to the regular scheduled meeting. Agenda is attached.

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

Did all necessary work for the March 1, 2013 Public Hearing and Regular Business meetings.

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

By-laws were updated and approved. 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)

The Grievance Procedures were updated and are part of the TDSP. They were approved on March 1, 2013. 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)

The membership roster is constantly updated. 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)

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)

Staff updated the TDSP in the 3rd quarter of the grant cycle and was approved by the LCB on March 1, 2013. The MPO's advisory committees and the MPO Board endorsed the TDSP in the 4th quarter of the grant cycle.

- 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)

Staff updated the TDSP in the 3rd quarter of the grant cycle and was approved by the LCB on

March 1, 2013. The MPO's advisory committees and the MPO Board endorsed the TDSP in the 4th quarter of the grant cycle.

- 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.

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)

The first quarter report was provided to the Lee LCB on March 1, 2013. The second quarter report was provided to the LCB on April 5, 2013 and the third quarter report will be provided at its next meeting.

- 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)

MPO staff always suggests orientation to new and existing 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.
- 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:

Donald L Scott

Signature of Individual Submitting Report

5/30/2013

Date

Donald Scott, Executive Director

Typed name of Individual Submitting Report

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

Designate Official Planning Agency: Lee County MPO

Invoice #: 4

County: Lee County

Contract #: AQP94

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)

The MPO completed the RFP process for a new CTC for FY 13/14 to 17/18.

- 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)

Continued to fill vacancies for the School District, DCF and others as they become vacant.

- 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 April 5, 2013 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 1, 2013 Public Hearing meeting and regular Business 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)

The LCB Public Hearing took place on March 1, 2013 and the Agenda was previously submitted.

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

Did all necessary work for the April 5, 2013 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)

By-laws were updated, approved and previously submitted.

- 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 were updated and are part of the TDSP. Previously submitted, but are being submitted with no changes as part of the TDSP.

- 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 membership roster changed from the previous Quarterly Report. 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)

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)

The LCB reviewed and approved the CTC AOR on December 14, 2012. Previously submitted.

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

Staff updated the TDSP in the 3rd Quarter of the grant cycle and the LCB approved it on March 1, 2013. The MPO's CAC, TAC and MPO Board all approved the document. 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)

Staff compiled the AER after sending the request to just over 100 agencies in Lee County. The item was taken to the Lee LCB on December 14, 2012 as an information item. The LCB approved the AER on December 14, 2012. Previously submitted.

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)

Staff updated the TDSP in the 3rd Quarter of the grant cycle and the LCB approved it on March 1, 2013. The MPO's CAC, TAC and MPO Board all approved the document. 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.

The SWFL Workforce Development Board is a member of the Lee LCB. Both positions are filled.

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)

The first and second quarter reports have been provided to the LCB at prior meetings. The third and fourth quarter reports will be provided to the LCB at its next meeting in August/September 2013.

- 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 July 30th - August 2nd TD Training in Orlando.

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

Attended the August 2, 2012 Commission meeting in Orlando and the May 21, 2013 Commission meeting in Green Cove Springs.

- 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)

Training wasn't requested during the fourth quarter, but an email to all members advised that staff is available for training. The email was sent out on June 3, 2013. As members apply for vacant LCB positions, staff advises them that training/orientation is available. Newly appointed Chair Commissioner Hall's new assistant was briefed by staff over the phone and via email on May 16, 2013. Her assistant, Patricia Pirog, was also advised that a face to face orientation was available at any time.

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.

Staff advised the CTC of the necessity in reducing no-shows.

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.

The LCB reviewed and endorsed all 2013 Federal Transit Administration Section 5310, "Enhanced Mobility of Seniors and Individuals with Disabilities Program" and 2013 Federal Transit Administration Section 5311, "Grants for Rural areas" from Good Wheels, LeeTran and VIP Center in December 2012 and March 2013.

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)

A CTC evaluation wasn't held this year, because it was an RFP year.

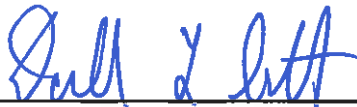
I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

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

IV Special Considerations by Planning Agency:

V. Special Considerations by Commission:



Signature of Individual Submitting Report

6/28/2013

Date

Donald L. Scott

Typed name of Individual Submitting Report

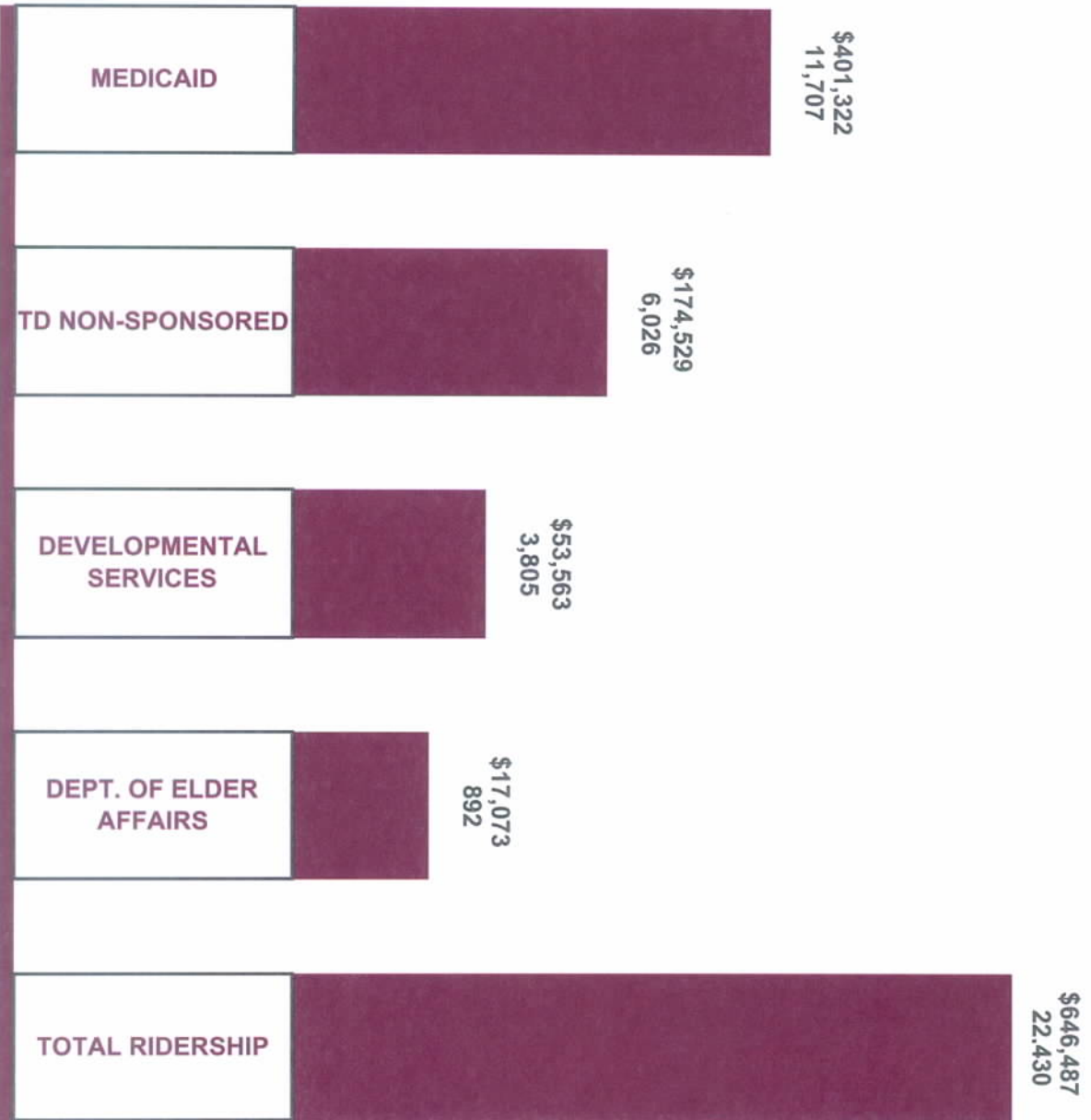
CTC News and Reports

INFORMATION ITEMS

Good Wheels Ridership & Complaint Reports for the period of January - March 2013 and April – June 2013.

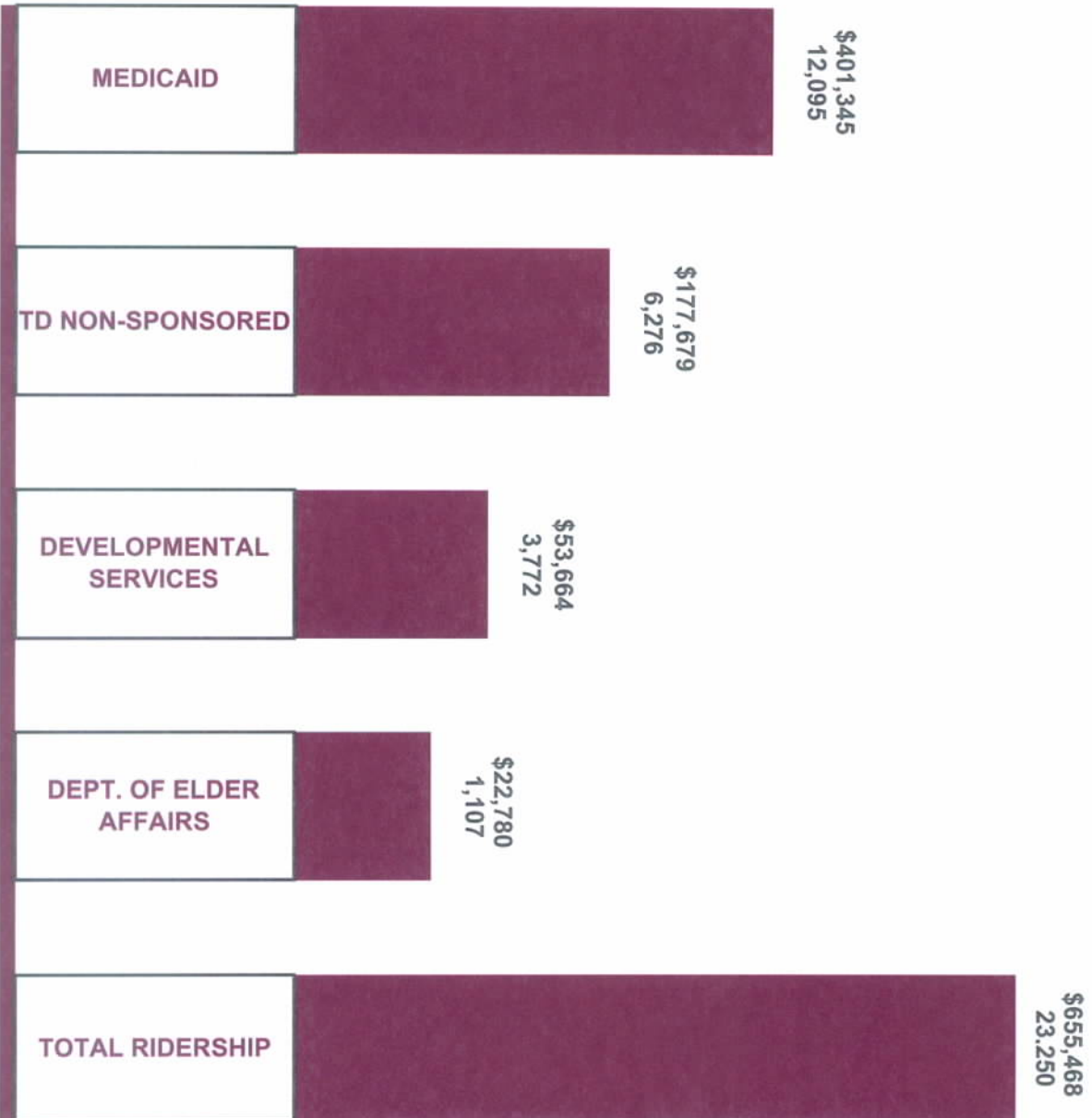


LEE COUNTY RIDERSHIP
 JANUARY 2013 - MARCH 2013

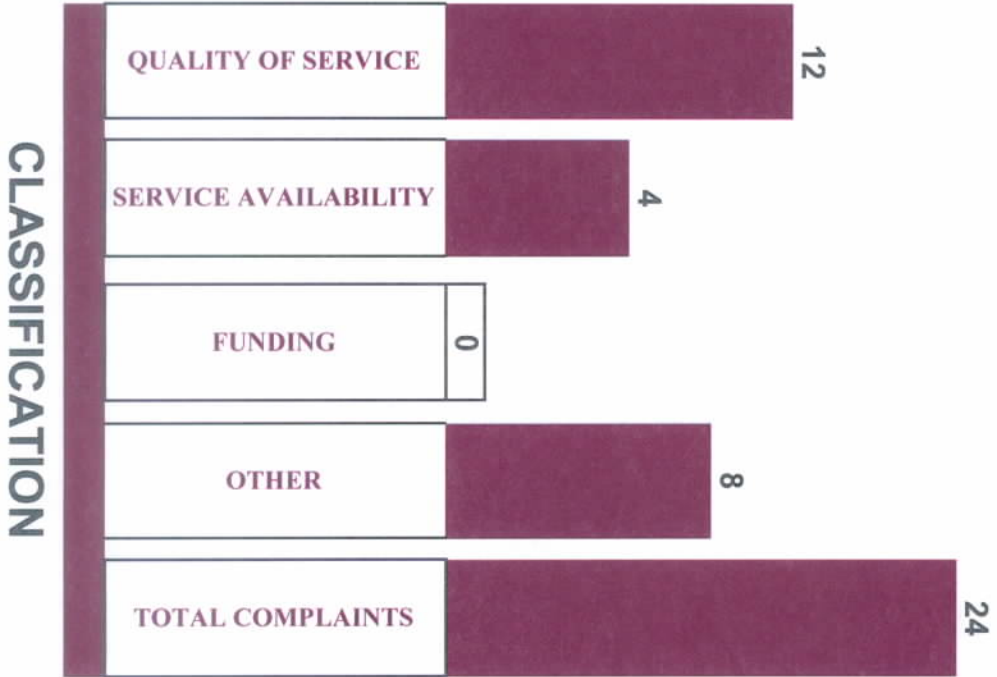
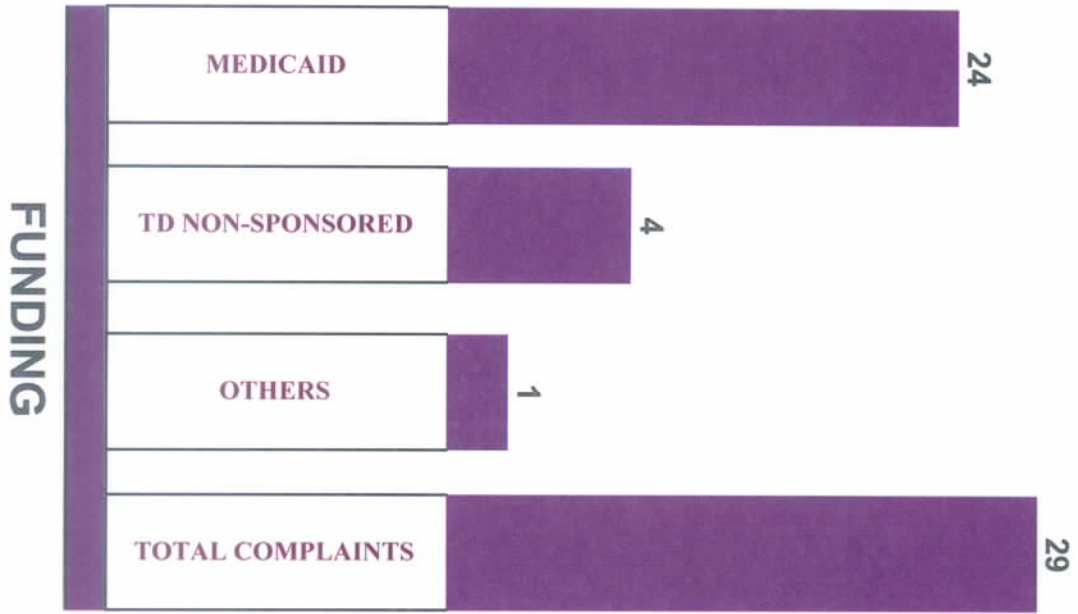




LEE COUNTY RIDERSHIP APRIL 2013 - JUNE 2013



**LEE COUNTY
 COMPLAINTS RECEIVED
 JANUARY 2013 - MARCH 2013**



**LEE COUNTY SERVICE
 COMPLAINTS RECEIVED
 APRIL 2013 - JUNE 2013**

