

**Lee County Transportation Disadvantaged  
Local Coordinating Board (LCB)**

**10:00 AM, December 1, 2017  
City of Cape Coral Public Works – Green Room  
815 Nicholas Pkwy E, Cape Coral FL 33990  
239-330-2240**



**Meeting Minutes**

**The meeting was called to order by Chair Jessica Cosden at 10:05 a.m.**

**The Pledge of Allegiance was recited. Members introduced themselves. There was a quorum.**

**Those members in attendance included:**

<b>A Representative of:</b>	<b>Voting Members</b>	<b>Agency</b>	<b>Alternates to Voting Members</b>	<b>Agency</b>
An elected official from the MPO Board to serve as the official Chairperson.	Jessica Cosden (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Pam Barr (Present)	FDOT	(Vacant)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Nicole Negron (Present)	DCF	Bryan DeLaHunt (Absent)	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 (Absent)	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	Flora Gonzalez (Present)	DOE	(Vacant)	DOE
E. A person recommended by the local Veterans Service Office, representing Veterans of the county	(Vacant)		(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	(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.	(Vacant)		(Vacant)	
J. A local representative for children at risk	Lorena Rodriguez (Absent)	Golisano Children's Hospital	Mark Tesoro (Present)	Lee Health
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	Paul Goyette (Absent) Carlos Rivera (Present)	LeeTran
L. A local representative of the Florida Department of Elder Affairs	Shelby Yelvington (Absent)	Area Agency on Aging	Becky MacKenzie (Absent)	Area Agency on Aging
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	Anna Callwood (Present)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Joseph Martinez (Present)	AHCA	Glenda Gonzalez (Present)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Deb Reardon (Present)	Career Source SWFL	Jim Wall (Absent)	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 (Present)	Lee Health Systems	Kim Anderson (Present)	Lee Health Systems

Also in attendance: Alan Mandel with Good Wheels; Carlos Menjivar, Deb Stephens, and Lee Combs with LeeTran; Andrew Agron and Christina Ilcyszyn with Vocational Rehabilitation; and Brian Raimondo and Calandra Barraco with the Lee County MPO.

Chair Cosden asked attendees to sign in. She also thanked everyone for attending. Mr. Brian Raimondo reminded the LCB that only one representative per agency can vote.

### New Business

#### **Agenda Item #1 - \*Approval of the Minutes from the September 1, 2017 Meeting**

**There was a motion by Ms. Nicole Negrón to approve the Lee County Transportation Disadvantaged Local Coordinating Board (LCB) Meeting Minutes from September 1, 2017. It was seconded by Ms. Deb Reardon. There were no objections. It passed unanimously.**

**Agenda Item #2 - Public Comments on Items on or not on the Agenda**

There were no public comments on items on or not on the agenda.

**Other Business**

**Agenda Item #3 - \*Election of a Vice-Chair**

Mr. Raimondo presented this agenda item for the election of a Vice-Chair for the LCB. He explained that pursuant to the By-Laws of the LCB under ARTICLE IV, Section A, Paragraph 2, the election for the Vice-Chairperson shall be at the last regularly scheduled meeting of the year. He stated Ms. Nicole Negrón is the current Vice-Chair. He added she would be willing to serve as LCB Vice-Chair again. He also said he would take nominations.

**There was a motion by Mr. Michael Pierce for Ms. Negrón to be selected as LCB Vice-Chair. It was seconded by Ms. Kim Hustad. There were no objections. It passed unanimously.**

Mr. Raimondo said the agenda was re-organized due to Mr. Alan Mandel with Good Wheels asking for an item to be moved up.

**Agenda Item #4 - \*Approve Good Wheels' 2016-17 Annual Operating Report**

Mr. Raimondo presented this agenda item to review and approve Good Wheels' Annual Operating Report (AOR). He explained that 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 15<sup>th</sup> each year. He added, due to Hurricane Irma, the deadline was extended. He said the LCB is required to review the AOR annually. He noted the primary contact, Mr. Mandel, would be able to answer any questions. Mr. Raimondo added that he had retrieved the latest AOR and attached it to the agenda packet. He said he noticed there were a large number of no-shows. Mr. Mandel said that is an issue. He explained the cancellation system. He added it is mostly a Medicaid issue. Mr. Joe Martinez asked the number of no-shows. Chair Cosden responded there were 7,000 last year. Mr. Mandel commented that is a tremendous cost to Good Wheels. The LCB discussed the Medicaid reservation process. Mr. Raimondo referenced the email sent by Mr. John Irvine to Good Wheels. He asked if the issues in the email had been addressed. Mr. Mandel said they had. Ms. Heidi Shoriak asked if the numbers are in line with other service providers around the state. Mr. Mandel replied yes. He added the reports will all be published on the internet in the future. There was a discussion on ways to correct the no-show issue and the percentage of no-show trips. Mr. Mandel stated, for the record, that he had a conversation with Senator Passidomo regarding a letter to the head of the Agency for Health Care Administration (AHCA), Mr. Justin Senior, concerning this problem. He said Good Wheels is asking for reimbursement for half of the trip cost when there are no-shows. Mr. Michael Pierce suggested the LCB could write a letter of support. Mr. Mandel said it could be written to Justin Senior and copied to Senator Passidomo. Mr. Mandel stated he would send a copy to Mr. Raimondo that could also be forwarded to the LCB. Ms. Kim Hustad said if the letter goes to the Board of County Commissioners, she would be happy to follow up with their assistants. Mr. Mandel said he could also mention it in his report at the MPO Board meeting. Mr. Raimondo asked for clarification on the letter. Chair Cosden said it is a letter about the no-show trips. Mr. Mandel further explained it would be to Mr. Senior, head of AHCA. Chair Cosden asked the approximate dollar amount attached to these trips. Mr. Mandel said it was probably \$10,000 to \$20,000 per month. Mr. Raimondo asked how this

compared to other counties like Hendry and Glades. Mr. Mandel said their amount was smaller since those counties are smaller, but the percentage is the same. Chair Cosden confirmed that she will compose a letter and send. She asked if there were any questions on the AOR. There were none. Mr. Raimondo noted the report had been received and approved by the TD Commission. Chair Cosden asked for a motion to approve.

**There was a motion by Ms. Flora Gonzalez to approve the Good Wheels' 2016-2017 Annual Operating Report. It was seconded by Mr. Michael Pierce. There were no objections. It passed unanimously.**

#### **Agenda Item #6 - \*Endorsement of FTA Grant Applications for Operating and Capital Assistance**

Mr. Raimondo presented this agenda item to review and endorse FTA Grants. He noted LeeTran is the only one up for approval, but there should be more at the next meeting. He explained that annually, FDOT provides money for FTA Grants that the CTC, transit or other transportation providers may apply for. He added FDOT requires each LCB to review and endorse the grant applications. Mr. Raimondo reminded FDOT and LeeTran that they could not vote on this agenda item as it would be a conflict of interest. Mr. Raimondo passed out copies of the LeeTran FTA Grant Application. Chair Cosden asked who would be presenting. Ms. Lee Combs with LeeTran explained that Lee County is shrinking in rural size. She stated LeeTran's routes that touch rural areas are Route 160 to Pine Island, Route 50 to the airport, and Route 150 to Lover's Key. She said the rural portion must be calculated for each route with Route 160 at 50% rural and Routes 50 and 150 at 20% rural. She added they are asking for about \$205,000 for next year's allocation, and they will be matching it with their general operating budget. She noted there was more information in the Grant Application that was passed out. She said LeeTran is seeking LCB endorsement so LeeTran can move forward with the Grant Application. She noted LeeTran will present this information to the Lee County Board of Commissioners next Tuesday. Chair Cosden asked if there were any questions. Mr. Pierce commented, for the record, regarding the lack of accessibility to Jet Blue Park, also referring to the controversy several years ago. He noted, at that time, LeeTran said it would be 2018 before there would be funds to extend the route to Jet Blue. He stated a LeeTran route to Jet Blue should be made a priority for 2018. LeeTran's Carlos Rivera said they provided transportation services to over 20,000 residents for the post-Hurricane Irma food drive held at Jet Blue Park. Ms. Combs commented there was a premium service available to areas like Jet Blue Park that are beyond regular service. She explained the County has been on a continuation budget. She added that due to this limited budget situation, they will not be adding new routes. She said they will review the route. Mr. Pierce noted it is possibly a Title II violation since there is no ADA access to a public event facility. Ms. Combs said she would relay the comments to LeeTran administration.

Chair Cosden asked if there was a motion for approval of the LeeTran FTA Grant Application.

**There was a motion by Mr. Joe Martinez to approve LeeTran's FTA Grant Application. It was seconded by Mr. Michael Pierce. There were no objections. It passed unanimously.**

#### **Agenda Item #8 - Good Wheels' Updates and Reports**

Mr. Alan Mandel with Good Wheels began his report by addressing rumors regarding the solvency of Good Wheels. He explained the reasons for Good Wheels current financial position including an approximate \$125,000 loss due to TD trips budgeted but not provided in Hendry County, a delay in awarded funds being available, and impacts from Hurricane Irma like interruptions and trips provided to LCEC and Hendry County EOC. Mr. Mandel said the Assistant County Manager, Dave Harner, as well as the County Manager, Roger Desjarlais, are aware of the current situation. He also discussed the plan to remedy these issues including working with Hendry County officials to provide more TD trips, a claim in to Good Wheel's insurance company to cover Hurricane Irma impacts due to business

interruption, a short-term loan through Good Wheel's bank, a second loan through Enterprise Florida's Disaster Loan Program, and Lee County's Partnering for Transportation Results funding to match capital equipment/operating grants. He also noted that Good Wheels ended the fiscal year profitable. Mr. Mandel asked if there were any questions. Ms. Kim Hustad asked if Good Wheels would apply for FEMA reimbursement from LCEC. Mr. Mandel said LCEC paid Good Wheels directly. Mr. Mandel added that Good Wheels is working with Hendry County to apply for FEMA reimbursement. Mr. Mark Tesoro asked if there was a mutual aid agreement with Lee County EOC. Mr. Mandel said there was not an official agreement like the one with Hendry County. Mr. Tesoro said an official agreement might make payment easier.

Mr. Raimondo handed out the Operator Payments and the Ridership and Complaints for Good Wheels.

**Agenda Item #5 - CTC RFP Timeline**

Mr. Raimondo presented this agenda item on the CTC RFP Timeline. He stated Good Wheels' contract as the Lee County CTC is a five-year Memorandum of Agreement that is effective from 7/1/2013 to 6/30/2018. He added that prior to the end of Good Wheels' contract, the MPO will go through a competitive procurement process to award a new five-year contract. Below is the tentative timeline he discussed:

1. November 2017: Open-up discussions with the Lee County Board of County Commissioners (BoCC) to determine if LeeTran will take on the role of the CTC since they have the right of first refusal. He will notify City of Cape Coral Minibus if Lee County refuses.
2. December 2017: If BoCC declines CTC role, begin RFP process.
3. February 2018: Close the RFP process. CTC Selection Committee meets. Mr. Raimondo said he would like volunteers for the selection committee.
4. March: LCB reviews CTC Selection Committee recommendation. The selection may also go to the TAC/CAC. MPO reviews LCB/Selection Committee recommendation.
5. April: MPO's recommendation/resolution to TD Commission meeting.
6. April/May: Notify the selected CTC of the five-year Memorandum of Agreement effective 7/1/2018 to 6/30/2023.

Chair Cosden asked if LeeTran/Lee County declined the contract five years ago. Mr. Raimondo replied yes. Chair Cosden asked if there were any other questions. There were none.

**Agenda Item #7 - Program Updates and Distribution Items**

Mr. Brian Raimondo reviewed the calendar of events and commented on the TDSP update. He said if anything in the following calendar contradicts the CTC RFP Timeline above, refer to the timeline.

Calendar of Upcoming Events for the Lee County Local Coordinating Board	
December 2017	Meeting December 1 <sup>st</sup> at 10:00am. Election of Vice-Chair, review grant applications, and discuss CTC RFP process. Begin draft TDSP preparation. Begin CTC RFP Process if needed.
January 2018	Preparation of the draft minor update to the TDSP.

**Calendar of Upcoming Events for the Lee County Local Coordinating Board**

February 2018	CTC RFP deadline. CTC Selection Committee meets.
March 2018	LCB Public Workshop Meeting and Regular Business meeting @ 10:00 AM TBD. Planning Agency staff submits TDSP minor update draft. LCB/MPO reviews CTC Selection Committee recommendation.
April 2018	Draft minor update of TDSP submitted to Lee County MPO Technical Advisory Committee, Citizen Advisory Committee and Lee County MPO Board for their endorsement. MPO's recommendation/resolution to TD Commission meeting.
May 2018	LCB meeting at 10:00 AM TBD.
June 2018	June meeting (if necessary). Planning Agency staff submits final approved TDSP to the Commission for the Transportation Disadvantaged.

Mr. Pierce asked for an email to be sent out to the LCB listing the Selection Committee members when they are decided on. Mr. Raimondo stated the public will be invited, and the meeting will be advertised.

Mr. Raimondo asked if anyone is interested in sitting on the CTC Selection Committee. Chair Cosden, Ms. Deb Reardon, Ms. Heidi Shoriak, and Mr. Carlos Rivera volunteered. Mr. Raimondo said he would ask Ms. Kitty Sayers with Cape Coral Minibus if she will sit on the committee. He added Mr. Don Scott would also sit on the committee. Mr. Raimondo said he would send out email updates during the process.

Mr. Raimondo mentioned that Linda Carter removed herself from the LCB due to health issues.

**Agenda Item #9 - Member Comments**

Chair Cosden thanked everyone for attending.

Mr. Martinez asked when Mr. Mandel will send the letter out. Mr. Mandel said he would forward it on Tuesday. Mr. Raimondo reminded the LCB of the Sunshine Law requirements.

Ms. Gonzalez announced she would be retiring after thirty years with the Department of Education. She stated she might be able to sit on the LCB in another position. Mr. Raimondo said there were a few other positions open.

Ms. Deb Reardon asked if there should be eight members on the CTC Selection Committee. Mr. Raimondo said he will send out an email to request additional members. He also mentioned he would send out emails to recruit for the vacant spots on the LCB.

**Chair Cosden announced the next LCB Meeting will be held on March 2, 2018.**

**The meeting was adjourned at 11:06 a.m.**

---

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, 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 Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@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 they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045