

**Lee County Transportation Disadvantaged
Local Coordinating Board**

**10:00 AM, September 7, 2018
City of Cape Coral Public Works – Green Room
815 Nicholas Pkwy E, Cape Coral FL 33990**



Meeting Minutes

The meeting was called to order at 10:02 a.m. by Chair Jessica Cosden.

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

Those members in attendance included:

A Representative of:	Voting Members	Agency	Alternates to Voting Members	Agency
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)	Kelley Fernandez (Present)	FDOT	Steven Shilling (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Nicole Negrón (Absent)	DCF	Bryan DeLaHunt (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 (Absent)	Lee County School Board	Debbie Ferris (Absent)	
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	Lindsay Rassoull (Absent)	DOE	Christina Ilcyszyn (Absent)	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 (Absent)	Lee County Human Services	Robin Jewett (Absent)	

G. A person representing the Elderly in the county	Flora Gonzalez (Absent)		(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 (Present)	Golisano Children's Hospital	Mark Tesoro (Absent)	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) Paul Goyette (Absent)	LeeTran	Carlos Rivera (Absent) Carlos Menjivar (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	Laura Miller (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Maribel Perez (Absent)	AHCA	Glenda Gonzalez (Absent)	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 (Absent)	Lee Health Systems	Kim Anderson (Present)	Lee Health Systems

Also in attendance: Alan Mandel with Good Wheels; Brian Raimondo and Calandra Barraco with the Lee County MPO.

Agenda Item #1 - *Approval of Public Workshop Minutes from May 4, 2018

Ms. Kelley Fernandez made the motion to approve the Public Workshop Minutes from May 4, 2018. Mr. Michael Griffin seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #2 - *Approval of Regular Business Meeting Minutes from May 4, 2018

Mr. Bryan DeLaHunt made the motion to approve the Regular Business Meeting Minutes from May 4, 2018. Ms. Kelley Fernandez seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #3 - Public Comments on Items on or not on the Agenda

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

Agenda Item #4 - *Approve the Memorandum of Agreement Between Good Wheels and CTD

Mr. Brian Raimondo presented this agenda item for the Lee LCB to review and approve the final Memorandum of Agreement (MOA) between Good Wheels and the Commission for the Transportation Disadvantaged (CTD). He reminded the committee that Good Wheels was chosen and approved to be the CTC for FY 2018-2023 through RFP process, the Lee LCB, MPO Board and finally the Commission for the Transportation Disadvantaged. He said there was a signature page for the Chair to sign once approved. He noted this was the first meeting of the new fiscal year. He asked for a motion to approve the MOA. Chair Cosden asked if there was any discussion. There was none.

Ms. Deb Reardon made the motion to approve the Memorandum of Agreement between Good Wheels and the Commission for the Transportation Disadvantaged. Mr. Bryan DeLaHunt seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 - *Good Wheels' 2017/18 Annual Operating Report

Mr. Brian Raimondo presented this agenda item for the review and approval of Good Wheels' Annual Operating Report (AOR). He handed out the AOR that was emailed from Good Wheels earlier in the day. [AOR Background - Rule 41-2.011(4), *Florida Administrative Code*, requires the Community Transportation Coordinator (CTC) 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.] Mr. Alan Mandel noted the AOR was already sent to John Irvine. Mr. Raimondo commented that it was required to be submitted by September 15. Ms. Deb Reardon pointed out an agency name on the document that needed to be corrected. Mr. Mandel stated the report that was handed out contained only zeros, and was not the report that was sent to Tallahassee. He said the AOR still needed to be reviewed in Tallahassee and maybe it could come back to the LCB after that. Mr. Raimondo said it could be approved at the November meeting. Chair Cosden tabled

the item until the correct document could be produced at this meeting or until the November meeting.

Agenda Item #6 - *Review and Approve By-Laws

Mr. Raimondo presented this agenda item for the review and approval of the Lee LCB Bylaws with changes. He noted annually, the LCB needs to review and approve their Bylaws. He said the Bylaws were last amended in September 2017. He then listed the minor changes to the bylaws. The changes were as follows:

- Changed date on the front page to September 7, 2018.
- Changed date on page 9 **ARTICLE XI: Certification** to September 7, 2018.

Chair Cosden asked if there were any questions. There were none. She then asked for a motion.

Ms. Kelley Fernandez made the motion to approve the updated Lee LCB Bylaws. Ms. Deb Reardon seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #7 - *TDSP Update

Chair Cosden introduced this item, noting that it was a major item that would require a roll call vote. Mr. Raimondo presented this agenda item for the review and approval of changes to the Transportation Disadvantaged Service Plan (TDSP). He reminded the committee that Good Wheels' was selected as the new CTC for FY 18 through FY 23, as such, a new TDSP must be drafted and approved within 120 days of July 1, 2018. He added for this major update, staff and Good Wheels made the below changes to the document. He referred to the page numbers below as they correspond to the TDSP document.

- Cover Page: Updated the Date to 2018/19
- Pg. 17 and 18: Updated the Certification Sheet
- Pg. 19: Updated the Roll Call Sheet
- Pg. 24: Updated CTC History/Designation. The TD Commission sent the updated MOA to update the dates and have it replaced in the Appendix

Mr. Raimondo said the major changes regarding LeeTran will be addressed in the next update. He said this will go to the MPO Board for approval on September 21, 2018. Ms. Reardon suggested a correction to the page numbers was needed. Chair Cosden asked if there were any other changes. She gave the LCB a moment to look over the document. Mr. Raimondo reiterated that the LeeTran items will be updated within the next 90-120 days. He said if that is not acceptable to the LCB then they will have to meet again before the October deadline. Ms. Reardon asked if there was an annual report that compiles all of the service complaint forms. Mr. Alan Mandel said there is a report done every month that could be compiled into an annual report. Mr. Raimondo noted he was currently printing out the Agenda Item #5 AOR document with figures that was just emailed by Good Wheels staff. Chair Cosden said in the meantime, the TDSP update could be approved. Ms. Reardon asked if the paper applications were shredded. Mr. Mandel replied yes, they are shredded in house. The LCB continued to look over the document. Chair Cosden asked if there were any questions. Mr. Mandel noted that the same level of funding was awarded as last year. He said there is a delay in delivery of funds that resulted in 2017 funding just being received a few months ago. He noted this causes a cash flow problem. He said it was caused by money not flowing from Washington to FDOT as quickly as usual. Mr. Mandel asked if there were any other questions. There were none. Chair Cosden asked if there was a motion.

Mr. Bryan DeLaHunt made the motion to approve the TDSP with the corrected page numbers

and the ability for staff to make minor changes as needed. Ms. Kelley Fernandez seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #5 for the approval of the Good Wheels AOR was revisited. Mr. Raimondo passed out the new document that contained the correct numbers. Mr. Raimondo noted he had access to the software to check the status, but he could not alter the document. He added this does not go to the MPO Board. He said it could come back as an agenda item at the November meeting if the LCB does not feel comfortable approving. Chari Cosden gave the LCB a moment to look over the document. She referenced item number seven and asked if the letter she sent to ACA had any impact on payment for passenger no-shows. Mr. Mandel said it is still an issue that must be handled at the state level. Mr. Raimondo asked if the new software would help correct this issue. Mr. Mandel replied no. He added the calls are made the night before, and the brokers get penalized if they don't show. Mr. Raimondo said there is compiled data online from the 67 counties in Florida that could be used to verify this is a statewide issue. There was a brief discussion on the actual dollar amount that is lost due to passenger no-shows. Ms. Fernandez asked about the figure for unmet trips. Mr. Mandel noted that only represents documented calls and not actual need. Ms. Reardon asked about the call ahead procedure. Mr. Mandel explained. He said the new software may help correct that as the passenger will have the option to push a button. He said it may be online by December. Mr. Mandel said the new software was called TripSpark and cost \$215,000. He gave a brief history of the software acquisition process. Ms. Reardon asked if there was IT staff at Good Wheels. Mr. Mandel said they have one person in staff and the rest is contracted. There was a brief discussion on passenger no-show numbers and scheduling. Mr. Mandel mentioned that Senators Passidomo and Rodriguez were assisting in obtaining additional funding. He said it was acquired through the assistance of Senators Passidomo and Rodriguez. Chair Cosden mentioned this item requires a vote.

Mr. Bryan DeLaHunt made the motion to approve the Good Wheels 2017/2018 Annual Operating Report. Ms. Deb Reardon seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #8 - Program Updates and Distribution Items

Mr. Raimondo presented this agenda item as a review of the program updates and distribution items. He referred to the Calendar of Events that was included in the agenda packet. He noted the December meeting had been moved to November 2. He also went over the 4th Quarter report for 2017/2018. He then discussed the changes to the planning agency contract/invoicing. He read an explanation provided by MPO Executive Director Don Scott. Mr. Scott wrote "For this year only, the Transportation Disadvantaged Planning funds that were approved by the Legislature were lumped in with the trip and equipment funding for the local Community Transportation Coordinators. As a result, each of the Planning agencies have entered into an agreement with their Community Transportation Coordinators (CTC) to receive the planning grant funds, which meant that for us, the Lee MPO has an agreement with GoodWheels for payment of the Transportation Disadvantaged planning activities. This has also led to a change to the program for this year, in that the CTC evaluation process will not occur as the agency being paid should not be evaluating the agency paying them. So we will not be seeking an evaluation committee or doing an evaluation of GoodWheels for this year." Mr. Raimondo noted the planning funds amount to approximately \$34,000. Mr. Mandel further explained the situation that led to the invoicing changes. Mr. Mandel said the bottom line is the LCB can't review Good Wheel this year since Good Wheels is writing the check to the MPO.

Agenda Item #9 - Good Wheels' Updates and Reports

Mr. Mandel presented this agenda item as an update on the Good Wheels program. He discussed

vehicles and delays in acquisition due to lift recalls. He noted Good Wheels is in need of subcontractors, drivers, and vehicles. There was a brief discussion on subcontractors. Mr. Raimondo commented that a ridership and complaints report will be given at the next meeting since the quarter had not ended yet. Mr. Mandel noted this was the same way it was being done in Hendry and Glades Counties. There was a brief discussion on the timing of meetings. Chair Cosden asked if there were any questions or comments. There were none.

Agenda Item #10 - Members Comments

Ms. Kelley Fernandez with FDOT mentioned there would be a District Workshop October in Bartow. She said the due date for applications for the next fiscal year is December 31, 2018. She also discussed bench letters, training opportunities, and the upcoming FDOT triennial reviews. She announced FDOT had a new employee hired as ISD Administrator, Nicole Mills. Ms. Reardon asked about the training requirements listed in the Quarterly Report. Mr. Raimondo said that only applied to MPO staff. Mr. DeLaHunt said his office was working to reduce the number of cancelled trips, especially for diabetics. Chair Cosden asked if there were any more comments or questions. There were none.

Chair Cosden reminded the LCB that the next meeting was November 2. She thanked everyone for attending.

The meeting was adjourned at 11:05 a.m.

*Action Items *May Require Action

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.