

**Lee County Transportation Disadvantaged  
Local Coordinating Board  
Regular Meeting  
September 2, 2020 at 10:00 a.m.**  
Conference Call Number 1-800-356-8278  
Conference Access Code 316027  
[www.leempo.com](http://www.leempo.com)



## Meeting Minutes

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### Call to Order

The LCB meeting, being held via conference call, was called to order by Chair Jessica Cosden at approximately 10:04 a.m.

Members were introduced as they joined the conference call. Mr. Brian Raimondo also called roll and asked those not mentioned in the roll call to introduce 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)	Michelle Peronto (Present)	FDOT	Dale Hanson (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Nicole Negron (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	Adam Long (Present)		Shantel Chapman (Absent)	
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	Mariel Orengo (Absent)	Lee County Human Services	Kellie-Ann Torres (Present)	

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	(Vacant)		(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	Juliana Whitaker (Absent)	Golisano Children's Hospital	Brenda Hernandez (Absent)	Golisano 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.	N/A		N/A	
L. A local representative of the Florida Department of Elder Affairs	Vacant	Area Agency on Aging	Vacant	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 (Absent)	SWFL Transportation	Ryan Williams (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Signe Jacobson (Present)	AHCA	Lonnie Thompson (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	Jah-Mau Lambert (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 Health Systems	Kim Anderson (Present)	Lee Health Systems
Q. A representative of the Agency for Persons with Disabilities	Leah Watson (Present)	Agency for Persons with Disabilities	Donna Fain (Absent)	Agency for Persons with Disabilities

Also in attendance: Carlos Menjivar and Ranice Monroe with LeeTran; Kathleen Hoover, Southwest Florida Council of the Blind; Paul Lewis, a member of the public; Brian Raimondo, Don Scott, and Calandra Barraco with the Lee County MPO.

### **Agenda Item #1 - \*Approval of the Minutes from the June 3, 2020 Public Workshop**

Mr. Jah-Mau Lambert made the motion to approve the public workshop minutes from June 3, 2020. Mr. Bryan DeLaHunt seconded the motion. There were no objections, and the motion passed unanimously.

### **Agenda Item #2 - \*Approval of the Minutes from the June 3, 2020 Regular Meeting**

Ms. Leah Watson made the motion to approve the regular meeting minutes from June 3, 2020. Mr. Bryan DeLaHunt 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 - \*Review and Approve Bylaws**

Mr. Raimondo presented this agenda item for review and approval of the LCB Bylaws. He noted this is done at the first meeting of the new fiscal year. He added that there were only a few minor changes including dates changes and adding a voting position. Chair Cosden asked if there were any questions on the bylaws. There were none. Chair Cosden asked for a motion.

Mr. Bryan DeLaHunt made the motion to approve the update of the LCB Bylaws. Ms. Kim Anderson seconded the motion. There were no objections, and the motion passed unanimously.

### **Agenda Item #5 - +Commission for Transportation Disadvantaged/LeeTran as CTC MOA Emergency Extension 2020/21**

Mr. Raimondo presented this agenda item for the review of the Commission Transportation Disadvantaged/LeeTran as CTC MOA Emergency Extension 2020/21. Mr. Raimondo referred to the staff report and the executed document that were included in the agenda packet for this item. He explained the process of the emergency extension. He added there was no approval necessary for this item and questions could be directed to LeeTran staff that was present, Mr. Carlos Menjivar or Ms. Ranice Monroe. Ms. Michelle Peronto questioned the timeline if LeeTran does not want to be the CTC after the emergency extension expires. Mr. Raimondo explained the time line and the procedure that was followed by the MPO in the past. He added that LeeTran would need to provide a decision to the MPO approximately sixty days prior to the first of January, 2021. Ms. Peronto thanked Mr. Raimondo. Chair Cosden asked if there were any comments or questions. There were none.

### **Agenda Item #6 - +LeeTran/CTC 2020/21 Trip and Equipment Grant**

Mr. Raimondo presented this agenda item for the review of LeeTran/CTC 2020/21 Trip and Equipment Grant. He mentioned these were Transportation Disadvantage funds and this was an information only item. He added that much is being done after the fact due to the emergency designation. He said the next fiscal year grant will be reviewed by the LCB in spring of 2021. Chair Cosden asked if there were any questions. There were none.

### **Agenda Item #7 - CTC Updates and Reports**

Mr. Carlos Menjivar with LeeTran presented this agenda item on CTC Updates and Reports. Mr. Menjivar's report included information on ridership data, on time performance, complaints, reservations hold time, and response time. He asked if there were any questions. His report can be viewed here: <https://leempo.com/wp-content/uploads/LCB07.LCB-May-Jul2020-data.pdf>. Mr. Raimondo noted the format was different than what Good Wheels had provided in the past and asked for suggested changes to be emailed directly to him. Ms. Kathleen Hoover asked if on time delivery was tracked. Mr. Menjivar replied yes and explained how on time performance was calculated. Ms. Hoover then recalled a personal experience with LeeTran's service and questioned pick-

up time windows. Mr. Menjivar explained the windows and said he could provide a presentation at the next meeting. Mr. Menjivar said he also does presentations on request at other locations. A brief discussion followed on explanations provided to riders, filing complaints, orientation for riders, ridership numbers, and ADA ridership. Chair Cosden asked if there were any other questions. There were none.

### **Agenda Item #8 - Member Comments**

Chair Cosden said she had no comments. She asked if any other members had comments. Ms. Kathleen Hoover asked about computer backups for Lee County. Chair Cosden said that she couldn't answer that question. Mr. Raimondo noted he was not with the county either and could not answer the question. Mr. Menjivar said that LeeTran is currently in the negotiation stage for a cloud server. Ms. Hoover asked where LeeTran was in the process of the passport card. Mr. Menjivar said LeeTran is in the process of updating their fare media, and the next steps include retrofitting the buses to use the reloadable cards. Ms. Hoover asked about the use of Uber or Lyft for one person trips with cost sharing. Mr. Menjivar said he could find out that information and get back with Ms. Hoover. Ms. Hoover then asked about using sedans for one person trips. Mr. Menjivar said he was unsure but noted there were smaller vehicles that are used for some trips. He added that he was unsure of what was being purchased or if sedans were on the list of approved vehicles under the grant. Ms. Hoover asked about grant money being used for a system that allows users to be interactive with reservations. Mr. Menjivar said it is an option in the software, and he will get back with Ms. Hoover on the status. Ms. Hoover described her personal experience with the current reservation process. Mr. Menjivar explained the process and asked Ms. Hoover to reach out to him if that was not what she was experiencing or if there was a problem. Ms. Hoover asked if the re-evaluations could be done over the phone. Mr. Menjivar replied yes, adding in person interviews had not been done since the start of COVID. Ms. Hoover suggested tightening up the evaluation process. Mr. Menjivar commented that additional staff had been added to assist with the evaluation process. Chair Cosden asked if there were any other comments. Ms. Michelle Peronto gave a brief FDOT report that included information on the grant cycles, upcoming virtual workshops, training opportunities, triennial reviews, and mobility week. Ms. Peronto's report information can be viewed here: <https://leempo.com/wp-content/uploads/FDOT-LCB-MEMO-9.2.20.docx> Chair Cosden asked if there were any additional comments. Mr. Raimondo noted the next meeting would be held on November 4, 2020 at 10:00 a.m. He briefly reviewed the current vacancies on the LCB.

**Chair Cosden thanked everyone for attending and noted that the next meeting date is November 4, 2020.**

**The meeting was adjourned at 10:53 a.m.**

**An audio recording of the entire meeting may be accessed here: <https://soundcloud.com/user-390911534/09-02-2020-lcb>**

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\*Action Items    \*May Require Action

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