

**Lee County Transportation Disadvantaged
Local Coordinating Board**

10:00 a.m., October 28, 2020

Conference Call Number 1-800-356-8278

Conference Access Code 316027

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Meeting Minutes

Call to Order

The LCB meeting, held via conference call, was called to order by Chair Jessica Cosden at 10:00 a.m.

Members were introduced as they joined the conference call. MPO staff recorded the roll. 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 (Absent)	FDOT	Dale Hanson (Absent) Paul Simmons (Present)	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	Debbie Ferris (Absent) David Rivera (Present)	
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	Sgt. James Lear (Present)		(Vacant)	
F. A person recognized by the Florida Association for Community Action representing the economically disadvantaged	Mariel Orengo (Present)	Lee County Human Services	Kellie-Ann Torres (Absent)	
G. A person representing the Elderly in the county	(Vacant)		(Vacant)	

H. A person with a disability representing the disabled in the county	Paul Lewis (Present)		(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 (Present)	SWFL Transportation	Ryan Williams (Present)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Signe Jacobson (Absent)	AHCA	Lonnie Thompson (Absent) Alma Martinez (Present)	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 (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
Q. A representative of the Agency for Persons with Disabilities	Leah Watson (Absent)	Agency for Persons with Disabilities	Donna Fain (Absent)	Agency for Persons with Disabilities

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

New Business

Agenda Item #1 - *Approval of the Minutes from the September 2, 2020 Meeting

Mr. Adam Long made the motion to approve the meeting minutes from September 2, 2020. Mr. James Lear seconded the motion. There were no objections, and the motion passed unanimously.

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

Mr. Mike Ulrich, a member of the public, asked if LeeTran was taking over the Good Wheels service that provided trips to medical appointments within the state of Florida. Mr. Carlos Menjivar noted that Good Wheels also did Medicaid, which was the service that provided these trips. Mr. Menjivar added that LeeTran does ADA and TD trips but not Medicaid. Mr. Ulrich commented that he hoped LeeTran will pick up the Medicaid trips. Mr. Menjivar said that MTM is the local company for Medicaid. Mr. Ulrich asked Mr. Menjivar to email him the contact information for MTM. Mr. Menjivar said he would provide the Medicaid information to Mr. Ulrich. Chair Cosden asked if there were any other public comments. There were none.

Other Business

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

Mr. Brian Raimondo presented this agenda item for the Election of a Vice-Chairperson. He noted that the current LCB Vice-Chair is Nicole Negron. Chair Cosden noted that the Vice-Chair will only have to run the meeting if the Chair is not present. Mr. Raimondo explained the Chair is an elected official and the Vice-Chair cannot be an elected official. Mr. Raimondo suggested Mr. Michael Griffin as he has good attendance at the meetings and has been with the group a while. Mr. Raimondo said he had spoken with Mr. Griffin about being Vice-Chair, and he was receptive to the idea. Mr. Griffin said he would accept the position. Chair Cosden said she needed a motion, a second, and a vote to nominate Mr. Griffin as Vice-Chair.

Mr. James Lear made the motion to elect Mr. Michael Griffin as the Vice-Chair of the LCB. Ms. Kim Anderson seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #4 - *Endorsement of FTA Grant Applications for Operating and Capital Assistance

Mr. Raimondo presented this agenda item for the review of the FTA Grant applications to determine if they help the coordinated system. He said there were no agencies that sent any grant applications to the MPO and this item can be tabled until the next meeting in March 2021. Chair Cosden asked if a motion was needed to table this item. Mr. Raimondo replied no.

Agenda Item #5 - *Review and Approve Bylaw Updates

Mr. Raimondo presented this agenda item to review and approve the LCB Bylaw Updates. He noted the Florida TD Commission has advised planning staff as of November 1, 2020 meetings must be held in person, and a quorum must be obtained by those physically present at the meeting. He added the TD Commission has also advised that Local Coordinating Boards throughout the state can temporarily reduce their quorum through the COVID-19 pandemic. He reviewed the following MPO staff recommended changes to the bylaws:

Front page: Date changed to October 28, 2020,

Page 3: Quorum changes to five, Page 10: date changed on **ARTICLE XI: Certification** to October 28, 2020.

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

Governor DeSantis has the State of Florida entering Phase 3 of reopening. The Florida TD Commission has advised planning staff as of November 1, 2020 meetings must be held in person, and a quorum must be obtained by those physically present at the meeting. The TD Commission has also advised that Local Coordinating Boards throughout the state can temporarily reduce their quorum through the COVID-19 pandemic. Planning

staff has set the quorum to five (5) to ensure a proper business meeting will be conducted and to reduce the need for those at greater health risks from attending.

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

Ms. Nicole Negron made the motion to approve the LCB Bylaw Updates. Mr. Michael Griffin seconded the motion. There were no objections, and the motion passed unanimously.

Mr. Raimondo added that people can still call in to the meeting, but they will not count towards quorum. He clarified that the physical/in-person meetings will have the option for call-in.

Agenda Item #6 - Program Updates and Distribution Items

Mr. Raimondo presented this agenda item as an information agenda item on the TDSP Update and the CTC Evaluation. Mr. Raimondo explained the TDSP is updated annually and reviewed the process and requirements. He noted it will come back in March or May for final approval. Chair Cosden asked if there were any questions. Ms. Ranice Monroe with LeeTran asked if LeeTran can expect a CTC evaluation this year or next. Mr. Raimondo replied yes, the evaluations from the LCB are done at the end of January or beginning of February and can be expected around that time in 2021. Mr. Menjivar requested information on the type of questions asked and data needed. Ms. Monroe asked if an outline or expectations could be provided. Mr. Raimondo said there are past CTC reviews that can be provided for reference. He noted they typically meet in person but this evaluation could be done over the phone. He asked for volunteers and then volunteered Mr. Griffin. He said details will be sent out and the group can respond if interested in volunteering for the evaluation committee. Mr. Raimondo then discussed the timeline and process for LeeTran to notify the MPO whether it will continue as Lee County's CTC.

Agenda Item #7 - CTC Updates and Reports

Mr. Carlos Menjivar with LeeTran presented this agenda item on the CTC updates and reports. Mr. Menjivar reviewed the TD trip data including ridership and complaints for May through September 2020. The data had been provided prior to the meeting, sent out with the agenda packet, and posted to the MPO website. It can also be viewed here: <https://leempo.com/wp-content/uploads/LCB07.August-September2020-LCB-Report.pdf>

The committee then discussed LeeTran continuing as the CTC for Lee County, lack of necessary data for LeeTran to make decision in the next few weeks/months, possibility of an extension to the emergency agreement, MPO and LeeTran discussions with the TD Commission representative, impacts on ridership due to COVID-19, timeline for the RFP process and new CTC assumption of role, LeeTran's desire to provide best service for Lee County, average trips per day, and lack of increase in ridership due to COVID-19. Mr. Raimondo suggested that a letter could be sent from MPO staff to LeeTran and then LeeTran could write a response letter which MPO staff could then present to the TD Commission in an effort to get an extension. Mr. Robert Codie with LeeTran suggested the timelines be shared with all involved parties in the future. Mr. Raimondo said the timeline was only shared with the TD representative and MPO Executive Director. Mr. Scott added that past RFPs have had little or no response and MPO staff is willing to work with LeeTran. Mr. Codie said to let him know what was needed. Mr. Raimondo then asked how long Mr. Codie needed to collect necessary data. Mr. Codie said the previous plan was to notify in March/April after one year of data was collected since LeeTran started as the CTC in February of 2020. Mr. Codie added the primary focus is the residents of Lee County. Mr. Raimondo said he would call the TD representative and inform him of the conversation to extend the notification to March or April. Mr. Raimondo added that MPO staff would prefer LeeTran to remain the CTC. Mr. Scott commented to also suggest the possibility of an extension. Mr. Raimondo said he would. Mr. Codie responded that LeeTran plans on being the CTC, but they still have to go through County staff and the BOCC for final approval. Chair Cosden said the presentation of LeeTran's reports could continue. Mr. Menjivar concluded his report with information on ridership, on-time performance, and complaints. He asked if there were any questions. There were none.

Agenda Item #8 - Member Comments

Mr. Raimondo called on those present to provide member/public comments. Mr. Paul Simmons with FDOT gave a brief report on grant applications, notifications of awards, allocations, due date for new applications, triennial reviews, and information on mobility week. Mr. Adam Long asked about COVID-19 testing and transportation services for the visually impaired. Mr. Raimondo said he could reach out to Tallahassee or other MPOs for information. Ms. Mariel Orengo mentioned possible walk-up sites in Lee County for COVID-19 testing. Mr. Michael Griffin wished everyone a safe holiday season and said that he could also assist with testing trips if contacted. Mr. Paul Lewis brought up his concern on transportation to testing sites. Ms. Kathleen Hoover mentioned the American Council of the Blind sent out an email on public health nurses being used for at-home COVID-19 testing. Mr. Long said he had reached out the Lee County Health Department, and they aren't providing at-home testing. Mr. Raimondo suggested Mr. Long contact Mr. Griffin for assistance as well as reaching out to MPO staff if additional help is needed with transportation planning. Chair Cosden asked if anyone else had comments. There were none.

Chair Cosden thanked everyone for their attendance and announced that the next LCB meeting will be held on March 3, 2021

The meeting was adjourned at 10:54 a.m.

An audio recording of the entire meeting can be accessed here: <https://soundcloud.com/user-390911534/10-28-2020-lcb>

*Action Items *May Require Action

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