

Meeting Minutes

Call to Order

The in-person LCB meeting was called to order by Chair Jessica Cosden at approximately 10:02 a.m. The Pledge of Allegiance was recited.

Those in attendance introduced themselves. 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) Candace Monroy (Present)	FDOT	Dale Hanson (Absent) Paul Simmons (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Bryan DeLaHunt (Present)	DCF	Nicole Negron (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	David Rivera (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	James Lear (Present)		Andrew Satterelee (Absent)	
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 (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.	Kathleen Hoover (Present)		(Vacant)	
J. A local representative for children at risk	Juliana Whitaker (Absent)		Vacant	
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 (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Signe Jacobson (Absent)	AHCA	Lonnie Thompson (Absent) Alana Watson (Absent)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Jah-Mau Lambert (Absent)	Career Source SWFL	Vacant	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, Ranice Monroe, and Virginia Walters with LeeTran; Jenn Souvannasinh with Lee Health; and Brian Raimondo and Don Scott with the Lee County MPO.

Agenda Item #1 - *Approval of the Minutes from the October 20, 2021 Meeting

Ms. Kathleen Hoover made the motion to approve the meeting minutes from October 20, 2021. 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

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

Agenda Item #3 - *Endorsement of FTA Grant Applications for Operating and Capital Assistance

Mr. Brian Raimondo presented this agenda item for the endorsement of FTA grant applications. Mr. Raimondo said there were no applications submitted to the MPO, so no action was needed on this item.

Agenda Item #4 - *CTC 2022-23 Rate Model

Mr. Raimondo presented this agenda item for the review and approval of the CTC 2022-23 Rate Model. Mr. Raimondo explained this item was being tabled, along with Agenda Item #5, due to the rate model and equipment grant still being processed. Ms. Virginia Walters with LeeTran said that the items were completed and turned in and LeeTran was waiting on approval at the state level. Ms. Kathleen Hoover asked if there were any rate increases. Mr. Carlos Menjivar with LeeTran noted the copay for riders doesn't change and this item is for the cost per trip. Chair Cosden said Agenda Items #4 and #5 were being tabled for approval at a future meeting.

Agenda Item #5 – +Approval of LeeTran’s Trip/Equipment Grant

This item was tabled for approval at a future meeting.

Agenda Item #6 – *Approval of LeeTran’s Annual Operating Report (AOR) FY 2020-2021

Mr. Raimondo presented and explained this agenda item for the review and approval of LeeTran’s Annual Operating Report (AOR) for FY 2020-21. He then deferred to LeeTran staff if the LCB members had comments or questions on this item. Chair Cosden asked if there were any questions. There were none. Chair Cosden asked for a motion.

Mr. James Lear made the motion to approve LeeTran’s Annual Operating Report for FY 2020-21. Mr. Bryan DeLaHunt seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #7 – Program Updates and Distribution Items

Mr. Raimondo presented this agenda item on program updates. He provided a brief TDSP update including the history of the document, possible changes, and approval at a future meeting. He then provided a brief update on the CTC Evaluation including information on those in attendance on the conference call, duration of the call, and approval at a future meeting. Chair Cosden asked if there were any questions. There were none.

Agenda Item #8 – CTC Updates and Reports

Mr. Carlos Menjivar with LeeTran presented this agenda item on the CTC updates and reports. He reviewed the Excel spreadsheet and charts that were included in the agenda packet, posted to the MPO website, and can be viewed at the following link: <https://leempo.com/wp-content/uploads/LCB08a.Stats-Jul21-Jan22.pdf> A brief discussion on the agenda item included topics such as meeting schedule, staff changes, staffing issues, vehicle delivery challenges, total number of buses, replacement buses, definition of overbooked, on-time performance, negotiations, church visits categorized as recreation, hierarchy of trips, categories on pie chart, demographic data and forecasts, TDP, reporting accuracy for agencies, and submission of monthly and end of year data. Mr. Menjivar then introduced LeeTran staff Virginia Walters and Ranice Monroe.

Agenda Item #9 - Member Comments

Mr. Raimondo relayed a comment from Mr. Paul Lewis regarding being late to the meeting due to his LeeTran scheduled ride being late. There was a brief discussion on service standards, pick-up times, late category, windows for pick-ups and returns, travel windows for geographical areas, and updates of language in TDSP to include more specific language. Ms. Monroy provided a brief report for FDOT that included information on funding, training opportunities, and triennial reviews. A brief discussion followed on driver shortage, making driver jobs more competitive, funding issues, national driver shortage, working to increase morale and retention of drivers, laws governing hours drivers can work, benefits, riders assisting with retention, incentives for drivers, and LeeTran covering costs of CDL for drivers. Mr. Raimondo mentioned Ms. Kim Anderson was moving to a different department at Lee Health and her replacement on the LCB would be Ms. Jenn Souvannasinh. Mr. Raimondo commented the next meeting would also have a public workshop component at the beginning.

Chair Cosden thanked everyone for their attendance and noted the next meeting was on May 4.

The meeting was adjourned at approximately 10:41 a.m.

An audio recording of the entire meeting can be accessed here: https://soundcloud.com/user-390911534/03-02-2022wma?utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing

*Action Items *May Require Action

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