

Meeting Minutes

Public Workshop

Call to Order

The in-person LCB public workshop was called to order by Chair Jessica Cosden at approximately 10:03 a.m. The Pledge of Allegiance was recited.

Introductions

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	Alana Watson (Present)	AHCA	Signe Jacobson (Absent) Lonnie Thompson (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	Jenn Souvannasinh (Present)	Lee Health Systems
Q. A representative of the Agency for Persons with Disabilities	Leah Watson (Absent)	Agency for Persons with Disabilities	Donna Fain (Present)	Agency for Persons with Disabilities

Also in attendance: Carlos Menjivar, Ranice Monroe, and Kelley Fernandez with LeeTran via conference call; and Brian Raimondo, Don Scott, and Calandra Barraco with the Lee County MPO.

Agenda Item #1 - Transportation Disadvantaged's 5 Key Elements

Mr. Brian Raimondo presented this agenda item on the Transportation Disadvantaged's Five Key Elements. He provided a brief Power Point presentation that included slides with information on the Commission for the Transportation Disadvantaged, who is eligible for services, where and how services are provided, who can be called for assistance, how to become involved, and contact information for the program. His presentation can be viewed here: [TD Presentation](#) Mr. Raimondo asked if there were any questions. There were none. Chair Cosden thanked Mr. Raimondo for his presentation.

Agenda Item #2 - Open Forum

Chair Cosden asked if there were any questions or comments from the public or members present. There were no questions.

The public workshop was adjourned at 10:10 a.m.

Regular Meeting

The regular meeting was called to order immediately following the Public Workshop at 10:10 a.m. by Chair Cosden. The Pledge of Allegiance was recited. Introductions were done during the public workshop.

Agenda Item #1 - *Approval of the Minutes from the March 2, 2022 Meeting

Mr. James Lear made the motion to approve the meeting minutes from March 2, 2022. Ms. Candace Monroy 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 - *Approval of 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 is done annually. He mentioned LeeTran staff Carlos Menjivar and Ranice Monroe were present via conference call to answer any questions. Ms. Kelley Fernandez, also with LeeTran and also attending via conference call, noted that the rates have not changed since they were approved last year, and she listed the rates of \$64.20 for wheelchair and \$37.45 for ambulatory. Mr. Raimondo suggested approving the rate model contingent on approval by Mr. John Irvine with the TD Commission. He added that if it was not approved at this meeting it will have to come back in June or possibly September. Chair Cosden clarified that the rates were the same as last year. Mr. Raimondo replied yes. Mr. Raimondo asked if the grant amount was the same. Ms. Fernandez replied that the grant amount was down approximately \$40,000. She also mentioned the ten percent local match. The committee discussed turning trips down, ridership projections, funding needs, placing all possible riders on ADA passport trips, ability to meet demand for trips, reservations for church trips, differing funding sources of ADA and TD, bookings two days in advance, suggesting to allow two week booking windows again, LeeTran reverting to policy of two week scheduling when mask mandate was lifted, providing updated information to users, alerting users to changes when they call in to reserve trips, no separation between TD and ADA when calling the reservation center, reservation center only taking certain types of trips, and medical appointments taking priority for trips.

Mr. Michael Griffin made the motion to approve the CTC 2022-23 Rate Model. Mr. Bryan DeLaHunt seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #4 - * Approval of LeeTran's Trip/Equipment Grant FY 2022/2023

Mr. Raimondo presented this agenda item for the review and approval of LeeTran's Trip/Equipment Grant for FY 2022/2023. He noted the day the agenda packet was sent out was the same day the grant was opened thus there was no information from LeeTran to provide on the grant. Ms. Fernandez said LeeTran intends to apply for the full allocation of the grant but will not request capital assistance. Mr. Raimondo asked if this item could be approved after July 1st. Ms. Fernandez replied no as the grant must be fully executed by July 1st. She added LeeTran will be using the rates just endorsed by the LCB in the previous agenda item once they are approved by the TD Commission to supplement the grant application. She noted the manual does not require LCB approval. The committee discussed reasoning for not requesting capital assistance, purchasing vehicles for operation under other grant sources, option to approve item or table, and recurring situation of approval issues every year due to grant cycle of the TD Commission. Mr. Raimondo commented that the LCB did not have to approve this item, but LeeTran would like the endorsement of the LCB. He said he could bring the final approved product back to the committee for review in September. Mr. DeLaHunt clarified the grant amount.

Mr. Bryan DeLaHunt made the motion to approve LeeTran's Trip/Equipment Grant for FY 2022/2023. Ms. Donna Fain seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 – *Approval of the Transportation Disadvantaged Service Plan Update

Mr. Raimondo presented this agenda item for the review and approval of changes to the TDSP. He reviewed the following list of changes made to the TDSP: Pg 17-18 updated LCB Certification from the March 2022 MPO Board Meeting, Pg 19 removed old roll call sheet for the new one to be added after May 4th LCB meeting, Pg 25 updated Florida unemployment data, Pg 26 updated Monthly Market Detail for Single Family Homes, Pg 34 updated population data, and Pg 66 updated Grievance Procedure date of approval to May 4, 2022. The full version of the TDSP can be accessed here: [TDSP UPDATE](#) Chair Cosden asked for a motion or questions. Ms. Watson noted she was the primary voting member for her agency. Mr. Raimondo asked for her to send an email with that information and it would be updated. Ms. Monroy commented on the Lee County population for 2017 suggesting there might be an error in the numbers. Mr. Raimondo said the numbers came from the county, but he would update them. Chair Cosden thanked Ms. Monroy for pointing out the error and noted the approval of this item would include that change.

Mr. Bryan DeLaHunt made the motion to approve the update of the Transportation Disadvantaged Service Plan. Ms. Candace Monroy seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #6 – * Approval of the Grievance Procedures Update

Mr. Raimondo presented this agenda item for the review and approval of the Grievance Procedures Update. He said the only change was the approval date.

Mr. Paul Lewis made the motion to approve the Grievance Procedures Update. Ms. Alana Watson seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #7 – *Approval of LeeTran's Evaluation

Mr. Raimondo presented this agenda item for the approval of LeeTran's Evaluation. He listed the evaluation committee members, procedure, and additional components. Chair Cosden asked if there were any questions or comments. Mr. Raimondo said a roll call vote will be taken for this item. Chair Cosden thanked those involved in the evaluation and then asked for a motion. The document presented to the committee for review can be viewed here: [LeeTran Evaluation](#)

Mr. Bryan DeLaHunt made the motion to approve LeeTran's Evaluation. Mr. James Lear seconded the motion. A roll call vote was taken. There were no objections, and the motion passed unanimously.

Agenda Item #8 – Program Updates and Distribution Items

Mr. Raimondo said there were no program updates or distribution items.

Agenda Item #9 – 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: [CTC Updates](#) The updates included review of the information on productivity, safety, and customer service as well as the graphs on TD demographics and trip breakdown. He asked if there were any questions. Ms. Hoover asked Mr. Menjivar to remind drivers to secure belts for safety. Mr. Lewis asked about the classification of rehabilitation trips. The committee discussed Lighthouse example for rehab trips, work related training versus rehabilitation versus medical, classing as rehabilitation due to nature of disability, LeeTran follow up with Lighthouse, accidents due to overhangs that are too low for buses to pass, county policy to prevent low overhangs, checking with LeeTran operations department, placement of vehicle height in cab of each vehicle, training of drivers, door to door nature of paratransit, county policy on tree trimming, longer walk for passenger if objects obstruct roadway to entrance, building code issue, driver responsibility to avoid damage to property, loss of drivers due to stress of job and long hours, attempts to increase driver pool, possibility of increasing driver wages and switching temporary employees to full time, dispatchers and supervisor assistance to drivers, using split shifts, needing additional staff, example of two riders in close proximity at the same time on different buses, adding two permanent schedulers, goal to minimize wait times while increasing riders per hour, updates to scheduling software to assist in improving performance, transport of veterans, evaluation of eligibility of veterans, expediting eligibility process, and coordination with VA. Chair Cosden asked if there were any other questions. There were none. She thanked Mr. Menjivar for his report.

Agenda Item #10 - Member Comments

Ms. Monroy with FDOT provided updates on grants, funding, a training opportunity, and triennial reviews. Mr. Lewis requested drivers ask riders if the music type being played in the vehicles is acceptable. Mr. Menjivar said he would follow up with the operations supervisor.

Chair Cosden thanked everyone for their attendance. Mr. Raimondo noted the next meeting is tentatively scheduled for June 1, but he will follow up with an email to the LCB. He added there would definitely be a meeting September 7, 2022.

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

An audio recording of the entire meeting, including the public workshop, can be accessed here: https://soundcloud.com/user-390911534/05-04-2022-lcbwma?utm_source=clipboard&utm_medium=text&utm_campaign=social_sharing

*Action Items *May Require Action

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