

Minutes

Call to Order

The in-person LCB meeting was called to order by Vice-Chair Michael Griffin at approximately 10:04 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 (Absent)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Michelle Peronto (Absent) Candice Monroy (Present)	FDOT	Dale Hanson (Absent) Paul Simmons (Absent)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Tabitha Larrauri (Absent)	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	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 (Absent)		Jeff Barkley (Present)	

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	Steve Henry (Present)		(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 (Absent) Michael Stahler (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> .	Carmen Henry (Present)	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	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 (Absent)	Agency for Persons with Disabilities
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Also in attendance: Carlos Menjivar and Ranice Monroe with LeeTran; and Brian Raimondo, Don Scott, and Calandra Barraco with the Lee County MPO.

Agenda Item #1 - *Approval of the Meeting Minutes from September 7, 2022

Ms. Candice Monroy made the motion to approve the Meeting Minutes from September 7, 2022. Mr. Steve Henry 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 - *Election of a Vice-Chair

Mr. Brian Raimondo presented this agenda item for the election of a Vice-Chair. The election of a vice-chair staff report was included in the agenda packet and [posted to the MPO website](#). Mr. Raimondo explained the agenda item and that Mr. Griffin was the current Vice-Chair. Mr. Raimondo recommended that Mr. Griffin continue in the role unless the Board had other nominations.

Mr. Steve Henry made the motion for Mr. Griffin to continue as Vice-Chair. Mr. Michael Stahler seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #4 - *Review and Approve LeeTran’s Annual Operating Report

Mr. Raimondo presented this agenda item for the review and approval of LeeTran’s Annual Operating Report (AOR). Information on the AOR was attached to the agenda packet and [posted to the MPO website](#). Mr. Raimondo announced that the AOR was not ready to be reviewed by the Board and would be brought back at either the March or May 2023 meetings. Mr. Raimondo noted LeeTran submitted the AOR to the Commission for the Transportation Disadvantaged (CTD) by the deadline of September 15, 2022 and asked Mr. Menjivar if he had any updates on the status. Mr. Menjivar replied that LeeTran was still waiting to hear back and provided a brief explanation of the AOR. Mr. Raimondo further explained the AOR and said it will be brought back to the Board once approved by the CTD. Vice-Chair Griffin noted this item was tabled to a future meeting.

Agenda Item #5 - * Review and Approve Annual Expenditure Report FY 2021/22

Mr. Brian Raimondo presented this agenda item for the review and approval of the Annual Expenditure Report (AER). Information on the AER was included in the packet and [posted to the MPO website](#). Mr. Raimondo explained the AER and the approval process. He referred to the form that was attached to the agenda packet and explained the data was compiled in an Excel worksheet and then transferred to the table for submission. He added the form was submitted to the CTD before the deadline of September 15, 2022. Vice-Chair Griffin asked if an approval was needed. Mr. Raimondo replied yes.

Mr. Michael Stahler made the motion to approve the Annual Expenditure Report.

Mr. Raimondo explained the deliverables and process for the AER. Vice-Chair Griffin asked if there was a second for the motion.

Mr. Steve Henry seconded the motion.

Mr. Henry clarified the need for approval. Mr. Raimondo further explained the history of the AER, deliverables for the CTD, and the history of LeeTran's approval as CTC. He asked if there were any questions. There were none. Vice-Chair Griffin called the motion and second.

There were no objections, and the motion passed unanimously.

Agenda Item #6 - *Endorsement of FTA Grant Applications for Operating and Capital Assistance

Mr. Brian Raimondo presented this agenda item for the endorsement of the FTA Grant Applications for Operating and Capital Assistance and explained the reason the item was on the agenda. This information was provided in the agenda packet and [posted to the MPO website](#). Mr. Raimondo then noted there were no grant applications to approve so the item will be back on the agenda for the March 2023 meeting. He restated the item was tabled due to no grant applications being brought forward.

Agenda Item #7 – Program Updates

Mr. Raimondo presented this agenda item on LCB program updates related to the CTC evaluation and the update to the Transportation Disadvantaged Service Plan (TDSP). He said the CTC evaluation would be done at the end of January or the beginning of February. He further explained the document and the evaluation process and format. He added that he would send an email over the next few weeks requesting a volunteer from the Board to participate in the evaluation. He then discussed the TDSP and possible changes and asked LeeTran staff if they had any major changes. Ms. Ranice Monroe said there would be minor data updates, and Mr. Menjivar explained those updates. Mr. Raimondo commented on the trip hierarchy, copays, and responsible parties for the update to the TDSP. He said the TDSP would be brought to the May 2023 meeting for approval. He asked if there were any questions. Vice-Chair Griffin 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 CTC updates and reports. He reviewed the information on ridership and complaints that can be found at the end of the minutes. The Board briefly discussed availability of the data to the public and LeeTran reporting requirements. Mr. Raimondo said the ridership and complaints report could be forwarded to the Board. The Board then discussed funding, high trip counts, prioritization, addressing needs of riders, copay, impacts on funding, ADA versus TD funding, addressing concerns in update of TDSP, issues with not separating TD and ADA funding, Goodwheels issues, no outlet for ADA complaints, not labeling church as entertainment, issues with the way services were handled during and after Hurricane Ian, protection of rights for disabled population, contacting Lee County Commissioners or Lee County assistant manager to address ADA concerns, contacting Federal Transit Authority for ADA concerns, emergency funding for trips, and contacting Lee County staff for ADA complaints. Mr. Menjivar then presented a brief Power Point presentation on the LeeTran Passport Services that included slides with information on the mission/vision, Passport programs, demand response as a service, pick-up window and trip planning, paratransit/ADA, transportation disadvantaged, governing documents, med-waiver, what to expect of the Passport service, and Passport service information. The presentation can be viewed here: [Passport Services](#) The Board discussed presentations by additional LeeTran staff, suggestion to provide pick-up time from residence instead of time frame, conducting a map/quadrant study, two different types of trips with ADA and TD, scheduling, LeeTran past examples and difficulties providing pick-up times, LeeTran map/quadrant study, Transit Development Plan and updates, possible re-evaluation due to storm, current LeeTran ADA study being conducted, and LeeTran time frames and turnaround response time.

Agenda Item #9 - Members Comments

Ms. Candice Monroy provided FDOT's report with updates on grant funding, application due dates, triennial reviews, and upcoming training opportunities. The Board briefly discussed the projected ridership mix of TD and ADA. Mr. Raimondo noted the next meeting date of March 1, 2023.

The meeting was adjourned at approximately 11:24 a.m.

An audio recording of the entire meeting can be accessed at the following link: [LCB Audio 11/02/22](#)

***Action Items *May Require Action**

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