

**Lee County Transportation Disadvantaged
Local Coordinating Board- Public Workshop**

**10:00 a.m., May 5, 2017
City of Cape Coral Public Works – Green Room
815 Nicholas Pkwy E, Cape Coral FL 33990
239-330-2240**



Meeting Minutes

The public workshop meeting was called to order at 10:10 a.m. by Chair Jessica Cosden.

Those 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 Chairpersons.	Jessica Cosden (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Debi Stephens (Present)	FDOT	Pam Barr (Present)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Donna Torres (Absent)	DCF	Nicole Negrón (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	Gladys Gonzalez (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	Mary Watford (Absent)	DOE	Flora Gonzalez (Present)	DOE
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	Kim Hustad (Absent)	Lee County Human Services	Robin Jewett (Absent)	
G. A person representing the Elderly in the county	Linda Carter (Absent)		(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	Michael Pierce (Absent)		(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	Lorena Rodriguez (Absent)	Lee Memorial-Children's Hospital	Sally Kreuscher (Absent)	Lee Memorial-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.	Steve Myers (Absent)	LeeTran	Peter Gajdjis and Jill Brown (Present)	LeeTran
L. A local representative of the Florida Department of Elder Affairs	Becky MacKenzie (Absent)	Area Agency on Aging	Shelby Yelvington (Present)	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	Anna Callwood (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Joe Martinez (Present)	AHCA	Patricia Brooks (Absent)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Deb Reardon (Absent)	Career Source SWFL	Jim Wall (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 (Present)	Lee Memorial Health Systems	Vacant	Lee Memorial Health Systems

Also in attendance: Kenyatta Watts with City of Cape Coral Mini-bus, Judy Meyer - Good Wheels, and Don Scott and Brian Raimondo – Lee MPO.

The pledge of allegiance was recited.

The members of the committee and others present introduced themselves. Chair Cosden asked the attendees to be sure they have signed in. Chair Cosden introduced the items. Mr. Brian Raimondo with the Lee County Metropolitan Planning Organization stated these agenda items are for information only, and there will be no action taken during the public workshop. Mr. Raimondo stated these items will be reviewed again and voted on during the regular meeting

that immediately follows the Public Workshop. The agenda items for the public workshop were as follows:

Agenda Item #1 - CTC Evaluation

This item was brought to the Public Workshop for discussion only. Action will be taken at the LCB Business meeting directly after the Public Workshop.

The CTC Evaluation Committee which consisted of Mike Griffin, Heidi Shoriak, Brian Raimondo and Good Wheels staff met on February 2nd at the offices of Good Wheels.

The Draft CTC Evaluation Report contains findings, suggestions and recommendations. Input will be added prior to the document being sent to the Commission for the Transportation Disadvantaged.

Agenda Item #2 - Minor Update of the TDSP

This agenda item was brought to the Public Workshop for discussion only. Action will be taken at the LCB Business meeting directly after the Public Workshop. Annually the TDSP is updated and it is a combined effort between the LCB, Good Wheels, and MPO staff. The document is currently in draft form using strike-through and underline, the page numbers aren't exact, and the staff report lists everything that was updated. There were additions from LeeTran that were also added.

The TDSP Major Update was drafted and approved during the summer of 2013. For the Minor update staff, Good Wheels and LeeTran made minor updates to the document, which are listed below. Refer to the page numbers below in the bullet point as they correspond to the TDSP document.

The purpose of this agenda item is to determine if there is public comment on unmet needs.

TDSP FY15-16 Changes:

- Date change to cover page
- Pg 17 and 18: Cert pg. to be signed at May 19 MPO Board meeting
- Pg19: Updated TDSP Roll Call and date
- Pg25-27: Existing conditions/Unemployment/Housing info
- Pg 32: Population figures and city square miles
- Pg33: City Limit Map
- Pg34: Population
- Pg 35-36: Major employers and Workforce Distribution
- Pg 36-37: Table 6 and Table 7 and Table 7a– Trip Purpose and Trip Funding
- Pg 45-46: Needs Assessment
- Pg 51: GW CIP
- Pg 55-56: TD Eligibility
- Pg 57: Coordination Contracts
- Pg 60-69: Service Standards
- Pg 71: Grievance Procedure date change

Agenda Item #3 - Review Grievance Procedures

This item that was brought to the Public Workshop for discussion only. Action will be taken at the LCB Business meeting directly after the Public Workshop. Annually, the LCB needs to review and update Good Wheels' Grievance Procedures. Those procedures were attached to the agenda packet.

There were no public comments on items on the agenda.

Chair Cosden called the meeting adjourned. The public hearing closed at 10:12 a.m.

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

**Lee County Transportation Disadvantaged
Local Coordinating Board (LCB)**

**Directly after Public Hearing, May 5, 2017
City of Cape Coral Public Works – Green Room
815 Nicholas Pkwy E, Cape Coral FL 33990
239-330-2240**



Meeting Minutes

The meeting was called to order by Chair Jessica Cosden at 10:13 a.m. There was not a quorum. Mr. Raimondo stated if a quorum was not achieved, the LCB would need to meet again mid-June for approval of the items due to Tallahassee by June 30. Mr. Raimondo stated according to the bylaws, members can be removed if they miss three meetings. There was a brief discussion on members, their attendance, and suggestions on communicating with them. Chair Cosden decided to take the information items first in-order to give time for other members to arrive. A quorum was present at 10:20 a.m.

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 Chairpersons.	Jessica Cosden (Present)	City of Cape Coral	No alternate	
A. A local representative of the Florida Department of Transportation (DOT)	Debi Stephens (Present)	FDOT	Pam Barr (Present)	FDOT
B. A local representative of the Florida Department of Children and Families (DCF)	Donna Torres (Absent)	DCF	Nicole Negron (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	Gladys Gonzalez (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	Mary Watford (Absent)	DOE	Flora Gonzalez (Present)	DOE
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	Kim Hustad (Absent)	Lee County Human Services	Robin Jewett (Absent)	
G. A person representing the Elderly in the county	Linda Carter (Absent)		(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	Michael Pierce (Absent)		(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	Lorena Rodriguez (Absent)	Golisano Children's Hospital	Sally Kreuscher (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.	Steve Myers (Absent)	LeeTran	Peter Gajdjis and Jill Brown (Present)	LeeTran
L. A local representative of the Florida Department of Elder Affairs	Becky MacKenzie (Absent)	Area Agency on Aging	Shelby Yelvington (Present)	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	Anna Callwood (Absent)	Creative Resources
N. A local representative of the Florida Agency for Health Care Administration	Joseph Martinez (Present)	AHCA	Patricia Brooks (Absent)	AHCA
O. A representative of the Regional Workforce Development Board established in Chapter 445, <i>Florida Statutes</i> .	Deb Reardon (Absent)	Career Source SWFL	Jim Wall (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 (Present)	Lee Health Systems	Vacant	Lee Health Systems

Also in attendance: Kenyatta Watts with Cape Coral Mini-bus, Judy Meyer with Good Wheels, Alan Mandel with Good Wheels via telephone, and Don Scott and Brian Raimondo with the Lee County MPO.

Agenda Item #8 - Program Updates and Distribution Items

Mr. Raimondo discussed the calendar and 1st and 2nd quarterly reports. He stated the calendar goes through the current fiscal year. Ms. Heidi Shoriak arrived. The LCB achieved a quorum. Mr. Raimondo stated the 3rd and 4th quarterly reports would be handed out at the September meeting.

Mr. Raimondo showed the LCB the color flyer he designed and had printed as an advertisement in the News Press for the LCB Public Workshop. He added the flyer was also distributed to Good Wheels, LeeTran, Injury Prevention Coalition, Safe Kids, Lee Memorial, and around the Cape Coral Public Works Building. Chair Cosden said she shared the flyer on her Cape Coral City Council page.

Agenda Item #1 - *Approval of the Minutes from the March 3, 2017 Meeting

There was a motion by Nicole Negron to approve the March 3, 2017 Meeting Minutes. It was seconded by Shelby Yelvington. There were no objections. It 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. Public comment was closed.

Agenda Item #3 - * CTC Evaluation

Mr. Raimondo introduced this agenda item for the review, comment, and approval of the 2015-16 CTC Evaluation. He explained that the CTC Evaluation Committee which consisted of Mike Griffin, Heidi Shoriak, Brian Raimondo, and Good Wheels staff met on February 2nd at the offices of Good Wheels. He explained that the Draft CTC Evaluation Report contains findings, suggestions, and recommendations. He added that input will be added prior to the document being sent to the Commission for the Transportation Disadvantaged (TD). Peter Gajdjis had a question regarding page 16 of the evaluation and the goal for transferring passengers from paratransit to transit. Mr. Raimondo said he would locate the information and replace it with NA (not applicable). He added that next year, he would like to consolidate all of the information before the RFPs are due.

There was a motion by Joe Martinez to approve this agenda item on the CTC Evaluation with the one change noted above. It was seconded by Heidi Shoriak. There were no objections. It passed unanimously.

Agenda Item #4 - *Minor Update of the TDSP

Mr. Raimondo presented this agenda item for the review, comment, and approval of the TDSP. The TDSP Major Update was drafted and approved during the summer of 2013. He stated that for the Minor update staff, Good Wheels, and LeeTran made minor updates to the document, which are listed below. He referred to the page numbers below in the bullet points as they correspond to the TDSP document and discussed the highlights of the changes.

TDSP FY15-16 Changes:

- Date change to cover page
- Pg. 19 and 20: Cert. pg. to be signed at May 19 MPO Board meeting
- Pg. 21: Updated TDSP Roll Call and date
- Pg. 27-29: Existing conditions/Unemployment/Housing info
- Pg. 35: Population figures and city square miles

- Pg. 37: City Limit Map
- Pg. 38: Population
- Pg. 39-40: Major employers and Workforce Distribution
- Pg. 41-42: Table 6 and Table 7 and Table 7a– Trip Purpose and Trip Funding
- Pg. 46: School data
- Pg. 51-52: Needs Assessment and LeeTran grant data
- Pg. 58: GW CIP
- Pg. 62-64: TD Eligibility
- Pg. 66: Coordination Contracts
- Pg. 70-80: Service Standards
- Pg. 81: Grievance Procedure date change
- Pg. 110-117: Draft Rate Sheet

The LCB discussed TD Eligibility and changes to the wording. During the discussion, Judy Meyer called Alan Mandel who then commented and also answered questions via speakerphone. The changes made were: correct the second bullet point to read “applicant must verify that no other resources, including insurance transportation benefits like Medicare/Medicaid, or access to transportation is available”; remove the wording “preference will be given to applicants who are 65 years and older” from the third bullet point on page 62. Additionally, there was a question regarding passenger fares for those that are not qualified. Mr. Mandel said there is a different price for the general public. Mr. Mandel said funding will be increased as of July 1, 2017. He added this will enable some of those on the waiting list to be served. Mr. Raimondo stated the TDSP will be completely redone next year. Mr. Raimondo then moved on to the minor changes made to the draft rate sheet. He stated the rates for the ambulatory trips are \$28.85 and the non-ambulatory trips are \$49.11. Mr. Mandel stated that he received an email that the rates were approved by the state. Mr. Raimondo further explained that the email came from John Irvine, the TD manager. Mr. Mandel then asked if the LCB would approve a co-pay increase from \$2.00 to \$3.00 as of July 1, 2017. Mr. Raimondo asked if GoodWheels was actually receiving co-pays. Mr. Mandel then asked if LeeTran has mandatory co-pays. Mr. Gajdjis said they charge \$3.00. He added the GoodWheels co-pay hasn’t been increased in some time and does help meet the local match for the grant. The discussion continued on the co-pays and related procedures. The LCB agreed to keep the co-pay at \$2.00.

There was a motion by Joe Martinez to approve this agenda item with noted changes on the Minor Update of the TDSP. It was seconded by Debra Stephens. It passed unanimously.

Mr. Gajdjis asked Mr. Raimondo to check the charts, specifically pages 8 and 41. Mr. Raimondo said he took the numbers for Table 6 from the TD Commission website. He added the TD Commission gets their numbers directly from Mr. Mandel's Annual Operating Report. Mr. Raimondo stated he will doublecheck the numbers. Mr. Mandel stated there are huge variations in the last two years due to change in management. Mr. Raimondo verified the numbers in the report corresponded to the numbers on the TD Commission website. He stated he could consult with Mr. Mandel to check the actual numbers. Mr. Raimondo said if the number is not correct, he will place NA in the blank. The motion was amended to include this change as well. Mr. Raimondo called the roll call vote. All members in attendance agreed with the motion. The motion passed.

There were no further comments or questions regarding this agenda item.

Agenda Item #5 - *Review Grievance Procedures

Mr. Raimondo introduced this agenda item for the review, comment, and approval of the grievance procedures. Annually, the LCB needs to review and update GoodWheels grievance procedures. The

full list of procedures were included in the agenda packet. He noted that the only change was the date it passed which would be the date of the meeting, May 5, 2017.

There was a motion by Nicole Negron to approve this agenda item on the review of grievance procedures. It was seconded by Shelby Yelvington. It passed unanimously.

Agenda Item #6 - *Good Wheels' 2017-18 Rate Model

Mr. Raimondo introduced this agenda item for the LCB to conduct its annual review and approval of the CTC's proposed next fiscal year rate model. If this is not completed, the TD Commission will not execute the CTC's 2017/18 trip/equipment grant. Mr. Raimondo said the rates were up on the board and previously discussed.

There was a motion by Debra Stephens to approve this agenda item on the GoodWheels' 2017-2018 Rate Model. It was seconded by Heidi Shoriak. There were no objections. It passed unanimously.

Agenda Item #7 - +Good Wheels' 2015-16 Compliance Monitoring Report & Corrective Action Plan

Mr. Raimondo presented this agenda item on GoodWheels' 2015-2016 Compliance Monitoring Report to review and take action if necessary. He noted that on November 1-2, 2016, the Good Wheels' Compliance Monitoring was held. He stated the Report and the Corrective Action Plan were attached to the agenda packet. Mr. Martinez asked who verified corrective action was taken. Mr. Raimondo stated the audit/review is done tri-annually. He explained that he did not have further information than the report. Mr. Martinez asked if the LCB could look and see if corrective action was taken. Mr. Raimondo asked Mr. Mandel. Mr. Mandel stated they haven't heard back from the state yet. Mr. Raimondo stated the LCB will inquire of GoodWheels as to progress next January or February. A Board member asked if GoodWheels had a procurement policy as suggested in the corrective action. Mr. Mandel said it was adopted before suggested by the Southwest Florida Regional Planning Council. Another Board member asked about the E-verify system. Mr. Mandel said they are using it. Chair Cosden verified there was no action needed on that item.

Agenda Item #9 - Good Wheels Updates and Reports

Chair Cosden stated the updates were passed out. The updates passed out were on Ridership and Complaints for February through April of 2017 and Operator Payments. She asked if Mr. Mandel had anything to add. He did not. Debra Stephens questioned the columns on the Complaint updates. She stated there was a Medicaid column on the complaints section but not on the ridership section. She explained that it needed to be removed from the complaints section or added to the ridership section. Mr. Raimondo asked if the request was just to remove it. Ms. Stephens said yes. A Board member asked why it was being removed. Mr. Raimondo stated at a past meeting there was a Board member request. Another Board member said it was not part of the TD. Another agreed that it should be removed. A brief discussion followed regarding whether or not to remove. Chair Cosden stated the columns should just match up. The LCB agreed. A comment was made regarding recording and tracking trips made with 5310 funding. Mr. Mandel said it will be reported in the month the funding is used. A Board member questioned if Mr. Mandel understood the inquiry. Mr. Raimondo said he would clarify with Mr. Mandel.

Agenda Item #10 - Member Comments

Mr. Martinez thanked Mr. Raimondo for listing the date of the next meeting on the agenda packet. Mr. Raimondo reminded the LCB that the next LCB meeting is September 1, 2017. A suggestion was made

to change the date. Mr. Raimondo disagreed. He added that he would change the date if that is what the committee requested. Chair Cosden suggested if not enough people respond that they will attend, then the date could be rescheduled. Debra Stephens announced that Pam Barr is the new FDOT alternate. Heidi Shoriak requested that Lee Memorial Health be changed to Lee Health. Joe Martinez requested his name be recorded as Joseph Martinez.

The meeting was adjourned by Chair Cosden at 12:21 p.m. She reminded the Board that the next meeting is September 1, 2017.

*Action Items +May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.