

***MINUTES OF THE JANUARY 12, 2017 CHARLOTTE COUNTY  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD  
ANNUAL PUBLIC MEETING***

*Chair Ken Doherty opened the annual Public Meeting at 10 a.m. in compliance with the requirements of the Florida Commission of the Transportation Disadvantaged (CTD).*

*Chair Doherty called for any Public Comment. Seeing no citizens wishing to speak, Alan Skavroneck moved to close the Public Meeting, and Mike Mansfield seconded the motion. The motion to close the Public Meeting carried unanimously.*

**CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD (LCB)**

Minutes of a regular meeting held on January 12, 2017 at the East Port Environmental Campus, Training Room A, 25550 Harbor View Road, Port Charlotte, Florida 33980

**MEMBERS PRESENT**

**Commissioner Ken Doherty**, *Charlotte County Commissioner, (LCB Chair)*  
**Alan Skavroneck**, *Local Private for Profit Transportation Industry Representative (LCB Vice Chair)*  
**Mike Mansfield**, *Economically Disadvantaged Representative*  
**Cindy Montgomery**, *Regional Workforce Development*  
**Naomi Manning**, *Elderly Representative*  
**Cherrelle Rogers**, *Department of Children & Families*  
**M. Suzanne Roberts**, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative)*  
**Larry Brown**, *Veterans Affairs*  
**Joseph Martinez**, *Agency for Health Care Administration (AHCA)*  
**Shelby Yelvington**, *Area Agency on Aging-Florida Department of Elderly Affairs*  
**David Wilson**, *Disabled Representative*  
**Michelle Mashaw**, *Children-at-Risk Representative (alternate)*

**ABSENT MEMBERS**

**Joan Gray**, *Citizen Advocate-User-excused*  
**Jill Mead**, *Public Education-School Transportation-excused*  
**Debra Stephens**, *FDOT, District One Modal Development Office-excused*  
**Joseph Sabatino**, *Citizen Advocate-excused*  
**Bruce Emmerton**, *Division of Blind Services-excused*

**STAFF**

**Bob Herrington**, *MPO Director*  
**Wendy Scott**, *MPO Planner*  
**Gene Klara**, *MPO Planner*

**OTHERS IN ATTENDANCE**

**Rick Kolar**, *Charlotte County Fleet and Transit Division Manager (CTC)*  
**Andrea McDonough**, *Charlotte County Transit Division*  
**Pamela Kirchner**, *Charlotte County Fiscal Services Manager*  
**Jerry Livingston**, *Charlotte County Fiscal Services*  
**Zinnia Vargas**, *Charlotte County Fiscal Services*

**1. Call to Order & Roll Call**

Chair Ken Doherty called the meeting to order at 10:00 a.m. He asked that each person state his/her name, and whom they represent.

2. **Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

3. **Public Comments on Agenda Items**

There were no public comments.

4. **Consent Agenda:**

**A. Approval of Minutes: November 10, 2016 Meeting**

*David Wilson made a motion to approve the Consent Agenda. Alan Skavroneck seconded the motion, and the motion carried unanimously.*

5. **Election of the Vice Chair**

Chair Ken Doherty asked the current Vice-Chair Alan Skavroneck about his interest in serving as LCB Vice Chair for 2017. Mr. Skavroneck stated he would be willing to continue to serve as LCB Vice Chair.

*Joseph Martinez nominated Alan Skavroneck to serve as LCB Vice Chair. M. Suzanne Roberts seconded the nomination. There being no other nominations, Alan Skavroneck was unanimously elected to serve as the LCB Vice Chair for 2017.*

6. **Overview of the LCB Process**

Wendy Scott reviewed with members the 2017 Transportation Disadvantaged Local Coordinating Board Training document included in the agenda packet. She noted that the Florida Commission for the Transportation (CTD) planning grant between the MPO and the CTD requires that annual training and technical assistance be provided to Local Coordinating Board members.

Ms. Scott reminded LCB members that they are subject to Florida's Sunshine Law as LCB Board members. Ms. Scott closed the LCB training session by thanking all members for their efforts on behalf of the Charlotte County Transportation Disadvantaged.

Naomi Manning noted that many seniors who reserve rides on the County's Transit system have difficulty with the current automated telephone rider reservation system. Rick Kolar stated he is aware that some users have experienced difficulty, and noted that the system calls riders to confirm or cancel their reservation the day before their ride is scheduled. Alan Skavroneck suggested that in conjunction with the 2017 Community Transportation Coordinator (CTC) evaluation, riders should be asked about their experience with the current telephone reservation system. This question will be included in the rider survey.

**7. Review/Endorsement of Charlotte County’s Section 5310 and Section 5311 Grant Applications**

Ken Doherty stated that the Charlotte County Board of County Commissioners (BCC) recently approved grant applications for Section 5310 (enhanced mobility for seniors and individuals with disabilities) and Section 5311(individuals living in rural areas). Commissioner Doherty asked for a motion for LCB endorsement of these grants.

*Alan Skavroneck made a motion to endorse the Section 5310 and 5311 Grant Applications. Mike Mansfield seconded the motion. The motion carried unanimously*

**8. Community Transportation Coordinator (CTC) Quarterly Report**

Rick Kolar, Charlotte County Transit, stated that during the October through December 2016 reporting period ridership has increased significantly over past reporting quarters, noting that the Englewood area has shown the highest increase in ridership. He also stated that the Transit Division recently has placed a number of bus drivers and now has a full complement of drivers and vehicles. He reported that vehicle mileage has also increased.

Mr. Kolar addressed the large number of no shows (360) reported for the quarter and noted that in many cases, riders forget their designated pickup times. He stated that the current “no show” policy calls for a 30 day suspension of a rider who misses three (3) appointments within one month. He noted that the rider suspension does not include medical or nutrition rides, but rather rides of a social or entertainment nature.

Mr. Kolar stated that the cost of “no shows” approaches \$25,000 dollars per quarter. He noted that riders are notified by phone of scheduled rides reserved and prompted to confirm or cancel these rides scheduled for the next day. Discussion then followed regarding ways to improve the current reservation system, including rider education efforts, in order to decrease the number of no shows.

Mr. Kolar noted that overall quarterly complaints reflected a reduction of nearly 50% (from 15 to 8). Mike Mansfield related a recent passenger incident where the driver was unsure of the proper procedures or efforts required to assist passengers who fell on or near the bus. David Wilson also concurred, as he suffered a fall near the bus recently with the driver unsure of the role required when injuries occur on or near a bus. Mr. Kolar stated he would investigate these incidents more fully and require additional driver training on first aid techniques and responder notification protocols required of drivers.

**9. Citizen Input**

No citizen wished to comment.

**10. Staff Comments**

Wendy Scott described how at the recent CTD Conference, newly retired FDOT District One Public Transit Program Administrator, Richard Shine was presented the Lifetime Achievement Award. She also stated that a letter from Mr. Shine was contained in the meeting packet (dated November 16, 2016 from Mr. Shine thanking Chair Ken Doherty

and the entire LCB membership for a letter of recognition and thanks upon his retirement).

Wendy Scott noted that the Englewood Beach Route 16 service commencing in April 2017 and provided by the Sarasota County Area Transit (SCAT) will include a stop at the Englewood Hospital. She stated that the route crosses into Charlotte County for shopping and beach trips. Rick Kolar noted that Charlotte County Transit provides pickup and delivery in Sarasota County at the North Port Goodwill Industries store located near the intersection of Sumter Blvd. and US 41.

Ms. Scott stated that a correction to the September 8, 2016 LCB meeting minutes was suggested by Rebecca MacKenzie. The correction focused on a clarification of her experience and training in working with adults with disabilities. Ms. Scott gave members a copy of the requested language change and asked members for a motion of approval.

*Joseph Martinez made a motion to approve a correction as requested to the September 8, 2016 LCB meeting minutes. Alan Skavroneck seconded the motion. The motion carried unanimously.*

Ms. Scott noted that she attended the joint Florida Public Transportation Association (FTPAA)/Commission for the Transportation Disadvantaged (CTD) Conference and Workshop held in Jacksonville from December 11-14, 2106. The theme of the Conference was "Using Innovation and Technology to Meet Demand." One session addressed recent events including the landfall of Hurricane Mathew and the Orlando Pulse nightclub shootings, clearly illustrating how transit staff can utilize electronic communication during a community crisis. Ms. Scott also mentioned that she attended a presentation that described how a National Geographic correspondent used public transportation to travel from Washington DC to the southern tip of Argentina in order to reach Antarctica. She noted it took him 10 weeks at a cost of approximately \$1100.00.

Wendy Scott stated that LCB members are welcome to participate and help with the upcoming (tentative late February 2017) Community Transportation Coordinator (CTC) Evaluation.

Ms. Scott asked members to notify the MPO of their preference in receiving meeting agenda packets either electronically or in hard copy form. She suggested that members who would prefer an electronic copy to review before the meeting while having a hard copy available to them at the meeting could have their copy held for pickup at the meeting, thereby saving postage costs.

Gene Klara described the potential impacts current Charlotte County demographics and projections could have on the Transit system going forward. He noted that Charlotte County ranks 2<sup>nd</sup> among all counties in the nation in the percentage of residents greater than 65 years old. He noted that Sumter County, Florida where The Villages retirement community is located, has the highest percentage of residents over 65 in the nation.

Mr. Klara described the challenges and impacts an aging community has on a transit system and the potential benefits that can result from transit efficiencies and efforts.

He noted that these include increased physical activity and exercise while taking transit services, the ability to obtain healthy and affordable food products, and the ability for seniors to lead full independent lives, and hence reduce the risks of depression, malnutrition and isolation that some seniors experience. He stated that LCB members can and will shape the growing needs of our elderly community through their current and future efforts.

Bob Herrington mentioned that the Charlotte County-Punta Gorda and Sarasota/Manatee Metropolitan Planning Organizations Joint Regional Meeting will be held on January 23, 2017 beginning at 10:30 a.m. at the Venice Community Center. There is an agenda item on the Englewood Beach transit service to be provided by Sarasota County Area Transit.

**11. Member Comments**

Suzanne Roberts stated that the “Try Transit” initiative for 2017 will be expanded from the current one day long event to one that will encompass an entire week. She noted that the event will be scheduled for a week in April 2017, with details and information on the event to be available soon.

Chair Ken Doherty thanked members for all their efforts on behalf of the LCB and wished all a Happy 2017.

**12. Adjournment (Next Meeting – May 11, 2017)**

Chair Doherty noted the next meeting time. The meeting was adjourned at 11:13 a.m.