CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)
REGULAR MEETING AGENDA

SEPTEMBER 8, 2022
10:00 AM

East Port Environmental Campus
Training Room B
25550 Harbor View Road
Port Charlotte, Florida 33980

Virtual participation also available via Microsoft TEAMS®
(Please see the next page for details)

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments on Agenda Items**
4. **Consent Agenda:**
   - A. **Approval of Minutes: May 5, 2022 LCB Meeting**
   - B. **LCB 2023 Calendar of Quarterly Meetings**
5. **Approval of Local Coordinating Board (LCB) Bylaws**
6. **Annual Operating Report**
7. **Quarterly Report**
8. **Public Comments**
9. **Staff Comments**
10. **Member Comments**
11. **Adjournment (NEXT MEETING – NOVEMBER 3, 2022 at the NEW Transit Facility, 545 Theresa Blvd., Port Charlotte, FL 33954)**

Please let us know if you or your alternate cannot attend.

No stenographic record by a certified court reporter is made of these meetings. Accordingly, anyone seeking to appeal any decisions involving the matters herein will be responsible for making a verbatim record of the meeting/testimony and evidence upon which any appeal is to be based. (F.S. 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND CHAPTER 286.26 FLORIDA STATUTES, PERSONS NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING. CALL (941) 883-3535 BETWEEN 8:00 A.M. AND 4:00 P.M., MONDAY THROUGH FRIDAY.

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 he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Charlotte County-Punta Gorda MPO Title VI Coordinator Wendy W. Scott at (941) 883-3535 or by writing her at 25550 Harbor View Road, Suite 4, Port Charlotte, FL 33980.

CHARLOTTE COUNTY-PUNTA GORDA METROPOLITAN PLANNING ORGANIZATION
25550 Harbor View Road, Port Charlotte, Florida 33980-2503 Telephone: (941) 883-3535 Fax: (941) 883-3534

The Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) will hold a quarterly meeting on September 8, 2022 in person (with virtual participation also available). Please contact the MPO staff to obtain Microsoft TEAMS log-in information. Persons wishing to provide public comment still will be allowed to do so by alternative means. Written comments may be submitted by either emailing the comments to office@ccmpo.com or mailing the comments to MPO LCB Staff, 25550 Harbor View Road, Suite 4, Port Charlotte, Florida, 33980-2503. Comments must be received for the meeting by 4 p.m. September 7, 2022. The comments will be read by an MPO staff member during the meeting for that item to be placed in the record. More information regarding the LCB Agenda is available on the MPO website at www.ccmpo.com.

SEPTEMBER 8, 2022
LCB MEETING

CONSENT AGENDA ITEMS #4

SEPTEMBER 8, 2022
LCB MEETING

AGENDA ITEM # 4-A
APPROVAL OF MINUTES: MAY 5, 2022 LCB MEETING

Purpose: To review and approve the Minutes of the May 5, 2022 LCB Meeting.

Agenda Item Presented by: MPO Staff

Discussion: To Be Determined

Recommendation: Motion to approve the Minutes of the May 5, 2022 LCB Meeting

Attachment: Draft Minutes of the May 5, 2022 LCB Meeting

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD (LCB)
REGULAR MEETING

Minutes of a regular meeting held in a hybrid format on May 5, 2022 utilizing GoToMeeting remotely and in-person at the East Port Environmental Campus, Training Room B, 25550 Harbor View Road, Port Charlotte, FL 33980

MEMBERS PRESENT IN-PERSON

Commissioner Ken Doherty, *Charlotte County Commissioner (LCB Chair)*
Tony Conte, *Public Education-School Transportation*
Donna Fain, *Agency for People with Disabilities*
Mike Mansfield, *Economically Disadvantaged Representative*
Candice Monroy, *FDOT, District One Modal Development Office*
Duane Siegfried, *Representative for Elderly Interests*
Alana Watson, *Agency for Health Care Administration (AHCA), alternate*

MEMBERS PRESENT REMOTELY

Leigh Ann Bellamy, *Division of Blind Services*
Dottie Fulton, *Citizen Advocate-User*
Carmen Henry, *Regional Workforce Development*
Maryjane Nickerson *Goodwill, Children-at-Risk Representative alternate*
Joseph Sabatino, *Citizen Advocate - excused*
Alan Skavroneck, *Local Private-for-Profit Transportation Industry Representative (LCB Vice Chair)*

ABSENT MEMBERS

Jocey Henderson, *Veterans Affairs - excused*
Tabitha Larrauri, *Department of Children & Families*
Maricela Morado, *Area Agency on Aging-Florida Department of Elder Affairs – excused*
M. Suzanne Roberts, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative) - excused*
vacant, *Disabled Representative*

STAFF PRESENT IN-PERSON

Laks Gurram, *MPO Principal Planner*
Wendy Scott, *MPO Planner*
Rick Kolar, *Charlotte County Transit Operations Manager (CTC)*
Heidi Maddox, *Charlotte County Fiscal Services Division*

OTHERS IN ATTENDANCE REMOTELY

D'Juan Harris, *MPO Director*

Betty-Ann Sherer, *MPO Planner*
Christy Davis, *Charlotte County Transit Division*

1. Call to Order & Roll Call

LCB Chair Ken Doherty called the regular LCB Meeting to order at 10:00 a.m. An in-person quorum was present. A roll call of LCB Members was taken.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comments on Agenda Items

There were no public comments.

4. Consent Agenda:

A. **Approval of Minutes: January 6, 2022 LCB Public Meeting LCB Minutes**
B. **Approval of Minutes: January 6, 2022 Quarterly LCB Meeting Minutes**
C. **Florida Commission for the Transportation Disadvantaged (CTD) Annual Planning Grant to the MPO**

Mike Mansfield *made a motion to approve the Consent Agenda.* ***Donna Fain*** *seconded the motion. The Consent Agenda was approved unanimously.*

5. Transportation Disadvantaged Trust Fund (TDTF) Trip and Equipment Grant

Each year, a portion of the State Transportation Disadvantaged Trust Fund (TDTF) is allocated to each Community Transportation Coordinator (CTC) to provide trips and equipment for non-sponsored TD service. Charlotte County's FY 2021/2022 Trip and Equipment Grant funding was enhanced by a COVID-19 rescue plan designed to mitigate financial losses that began in March 2020. This funding relief was phased out on December 31, 2021.

The funding amount for FY 2022/2023 Trip and Equipment Grant plus Voluntary Dollar funding (commencing July 1, 2022) is:

Trip & Equipment Grant allocation	$ 544,101
Local Match	$ 60, 455
Total Funding	$ 604,556
Voluntary Dollar	$ 77
Local Match	$ 8
Total	85
Grand Total	$ 604,641

6. 2021/2022-FY 2025/2026 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP) Amendment Including Rate Model Calculations

On March 30, 2021, the Commission for the Transportation Disadvantaged (CTD) designated the Charlotte County Board of County Commissioners (BCC) as the Community Transportation Coordinator (CTC) for Charlotte County for a five-year period commencing July 1, 2021. A new Transportation Disadvantaged Service Plan (TDSP) was approved by the LCB on September 9, 2021. This document also serves as the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) for purposes of Federal transportation legislation requirements. The attached change pages will serve as an amendment to the current document and require approval by the LCB prior to submission to the CTD. Staff will revise Table of Contents page numbering if needed once updated materials are approved.

Amendment Actions:

- Revision of Cover Page with date of amendment
- Update of Transit Facility Address, pg. 1
- Closure of the Cultural Center, pgs. 10, 21, 22, 26, 42 and 51
- Update on new Transit Facility, pgs. 11-12
- Revision to Public Participation (CTC Survey 2022), pg. 16
- Status of the Port Charlotte Town Center, pgs. 21 and 25
- Revision to Local Hospital Names, pg. 23
- Addition of BJ's Wholesale Club as a shopping trip attractor, pg. 24
- Update on Types, Hours, and Days of Services/Accessing Services, pg. 40-41, 52
- Update on current Englewood SCAT transit services, pgs. 41, 45, 52-53
- Update Veteran's Van days of service, pg. 42 and 45
- Insertion of new 2022 Bus Transit System Annual Safety and Security Certification, (letter dated February 2, 2022), pg. 44
- Coordination Contractors items, pg. 54
- Addition to Quality Assurance Additional Reviews section, pg. 59
- New Appendix A Brochure and availability in French Creole notation, pg. 61-62
- Insertion of new rate model calculations in Appendix H, pgs. 78-87 *(the revised approved draft version which was received 5/3/2022 from CTD and Transit staff was emailed to LCB Members under a separate email on 5/4/2022)*
- Insertion of Appendix J, 2022 CTC Evaluation, pg. 89-98
- Revision of Appendix M, TD Application pg. 1 to reflect new Transit Facility Address, pg. 113

The entire draft document is available upon request and will be posted on the website post-meeting.

Rick Kolar reviewed the newest rate model calculation pages. Duane Siegfried noted that ridership numbers were down, and costs had increased. He asked Rick Kolar if he anticipated ridership increases post-pandemic. Rick Kolar responded that he did expect gradual increases; however, he was also dealing with only having enough contract drivers to run 10-12 vehicles on

the road (as opposed to 22 vehicles pre-pandemic).

Tony Conte stated that the School Board fleet was dealing with a roughly 50% increase in fuel expenses. The Internal Revenue Service (IRS) has raised the mileage allowance to 58.5 cents per mile.

Wendy Scott discussed other amendments to the TDSP including the removal of all references to the Cultural Center, the renaming of three area hospitals and the new address for the Transit Facility.

Mike Mansfield inquired about the current driver shortage and whether Charlotte County's contract drivers' salaries were competitive. Rick Kolar replied that since the average rate was comparable to what Sarasota and Lee County bus drivers were being paid, they were competitive for the area, but not necessarily nationwide.

Tony Conte *made a motion to amend the FY 2021-2022/FY 2025/2026 Transportation Disadvantaged Service Plan (TDSP)/Charlotte County Coordinated Public Transit-Human Services Transportation Plan (including the rate model calculations); allowing Transit staff to make minor technical adjustments to the rate model per CTD staff guidance.* ***Mike Mansfield*** *seconded the motion, and the motion carried unanimously.*

7. <u>2022 CTC Evaluation</u>

Wendy Scott noted that pursuant to Florida Statutes, Chapter 427, and Florida Administrative Code, Rule 41-2, the Local Coordinating Board (LCB), with the assistance of the Official Planning Agency (OPA), conducts an annual performance evaluation of the Community Transportation Coordinator (CTC). In Charlotte County, the designated CTC is the Charlotte County Board of County Commissioners (BCC), the governing board of the County Transit Division. This year, the CTC Evaluation was conducted on February 7-9, 2022.

The CTC Evaluation document was developed utilizing sections of the CTC Evaluation Workbook and sample materials provided by the Florida Commission for the Transportation Disadvantaged (CTD). This year's review involved a bus inspection and ride-along, as well as examination of documentation provided by Transit Division staff. Additionally, surveys of riders and a vendor were conducted.

Wendy Scott stated that the CTC Evaluation bus ride had traveled to various locations including the congregate dining site in Harbor Heights, a dialysis facility and the Port Charlotte Town Center. She noted that the passengers in need of dialysis were particularly appreciative. She observed that although passenger satisfaction ratings were down slightly (perhaps tied to pandemic stress and shortfalls), overall passengers were still largely satisfied with the bus service that they were receiving.

Mike Mansfield *made a motion to approve the 2022 Charlotte County CTC Evaluation, and* ***Duane Siegfried*** *seconded the motion. The motion carried unanimously.*

8. Community Transportation Coordinator Quarterly Reports for October-December 2021 and January-March 2022

Rick Kolar presented two quarterly reports which described recent activities of the Community Transportation Coordinator. Given the timing of the holiday period and a very short turnaround time, the CTC Quarterly Report covering the October-December 2121 timeframe was not available for the January 6, 2022 LCB meeting. It was reviewed along with the January-March 2022 report.

Tony Conte inquired if Charlotte County Transit was using a mobile app. Rick Kolar stated that unfortunately, Transit was not currently using an Uber app, but rather a Route Match software app instead. Tony Conte described a GPS app used by the School Board to keep parents/guardians up to date on bus status and cut down on phone call inquiries. He recommended that Charlotte County Transit check with its GPS vendor regarding availability so that it could be tightly integrated with the app.

Rick Kolar described report numbers tied to the Air Show and the Waterfest. He commented that one of the coordinated partners, the Homeless Coalition, was currently reorganizing and not having any trips. He also described the unfortunate 15-20% of trips that were cancellations and no shows. The problem seemed focused on the subscription trips, and Transit was trying to address the issue.

Rick Kolar noted that Veterans Van trips to Bay Pines in St. Petersburg and the Cape Coral VA Clinic were increasing, and CARE numbers tended to fluctuate.

The number one purpose of trips was for employment. Rick Kolar stated that Transit could handle more of these trips if there were more drivers available during the busy commute times. Senior congregate meal sites are up and running. Rick Kolar requested that LCB Members spread the word to their clients regarding these opportunities to socialize while also receiving nutrition.

Rick Kolar attributed the number of unmet medical trips to the driver shortages. He gave the example of dialysis treatments that needed scheduling outside of Transit's normal operating hours. He noted that 17 complaints centered on one passenger's after-hours dialysis need. Mr. Kolar also described Transit's efforts to get a passenger on an availability basis to Beach Road in West County so that the rider could then transfer to a beach trolley.

Chair Doherty expressed the need for clarification on the exact boundaries of the Transit service area, especially in the South County area. Rick Kolar noted that due to the pandemic, service in the area of Burnt Store Road was primarily no further south than Notre Dame in the Burnt Store Road area with the exception of one nearby development and did not extend to the Burnt Store Marina neighborhood. Chair Doherty requested that information be provided so that all Commission staff could understand the boundaries.

9. Public Comments

There were no public comments.

10. Staff Comments

Wendy Scott gave the following remarks:

- Thanks to the LCB Members for your meeting participation and appreciation for LCB Member responses regarding packet distribution and confirmation of LCB alternates.

- Review of the TD Commission's Business Meetings on February 16 and March 22, 2022. There were two major topics of discussion at both meetings. The first one was the availability of legislative funding commencing July 1, 2022: $53.1 million to the Trip & Equipment Grant program, which includes $2 million in additional budget authority plus $4 million for the Innovative Services Development (ISD) Grant program. The second topic was the application of performance data to the Trip & Equipment (T&E) Grant funding formula for the coming state fiscal year. Basically, after receiving extended public comments, the CTD Commissioners were asked at the March meeting to vote on Option 1 (utilizing 12 months of performance data) vs. Option 2 (utilizing 8 months of performance data to lessen COVID's impact). Option 2 received support from/stood to benefit the Big Three Southeast Florida County CTCs (Miami-Dade/Broward/Palm Beach and was tied to the inability to charge for bus passes during the COVID period in those areas), while Option 1 benefitted most of the remaining CTCs in other parts of the state. Following discussion, the CTD Commissioners voted unanimously for Option 1 which benefitted a greater number of CTCs statewide. In Charlotte County's case, this will be of benefit (an approximately $4,000 difference). Other topics discussed included: (1) a recent pause in the Annual Operating Report (AOR) Redesign Initiative until a June Workshop, (2) an upcoming Vision Summit/TD Orientation and Dialogue Session to benefit new TD Commission and TD staff members as well as new stakeholders (3) a CTD subcommittee that was analyzing marketing and website efforts, (4) a Project "GROW" Initiative to assess the Commission's 40 year old strategies in light of recent developments such as the pandemic, work force challenges (including driver shortages) and business communications. The August/September CTD Conference theme will be Growth to meet service demands (especially growing senior ridership give Florida demographics). An informal poll of LCB Members revealed that many were familiar with at least one old acquaintance or family unit moving permanently to Florida from out-of-state in the past two years with many being retirees.

- MPO staff members were still attempting to fill one LCB vacancy, the one for a representative for disabled interests. There is no requirement that this representative use the system, but it is always helpful to have someone with knowledge of the local TD service. Please spread the word. MPO staff tried to recruit a visually impaired passenger while conducting the CTC Evaluation, but he has not responded to date.

- Congrats to Transit staff on their beautiful new facility. Betty-Ann Sherer and Wendy Scott had the opportunity to tour it during the CTC Evaluation. In light of the new Transit Conference Room, LCB Members were polled regarding the possibility of holding the November 3, 2022 LCB Meeting there (similar to a field trip, since there would be a fairly light meeting agenda). LCB Members expressed an interest in this tour.

11. Member Comments

Being a new resident of Charlotte County, Duane Siegfried inquired about the lack of fixed route bus service in Charlotte County. Chair Doherty, along with County and MPO staff, described some of the County's unique challenges including only one incorporated municipality (City of Punta Gorda), a dispersed population throughout much of the remaining portion of Charlotte County and residential spillover into Sarasota County in both the areas of Englewood and North Port. They noted that Sarasota County Area Transit (SCAT) had recently changed from some fixed route services to on-demand advanced reservation paratransit service in these areas.

Candice Monroy covered the following FDOT topics:

Agenda topic *Grants for Federal Fiscal Year (FFY) 22 / State Fiscal Year 2022/2023*

FTA Section 5310, 5311, and 5339 applications – Due date for applications was December 17, 2021. We received 20 applications. We are currently working on our Program of Projects (POP) for submittal to Central Office and will be drafting grant recommendations letters in May.

Agenda topic *Additional Grant funding Opportunities for (FFY) 21 / State Fiscal Year 2021/2022 and (FFY) 22 / State Fiscal Year 2022/2023*

- **FTA Section 5310 and 5311 CRRSAA (**Coronavirus Response and Relief Supplemental Appropriations Act) **and ARP (**American Rescue Plan) **funding** – Programmed in State Fiscal Year 2021/2022 and State Fiscal Year 2022/2023. Recommendation emails have been sent to all Agencies. Public Transportation Grant Agreements for FY 21/22 have been executed. Public Transportation Grant Agreements for FY 22/23 will be drafted in July.

Agenda topic *Training Opportunities*

Professional Development Workshop & Transit Safety and Operations Summit hosted by FPTA/FDOT/CUTR: This summit will be held June 6-8, 2022 at the Embassy Suites in Tampa. Registration is open until May 20, 2022 https://www.cutr.usf.edu/fpta/.

Agenda topic *Triennial Reviews*

Round 2 of the FDOT triennial reviews began in February 2021. We will begin with agencies that receive only FTA Section 5310 funding with the larger agencies to follow. There are currently 30 agencies to review.

The Consultants performing the Triennial Review on behalf of the FDOT are:

- Center Urban Transportation Research (CUTR) – for areas of Safety and Security and Maintenance
- Atkins – for all other review areas.

We have completed Round 2 Triennial Reviews for our 5310 only subrecipients. This summer we will begin Round 2 Triennial Reviews for our larger agencies.

(*End FDOT Report*)

Leigh Ann Bellamy stated that she appreciated the LCB Meeting discussion regarding Charlotte County's advanced reservation paratransit service as opposed to fixed route service.

LCB Chair Ken Doherty stated that it had been a good meeting, and he appreciated everyone's efforts.

12. Adjournment (Next Meeting – September 8, 2022)

LCB Chair Ken Doherty stated that the next LCB meeting is scheduled for September 8, 2022. The meeting was adjourned at 10:47 a.m.

SEPTEMBER 8, 2022
LCB MEETING

AGENDA ITEM # 4-B
LCB 2023 CALENDAR OF QUARTERLY MEETINGS

Purpose: To provide LCB members with a proposed schedule of LCB meeting dates for 2023

Agenda Item Presented by: MPO Staff

Discussion:

Below are the proposed 2023 LCB Meeting Dates. A minimum of four meetings must be held annually with at least one held in every calendar quarter.

All meetings will be held either virtually or at Training Room B of the East Port Environmental Campus, 25550 Harbor View Road, Port Charlotte, Florida 33980. The planning staffs from neighboring LCBs have been alerted to these dates to minimize scheduling conflicts for LCB members serving on multiple boards.

- Quarter I: January 5, 2023
- Quarter II: May 4, 2023
- Quarter III: September 7, 2023
- Quarter IV: November 9, 2023

Recommendation: Informational item (for placement on personal calendars)

Attachment: None

SEPTEMBER 8, 2022
LCB MEETING

AGENDA ITEM # 5
APPROVAL OF LOCAL COORDINATING BOARD (LCB) BYLAWS

Purpose: To provide the draft revised LCB Bylaws for annual review and consideration

Agenda Item Presented by: MPO staff

Discussion:

The Commission for the Transportation Disadvantaged (CTD) requires that the LCB Bylaws be reviewed annually. Staff recommends the following non-substantive revisions to the LCB Bylaws:

- Cover page and document headers: Date change
- Page 8: Amend signature page with date change

Recommendation: Motion to approve the draft 2022 LCB Bylaws

Attachment: Draft 2022 LCB Bylaws

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED

LOCAL COORDINATING BOARD (LCB)

BYLAWS

ADOPTED

SEPTEMBER 8, 2022

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)

BYLAWS

1. PURPOSE

The purpose of the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) is to confer with and advise the Community Transportation Coordinator (CTC) on the coordinated transportation in Charlotte County.

Other functions of the LCB shall include, but are not limited to the following:

(a) To find solutions to enhance the CTC operations to provide for a cost effective, rider convenient, viable and reliable method of transportation.

(b) To provide a focal point for transportation disadvantaged information that can be used and coordinated with other planning efforts.

(c) To provide a forum for development, discussion, and interchange of ideas to be utilized for the provision of transportation disadvantaged services.

(d) To make recommendations regarding any grievances pertaining to transportation disadvantaged services which are not resolved by the CTC, and to assist in resolving those grievances as required.

(e) To identify and develop responses to local service needs.

2. DEFINITIONS

CCTD — Charlotte County Transit Division of the Charlotte County Board of County Commissioners (BCC).

CPT-HSTP — Coordinated Public Transit-Human Services Transportation Plan – a plan developed using the core TDSP and enhanced with additional information as required for service delivery of Federal Section 5310 and Section 5311 programs.

CTC — Community Transportation Coordinator - The Charlotte County Board of County Commissioners (BCC) through the CCTD functions as the CTC for Charlotte County.

CTD — Commission for the Transportation Disadvantaged - The Agency created by Chapter 427 F.S., whose purpose under law is to accomplish the coordination of transportation services provided to the transportation disadvantaged.

LCB	Charlotte County Transportation Disadvantaged Local Coordinating Board - defined under Section 427.011(7), F.S., as "an advisory entity in each designated service area composed of representatives appointed by the Metropolitan Planning Organization (MPO) Board, or Official Planning Agency (OPA), to provide assistance to the Community Transportation Coordinator (CTC) relative to the coordination of transportation services."
MOA	Memorandum of Agreement - The state contract included in the Transportation Disadvantaged Service Plan (TDSP) for transportation disadvantaged service purchased by federal, state, or local government transportation disadvantaged funds.
MPO	The Charlotte County-Punta Gorda Metropolitan Planning Organization - The MPO functions as the OPA for Transportation Disadvantaged Services in Charlotte County.
OPA	Official Planning Agency - The body selected to plan for Transportation Disadvantaged Services in a given service area, including staffing the LCB.
TDSP	Transportation Disadvantaged Service Plan - A five-year implementation plan, with annual updates developed by the CTC and the MPO which contains the provisions of service delivery in the coordinated transportation system.

3. MEMBERSHIP

In accordance with Section 427.0157, F.S., all members of the LCB shall be appointed by the MPO Board. In making these appointments, the MPO Board shall attempt to appoint individuals who have positions of responsibility within their agency at a level high enough to allow them to adequately represent their agency during Board discussions and when votes are being taken.

A. Voting Members

In addition to the Chair, the following agencies or other groups shall be represented on the Board as voting members:

1. A local representative of the Florida Department of Transportation;

2. A local representative of the Florida Department of Children and Family Services;

3. 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;

4. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Florida Department of Education;

5. A person who is recognized by the Florida Department of Veterans Affairs as a representative of the veterans in the county;

6. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;

7. A person over sixty (60) years of age representing the elderly in the county;

8. A person with a disability representing individuals who are disabled in the county;

9. Two (2) citizen advocate representatives in the county; one who must use the transportation service(s) of the system as a primary means of transportation;

10. A local representative for children at risk;

11. A local representative of the Florida Department of Elder Affairs (through the Area Agency on Aging);

12. An experienced representative of the local private for profit transportation industry;

13. A local representative of the Florida Agency for Health Care Administration;

14. A local representative of the Agency for Persons with Disabilities;

15. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.; and

16. A representative of the local medical community which may include, but not be limited to kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based service.

Additional non-voting members may be appointed by the MPO Board. The public mass transit operator shall be appointed as a non-voting member to the Board. The representative of the local private sector shall refrain from voting on any agenda item pertaining to contracts with operators, grievances filed against operators or such items as may be construed as a conflict of interest. No employee of the CTC shall serve as a voting member of the LCB.

B. Alternates

Each voting agency member of the LCB may name alternates who may vote in the absence of that member on a one-vote-per-member basis.

4. OFFICERS

A. Chair

The MPO Board shall appoint an elected official from any governmental entity in the county, to serve as the official Chair to preside at all LCB meetings. The Chair shall serve until his/her elected term of office has expired or he/she is replaced by the MPO Board.

The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall be responsible for pertinent Committee correspondence and information releases. The Chair shall also serve as a liaison between the LCB and the CTC whenever the need arises. Authority not specifically designated in this document is reserved to the Chair.

B. Vice Chair

The Board may hold an organizational meeting each year during the first scheduled meeting of the calendar year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice Chair shall serve a term of one year starting with the first meeting after the election. The Vice Chair may serve more than one term.

The Vice Chair shall, during the absence of the Chair or his/her inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned him/her by the Chair.

If both the Chair and Vice Chair are absent from a meeting, the meeting may be chaired by a voting member selected by vote.

5. TERMS OF APPOINTMENT

Except for the Chair and agency representatives, the members of the LCB shall be appointed for three years. Individuals can be reappointed for more than one term.

6. ATTENDANCE

The MPO shall consider rescinding the appointment of any member of the Board who fails to attend three consecutive meetings. The LCB may notify the CTD if any State agency representative or their alternate fails to attend three consecutive meetings.

7. STAFF SUPPORT

The MPO shall provide the LCB with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427.0157, F.S., This responsibility includes providing sufficient:

(a) Staff to manage and oversee the operations of the LCB; and

(b) Staff to assist in the scheduling of meetings, preparation of meeting agenda packets, and other necessary administrative duties.

Staff will assist the Chair with the preparation, duplication, and distribution of all materials necessary for the LCB meetings.

8. MEETINGS

The LCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Section 427.0157, F.S., the LCB shall meet at least quarterly. All meetings, including committee and subcommittee meetings, will function under the "Government in the Sunshine Law". All meetings will provide opportunity for public comments on agenda items.

One public meeting will be held each year for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation disadvantaged services. The public meeting will be held at a place and time that is convenient and accessible to the general public. The public meeting may be incorporated with a regular business meeting of the LCB or a public meeting held jointly with the CTD will satisfy this annual requirement.

A two week notice shall be given for regular meetings. Agenda materials shall be made available and sent to the LCB no less than one week in advance of any regular meeting. Special meetings may be called by the Chair with a minimum of three (3) calendar days prior to any special or emergency meeting. Members may place items on the agenda by notification of staff.

Staff is responsible for maintaining an official set of Minutes for each LCB meeting. The Minutes shall include an attendance roster and reflect official actions taken by the LCB. Copies of all LCB Minutes shall be sent to the CTD and the Chair of the MPO Board. A quorum to conduct business shall be six (6) voting members.

9. STANDING GRIEVANCE COMMITTEE

(A) There is hereby created a Charlotte County Transportation Disadvantaged Grievance Committee pursuant to Chapter 427, F.S., and Rule 41-2 of the Florida Administrative Code (FAC) and as referenced in the Memorandum of Agreement (MOA) between the CTC and the CTD. The body formed will hereinafter be referred to as the Grievance Committee.

(B) The objective of the Grievance Committee shall be to develop rules and procedures to ensure quality control and to provide participating users, funding agencies and transportation providers with an impartial body to hear complaints and settle disputes concerning services rendered.

(C) Membership of the Grievance Committee shall be the same as the membership of the voting members of the LCB as explained in Section 3 item A of these Bylaws and shall be concurrent with membership of the LCB.

(D) The Vice Chair of the LCB will serve as Chair of the Grievance Committee. In the event the Vice Chair is the representative of the local private sector, then the Grievance Committee shall elect by majority vote a different Chair. In this case, the LCB Vice Chair will not Chair the Grievance Committee.

(E) A quorum shall be present for any official action. Meetings shall be held at such times as the Grievance Committee may determine or as requested by the LCB.

(F) The grievance process will be specified in the Grievance Procedures. These procedures will address complaints that may emanate from continued tardiness in pick up time window, driver behavior and deportment, passenger discomfort, irregularities in the system of delivery or decisions made to deny, reduce or terminate services will constitute grievances for users or funding agencies. This may also include complaints about charges or billing constituent grievances by a funding agency or transportation provider, and other complaints that may be heard at the discretion of the Grievance Committee.

10. DUTIES

According to Section 427.0157, F.S., the LCB has the following duties:

A. Review and approve the coordinated Community Transportation Disadvantaged Service Plan (TDSP), following Memorandum of Agreement (MOA) execution, so that the document may be submitted to the CTD within 120 days after the MOA is signed. The TDSP functions also as the Coordinated Public Transit-Human Services Transportation Plan.

B. Evaluate services provided in meeting the approved plan.

1. The LCB shall conduct an annual performance evaluation of the CTC. This evaluation shall be conducted using evaluation criteria developed by the CTD. The evaluation of the CTC shall be both in general and relative to specific criteria as it pertains to obtainable goals listed in the TDSP and recommendations contained in the CTD's quality assurance reviews.

2. The results of this evaluation shall be forwarded to the MPO for its consideration as it develops its recommendation concerning the redesignation of the CTC. The results of this evaluation and the MPO's recommendation shall be forwarded to the CTD.

C. In cooperation with the CTC in reviewing and providing recommendations to the CTD on funding applications affecting the transportation disadvantaged, the LCB shall:

1. Request federal, state, or local government agencies to provide for LCB review of all applications or purchase of service requests for client services which contain funds for transportation disadvantaged services. Such funds may include expenditures for operating, capital or administrative needs.

2. Present to the CTD any unresolved funding requests without delaying the application process.

D. Assist the CTC in establishing priorities with regard to the recipients of non-sponsored TD services that are purchased with TD Trust Fund moneys.

E. Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area.

F. Evaluate multi-county or regional opportunities.

G. Work cooperatively with Regional Workforce Boards as established, chapter 445, F.S., to provide for the development of innovative transportation services for participants.

11. PARLIAMENTARY PROCEDURES

The Board will conduct business using parliamentary procedures according to the latest version of Robert's Rules of Order.

12. AMENDMENTS

These Bylaws may be amended by the affirmative vote of a majority of a quorum at any regular meeting. Whenever possible, proposed amendments shall be submitted to the membership one week prior to the meeting at which it is to be considered.

These Bylaws and any and all amendments to the Bylaws will become effective upon affirmative vote of a majority of a quorum.

These Bylaws for the Charlotte County Transportation Disadvantaged Local Coordinating Board (LCB) were originally adopted on August 2, 1990 by the LCB and subsequently amended as follows:

November 16, 1993
June 28, 1996
January 14, 2000
July 17, 2003
September 10, 2009
November 7, 2011
November 15, 2012
November 14, 2013
September 11, 2014
September 10, 2015
September 8, 2016
September 7, 2017
September 6, 2018
September 5, 2019
September 10, 2020
September 9, 2021
September 8, 2022

PASSED AND DULY ADOPTED after motion, second and majority vote favoring same, this September 8, 2022.

CHARLOTTE COUNTY-PUNTA GORDA
METROPOLITAN PLANNING
ORGANIZATION

BY: _____
D'Juan L. Harris, Director

CHARLOTTE COUNTY
TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD

BY: _____
Kenneth Doherty, LCB Chair

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

By: Janette S. Knowlton
Janette S. Knowlton, County Attorney
LR22-501

SEPTEMBER 8, 2022
LCB MEETING

AGENDA ITEM # 6
ANNUAL OPERATING REPORT

Purpose: To review and approve the Annual Operating Report

Agenda Item Presented by: Charlotte County Staff

Discussion:

Pursuant to Florida Statutes, Chapter 427, and Rule 41-2 of the Florida Administrative Code, the Community Transportation Coordinator (CTC) provides the Florida Commission for the Transportation Disadvantaged (CTD) an Annual Operating Report (AOR) by September 15th of each year. This report identifies the coordinated services that were arranged or provided by the CTC during the past year. It contains an accounting of revenues and expenses, in addition to other transportation disadvantaged program information. The draft AOR is typically forwarded in advance to CTD staff for review and comment prior to final submission.

Recommendation: Motion to approve the FY 2021/2022 Annual Operating Report

Attachment: FY 2021/2022 Annual Operating Report

August 24, 2022

Transit staff has notified MPO staff that the Annual Operating Report will not be available for packet distribution due to software issues. It will be forwarded to LCB Members in a separate email, as soon as it is available.

SEPTEMBER 8, 2022
LCB MEETING

AGENDA ITEM # 7
QUARTERLY REPORT

Purpose: To provide a quarterly report of Transportation Disadvantaged (TD) transit activities

Agenda Item Presented by: Charlotte County Staff

Discussion:

The quarterly report for April-June 2022 will be presented to describe recent activities of the Community Transportation Coordinator. This is an informational item.

Recommendation: None

Attachment: Quarterly Report April-June 2022

CHARLOTTE COUNTY TRANSPORATION DISADVANTAGED AND PUBLIC TRANSPORTATION TRIP REPORT FISCAL YR 21/22

Month	Older Americans	Enhanced Mobility	Sr. Friends	TD Comm	Coord. Partners	Rural	Public Transit	FY21/22 Total Trips	FY20/21 Total Trips	FY 20/21 Variance
October	-	180	228	2,011	179	178	5,193	7,969	5,367	2,602
November	-	161	185	1,613	174	168	9,859	12,160	4,214	7,946
December	3	160	205	1,558	111	120	2,500	4,657	4,447	210
January	5	142	157	1,565	99	136	2,138	4,242	4,219	23
February	-	148	172	1,546	98	138	2,303	4,405	4,543	(138)
March	-	54	178	1,872	121	130	2,602	4,957	5,311	(354)
April	-	-	129	1,810	87	151	2,599	4,776	5,238	(462)
May	-	-	137	1,667	71	141	2,632	4,648	4,865	(217)
June	-	-	166	1,849	79	126	2,505	4,725	5,781	(1,056)
July									5,359	(5,359)
August									5,871	(5,871)
September									5,589	(5,589)
Total	8	845	1,557	15,491	1,019	1,288	32,331	52,539	60,804	(8,265)
										-
										-

Older Americans: Older Americans Act Human Services
Enhanced Mobility: Enhanced Mobility for Seniors and Individuals with Disabilities
Sr. Friends: Senior Friendship Centers
TD Comm: Transportation Disadvantaged Commission
Coordinated Partners: Non Profit Coordinated Trips
Rural: Rural Areas

CHARLOTTE COUNTY TRANSPORTATION DISADVANTAGED REVENUE REPORT FISCAL YR 21/22						
Month	Older Americans	Sr. Friends	TD Comm	Enhanced Mobility 5310	Rural 5311	Total Revenue
Oct-21	$ -	$ 3,322.67	$ 34,054.52			$ 37,377.19
Nov-21	$ -	$ 2,435.49	$ 31,035.56			$ 33,471.05
Dec-21	$ 12.24	$ 2,784.20	$ 30,565.20	$ 14,109.91	$ 59,879.25	$ 107,350.80
Jan-22	$ 20.40	$ 2,166.18	$ 24,501.59			$ 26,688.17
Feb-22	$ -	$ 2,277.43	$ 23,525.32			$ 25,802.75
Mar-22	$ -	$ 2,230.62	$ 28,955.30	$ 17,555.01	$ 52,504.76	$ 101,245.69
Apr-22	$ -	$ 1,714.22	$ 28,228.78			$ 29,943.00
May-22	$ -	$ 1,673.78	$ 25,621.51			$ 27,295.29
Jun-22	$ -	$ 1,927.24	$ 28,358.80	$ 17,761.74	$ 28,417.69	$ 76,465.47
Jul-22	$ -	$ -				$ -
Aug-22	$ -	$ -				$ -
Sep-22	$ -	$ -				$ -
Total	$ 32.64	$ 20,531.83	$ 254,846.58	$ 49,426.66	$ 140,801.70	$ 465,639.41

Older Americans: Older Americans Act Human Services
Sr. Friends: Senior Friendship Centers
TD Comm: Transportation Disadvantaged Commission
Enhanced Mobility: Enhanced Mobility for Seniors and Individuals with Disabilities
Rural: Rural Areas

CHARLOTTE COUNTY TRANSIT NON PROFIT COORDINATED PARTNERS TRIPS REPORT FISCAL YR 21/22				
Month	C.A.R.E.	Homeless Coalition	Vets	Total
Oct-21	49	74	56	179
Nov-21	53	43	78	174
Dec-21	31	28	52	111
Jan-22	43	8	48	99
Feb-22	23	22	53	98
Mar-22	27	24	70	121
Apr-22	12	14	61	87
May-22	6	13	52	71
Jun-22	13	-	66	79
Jul-22				-
Aug-22				-
Sep-22				-
Total	257	226	536	1,019

CHARLOTTE COUNTY TRANSIT QUARTERLY PURPOSE REPORT FISCAL YR 21/22

1st Quarter

One-Way Trips By Trip Purpose	FY22 Q1	Total One-Way Trips FY22	Percent FY22
Medical	2,808	2,808	19%
Nutritional (Meal site + Grocery only)	2,381	2,381	16%
Education/Training/Daycare	2,807	2,807	19%
Employment	4,210	4,210	29%
Life-Sustaining/Other	2,324	2,324	16%
Trip Purpose Totals	14,530	14,530	100%

Nutritional: Anyone transported for reasons of receiving a meal, nutritional benefits or grocery shopping.
Nutritional: Grocery is Publix, Winn-Dixie, Aldi
Life-Sustaining/Other: Anyone transported for the purpose of conducting personal business (e.g. banks, social service offices, visiting spouse/parent in nursing home); shopping (excluding grocery shopping) social, or recreational reasons.

CHARLOTTE COUNTY TRANSIT QUARTERLY PURPOSE REPORT FISCAL YR 21/22

2nd Quarter

One-Way Trips By Trip Purpose	FY22 Q2	Total One-Way Trips FY22	Percent FY22
Medical	2,747	5,555	20%
Nutritional (Meal site + Grocery only)	2,135	4,516	16%
Education/Training/Daycare	2,574	5,381	19%
Employment	3,984	8,194	29%
Life-Sustaining/Other	2,163	4,487	16%
Trip Purpose Totals	13,603	28,133	100%

Nutritional: Anyone transported for reasons of receiving a meal, nutritional benefits or grocery shopping.
Nutritional: Grocery is Publix, Winn-Dixie, Aldi
Life-Sustaining/Other: Anyone transported for the purpose of conducting personal business (e.g. banks, social service offices, visiting spouse/parent in nursing home); shopping (excluding grocery shopping) social, or recreational reasons.

CHARLOTTE COUNTY TRANSIT QUARTERLY PURPOSE REPORT FISCAL YR 21/22

3rd Quarter

One-Way Trips By Trip Purpose	FY22 Q3	Total One-Way Trips FY22	Percent FY22
Medical	3,344	8,899	21%
Nutritional (Meal site + Grocery only)	2,001	6,517	15%
Education/Training/Daycare	2,581	7,962	19%
Employment	4,022	12,216	29%
Life-Sustaining/Other	2,230	6,717	16%
Trip Purpose Totals	14,178	42,311	100%

Nutritional: Anyone transported for reasons of receiving a meal, nutritional benefits or grocery shopping.
Nutritional: Grocery is Publix, Winn-Dixie, Aldi
Life-Sustaining/Other: Anyone transported for the purpose of conducting personal business (e.g. banks, social service offices, visiting spouse/parent in nursing home); shopping (excluding grocery shopping) social, or recreational reasons.

CHARLOTTE COUNTY TRANSIT UNMET TRIPS REPORT FISCAL YR 21/22

Unmet Trips October-December 2021	Medical	Nutritional	Education - Training	Employment	Other - Life Sustaining	Total
October	13	2	7	30	16	68
November	14	4	2	22	18	60
December	8	1	0	26	21	56
Quarterly Totals	35	7	9	78	55	184

Unmet Trips January-March 2022	Medical	Nutritional	Education - Training	Employment	Other - Life Sustaining	Total
January	9	0	0	18	13	40
February	11	0	0	29	13	53
March	10	2	1	17	20	50
Quarterly Totals	30	2	1	64	46	143

Unmet Trips April-June 2022	Medical	Nutritional	Education - Training	Employment	Other - Life Sustaining	Total
April	30	0	0	17	25	72
May	16	2	1	11	17	47
June	10	0	0	1	4	15
Quarterly Totals	56	2	1	29	46	134

Unmet Trips July-September 2022	Medical	Nutritional	Education - Training	Employment	Other - Life Sustaining	Total
July						
August						
September						
Quarterly Totals	0	0	0	0	0	0

CHARLOTTE COUNTY TRANSIT COMPLAINT REPORT FISCAL YR 21/22		
3rd Quarter as of 6/30/2022		
Type of Issue	Previous Quarter	This Quarter
Wrong Time/Date of Service		1
Rude Employee or Operator		
No Timeslot available	5	3
Wants Different Grocery Store		
Late Ride or Early	3	1
Missed Ride		2
Safety Complaint	2	2
Vehicle Unsatisfactory		
Vehicle Operation		
Ride with Other People		
Inappropriate Passenger Activity		
No Client Assist		
Policy Complaint		10
Phone- Long que (wait) time		
Co-pay		
Total Issues	10	19