

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

Minutes of a regular meeting held on November 10, 2016 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)*
Debra Stephens, *FDOT, District One Modal Development Office*
Mike Mansfield, *Economically Disadvantaged Representative*
Cindy Montgomery, *Regional Workforce Development*
Albert Bsales, *Division of Blind Services*
Shelby Yelvington, *Area Agency on Aging-Florida Department of Elderly Affairs*
David Wilson, *Disabled Representative*
Cherrelle Rogers/Maria A. Perez, *Department of Children & Families*
Joseph Sabatino, *Citizen Advocate*
Joseph Martinez, *Agency for Health Care Administration (AHCA)*

ABSENT MEMBERS

Linda Holden, *Citizen Advocate-User*
Dave Rockow, *Veterans Affairs*
Angela Hemstreet, *Children-at-Risk Representative*
Naomi Manning, *Elderly Representative-excused*
M. Suzanne Roberts, *Virginia B. Andes Volunteer Community Clinic (Medical Community Representative-excused)*
Jill Mead, *Public Education-School Transportation-excused*

STAFF

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

OTHERS IN ATTENDANCE

Rick Kolar, *Fleet and Transit Division Manager (CTC)*
Pamela Kirchner, *Fiscal Services Manager*
Jerry Livingston, *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: September 8, 2016 Meeting

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

5. Approval of LCB Grievance Procedures

Wendy Scott stated that the Commission for the Transportation Disadvantaged (CTD) requires that the LCB annually update and approve the LCB Grievance Procedures. She noted that changes to the current procedures were minor. A designee of the Human Services Department (currently Dr. Faezeh Andrews of the Charlotte 211 information program) has agreed to be the mediator if a complaint cannot be resolved by the service provider. Dr. Andrews had recommended the inclusion of the date and time of the grievance incident as part of the written grievance complaint. Alan Skavroneck suggested that LCB members be notified if the grievance reaches the mediator level. Debi Stephens also suggested that if an accident or interpersonal incident plays a role in the complaint in a Section 5310 funded vehicle, FDOT should be notified.

Alan Skavroneck made a motion to approve the draft 2016 Charlotte County Local Coordinating Board (LCB) Grievance Procedures. Chair Ken Doherty seconded the motion, and the motion carried unanimously.

6. Quarterly Report

Rick Kolar stated that during the July-September 2016 reporting period, ridership had increased. He noted that rides provided by the coordinated partner, Operation Cooper Street, were up significantly, due to an increase in back to school and after school related activities. He also mentioned that additional drivers have been hired during the reporting period. Since October 1, 2016, unmet trips are down significantly from the prior reporting period due to the increase in available drivers.

Mr. Kolar discussed the November 4, 2016 Quality Assurance Performance Review (QAPE) conducted by two auditors from the accounting firm of *Thomas Howell Ferguson PA* and Sheri Powers of the CTD. He noted that this review will result in some changes related to how new TD riders are registered and how current TD riders will be recertified. These changes, to be implemented in 2017, will require that TD riders provide documentation such as proof of (1) medical disability, (2) age or (3) income level. Discussion followed regarding transit security issues including protection of client Social Security, personal income tax data and other sensitive information. Bob Herrington suggested that Social Security numbers be redacted upon approval of the rider application, including having employees signing initials on the documentation.

Albert Bsales inquired if agency-derived notes in lieu of medical provider documentation will be acceptable in supporting TD client disability claims. Rick Kolar stated that agency- derived disability documentation will be acceptable. He indicated that a new draft TD client documentation form will be distributed for LCB members to review at the May 11, 2017 LCB meeting.

7. Citizen Input

There was no citizen input.

8. Staff Comments

Wendy Scott noted that the agenda packet contained a copy of the September 9, 2016 letter sent from LCB Chair Ken Doherty to FDOT Secretary Billy Hattaway regarding Mr. Richard Shine upon his FDOT retirement. The letter detailed the many instances of professional conduct, efforts and accomplishments of Mr. Shine on behalf of Charlotte County citizens over three decades of service.

Wendy Scott thanked Maria Perez for her years of service to the LCB, and wished her a well-deserved and rewarding retirement.

Ms. Scott mentioned she will be attending the annual CTD Training Workshop and CTD Business Meeting in Jacksonville scheduled for December 12-15, 2016. The Workshop will be held jointly with the Florida Public Transportation Association (FPTA) annual conference, and some Transit Division staff will also attend the conference.

Ms. Scott stated that the next LCB meeting is scheduled for January 12, 2017. She mentioned that per County Transit Staff, the Quarterly Report Agenda item will not include an attachment of the October-December quarterly data at packet distribution time, since the timing of the holidays and the mailing of the packet in early January 2017 prevents their inclusion. She noted that this data will be e-mailed to members immediately upon receipt of the report from the Transit Division, posted to the MPO website and handed out at the January 12, 2016 meeting.

Ms. Scott also noted she attended the entrance and exit interviews performed at transit offices on November 4, 2016 for the Quality Assurance Performance Evaluation (QAPE). She noted that QAPE findings and recommendations would be forthcoming and used during the CTC Evaluation.

Wendy Scott also informed members that beginning in April 2017, Sarasota County Area Transit (SCAT) will provide cross county circulator route service in the area of Englewood Beach and Englewood Hospital. She noted that this service improvement was discussed at the joint Charlotte and Sarasota County BCC meeting held on October 19, 2016.

Gene Klara described a series of transit-related mobility observations and trends drawn from his transit research efforts. He stated that only approximately 2 % of all trips taken by people over 65 are made using any form of transit.

Over the next 14 years, demand for TD trips nationwide will rise from approximately 65 million trips to over 95 million trips, a 33 % increase. He also noted that the concept of ride sharing currently being tested in many independent living centers and retirement communities is gaining interest and traction.

Bob Herrington stated that the now under construction Babcock Ranch Community Development project in Charlotte and Lee Counties will have ride and car sharing programs for residents of this planned community, as well as the possibility of autonomous vehicles including transit.

Members inquired if they could obtain copies of Mr. Klara's mobility points remarks. He stated that he would send his document to all LCB members by e-mail.

9. Member Comments

David Wilson noted that when contacting transit dispatch operators to arrange trips some operators still aren't providing their names. Mr. Kolar agreed to followup on this matter. He also described his recent fall in the driveway while preparing to board a transit vehicle. He noted that the driver made no effort to check on him to see if he was injured. Rick Kolar stated that he would investigate this issue and review procedures with the driver.

Maria Perez, who will be retiring soon, thanked members and staff for her many positive experience while an LCB member, noting that she had learned much from her participation on the LCB Board. She introduced her replacement, Ms. Cherrelle Rogers.

Debi Stevens mentioned that the TD Grant Workshops held on October 26-27, 2016 for the 5310, 5311 and 5339 Grant programs were well attended and stated that the grant applications are due by January 13, 2017.

Joseph Sabatino stated that the second St. Vincent de Paul sponsored program, entitled "Bridges out of Poverty" has begun and noted that a companion program on money management has been included.

Chair Ken Doherty inquired of MPO Director Bob Herrington on the appointment of the new District One Secretary, Mr. L.K. Nandam. Mr. Herrington related that he knows and has worked with Mr. Nandam, who has served as the former Director of Transportation Operations for District One. Mr. Herrington noted that Mr. Nandam has extensive knowledge of the District One Projects and Long Range Transportation Plans and is considered a very professional executive.

Chair Doherty wished all in attendance a Happy Thanksgiving, Holiday Season and New Year and looked forward to working with the LCB in 2017.

10. Adjournment

Chair Doherty stated that the next LCB Meeting is scheduled for January 12, 2017 and adjourned the meeting at 10: 47 p.m.