

CHARLOTTE COUNTY-PUNTA GORDA M.P.O.

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

Minutes of a meeting held on September 8, 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*
M. Suzanne Roberts, *Medical Community Representative*
Naomi Manning, *Elderly Representative*
Mike Mansfield, *Economically Disadvantaged Representative*
Joseph Martinez, *Agency for Health Care Administration (AHCA)*
Albert BSales, *Division of Blind Services*
Rebecca MacKenzie, *Area Agency on Aging-Florida Department of Elderly Affairs*
David Wilson, *Disabled Representative*
Maria A. Perez, *Department of Children & Families*

ABSENT MEMBERS

Dave Rockow, *Veterans Affairs-excused*
Linda Holden, *Citizen Advocate/User-excused*
Joseph Sabatino, *Citizen Advocate-excused*
Cindy Montgomery, *Regional Workforce Development*
Jill Mead, *Public Education-School Transportation-excused*
Angela Hemstreet, *Children-at-Risk Representative-excused*

STAFF

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

OTHERS IN ATTENDANCE

Karen Somerset, *Florida Commission for the Transportation Disadvantaged*
Sheri Powers, *Florida Commission for the Transportation Disadvantaged*
John Irvine, *Florida Commission for the Transportation Disadvantaged*
Richard Shine, *FDOT District One*
Pam Barr, *FDOT District One*
Rick Kolar, *Fleet and Transit Division Manager (CTC)*
Michelle Edwards, *Transit Division*
Pamela Kirchner, *Fiscal Services Manager*
Jerry Livingston, *Fiscal Services*
Kimmie Correll, *Project Starfish Program*

1. Call to Order & Roll Call

Chair Ken Doherty called the meeting to order at 10:00 a.m. and acknowledged that Ms. Karen Somerset and Ms. Sheri Powers from the Florida Commission for the Transportation Disadvantaged were in attendance and welcomed them. He asked that each attendee state his/her name and whom they represented.

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: May 12, 2016 Meeting**
- B. LCB 2017 Calendar of Quarterly Meetings**

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

5. Approval of Local Coordinating Board (LCB) Bylaws

Wendy Scott stated that the Commission for the Transportation Disadvantaged (CTD) requires an annual review of the LCB Bylaws. She indicated that the only staff-recommended revision centered on language requiring that an LCB letter be written to the MPO Board when an LCB member fails to attend three consecutive meetings.

Sheri Powers noted that the reference to the current LCB public “hearing” held annually in January should be revised in the LCB Bylaws to reflect the holding of a public “meeting” as the term public hearing has recording and reporting requirements.

Alan Skavroneck made a motion to approve revisions to the 2016 Local Coordinating Board (LCB) Bylaws. Chair Doherty seconded the motion, and the motion carried unanimously.

6. Approval of the FY 2016/2017-FY 2020/2021 Transportation Disadvantaged Service Plan/Coordinated Public Transit-Human Services Transportation Plan (TDSP/CPT-HSTP)

Chair Doherty stated that the Plan was very well prepared and reflected a significant amount of detail on the Charlotte County Transportation Disadvantaged program. Wendy Scott noted that on April 8, 2016 the Florida Commission for the Transportation Disadvantaged designated the Charlotte County Board of County Commissioners as the Community Transportation Coordinator (CTC) for a five year period beginning on October 1, 2016.

She stated that the Plan also meets a federal requirement for applying for the Federal Transit Administration (FTA) Section 5310 grant funds to improve mobility for seniors and persons with disabilities.

Alan Skavroneck suggested that dates within the document be revised to reflect that the CTC designation began on July 1, 2016 (TDSP, page 8). Another correction on page 9 was recommended to address the 2016 driver contract renewal.

Sheri Powers suggested that the name of the grant on page 51 be corrected to the Trip and Equipment Grant.

David Wilson made a motion to approve the FY 2016-2017/FY 2020-2021 Transportation Disadvantaged Service Plan (TDSP)/Coordinated Public Transit – Human Services Transportation Plan (TDSP/CPT-HSTP) allowing staff to make changes to the document as recommended by the LCB. Chair Doherty seconded the motion. In a roll call vote it was unanimous to approve the Plan.

7. Annual Operating Report

Rick Kolar began his review of the 2015/2016 Annual Operating Report (AOR) by stating that over 10,000 additional trips were provided compared to the last AOR. He noted that this increase in trips was accomplished with no additional buses being placed in service and with no increases in expenses measured. Mr. Kolar stated that driver salaries from Sarasota and Lee County were used to determine a fair rate of hourly compensation of \$13.29 during recent contract negotiations. He also noted that the vehicles in Transit's fleet require drivers to obtain a lower rated Commercial Drivers License (CDL), and this has improved the pool of prospective drivers. He stated that the Transit Division has enough vehicles and soon will have enough drivers to meet most needs, resulting in a drop in trip denials. Mr. Kolar noted that recently installed software has improved driver manifest schedules and provides for phone messages for riders to reconfirm or cancel scheduled next day trips.

Alan Skavroneck noted that performance measures related to cost per trip for paratransit passengers and costs per driver hour show marked increases from 2014 levels. He raised future additional concerns that these amounts could increase significantly as driver salaries rise with a resultant large increase in overall spending forecast. Mr. Skavroneck also inquired of the effect coordinated providers such as the Veterans Van, Cultural Center, and the Homeless Coalition have on the indicated performance measures.

Sherri Powers stated that she will review the FY 2015/2016 figure in more detail and noted that some additional changes from this review could be warranted. In that case, any changes to this AOR will be reported at the next LCB meeting on November 10, 2016.

David Wilson made a motion to approve the 2015/2016 Annual Operating Report. Mike Mansfield seconded the motion, which carried unanimously.

8. Quarterly Report

Rick Kolar began his report for the April through June 2016 timeframe, noting that there was a significant increase in unmet need in May and June of this year. He stated that the increase was related to the difficulty in attracting bus drivers to work for the Transit Division. He noted that with salaries for drivers have now increased and with some additional buses now in service, the number of unmet trips is beginning to decrease. Mr. Kolar also mentioned that complaints were higher in the quarter as issues related to clients being unable to schedule rides led to this increase. Mr. Kolar noted that new transit tracking software monitors client/dispatch interaction with letter grades (A through F) given to dispatch calls received based on key wording, voice modulation and overall deportment. Mr. Kolar also noted that trip totals for the quarter are increasing and will continue to do so as seasonal residents and visitors return to the area.

David Wilson suggested that dispatchers could state their names at the start of each scheduling call. This could give the customer a “name” with which to deal. Bob Herrington stated that this could personalize the call.

9. Citizen Input

Kimmie Correll of Project Starfish was appreciative of the Transit Division’s efforts to improve service to riders in the South Punta Gorda Heights area. She emphasized that the South County needs North Fort Myers connections.

10. Staff Comments

Wendy Scott stated that the 24th Annual Florida Commission for the Transportation Disadvantaged Workshop/Commission Business Meeting will be on December 11-15, 2016 in Jacksonville, Florida. It will occur in conjunction with the Florida Public Transportation Association’s Annual Conference.

Wendy Scott welcomed John Irvine of the CTD to the LCB meeting. She also stated that Maria Perez who represents the Florida Department of Children and Families on the LCB will be retiring, and her replacement will be introduced to members at the November 10, 2016 meeting. Ms. Scott also noted that Joseph Martinez was recognized in a recent letter written by the Sarasota LCB for his many years of service to that Board.

Gene Klara discussed a recent example of MPO staff coordination with an LCB member. An e-mail sent by the federal Transit Research Bureau (TRB) noted that applications were being solicited for the “John and Jane Public Competition 2016.” The competition is aimed at identifying ways to communicate to the public how transportation relates to public health. The e-mail was provided to Jennifer Sexton, the PIO and Community Health Improvement Partnership (CHIP) Coordinator at the Department of Health in Charlotte County. Ms. Sexton prepared an entry for the contest describing how CHIP’s Access to Health Care Subcommittee participated with Charlotte County Transit staff in conducting “Try Transit Day” in April of 2016. This event provided tours of health care facilities, including the Virginia B. Andes Volunteer Community Clinic.

Winning contest entries will be announced in October 2016, with a podium and poster session of those winning entries included at the TRB's 95th Annual Meeting to be held in January 2017 in Washington D.C.

Gene Klara thanked Transit Division staff for helping with the recruitment of a new LCB Citizen Advocate User Representative, Linda Holden. He also welcomed Mike Mansfield, the new LCB Economically Disadvantaged Representative. He noted that Mr. Mansfield was a member of the MPO's Consensus Building Team formed to provide public input into the now adopted 2040 Long Range Transportation Plan (LRTP). He also stated that Mr. Mansfield is a member of the Leadership Charlotte Hall of Fame and is the CEO of the Charlotte County Habitat for Humanity program.

11. Member Comments

Naomi Manning shared with members her insights on elderly needs and interests and the contributions and efforts they make in our community.

David Wilson reiterated his request for dispatchers to provide callers with their first names. He also suggested that transit drivers make efforts to ease passenger pick-up and delivery in areas where recent heavy rainfall makes access to the vehicles difficult when standing water is present. Mr. Kolar stated that the vehicle is only prohibited from such a request when conditions such as vehicle endangerment or damage to driveways or mailboxes could occur.

Joseph Martinez recognized the accomplishments, professionalism and dedication shown by FDOT's Richard Shine, especially to the transportation disadvantaged citizens in the region. He noted that Mr. Shine will be retiring at the end of September 2016 and stated how much he will be missed, given the qualities of integrity, honesty and loyalty displayed daily by Mr. Shine during his FDOT career. Mr. Martinez suggested that a letter of appreciation be sent to FDOT District One officials regarding Mr. Shine's years of service.

Debi Stephens stated that she was happy to be serving again as Charlotte County's FDOT Modal Development Liaison. She welcomed Pam Barr to their FDOT Office and thanked Mr. Shine for the knowledge and mentoring that he has provided to her.

Richard Shine thanked Mr. Martinez for his kind words and all present at the meeting for their work and dedication on behalf of the transportation disadvantaged.

Pam Barr stated that she had acquired her love of transit while working in Charlotte County. She thanked Mr. Shine for his kindness to her in her new position with FDOT.

Rebecca MacKenzie Florida Department of Elder Affairs (Area Agency on Aging) Representative, noted that her previous experience in rehabilitation therapy provides her with special insight on the needs that the elderly experience with transportation, particularly with regular trips for chemotherapy and other treatments.

Suzanne Roberts stated that plans are underway for the expansion of the “Try Transit Day” to a “Try Transit Week” with activities, events and presentations now in the planning stage.

Mike Mansfield thanked the MPO staff for their efforts in recruiting him as a member of the LCB representing the Economically Disadvantaged. He stated that the LCB Orientation that he received prior to the meeting was very informative.

Sheri Powers mentioned the upcoming TD Annual Workshop and the continued availability of Mobility Enhancement Grants for innovative approaches to solving unmet trip needs. She also noted that the Charlotte County Transit Division would be undergoing a Quality Assurance Performance Evaluation (QAPE) in November 2016. It will be conducted by CTD staff together with the firm of Thomas Howell Ferguson.

Karen Somerset commended the LCB members for their work and encouraged Richard Shine to enjoy his retirement.

12. Adjournment

Chair Ken Doherty stated that the next meeting of the LCB is scheduled for November 10 2016 and adjourned the meeting at 11:17 a.m.