

MEETING MINUTES

**LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED of the
COLLIER METROPOLITAN PLANNING ORGANIZATION
REGULAR MEETING
Collier County Government Center
Building “F”, Information Technology Training Room
3299 Tamiami Trail East, Naples, FL 34112
May 3, 2023
1:30 p.m.**

1. CALL TO ORDER

A. Roll Call

Chair Pernas called the regular meeting to order at approximately 1:30 p.m.

Ms. Siegler called the roll and confirmed a quorum was present.

Members Present

Tony Pernas, MPO Board member, Everglades City, LCB Chair
Dale Hanson (for Missiel Da Silva), Florida Dept. of Transportation
Rick Hart, Disabled, LCB Vice-Chair
Carmen Henry, Southwest Florida Regional Workforce Development Board
Dylan Vogel, Citizens Advocate/User
Gabrielle Galanti, Local Medical Community
Michael Stahler, Florida Agency for Health Care Administration
Sarah Gualco, Area Agency on Aging SWFL-FL Dept. of Elder Affairs

Members Absent

Anne Chernin, Elderly
Brett Nelson, Children at Risk
Cheryl Burnham, Florida Association for Community Action
Eileen Streight, Citizens Advocate/Non-User
Oscar Gomez, Veterans Services
Robert Richards, Florida Dept. of Education, Div. of Voc. Rehab.
Tabitha Larrauri, Florida Department of Children and Family Services
Leah Watson, Agency for Persons with Disabilities

MPO Staff

Anne McLaughlin, Executive Director
Sean Kingston, Principal Planner
Dusty Siegler, Senior Planner

Others Present

Elena Ortiz-Rosado, Marketing Manager, Collier Area Transit
Mark Moujabber, General Manager, Collier Area Transit
Omar DeLeon, Public Transit Manager, Collier Area Transit
Mari Maldonado, Paratransit Manager, Collier Area Transit

B. Pledge of Allegiance

Chair Pernas led the group in the Pledge of Allegiance.

2. OPEN TO THE PUBLIC FOR COMMENTS ON ITEMS NOT ON THE AGENDA

None.

3. APPROVAL OF AGENDA

Ms. Galanti moved to approve the agenda. Mr. Hart seconded. Passed unanimously.

4. APPROVAL OF MEETING MINUTES

Ms. Siegler noted that there was a scrivener's error on both the March 1, 2023 Public Workshop Meeting Minutes and the March 1, 2023 Regular Meeting Minutes. Sarah Gualco was listed as a representative of Career Source, and she is not. She is a representative of Area Agency on Aging SWFL-FL Dept. of Elder Affairs. The corrected Minutes will be the minutes of record.

A. Approval of March 1, 2023 Public Workshop Meeting Minutes

Ms. Gualco moved to approve the corrected Public Workshop Meeting Minutes for March 1, 2023. Mr. Vogel seconded. Passed unanimously.

B. Approval of March 1, 2023 Regular Meeting Minutes

Mr. Hart moved to approve the corrected Regular Meeting Minutes for March 1, 2023. Ms. Galanti seconded. Passed unanimously.

5. BOARD ACTION

A. Review, Approve and Endorse LCB Bylaws

Ms. Siegler read the executive summary; seeking to review and approve the revisions to the bylaws. LCB is required to review and approve its bylaws annually per the Transportation Disadvantaged Planning Grant. Staff has reviewed the current bylaws and no substantive changes are being proposed at this time. The revisions include an update to the current LCB Chair and the MPO Board Chair and the date of adoption. Staff recommendation is for the Board to review and endorse the updated LCB bylaws.

Mr. Stahler moved to approve and endorse the LCB Bylaws. Mr. Hart seconded. Passed unanimously.

B. Appoint LCB Member to Serve on Grievance Committee

Ms. Siegler explained that, due to a change in membership, there was a vacancy on the Grievance Committee and read the Executive Summary: The Grievance Procedures of the LCB provide that the Grievance Committee shall be composed of a minimum of three members of the LCB and shall be appointed

by a majority vote by the LCB. The role of the Grievance Committee in the grievance procedure is hearing, advising, and making recommendations on issues affecting the service delivery and administration of the Transportation Disadvantaged program. No Grievance Committee meetings have been requested to date. There is currently one vacancy on the Grievance Committee. LCB Chair, Tony Pernas, and Leah Watson are currently members. Ms. Siegler mentioned that more information about the committee could be found in the agenda packet.

Ms. Henry volunteered to serve on the Grievance Committee.

Mr. Hart moved to approve Ms. Henry's appointment to the Grievance Committee. Mr. Stahler seconded. Passed unanimously.

C. Review and Approve Memorandum of Agreement (MOA) for the Community Transportation Coordinator (CTC) Designation

Ms. McLaughlin requested LCB to review and approve the Memorandum of Agreement (MOA) between the Florida Commission for the Transportation Disadvantaged (CTD) and the Collier County Board of County Commissioners (BCC). She mentioned that Collier MPO has been coordinating with Collier County staff on this item and reminded members that LCB voted to approve the CTC redesignation in December 2022. The MPO Board and BCC both agreed with the proposal, and Ms. McLaughlin presented and submitted a Resolution executed by the MPO Board and a Resolution executed by the BCC in favor of the redesignation, along with the LCB Minutes, to the CTD at its March 15, 2023 business meeting, and the CTC redesignation was approved. CTD staff then provided the proposed MOA to Collier County staff. It is brought before the LCB for review and approval with the authorizing Resolution and it will be brought to the BCC following LCB's approval.

Ms. Galanti moved to approve the MOA for the CTC Designation. Mr. Stahler seconded. Passed unanimously.

D. Approve the 2023 Transportation Disadvantaged Service Plan (TDSP) Annual Update

Ms. McLaughlin read the executive summary: Every year, Collier County is required to submit an annual update to the TDSP to the CTD. The TDSP is a multi-year document that looks at development, service and quality assurance components related to the delivery of the Transportation Disadvantaged Program. The 2023 annual update to the TDSP was prepared by MPO Staff and is shown in Attachment 1, Item 5D, in the agenda packet. The document must be submitted to the CTD prior to July 1st. The document was advertised for a 14-day public comment period, which expires on May 3rd. No comments were received by the MPO during the public comment period. The 2023 annual update to the TDSP will subsequently be ratified by the MPO Board on June 9th.

Ms. McLaughlin requested that LCB review, comment, and approve the 2023 Transportation Disadvantaged Service Plan (TDSP) Annual Update, inclusive of the updated rate model, and authorize the LCB Chair to sign the annual update TDSP Certification page.

There were no changes to the service plan, and there was no CTC evaluation this year because of the CTC redesignation process. Major changes were changing dates, updating trips, and implementation schedule charts. The rate model was updated for FY 2023/2024. There were not many extensive updates, except for population.

Chair Pernas commented that the update looks good.

Mr. Hart moved to approve the TDSP annual update. Ms. Gualco seconded. Passed unanimously.

E. Endorse the TD Planning Grant Application & Resolution

Ms. McLaughlin read the Executive Summary: Request to endorse the draft Transportation Disadvantaged (TD) Planning Grant Application and draft MPO Resolution. MPO Staff does not yet have an estimate for the grant award amount for the upcoming fiscal year. The drafts contain last year's grant award amount; the dollar amount will change before the documents are finalized.

Ms. Galanti moved to approve the TD Planning Grant Application and Resolution. Mr. Stahler seconded. Passed unanimously.

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report

Mr. DeLeon provided a presentation: There has been an increased level in requests for trips and service. The paratransit program has shown an increased need in terms of service. Schedules are based on a program that monitors service, which is constantly optimized. We are adjusting to get more realistic numbers to get more reliable service. In the following months, we will analyze impacts. We encourage people to travel on weekends. Overall ridership and trends are shown in the agenda packet – there's been an increase in October. We are monitoring metrics to see that they are in line with efficiency and service for ridership. We want to make sure passengers get to their destination on time. Cancellation rates have been stagnant-about 350 per month. We request riders to cancel in advance for efficiency. We track our no-shows, which impacts our service. Under the rules, no-shows can lead to suspension. It's not done repetitively, but more for awareness. Customer complaints are investigated and followed up on. Another performance metric is to monitor passengers for medical trips to see who's dropped off to make sure it's on time. After the last meeting, we had discussions with STARability Foundation. Recently, we had a request to come out again and show another group similar things about boarding buses, et cetera. We've partnered with public schools to show them what's available in transit, the mobile application, how to sign up, et cetera. It's highly focused on the mobile application.

Chair Pernas: Do you make yourself available for education? **Mr. De Leon:** Yes (*elaborates*).

B. MPO Quarterly Progress Report

Ms. Siegler discussed the MPO's Quarterly Progress Report and the work performed by the MPO related to the Transportation Disadvantaged program, mentioning all necessary materials and compliance activity. Additionally, MPO staff attended a CTD business meeting virtually on March 15, 2023, as well as prepared orientation materials for a new LCB member on March 20th.

C. FDOT Report

Ms. Hanson said she plans to be at the next coordination meeting to pass the baton to Ms. Da Silva. The transit safety summit is June 5th through June 7th, and the deadline to register is May 19th. They have a lot of good training sessions. DOT goes to this meeting to go over the grants available specifically for seniors and individuals with disabilities. These are important because they assist with funding for the CTC and services with the CTC. They provide operating financial assistance to pay for trips and purchase buses.

For example, Easter Seals of Naples will be administered by CAT to perform some trips which have some FDOT funded buses. They report those trips to the CTC for documentation. In the fall, we will report on the awards. CAT did fabulous on a review. They had six findings that were minimal and which were closed out.

Ms. Henry asked, if the service provider grant allows vehicle purchase, how much is paid? **Ms. Hanson** answered that ten percent is paid by local funding. The grant is specifically for the purchase of that vehicle and that's all that's provided. It becomes a FDOT vehicle. We are actively partners until the vehicle useful life is met, based on both years and miles.

7. OTHER BUSINESS

None.

8. DISTRIBUTION ITEMS

A. Updated LCB Membership Roster

Ms. Siegler explained that the list is for distribution and informational purposes, and reflects the addition of three new LCB members: Missiel Da Silva -FDOT, Sarah Gualco-Area Agency on Aging SWFL-FL Dept. of Elder Affairs, and Carmen Henry-Southwest Florida Regional Workforce Development Board.

9. BOARD MEMBER COMMENTS

None.

10. NEXT MEETING DATE

September 6, 2023 at 1:30 p.m., In-Person, Collier County Government Center, County Administration Bldg. F, IT Training Room, 5th Floor, 3299 Tamiami Trail E., Naples, FL 34112.

11. ADJOURNMENT

*No further business being conducted, **Chair Pernas** adjourned the meeting at 2:08 p.m.*