



AGENDA

Collier County Local Coordinating Board for the Transportation Disadvantaged

Collier County Government Center
County Administration Building F
Information Technology Training Room
5th Floor – 3299 Tamiami Trail E.
Naples, FL 34112

REGULAR MEETING

Wednesday – March 4, 2020

Immediately After Public Workshop held at 1:30 p.m.

1. **CALL TO ORDER**
2. **OPEN TO THE PUBLIC FOR
COMMENTS ON ITEMS NOT ON
THE AGENDA**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MEETING MINUTES**
 - A. December 4, 2019 Regular Meeting Minutes
5. **BOARD ACTION**
 - A. Election of a Vice-Chair
 - B. Review and Approval of Updated LCB Bylaws
 - C. Approval of Proposed Rate Model
6. **REPORTS & PRESENTATIONS (No
Presentation)**
 - A. CTC Quarterly Report
 - B. MPO Quarterly Progress Report
7. **OTHER BUSINESS**
8. **DISTRIBUTION ITEMS**
9. **BOARD MEMBER COMMENTS**
10. **NEXT MEETING DATE**

May 6, 2020 at 1:30 p.m.
11. **ADJOURNMENT**

This meeting of the Collier County Local Coordinating Board (LCB) for the Transportation Disadvantaged is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition by the Chairperson. Staff requests that all cell phones and other such devices be turned off during meeting.

Any person desiring to have an item placed on the agenda shall make a request in writing, with a description and summary of the item, to the MPO Executive Director or the LCB Chair by calling (239) 252-5814 14 days prior to the date of the next scheduled meeting of the LCB. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact MPO Executive Director Anne McLaughlin 72 hours prior to the meeting by calling (239) 252-5814.

Any person who decides to appeal a decision of this board will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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 they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or familial status may file a complaint with the Collier MPO by calling Ms. McLaughlin at (239) 252-5884 or by writing to her at 2885 South Horseshoe Dr., Naples, FL 34104.

**LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED
OF THE
COLLIER METROPOLITAN PLANNING ORGANIZATION
3299 TAMiami TRAIL EAST, BLDG. F, 5TH FLOOR
December 4, 2019 Meeting Minutes
2:30 p.m.**

1. Call to order

A. Roll Call

Commissioner Fiala called the meeting to order at approximately 2:34 p.m.

Brandy Otero called roll and confirmed a quorum was present.

B. Pledge of Allegiance

Commissioner Fiala led the Pledge of Allegiance.

LCB Members Present

Commissioner Donna Fiala, Board of County Commissioners (BCC), Chairwoman
Harold Kruzman, Elderly, Vice-Chairman
Dylan Vogel, Citizen Advocate/User
Irene Johnson, Veteran Services
Pa Houa Lee-Yang, The Agriculture and Labor Program
Dale Hanson, FDOT
Felix Soto, Florida Department of Children and Families
Signe Jacobson, Agency for Health Care Administration (AHCA)
Nicole Spencer, Children at Risk
Sherry Brenner, Transportation Disadvantaged
Susan Corris, Southwest Florida Regional Workforce Development Board
Leah Watson, Agency for Persons with Disabilities (arrived at 2:49 pm)

Members Absent

Birgitta Grasser, Citizens Advocate/Non-User
John Kasten, Collier County School Board
Robert Richards, Florida Department of Education
Rebecca McKenzie, Area Agency on Aging

MPO Staff

Brandy Otero, Principal Planner
Karen Intriago, Administrative Assistant
Josephine Medina, Senior Planner

Others Present

Omar Deleon, Public Transit and Neighborhood Enhancement (PTNE)
Briain Morales, MV
Michelle Arnold, PTNE
Mari Maldonado, MV
Zachary Karto, PTNE

2. Public comments on items not on the agenda.

None.

3. Approval of the Agenda

Ms. Corris moved to approve the Agenda, seconded by Ms. Johnson. Carried unanimously.

4. Approval of September 4, 2019 MPO Board Meeting Minutes

Ms. Johnson moved to approve the September 4, 2019 meeting minutes; seconded by Ms. Corris. Carried unanimously.

5. Board action

A. Review and Endorsement of Submittal of FTA 5310, 5311 and 5339 Grant Applications

Ms. Hanson indicated she would abstain from voting as FDOT is a reviewer of these applications.

Mr. Deleon – presented three applications for grants to fund improvements for rural areas.

§5310 - requesting 6 replacement vehicles for paratransit system

§5311 - operating funds to provide transportation for rural areas

§5339 – capital funds to design a superstop in the Immokalee area that would consist of sawtooth bays for buses; canopy cover for sheltered transfer of passengers, benches; trash receptacles; and restrooms facilities. These funds would be used to supplement capital grant funds awarded through the Federal TIGER grant program for the same facility.

The grants could be completely approved, partial approval or not approved at all.

Mr. Kurzman moved to approve the request, seconded by Mr. Vogel. Motion Carried unanimously with one abstention.

B. Approval of the CAT Connect Service Scheduling Performance Improvement Process

Braian Morales, PTNE. CAT Pilot project is going well. They have not achieved the passenger numbers yet in the testing environment but have seen positive movement. System goal is 2 passengers per hour. The more passengers per hour, the lower the overhead costs are. Passengers have increased by 1771 compared to last year for the same time period. Passengers traveling further distances affect the number of passengers per hour.

Ms. Otero asked if outreach has occurred to agencies to obtain feedback for the pilot program such as the United Cerebral Palsy (UCP). **Mr. Morales** indicated they spoke with UCP since the beginning of the program and he indicated that he would reach out to UCP but that he had not heard anything from them. **Mr. DeLeon** clarified that this is public transportation and there is a 30-minute pick up/drop off window. This is due to picking up/dropping off other passengers and traffic. They have not received any complaint calls from agencies, but they have received some from individuals.

Ms. Brenner commented about phone calls not being returned. **Ms. Morales** indicated that when the call center was taken over, all voicemails were directed to one phone and an individual had not been designated to answer so phone messages were going unanswered. A reservationist has now been assigned to check & return all voicemails, and dispatchers have been added to the queue so that prior to the last reservationist leaving for the day all voicemails have been answered. **Ms. Brenner** also commented about long wait times to be picked up.

Mr. Morales clarified the difference between pick up times and appointments times and how the system is supposed to flex based on which of these is most important to the customer. He further clarified how

the pilot program was initiated to be able to provide service to a growing TD customer base with limited resources. Ridership population is growing by 6-7% a year.

Ms. Johnson stated there was still more education that had to be done with the riders. The program is headed in the right direction but there are still growing pains. Also requested to provide Ms. Brenner an answer to be able to give other riders when they are having issues with the program.

Ms. Watson suggested educational documents be provided to the agencies that collaborate with case managers for the populations that are served. This would allow agencies to train case managers about how the system works. In turn, case managers could sit down with the populations that they serve and teach them how to use the system itself to help reduce phone calls or miscommunications taking place.

Mr. Arnold stated that they need to do more outreach with the agencies to help them understand and communicate the process to their clients.

Ms. Johnson made a motion to approve the mileage-based process & update the rider guide to reflect the new scheduling process. Seconded by Ms. Lee Yang. Motion passed unanimously.

Ms. Otero stated the TDSP will need to be amended to replace the current zip code pickup window with the mileage-based process and that the amendment should be done by May.

Ms. Johnson recommended that next meeting share what education has been accomplished about this program.

C. Approval of an Amendment to the 2018 TDSP Major Update.

The amendment was to incorporate the 19-20 Commission for Transportation Disadvantage service rates, CAT Connect Application and correct typos.

Ms. Corris made the motion, seconded by Ms. Johnson. This required a roll call vote; all approved unanimously.

<i>Commissioner Fiala</i>	<i>Yes</i>
<i>Harold Kruzman</i>	<i>Yes</i>
<i>Dylan Vogel</i>	<i>Yes</i>
<i>Irene Johnson</i>	<i>Yes</i>
<i>Pa Houa Lee-Yang</i>	<i>Yes</i>
<i>Dale Hanson</i>	<i>Yes</i>
<i>Felix Soto</i>	<i>Yes</i>
<i>Signe Jacobson</i>	<i>Yes</i>
<i>Nicole Spencer</i>	<i>Yes</i>
<i>Sherry Brenner</i>	<i>Yes</i>
<i>Susan Corris</i>	<i>Yes</i>
<i>Leah Watson</i>	<i>Yes</i>

6. REPORTS & PRESENTATIONS

A. CTC Quarterly Report for July, August, September

Mr. Deleon presented. Trips fluctuate month to month. Approximately 9,000 passengers per month. There were 2 accidents in July. Cancels/no show rates are approximately 11% per month.

Ms. Johnson and **Commissioner Fiala** requested that complaints deemed valid be listed by what they were and how they were resolved within the quarterly report.

B. MPO Quarterly Progress Report

Ms. Otero mentioned that Planning Grant progress grants would be included in quarterly reports.

7. OTHER BUSINESS

A. Discussion of LCB Meeting Start Time

Ms. Otero presented a request for a new start time of LCB meeting to accommodate other members that need to travel long distances.

LCB agreed on a new meeting start time of 1:30 p.m.

8. DISTRIBUTION ITEMS

A. 2020 MPO Calendar. Karen will revise the 2020 Meeting Calendar with the new meeting time and email it.

9. BOARD MEMBER COMMENTS

No comments

Ms. Otero stated that Ms. Medina (MPO Senior Planner) will take over TD & Transit activities. She will start on board TD surveys and asked for volunteers beginning in February.

10. NEXT MEETING DATE

March 4, 2020 at 1:30 p.m.

11. ADJOURNMENT

Meeting was adjourned at 4:15 p.m.

EXECUTIVE SUMMARY
Board Action
Item 5A

Election of a Vice-Chairperson

OBJECTIVE: For the Board to nominate and elect a vice-chairperson.

CONSIDERATIONS: Each year, the LCB must appoint a Vice-Chairperson. Harold Kurzman is the current Vice-Chairperson. Any regular (voting) member may nominate or be nominated as an officer.

- Commissioner Donna Fiala, *Chair*
- John Kasten, Public Education
- Dylan Vogel, Citizen Advocate / User
- Nicole Spencer, Children at Risk
- Felix Soto, Florida Department of Children and Families
- Irene Johnson, Veterans Services
- Harold Kurzman, Elderly, *Current Vice Chair*
- Signe Jacobson, Agency for Health Care Administration
- Robert Richards, Florida Department of Education Division of Vocational Rehabilitation
- Cheryl Burnham, Community Action
- Dale Hanson, Florida Department of Transportation
- Susan Corris, Southwest Florida Works
- Rebecca MacKenzie, Area Agency on Aging SWFL
- Sherry Brenner, Disabled Representative
- Birgitta Grasser, Citizens Advocate/ Non-User
- Leah Watson, Agency for Persons with Disabilities

STAFF RECOMMENDATION: A motion by a Board Member nominating a vice-chairperson and election by the committee.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

None

EXECUTIVE SUMMARY
Board Action
Item 5B

Review and Approval of Updated LCB Bylaws

OBJECTIVE: To review and approve the update to the attached bylaws.

CONSIDERATIONS: The LCB is required to review and approve their bylaws annually. The LCB bylaws have been revised to add a local representative of the Agency for Persons with Disabilities, consistent with the updates to Chapter 41-2, Florida Administrative Code. The proposed changes are included in **Attachment 1** in ~~striketrough~~/underline format.

STAFF RECOMMENDATION: For the Board to review and approve the updates to the LCB bylaws.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. Draft 2020 LCB Bylaws – Strikethrough and underline version
2. Draft 2020 LCB Bylaws – Clean version

BY-LAWS

of the

**COLLIER COUNTY
Transportation Disadvantaged
Local Coordinating Board**

Endorsed by LCB: March ~~13~~ 4, 20~~20~~19
Adopted by MPO: April ~~10~~ 2, 20~~20~~19

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**BY-LAWS OF THE
COLLIER COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD**

ARTICLE I: PREAMBLE

Section 1: Preamble

The following sets forth the By-Laws, which shall serve to guide the proper functioning of the coordination of transportation services provided to the transportation disadvantaged through the Collier County Transportation Disadvantaged Program. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, *Florida Statutes*, Rule 41-2, *Florida Administrative Code (FAC)*, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Section 1: Name

The name of the Local Coordinating Board shall be the Collier County Transportation Disadvantaged Local Coordinating Board (LCB).

Section 2: Purpose

The primary purpose of the LCB is to assist the Collier Metropolitan Planning Organization (MPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, *Florida Statutes*.

**ARTICLE III: MEMBERSHIP, APPOINTMENT, TERM OF OFFICE,
AND TERMINATION OF MEMBERSHIP**

Section 1: Voting Members

In accordance with Rule 41-2.012, Florida Administration Code, all members of the Board shall be appointed by the designated official planning agency. The designated official planning agency for Collier County is the Collier Metropolitan Planning Organization (MPO). The following agencies or groups shall be represented on the LCB as voting members:

- A. A Collier County elected official, who has been appointed to serve as chairperson;
- B. A local representative of the Florida Department of Transportation;
- C. A local representative of the Florida Department of Children and Family Services;

- D. A representative of the Public Education Community;
- E. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- F. A person who is recognized by the local Veterans Service Office representing the veterans in the county;
- G. A person who is recognized by the Florida Association for Community Action (President or Designee) as representing the economically disadvantaged in the county;
- H. A person over sixty years of age representing the elderly in the county;
- I. A person with a disability representing persons with disabilities in the county;
- J. Two citizen advocate representatives in the county, one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- K. A local representative of children at risk;
- L. A local representative of the Florida Department of Elder Affairs;
- M. A local representative of the local medical community;
- N. A representative of the Southwest Florida Regional Workforce Development Board;
- O. An experienced representative of the local private for profit transportation industry. If such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the CTC, or a transportation provider under contract to the management company for the CTC; ~~and~~
- P. A representative of the Florida Agency for Health Care Administration; and
- Q. A local representative of the Agency for Persons with Disabilities.

Since Collier Area Transit (CAT) is operated by the Collier County Board of County Commissioners, which is also the CTC, it is not represented on the LCB, pursuant to Rule 41-2.012, Florida Administrative Code.

Section 2: Alternate Members

Alternates are to be appointed in writing to the MPO by an agency representative. Non-agency alternates may be appointed by the MPO, if desired. Each alternate may vote only in the absence of that member on a one-vote-per-member basis. Alternates for a LCB member who cannot

attend a meeting must be a representative of the same interest as the primary member.

Section 3: Non-Voting Members

Upon a majority vote of a quorum of the LCB, technical advisors (non-voting members) may be recommended to the Collier MPO for its approval for the purpose of providing the LCB with technical advice as necessary.

Section 4: Terms of Appointment

Except for the Chairperson and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year terms. The Chairperson shall serve until being replaced by the Collier MPO. No employee of a CTC, or transportation provider under contract to the management company for the CTC, shall serve as a voting member of the LCB. However, an elected official serving as Chairperson of the LCB, or another governmental employee - who is not employed for the purpose of making provisions for transportation and is not directly supervised by the CTC - may serve as a voting member of the LCB.

Section 5: Termination of Membership

Any member of the LCB may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The Collier MPO shall review, and consider rescinding, the appointment of any voting member of the LCB who fails to attend three (3) consecutive regularly meetings or four of the previous six regularly scheduled meetings. If the Collier MPO Board determines that the number of absences incurred by a LCB member (excused or unexcused) is unacceptable, it may remove that member by a majority vote of the MPO Board members present.

Each member of the LCB is expected to conduct himself/herself in a professional and ethical manner. If it is found that a LCB member has engaged in practices that do not comply with Section 112.3143, *Florida Statutes*, or has otherwise conducted himself/herself in an unethical or unprofessional manner, the Collier MPO staff shall recommend to the MPO Board that he/she be removed. The Collier MPO Board may remove such a member by a majority vote of the MPO members present.

ARTICLE IV: OFFICERS AND DUTIES

Section 1: Number

The officers of the LCB shall be a Chairperson and a Vice-Chairperson.

Section 2: Chairperson

The Collier MPO Board shall appoint an elected official from Collier County or one of its municipalities to serve as the official Chairperson for all LCB meetings. The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until their elected term of office has expired or replaced by the Collier MPO.

Section 3: Vice-Chairperson

The LCB shall hold a meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the LCB members. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chairperson may serve more than one term.

ARTICLE V: LCB MEETINGS

Section 1: Regular Meetings

The LCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, *Florida Statutes*, the LCB shall meet at least quarterly.

Section 2: Notice of Meetings

Notices and tentative agendas shall be sent to all LCB members, other interested parties, and the news media within a reasonable amount of time prior to the LCB meeting. Such notice shall state the date, time and the place of the meeting.

Section 3: Quorum

A quorum shall consist of seven (7) of the voting LCB members, or their designated alternates, at all meetings of the Board in order to conduct business.

Section 4: Voting

At all meetings of the LCB at which a quorum is present, all matters, except as otherwise expressly required by law or these By-Laws, shall be decided by the vote of a majority of the members of the LCB present.

Section 5: By-Laws and Parliamentary Procedures

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these By-Laws. The by-laws shall be reviewed, updated (if necessary) and adopted annually.

Section 6: Public Meetings

All meetings of the LCB and its committees are open to the public, and all activities of the LCB are subject to the "Sunshine Laws" also known as the Florida Government in the Sunshine regulations, Chapter 286, *Florida Statutes*.

ARTICLE VI: STAFF

Section 1: General

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, *Florida Statutes*. These responsibilities include providing sufficient staff to manage and oversee the operations of the LCB and assist in the scheduling of meetings, preparing meeting agenda packets, and other necessary administrative duties as required by the LCB within the limits of the resources available.

ARTICLE VII: LCB DUTIES

Section 1: LCB Duties

The LCB shall perform the following duties as specified in Rule 41-2, *F.A.C.*

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for the Transportation Disadvantaged (TD Commission), and the Chairperson of the Collier MPO.
2. Review and approve the Memorandum of Agreement between the Florida TD Commission and the Collier County CTC and the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process.
3. On a continuing basis, monitor services provided under the approved service plan. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
4. Annually, provide the Collier MPO with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and TD Commission standards as referenced in Rule 41-2.006 F.A.C., and the performance results of the most recent TDSP (41-2.012(5)(b) F.A.C.). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation tool and summary will be submitted to the Commission upon approval

by the LCB.

5. In cooperation with the Coordinator CTC, review and provide recommendations to the TD Commission on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner. The LCB shall develop and implement a process by which the LCB and CTC have an opportunity to become aware of any federal, state, or local government funding requests and provide recommendations regarding the expenditure of such funds.
6. Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent counties when it is appropriate and cost effective to do so and seek the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and any others in any plan for improved service delivery.
7. Appoint a Grievance committee to serve as a mediator to process, investigate, resolve complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the LCB for improvement of service. The LCB shall establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Members appointed to the committee shall be voting members of the LCB.
8. In coordinating with the CTC, jointly develop applications for funds that may become available.
9. Review and recommend approval of the Transportation Development Service Plan for consistency with approved minimum guidelines and the goals and objectives of the Board. The Transportation Development Service Plan shall include a vehicle inventory of those vehicles purchased with transportation-disadvantaged funds.
10. Evaluate multi-county or regional transportation opportunities (Fla. Stat. § 427.0157(6), as amended).
11. Annually hold a public hearing for the purpose of receiving input on unmet transportation needs or any other areas that relate to the local transportation services.
12. Work cooperatively with regional workforce boards established in chapter 445 to provide assistance in the development of innovative transportation services for

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participants in the welfare transition program (Fla. Stat. § 427.0157(7), as amended).

ARTICLE VIII: SUBCOMMITTEES

Section 1: Subcommittees

Upon a majority vote of a quorum of the LCB, subcommittees shall be designated by the Chair as necessary to investigate and report on specific subject areas of interest to the LCB and to deal with administrative and legislative procedures.

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

Section 1: General

The Collier MPO authorizes the LCB to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2 *F.A.C.*

ARTICLE X: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Collier County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the By-laws of this LCB as endorsed on March ~~13~~ 4, 2020~~19~~ by the Collier County Transportation Disadvantaged Local Coordinating Board and subsequently adopted by the Collier Metropolitan Planning Organization on April ~~10~~ 2, 2020~~19~~.

Donna Fiala, LCB Chairperson

METROPOLITAN PLANNING ORGANIZATION

By: _____

MPO Chairman

Attested By: _____
Anne McLaughlin, MPO Executive Director

Approved as to form and legality:

COLLIER COUNTY ATTORNEY

By: _____
Scott R. Teach, Deputy County Attorney

BY-LAWS

of the

**COLLIER COUNTY
Transportation Disadvantaged
Local Coordinating Board**

Endorsed by LCB: March 4, 2020
Adopted by MPO: April 10, 2020

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**BY-LAWS OF THE
COLLIER COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD**

ARTICLE I: PREAMBLE

Section 1: Preamble

The following sets forth the By-Laws, which shall serve to guide the proper functioning of the coordination of transportation services provided to the transportation disadvantaged through the Collier County Transportation Disadvantaged Program. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, *Florida Statutes*, Rule 41-2, *Florida Administrative Code (FAC)*, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II: NAME AND PURPOSE

Section 1: Name

The name of the Local Coordinating Board shall be the Collier County Transportation Disadvantaged Local Coordinating Board (LCB).

Section 2: Purpose

The primary purpose of the LCB is to assist the Collier Metropolitan Planning Organization (MPO) in identifying local service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged pursuant to Chapter 427.0157, *Florida Statutes*.

**ARTICLE III: MEMBERSHIP, APPOINTMENT, TERM OF OFFICE,
AND TERMINATION OF MEMBERSHIP**

Section 1: Voting Members

In accordance with Rule 41-2.012, Florida Administration Code, all members of the Board shall be appointed by the designated official planning agency. The designated official planning agency for Collier County is the Collier Metropolitan Planning Organization (MPO). The following agencies or groups shall be represented on the LCB as voting members:

- A. A Collier County elected official, who has been appointed to serve as chairperson;
- B. A local representative of the Florida Department of Transportation;
- C. A local representative of the Florida Department of Children and Family Services;

- D. A representative of the Public Education Community;
- E. A local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- F. A person who is recognized by the local Veterans Service Office representing the veterans in the county;
- G. A person who is recognized by the Florida Association for Community Action (President or Designee) as representing the economically disadvantaged in the county;
- H. A person over sixty years of age representing the elderly in the county;
- I. A person with a disability representing persons with disabilities in the county;
- J. Two citizen advocate representatives in the county, one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- K. A local representative of children at risk;
- L. A local representative of the Florida Department of Elder Affairs;
- M. A local representative of the local medical community;
- N. A representative of the Southwest Florida Regional Workforce Development Board;
- O. An experienced representative of the local private for profit transportation industry. If such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the CTC, or a transportation provider under contract to the management company for the CTC;
- P. A representative of the Florida Agency for Health Care Administration; and
- Q. A local representative of the Agency for Persons with Disabilities.

Since Collier Area Transit (CAT) is operated by the Collier County Board of County Commissioners, which is also the CTC, it is not represented on the LCB, pursuant to Rule 41-2.012, Florida Administrative Code.

Section 2: Alternate Members

Alternates are to be appointed in writing to the MPO by an agency representative. Non-agency alternates may be appointed by the MPO, if desired. Each alternate may vote only in the absence of that member on a one-vote-per-member basis. Alternates for a LCB member who cannot

attend a meeting must be a representative of the same interest as the primary member.

Section 3: Non-Voting Members

Upon a majority vote of a quorum of the LCB, technical advisors (non-voting members) may be recommended to the Collier MPO for its approval for the purpose of providing the LCB with technical advice as necessary.

Section 4: Terms of Appointment

Except for the Chairperson and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year terms. The Chairperson shall serve until being replaced by the Collier MPO. No employee of a CTC, or transportation provider under contract to the management company for the CTC, shall serve as a voting member of the LCB. However, an elected official serving as Chairperson of the LCB, or another governmental employee - who is not employed for the purpose of making provisions for transportation and is not directly supervised by the CTC - may serve as a voting member of the LCB.

Section 5: Termination of Membership

Any member of the LCB may resign at any time by notice in writing to the Chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Chairperson. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend. The Collier MPO shall review, and consider rescinding, the appointment of any voting member of the LCB who fails to attend three (3) consecutive regularly meetings or four of the previous six regularly scheduled meetings. If the Collier MPO Board determines that the number of absences incurred by a LCB member (excused or unexcused) is unacceptable, it may remove that member by a majority vote of the MPO Board members present.

Each member of the LCB is expected to conduct himself/herself in a professional and ethical manner. If it is found that a LCB member has engaged in practices that do not comply with Section 112.3143, *Florida Statutes*, or has otherwise conducted himself/herself in an unethical or unprofessional manner, the Collier MPO staff shall recommend to the MPO Board that he/she be removed. The Collier MPO Board may remove such a member by a majority vote of the MPO members present.

ARTICLE IV: OFFICERS AND DUTIES

Section 1: Number

The officers of the LCB shall be a Chairperson and a Vice-Chairperson.

Section 2: Chairperson

The Collier MPO Board shall appoint an elected official from Collier County or one of its municipalities to serve as the official Chairperson for all LCB meetings. The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her direction; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson shall serve until their elected term of office has expired or replaced by the Collier MPO.

Section 3: Vice-Chairperson

The LCB shall hold a meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the LCB members. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chairperson may serve more than one term.

ARTICLE V: LCB MEETINGS

Section 1: Regular Meetings

The LCB shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, *Florida Statutes*, the LCB shall meet at least quarterly.

Section 2: Notice of Meetings

Notices and tentative agendas shall be sent to all LCB members, other interested parties, and the news media within a reasonable amount of time prior to the LCB meeting. Such notice shall state the date, time and the place of the meeting.

Section 3: Quorum

A quorum shall consist of seven (7) of the voting LCB members, or their designated alternates, at all meetings of the Board in order to conduct business.

Section 4: Voting

At all meetings of the LCB at which a quorum is present, all matters, except as otherwise expressly required by law or these By-Laws, shall be decided by the vote of a majority of the members of the LCB present.

Section 5: By-Laws and Parliamentary Procedures

The LCB shall develop and adopt a set of by-laws. The by-laws shall state that the LCB will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these By-Laws. The by-laws shall be reviewed, updated (if necessary) and adopted annually.

Section 6: Public Meetings

All meetings of the LCB and its committees are open to the public, and all activities of the LCB are subject to the "Sunshine Laws" also known as the Florida Government in the Sunshine regulations, Chapter 286, *Florida Statutes*.

ARTICLE VI: STAFF

Section 1: General

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, *Florida Statutes*. These responsibilities include providing sufficient staff to manage and oversee the operations of the LCB and assist in the scheduling of meetings, preparing meeting agenda packets, and other necessary administrative duties as required by the LCB within the limits of the resources available.

ARTICLE VII: LCB DUTIES

Section 1: LCB Duties

The LCB shall perform the following duties as specified in Rule 41-2, *F.A.C.*

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for the Transportation Disadvantaged (TD Commission), and the Chairperson of the Collier MPO.
2. Review and approve the Memorandum of Agreement between the Florida TD Commission and the Collier County CTC and the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process.
3. On a continuing basis, monitor services provided under the approved service plan. When requested, assist the CTC in establishing eligibility guidelines and trip priorities.
4. Annually, provide the Collier MPO with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and TD Commission standards as referenced in Rule 41-2.006 F.A.C., and the performance results of the most recent TDSP (41-2.012(5)(b) F.A.C.). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The LCB shall utilize the Commission's Quality Assurance

Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation tool and summary will be submitted to the Commission upon approval by the LCB.

5. In cooperation with the Coordinator CTC, review and provide recommendations to the TD Commission on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner. The LCB shall develop and implement a process by which the LCB and CTC have an opportunity to become aware of any federal, state, or local government funding requests and provide recommendations regarding the expenditure of such funds.
6. Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area CTCs and consolidation of adjacent counties when it is appropriate and cost effective to do so and seek the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and any others in any plan for improved service delivery.
7. Appoint a Grievance committee to serve as a mediator to process, investigate, resolve complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the LCB for improvement of service. The LCB shall establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Members appointed to the committee shall be voting members of the LCB.
8. In coordinating with the CTC, jointly develop applications for funds that may become available.
9. Review and recommend approval of the Transportation Development Service Plan for consistency with approved minimum guidelines and the goals and objectives of the Board. The Transportation Development Service Plan shall include a vehicle inventory of those vehicles purchased with transportation-disadvantaged funds.
10. Evaluate multi-county or regional transportation opportunities (Fla. Stat. § 427.0157(6), as amended).
11. Annually hold a public hearing for the purpose of receiving input on unmet transportation needs or any other areas that relate to the local transportation services.

12. Work cooperatively with regional workforce boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (Fla. Stat. § 427.0157(7), as amended).

ARTICLE VIII: SUBCOMMITTEES

Section 1: Subcommittees

Upon a majority vote of a quorum of the LCB, subcommittees shall be designated by the Chair as necessary to investigate and report on specific subject areas of interest to the LCB and to deal with administrative and legislative procedures.

ARTICLE IX: COMMUNICATION WITH OTHER AGENCIES AND ENTITIES

Section 1: General

The Collier MPO authorizes the LCB to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41-2 *F.A.C.*

ARTICLE X: CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the Collier County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the By-laws of this LCB as endorsed on March 4, 2020 by the Collier County Transportation Disadvantaged Local Coordinating Board and subsequently adopted by the Collier Metropolitan Planning Organization on April 10, 2020.

Donna Fiala, LCB Chairperson

METROPOLITAN PLANNING ORGANIZATION

By: _____

MPO Chairman

Attested By: _____
Anne McLaughlin, MPO Executive Director

Approved as to form and legality:

COLLIER COUNTY ATTORNEY

By: _____
Scott R. Teach, Deputy County Attorney

EXECUTIVE SUMMARY
Board Action
Item 5C

Approval of Proposed Rate Model

OBJECTIVE: To obtain the LCB's approval for the Fiscal Year 2019-20 Rate Model which derives annual unsubsidized rates per passenger trip for inclusion in the 2020 Transportation Disadvantaged Service Plan (TDSP) update and the FY 19-20 Trip and Equipment Grant.

CONSIDERATIONS: The Florida Commission for the Transportation Disadvantaged (CTD), through a Memorandum of Agreement with Collier County, requires the Community Transportation Coordinator (CTC) to update and submit a Transportation Disadvantaged Service Plan (TDSP). The TDSP identifies the types of paratransit service that will be provided for the community and the rates that will be assessed for that service. The rate calculations consider budgeted revenues, operating expenses and associated level of service that will be provided. All this information is factored into a Rate Model to produce equitable rates required for payment by Transportation Disadvantaged (TD) and Americans with Disabilities Act (ADA) passengers using the service. The rates are reviewed and updated annually and included in the TDSP and the Trip and Equipment grant application. The Trip and Equipment grant provides revenue to support operations of the paratransit system.

The CTD typically reviews the rate model for accuracy prior to review by the LCB. In order to meet the deadline for the LCB agenda, the CTD review is running concurrently to the LCB review. Revisions may be required by the CTD. In the event that any revisions are made, PTNE staff will report on the revised rates at the next LCB meeting.

STAFF RECOMMENDATION: To approve the rate model as presented which will be included in the next TDSP and the Trip and Equipment Grant. Also, to approve the unsubsidized rate per passenger trip type to be applied to all purchased transportation.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. The Rate Model Worksheet was not available at the time of the agenda distribution.
The Rate Model Worksheet will be sent out separately prior to the scheduled meeting.

EXECUTIVE SUMMARY
Reports and Presentations
Item 6A

Community Transportation Coordinator (CTC) Quarterly Report

OBJECTIVE: To review and discuss the CTC Quarterly Report.

CONSIDERATIONS: Public Transit and Neighborhood Enhancement (PTNE) Division staff representing Collier Area Transit (CAT) will present the operating statistics for the paratransit system.

STAFF RECOMMENDATION: For the Board to review and discuss the CTC Quarterly Report.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. CTC Quarterly Report

October 1 -31 2019

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	23	9270	7261	5858	137027	117793	885	581	9328	10	48
Saturday	4	590	594	466	10652	8617	68	42	598	1	7
Sunday	4	287	310	245	5452	4626	54	21	291	0	4
Total	31	10147	8164	6568	153131	131036	1007	644	10217	11	59

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	403	316	255	5958	5121	38	25	406	0	2
Saturday	148	148	116	2663	2154	17	11	150	0	2
Sunday	72	77	61	1363	1157	14	5	73	0	1

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips		% No Shows of Total Trips		Prior Year On-Time Performance	On-Time Performance	Increase
\$ 22,040.00	\$22,058.00	\$18.00	10%		6%		90.23%	84.18%	-6.05%
Ticket Sales	Sales Deposit	Balance							
\$6,412.00	\$6,412.00	\$0.00							
Total Deposit	\$28,470.00								
Accidents (Prev)			Prior Year PPH	PPH	Difference		No Shows Day Suspensions		
			1.47	1.56	0.09		7	14	30
							0	0	0

November 1 -30 2019

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	20	7902	6339	5129	117337	100862	810	552	7955	25	28
Saturday	5	768	783	615	14652	11759	61	60	791	6	17
Sunday	4	302	318	253	6304	5250	56	27	304	1	1
Total	29	8972	7440	5997	138293	117871	927	639	9050	32	46

Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	395	317	256	5867	5043	41	28	398	1	1
Saturday	154	157	123	2930	2352	12	12	158	1	3
Sunday	76	80	63	1576	1313	14	7	76	0	0

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips		% No Shows of Total Trips		Prior Year On-Time Performance	On-Time Performance	Increase
\$ 19,841.00	\$19,827.00	(\$14.00)	10%		7%		88.86%	84.44%	-4.42%
Ticket Sales	Sales Deposit	Balance							
\$5,916.00	\$5,916.00	\$0.00							
Total Deposit	\$25,743.00								
Accidents (Prev)			Prior Year PPH	PPH	Difference		No Shows Day Suspensions		
			1.43	1.51	0.08		7	14	30
							0	0	0

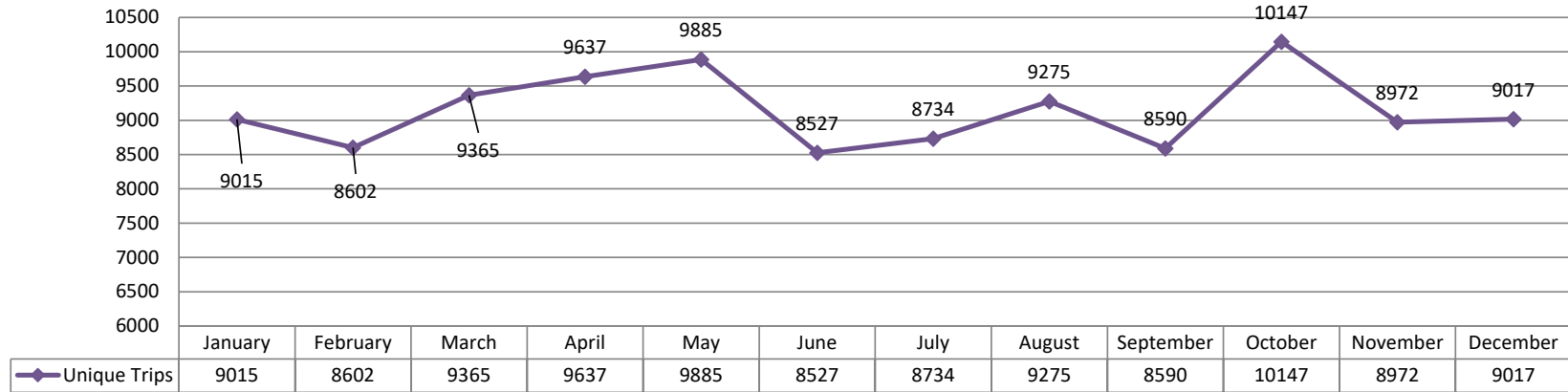
December 1 -31 2019

Total	Days	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	22	7917	1195	5160	65715	100921	870	621	7983	0	51
Saturday	4	623	126	477	11060	9167	76	55	638	0	15
Sunday	5	477	94	398	9445	8235	87	106	484	0	6
Total	31	9017	1415	6035	86220	118323	1033	782	9105	0	72

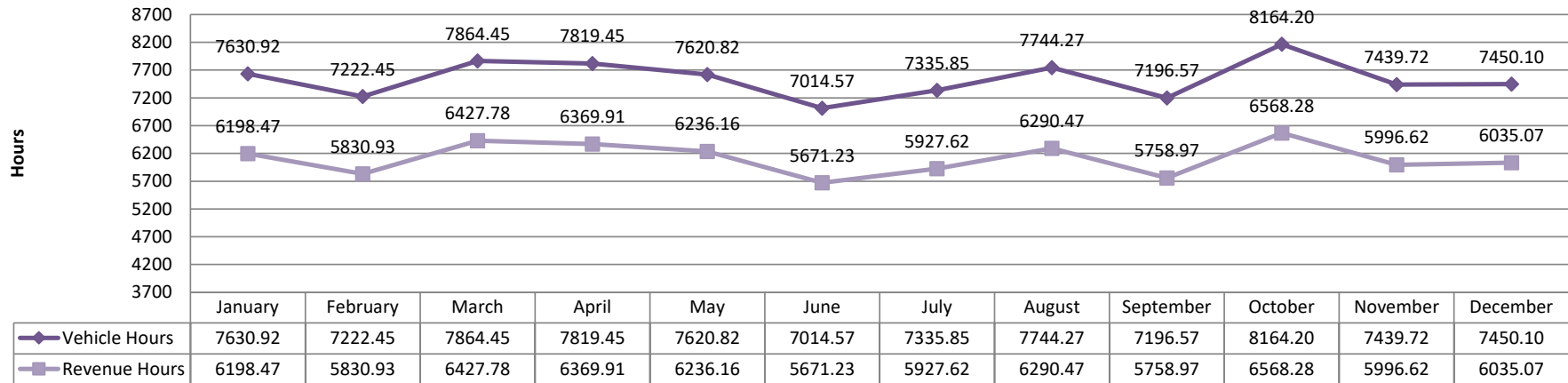
Average	One Way Trips	Vehicle Hours	Revenue Hours	Vehicle Miles	Revenue Miles	Cancels	No Shows	Passenger Trips	PCA	Guest
Weekday	360	54	235	2987	4587	40	28	363	0	2
Saturday	156	31	119	2765	2292	19	14	160	0	4
Sunday	95	19	80	1889	1647	17	21	97	0	1

Fares to Collect	Fares Deposit	Balance	% Cancel of Total Trips	% No Shows of Total Trips	Prior Year On-Time Performance	On-Time Performance	Increase
\$ 20,145.00	\$20,025.00	(\$120.00)	11%	9%	87.79%	85.41%	-2.38%
Ticket Sales	Sales Deposit	Balance					
\$5,955.00	\$5,955.00	\$0.00					
Total Deposit	\$25,980.00						
Accidents (Prev)			Prior Year PPH		No Shows Day Suspensions		
			PPH	Difference	7	14	30
			1.40	1.48 0.08	0	0	0

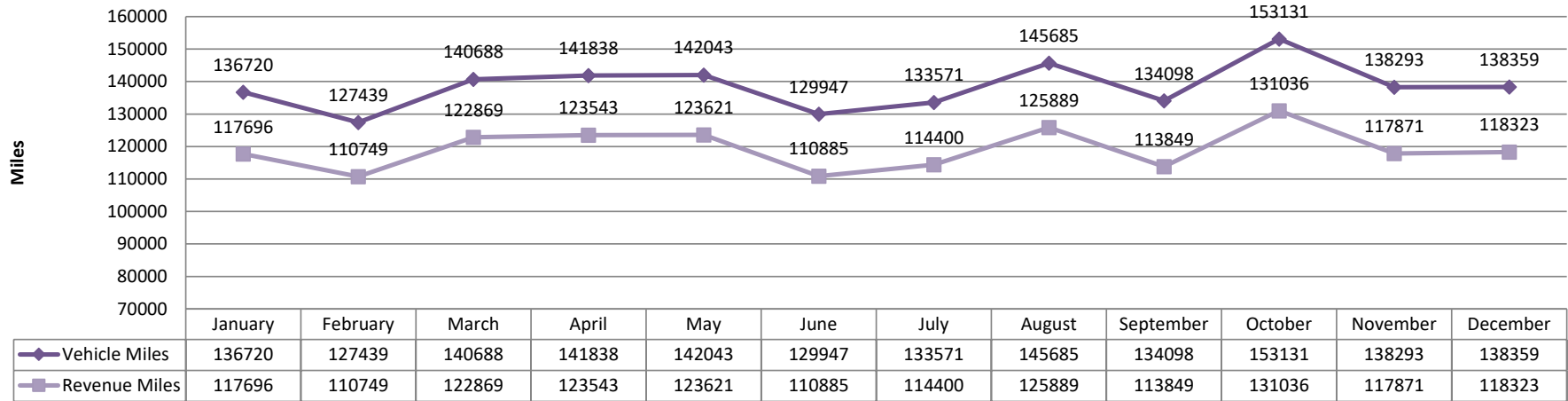
Passenger Trips and One Way Trips



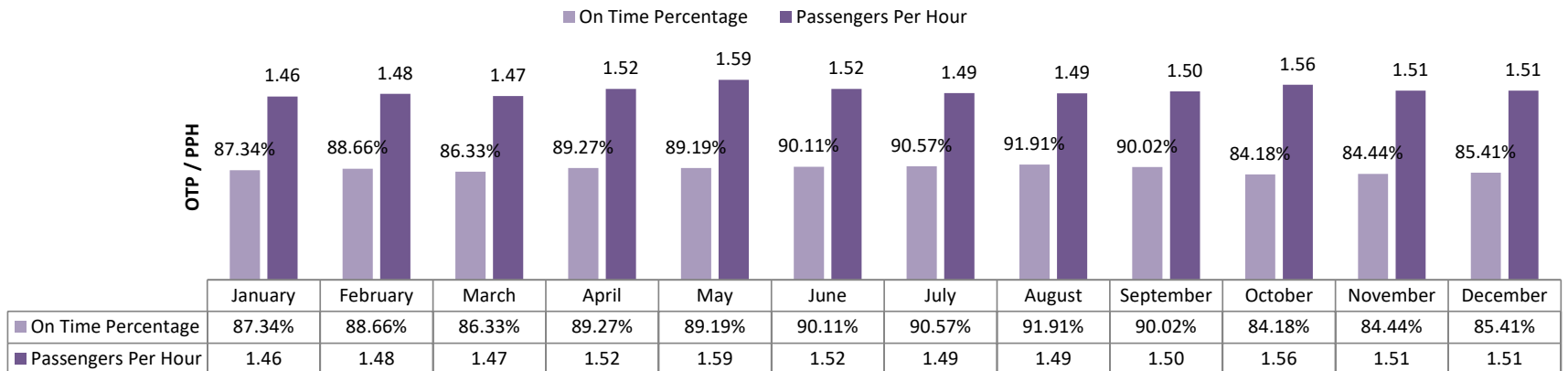
Vehicle Hours and Revenue Hours



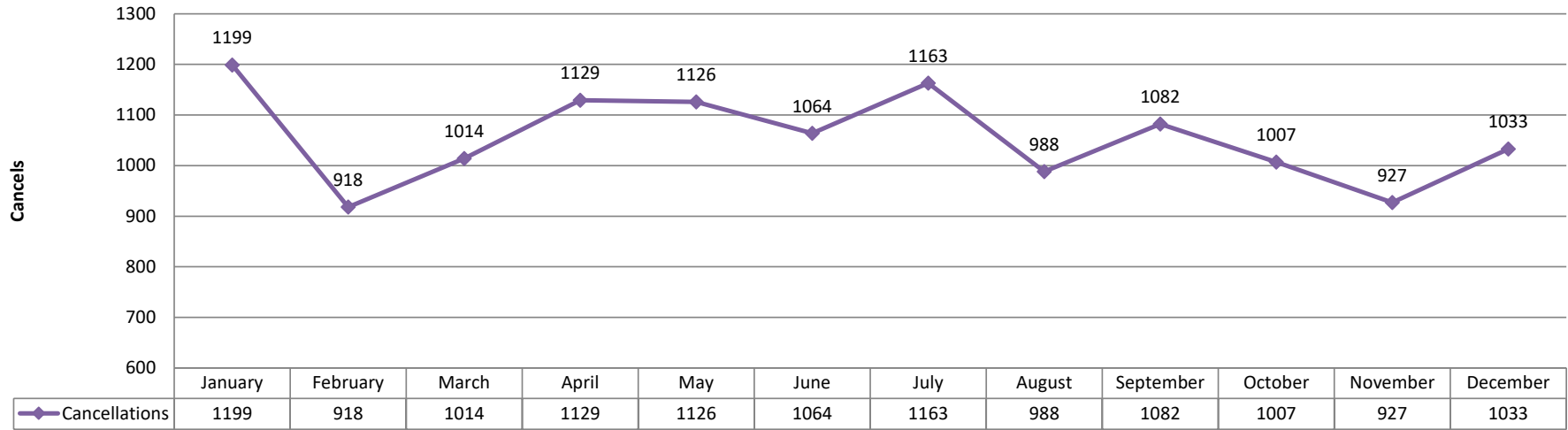
Vehicle Miles and Revenue Miles



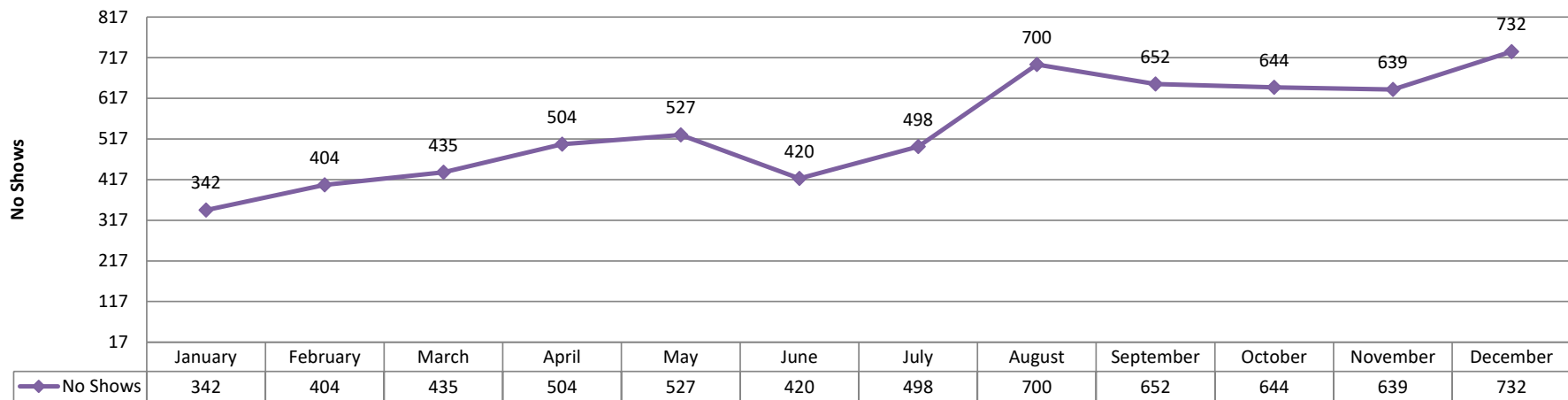
On-Time Performance and Passengers Per Hour



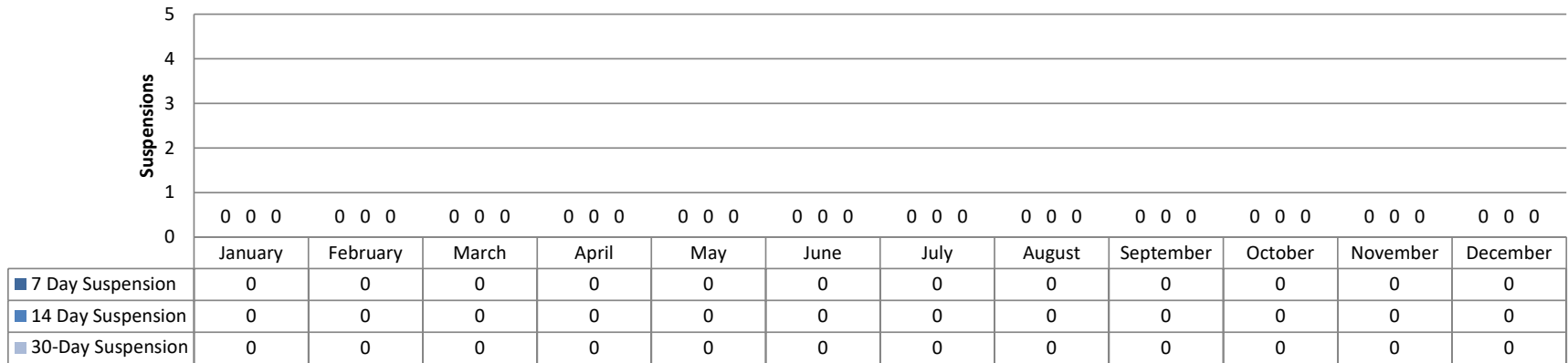
Cancellations



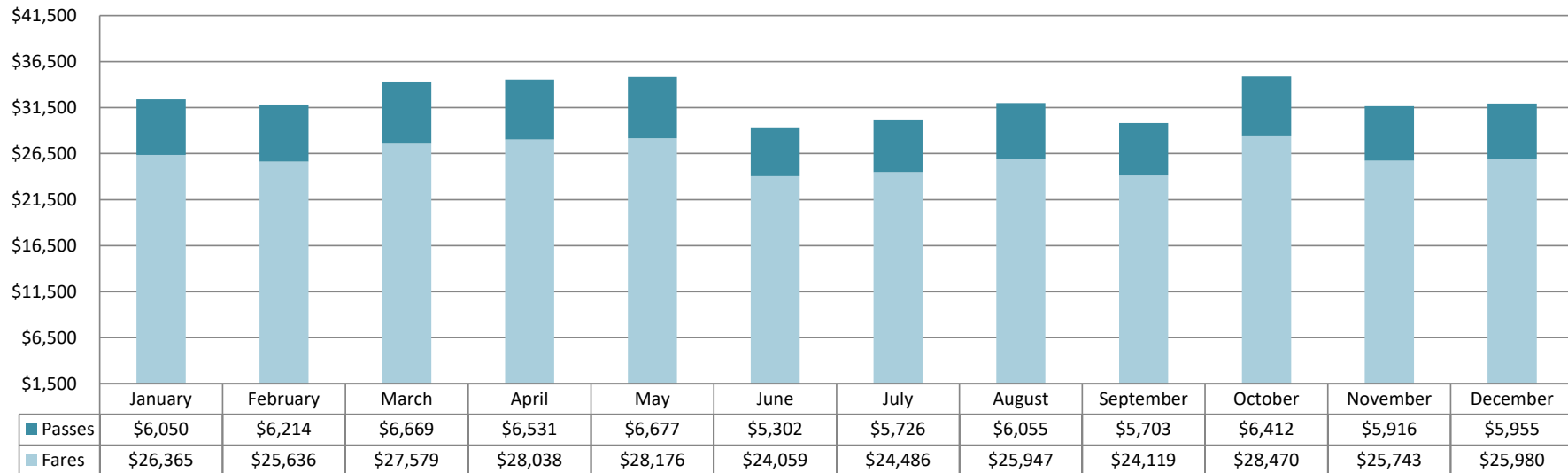
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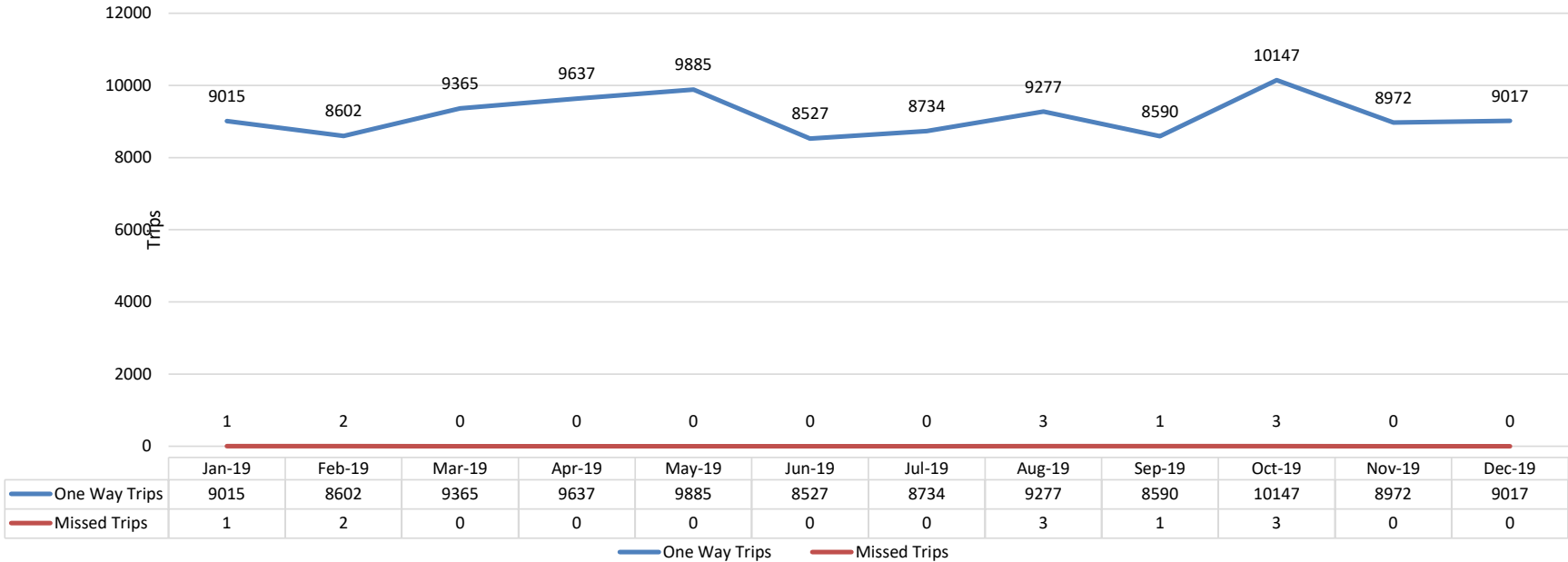
Suspensions



Ticket Sales and Fares Collected



Total Trips & Missed Trips



Row Labels	Total Complaints	Sum of Valid
October	2	2
Other	1	1
Safety	1	1
December	3	1
Other	1	0
Ride Time	1	1
Safety	1	0
Grand Total	5	3



Date Received	Month	Date of Incident	Type	Valid/Non-Valid	Description	Resolution
10/8/2019	October	10/8/2019	Safety	Valid	Driver failing to utilize turning signal	While video footage was not available to confirm the allegation the operator was reminded of safety protocols
10/24/2019	October	10/24/2019	Other	Valid	Concern of the time it was taking for the renewal process for Eligibility. As well the failure to be provided information form missed calls and Voice Mails left.	The renewal application was sent out in July 2019 but the passenger did not receive it for reason unknown to us. It was resent after discussing the renewal with the passenger in September. Paratransit Manager apologized for lack of communication.
12/4/2009	December	12/4/2019	Safety	Not Valid	It was reported that an operator was driving erratic and on their cellphone by a member of the community .	Passenger that was onboard was interviewed and she denied any such actions from the operator. The passenger was complimentary of the operator. As a precautionary measure the driver was retrained on defensive driving and cell phone policy.
12/4/2019	December	12/30/2019	Ride Time	Valid	Passenger concern of the schedule windows, vehicle arriving prior to the window and then being picked up an hour late on the return home on multiple occasions.	Reports were review for the month of December and it was identified that out of the 34 trips taken, the operator arrived late for his return trip twice and one trip were the operator arrived early for his drop off. Passenger was contacted and the Paratransit Manager Apologized for the occurrences.
12/4/2019	December	12/30/2019	Other	Not Valid	Operator making mutiple stops to smoke and use his cellphone.	Video was reviewed and couldn't confirm the allegations, but the operator was reminded of the policies for smoking and cell phone use.

EXECUTIVE SUMMARY
Reports and Presentations
Item 6B

Metropolitan Planning Organization (MPO) Quarterly Progress Report

OBJECTIVE: To review and discuss the MPO Quarterly Progress Report.

CONSIDERATIONS: In accordance with the Transportation Disadvantaged (TD) Planning Grant, MPO staff will present the Local Coordinating Board (LCB) with quarterly progress reports of the local TD program administrative support accomplishments as outlined in the grant agreement.

STAFF RECOMMENDATION: For the Board to review and discuss the MPO Quarterly Progress Report.

Prepared By: Josephine Medina, Collier MPO Senior Planner

ATTACHMENTS:

1. MPO Quarterly Progress Report

**Planning Grant Agreement Tasks
Quarterly Progress Report**



Planning Agency	Collier MPO	County	Collier
		Invoice #	2
Reporting Period	October 1, 2019 - December 31, 2019 Collier MPO	Grant #	G1828

I	PROGRAM MANAGEMENT	PROGRESS
A.	When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter. Collier County is designated as the CTC until 6/30/2023.
B.	Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	No activity this quarter. The bylaws identify terms of membership for non-agency members. The bylaws will be presented to the LCB and MPO at a future meeting.
C.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	The agenda for the 12/4/19 meeting is enclosed.
D.	Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 2)	The draft minutes for the 12/4/19 meeting are enclosed.
E.	Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 3)	No activity this quarter
F.	Provide staff support for committees of the local coordinating board. (Task 2)	The only committee of the LCB is the grievance committee. No grievances were filed, and no staff support was necessary.
G.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 4)	No activity this quarter
H.	Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 5)	No activity this quarter.
I.	Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 2)	The current membership roster and mailing list is enclosed.

J.	Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	LCB meetings are advertised in the Naples Daily News. Enclosed is the legal advertisement for the 12/4/19 meeting.
K.	Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 6)	No activity this quarter. This was completed in previous quarter.
L.	Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 7)	No activity this quarter. This was completed in previous quarter.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity is being billed this quarter. An amendment to the TDSP was reviewed and approved by the LCB on December 4 th and ratified by the MPO Board on December 13 th . It was transmitted to the TD Commission on December 23 rd .
B.	Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	This task is continual and ongoing.
C.	Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	This task is continual and ongoing.

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 8)	The quarterly report that was presented at the 12/4/19 meeting is enclosed.
B.	Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 9)	No activity this quarter. This task was completed in a previous quarter.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity this quarter. This task was completed in a previous quarter.
D.	Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E.	Provide training for newly-appointed LCB members. (Task 2)	No activity this quarter.
F.	Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity this quarter.
G.	To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	The CTC presented application for 5310, 5311, 5339 funding to the LCB. MPO staff reviewed the applications and recommended that the LCB endorse the applications at the December 4 th meeting.

H.	Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	No activity this quarter.
I.	Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J.	Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	No activity this quarter.
K.	Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Representative

Date