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January 5, 2021

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Virtual Meeting Announcement

The Union County Transportation Disadvantaged Coordinating Board will hold a virtual meeting **Tuesday, January 12, 2021 at 1:00 p.m.**

The Florida Commission for the Transportation Disadvantaged issued a Declaration and Order of Emergency, dated December 17, 2020, in response to the statewide emergency due to the COVID-19 pandemic which allows transportation disadvantaged coordinating boards to meet utilizing communications media technology as provided for in Section 120.54(5)(b)2., Florida Statutes.

The meeting will be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

Attachment

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**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

VIRTUAL MEETING ANNOUNCEMENT AND AGENDA

Virtual Meeting		Tuesday
Dial in Number:	Toll free 1.888.585.9008	January 12, 2021
Conference Code:	864 183 272	1:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Roll Call

D. Approval of the Meeting Agenda **ACTION REQUIRED**

E. Approval of the October 13, 2020 Minutes **Page 7** **ACTION REQUIRED**

II. NEW BUSINESS

A. Introduction to Florida’s Coordinated Transportation System **Page 11** **NO ACTION REQUIRED**

Staff will discuss Florida’s Coordinated Transportation System and Section 112.3143, Florida Statutes concerning voting conflicts of interest

B. Community Transportation Coordinator Designation **Page 49** **ACTION REQUIRED**

The Board needs to recommend the designation of the Union County Community Transportation Coordinator

C. 2016/21 Union County Transportation Disadvantaged Service Plan Amendments **Page 51** **ACTION REQUIRED**

The Board needs to review and approve amendments to the 2016/21 Union County Transportation Disadvantaged Service Plan

**D. Suwannee River Economic Council, Inc.
Operations Reports**

Page 55 NO ACTION REQUIRED

III. OTHER BUSINESS

Comments

IV. FUTURE MEETING DATES

- A. April 13, 2021 at 1:00 p.m.**
- B. July 13, 2021 at 1:00 p.m.**
- C. October 12, 2021 at 1:00 p.m.**
- D. January 11, 2022 at 1:00 p.m.**

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Vacant Local Elected Official/Chair	
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
Amanda Bryant Florida Department of Children and Families Grievance Committee Member	Frederick Johnson Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education Grievance Committee Member	Vacant Florida Department of Education
Libby Murphy Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Sylvia Bamburg Florida Agency for Persons with Disabilities	Vacant Florida Agency for Persons with Disabilities
Darlene Strimple Regional Workforce Board	Selvin Cray Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2023	Vacant Florida Association for Community Action Term ending June 30, 2023
Vacant Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2023	Vacant Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2021	Vacant Citizen Advocate Term ending June 30, 2021
Vacant Citizen Advocate - User Term ending June 30, 2021	Vacant Citizen Advocate - User Term ending June 30, 2021
Vacant Persons with Disabilities Term ending June 30, 2021	Vacant Persons with Disabilities Term ending June 30, 2021
Vacant Elderly Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
John "Dan" Mann Medical Community Term ending June 30, 2022	Vacant Medical Community Term ending June 30, 2022
Vacant Children at Risk Term ending June 30, 2022	Vacant Children at Risk Term ending June 30, 2022
Vacant Private Transit Term ending June 30, 2022	Vacant Private Transit Term ending June 30, 2022

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

VIRTUAL MEETING MINUTES

Virtual Meeting		Tuesday
Dial in Number:	Toll free 1.888.585.9008	October 13, 2020
Conference Code:	864 183 272	1:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Karen Cossey, Chair
Jeff Aboumrad, Florida Department of Education Representative
Sylvia Bamburg representing Helen “Renee” Cooke, Florida Agency for Persons with Disabilities Representative
Sandra Collins, Vice-Chair, Florida Department of Transportation Representative
Selvin Cray representing Darlene Strimple, Regional Workforce Board Representative
John “Dan” Man, Medical Community Representative
Libby Murphy, Florida Department of Elder Affairs Representative
Dewece Ogden, Florida Agency for Health Care Administration Representative

VOTING MEMBERS ABSENT

Amanda Bryant, Florida Department of Children and Families Representative
Barbara Fischer, Veterans Representative

OTHERS PRESENT

Christina Nalsen, Florida Department of Transportation
Stephanie Barrington, Suwannee River Economic Council, Inc.

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chair Cossey called the meeting to order at 1:03 p.m.

A. Invocation

Mr. Matthew Pearson, Suwannee River Economic Council, Inc. Executive Director, gave the invocation

B. Pledge of Allegiance

Chair Cossey led the Board in reciting the Pledge of Allegiance.

C. Roll Call

Chair Cossey asked staff to take a roll call attendance.

The roll call was taken by Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, and, a quorum was declared present

D. Approval of the Meeting Agenda

ACTION: Selvin Cray moved to approve the meeting agenda. Dewecee Ogden seconded; motion passed unanimously.

E. Approval of the July 14, 2020 Minutes

ACTION: Dewecee Ogden moved to approve the July 14, 2020 meeting minutes. Libby Murphy seconded; motion passed unanimously.

II. NEW BUSINESS

A. 2019/20 Annual Performance Evaluation

Ms. Godfrey stated that the Board is required to evaluate Suwannee River Economic Council, Inc.'s performance as the Union County Community Transportation Coordinator annually. She said the draft 2019/20 performance evaluation is included in the meeting materials for the Board's review.

The Board reviewed Suwannee River Economic Council's 2019/20 Annual Performance Evaluation.

ACTION: Sandra Collins moved to approve Suwannee River Economic Council, Inc.'s 2019/20 Annual Performance Evaluation. Libby Murphy seconded; motion passed unanimously.

B. 2019/20 Annual Operating Report

Ms. Godfrey stated that Suwannee River Economic Council, Inc. is required to submit an Annual Operating Report to the Florida Commission for the Transportation Disadvantaged by September 15th of each year. She said Suwannee River Economic Council's 2019/20 Annual Operating Report is included in the meeting materials for the Board's review.

Mr. Pearson discussed the 2019/20 Annual Operating Report.

C. Trip and Equipment Grant Allocation Methodology

Ms. Godfrey stated that, at the last Board meeting, staff discussed the Florida Commission for the Transportation Disadvantaged study to explore changes to the Trip and Equipment Grant allocation methodology. She said the Executive Summary of the final report published by the Florida Commission for the Transportation Disadvantaged is included in the meeting materials. She also stated that she submitted the Board's recommendations concerning the Trip and Equipment Grant allocation methodology.

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged is currently in the rule making process to amend Rule 41-2 of the Florida Administrative Code to include the new funding allocation methodology. She said the new methodology will be implemented July 1, 2021.

D. Suwannee River Economic Council, Inc. Operations Reports

Mr. Pearson discussed Suwannee River Economic Council's operations reports for the April to June 2020 quarter. He said trip numbers were low during this reporting period due to COVID-19, but, are slowly increasing. He also stated that he is very proud of the Suwannee River Economic Council, Inc. staff. He said they are essential workers who deserve recognition for their efforts during the COVID-19 pandemic. He said Suwannee River Economic Council, Inc. provided hazard pay to their employees for their continued dedication.

Chair Cossey stated that she appreciates all of the work still being done by Suwannee River Economic Council, Inc. staff.

III. OTHER BUSINESS

A. Comments

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged does not anticipate the Governor extending the Executive Order which allows the Board to meet virtually. She said she expects the next meeting will require a physical quorum to be present in order to conduct Board business. She said staff will continue to provide Board members the ability to participate via teleconference.

IV. FUTURE MEETING DATES

Chair Cossey stated that the next meeting of the Board will be held Tuesday, January 12, 2021 at 1:00 p.m. She thanked everyone for calling into the meeting and asked everyone to stay safe.

ADJOURNMENT

The meeting was adjourned at 1:25 p.m.

Coordinating Board Chair

Date



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January 5, 2021

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Introduction to Florida’s Coordinated Transportation System

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires Board members to comply with the requirements of Section 112.3143, Florida Statutes and Section 286, Florida Statutes.

Attached are the following documents for the Board’s information:

- An Introduction to Florida’s Coordinated Transportation System;
- Section 112.3143, Florida Statutes concerning voting conflicts of interest; and
- Section 286, Florida Statutes concerning Florida Sunshine Law.

If you have any questions regarding the attached documents, please do not hesitate to contact me.

Attachments

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TD 101 – A Comprehensive Overview of the Transportation Disadvantaged Program

Commission for the Transportation Disadvantaged

September 17, 2019



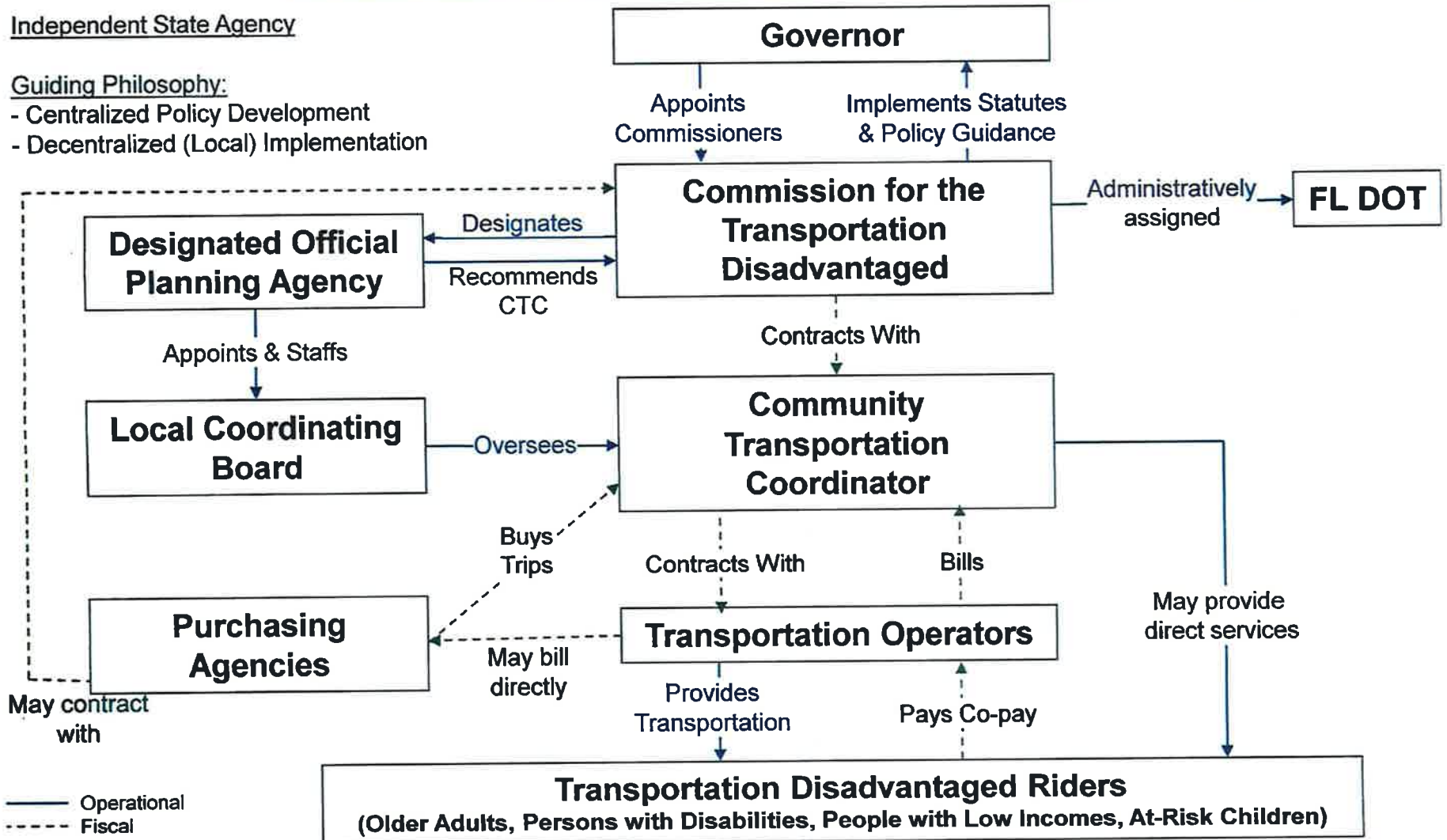
Florida's Coordinated Transportation System Organizational Structure

Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation





Who Do We Serve?

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children



Florida Commission for the



Transportation
Disadvantaged

They Could Need A Ride To...



- Medical Services
- Work
- School
- Grocery Store





Commission for the Transportation Disadvantaged

Purpose (427.013 F.S.):

Accomplish the **coordination** of transportation services provided to the transportation disadvantaged.

Coordination Defined: Arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services

Goal (427.013 F.S.):

To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.



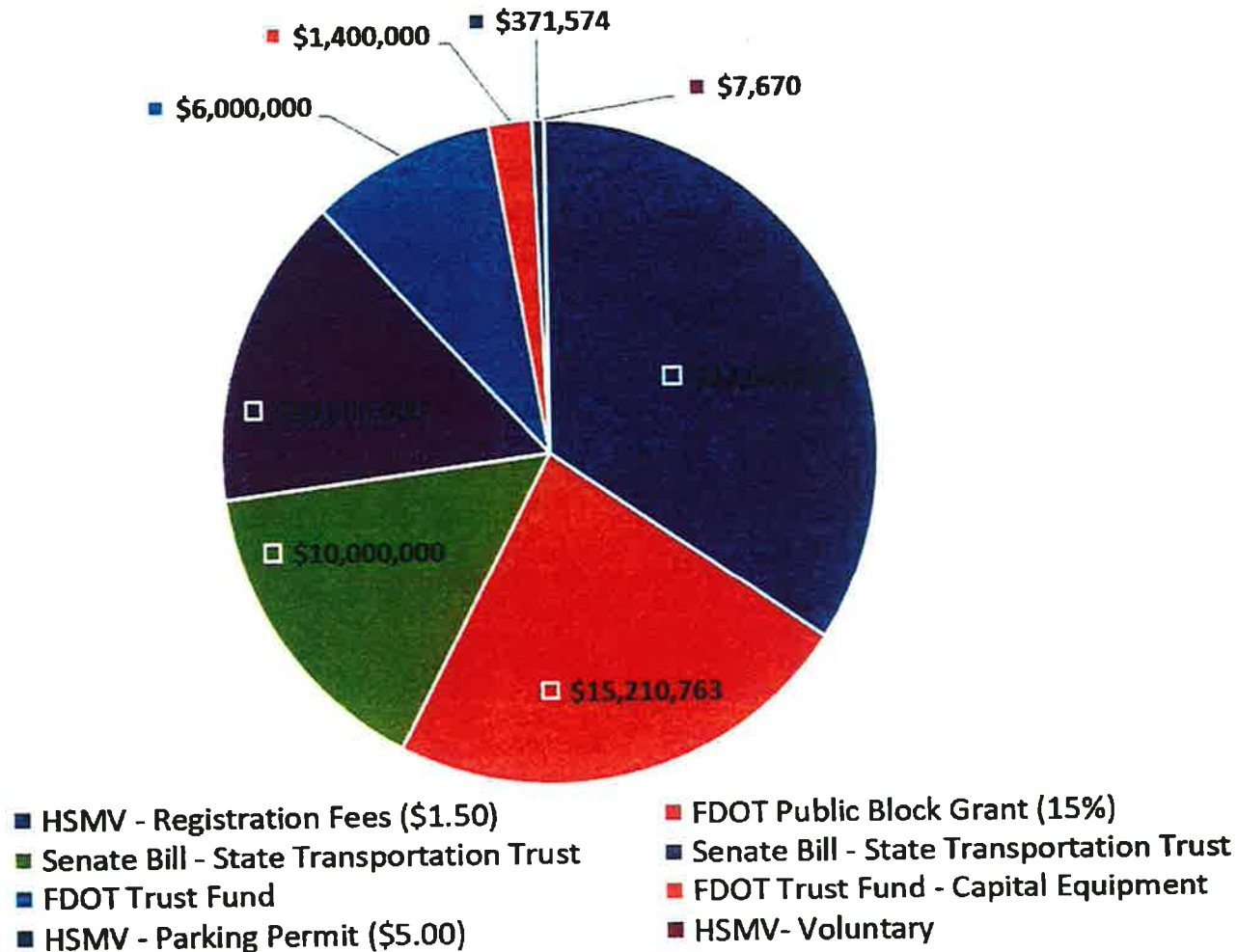
Commission for the Transportation Disadvantaged

Duties

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged.
- Designates the planning agency in areas outside the purview of an MPO.
- Approves the appointment of CTCs.
- Contract with CTCs.



Commission Revenues FY 2019-20 Total Revenues \$65,635,032





Designated Official Planning Agency

The Planning Agency assists the Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged.



Designated Official Planning Agency

Planning Agencies are:

- Metropolitan Planning Organizations;
- County/City Governments;
- Regional Planning Councils; or
- Local Planning Organizations who are performing planning activities in designated service areas.

A Planning Agency may be responsible for multiple services areas.



Designated Official Planning Agency

Duties

- Appoints members to the Local Coordinating Board
- Provides staff to the Local Coordinating Board
 - Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
 - Annual Public Hearing



Designated Official Planning Agency

Duties (Continued)

- Recommends to the Commission a Community Transportation Coordinator (CTC)
 - Competitive Procurement Process
(Local Procurement Process or Chapter 287, F.S.)
 - Memorandum of Agreement between the Commission and CTC
 - CTC designation is for five years
- Evaluates the CTC (Planner & LCB) annually



Designated Official Planning Agency

Duties (Continued)

- Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval.
- In coordination with the CTC and the Local Coordinating Board, develops a Transportation Disadvantaged Service Plan (TDSP)



Local Coordinating Board

Purpose

- Identify local service needs
- Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System
- Serve as an advisory body to the Commission regarding a particular service area



Local Coordinating Board

Coordinating Board Structure

- Members are appointed by the Planning Agency
 - 1 elected official to serve as Chairperson
 - 1 Vice-Chairperson (elected annually by LCB Members)
 - Additional member groups which compose the LCB
 - FDOT, DCF, DOEA and AHCA
 - Public Education Community
 - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
 - Veterans Service Office
 - Florida Association for Community Action representative of county's disadvantaged population



Local Coordinating Board

Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB (Continued)
 - Elderly (person over 60)
 - Disabled
 - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
 - Representative for children at risk
 - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the CTC
 - Private for profit, when available (local private non profit may replace unless CTC)
 - Regional Workforce Development Board
 - Medical community



Local Coordinating Board

Duties

- Assists CTC in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints



Local Coordinating Board

Duties (Continued)

- Meets at least quarterly
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities



Community Transportation Coordinator

Duties

- Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area
 - Operates centralized call center
 - Determines transportation eligibility
 - Schedules trips
 - Performs gatekeeping duties
 - Invoices purchasing agencies



Community Transportation Coordinator

Duties (Continued)

- Develops a Transportation Disadvantaged Service Plan with Local Coordinating Board.
- Prepares and submits Annual Operating Report
- Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board for non-sponsored trips.



Community Transportation Coordinator

Selecting a Community Transportation Coordinator

- Interested organization responds to Planning Agency's request for a Community Transportation Coordinator.
- Planning Agency submits recommendation to the Commission for approval.
- Designation is for 5 years.



Community Transportation Coordinator

CTC Agreements with Commission

- Memorandum of Agreement (MOA)
- Trip & Equipment Grant
- Shirley Conroy Grant (Rural Capital Equipment)
- Innovation & Service Development Grant



Community Transportation Coordinator

Service Network Types

- Sole Source—provides all services
- Partially Brokered—contracts some services and provides some services
- Fully Brokered—contracts all services



Purchasing Agency

Purchasing Agency: An agency that purchases transportation services for the transportation disadvantaged.

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Economic Opportunity
- Department of Children and Families
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation



Purchasing Agency

Duties

- Uses the coordinated transportation system for provision of services to its clients.
- Pays the rates established in the service plan or negotiated statewide contract
- Negotiates with the Commission before procuring transportation disadvantaged services.
- Identifies the specific amount of money they will allocate in their legislative budget request to provide transportation disadvantaged services.



Purchasing Agency

Duties (Continued)

- Provides the Commission an accounting of all funds spent as well as the number of trips purchased with agency funds.
- Assists communities in developing coordinated transportation systems designed to serve the transportation disadvantaged.
- Ensures that its rules, procedures, guidelines, and directives are conducive to the coordination of transportation funds & services for the transportation disadvantaged.



Rider

Eligibility for Transportation Disadvantaged Trust Fund

- Commission establishes guidelines for Transportation Disadvantaged eligibility
- Local Coordinating Board develops local eligibility policy, based on Chapter 427, Florida Statutes, and Commission Guidelines.



CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

- No other funding available
- No other means of transportation is available
- Cannot utilize public transit
- Physical or mental disability
- Age
- Income status is a specified percent of the poverty level
- No self-declarations allowed
- Ability to pay

Section 112.3143, Florida Statutes

Voting Conflicts of Interest

1

Section 112.3143, Florida Statutes

- Public officer includes any person serving on an advisory body.
- Board members are considered public officers.
- Board members may not vote on any matter that would be to their special private gain or loss.



2

Section 112.3143, Florida Statutes

- Board members shall make every reasonable effort to disclose the nature of their interest as a public record in a memorandum filed with staff.
- The memorandum shall be incorporated in the meeting minutes.



3

Section 112.3143, Florida Statutes

- Board members shall, prior to a vote being taken, publicly state the nature of their interest in the matter from which they are abstaining from voting.
- Within 15 days after the vote occurs, Board members shall disclose the nature of their interest as a public record in a memorandum filed with staff.



4

Section 112.3143, Florida Statutes

- No Board member shall participate in any matter which would be to the Board member's special private gain or loss without first disclosing the nature of their interest in the matter.
- In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists.
- A written memorandum disclosing the nature of the conflict shall be filed within 15 days after the oral disclosure.



FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Section 286, Florida Statutes

Florida Sunshine Law

1

Section 286, Florida Statutes

- Board meetings must be open to the public.
- Reasonable notice of Board meetings must be given.
- Minutes of Board meetings must be taken.



2

Section 286, Florida Statutes

- Applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.
- A meeting is considered any gathering of two or more Board members to discuss any matter which will come before the Board for action.





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January 5, 2021

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Union County Community Transportation Coordinator Designation

STAFF RECOMMENDATION:

Recommend the Florida Commission for the Transportation Disadvantaged designate Suwannee River Economic Council, Inc. as the Union County Community Transportation Coordinator for a five-year period effective July 1, 2021.

BACKGROUND:

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program for Union County. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies conduct the selection process and recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Union County. Suwannee River Economic Council, Inc.'s Memorandum of Agreement will expire June 30, 2021.

The North Central Florida Regional Planning Council issued Request for Proposals No 2020-01 for Union County Community Transportation Coordinator designation on November 6, 2020. Suwannee River Economic Council, Inc. submitted a proposal in response to the request for proposals.

The North Central Florida Regional Planning Council authorized the Executive Director to appoint a Technical Review Committee to review and score proposals for the Union County Community Transportation Coordinator. The Technical Review Committee reviewed Suwannee River Economic Council, Inc.'s proposal and determined that it is responsive to the request for proposals. Therefore, it is recommended that Suwannee River Economic Council, Inc. be designated the Community Transportation Coordinator for Union County for a five-year period effective July 1, 2021.

If you have any questions concerning this matter, please do not hesitate to contact me.

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January 5, 2021

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2016/21 Union County Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve the 2016/21 Union County Transportation Disadvantaged Service Plan amendments.

BACKGROUND

Applicants for funding under the following 49 U.S.C. Grant Programs must certify to the Florida Department of Transportation that the grant projects are included in the current Transportation Disadvantaged Service Plan:

- Section 5310 Capital & Operating Assistance
- Section 5311 Capital & Operating Assistance for Rural Areas; and
- Section 5339 Capital Assistance

In addition, Rule 41-2.011(6) of the Florida Administrative Code requires the Board to review applications for local, state and federal government public transportation project funds submitted for use in Union County.

Attached are draft amendments to the 2016/21 Union County Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are Suwannee River Economic Council, Inc.'s applications for U.S.C. Section 5311 and 5339 Grant funds.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachments

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3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida’s Coordinated Transportation System in Bradford County. In May 2014, the Florida Agency for Health Care Administration implemented Florida’s Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, “Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services.”

Other barriers to the coordination of transportation services in Bradford County include the following:

- low density, rural population limits the ability to multi-load vehicles while maintaining an acceptable level of service; and
- limited availability of medical services/facilities in Bradford County requires out-of-county trips.

4. Needs Assessment

United States Code Section 5311 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Suwannee River Economic Council, Inc.	Operating assistance	2021/22	Union County	\$108,950.00 \$117,329.00	United States Code Section 5311 Program Suwannee River Economic Council, Inc.

United States Code Section 5339 Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Suwannee River Economic Council, Inc.	Purchase one replacement vehicle	2021/22	Union County	\$75,413.00	United States Code Section 5339



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January 5, 2021

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Suwannee River Economic Council, Inc. - Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports for the Board's review:

1. July - September 2020 Operations Report;
2. 2020/21 Trip & Equipment Grant Report;
3. July - September 2020 Complaint/Commendation Report; and
4. July - September 2020 Trip Denial Report.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

Attachments

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**QUARTERLY OPERATING REPORT
UNION COUNTY
JULY - SEPTEMBER 2020**

OPERATING DATA	Suwannee River Economic Council, Inc.
NUMBER OF INVOICED TRIPS	637
Trip & Equipment Grant (Transportation Disadvantaged Program)	232
Florida Managed Medical Care Program (Medicaid)	371
Florida Department of Elder Affairs	0
Innovation and Service Development Grant (Transportation Disadvantaged Prog	0
Community Trips	34
TOTAL VEHICLE MILES	20,414
TOTAL DOLLARS INVOICED	\$34,256.45
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$20,506.22
Florida Managed Medical Care Program (Medicaid)	\$13,750.23
Florida Department of Elder Affairs	\$0.00
Innovation and Service Development Grant (Transportation Disadvantaged Prog	\$0.00
Community Trips	\$0.00
AVERAGE COST PER TRIP	\$53.78
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$88.39
Florida Managed Medical Care Program (Medicaid)	\$37.06
Florida Department of Elder Affairs	#DIV/0!
Innovation and Service Development Grant (Transportation Disadvantaged Prog	#DIV/0!
Community Trips	\$0.00
AVERAGE COST PER MILE	\$1.68
TRIP PURPOSE*	
Medical	633
Employment	0
Education/Training	0
Shopping	2
Meal Site	0
Recreation	0
Other	2
CHARGEABLE ACCIDENTS	0
NUMBER OF VEHICLES	7
NUMBER OF ROADCALLS	1

**QUARTERLY OPERATING REPORT
UNION COUNTY
JULY - SEPTEMBER 2019**

OPERATING DATA	TOTAL
NUMBER OF INVOICED TRIPS	1,022
Trip & Equipment Grant (Transportation Disadvantaged Program)	449
Florida Managed Medical Care Program (Medicaid)	246
Florida Department of Elder Affairs	327
TOTAL VEHICLE MILES	29,106
TOTAL DOLLARS INVOICED	\$46,093.12
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$32,446.77
Florida Managed Medical Care Program (Medicaid)	\$9,722.35
Florida Department of Elder Affairs	\$3,924.00
AVERAGE COST PER TRIP	\$45.10
Trip & Equipment Grant (Transportation Disadvantaged Program)	\$72.26
Florida Managed Medical Care Program (Medicaid)	\$39.52
Florida Department of Elder Affairs	\$12.00
AVERAGE COST PER MILE	\$1.58
TRIP PURPOSE*	
Medical	663
Employment	0
Education/Training	0
Shopping	14
Meal Site	327
Recreation	10
Other	8
CHARGEABLE ACCIDENTS	0
NUMBER OF VEHICLES	7
NUMBER OF ROADCALLS	0

Source: Suwannee River Economic Council, Inc.

**TRANSPORTATION DISADVANTAGED PROGRAM
2020/21 TRIP & EQUIPMENT GRANT SUMMARY
UNION COUNTY**

MONTH/YEAR	FUNDING ALLOCATION	TOTAL DOLLARS SPENT	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-20	\$204,923.00	\$7,730.68	\$197,192.32	88	\$87.85
Aug-20	-	\$6,407.11	\$190,785.21	68	\$94.22
Sep-20	-	\$6,368.43	\$184,416.78	76	\$83.80
Oct-20	-		\$184,416.78		#DIV/0!
Nov-20	-		\$184,416.78		#DIV/0!
Dec-20	-		\$184,416.78		#DIV/0!
Jan-21	-		\$184,416.78		#DIV/0!
Feb-21	-		\$184,416.78		#DIV/0!
Mar-21	-		\$184,416.78		#DIV/0!
Apr-21	-		\$184,416.78		#DIV/0!
May-21	-		\$184,416.78		#DIV/0!
Jun-21	-		\$184,416.78		#DIV/0!
TOTAL	-	\$20,506.22	-	232	\$88.39

Source: Suwannee River Economic Council, Inc.

Total Contract Amount: \$204,923.00

**UNION COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JULY - SEPTEMBER 2020**

TYPE OF COMPLAINT	Suwannee River Economic Council, Inc.	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	0	-
COMMENDATIONS	0	-

Source: Suwannee River Economic Council, Inc.

**UNION COUNTY
UNMET TRANSPORTATION NEEDS
JULY - SEPTEMBER 2020**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	0

Source: Suwannee River Economic Council, Inc.

ATTENDANCE RECORD

**UNION COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	01/14/2020	06/09/2020	07/14/2020	10/13/2020
Chair	(Vacant)				
Florida Department of Transportation Alternate Member	Sandra Collins Lauren Adams	A A	A A	A A	P A
Florida Department of Children and Families Alternate Member	Amanda Bryant Frederick Johnson	A P	A A	A P	A A
Florida Agency for Health Care Administration Alternate Member	Dewece Ogden (Vacant)	P	P	P	P
Florida Department of Education Alternate Member	Jeffrey Aboumrad (Vacant)	James Spates	P	P	P
Florida Department of Elder Affairs Alternate Member	Libby Murphy (Vacant)	A	P	A	P
Florida Agency for Persons with Disabilities Alternate Member	Sylvia Bamburg (Vacant)				P
Public Education Alternate Member	(Vacant) (Vacant)				
Citizen Advocate Alternate Member	(Vacant) (Vacant)				
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Alternate Member	(Vacant) (Vacant)				
Veterans Alternate Member	Barbara Fischer (Vacant)	P	P	A	A
Persons with Disabilities Alternate Member	(Vacant) (Vacant)				
Florida Association for Community Action Alternate Member	(Vacant) (Vacant)				
Children at Risk Alternate Member	(Vacant) (Vacant)				
Regional Workforce Board Alternate Member	Darlene Strimple Selvin Cray	A P	A A	A P	A P
Local Medical Community Alternate Member	John "Dan" Mann (Vacant)	P	P	P	P

LEGEND KEY: P-Present A-Absent - Not Applicable (newly appointed member)

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."

