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July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Gilchrist County Transportation Disadvantaged Coordinating Board will meet **Wednesday, July 15, 2015 at 1:30 p.m.** in the Board of County Commissioners' Meeting Room located at 210 S. Main Street in Trenton, Florida. All Board members are encouraged to attend this meeting.

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

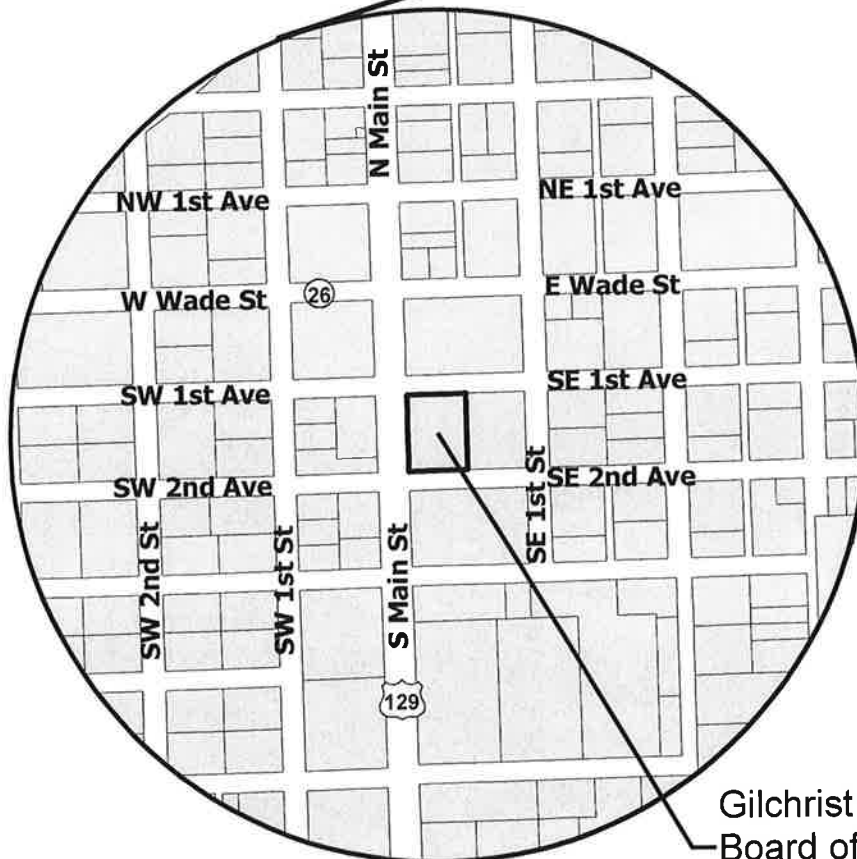
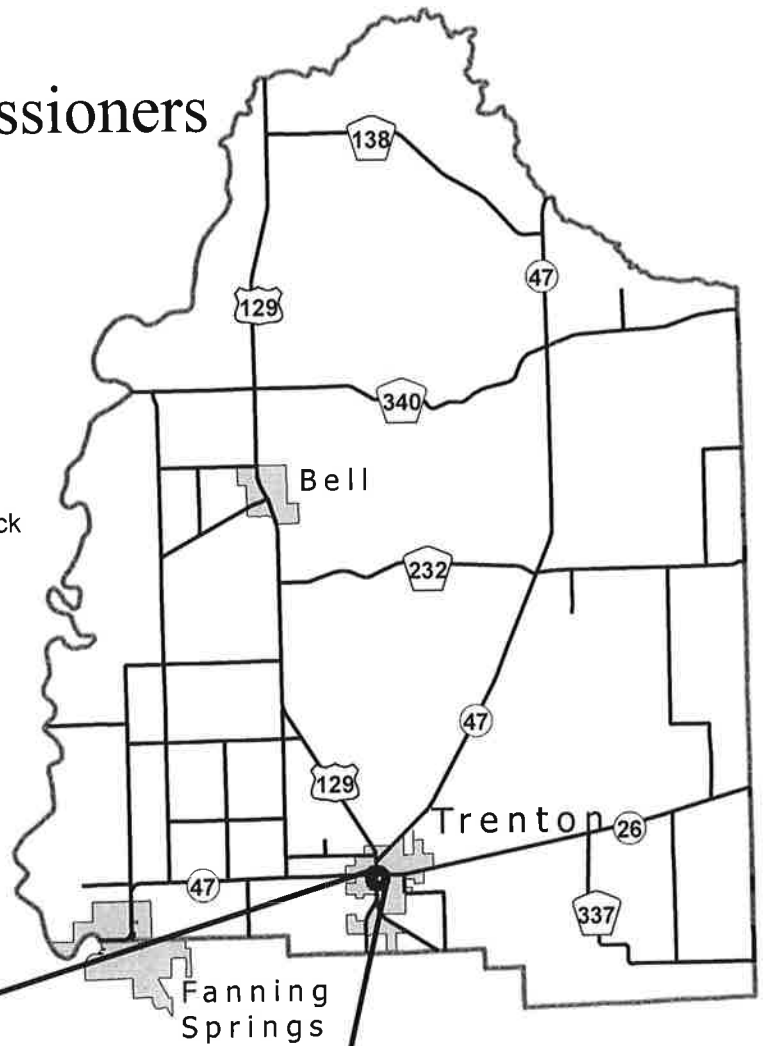
#### Attachments

t:\lynn\td2015\gilchrist\memos\july.docx

Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Gilchrist County Board of County Commissioners Meeting Facility 210 South Main St Trenton, Florida 32693

Directions: From the intersection of U.S. Highway 129 (also known as Main St) and State Road 26 (also known as Wade St) in the City of Trenton, head South onto U.S. Highway 129 (also known as Main St) travel one block and the Gilchrist County Board of County Commissioners Meeting Facility will be on the left, on the Eastern side of U.S. Highway 129 (also known as Main St).



1 inch = 500 feet

Gilchrist County  
Board of County Commissioners  
Meeting Facility





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**GILCHRIST COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
MEETING ANNOUNCEMENT AND AGENDA**

Board of County Commissioners Meeting Room  
210 S. Main Street  
Trenton, Florida

Wednesday  
**July 15, 2015**  
1:30 p.m.

**I. BUSINESS MEETING – CALL TO ORDER**

**A. Invocation**

**B. Pledge of Allegiance**

**C. Introductions**

**D. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**E. Approval of the April 15, 2015  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. NEW BUSINESS**

**A. Gilchrist County Transportation  
Disadvantaged Service Plan Amendment**

**Page 11**

**ACTION REQUIRED**

The Board needs to review and approve an amendment to the Gilchrist County  
Transportation Disadvantaged Service Plan

**B. Bylaws**

**Page 23**

**ACTION REQUIRED**

The Board needs to review and approve the Bylaws

**C. Grievance Procedures**

**Page 41**

**ACTION REQUIRED**

The Board needs to review and approve the Grievance Procedures

**D. Elect Vice-Chair** **Page 59** **ACTION REQUIRED**

The Board needs to elect a new Vice-Chair

**E. Appoint Grievance Committee Member** **Page 61** **ACTION REQUIRED**

The Chair needs to appoint a member to the Grievance Committee

**F. Multi-County Transportation Disadvantaged Program Service Area** **Page 63** **NO ACTION REQUIRED**

The Board needs to discuss whether to recommend the designation of a Multi-County Transportation Disadvantaged Program Service Area for Dixie and Gilchrist Counties

**G. Operations Reports** **Page 69** **NO ACTION REQUIRED**

### **III. OTHER BUSINESS**

**A. Comments**

**1. Members**

**2. Citizens**

### **IV. FUTURE MEETING DATES**

**A. October 14, 2015 at 1:30 p.m.**

**B. January 13, 2016 at 1:30 p.m.**

**C. April 13, 2016 at 1:30 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 enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**GILCHRIST COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

| <b>MEMBER/REPRESENTING</b>  | <b>ALTERNATE/REPRESENTING</b>   |
|---|---|
| Commissioner Marion Poitevint<br>Local Elected Official/Chair   | Not Applicable  |
| Sandra Collins<br>Florida Department of Transportation  | Janell Damato<br>Florida Department of Transportation                           |
| Vacant<br>Florida Department of Children and Families   | Vacant<br>Florida Department of Children and Families                           |
| Vacant<br>Florida Department of Education   | Jeff Aboumrad<br>Florida Department of Education                                |
| Vacant<br>Florida Department of Elder Affairs   | Vacant<br>Florida Department of Elder Affairs                                   |
| Vacant<br>Florida Agency for Health Care Administration   | Vacant<br>Florida Agency for Health Care Administration                         |
| Jeannie Carr<br>Regional Workforce Board<br>Grievance Committee Member                                | Vacant<br>Regional Workforce Board  |
| Vacant<br>Florida Association for Community Action<br>Term ending June 30, 2017                       | Vacant<br>Florida Association for Community Action<br>Term ending June 30, 2017 |
| Michelle Walker-Crawford<br>Public Education  | Julie C. Thomas<br>Public Education   |
| Jim Mash<br>Veterans<br>Term ending June 30, 2017   | Vacant<br>Veterans<br>Term ending June 30, 2017                                 |
| Jeffrey Bradley<br>Citizen Advocate<br>Term ending June 30, 2018                                      | Vacant<br>Citizen Advocate<br>Term ending June 30, 2018                         |
| Jim McCrone<br>Citizen Advocate - User<br>Term ending June 30, 2018                                   | Vacant<br>Citizen Advocate - User<br>Term ending June 30, 2018                  |
| Leslie Esseck<br>Persons with Disabilities<br>Grievance Committee Member<br>Term ending June 30, 2018 | Vacant<br>Persons with Disabilities<br>Term ending June 30, 2018                |
| Richard Esseck<br>Elderly<br>Grievance Committee Member<br>Term ending June 30, 2017                  | Vacant<br>Elderly<br>Term ending June 30, 2017                                  |
| Brittney Keeling<br>Medical Community<br>Term ending June 30, 2016                                    | Krishna Stemple<br>Medical Community<br>Term ending June 30, 2016               |
| Tonya Hiers<br>Children at Risk<br>Grievance Committee Member<br>Term ending June 30, 2016            | Brooke Ward<br>Children at Risk<br>Term ending June 30, 2016                    |
| Vacant<br>Private Transit<br>Term ending June 30, 2016  | Vacant<br>Private Transit<br>Term ending June 30, 2016                          |

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



**GILCHRIST COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

County Commissioners' Meeting Room  
Courthouse Annex  
Trenton, Florida

Wednesday  
April 15, 2015  
1:30 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Marion Poitevint, Chair  
Jeff Aboumrad, Florida Department of Education Representative  
Jeannie Carr, Regional Workforce Board Representative  
Leslie Eseck, Persons with Disabilities Representative  
Richard Esseck, Elderly Representative  
Tonya Hiers, Early Childhood Services Representative  
Brittney Keeling, Medical Community Representative  
James McCrone, Citizen Advocate-User

**VOTING MEMBERS ABSENT**

Sandra Collins, Florida Department of Transportation Representative  
Michelle Walker-Crawford, Public Education Representative  
Jim Mash, Veterans Representative

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. PUBLIC HEARING CALL TO ORDER**

Chair Poitevint asked the Board to nominate an Acting Chair since she is new to the Board and Ms. Alana McKay is no longer a member of the Board.

The Board nominated Mr. Richard Esseck to serve as Acting Chair.

Mr. Esseck called the public hearing to order at 1:35 p.m.

**A. Invocation**

Mr. Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

Acting Chair Esseck led the Board in reciting the Pledge of Allegiance.

**C. Introductions**

Acting Chairman Esseck asked everyone to introduce themselves.

**D. Receive Public Testimony**

There was no public testimony received.

**E. Close Public Hearing**

Acting Chairman Esseck closed the public hearing at 1:31 p.m.

**II. BUSINESS MEETING CALL TO ORDER**

Acting Chairman Esseck called the meeting to order at 1:32 p.m.

**A. Approval of the Meeting Agenda**

**ACTION: Marion Poitevint moved to approve the meeting agenda. Brittney Keeling seconded; motion passed unanimously.**

**B. Approval of the January 7, 2015 Meeting Minutes**

**ACTION: Jeannie Carr moved to approve the January 7, 2015 minutes. Marion Poitevint seconded; motion passed unanimously.**

**III. NEW BUSINESS**

**A. Gilchrist County Transportation Disadvantaged Service Plan**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chapter 427, Florida Statutes requires Suwannee River Economic Council to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board's approval. She said this plan provides information needed by the Board to continually review and assess transportation disadvantaged needs for the service area.

Ms. Godfrey said the Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

The Board reviewed the Gilchrist County Transportation Disadvantaged Service Plan.

Acting Chair Esseck asked staff to work with Suwannee River Economic Council to research grants to provide transportation for education and work opportunities. He also noted that the System Safety Program Plan certification needs to be updated.

Ms. Keeling noted a correction on page 10 of the Plan.

**ACTION:      Brittny Keeling moved to approve the Gilchrist County Transportation Disadvantaged Service Plan with the noted corrections. Tonya Hiers seconded; motion passed unanimously.**

**B.      2015 Florida Legislative Session**

Ms. Godfrey stated the stated that an additional \$2.1 million was added to the Transportation Disadvantaged Trust Fund. She said as long as there are no changes to the Transportation Disadvantaged Program funding during the next few weeks of the Florida Legislative Session, Gilchrist County should receive approximately the same allocation as they received in Fiscal Year 2014/15.

**C.      Operations Reports**

Ms. Godfrey stated that the operations reports are included in the meeting packet for the Board's review. She said there is no action required on this agenda item.

The Board reviewed the operations reports.

**IV.    OTHER BUSINESS**

**A.      Comments**

**1.      Members**

Acting Chair Esseck noted corrections to the meeting reminders.

Ms. Godfrey apologized for the errors and said she would talk to the new receptionist about it.

**2. Citizens**

There were no citizen comments.

**V. FUTURE MEETING DATES**

Acting Chair Esseck stated that the next meeting of the Board is scheduled for Wednesday, July 15, 2015 at 1:30 p.m.

**ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

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Coordinating Board Chair

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Date



## II.A

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July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Gilchrist County Transportation Disadvantaged Service Plan Amendment

### STAFF RECOMMENDATION

**Approve the Gilchrist County Transportation Disadvantaged Service Plan amendment.**

### BACKGROUND

The Gilchrist County Transportation Disadvantaged Service Plan includes the rates charged for Transportation Disadvantaged Program sponsored services. Attached are Suwannee River Economic Council's proposed Fiscal Year 2015/16 rates and Florida Commission for the Transportation Disadvantaged Rate Model Worksheets. The Board needs to review and approve Suwannee River Economic Council's proposed rates.

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

Attachment

t:\lynn\td2015\gilchrist\memos\tdspamendrates.docx



## Appendix B: Cost/Revenue Allocation and Rate Structure Justification

**COMMUNITY TRANSPORTATION COORDINATOR:** Suwannee River Economic Council, Inc.

**COUNTY:** Gilchrist

**CONTRACT PERIOD:** July 1, 2015 - June 30, 2016

**PURCHASING AGENCY:** Florida Commission for the Transportation Disadvantaged

| PROGRAM/SERVICE TYPE                            | COST PER MILE           |
|---|-------------------------|
| Transportation Disadvantaged Program Ambulatory | \$1.5567/passenger mile |
| Transportation Disadvantaged Program Wheelchair | \$2.6687/passenger mile |
| Transportation Disadvantaged Program Stretcher  | \$5.5597/passenger mile |



## Preliminary Information Worksheet

Version 1.4

**CTC Name:** Suwannee River Economic Council, Inc.  
**County (Service Area):** Gilchrist  
**Contact Person:** Matt Pearson  
**Phone #** 386-362-4115 ext. 222

Check Applicable Characteristic:

**ORGANIZATIONAL TYPE:**

- ☐ Governmental
- ☒ Private Non-Profit
- ☐ Private For Profit

**NETWORK TYPE:**

- ☐ Fully Brokered
- ☒ Partially Brokered
- ☐ Sole Source

***Once completed, proceed to the Worksheet entitled  
"Comprehensive Budget"***

# Comprehensive Budget Worksheet

Version 1.4

CTC: Suwannee River Economic Council, Inc.  
County: Gilchrist

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

|   | Prior Year's<br>ACTUALS<br>from<br>July 1st of<br>2013<br>to<br>June 30th of<br>2014 | Current Year's<br>APPROVED<br>Budget, as<br>amended<br>from<br>July 1st of<br>2014<br>to<br>June 30th of<br>2015 | Upcoming Year's<br>PROPOSED<br>Budget<br>from<br>2<br>2015<br>to<br>June 30th of<br>2016 | % Change<br>from Prior<br>Year to<br>Current<br>Year | Proposed<br>% Change<br>from<br>Current<br>Year to<br>Upcoming<br>Year | Confirm whether revenues are collected as a system subsidy VS<br>a purchase of service at a unit price.<br><br>Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|--|--|--|--|--|---|
| 1 | 2  | 3  | 4  | 5  | 6  | 7   |

## REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

### Local Non-Govt

|                               |           |           |           |        |        |  |
|-------------------------------|-----------|-----------|-----------|--------|--------|--|
| Farebox                       |           |           |           |        |        | 40,505 into current (13/14) and upcoming year (14/15) budget. \$10,000 into 14-15 and \$30,505 into 15-16 Budget year. |
| Medicaid Co-Pay Received      |           |           |           |        |        |  |
| Donations/ Contributions      |           |           |           |        |        |  |
| In-Kind, Contributed Services |           |           |           |        |        |  |
| Other                         | \$ 17,501 | \$ 50,495 | \$ 42,552 | 188.5% | -15.7% |  |
| Bus Pass Program Revenue      |           |           |           |        |        |  |

### Local Government

|                                      |  |  |  |  |  |
|--------------------------------------|--|--|--|--|--|
| District School Board                |  |  |  |  |  |
| Compl. ADA Services                  |  |  |  |  |  |
| County Cash                          |  |  |  |  |  |
| County In-Kind, Contributed Services |  |  |  |  |  |
| City Cash                            |  |  |  |  |  |
| City In-kind, Contributed Services   |  |  |  |  |  |
| Other Cash                           |  |  |  |  |  |
| Other In-Kind, Contributed Services  |  |  |  |  |  |
| Bus Pass Program Revenue             |  |  |  |  |  |

### CTD

|                                   |            |            |            |      |         |
|-----------------------------------|------------|------------|------------|------|---------|
| Non-Spons. Trip Program           | \$ 101,644 | \$ 108,417 | \$ 108,423 | 6.7% | 0.0%    |
| Non-Spons. Capital Equipment      |            |            |            |      |         |
| Rural Capital Equipment           | \$ 55,867  | \$ 58,500  |            | 4.7% | -100.0% |
| Other TD (specify in explanation) |            |            |            |      |         |
| Bus Pass Program Revenue          |            |            |            |      |         |

### USDOT & FDOT

|                                    |           |           |           |        |       |
|------------------------------------|-----------|-----------|-----------|--------|-------|
| 49 USC 5307                        |           |           |           |        |       |
| 49 USC 5310                        |           |           |           |        |       |
| 49 USC 5311 (Operating)            | \$ 93,183 | \$ 62,000 | \$ 72,000 | -33.5% | 16.1% |
| 49 USC 5311(Capital)               |           |           |           |        |       |
| Block Grant                        |           |           |           |        |       |
| Service Development                |           |           |           |        |       |
| Commuter Assistance                |           |           |           |        |       |
| Other DOT (specify in explanation) |           |           |           |        |       |
| Bus Pass Program Revenue           |           |           |           |        |       |

### AHCA

|                                     |           |           |           |        |         |  |
|-------------------------------------|-----------|-----------|-----------|--------|---------|--|
| Medicaid                            | \$ 73,877 | \$ 24,924 |           | -66.3% | -100.0% | revised current year medicaid HMO budget |
| Other AHCA (specify in explanation) |           | \$ 24,435 | \$ 47,546 |        | 94.6%   |  |
| Bus Pass Program Revenue            |           |           |           |        |         |  |

### DCF

|                                     |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|
| Alcohol, Drug & Mental Health       |  |  |  |  |  |
| Family Safety & Preservation        |  |  |  |  |  |
| Comm. Care Dis./Aging & Adult Serv. |  |  |  |  |  |
| Other DCF (specify in explanation)  |  |  |  |  |  |
| Bus Pass Program Revenue            |  |  |  |  |  |

### DOH

|                                    |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| Children Medical Services          |  |  |  |  |  |
| County Public Health               |  |  |  |  |  |
| Other DOH (specify in explanation) |  |  |  |  |  |
| Bus Pass Program Revenue           |  |  |  |  |  |

### DOE (state)

|                                    |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| Carl Perkins                       |  |  |  |  |  |
| Div of Blind Services              |  |  |  |  |  |
| Vocational Rehabilitation          |  |  |  |  |  |
| Day Care Programs                  |  |  |  |  |  |
| Other DOE (specify in explanation) |  |  |  |  |  |
| Bus Pass Program Revenue           |  |  |  |  |  |

### AWI

|                                    |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| WAGES/Workforce Board              |  |  |  |  |  |
| Other AWI (specify in explanation) |  |  |  |  |  |
| Bus Pass Program Revenue           |  |  |  |  |  |

### DOEA

|                                     |          |          |          |       |      |
|-------------------------------------|----------|----------|----------|-------|------|
| Older Americans Act                 | \$ 5,390 | \$ 5,000 | \$ 5,000 | -7.2% | 0.0% |
| Community Care for Elderly          |          |          |          |       |      |
| Other DOEA (specify in explanation) |          |          |          |       |      |
| Bus Pass Program Revenue            |          |          |          |       |      |

### DCA

|                                    |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|
| Community Services                 |  |  |  |  |  |
| Other DCA (specify in explanation) |  |  |  |  |  |
| Bus Pass Admin. Revenue            |  |  |  |  |  |

# Comprehensive Budget Worksheet

Version 1.4

CTC: Suwannee River Economic Council, Inc.  
County: Gilchrist

1. Complete applicable **GREEN** cells in columns 2, 3, 4, and 7

|   | Prior Year's<br>ACTUALS<br>from<br>July 1st of<br>2013<br>to<br>June 30th of<br>2014 | Current Year's<br>APPROVED<br>Budget, as<br>amended<br>from<br>July 1st of<br>2014<br>to<br>June 30th of<br>2015 | Upcoming Year's<br>PROPOSED<br>Budget<br>from<br>2<br>2015<br>to<br>June 30th of<br>2016 | % Change<br>from Prior<br>Year to<br>Current<br>Year | Proposed<br>% Change<br>from<br>Current<br>Year to<br>Upcoming<br>Year | Confirm whether revenues are collected as a system subsidy VS<br>a purchase of service at a unit price.<br><br>Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000 |
|---|--|--|--|--|--|---|
| 1 | 2  | 3  | 4  | 5  | 6  | 7   |

## APD

Office of Disability Determination  
Developmental Services  
Other APD (specify in explanation)  
Bus Pass Program Revenue

## DJJ

(specify in explanation)  
Bus Pass Program Revenue

## Other Fed or State

xxxx  
xxxx  
xxxx

Bus Pass Program Revenue

## Other Revenues

Interest Earnings

xxxx  
xxxx

Bus Pass Program Revenue

## Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve

Balancing Revenue is Short By =

None

None

Total Revenues = \$347,452 \$333,771 \$275,521 -3.9% -17.5%

## EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

### Operating Expenditures

|                        |           |           |           |        |         |
|------------------------|-----------|-----------|-----------|--------|---------|
| Labor                  | \$ 80,458 | \$ 88,100 | \$ 94,250 | 9.5%   | 7.0%    |
| Fringe Benefits        | \$ 40,148 | \$ 41,113 | \$ 46,400 | 2.4%   | 12.9%   |
| Services               | \$ 16,096 | \$ 16,105 | \$ 16,943 | 0.1%   | 5.2%    |
| Materials and Supplies | \$ 46,376 | \$ 70,210 | \$ 52,956 | 51.4%  | -24.6%  |
| Utilities              | \$ 10,517 | \$ 7,408  | \$ 11,400 | -29.6% | 53.9%   |
| Casualty and Liability | \$ 11,864 | \$ 8,900  | \$ 12,000 | -25.0% | 34.8%   |
| Taxes                  | \$ 63     | \$ 90     |           | 42.9%  | -100.0% |

### Purchased Transportation:

|                                    |          |           |           |        |      |
|------------------------------------|----------|-----------|-----------|--------|------|
| Purchased Bus Pass Expenses        |          |           |           |        |      |
| School Bus Utilization Expenses    |          |           |           |        |      |
| Contracted Transportation Services | \$ 3,112 | \$ 11,000 | \$ 11,000 | 253.5% | 0.0% |

### Other

|               |        |        |        |       |      |
|---------------|--------|--------|--------|-------|------|
| Miscellaneous | \$ 429 | \$ 525 | \$ 525 | 22.4% | 0.0% |
|---------------|--------|--------|--------|-------|------|

### Operating Debt Service - Principal & Interest

|                    |           |           |           |        |       |
|--------------------|-----------|-----------|-----------|--------|-------|
| Leases and Rentals | \$ 17,393 | \$ 15,100 | \$ 18,000 | -13.2% | 19.2% |
|--------------------|-----------|-----------|-----------|--------|-------|

### Contrib. to Capital Equip. Replacement Fund

|                               |      |      |      |  |  |
|-------------------------------|------|------|------|--|--|
| In-Kind, Contributed Services | \$ - | \$ - | \$ - |  |  |
|-------------------------------|------|------|------|--|--|

### Allocated Indirect

|  |           |           |           |        |       |
|--|-----------|-----------|-----------|--------|-------|
|  | \$ 17,501 | \$ 10,220 | \$ 12,047 | -41.6% | 17.9% |
|--|-----------|-----------|-----------|--------|-------|

### Capital Expenditures

|                                   |           |           |  |      |         |
|-----------------------------------|-----------|-----------|--|------|---------|
| Equip. Purchases with Grant Funds | \$ 63,000 | \$ 65,000 |  | 3.2% | -100.0% |
|-----------------------------------|-----------|-----------|--|------|---------|

### Equip. Purchases with Local Revenue

### Equip. Purchases with Rate Generated Rev.

### Capital Debt Service - Principal & Interest

## ACTUAL YEAR GAIN

\$40,505

Total Expenditures = \$306,957 \$333,771 \$275,521 8.7% -17.5%

See NOTES Below.

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

# Budgeted Rate Base Worksheet

Version 1.4

CTC: Suwannee River Economic Council, Inc.

County: Gilchrist

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

| Upcoming Year's<br>BUDGETED<br>Revenues |   |
|---|---|
| from                                    |   |
| July 1st of                             |   |
| 2015                                    |   |
| to                                      |   |
| June 30th of                            |   |
| 2016                                    |   |
| 1                                       | 2 |

| What amount of the<br>Budgeted Revenue<br>in col. 2 will be<br>generated at the rate<br>per unit determined<br>by this spreadsheet,<br>OR used as local<br>match for these type<br>revenues? | Budgeted Rate<br>Subsidy Revenue<br>Excluded from<br>the Rate Base | What amount of the<br>Subsidy Revenue in<br>col. 4 will come from<br>funds to purchase<br>equipment, OR will<br>be used as match<br>for the purchase of<br>equipment? |
|--|--|---|
| 3  | 4  | 5   |

## REVENUES (CTC/Operators ONLY)

### Local Non-Govt

|                               |    |        |
|-------------------------------|----|--------|
| Farebox                       | \$ | -      |
| Medicaid Co-Pay Received      | \$ | -      |
| Donational Contributions      | \$ | -      |
| In-Kind, Contributed Services | \$ | -      |
| Other                         | \$ | 42,552 |
| Bus Pass Program Revenue      | \$ | -      |

### Local Government

|                                      |    |   |
|--------------------------------------|----|---|
| District School Board                | \$ | - |
| Compl. ADA Services                  | \$ | - |
| County Cash                          | \$ | - |
| County In-Kind, Contributed Services | \$ | - |
| City Cash                            | \$ | - |
| City In-kind, Contributed Services   | \$ | - |
| Other Cash                           | \$ | - |
| Other In-Kind, Contributed Services  | \$ | - |
| Bus Pass Program Revenue             | \$ | - |

### CTD

|                              |    |         |
|------------------------------|----|---------|
| Non-Spons. Trip Program      | \$ | 108,423 |
| Non-Spons. Capital Equipment | \$ | -       |
| Rural Capital Equipment      | \$ | -       |
| Other TD                     | \$ | -       |
| Bus Pass Program Revenue     | \$ | -       |

### USDOT & FDOT

|                          |    |        |
|--------------------------|----|--------|
| 49 USC 5307              | \$ | -      |
| 49 USC 5310              | \$ | -      |
| 49 USC 5311 (Operating)  | \$ | 72,000 |
| 49 USC 5311(Capital)     | \$ | -      |
| Block Grant              | \$ | -      |
| Service Development      | \$ | -      |
| Commuter Assistance      | \$ | -      |
| Other DOT                | \$ | -      |
| Bus Pass Program Revenue | \$ | -      |

### AHCA

|                          |    |        |
|--------------------------|----|--------|
| Medicaid                 | \$ | -      |
| Other AHCA               | \$ | 47,546 |
| Bus Pass Program Revenue | \$ | -      |

### DCF

|                                     |    |   |
|-------------------------------------|----|---|
| Alcohol, Drug & Mental Health       | \$ | - |
| Family Safety & Preservation        | \$ | - |
| Comm. Care Dis. Aging & Adult Serv. | \$ | - |
| Other DCF                           | \$ | - |
| Bus Pass Program Revenue            | \$ | - |

### DOH

|                           |    |   |
|---------------------------|----|---|
| Children Medical Services | \$ | - |
| County Public Health      | \$ | - |
| Other DOH                 | \$ | - |
| Bus Pass Program Revenue  | \$ | - |

### DOE (state)

|                           |    |   |
|---------------------------|----|---|
| Carl Perkins              | \$ | - |
| Div of Blind Services     | \$ | - |
| Vocational Rehabilitation | \$ | - |
| Day Care Programs         | \$ | - |
| Other DOE                 | \$ | - |
| Bus Pass Program Revenue  | \$ | - |

### AWI

|                          |    |   |
|--------------------------|----|---|
| WAGES/Workforce Board    | \$ | - |
| AWI                      | \$ | - |
| Bus Pass Program Revenue | \$ | - |

### DOEA

|                            |    |       |
|----------------------------|----|-------|
| Elder Americans Act        | \$ | 5,000 |
| Community Care for Elderly | \$ | -     |
| Other DOEA                 | \$ | -     |
| Bus Pass Program Revenue   | \$ | -     |

### DCA

|                          |    |   |
|--------------------------|----|---|
| Community Services       | \$ | - |
| Other DCA                | \$ | - |
| Bus Pass Program Revenue | \$ | - |

|    |        |           |
|----|--------|-----------|
| \$ | -      |           |
| \$ | -      |           |
| \$ | -      |           |
| \$ | -      |           |
| \$ | 12,047 | \$ 30,505 |
| \$ | -      | \$ 6,500  |

|    |   |  |
|----|---|--|
| \$ | - |  |
| \$ | - |  |
| \$ | - |  |
| \$ | - |  |
| \$ | - |  |
| \$ | - |  |
| \$ | - |  |
| \$ | - |  |

|    |         |    |   |    |   |    |        |
|----|---------|----|---|----|---|----|--------|
| \$ | 108,423 | \$ | - | \$ | - | \$ | 12,047 |
| \$ | -       | \$ | - | \$ | - | \$ | -      |
| \$ | -       | \$ | - | \$ | - | \$ | -      |
| \$ | -       | \$ | - | \$ | - | \$ | -      |
| \$ | -       | \$ | - | \$ | - | \$ | -      |

|    |   |    |        |    |
|----|---|----|--------|----|
| \$ | - | \$ | -      |    |
| \$ | - | \$ | -      | \$ |
|    |   | \$ | 72,000 |    |
| \$ | - | \$ | -      | \$ |
| \$ | - | \$ | -      |    |
| \$ | - | \$ | -      |    |
| \$ | - | \$ | -      |    |
|    |   | \$ | -      |    |
| \$ | - | \$ | -      |    |

|    |        |    |   |  |
|----|--------|----|---|--|
| \$ | -      | \$ | - |  |
| \$ | 47,546 | \$ | - |  |
| \$ | -      | \$ | - |  |

|    |   |    |   |  |
|----|---|----|---|--|
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |

|    |   |    |   |  |
|----|---|----|---|--|
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |

|    |   |    |   |  |
|----|---|----|---|--|
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |

|    |   |    |   |  |
|----|---|----|---|--|
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |

|    |       |    |   |  |
|----|-------|----|---|--|
| \$ | 5,000 | \$ | - |  |
| \$ | -     | \$ | - |  |
| \$ | -     | \$ | - |  |
| \$ | -     | \$ | - |  |

|    |   |    |   |  |
|----|---|----|---|--|
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |
| \$ | - | \$ | - |  |

YELLOW cells  
are **NEVER** Generated by Applying Authorized Rates

BLUE cells  
Should be funds generated by rates in this spreadsheet

GREEN cells  
**MAY BE** Revenue Generated by Applying  
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

GOLD cells

Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the **Purchase of Capital Equipment** if a match amount is required by the Funding Source.

**County:** Gilchrist

- 19-

## Worksheet for Program-wide Rates

CTC: Suwannee River Et Version 1.4  
County: Gilchrist

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips ( **GREEN** cells) below

Do **NOT** include trips or miles related to Coordination Contractors!

Do **NOT** include School Board trips or miles UNLESS.....

**INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!

Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..

Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!

Do **NOT** include fixed route bus program trips or passenger miles!

### PROGRAM-WIDE RATES

Total Projected Passenger Miles = 88,000

Rate Per Passenger Mile = \$ 1.97

Total Projected Passenger Trips = 4,200

Rate Per Passenger Trip = \$ 41.19

Fiscal Year

2015 - 2016

Avg. Passenger Trip Length = 21.0 Miles

### Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = \$ 3.13

Rate Per Passenger Trip = \$ 65.60

**Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"**

#### Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

#### Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

Deadhead  
Operator training, and  
Vehicle maintenance testing, as well as  
School bus and charter services.

#### Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

## Worksheet for Multiple Service Rates

CTC: Suwannee River Version 1.4  
County: Gilchrist

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to go to certain questions and sections based on previous answers

### SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?

☐ ☐ ☐ ☐
☐ ☐ ☐ ☐

| Ambulatory                              | Wheelchair                              | Stretcher                              | Group   |
|---|---|--|---|
| Yes                                     | Yes                                     | Yes                                    | Yes   |
| No                                      | No                                      | No                                     | No  |
| Go to Section II for Ambulatory Service | Go to Section II for Wheelchair Service | Go to Section II for Stretcher Service | STOP! Do NOT Complete Sections II - V for Group Service |

### SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?...

☐
☐

| Ambulatory   | Wheelchair   | Stretcher                        | Group  |
|--|--|----------------------------------|--|
| Yes  | Yes  | Yes                              | Yes  |
| No   | No   | No                               | No   |
| Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service | Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service | Answer # 2 for Stretcher Service | Do Not Complete Section II for Group Service |

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

|     |     |     |     |
|-----|-----|-----|-----|
| Yes | Yes | Yes | Yes |
| No  | No  | No  | No  |

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?  
How many of the total projected Passenger Miles relate to the contracted service?  
How many of the total projected passenger trips relate to the contracted service?

|             |             |             |  |
|-------------|-------------|-------------|--|
| Leave Blank | Leave Blank | Leave Blank | Do NOT Complete Section II for Group Service |
|             |             |             |  |
|             |             |             |  |

Effective Rate for Contracted Services:  
per Passenger Mile =  
per Passenger Trip =

| Ambulatory                               | Wheelchair                               | Stretcher                               | Group  |
|--|--|---|--|
|  |  |   |  |
| Go to Section III for Ambulatory Service | Go to Section III for Wheelchair Service | Go to Section III for Stretcher Service | Do NOT Complete Section II for Group Service |

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) =  
Rate per Passenger Mile for Balance =

| Combination Trip and Mile Rate                           |  |   |  |
|--|--|---|--|
|  |  |   |  |
| Leave Blank and Go to Section III for Ambulatory Service | Leave Blank and Go to Section III for Wheelchair Service | Leave Blank and Go to Section III for Stretcher Service | Do NOT Complete Section II for Group Service |

## Worksheet for Multiple Service Rates

CTC: Suwannee River Version 1.4  
County: Gilchrist

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip to certain questions and sections based on previous answers

### SECTION III: Escort Service

1. Do you want to charge all escorts a fee?  Yes  No  
Skip #2 - 4 and Section IV and Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR  Pass Trip  Pass Mile **Leave Blank**  
per passenger mile?
3. If you answered Yes to #1 and completed #2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort?  **Leave Blank**
4. How much will you charge each escort?  **Leave Blank**

### SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank)  **Do NOT Complete Section IV**  
And what is the projected total number of Group Vehicle Revenue Miles?  **Loading Rate 0.00 to 1.00**

### SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically  
\* Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above  
\* Be sure to leave the service **BLANK** if you answered NO in Section I or YES to question #2 in Section II

| RATES FOR FY: 2015 - 2016   |         |             |           |               |           |
|---|---------|-------------|-----------|---------------|-----------|
|   | Ambul   | Wheel Chair | Stretcher | Group         |           |
| Projected Passenger Miles (excluding totally contracted services addressed in Section II) = | 69,000  | 18,000      | 1,000     | 0             |           |
| Rate per Passenger Mile =   | \$1.67  | \$2.87      | \$5.97    | \$0.00        | \$0.00    |
|   |         |             |           | per passenger | per group |
| Projected Passenger Trips (excluding totally contracted services addressed in Section II) = | 3,350   | 800         | 50        | 0             |           |
| Rate per Passenger Trip =   | \$35.31 | \$60.53     | \$126.10  | \$0.00        | \$0.00    |
|   |         |             |           | per passenger | per group |

2. If you answered #1 above and want a COMBINED Rate per Trip **PLUS** a per Mile add-on for 1 or more services,...

| Combination Trip and Mile Rate   |        |             |           |               |           |
|--|--------|-------------|-----------|---------------|-----------|
|  | Ambul  | Wheel Chair | Stretcher | Group         |           |
| ...INPUT the Desired Rate per Trip (but must be less than per trip rate above) = |        |             |           | 0             |           |
| Rate per Passenger Mile for Balance =  | \$1.67 | \$2.87      | \$5.97    | \$0.00        | \$0.00    |
|  |        |             |           | per passenger | per group |

| Rates If No Revenue Funds Were Identified As Subsidy Funds |         |             |           |               |           |
|--|---------|-------------|-----------|---------------|-----------|
|  | Ambul   | Wheel Chair | Stretcher | Group         |           |
| Rate per Passenger Mile =                                  | \$2.66  | \$4.57      | \$9.51    | \$0.00        | \$0.00    |
|  |         |             |           | per passenger | per group |
| Rate per Passenger Trip =                                  | \$56.23 | \$96.39     | \$200.82  | \$0.00        | \$0.00    |
|  |         |             |           | per passenger | per group |
| Program These Rates into Your Medicaid Encounter Data      |         |             |           |               |           |



## II.B

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---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Gilchrist County Transportation Disadvantaged Coordinating Board Bylaws

### RECOMMENDATION

**Approve the Board's Bylaws.**

### BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Bylaws annually. Attached are the Board's Bylaws for review and approval.

If you have any questions concerning the Bylaws, please contact me at extension 110.

Attachment

t:\lynn\td2015\gilchrist\memos\bylaws.docx



# Bylaws

July 15, 2015

## Gilchrist County Transportation Disadvantaged Coordinating Board





# Bylaws

Approved by the  
Gilchrist County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

---

**Marion Poitevint, Chair**

with Assistance from  
North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

July 15, 2015

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# **Chapter I: Gilchrist County Transportation Disadvantaged Coordinating Board Bylaws**

## **A. Preamble**

The following sets forth the bylaws which shall serve to guide the proper functioning of the Gilchrist County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

## **B. Agency Description**

The Gilchrist County Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

## **C. Definitions**

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the 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.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

## **D. Name and Purpose**

- (1) The name of the Coordinating Board shall be the Gilchrist County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

## **E. Membership**

- (1) Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Gilchrist County is the North Central Florida Regional Planning Council.
  - (a) An elected official from the service area which the Board serves shall be appointed to the Board.
  - (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 local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;
- (e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (f) A person recommended by the local Veterans Service Office representing the veterans of the service area;
- (g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;
- (h) A person over age sixty (60) representing the elderly in the service area;
- (i) A person with a disability representing the disabled in the service area;
- (j) Two citizen advocate representatives in the service area; 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 for children at risk;
- (l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (m) A local representative of the Florida Department of Elder Affairs;
- (n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non profit representative shall be appointed, except where said representative is also the Community Transportation Coordinator;
- (o) A local representative of the Florida Agency for Health Care Administration;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.
- (r) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator's Board of Directors, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator, shall not be precluded from serving as voting members of the Coordinating Board.

It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

- (2) **Alternate Members.** The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.
- (3) **Terms of Appointment.** Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.
- (4) **Termination of Membership.** Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board'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.

## **F. Officers**

- (1) **Chair.** The North Central Florida Regional Planning Council shall appoint an official Chair for all Board meetings. The appointed Chair shall be an elected official from the designated service area that the Board serves (41-2.012(1), Florida Administrative Code). For a multi-county Board, the Chair shall be from one of the counties in the designated service area. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The Chair shall preside at all meetings.
- (2) **Vice-Chair.** The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chair (41-2.012(2) Florida Administrative Code). The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the first meeting after their election. For a multi-county Board, an elected official not serving as the Chair shall serve as Vice-Chair. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chair may serve more than one term.

## **G. Meetings**

- (1) **Regular Meetings.** The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order.
- (2) **Emergency Meetings.** The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Special meetings may be called by the Chair or by writing by 1/3 of the Board's voting membership.

North Central Florida Regional Planning Council staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

- (3) Special Meetings. Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board.
- (4) Notice of Regular and Special Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Board members and other interested parties at least two weeks prior to each Board meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.

The North Central Florida Regional Planning Council shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

- (5) Quorum. At all meetings of the Board, the presence in person of ~~a majority~~ 40 percent of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:
  - a) Cancel and reschedule the meeting; or
  - b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

- (6) Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.

- (7) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."
- (8) Proxy Voting. Proxy voting is not permitted.
- (9) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.
- (10) Attendance. 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. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The North Central Florida Regional Planning Council must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.

## **H. Administration**

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets and other necessary administrative duties as required by the Board within the limits of the resources available.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

## **I. Duties**

- (1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
  - (a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Florida Commission for the Transportation Disadvantaged.

- (b) Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.
- (c) Annually evaluate the Community Transportation Coordinator's performance in general and relative to Florida Commission for the Transportation Disadvantaged and local standards as referenced in Rule 41-2.006, Florida Administrative Code, and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Community Transportation Coordinator's performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is being utilized, the Board shall set an annual percentage of the number of trips to be provided on public transit. The Florida Commission for the Transportation Disadvantaged shall provide evaluation criteria for the Board to use relative to the performance of the Community Transportation Coordinator. This evaluation shall be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Board.
- (d) In cooperation with the Community Transportation Coordinator, review all applications for local, state or federal funds relating to transportation of the transportation disadvantaged in the service area to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.
- (e) Review coordination strategies for service provision to the transportation disadvantaged in the 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 Community Transportation Coordinators and consolidation of adjacent counties when it is appropriate and cost effective to do so.
- (f) Working with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- (g) Assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities for trips that are purchased with Transportation Disadvantaged Trust Funds.
- (h) Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.
- (i) Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Community Transportation Coordinator.
- (j) 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.
- (k) Annually review the Annual Operations Report.

## **J. Committees**

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance.

If the Community Transportation Coordinator provides Medicaid Non-Emergency Medical Transportation through a contract with the Florida Commission for the Transportation Disadvantaged, the Board's Grievance Committee shall be responsible for responding to grievances and appeals through the Medicaid Grievance System. A Medicaid Expedited Appeal Committee must also be established to address expedited appeals.

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

## **K. Amendments**

These Bylaws may be amended by a majority vote of members present at regular meetings.

## **L. Certification**

The undersigned hereby certifies that he/she is the Chair of the Gilchrist County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Gilchrist County Transportation Disadvantaged Coordinating Board the 15th day of July 2015.

---

Marion Poitevint, Chair  
Gilchrist County Transportation Disadvantaged Coordinating Board

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---

# Gilchrist County Transportation Disadvantaged Coordinating Board

## *Bylaws Team*

Scott R. Koons, AICP, Executive Director

\* Marlie Sanderson, AICP, Director of Transportation Planning

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility



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## Gilchrist County Transportation Disadvantaged Coordinating Board

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July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Procedures

RECOMMENDATION

**Approve the Board's Grievance Procedures.**

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Grievance Procedures annually. Attached are the Board's Grievance Procedures for review and approval.

If you have any questions concerning the Grievance Procedures, please contact me at extension 110.

**Attachment**

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by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.



# Transportation Disadvantaged Grievance Procedures

July 15, 2015

Gilchrist County  
Transportation Disadvantaged Coordinating Board





# Transportation Disadvantaged Grievance Procedures

Approved by the  
Gilchrist County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

---

**Marion Poitevint, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

July 15, 2015

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# **Chapter I: Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Procedures**

## **A. Preamble**

The following sets forth the procedures for the Gilchrist County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

## **B. Agency Description**

The Gilchrist County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

## **C. Definitions**

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the 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.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

## **D. Purpose**

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

## **E. Membership**

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

## **F. Officers**

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

## **G. Meetings**

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.
- (5) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the

special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) Proxy Voting. Proxy voting is not permitted.
- (7) Parliamentary Procedures. The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

## **H. Administration**

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

## **I. Duties**

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

## **J. Procedures**

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.
- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.

- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:
- Gilchrist County Transportation Disadvantaged Coordinating Board  
Grievance Committee  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
- a. the name, address and telephone number of the Complainant;
  - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
  - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.
- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.

- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

## **K. Appeals**

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Gilchrist County Transportation Disadvantaged Coordinating Board  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

## **~~L. Medicaid Non-Emergency Transportation Program Grievance System~~**

- ~~(1) If the Community Transportation Coordinator provides Medicaid Non-Emergency Medical Transportation through a contract with the Florida Commission for the Transportation Disadvantaged, the Board's Grievance Committee shall be responsible for responding to grievances and appeals through the Medicaid Grievance System. A Medicaid Expedited Appeal Committee must also be established to address expedited appeals.~~
- ~~(2) The Florida Commission for the Transportation Disadvantaged Medicaid Grievance System is attached as Appendix A.~~

## **M. Suspension Reconsideration**

- (1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the person requesting the hearing.

## **N. Prohibition Against Retaliation**

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

## **O. Alternative Recourse**

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

## **P. Certification**

The undersigned hereby certifies that he/she is the Chair of the Gilchrist County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Gilchrist County Transportation Disadvantaged Coordinating Board the 15th day of July 2015.

---

Marion Poitevint, Chair  
Gilchrist County Transportation Disadvantaged Coordinating Board

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---

## Gilchrist County Transportation Disadvantaged Coordinating Board

### *Grievance Procedures Team*

Scott R. Koons, AICP, Executive Director

\* Marlie Sanderson, AICP, Director of Transportation Planning

\*\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility



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July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Elect Vice-Chair

### RECOMMENDATION

**Elect a Vice-Chair.**

### BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to hold an organizational meeting each year for the purpose of electing a Vice-Chair. The Vice-Chair shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting.

Ms. Alana McKay was serving as the Board's Vice-Chair. Ms. McKay recently resigned from the Board.

If you have any questions concerning this matter, please contact me at extension 110.

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July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Appoint Grievance Committee Member

RECOMMENDATION

**The Chair needs to appoint a Board member to the Grievance Committee.**

BACKGROUND

Chapter I.E. of the Board's Grievance Procedures requires the Chair to appoint five (5) voting members to a Grievance Committee. Ms. Alana McKay was appointed to the Board's Grievance Committee. Ms. McKay recently resigned from the Board.

Please do not hesitate to contact me if you have any questions concerning this matter.

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July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Multi-County Designated Service Area and the Establishment of a Multi-County Transportation Disadvantaged Coordinating Board

RECOMMENDATION

Discuss the designation of a multi-county designated service area under Florida's Transportation Disadvantaged Program and the establishment of a multi-county Transportation Disadvantaged Coordinating Board for Gilchrist and Dixie Counties.

BACKGROUND

Gilchrist and Dixie Counties have the ability operate as a multi-county designated service area under Florida's Transportation Disadvantaged Program. If a multi-county designated service area is created for Gilchrist and Dixie Counties, the Florida Commission for the Transportation will establish a multi-county Transportation Disadvantaged Coordinating Board for Gilchrist and Dixie Counties.

Attached is information regarding the establishment of a multi-county designated service area under Florida's Transportation Disadvantaged Program and the establishment of a multi-county Transportation Disadvantaged Coordinating Board for Gilchrist and Dixie Counties.

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

Attachment

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## Organizational Overview

Florida's Transportation Disadvantaged Program

1

## Proposed Coordinated Transportation System in Dixie and Gilchrist Counties

- Florida Commission for the Transportation Disadvantaged
- North Central Florida Regional Planning Council (Designated Official Planning Agency)
- Dixie and Gilchrist Multi-County Transportation Disadvantaged Coordinating Board
- Suwannee River Economic Council (Community Transportation Coordinator)



2

## Forming a Combined Designated Service Area

- Individual Transportation Disadvantaged Coordinating Boards support the designation of Dixie and Gilchrist Counties as a combined designated service area.
- Dixie and Gilchrist Boards of County Commissions recommend the creation of a multi-county Transportation Disadvantaged Coordinating Board.
- North Central Florida Regional Planning Council recommends the designation of Dixie and Gilchrist Counties as a combined designated service area
- Florida Commission for the Transportation Disadvantaged designates Dixie and Gilchrist Counties as a combined designated service area.



3

## Upon Approval of a Combined Designated Service Area

- Florida Commission for the Transportation Disadvantaged will enter into a new Memorandum of Agreement with Suwannee River Economic Council.
- Florida Commission for the Transportation Disadvantaged will approve the creation of a multi-county Transportation Disadvantaged Coordinating Board.



4

## Upon Approval of a Combined Designated Service Area - Continued

- Florida Commission for the Transportation Disadvantaged will enter into an agreement with the North Central Florida Regional Planning Council to provide staff support and resources to the multi-county Transportation Disadvantaged Coordinating Board.
- North Central Florida Regional Planning Council will appoint members to serve on the multi-county Transportation Disadvantaged Coordinating Board in accordance with Rule 41-2.012(3)(a) through (p), Florida Administrative Code.



5

## Transitioning to a Combined Service Area

- Develop a Transportation Disadvantaged Service Plan for the combined designated service area.
- Develop service rates for the combined designated service area.
- Continue to submit Annual Operating Report data by county as currently practiced.
- Continue to submit Medicaid Program encounter data by county as currently practiced.
- Create Bylaws for the multi-county Transportation Disadvantaged Coordinating Board.



6

### **Creating a Multi-County Transportation Disadvantaged Program Service Area**

- Resolution required from each county's Transportation Disadvantaged Coordinating Board supporting the designation of a multi-county service area.
- Resolution required from Suwannee River Economic Council supporting the designation of a multi-county service area.
- Resolution required from each Board of County Commissions supporting the designation of a multi-county service area.
- Resolution required from the North Central Florida Regional Planning Council recommending the designation of a multi-county service area.
- Florida Commission for the Transportation Disadvantaged will create a multi-county service area based on recommendations.
- The Florida Commission for the Transportation Disadvantaged will enter into a Memorandum of Agreement with Suwannee River Economic Council designating the new multi-county service area.
- The Florida Commission for the Transportation Disadvantaged will establish a multi-county Transportation Disadvantaged Coordinating Board for Dixie and Gilchrist Counties.
- Suwannee River Economic Council will enter into a Transportation Disadvantaged Program Trip and Equipment Grant for the combined service area.
- Suwannee River Economic Council will develop service rates for the multi-county service area.
- The North Central Florida Regional Planning Council and Suwannee River Economic Council will develop a Transportation Disadvantaged Service Plan for the multi-county service area.
- Suwannee River Economic Council will submit Annual Operations Report data by county as currently practiced.
- The North Central Florida Regional Planning Council will enter into a Transportation Disadvantaged Program Planning Grant for the multi-county service area.
- The multi-county Transportation Disadvantaged Coordinating Board will adopt Bylaws and Grievance Procedures for the combined service area.



**II.G.**

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

July 8, 2015

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 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. Suwannee River Economic Council Operations Report;
2. Fiscal Year 2014/15 Transportation Disadvantaged Trust Fund Status Report;
3. Suwannee River Economic Council Complaint/Commendation Report; and
4. Suwannee River Economic Council 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  
GILCHRIST COUNTY  
JANUARY - MARCH 2015**

| OPERATING DATA                                   | OPERATOR                           |                  | TOTAL              |
|--|------------------------------------|------------------|--------------------|
|  | Suwannee River<br>Economic Council | Dixie County EMS |                    |
| <b>NUMBER OF INVOICED TRIPS</b>                  | <b>617</b>                         | <b>0</b>         | <b>617</b>         |
| FCTD Medicaid                                    | 0                                  | 0                | 0                  |
| Title III-B                                      | 51                                 | 0                | 51                 |
| TD Trust Fund                                    | 426                                | 0                | 426                |
| HMO Medicaid                                     | 140                                | 0                | 140                |
| <b>TOTAL VEHICLE MILES</b>                       | <b>11,593</b>                      | <b>0</b>         | <b>11,593</b>      |
| <b>TOTAL REVENUE VEHICLE MILES</b>               | <b>10,481</b>                      | <b>0</b>         | <b>10,481</b>      |
| <b>TOTAL VEHICLE HOURS</b>                       | <b>554</b>                         | <b>0</b>         | <b>554</b>         |
| <b>TOTAL DOLLARS INVOICED</b>                    | <b>\$23,525.93</b>                 | <b>\$0.00</b>    | <b>\$23,525.93</b> |
| FCTD Medicaid                                    | \$0.00                             | \$0.00           | \$0.00             |
| Title III-B                                      | \$789.48                           | \$0.00           | \$789.48           |
| TD Trust Fund                                    | \$14,984.95                        | \$0.00           | \$14,984.95        |
| HMO Medicaid                                     | \$7,751.50                         | \$0.00           | \$7,751.50         |
| <b>AVERAGE COST PER TRIP</b>                     | <b>\$38.13</b>                     | <b>#DIV/0!</b>   | <b>\$38.13</b>     |
| FCTD Medicaid                                    | \$0.00                             | \$0.00           | #DIV/0!            |
| Title III-B                                      | \$15.48                            | -                | \$15.48            |
| TD Trust Fund                                    | \$35.18                            | \$0.00           | \$35.18            |
| HMO Medicaid                                     | \$55.37                            | -                | \$55.37            |
| <b>AVG. COST PER VEHICLE MILE</b>                | <b>\$2.03</b>                      | <b>#DIV/0!</b>   | <b>\$2.03</b>      |
| <b>AVG. COST PER REVENUE VEHICLE MILE</b>        | <b>\$2.24</b>                      | <b>#DIV/0!</b>   | <b>\$2.24</b>      |
| <b>AVG. COST PER VEHICLE HOUR</b>                | <b>\$42.47</b>                     | <b>#DIV/0!</b>   | <b>\$42.47</b>     |
| <b>TRIP PURPOSE*</b>                             | <b>-</b>                           | <b>-</b>         | <b>-</b>           |
| Medical  | 566                                | 0                | 566                |
| Employment                                       | 0                                  | 0                | 0                  |
| Education/Training                               | 0                                  | 0                | 0                  |
| Shopping   | 0                                  | 0                | 0                  |
| Meal Site  | 51                                 | 0                | 51                 |
| Recreation                                       | 0                                  | 0                | 0                  |
| <b>NUMBER OF TRIPS DENIED</b>                    | <b>0</b>                           | <b>0</b>         | <b>0</b>           |
| <b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b> | <b>42</b>                          | <b>0</b>         | <b>42</b>          |
| <b>% OF SINGLE PASSENGER TRIPS</b>               | <b>7%</b>                          | <b>#DIV/0!</b>   | <b>7%</b>          |
| <b>NUMBER OF ACCIDENTS</b>                       | <b>0</b>                           | <b>0</b>         | <b>0</b>           |
| <b>NUMBER OF VEHICLES</b>                        | <b>9</b>                           | <b>2</b>         | <b>11</b>          |
| <b>AVERAGE TRIPS PER VEHICLE</b>                 | <b>69</b>                          | <b>0</b>         | <b>56</b>          |
| <b>AVERAGE MILES PER TRIP</b>                    | <b>19</b>                          | <b>#DIV/0!</b>   | <b>19</b>          |
| <b>NUMBER OF ROADCALLS</b>                       | <b>0</b>                           | <b>0</b>         | <b>0</b>           |

**QUARTERLY OPERATING REPORT  
GILCHRIST COUNTY  
JANUARY - MARCH 2014**

| OPERATING DATA                                   | TOTAL              |
|--|--------------------|
| <b>NUMBER OF INVOICED TRIPS</b>                  | <b>1,039</b>       |
| Medicaid (FCTD)                                  | 155                |
| Title III-B                                      | 141                |
| TD Trust Fund                                    | 743                |
| Medicaid HMO                                     | 0                  |
| <b>TOTAL VEHICLE MILES</b>                       | <b>21,902</b>      |
| <b>TOTAL REVENUE VEHICLE MILES</b>               | <b>18,463</b>      |
| <b>TOTAL VEHICLE HOURS</b>                       | <b>987</b>         |
| <b>TOTAL DOLLARS INVOICED</b>                    | <b>\$53,481.19</b> |
| Medicaid   | \$21,905.23        |
| Title III-B                                      | \$2,182.68         |
| TD Trust Fund                                    | \$29,393.28        |
| Medicaid HMO                                     | \$0.00             |
| <b>AVERAGE COST PER TRIP</b>                     | <b>\$51.47</b>     |
| Medicaid   | \$141.32           |
| Title III-B                                      | \$15.48            |
| TD Trust Fund                                    | \$39.56            |
| Medicaid HMO                                     | #DIV/0!            |
| <b>AVG. COST PER VEHICLE MILE</b>                | <b>\$2.44</b>      |
| <b>AVG. COST PER REVENUE VEHICLE MILE</b>        | <b>\$2.90</b>      |
| <b>AVG. COST PER VEHICLE HOUR</b>                | <b>\$54.19</b>     |
| <b>TRIP PURPOSE*</b>                             | <b>-</b>           |
| Medical  | 898                |
| Employment                                       | 0                  |
| Education/Training                               | 0                  |
| Shopping   | 0                  |
| Meal Site  | 141                |
| Recreation                                       | 0                  |
| <b>NUMBER OF TRIPS DENIED</b>                    | <b>0</b>           |
| <b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b> | <b>85</b>          |
| <b>% OF SINGLE PASSENGER TRIPS</b>               | <b>8%</b>          |
| <b>NUMBER OF ACCIDENTS</b>                       | <b>0</b>           |
| <b>NUMBER OF VEHICLES</b>                        | <b>11</b>          |
| <b>AVERAGE TRIPS PER VEHICLE</b>                 | <b>94</b>          |
| <b>AVERAGE MILES PER TRIP</b>                    | <b>21</b>          |
| <b>NUMBER OF ROADCALLS</b>                       | <b>0</b>           |

CTC: Suwannee River Economic Council

Rates Charged to TD Trust Fund:

Ambulatory: \$1.55 per passenger mile

Wheelchair: \$2.66 per passenger mile

Stretcher: \$5.55 per passenger mile

**2014-2015 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY  
GILCHRIST COUNTY**

| MONTH/YEAR   | CONTRACT<br>AMOUNT | TOTAL DOLLARS<br>SPENT | STATE FUNDS<br>SPENT 90% | LOCAL MATCH<br>10% | TOTAL AMOUNT<br>REMAINING | NUMBER OF<br>TRIPS | AVERAGE COST<br>PER TRIP |
|--------------|--------------------|------------------------|--------------------------|--------------------|---------------------------|--------------------|--------------------------|
| Jul-14       | \$120,471.00       | \$10,000.19            | \$9,000.17               | \$1,752.63         | \$110,470.81              | 298                | \$33.56                  |
| Aug-14       | -                  | \$10,074.96            | \$9,067.46               | \$1,755.58         | \$100,395.85              | 338                | \$29.81                  |
| Sep-14       | -                  | \$9,966.78             | \$8,970.10               | \$1,723.90         | \$90,429.07               | 296                | \$33.67                  |
| Oct-14       | -                  | \$10,113.86            | \$9,102.47               | \$11,011.39        | \$80,315.21               | 269                | \$37.60                  |
| Nov-14       | -                  | \$7,158.97             | \$6,443.07               | \$715.90           | \$73,156.24               | 194                | \$36.90                  |
| Dec-14       | -                  | \$4,560.80             | \$4,104.72               | \$456.08           | \$68,595.44               | 129                | \$35.36                  |
| Jan-15       | -                  | \$3,697.49             | \$3,327.74               | \$369.75           | \$64,897.95               | 104                | \$35.55                  |
| Feb-15       | -                  | \$5,133.10             | \$4,619.79               | \$513.31           | \$59,764.85               | 149                | \$34.45                  |
| Mar-15       | -                  | \$6,154.36             | \$5,538.92               | \$615.44           | \$59,764.85               | 173                | \$35.57                  |
| Apr-15       | -                  |                        |                          |                    | #VALUE!                   |                    | #DIV/0!                  |
| May-15       | -                  |                        |                          |                    | #VALUE!                   |                    | #DIV/0!                  |
| Jun-15       | -                  |                        |                          |                    | #VALUE!                   |                    | #DIV/0!                  |
| <b>TOTAL</b> | -                  | <b>\$66,860.51</b>     | <b>\$60,174.44</b>       | <b>\$18,913.98</b> | -                         | <b>1,950</b>       | <b>\$34.29</b>           |

**GILCHRIST COUNTY  
QUARTERLY SUMMARY OF SERVICE COMPLAINTS/COMMENDATIONS  
JANUARY - MARCH 2015**

| <b>TYPE OF COMPLAINT</b> | <b>Suwannee River<br/>Economic<br/>Council</b> | <b>Dixie County EMS</b> | <b>Resolved</b> |
|--------------------------|--|-------------------------|-----------------|
| Vehicle Condition        | 0  | 0                       | -               |
| Driver's Behavior        | 0  | 0                       | -               |
| Client Behavior          | 0  | 0                       | -               |
| No Show by Client        | 0  | 0                       | -               |
| Tardiness - Late pickup  | 0  | 0                       | -               |
| Tardiness - Late dropoff | 0  | 0                       | -               |
| No Show by Operator      | 0  | 0                       | -               |
| Dispatch/Scheduling      | 0  | 0                       | -               |
| Other                    | 0  | 0                       | -               |
| <b>TOTALS</b>            | <b>0</b>                                       | <b>0</b>                | <b>-</b>        |
| <b>COMMENDATIONS</b>     | <b>0</b>                                       | <b>0</b>                | <b>-</b>        |

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**GILCHRIST COUNTY  
UNMET TRANSPORTATION NEEDS  
JANUARY - MARCH 2015**

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

Source: Suwannee River Economic Council

# ATTENDANCE RECORD

## GILCHRIST COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

| MEMBER/ORGANIZATION                           | NAME                          | 10/15/2014 | 11/19/2014 | 1/7/2015 | 4/15/2015 |
|---|-------------------------------|------------|------------|----------|-----------|
| Chair   | Commissioner Marion Poitevint |            |            | P        | P         |
| Florida Department of Transportation          | Sandra Collins                | A          | P          | P        | A         |
| Alternate Member                              | Janell Damato                 | A          | A          | A        | A         |
| Florida Department of Children and Families   | (Vacant)                      |            |            |          |           |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Florida Agency for Health Care Administration | (Vacant)                      |            |            |          |           |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Florida Department of Education               | (Vacant)                      |            |            |          |           |
| Alternate Member                              | Jeffrey Aboumrad              | P          | A          | P        | P         |
| Public Education                              | Michelle Walker-Crawford      |            | P          | P        | A         |
| Alternate Member                              | Julie C. Thomas               |            |            | A        | A         |
| Citizen Advocate                              | (Vacant)                      |            |            |          |           |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Citizen Advocate-User                         | James McCrone                 | A          | A          | P        | A         |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Elderly                                       | Richard Esseck                | P          | P          | P        | P         |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Veterans                                      | Jim Mash                      | A          | A          | A        | A         |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Persons with Disabilities                     | Leslie Esseck                 |            | P          | P        | P         |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Florida Department of Elder Affairs           | (Vacant)                      |            |            |          |           |
| Alternate Member                              | (Vacant)                      |            |            |          |           |
| Children at Risk                              | Tonya Hiers                   | P          | P          | A        | P         |
| Alternate Member                              | Brooke Ward                   | A          | A          | P        | A         |
| Local Medical Community                       | Brittney Keeling              |            | P          | P        | P         |
| Alternate Member                              | Krishna Stemple               |            | P          | P        | A         |
| Regional Workforce Board                      | Jeannie Carr                  | A          | P          | P        | P         |
| Alternate Member                              | (Vacant)                      |            |            |          |           |

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 on the Board who fails to attend three consecutive meetings."

