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

November 10, 2016

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, November 21, 2016 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

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

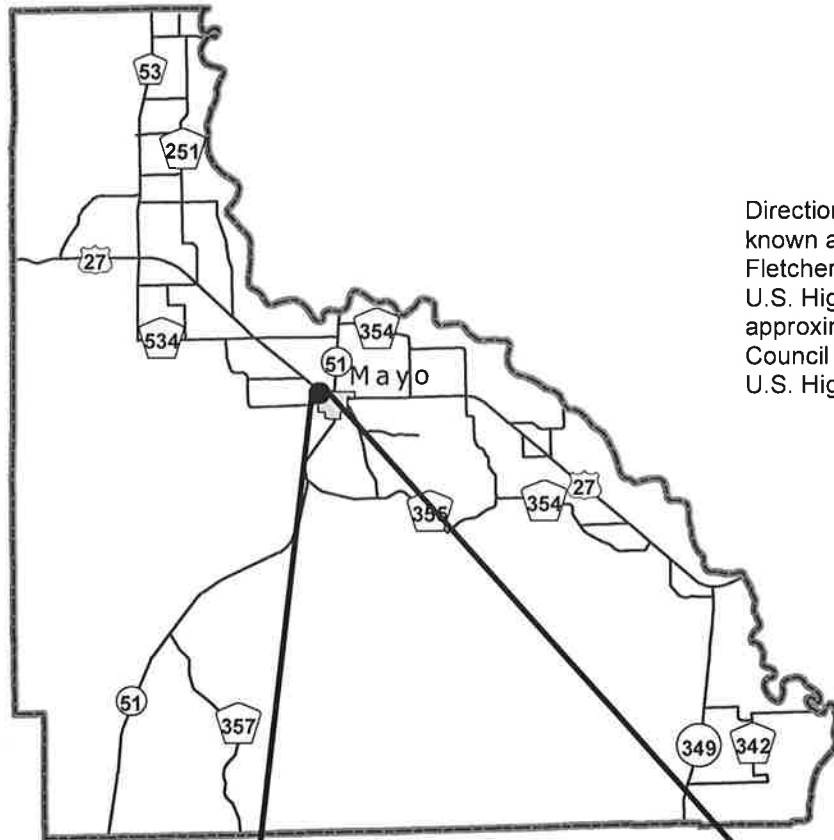
#### Attachments

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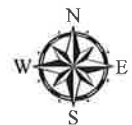
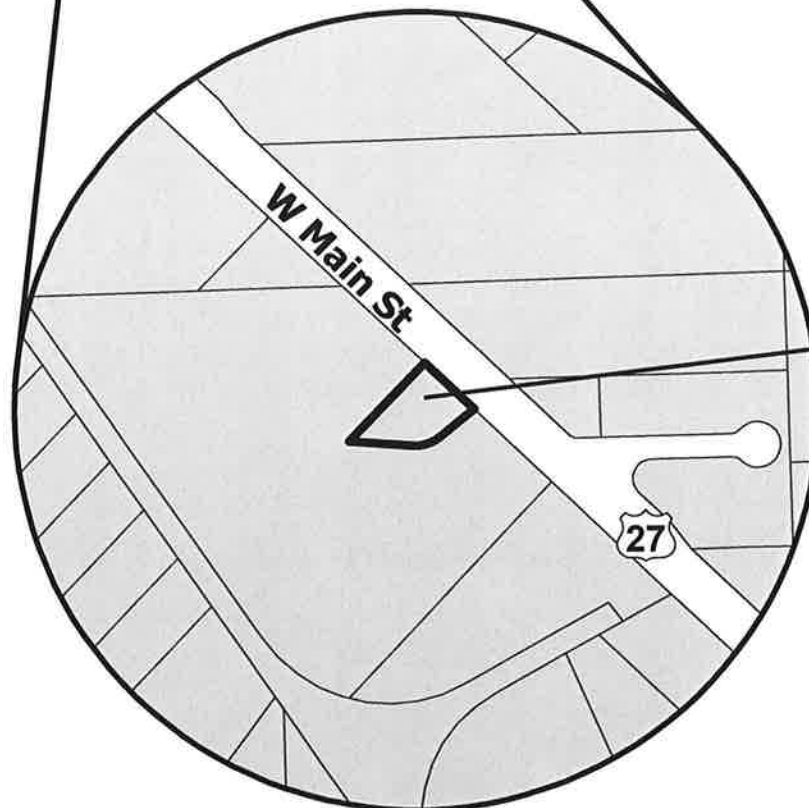
Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Suwannee River Economic Council

114 SW Community Circle  
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



1 inch = 500 feet

Suwannee River  
Economic Council





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## LAFAYETTE COUNTY

### TRANSPORTATION DISADVANTAGED COORDINATING BOARD

#### MEETING ANNOUNCEMENT AND AGENDA

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
November 21, 2016  
2:00 p.m.

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

- A. Pledge of Allegiance
- B. Invocation
- C. Introductions
- D. Approval of the Meeting Agenda **ACTION REQUIRED**
- E. Approval of the September 19, 2016 Minutes **Page 7 ACTION REQUIRED**

#### II. NEW BUSINESS

- A. Annual Performance Evaluation **Page 11 ACTION REQUIRED**  
The Board needs to review and approve Suwannee River Economic Council's annual performance evaluation
- B. 2015/16 Annual Operations Report **Page 41 NO ACTION REQUIRED**  
The Board needs to review the 2015/16 Annual Operations Report
- C. Appoint Grievance Committee Members **Page 59 ACTION REQUIRED**  
The Chair needs to appoint two members of the Board to the Grievance Committee

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

**Page 61 NO ACTION REQUIRED**

**III. OTHER BUSINESS**

**A. Comments**

- 1. Members**
- 2. Citizens**

**IV. FUTURE MEETING DATES**

- A. March 20, 2017 at 2:00 p.m.**
- B. May 22, 2017 at 2:00 p.m.**
- C. September 18, 2017 at 2:00 p.m.**
- D. November 20, 2017 at 2:00 p.m.**

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

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

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**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Anthony Adams Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Rehberg, Vice Chair Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Ricky Lyons Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Richie Page Public Education	Vacant Public Education
Vacant Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Cindy Morgan Citizen Advocate Grievance Committee Member Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Martha Humphries Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Ginger Calhoun Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2016
Colleen Cody Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2016

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



**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
September 19, 2016  
2:00 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Anthony Adams, Chairman  
Sandra Collins, Florida Department of Transportation Representative  
Colleen Cody, Children at Risk Representative  
Martha Humphries, Elderly Representative  
Anthony Jennings representing Sheryl Rehberg, Workforce Development Board Representative

**VOTING MEMBERS ABSENT**

Ginger Calhoun, Medical Community Representative  
Ricky Lyons, Florida Association of Community Action  
Cindy Morgan, Citizen Advocate  
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative  
Kay Tice, Florida Department of Children and Families Representative

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. CALL TO ORDER**

Chairman Adams called the business meeting to order at 2:00 p.m.

**A. Approval of the Meeting Agenda**

**ACTION:** Sandra Collins moved to approve the meeting agenda. Colleen Cody seconded; motion passed unanimously.

**B. Approval of the May 23, 2016 Meeting Minutes**

**ACTION:** Sandra Collins moved to approve the May 23, 2016 meeting minutes. Martha Humphries seconded; motion passed unanimously.

**II. NEW BUSINESS**

**A. Bylaws**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She discussed recommended changes to the Bylaws for the Board to consider.

The Board reviewed the Bylaws.

**ACTION:** Sandra Collins moved to approve the Bylaws with the recommended changes. Martha Humphries seconded; motion passed unanimously.

**B. Grievance Procedures**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually. She discussed one recommended change to the Grievance Procedures.

The Board reviewed the Grievance Procedures.

**ACTION:** Sandra Collins moved to approve the Grievance Procedures with the recommended changes. Colleen Cody seconded; motion passed unanimously.

Chair Adams stated that Mr. Carlton Black passed away. He said Mr. Black served on the Grievance Committee. He asked staff to agenda the appointment of a Grievance Committee member for the next meeting.

The Board expressed their condolences for Mr. Black's passing.

**C. Suwannee River Economic Council Operations Reports**

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports.



**III. OTHER BUSINESS**

**A. Comments**

**1. Members**

Colleen Cody stated that Ms. Cindy Morgan is absent because she had to attend another meeting.

Sandra Collins commended Suwannee River Economic Council for the excellent transportation services they provide.

**2. Citizens**

There were no citizen comments.

**IV. FUTURE MEETING DATES**

Chairman Adams announced that the next meeting of the Board will be held November 14, 2016.

**ADJOURNMENT**

The meeting adjourned at 2:40 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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**II. A.**  
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2008 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

November 11, 2016

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Annual Performance Evaluation

RECOMMENDATION

**Approve the Suwannee River Economic Council's annual performance evaluation.**

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council. Attached is Suwannee River Economic Council's draft annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

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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.



# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council

County: Lafayette

Address: P.O. Box 70, Live Oak, FL 32060

Contact: Matthew Pearson, Executive Director Phone: 386-362-4115

Review period: July 1, 2015 - June 30, 2016



# Community Transportation Coordinator Annual Performance Evaluation

Approved by the  
**Bradford 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

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**Anthony Adams, 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

November 21, 2016

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Competition	21
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## **I. FINDINGS AND RECOMMENDATIONS**

### **A. General**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### **B. Chapter 427, Florida Statutes**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### **C. Rule 41-2, Florida Administrative Code**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### **D. On Site Observation**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### **E. Cost, Competition, Coordination**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

## GENERAL

1. What was the designation date of the Community Transportation Coordinator?  
7/01/13
2. What is the complaint process?  
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?  
☒ Yes (attached)      ☐ No
4. Does the form have a section for resolution of the complaint?  
☒ Yes    ☐ No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?  
☒ Yes    ☐ No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?  
  
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Program Helpline.
7. When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?  
☒ Yes    ☐ No
8. Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?  
☒ Yes (attached)      ☐ No
9. Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?  
☒ Yes    ☐ No
10. Does the rider/ beneficiary information or brochure list the complaint procedure?  
☒ Yes    ☐ No
11. What is the eligibility process for Transportation Disadvantaged sponsored riders?  
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).
13. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?  
☐ Yes    ☒ No
14. What innovative ideas have you implemented in your coordinated system?  
Providing and administering "regional" transportation service in four counties saves money. Our service rates are lower compared to other Community Transportation Coordinators in our region.

15. Are there any areas where coordination can be improved?  
Transportation services purchased with local, state or federal funds should be purchased through Florida's Transportation Disadvantaged Program including the transportation purchased through Florida's Managed Medical Care Program.
16. What barriers are there to the coordinated system?  
Transportation services purchased through Florida's Managed Medical Care Program is not coordinated.
17. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?  
No
18. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?  
Florida Agency for Health Care Administration and CareerSource Florida
19. How are you marketing the voluntary dollar?  
No marketing system in place.

## Complaint Process

All complaints received either written or verbal should be forwarded to the Director of Transportation. This includes complaints that have already been resolved by the dispatcher or driver.

Complaint form (attached) will be completed and resolution of complaint documented.

Complaints are files and kept to ensure proper tracking of complaints.

Complaints will be sent quarterly by County to the NCFPRC for reporting to the Local Coordinating Boards. Complaint totals will be submitted in the Annual Operating Report.

If resolution of complaint cannot be made by the Director of Transportation, the TD Helpline information should be shared with the rider.

# SREC Transportation Complaint Form

Client Name: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Incident:

Complaint Resolution:

Staff Signature: \_\_\_\_\_

Director of Transportation Signature: \_\_\_\_\_



## SUWANNEE RIVER ECONOMIC COUNCIL INC.



HOME

PROGRAMS

SERVICE AREAS

LOCATIONS

MEAL SITE LOCATIONS

### LAFAYETTE COUNTY

#### CLIENT SENIOR/SERVICE CENTER

114 SW Community Circle  
Mayo, Florida

#### AGING PROGRAMS

##### ALZHEIMER'S DISEASE INITIATIVE (ADI):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Respite/Case Management

##### COMMUNITY CARE FOR THE ELDERLY (CCE):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Case Management, Emergency Alert Response, Homemaker, Home Delivered Meals, Personal Care and Respite.

##### EMERGENCY HOME ENERGY ASSISTANCE PROGRAM (EHEAP):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Assistance with utility bills, supply blankets, heaters and fans.

##### HOME CARE FOR THE ELDERLY (HCE):

**Funding:** Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

**Services:** Case Management, Basic Subsidy, (Caregiver Allowance), Special Subsidy.

##### TITLE III-B, C-1, C-2, III-E:



**Funding:** Older Americans Act, Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs  
**Services:** Chore, Congregate Meal Sites, Health Support, Homemaker, Home Delivered Meals, Intake, Nutrition Education, Outreach, Respite, Screening, Telephone Reassurance, and Transportation.

**ENERGY ASSISTANCE/EMERGENCY ASSISTANCE/SELF SUFFICIENCY COMMUNITY SERVICES BLOCK GRANT (CSBG):**

**Funding:** Florida Department of Economic Opportunity  
**Services:** Information & Referral; Family Self-Sufficiency; Case Management, Support Services; Application Assistance to other Social Service Agencies.

**EMERGENCY FOOD & SHELTER PROGRAM (EFSP):**

**Funding:** Emergency Food & Shelter National Board Program/United Way  
**Services:** Emergency assistance for food and housing.

**ENERGY NEIGHBOR FUND (ENF):**

**Funding:** Duke Energy Florida, Inc.  
**Services:** Assistance with utilities, heating /cooling.

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP):**

**Funding:** Florida Department of Economic Opportunity  
**Services:** Assistance with utility bills and utility crisis resolution.

**HOUSING**

**STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP):**

**Funding:** State of Florida and Florida Housing Finance Corporation  
**Services:** Emergency repairs, Owner Occupied Rehabilitation, down payment and closing costs assistance for Homeownership.

Download SHIP Application

**WEATHERIZATION PROGRAMS:**

**Funding:** Florida Department of Economic Opportunity  
**Services:** Minor home repairs to reduce infiltration of air and energy consumption.

**TRANSPORTATION**  
**TRANSPORTATION PROGRAMS:**

**Funding:** Florida Department of Transportation, Florida Commission Transportation Disadvantaged, and Agency for Health Care Administration

**Services:** Public Transportation

Transport elderly and disadvantaged to the doctor, medical facilities, meal sites, drug stores and shopping.

For reservations, scheduling, complaints/commendations and/or questions call (800) 597-7599, ext. 3.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, ext. 241.

For Program information or complaints/commendations call TD Helpline at (800) 983-2435.

**Funding:** Medicaid Broker Services

Access2Care

LogistiCare Solutions, LLC

Medical Transportation Management, Inc.

**Services:** Transport Medicaid eligible clients to the doctor, medical facilities, meal sites and shopping.

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, ext. 241.

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## Transportation Disadvantaged BENEFICIARY INTAKE FORM

### SECTION 1 – DETERMINATION OF ELIGIBILITY

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ MEDICAID # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_  
 DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX \_\_\_\_ SS# \_\_\_\_-\_\_\_\_-\_\_\_\_ TELEPHONE # (\_\_\_\_) \_\_\_\_-\_\_\_\_ TDD # (\_\_\_\_) \_\_\_\_-\_\_\_\_  
 EMERGENCY CONTACT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_-\_\_\_\_  
 OTHERS HOUSEHOLD MEMBERS NAME RELATIONSHIP AGE DRIV. LIC (Y/N) TYPE OF VEHICLE  
*(Please list each member)*

### SECTION 2 – AVAILABILITY OF SUITABLE MODE OR TRANSPORTATION TO OTHER COMMUNITY LOCATIONS

Yes / No

1. \_\_\_\_\_ Do you own a car? Year \_\_\_\_\_ Model \_\_\_\_\_  
       \_\_\_\_\_ Do you have a valid Florida Driver's License? DL# \_\_\_\_\_  
       \_\_\_\_\_ Could you drive your car to medical appointments? If not, why? \_\_\_\_\_  
       \_\_\_\_\_ Does any member of your household have a car? Name: \_\_\_\_\_  
       \_\_\_\_\_ Could they transport you to medical appointments? If not, why? \_\_\_\_\_  
       \_\_\_\_\_ Do you have family members in the county who can transport you? Name: \_\_\_\_\_  
       \_\_\_\_\_ Could they transport you to medical appointments? If not, why? \_\_\_\_\_  
       \_\_\_\_\_ Do you have friends in the county who can transport you? Name: \_\_\_\_\_  
       \_\_\_\_\_ Could they transport you to medical appointments? If not, why? \_\_\_\_\_  
       \_\_\_\_\_ Do you live in a facility that provides transportation? If not, why? \_\_\_\_\_  
       \_\_\_\_\_ Could this facility transport you to medical appointments?

12. Please list all Hospitals, Doctors and Medical Facilities that you visit on a regular basis:

NAME OF HOSPITAL/DOCTOR/FACILITY	TYPE OF TREATMENT	NUMBER OF MONTHLY VISITS	DESCRIBE HOW YOU PREVIOUSLY GOT THERE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### SECTION 3 – AVAILABILITY OF FEDERALLY FUNDED OR PUBLIC TRANSPORTATION

Yes / No

1. \_\_\_\_\_ Do you live on a bus route? What is the distance to the nearest bus stop? \_\_\_\_\_
2. \_\_\_\_\_ Have you used the bus system for transportation in the past?
2. \_\_\_\_\_ Do you have any limitations that would prevent you from using the bus system now? If Yes, please describe them below.  
       \_\_\_\_\_
3. \_\_\_\_\_ Are you enrolled in any other programs that will pay for or provide transportation? If Yes, please describe them below.  
       \_\_\_\_\_

**SECTION 4 – SPECIAL NEEDS**

Please check or list any special needs, services or modes of transportation you require during transportation:

☐ Powered Wheelchair    ☐ Stretcher    ☐ Manual Wheelchair    ☐ Walker  
☐ Cane    ☐ Respirator    ☐ Service Animal    ☐ Personal Care Attendant (PCA)  
☐ Cultural Considerations (Please explain) \_\_\_\_\_

Other: \_\_\_\_\_

**SECTION 5 – CERTIFICATION AND ACKNOWLEDGEMENT**

I understand and affirm that the information provided in this application for CTD Medicaid Non-Emergency Transportation (NET) services is true and correct, to the best of my knowledge, and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs and eligibility for transportation to and from Medicaid eligible services and appointments. I understand that providing false or misleading information, or making fraudulent claims, or making false statements on behalf of others constitutes a felony under the laws of the State of Florida.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

**Suwannee River Economic Council, Inc.**

**1210 Andrews Circle, Starke, FL 32091  
Or PO Box 1142, Starke, FL 32091**

**904-964-6696**

**SECTION 6 – RESULTS OF INTERVIEW****DO NOT WRITE IN THIS SPACE – OFFICIAL OFFICE USE ONLY**

NEW ELIGIBILITY APPLICATION: \_\_\_\_\_ (Y/N)    REDETERMINATION: \_\_\_\_\_ (Y/N)    DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_    REVIEWED BY: \_\_\_\_\_

APPROVED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_    DENIED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_    REASON FOR DENIAL: \_\_\_\_\_    LETTER: \_\_\_\_\_ (Y/N)

MODE: \_\_\_\_\_    PCA NEEDED: \_\_\_\_\_ (Y/N)    DATE OR DATES OF SERVICE: \_\_\_\_\_

## COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. Are the Community Transportation Coordinator subcontracts uniform?  
☐ Yes ☐ No ☒ Not applicable
2. Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?  
☐ Yes ☐ No ☒ Not applicable
3. Do the contracts include performance standards for the transportation operators and coordination contractors?  
☐ Yes ☐ No ☒ Not applicable
4. Do the contracts include the proper language concerning payment to subcontractors?  
☐ Yes ☐ No ☒ Not applicable
5. Were the following items submitted on time?  
  
Annual Operating Report  
  
☒ Yes ☐ No  
  
Memorandum of Agreement  
  
☒ Yes ☐ No  
  
Transportation Disadvantaged Service Plan  
  
☒ Yes ☐ No  
  
Transportation Disadvantaged Trust Fund Grant Application  
  
☒ Yes ☐ No  
  
Other grant applications  
  
☒ Yes ☐ No
6. Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?  
☐ Yes ☐ No ☒ Not applicable
7. Is a written report issued to the operator?  
☐ Yes ☐ No ☒ Not applicable
8. What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?  
Not applicable

## COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. How is the Community Transportation Coordinator using school buses in the coordinated system?  
Suwannee River Economic Council does not have a contract with the Lafayette County School Board to use their vehicles.
2. How is the Community Transportation Coordinator using public transportation services in the coordinated system?  
Not applicable
3. Is there a goal for transferring passengers from paratransit to transit?  
☐ Yes   ☐ No   ☒ Not applicable
4. What are the minimum liability insurance requirements? \$100,00/\$200,000
5. What are the minimum liability insurance requirements in the operator and coordination contracts?  
\$100,000/\$200,000
6. Does the minimum liability insurance requirements exceed \$1 million per incident?  
☐ Yes   ☒ No

Standards	Comments
Local toll free phone number must be posted in all vehicles.	Suwannee River Economic Council posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee River Economic Council cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee River Economic Council maintains a passenger database.
Adequate seating	Suwannee River Economic Council provides adequate seating for all passengers.
Driver Identification	Suwannee River Economic Council requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	Suwannee River Economic Council requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted unless medically necessary.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee River Economic Council complies with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Suwannee River Economic Council requires children under the age of 16 to be accompanied by and escort. Escorts must be provided by the passenger and able to provide necessary assistance to the passenger. Escorts are transported at the rates described in the established rate structure.
Use, Responsibility, and cost of child restraint devices	Suwannee River Economic Council requires all passengers under the age of 4 and or 50 pounds to use a child restrain device. Child restraint devices must be provided by the passenger.

Out-of-Service Area trips	Suwannee River Economic Council may require medical provider verification for any out of county transportation.
CPR/1st Aid	Suwannee River Economic Council does not require drivers to be trained in CPR. Suwannee River Economic Council requires that all vehicles be equipped with biohazard kits as required by State and Federal regulations.
Driver Criminal Background Screening	Suwannee River Economic Council conducts motor vehicle registration checks on drivers every six months.
Passenger Property	Suwannee River Economic Council allows passengers to have personal property that they can place on their lap or stow under the seat. Passengers must be able to independently carry all items brought on the vehicle.
Advance reservation requirements	Suwannee River Economic Council requires trips to be scheduled by 4:00 p.m. the day before service is requested.
Pick-up Window	Passengers shall be picked up 30 minutes before or 30 minutes after their scheduled pick-up time.

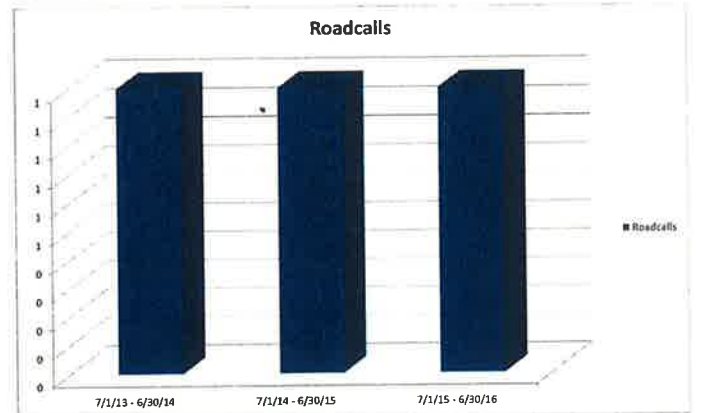
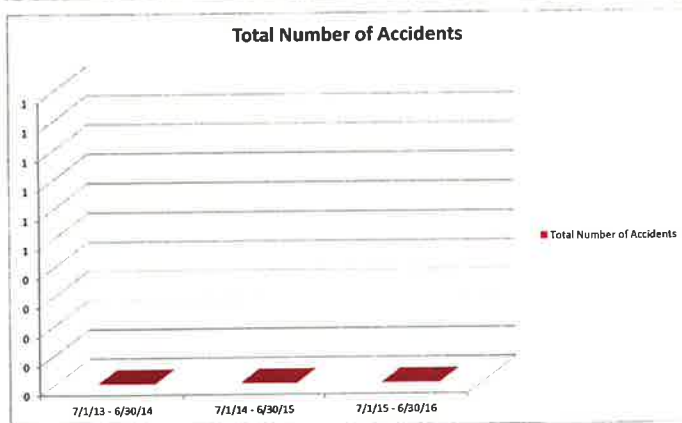
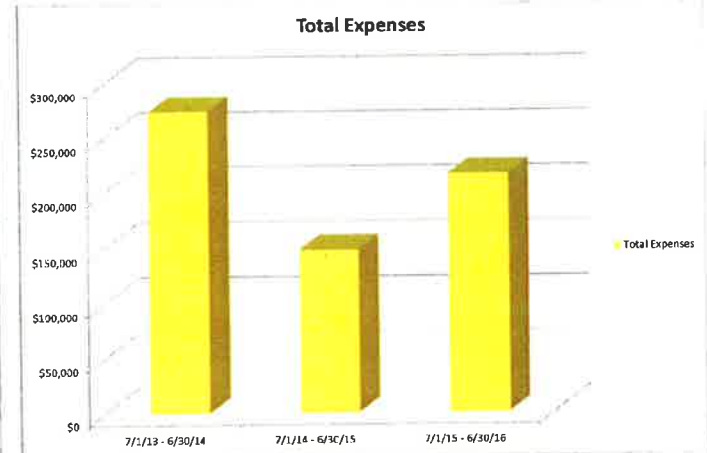
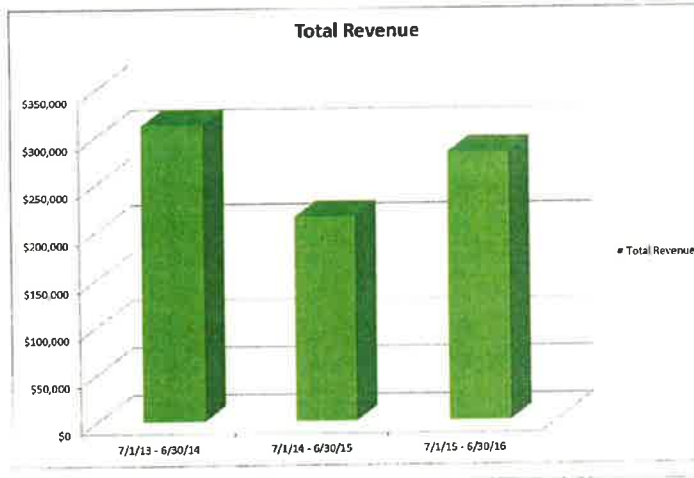
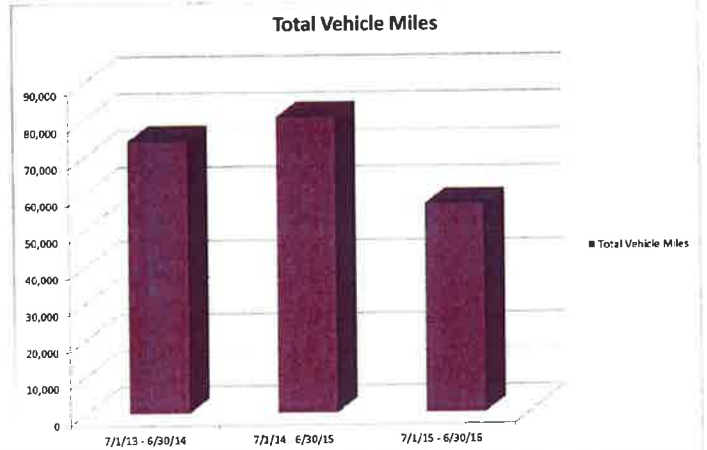
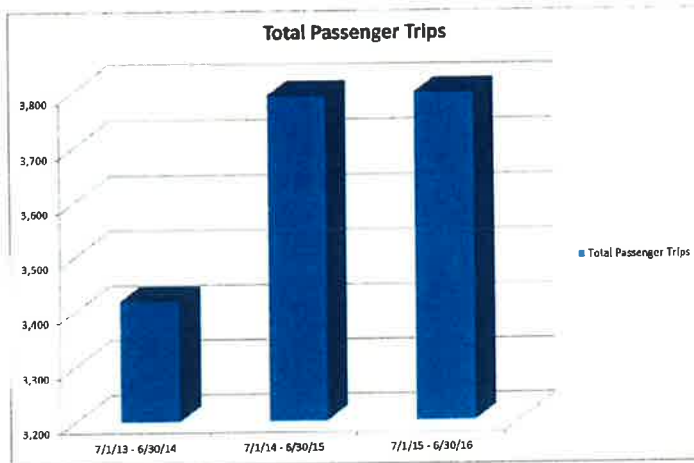
<b>Measurable Standards/Goals</b>	<b>Standard/Goal</b>	<b>Is the Community Transportation Coordinator meeting the Standard?</b>
Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation period.	Yes
Complaints	No more than 2/1,000 trips.	Yes
Call-Hold Time	Not applicable	Not applicable

**PERFORMANCE TRENDS - SUWANNEE RIVER ECONOMIC COUNCIL  
LAFAYETTE COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/13 - 6/30/14	Fiscal Year 7/1/14 - 6/30/15	Fiscal Year 7/1/15 - 6/30/16	Percent Change 2014/15 - 2015/16
<b>TOTAL SERVICE</b>	Total Passenger Trips	3,419	3,791	3,796	0.13%
	Total Revenue Vehicle Miles	60,050	64,987	43,399	-50%
	Total Vehicle Miles	74,524	80,642	56,944	-42%
	Total Driver Hours	5,290	3,535	3,182	-11%
<b>SERVICE EFFECTIVENESS</b>	Passenger Trips/Revenue Vehicle Mile	0.06	0.06	0.09	33%
	Passenger Trips/Vehicle Mile	0.05	0.05	0.07	29%
	Average Miles/Trip	22	21	15	-42%
	Passenger Trips/Driver Hour	0.6	1.1	1.2	10%
<b>COST EFFECTIVENESS &amp; EFFICIENCY</b>	Total Revenue	\$313,161	\$215,813	\$283,150	24%
	Total Expenses	\$275,122	\$148,747	\$217,333	32%
	Cost/Passenger Trip	\$80.47	\$39.24	\$57.25	31%
	Cost/Vehicle Mile	\$3.69	\$1.84	\$3.82	52%
	Cost/Revenue Vehicle Mile	\$4.58	\$2.29	\$5.01	54%
	Cost/Vehicle	\$45,854	\$29,749	\$72,444	59%
	Cost/Driver Hour	\$52.01	\$42.08	\$68.30	38%
<b>VEHICLE UTILIZATION</b>	Total Vehicles	6	5	3	-67%
	Passenger Trips/Vehicles	570	758	1,265	40%
	Vehicle Miles/Vehicle	12,421	16,128	18,981	15%
	Revenue Vehicle Miles/Vehicle	10,008	12,997	14,466	10%
<b>SAFETY</b>	Total Number of Accidents	0	0	0	#DIV/0!
	Accidents/100,000 Miles	0	0	0	#DIV/0!
<b>SERVICE AVAILABILITY</b>	Average Vehicle Miles Between Roadcalls	74,524	80,642	56,944	-42%
	Roadcalls	1	1	1	0%
	Passenger No-Shows	7	8	10	20%
	Number of Trip Denials	0	0	10	100%

Source: Annual Operations Reports







**Bus Transit System Annual Safety and Security Certification**  
***Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)***

**Certification Date (Current):** 2016

**Certification Year: (Previous):** 2015


**Name and Address of Bus Transit System:** Suwannee River Economic Council, Inc.

POB 70

Live Oak FL 32064

***The Bus Transit System (Agency) named above hereby certifies the following:***

1. *The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
2. *The Agency is in compliance with its adopted SSPP and SPP.*
3. *The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
4. *The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

**Blue Ink Signature:**  **Date:** 1/6/16  
**(Individual Responsible for Assurance of Compliance)**

**Name:** Matt Pearson **Title:** Executive Director

**Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:**

**Name:** See Attachment

**Name of Qualified Mechanic who Performed Annual Inspections:** See Attachment

**Note:** Please do not edit or otherwise change this form.

## ON-SITE OBSERVATION OF THE SYSTEM

1. Date of Observation: 8/26/2016
2. Location: SREC Transportation Facility to Starke Dialysis Center
3. Number of Passengers picked up/dropped off:  
Ambulatory: 1  
Non-Ambulatory 0
4. Did the driver provide passenger assistance?  
☒ Yes  
☐ No
5. Was the driver wearing identification?  
☒ Yes  
☐ No
6. Did the driver ensure the passengers were properly secured?  
☒ Yes  
☐ No
7. Was the interior of the vehicle free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger?  
☒ Yes  
☐ No
8. Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commendations?  
☒ Yes  
☐ No
9. Did the vehicle have working heat and air conditioning?  
☒ Yes  
☐ No
10. Did the vehicle have two-way communications in good working order?  
☒ Yes  
☐ No
11. If used, was the lift in good working order?  
☐ Yes  
☐ No  
☒ Not Applicable
12. Was there safe and appropriate seating for all passengers?  
☒ Yes  
☐ No
13. Did the driver properly use the lift and secure the passenger?  
☐ Yes  
☐ No  
☒ Not Applicable

## PASSENGER SURVEYS

**How often do your ride?**

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other
0	2	3	0

**Have you been denied transportation services?**

Yes 0

No 5

**What is your trip purpose?**

Medical	Education/Training	Employment	Other
5	0	0	0

**Do you have concerns with your service?**

Yes 0

No 5

**What types of concerns do you have?**

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost
0	0	0	0	0	0

### PURCHASING AGENCY SURVEY

Purchasing Agency name: Florida Commission for the Transportation Disadvantaged

Representative of Purchasing Agency: Dan Zeruto

1) Do you purchase transportation from Suwannee River Economic Council?

- ☐ YES
- ☐ NO

2) What is the primary purpose for purchasing transportation service for your clients?

- ☐ Medical
- ☐ Employment
- ☐ Education/Training/Day Care
- ☐ Nutritional
- ☐ Life Sustaining/Other

3) On average, how often do your clients use Suwannee River Economic Council services?

- ☐ 7 Days/Week
- ☐ 1-2 Times/Week
- ☐ 3-5 Times/Week
- ☐ 1-3 Times/Month
- ☐ Less than 1 Time/Month

4) Have you had any problems with Suwannee River Economic Council?

- ☐ Yes
- ☐ No If no, skip to question 7

5) If you have had problems with Suwannee River Economic Council, please identify the types of problems:

- ☐ Advance notice requirement
- ☐ Cost
- ☐ Service area limits
- ☐ Pick up times not convenient
- ☐ Vehicle condition
- ☐ Lack of passenger assistance
- ☐ Accessibility concerns
- ☐ Complaints about drivers
- ☐ Complaints about timeliness
- ☐ Length of wait for reservations
- ☐ Other \_\_\_\_\_

6) Overall, are you satisfied with the transportation you have purchased from Suwannee River Economic Council?

- ☐ Yes
- ☐ No If no, why? \_\_\_\_\_

## LEVEL OF COST

### FLCTD Annual Operations Report Section VII: Expense Sources

County: Lafayette		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Complete			
FLCTD Status: Approved			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$69,365.00	\$0.00	\$69,365.00
Fringe Benefits (502):	\$33,514.00	\$0.00	\$33,514.00
Services (503):	\$7,841.00	\$0.00	\$7,841.00
Materials and Supplies Cons. (504):	\$63,464.00	\$0.00	\$63,464.00
Utilities (505):	\$5,984.00	\$0.00	\$5,984.00
Casualty and Liability (506):	\$11,758.00	\$0.00	\$11,758.00
Taxes (507):	\$97.00	\$0.00	\$97.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$948.00	\$0.00	\$948.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$4,118.00	\$0.00	\$4,118.00
Contributed Services (530):	\$20,244.00	\$0.00	\$20,244.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$217,333.00	\$0.00	\$217,333.00

## LEVEL OF COMPETITION

### 1. Inventory of Transportation Operators in the Service Area

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	1	1
Private For-Profit	0	0
Government	0	0
Public Transit Agency	0	0
Total	1	1

2. How many of the operators are coordination contractors? 0

3. Does the Community Transportation Coordinator have a competitive procurement process?  
☒ Yes  
☐ No

4. What methods have been used in selection of the transportation operators?

<input type="checkbox"/>	Low bid
<input type="checkbox"/>	Requests for qualifications
<input type="checkbox"/>	Negotiation only

<input checked="" type="checkbox"/>	Requests for proposals
<input type="checkbox"/>	Requests for interested parties
<input type="checkbox"/>	



## LEVEL OF COORDINATION

1. Public Information – How is public information distributed about transportation services in the community?

Suwannee River Economic Council distributes brochures in the community.

2. Eligibility – How is passenger eligibility coordinated for local transportation services?

Suwannee River Economic Council determines passenger eligibility except for passengers using Florida's Managed Medical Care Program.

3. Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Individuals call Suwannee River Economic Council to schedule all trips except trips provided through Florida's Managed Medical Care Program.

4. Reservations –How is the duplication of a reservation prevented?

Suwannee River Economic Council handles all trip reservations except trip reservations for Florida's Managed Medical Care Program.

5. Trip Allocation – How is the allocation of trip requests to providers coordinated?

Suwannee River Economic Council handles all trip allocations.

6. Scheduling – How is the trip assignment to vehicles coordinated?

Suwannee River Economic Council schedules all trips except for trips provided in Florida's Managed Medical Care Program.

7. General Service Monitoring – How is the overseeing of transportation operators coordinated?

Suwannee River Economic Council monitors transportation operators under contract with Suwannee River Economic Council.





**II. B.**  
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November 11, 2016

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2015-2016 Annual Operations Report

RECOMMENDATION

**Review the 2015/2016 Annual Operations Report.**

BACKGROUND

Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is the Fiscal Year 2015-2016 Annual Operations Report for Lafayette County.

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

Attachment

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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.



# FLCTD

## Annual Operations Report

### Section I: Face Sheet

<b>County:</b> Lafayette	<b>Fiscal Year:</b> July 1, 2015 - June 30, 2016
<b>Status:</b> Complete	
<b>FLCTD Status:</b> Approved	
<b>Report Date:</b>	08/31/2016
<b>Period Covered:</b>	July 1, 2015 - June 30, 2016
<b>Coordinator's Name:</b>	Suwannee River Economic Council, Inc.
<b>Address:</b>	P.O. Box 70
<b>City:</b>	Live Oak
<b>Zip Code:</b>	32064
<b>Service Area:</b>	Lafayette
<b>Contact Person:</b>	Matt Pearson
<b>Title:</b>	Executive Director
<b>Phone:</b>	(386) 362 - 4115
<b>Fax:</b>	(386) 362 - 4078
<b>Email:</b>	mpearson@suwanneec.net
<b>Network Type:</b>	Partial Brokerage
<b>Organization Type:</b>	Private Non-Profit
<b>CTC Certification:</b>  I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.	
<b>CTC Representative (signature)</b> _____ _____	
<b>LCB Statement:</b>  I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.	
<b>LCB Signature</b> _____ _____	

# **FLCTD**

## **Annual Operations Report**

### **Section II: General Info**

**County:** Lafayette

**Fiscal Year:** July 1, 2015 - June 30, 2016

**Status:** Complete

**FLCTD Status:** Approved

#### **Section II: Coordinated System General Information**

##### **1. Provider Listing (include the CTC, if the CTC provides transportation services)**

Number of Private Non-Profits: 1

Number of Private For-Profits: 0

##### **Public Entities:**

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

**Total:** 1

##### **2. How many of the providers listed in 1 are coordination contractors?**

0

# FLCTD

## Annual Operations Report

### Section III: Passenger Trip Info

County: Lafayette		Fiscal Year: July 1, 2015 - June 30, 2016	
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section III: Passenger Trip Information</b>			
<b>1a. One-Way Passenger Trips</b>			
<b>Type of Service</b>	<b>Service Area</b>		
<b>Fixed Route/Fixed Schedule</b>	<b>Within</b>	<b>Outside</b>	<b>Total</b>
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
<b>Deviated Fixed Route Service</b>	0	0	0
<b>Paratransit</b>			
Ambulatory	1886	1760	3646
Non-Ambulatory	50	100	150
Stretcher	0	0	0
<b>Other Services</b>			
School Board Trips	0	0	0
<b>Total Trips</b>	1936	1860	3796
<b>1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?</b>			0
<b>1c. How many of the total trips were provided by coordination contractors?</b>			0
<b>2. One-Way Trips by Funding Source</b>			
Agency for Health Care Administration			165
Agency for Persons with Disabilities			0
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			3044
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			586

Department of Health	0
Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	1
Other Federal Programs	0
<b>Total:</b>	3796
<b>3. One-Way Trips by Passenger Type</b>	
Was this information obtained by sampling?	yes
<b>Elderly</b>	
Low Income:	1767
Disabled:	307
Low Income and Disabled:	178
Other:	0
<b>Children</b>	
Low Income:	260
Disabled:	46
Low Income and Disabled:	52
Other:	0
<b>Other</b>	
Low Income:	983
Disabled:	34
Low Income and Disabled:	12
Other:	157
<b>Total:</b>	3796
<b>4. One-Way Passenger Trips - by Purpose</b>	
Was this information obtained by sampling?	yes
Medical Purpose	3210
Employment Purpose	0
Education/Training/Daycare Purpose	0
Nutritional Purpose	586
Life-Sustaining/Other Purpose	0
<b>Total:</b>	3796
<b>5. Unduplicated Passenger Head Count</b>	

5a. Paratransit/Deviated Fixed Route/ School Brd	282
5b. Fixed Route	0
<b>Total:</b>	282
<b>6. Number of Unmet Trip Requests</b>	10
<b>Unmet Trip Requests by Type of Trip</b>	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
<b>Reason Trip was Denied (Optional)</b>	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
<b>7.) Number of Passenger No-shows</b>	10
<b>Passenger No-Shows by Funding Source (optional)</b>	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
<b>8. Complaints</b>	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	3
<b>Complaint Total:</b>	3
<b>9. Commendations</b>	

Commendations by CTC	0
Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
<b>Total Commendations:</b>	0



# FLCTD

## Annual Operations Report

### Section IV: Vehicle Info

County: <b>Lafayette</b>		Fiscal Year: <b>July 1, 2015 - June 30, 2016</b>	
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section IV: Vehicle Information</b>			
<b>1. Mileage Information</b>			
	<b>Vehicle Miles</b>		<b>Revenue Miles</b>
CTC:	56944		43399
Transportation Providers:	0		0
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
<b>Total:</b>	56944		43399
<b>2. Roadcalls</b>			
	1		
<b>3. Accidents</b>			
	<b>Chargeable</b>		<b>Non-Chargeable</b>
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		0
Total Accidents Person & Vehicle:	0		0
<b>Total Accidents:</b>	0		0
<b>Grand Total:</b>	0		
<b>4. Total Number of Vehicles</b>			
	3		
	<b>Count</b>		<b>Percentage</b>
a. Total vehicles that are wheelchair accessible:	3		100.00%
b. Total vehicles that are stretcher equipped:	0		0.00%

# FLCTD

## Annual Operations Report

### Section V: Employee Info

County: Lafayette		Fiscal Year: July 1, 2015 - June 30, 2016	
<b>Status: Complete</b>			
<b>FLCTD Status: Approved</b>			
<b>Section V: Employee Information</b>			
<b>1. CTC and Transportation Provider Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	1		1877
Part-Time Drivers	2		1305
Volunteer Drivers	0		0
<b>Total Hours:</b>			3182
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			<b>Hours</b>
Other Volunteers	0		0
Administrative Support	0		
Management Employees	1		
<b>Total</b>	<b>5</b>		
<b>2. Coordination Contractors Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
<b>Total Hours:</b>			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		

Call Intake/Reserv./Cust. Serv.	0	
Other Operations Employees	0	
		<b>Hours</b>
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
<b>Total</b>	0	
		<b>TOTAL HOURS: 3182</b>

# FLCTD

## Annual Operations Report

### Section VI: Revenue Sources

County: Lafayette		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Complete			
FLCTD Status: Approved			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$11,187.00	\$0.00	\$11,187.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$142,055.00	\$0.00	\$142,055.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$40,138.00	\$0.00	\$40,138.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00

Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Elder Affairs</b>			
Older Americans Act	\$4,688.00	\$0.00	\$4,688.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Health</b>			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Juvenile Justice</b>			
(specify)	\$0.00	\$0.00	\$0.00
<b>Department of Transportation</b>			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$64,838.00	\$0.00	\$64,838.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)	\$0.00	\$0.00	\$0.00
<b>Local Government</b>			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$0.00	\$0.00	\$0.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
<b>Local Non-Government</b>			
Farebox	\$0.00	\$0.00	\$0.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$20,244.00	\$0.00	\$20,244.00

Other Federal or State Programs			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>	\$283,150.00	\$0.00	\$283,150.00

# FLCTD

## Annual Operations Report

### Section VII: Expense Sources

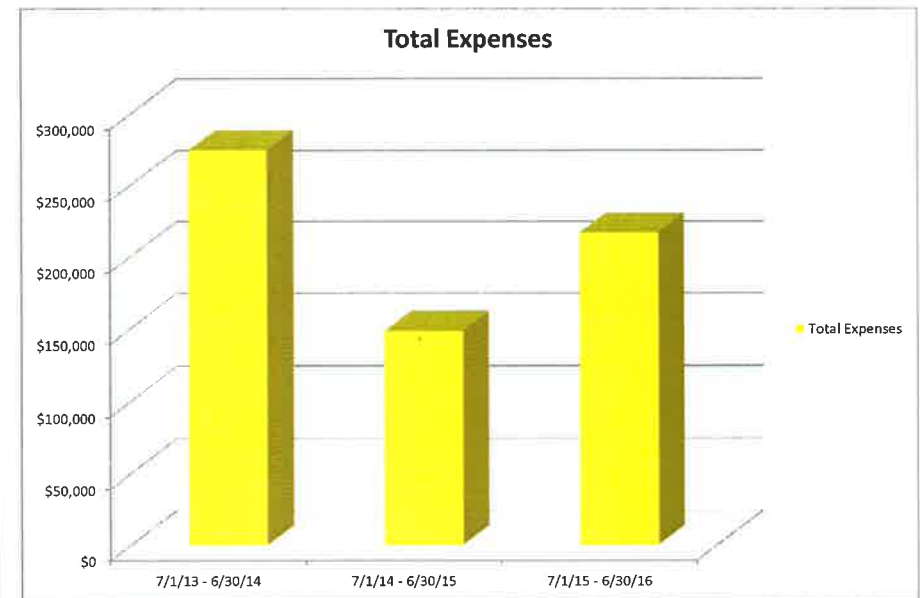
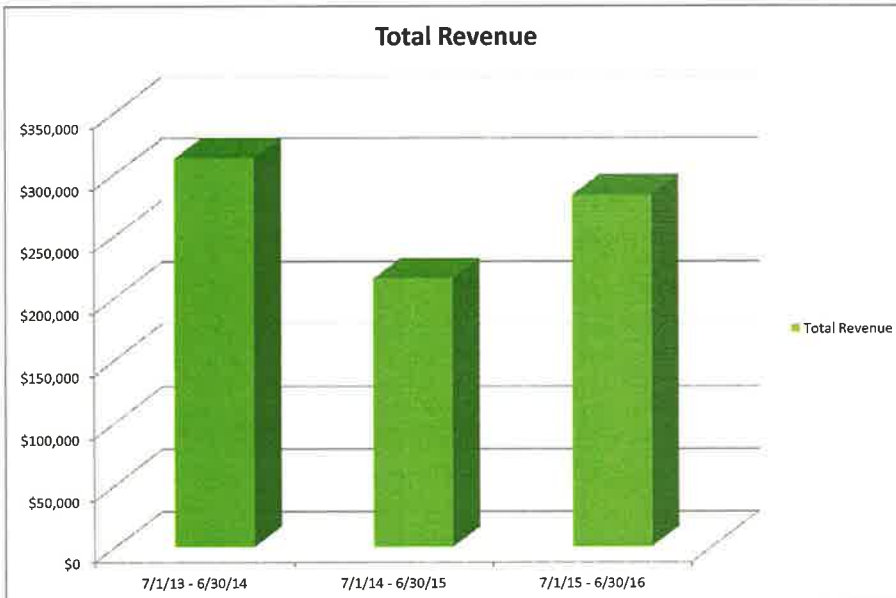
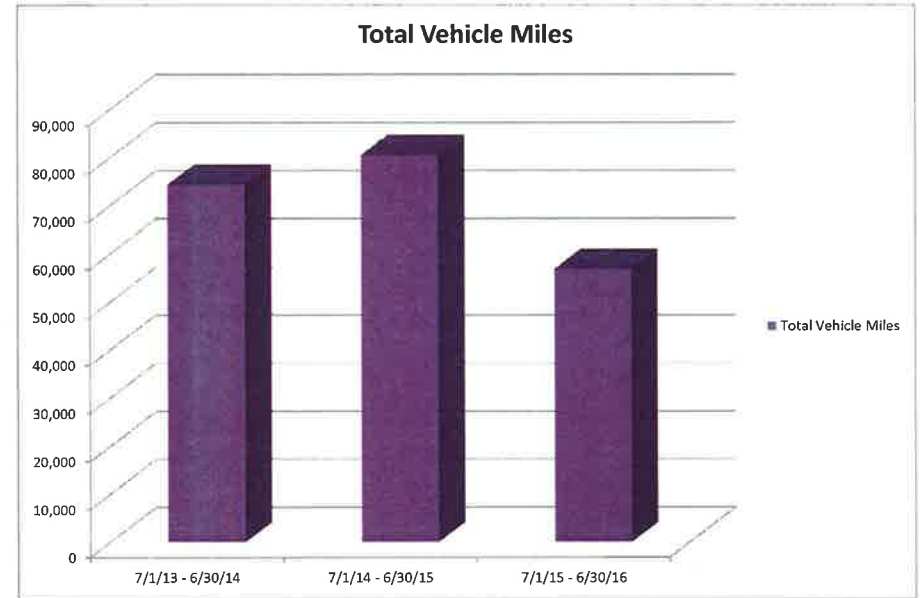
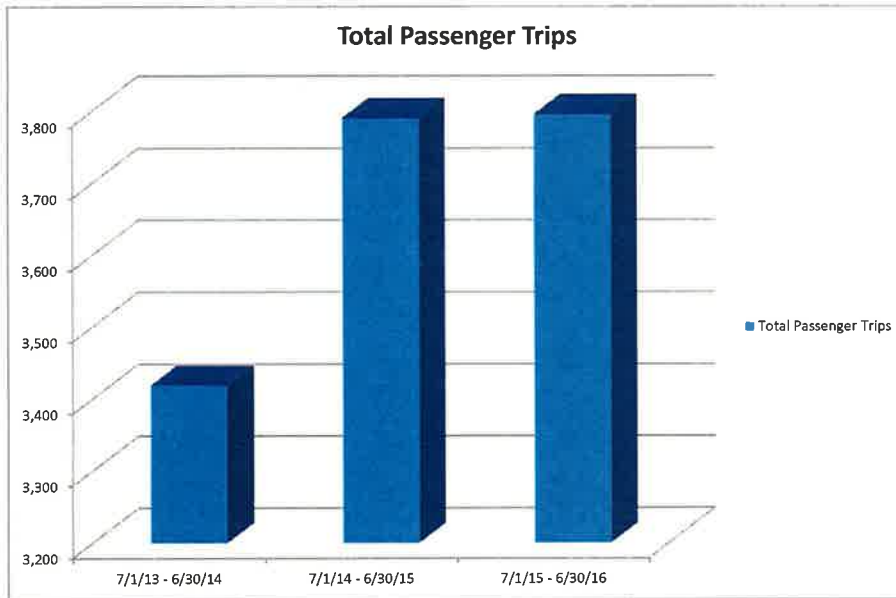
County: Lafayette		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Complete			
FLCTD Status: Approved			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$69,365.00	\$0.00	\$69,365.00
Fringe Benefits (502):	\$33,514.00	\$0.00	\$33,514.00
Services (503):	\$7,841.00	\$0.00	\$7,841.00
Materials and Supplies Cons. (504):	\$63,464.00	\$0.00	\$63,464.00
Utilities (505):	\$5,984.00	\$0.00	\$5,984.00
Casualty and Liability (506):	\$11,758.00	\$0.00	\$11,758.00
Taxes (507):	\$97.00	\$0.00	\$97.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$948.00	\$0.00	\$948.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$4,118.00	\$0.00	\$4,118.00
Contributed Services (530):	\$20,244.00	\$0.00	\$20,244.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$217,333.00	\$0.00	\$217,333.00

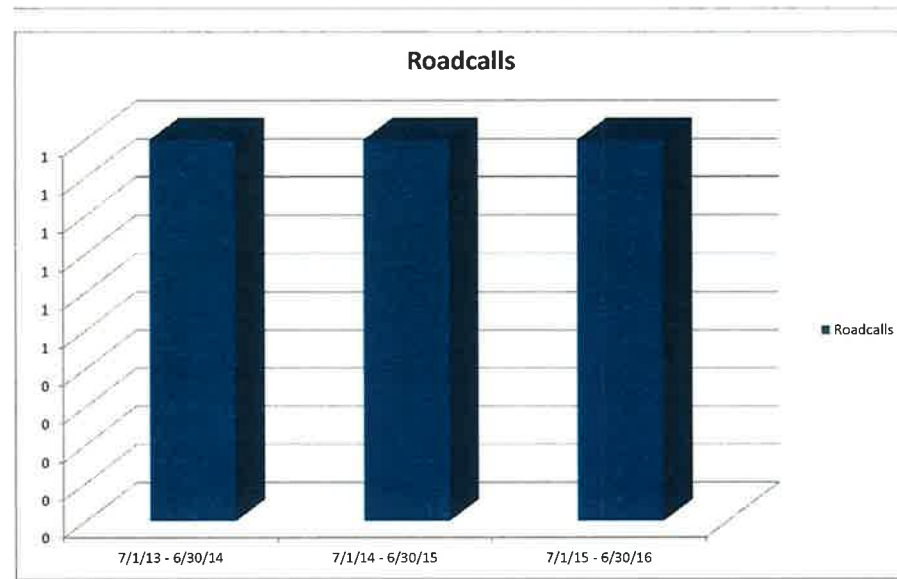
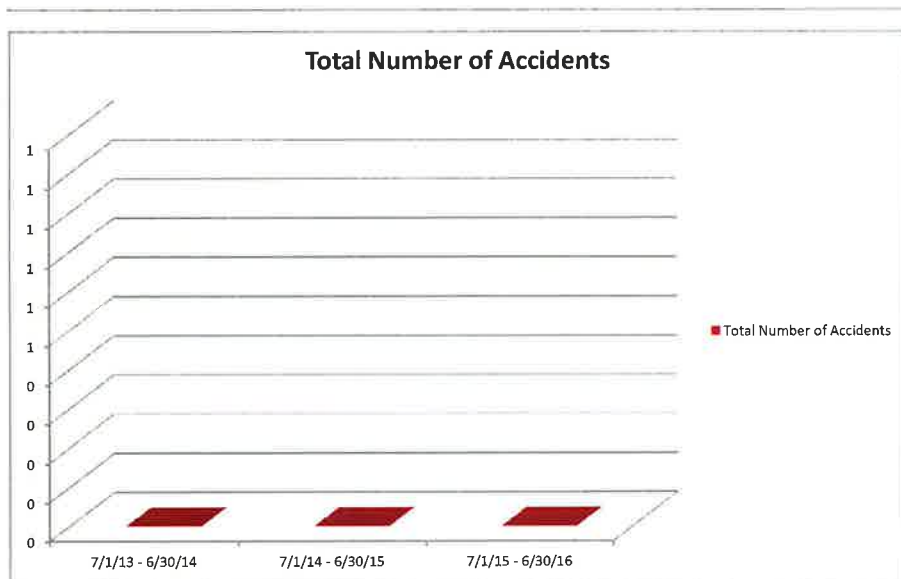
**PERFORMANCE TRENDS - SUWANNEE RIVER ECONOMIC COUNCIL  
LAFAYETTE COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/13 - 6/30/14	Fiscal Year 7/1/14 - 6/30/15	Fiscal Year 7/1/15 - 6/30/16	Percent Change 2014/15 - 2015/16
<b>TOTAL SERVICE</b>	Total Passenger Trips	3,419	3,791	3,796	0.13%
	Total Revenue Vehicle Miles	60,050	64,987	43,399	-50%
	Total Vehicle Miles	74,524	80,642	56,944	-42%
	Total Driver Hours	5,290	3,535	3,182	-11%
<b>SERVICE EFFECTIVENESS</b>	Passenger Trips/Revenue Vehicle Mile	0.06	0.06	0.09	33%
	Passenger Trips/Vehicle Mile	0.05	0.05	0.07	29%
	Average Miles/Trip	22	21	15	-42%
	Passenger Trips/Driver Hour	0.6	1.1	1.2	10%
<b>COST EFFECTIVENESS &amp; EFFICIENCY</b>	Total Revenue	\$313,161	\$215,813	\$283,150	24%
	Total Expenses	\$275,122	\$148,747	\$217,333	32%
	Cost/Passenger Trip	\$80.47	\$39.24	\$57.25	31%
	Cost/Vehicle Mile	\$3.69	\$1.84	\$3.82	52%
	Cost/Revenue Vehicle Mile	\$4.58	\$2.29	\$5.01	54%
	Cost/Vehicle	\$45,854	\$29,749	\$72,444	59%
	Cost/Driver Hour	\$52.01	\$42.08	\$68.30	38%
<b>VEHICLE UTILIZATION</b>	Total Vehicles	6	5	3	-67%
	Passenger Trips/Vehicles	570	758	1,265	40%
	Vehicle Miles/Vehicle	12,421	16,128	18,981	15%
	Revenue Vehicle Miles/Vehicle	10,008	12,997	14,466	10%
<b>SAFETY</b>	Total Number of Accidents	0	0	0	#DIV/0!
	Accidents/100,000 Miles	0	0	0	#DIV/0!
<b>SERVICE AVAILABILITY</b>	Average Vehicle Miles Between Roadcalls	74,524	80,642	56,944	-42%
	Roadcalls	1	1	1	0%
	Passenger No-Shows	7	8	10	20%
	Number of Trip Denials	0	0	10	100%

Source: Annual Operations Reports









November 11, 2016

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Appoint Grievance Committee Members

RECOMMENDATION

**The Chair needs to appoint two Board members to the Grievance Committee.**

BACKGROUND

Chapter I.E. of the Board's Grievance Procedures requires the Chair to appoint five (5) voting members to the Grievance Committee. The following Board members were appointed to serve on the Grievance Committee:

- Cindy Morgan, Citizen Advocate
- Martha Humphries, Elderly Representative
- Kay Tice, Florida Department of Children and Families Representative
- Sheryl Rehberg, Regional Workforce Development Board Representative

Currently, there is one vacancy on the Grievance Committee and Ms. Sheryl Rehberg will be resigning from the Board at the end of the year. Therefore, the Chair needs to appoint two Board members to serve on the Grievance Committee.

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





November 11, 2016

TO: Lafayette 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 July - September 2016;
2. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
3. Suwannee River Economic Council Complaint/Commendation Report July - September 2016; and
4. Suwannee River Economic Council Trip Denial Report July - September 2016.

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

Attachments

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**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JULY - SEPTEMBER 2016**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,146</b>
Florida Managed Medical Assistance Program	72
Florida Transportation Disadvantaged Program	932
S.R.E.C. - Title III-B Meal Site	142
<b>TOTAL VEHICLE MILES</b>	<b>16,924</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>13,717</b>
<b>TOTAL VEHICLE HOURS</b>	<b>796</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$49,378.37</b>
Florida Managed Medical Assistance Program	\$4,448.15
Transportation Disadvantaged Program	\$43,794.22
S.R.E.C. - Title III-B Meal Site	\$1,136.00
<b>AVERAGE COST PER TRIP</b>	<b>\$43.09</b>
Florida Managed Medical Assistance Program	<b>\$61.78</b>
Transportation Disadvantaged Program	<b>\$46.99</b>
S.R.E.C. - Title III-B Meal Site	<b>\$8.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$2.92</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$3.60</b>
<b>AVERAGE COST PER VEHICLE HOUR</b>	<b>\$62.03</b>
<b>TRIP PURPOSE*</b>	
Medical	1,004
Employment	
Education/Training	
Shopping	
Meal Site	142
Recreation	
Other	
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>41</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>4%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>3</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>382</b>
<b>AVERAGE MILES PER TRIP</b>	<b>15</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>16,924</b>

**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JULY - SEPTEMBER 2015**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>782</b>
Florida Managed Medical Assistance Program	30
Florida Transportation Disadvantaged Program	575
S.R.E.C. - Title III-B Meal Site	177
<b>TOTAL VEHICLE MILES</b>	<b>11,245</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>8,984</b>
<b>TOTAL VEHICLE HOURS</b>	<b>493</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$37,927.81</b>
Florida Managed Medical Assistance Program	\$1,648.75
Transportation Disadvantaged Program	\$34,863.06
S.R.E.C. - Title III-B Meal Site	\$1,416.00
<b>AVERAGE COST PER TRIP</b>	<b>\$48.50</b>
Florida Managed Medical Assistance Program	\$54.96
Transportation Disadvantaged Program	\$60.63
S.R.E.C. - Title III-B Meal Site	\$8.00
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$3.37</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$4.22</b>
<b>AVERAGE COST PER VEHICLE HOUR</b>	<b>\$76.93</b>
<b>TRIP PURPOSE*</b>	
Medical	605
Employment	0
Education/Training	0
Shopping	0
Meal Site	177
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>26</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>3%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0%</b>
<b>NUMBER OF VEHICLES</b>	<b>3</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>261</b>
<b>AVERAGE MILES PER TRIP</b>	<b>14</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>11,245</b>

Source: Suwannee River Economic Council

**2016-2017 TRIP/EQUIPMENT GRANT SUMMARY  
LAFAYETTE COUNTY**

**CONTRACT AMOUNT:   \$175,165.00**

<b>MONTH/ YEAR</b>	<b>TOTAL DOLLARS SPENT</b>	<b>TRUST FUND (90%)</b>	<b>LOCAL MATCH (10%)</b>	<b>TOTAL AMOUNT REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
<b>Jul-16</b>	<b>\$ 14,599.24</b>	<b>\$ 13,139.32</b>	<b>\$ 1,459.92</b>	<b>\$ 160,565.76</b>	<b>322</b>	<b>\$45.34</b>
<b>Aug-16</b>	<b>\$ 14,596.65</b>	<b>\$ 13,136.98</b>	<b>\$ 1,459.67</b>	<b>\$ 145,969.11</b>	<b>278</b>	<b>\$52.51</b>
<b>Sep-16</b>	<b>\$ 14,598.33</b>	<b>\$ 13,138.50</b>	<b>\$ 1,459.83</b>	<b>\$ 131,370.78</b>	<b>332</b>	<b>\$43.97</b>
<b>Oct-16</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Nov-16</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Dec-16</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Jan-17</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Feb-17</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Mar-17</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Apr-17</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>May-17</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>
<b>Jun-17</b>				<b>\$ 131,370.78</b>		<b>#DIV/0!</b>



**LAFAYETTE COUNTY**  
**SERVICE COMPLAINTS/COMMENDATIONS**  
**JULY - SEPTEMBER 2016**

<b>TYPE OF COMPLAINT</b>	<b>TOTAL</b>	<b>Resolved</b>
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
<b>TOTALS</b>	<b>0</b>	<b>-</b>
<b>COMMENDATIONS</b>	<b>0</b>	<b>-</b>

Source: Suwannee River Economic Council

**LAFAYETTE COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY - SEPTEMBER 2016**

<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

## LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	11/16/15	3/28/16	5/23/16	9/19/16
Chair	Commissioner Anthony Adams		P	P	P
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	A	A	P	A
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Deweece Ogden	A	P	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Richie Page	A	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate	Cindy Morgan	A	A	A	A
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	Martha Humphries	P	A	A	P
Alternate Member	(Vacant)				
Veterans	(Vacant)				
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Ricky Lyons	P	A	A	A
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	P	P	P	P
Alternate Member	(Vacant)				
Local Medical Community	Ginger Calhoun	P	P	P	A
Alternate Member	(Vacant)				
Regional Workforce Board	Sheryl Rehberg	A	P	P	A
Alternate Member	Anthony Jennings	P	P	P	P

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

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

