



ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION
DISADVANTAGED LOCAL COORDINATING BOARD

HYBRID MEETING

DATE: Thursday, February 11, 2021

TIME: 10:00 a.m.* (*See note below*)



Wireless access available
Network = MpoGuest
Password = metroaccess

LOCATION: MetroPlan Orlando
David L. Grovdhal Board Room
250 S. Orange Avenue, Suite 200
Orlando, Florida 32801

PUBLIC ACCESS: To join the meeting from your computer, tablet or smartphone, please use this link:
<https://us02web.zoom.us/j/85182287883?pwd=Q3Q0am5MWIJPM1o0d1Q3OE85b3BHQT09>
Passcode: 919117
To dial in, please see the calendar item for this meeting:
[Transportation Disadvantaged Local Coordinating Board Hybrid Meeting \(metroplanorlando.org\)](#)

What is a HYBRID meeting? A hybrid meeting is a meeting where a physical, in-person quorum of the members of a board or committee has been met and other members and the public are able to attend the meeting virtually.

In order to safely accommodate all attendees and observe social distancing guidelines at a hybrid meeting, in-person access will be limited to staff, board/committee members, and members of the public wishing to make in-person public comments. **All in-person attendees must RSVP** at least two business days prior to the meeting to ensure we are able to safely accommodate your attendance. You should also submit an [electronic speaker introduction card](#) by 5:00 p.m. February 10. When attending in-person, **masks are required to be worn at all times** and **social distancing will be strictly adhered**. Once room capacity is reached, members of the public will be asked to wait in a safe, socially distanced location until your name is called to address the board. After comments have been made, you will be asked to return to the waiting area.

Opportunities for public comment is also available for anyone wishing to speak from a remote location. Members of the public may access this meeting from the safety of your home using your computer, tablet or smartphone. The Zoom link or dial-in option above may be used. However, an [electronic speaker introduction card](#) should also be submitted by 5:00 p.m. February 10.

The agenda packet and [electronic speaker card](#) are available at [MetroPlanOrlando.org](#) in the Calendar section. New to Zoom? You can get the app ahead of time and be ready for the meeting. Visit [Zoom.us](#)

AGENDA

I. CALL TO ORDER – Commissioner Mayra Uribe

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL AND CONFIRMATION OF QUORUM – Ms. Lisa Smith

IV. AGENDA REVIEW & ANNOUNCEMENTS– Ms. Virginia Whittington

V. PUBLIC COMMENTS ON ACTION ITEMS

Comments from the public will be heard pertaining to Action Items on the agenda for this meeting. People wishing to speak must complete a “Speakers Introduction Card” at the reception desk. Each speaker is limited to two minutes.

VI. Quality Assurance Task Force (QATF) Report

Ms. Marilyn Baldwin, Chairperson of the QATF, will provide a brief report from their February 26, 2021 meeting.

VII. CONSENT AGENDA

A. Approval of minutes of previous meeting **TAB 1**

The minutes of the November 12, 2020 Transportation Disadvantaged Local Coordinating Board meeting are included at Tab 1 for approval.

B. Acknowledgement of public meeting comments **TAB 2**

Staff requests acknowledgement of a summary of the public comments received during the annual public meeting November 12, 2020. The summary is attached at Tab 2.

VIII. ACTION ITEMS

A. Approval of TDLCB Membership Certification **TAB 3**

Pursuant to Rule 41-2.012(3), FAC, the MetroPlan Orlando Board will be asked to certify the membership of the Local Coordinating Board at its March 10, 2021 meeting. Action is requested to recommend approval of the TDLCB membership, which verifies compliance with the Commission for the Transportation Disadvantaged Local Coordinating Board and Planning Agency guidelines.

B. 2021 Quality Assurance Task Force Membership

Staff requests confirmation of the recommended 2021 QATF membership as follows:

Ms. Marilyn Baldwin, representing the Disabled
Mr. Chad Ballard, representing the Medical Community
Ms. Crystal Ford, Orange County EMS
Mr. Wayne Olson, Florida Department of Education and Vocational Rehabilitation
Dr. Linda Levine Silverman, representing the Elderly (over 60)
Mr. Bob Melia, Citizen Advocate (System User)
Mr. Karla Radka, Department of Elder Affairs (Senior Resource Alliance)
Ms. Neika Berry, Citizen Advocate (Non-System User), Alternate

C. Approval of 2021 TDLCB Bylaws

TAB 4

Pursuant to the CTD operating guidelines, the TDLCB is required to review their bylaws each year and recommend any necessary changes for approval. A preliminary review was conducted by the QATF at their meeting on January 26th. No changes were recommended by staff or members of the QATF. The bylaws are found in Tab 4. Staff requests approval of the bylaws as presented.

D. Approval of 2021 Grievance Procedures

TAB 5

Pursuant to the CTD operating guidelines, annually, the TDLCB must review and update its grievance procedures, if necessary. The grievance procedures were reviewed by the QATF at their January 26, 2021 meeting. No changes were recommended. Staff requests approval of the Grievance Procedures found at Tab 5.

E. Appointment of 2020 Grievance Committee

Pursuant to the TDLCB Grievance Procedure, a Grievance Committee shall be appointed by the Transportation Disadvantaged Local Coordinating Board Chair and shall consist of at least five (5) voting members of the TDLCB. Staff recommend previously appointed members continue as the 2021 Grievance Committee:

Ms. Diane Arnold, representing the Economically Disadvantaged
Mr. Wilfredo Raices, representing Early Childhood Development
Ms. Janeé Olds, representing Regional Workforce Development
Ms. Alnita Whitt, representing Veterans
Mr. Adam Zubritsky, representing Public Education
Ms. Neika Berry, Citizen Advocate (Non-System User), Alternate

The Grievance Committee will only be convened in the event an irreconcilable complaint is filed.

F. Approval of Revised ACCESS LYNX Eligibility Application

TAB 6

Mr. Norm Hickling, ACCESS LYNX, will highlight revisions made to ACCESS LYNX's Eligibility Application. The recommended revisions resulted from the work of the Eligibility Application Review Committee which was tasked with reviewing the Transportation Disadvantaged Eligibility Criteria and based on those criteria, determining what needed to be included on an eligibility application for Transportation Disadvantaged (TD) clients only. Mr. Hickling will present the final application for approval.

G. Community Transportation Coordinator Evaluation

TAB 7

Pursuant to Florida Statutes 427.15 the performance of the Community Transportation Coordinator (CTC) shall be evaluated annually by the local coordinating board based on the CTD approved evaluation criteria. A copy of the completed evaluation shall be submitted to the metropolitan planning agency and the Commission. The recommendation or termination of any CTC shall be subject to approval by the Commission.

Ms. Whittington will provide an overview of the process being recommended to conduct the 2021 evaluation electronically. Staff requests approval of the proposed process and feedback on potential evaluation subcategories.

IX. PRESENTATIONS & STATUS REPORTS

A. Overview of Changes to the Trip & Equipment Grant Funding Allocation Methodology

Mr. David Darm, Executive Director, Florida Commission for the Transportation Disadvantaged will present an overview of changes to the Trip and Equipment Grant funding allocation methodology and rule changes.

B. LYNX/Community Transportation Coordinator (CTC) Update

TAB 8

Mr. Norm Hickling will provide an Access Lynx Mobility Services Update.

X. GENERAL INFORMATION

A. Planning Grant Update Report

TAB 9

Quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement.

B. Report of Operator Payments

TAB 10

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. A copy of the report will be provided at the meeting.

C. 2020 Attendance Records

TAB 11

A spreadsheet showing the attendance records for the TDLCB meetings during 2020 is enclosed for information purposes.

XI. UPCOMING MEETINGS AND EVENTS OF INTEREST

A. Commission for Transportation Disadvantaged Workshop on ADA/TD Issue (Virtual Meeting Link to be provided.)

B. MetroPlan Orlando Board meeting – March 10, 2021 at 9:00 a.m. (Hybrid Meeting)

- C. Annual CTD/FPTA Transportation Disadvantaged Day in Tallahassee (Virtual Experience – Link to follow)
- D. Quality Assurance Task Force – April 27, 2021 at 10:00 a.m.
- E. TDLCB Meeting Dates for 2021:
 - May 13, 2021
 - August 12, 2021
 - November 18, 2021 (Annual Public Meeting followed by the regular quarterly meeting)

XII. MEMBER COMMENTS

XIII. PUBLIC COMMENTS (GENERAL)

XIV. ADJOURNMENT – Next meeting: May 13, 2021 (HYBRID MEETING)

Public participation is conducted without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons wishing to express concerns, who require special assistance under the Americans with Disabilities Act, or who require language services (free of charge) should contact MetroPlan Orlando by phone at (407) 481-5672 or by email at info@metroplanorlando.org at least three business days prior to the event.

La participación pública se lleva a cabo sin distinción de raza, color, origen nacional, sexo, edad, discapacidad, religión o estado familiar. Las personas que deseen expresar inquietudes, que requieran asistencia especial bajo la Ley de Americanos con Discapacidad (ADA) o que requieran servicios de traducción (sin cargo) deben ponerse en contacto con MetroPlan Orlando por teléfono (407) 481-5672 (marcar 0) o por correo electrónico info@metroplanorlando.org por lo menos tres días antes del evento.