



metroplan orlando  
*A REGIONAL TRANSPORTATION PARTNERSHIP*

**TRANSPORTATION DISADVANTAGED LOCAL  
COORDINATING BOARD  
AGENDA**


**August 10, 2017 @ 10:00 a.m.**

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

**DATE:** Thursday, August 10, 2017  
**TIME:** 10:00 a.m.  
**LOCATION:** David L. Grovdahl Board Room  
250 S. Orange Avenue, Suite 200  
Orlando, Florida 32801

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**Commissioner Lee Constantine, Vice -Chairman, Presiding**

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**AGENDA**

- I. CALL TO ORDER – Commissioner Constantine**
- II. PLEDGE OF ALLEGIANCE**
- III. INTRODUCTIONS**
- IV. CONFIRMATION OF QUORUM – Ms. Lisa Smith**
- V. AGENDA REVIEW & ANNOUNCEMENTS– Ms. Virginia Whittington**
- VI. 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.

**VII. CONSENT AGENDA**

- A. Approval of minutes of previous meeting (May 11, 2017) TAB 1**

The minutes of the May 11, 2017 Transportation Disadvantaged Local Coordinating Board meeting are included at Tab 1 for approval.

**VIII. PRESENTATIONS & STATUS REPORTS**

**A. Quality Assurance Task Force (QATF) Report**

Ms. Marilyn Baldwin, Chair of the QATF, will report on the July 25, 2016 meeting.

**B. CTC Designation Process**

Mr. Bill Hearndon, ACCESS LYNX, will explain the process of re-designating LYNX as the Community Transportation Coordinator. The current designation is set to expire in 2018.

**C. Request for Input on 2018 Legislative Priorities**

Mr. Virginia Whittington, MetroPlan Orlando, will seek guidance from the LCB on any potential legislative priorities to be recommended to the MetroPlan Orlando board for the 2018 legislative session.

**IX. WORKSESSION**

**A. Uncollected Fares**

Ms. Virginia Whittington, MetroPlan Orlando staff, will give a presentation on uncollected fares and seek guidance on QATF recommendations for addressing the issue.

**X. GENERAL INFORMATION**

**TAB 2**

**A. LYNX/Community Transportation Coordinator (CTC) Update**

Report on current and ongoing operations.

**B. Planning Grant Update**

A copy of the 4<sup>th</sup> Quarter planning grant update is provided for use and information. Quarterly progress reports, as outlined in the planning grant agreement, are provided as they are completed.

**C. Report of Operator Payments**

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. An attachment of the report is included.

**D. American's with Disabilities Act 26<sup>th</sup> Anniversary**

Twenty-six years ago, the Americans with Disabilities Act (ADA) was signed into law on July 26, 1990 by President George H.W. Bush. The civil rights legislation showed a national commitment to eliminate discrimination against people with disabilities and to increase inclusion in all aspects of community life, including employment. Time permitting, the Board will watch a short video on the passage of the Americans with Disabilities legislation  
<https://www.youtube.com/watch?v=4RQilT9Jd0>.

## **E. Blind Americans Equality Day**

In 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be “White Cane Safety Day”. Besides serving as a national observance in the United States, it enables us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and a tool of independence, the white cane. In 2011, “White Cane Safety Day” was named “Blind Americans Equality Day” by President Barack Obama. A resolution declaring October 15, 2017 as “Blind Americans Equality Day” will be presented to the MetroPlan Orlando Board at the September 13<sup>th</sup> meeting for their approval. A copy of the draft resolution is provided for information.

## **XI. UPCOMING MEETINGS AND EVENTS OF INTEREST**

- *MetroPlan Orlando Board meeting – September 13 at 9:00 a.m.*
- *Quality Assurance Task Force – October 24 at 10:00 a.m.*

## **XII. MEMBER COMMENTS**

## **XIII. PUBLIC COMMENTS (GENERAL)**

## **XIV. ADJOURNMENT – Next meeting: November 9, 2017 – Annual Public Meeting**

If any person with a disability as defined by the Americans with Disabilities Act (ADA) needs special accommodations to participate in this proceeding, he or she should contact Ms. Lisa Smith at MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL, (407) 481-5672, ext. 307, not later than two (2) business days prior to the proceeding.

# TAB 1



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

DATE: Thursday, May 11, 2017

TIME: 10:00 a.m.

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

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Commissioner Pete Clarke, Presiding

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**Members in attendance were:**

Commissioner Pete Clarke, Orange County, **Chairman**  
Commissioner Lee Constantine, Seminole County, **Vice-Chairman**  
Ms. Milagros Carrion, Medical Community  
Dr. Linda Levine-Silverman, Elderly  
Ms. Dianne Arnold, Economically Disadvantaged  
Ms. Milagros Chervoni, AHCA/Medicaid  
Ms. Marilyn Baldwin, Disabled  
Mr. Adam Zubritsky, Public Education  
Ms. Crystal Ford for Mr. Tom Daniels, Orange County EMS (*non-voting*)  
Ms. Sharon Jennings, Agency for Persons with Disabilities  
Mr. Randall Hunt, Senior Resource Alliance  
Ms. Jo Santiago, FDOT  
Mr. Tim May, LYNX (*non-voting*)  
Mr. Robert Melia, LYNX TAC designee (*non-voting*)  
Mr. Wilfredo Raices, State Coordinating Council of Early Childhood  
Ms. Cheryl Stone, Citizen Advocate (System User)  
Ms. Marsha Shapiro, Citizen Advocate  
Mr. Chris York, For-Profit Operator  
Mr. Wayne Olson, Dept. of Education & Vocational Rehabilitation

**Members not in attendance were:**

Commissioner Peggy Choudhry, Osceola County  
Master Sargent Jose Pizarro, Veterans

**Others in attendance were:**

Ms. Virginia Whittington, MetroPlan Orlando  
Ms. Mary Ann Horne, MetroPlan Orlando  
Ms. Lisa Smith, MetroPlan Orlando  
Mr. Benjamin Gonzalez, LYNX (Alternate for Tim May non-voting member)  
Ms. Cheryl Stone, Citizen Advocate, System User (Alternate for Dr. Linda Levine-Silverman)

A complete list of other attendees may be obtained upon request.

**I. CALL TO ORDER**

Chairman Pete Clarke called the meeting to order at 10:00 a.m.

**II. CONFIRMATION OF QUORUM**

Ms. Lisa Smith confirmed that a quorum was present.

**III. AGENDA REVIEW AND ANNOUNCEMENTS**

Commissioner Clarke introduced and welcomed new member Dr. Linda Levine-Silverman. Ms. Whittington noted that Dr. Levine-Silverman is replacing Mr. Win Adams. She called attention to the addendums in the supplemental folders that were added as action items at today's meeting. She explained that Item 8c, the rate calculation sheets were sent to the Commission for the Transportation Disadvantaged and there were some necessary revisions. The revised rates are shown on the addendum. Item F was added as a request from LYNX to approve the endorsement of the mobility enhancement grant submission. She noted that grant submittal requires endorsement by the TDLCB. Ms. Whittington stated that staff requests approval of Item E, certification of membership, which includes authorization for Cheryl Stone to remain on TDLCB as the alternate to Dr. Levine-Silverman.

Ms. Whittington introduced Mr. Reginald Mells with reThink Your Commute who shared information regarding the new MetroPlan Orlando Transit Screen. Mr. Mells explained that the Transit Screen provides real time updates for various modes of transit available to downtown commuters.

**MOTION:** Commissioner Constantine moved to approve the addendums to today's agenda.  
Ms. Baldwin seconded the motion, which passed unanimously.

**IV. PUBLIC COMMENTS ON ACTION ITEMS**

There were no public comments.

**V. Quality Assurance Task Force (QATF) Report**

Ms. Marilyn Baldwin, Chair of the QATF, gave a report on the April 25 and May 11, 2017 meetings. At the April 25<sup>th</sup> meeting, Ms. Whittington previewed the results of the annual CTC Evaluation Report. She noted that the QATF recommended inclusion of new goals and approval of the evaluation to the TDLCB. Mr. May previewed the minor update to the Transportation Disadvantaged Service Plan (TDSP). In addition, Mr. May previewed the preliminary FY 2018 Rate Calculation Worksheet. The QATF received a CTC report from Mr. Tim May which included a report on some staffing changes; an update on the Request for Proposal for Paratransit and NeighborLink services; and an update on the outstanding vehicle purchases. The QATF recommendation is that they be accepted by the TDLCB at today's meeting. Ms. Baldwin stated that the QATF met again prior to today's meeting to consider the staff recommended change to the TDLCB bylaws to include a provision which addresses the removal of a member for cause. The QATF recommends approval of the revised bylaws as presented by staff.

**MOTION:** Ms. Shapiro moved to approve the QATF Report. Ms. Chervoni seconded the motion, which passed unanimously.

**VI. CONSENT AGENDA**

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

The minutes of the February 9, 2017 Transportation Disadvantaged Local Coordinating Board meeting were provided.

**MOTION:** Mr. Hunt moved to approve the February 9, 2017 meeting minutes. Ms. Shapiro seconded the motion, which passed unanimously.

**VII. ACTION ITEMS**

**A. Approval of the 2015-2016 CTC Evaluation Report**

Ms. Virginia Whittington, MetroPlan Orlando, presented the results of the 2015-2016 Community Transportation Coordinator (CTC) Evaluation Report. She explained that annual evaluation is a requirement of Florida Statutes 427.15. Ms. Whittington noted that after the evaluation report has been approved by the TDLCB, it will be submitted to the MetroPlan Orlando Board and the Commission for the Transportation Disadvantaged. Ms. Whittington explained that 17 TDLCB members participated in the annual CTC evaluation at the February 9<sup>th</sup> meeting. She said that there was a 7% increase in ridership; no shows have decreased over the past two years; operating expenses have increased slightly on a per trip/per mile basis; and on-time performance has fallen below the 92% established standards being reported at 85% last year. She pointed out that the evaluation covered the areas of: coordination, administration, cost effectiveness, local performance measures and availability. Ms. Whittington walked the TDLCB members through the report results. She said that recommendations that came out of the QATF meeting would be to improve the on-time performance by way of making improvements to the Mobi app,



continue to develop the app for vehicle tracking. Ms. Whittington stated that implementing these measures would be an effort to improve on-time performance and will also help to reduce the call hold time. She explained that additional measurable recommendations from the QATF meeting are to work towards an advance pay system; promote the use of technology for service efficiencies and effectiveness; and provide additional driver training to bring down the number of preventable accidents. Staff requested that the TDLCB approve the 2015-2016 CTC evaluation, stated goals, and authorize the submission of the report to the Commission for the Transportation Disadvantaged.

**MOTION:** Commissioner Constantine moved to approve the 2015-2016 CTC Evaluation Report, and authorize submittal of the report to the Commission for the Transportation Disadvantaged. Ms. Shapiro seconded the motion, which passed unanimously.

**B. Approval of the Transportation Disadvantaged Service Plan (TDSP) Annual Update**

Mr. Tim May presented updates to the Transportation Disadvantaged Service Plan (TDSP). He explained that State statute requires that the TDSP is updated annually in order to receive transportation disadvantaged funding. He explained that the minor changes have been to add and remove some providers, and changes to the TD rate calculation model.

**MOTION:** Ms. Baldwin moved to approve the Transportation Disadvantaged Service Plan (TDSP) Annual Update. Mr. Hunt seconded the motion, which passed unanimously. (Roll call conducted)

**C. Approval of the FY 2017-2018 Rate Calculation Worksheet**

Ms. Whittington explained that each year, the Florida Commission for the Transportation Disadvantaged (CTD) reviews and approves prices charged by transportation operators for rides purchased in the Coordinated Transportation System. She provided an overview of the rate approval process. She said that the rate model spreadsheet is updated each year to adjust for continuously changing factors related to capital equipment and replacement; local, state and federal subsidies that offset the cost of services; service demand changes; expenses that experience large changes, such as fuel; and anticipated or actual profits or losses. ACCESS LYNX's TD rates per trip for FY 2017-2018 are listed and at the request of the CTD, these rates do not include ADA expenses.

Type of Trip	FY2017 Rates	FY2018 Rates	% Change
Ambulatory	\$25.05	\$25.37	+0.13%
Wheelchair	\$42.95	\$43.49	+0.13%

**MOTION:** Ms. Shapiro moved to approve the FY 2017-2018 Rate Calculation Worksheet. Ms. Santiago seconded the motion, which passed unanimously.

**D. Approval of TDLCB Bylaws Revision**

Ms. Whittington explained that MetroPlan Orlando is required to review and propose revisions to all advisory committee bylaws every other year on odd numbered years. The QATF reviewed the TDLCB bylaws in February and recommended no changes. Subsequent to the February review, MetroPlan Orlando staff has recommended a proposed revision to remove a member with cause to be incorporated into all advisory committee bylaws, including the TDLCB bylaws. The QATF prior to today's meeting and reviewed the language and voted unanimously to incorporate into the bylaws.

**MOTION:** Ms. Baldwin moved to approve the TDLCB Bylaws Revision. Ms. Shapiro seconded the motion, which passed unanimously.

**E. TDLCB Membership Certification**

Ms. Whittington explained that 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 May 10, 2017 meeting due to a change in membership. She noted that action is requested to ratify the TDLCB membership, which verifies compliance with the Commission for the Transportation Disadvantaged Local Coordinating Board and Planning Agency guidelines. Ms. Whittington stated that upon ratification by the TDLCB the membership certification will be transmitted to the Commission for Transportation Disadvantaged. Additionally, she noted that this action also appoints Cheryl Stone as the alternate to Dr. Levine-Silverman.

**MOTION:** Ms. Shapiro moved to approve the TDLCB Membership Certification. Ms. Carrion seconded the motion, which passed unanimously.

**F. Endorsement of the Mobility Enhancement Grant**

**MOTION:** Ms. Shapiro moved to approve the Mobility Enhancement Grant. Ms. Carrion seconded the motion, which passed unanimously.

**VIII. PRESENTATIONS & STATUS REPORTS**

**A. 2017 Florida Legislative Session Wrap Up**

Ms. Virginia Whittington, MetroPlan Orlando, provided a brief overview of the 2017 Florida Legislative session.

**IX. GENERAL INFORMATION**

**A. Planning Grant Update Report**

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

**B. LYNX/Community Transportation Coordinator (CTC) Update**

A report on current and ongoing operations was provided. Mr. May gave an overview on the TD Voucher program, an extension to the Mobility Enhancement Grant. He explained that the pilot voucher program was initiated approximately two weeks ago and is targeted towards Access Lynx most vulnerable clients, which is currently dialysis patients. The voucher enables them to immediately call for a taxi eliminating the need to wait on a paratransit vehicle and it frees up the paratransit vehicle to make other trips. He has received positive feedback concerning the voucher program and hopes to be able to relay that to the State for additional funding through the Mobility Enhancement Grant.

**C. Report of Operator Payments**

The latest Operators Payments Report was provided.

**D. Monthly Paratransit Statistical Breakdowns**

A copy of the Monthly Paratransit Statistical Breakdowns was provided.

**X. UPCOMING MEETINGS AND EVENTS OF INTEREST**

- *MetroPlan Orlando Board meeting – June 14, 2017 at 9 a.m.*
- *Quality Assurance Task Force - July 25, 2017 at 9:00 a.m. (if necessary)*

**XI. MEMBER COMMENTS**

Ms. Marilyn Baldwin announced upcoming meetings:

- May 26 thru May 28 the National Federation of the Blind of Florida State Convention
- Family Café, a state-wide conference for families that have children living with disabilities will be held in the month of June
- July 10-July 15 the National Federation of the Blind national convention will be held at the Rosen Shingle Creek

Mr. Harold Barley announced that the MetroPlan Orlando team won five awards at the Florida Public Relations Association annual meeting, the TD Video being one. Mr. Barley congratulated MetroPlan Orlando staff members Cynthia Lambert, Mary Ann Horne and Virginia Whittington for their efforts.

Mr. Tim May provided an update on the State Paratransit Rodeo event that was held in Daytona Beach. He gave the TDLCB members an overview of the event and announced that LYNX was the grand champion for the fourth year.

**XII. PUBLIC COMMENTS (GENERAL)**

**XIII. NEXT MEETING - August 10, 2017**

**XIV. PUBLIC COMMENTS (GENERAL)**

None.

**XV. ADJOURNMENT**

**MOTION:** Ms. Shapiro moved to adjourn the TDLCB Meeting. Ms. Milagros Carrion seconded the motion, which passed unanimously.

There being no further business the meeting adjourned at 11:15 a.m. Respectfully transcribed and submitted by Ms. Lisa Smith.

Approved this 10<sup>th</sup> day of August 2017.

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Commissioner Pete Clarke, Chairperson

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Lisa Smith, Senior Board Services Coordinator

*As required by Section 286.0105, Florida Statutes, MetroPlan Orlando hereby notifies all interested parties that if a person decides to appeal any decision made by MetroPlan Orlando with respect to any matter considered at such meeting or hearing, he or she may need to ensure that a verbatim record is made to include the testimony and evidence upon which the appeal is to be based.*

# TAB 2



## **Community Transportation Coordinator Report**

**August 10, 2017**

Since the last LCB Meeting in May, LYNX along with ACCESS LYNX participated in the 2017 Triple Crown Rodeo in Daytona Beach, Fl. hosted by Votran. The LYNX fixed route team which included an operator and a maintenance team took home the Grand Champion Award. The ACCESS LYNX operator won the "Highest Yardstick Award" which is an individual award for the best performance in measurement obstacles.

The ACCESS LYNX team implemented a TD voucher pilot program from May through June, 2017 that was targeted for dialysis community. The reason why we chose the dialysis community was to give them a direct ride home after receiving dialysis treatments. Knowing through experience that quite a few clients do not feel well after treatment and most likely would like to go straight home, we thought it was a good idea. The project was successful. The TD commission has awarded LYNX a second year grant that will not only be for the dialysis community but for other medical trips, as well.

As we move forward with our Mobility Services model some significant tasks have been completed for the transition to a one stop call center. These services will include fixed route information, paratransit reservations, paratransit ETA's, paratransit dispatch and NeighborLink dispatch services. The existing LYNX call center has been retrofitted to house all of the Mobility Services staff in an updated call center setting.

On July 27, 2017 the LYNX Board of Directors has taken the recommendation of the Source Evaluation Committee and they have awarded the contract for Paratransit and NeighborLink services to MV Transportation.

## MONTHLY PARATRANSIT STATISTICAL REPORT

	Category	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	2015 to 2016 Difference
<b>Commendations &amp; Concerns</b>	Commendations	21	9	13	12	7	9	7	14	12	12	22	11	31	47.62%
	Customer Service	4	4	3	2	1	7	3	2	6	0	7	5	4	0.00%
	Discourtesy	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
	Drivers and Driving	28	14	25	28	14	14	10	33	18	19	14	21	23	-17.86%
	Equipment	0	0	1	1	1	1	2	2	0	0	1	2	0	0.00%
	Passenger	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
	Risk Management	1	0	0	0	1	0	0	1	0	0	0	0	0	-100.00%
	Scheduling	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
	Other	4	3	7	2	1	6	5	2	5	2	3	3	2	-50.00%
	Timeliness	25	27	40	52	42	66	43	41	32	35	55	46	53	112.00%
	Total Concerns	62	48	76	85	60	94	63	81	61	56	80	77	82	32.26%
	Total Reservations Accepted	58,765	57,031	62,361	61,488	62,187	65,722	63,336	62,353	59,272	67,229	62,401	66,441	61,837	5.23%
	Concerns per 1,000 Trips *	1.06	0.84	1.22	1.38	0.96	1.43	0.99	1.30	1.03	0.83	1.28	1.16	1.33	25.69%
	No-Shows	2,709	2,832	3,090	2,825	3,249	3,645	3,385	3,087	2,714	3,263	3,028	3,433	3,494	28.98%
	Cancellations & Sub. Changes	14,144	13,703	14,190	14,161	16,764	18,400	17,015	14,734	13,399	15,179	14,156	15,536	13,974	-1.20%
	Completed Trips	41,912	40,496	45,081	44,502	42,174	43,677	42,936	44,532	43,159	48,787	45,217	47,472	44,369	5.86%
	No-Show Rate	4.61%	4.97%	4.96%	4.59%	5.22%	5.55%	5.34%	4.95%	4.58%	4.85%	4.85%	5.17%	5.65%	22.57%
	Cancellation Rate	24.07%	24.03%	22.75%	23.03%	26.96%	28.00%	26.86%	23.63%	22.61%	22.58%	22.69%	23.38%	22.60%	-6.11%
	Completed Trips	71.32%	71.01%	72.29%	72.38%	67.82%	66.46%	67.79%	71.42%	72.82%	72.57%	72.46%	71.45%	71.75%	0.60%
	ADA	30,523	29,429	33,766	31,916	30,935	32,401	31,513	33,427	32,836	37,258	35,051	36,374	34,301	12.38%
	TD	14,764	14,640	14,885	15,887	15,867	16,246	16,459	16,108	15,020	17,145	15,507	16,420	15,214	3.05%
	Medicaid	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
	Coordinated Medicaid	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
	Ambulatory Passengers	30,021	28,557	32,022	31,961	30,164	30,858	29,887	32,042	30,789	34,505	31,811	33,000	30,719	2.33%
	Wheelchair Passengers	11,891	11,939	13,059	12,541	12,010	12,819	13,049	12,490	12,370	14,282	13,406	14,472	13,650	14.79%
	Stretcher Passengers	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
	Escort/Attendant Passengers	3,375	3,573	3,570	3,301	4,628	4,970	5,036	5,003	4,697	5,616	5,341	5,322	5,146	52.47%
<b>Other Stats</b>	Average Call Hold Time	2:00	2:01	2:05	3:39	5:33	4:13	3:08	2:43	2:43	4:43	3:17	3:44	4:32	126.67%
	On Time Performance	88.52%	87.88%	85.79%	84.61%	82.53%	82.09%	84.89%	85.04%	83.97%	82.98%	81.15%	81.37%	83.30%	-5.90%
	Missed Trips	9	15	23	24	20	42	29	7	10	5	17	6	14	55.56%
	Productivity (Passengers/Hour)	1.13	1.13	1.13	1.15	1.14	1.13	1.10	1.12	1.15	1.14	1.14	1.14	1.11	-1.77%
	Uncollected Fares	3,951	1,953	3,185	4,550	7,394	7,965	7,960	7,471	7,713	8,939	8,327	7,960	7,663	93.96%
	Percentage of Uncollected Fares	2.37%	1.21%	1.76%	2.55%	4.30%	4.51%	4.66%	4.19%	4.45%	4.56%	4.55%	4.17%	4.32%	82.28%

*Estimated based on information available at the time of report compilation*

PLANNING RELATED GRANT AGREEMENT TASKS  
QUARTERLY PROGRESS REPORT

MetroPlan Orlando  
(Agency Name)

Invoice #	<u>Four</u>
FDOT FM #	<u>4320291-14-01</u>
Contract #	<u>GOC73</u>

Orange, Osceola and Seminole  
(County)

Reporting Period: April 1, 2017 to June 30, 2017

**Planning Grant Program Tasks**

**TASK 1:**

Jointly develop and annually update the Transportation Disadvantaged Service Plan with the community transportation coordinator and the local coordinating board.

**Response:** The TDSP Minor Update was approved by the TDLCB at their May 11, 2017. The May 11, 2017, TDLCB meeting agenda and draft minutes (see Task 3 deliverables), along with the TDSP Minor Update are provided as **Task 1 deliverables**.

**TASK 2:**

Provide staff support to the local coordinating board in conducting an annual evaluation of the community transportation coordinator, including local developed standards as delineated in the adopted Transportation Disadvantaged Service Plan. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

**Response:** No action to report. Next Annual Evaluation February 2018.

**TASK 3:**

Organize and provide staff support and related resources for at least four (4) local coordinating board meetings per year, holding one meeting during each quarter. Provide staff support for committees of the local coordinating board. Provide public notice of local coordinating board meetings in accordance with the most recent Local Coordinating Board and Planning Agency Operating Guidelines. Provide program orientation and training for newly appointed local coordinating board members.

**Response:** The May 11, 2017 TDLCB meeting agenda and draft minutes, April 25, 2017 QATF agenda and highlights, and approved previous meeting minutes are enclosed as a **Task 3 deliverable**. The membership roster, attendance report and public notice of meeting, are also provide as **deliverables for Task 3**.



Dr. Linda Silverman, Osceola County was appointed to the LCB. An orientation was held with Dr. Silverman on April 25, 2017. An agenda from the meeting is provided as a **deliverable for Task 3**. A copy of the new membership certification is also attached as a **deliverable for Task 3**.

**TASK 4:**

Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings.

**Response:** No action to report. The next public hearing will be held in November 2017.

**TASK 5:**

Annually develop and update by-laws for Local Coordinating Board approval.

**Response:** No action to report. A copy of recently revised bylaws and membership certification will be provided separately.

**TASK 6:**

Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission's most recent Local Coordinating Board and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

**Response:** No action to report. Next review February 2018.

**TASK 7:**

Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.

**Response:** No action to report. Next AOR submission due September 15, 2017.

**TASK 8:**

Research and complete the Actual Expenditures Report for direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. Complete the Actual Expenditure Report, using the Commission approved forms.

**Response:** No action to report this reporting period. The next submission due date is September 15, 2017.

**TASK 9:**

Develop and provide the local coordinating board with quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract

deliverables as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program, including but not limited to, consultant contracts, special studies, and marketing efforts.

**Response:** Information is included with each quarterly meeting agenda packet. The May 11, 2017 TDLCB meeting agenda (Task 3 deliverable) is enclosed as a deliverable for **Task 9**.

**TASK 10:**

Planning Agency staff attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings, the Commission's annual training workshop, or other sponsored training.

**Response:** No action to report. Task completed.

\_\_\_\_\_  
Signature of Individual Submitting Report

07/25/2017  
Date

Virginia L. Whittington  
Typed name of Individual Submitting Report



August 10, 2017

Honorable Pete Clarke, Chairman  
Transportation Disadvantaged Local Coordinating Board  
c/o MetroPlan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, Florida 32801

Dear Chairman Clarke,

Contracted operators are entitled to prompt payment for services funded by the Commission for the Transportation Disadvantaged Trust Fund as outlined in the Trip/Equipment Grant executed between the Commission and LYNX as follows:

21.20 Payment to Subcontractors: Payment by the Grantee to all subcontractors with approved third party subcontracts shall be in compliance with Section 287.0585, Florida Statutes. Each third party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys must contain the following statement:

*When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts subject to the provisions of Chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payment required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed*

407-841-2279  
[www.golynx.com](http://www.golynx.com)

455 North Garland Avenue  
Orlando, FL 32801-1518

*herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.*

Our contractor, MV Transportation, is notified annually in writing that if they feel that LYNX is not fulfilling the obligations as outlined in the above paragraph, they may seek assistance through the Commission for the Transportation Disadvantaged Ombudsman Program Helpline at 1-800-983-2435 (TTY 1-800-648-6084) or the State of Florida Attorney General's Office at 1-800-892-0375.

With this letter, I am certifying to the Local Coordinating Board that LYNX has met the above timely payment requirements to our contractor for the period of April 1, 2017, to May 31, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "W. E. Hearndon", with a long, sweeping flourish extending to the right.

William E. "Bill" Hearndon  
Deputy Director of Mobility Services

cc: The Joint Transportation Disadvantaged Local Coordinating Board of Orange, Osceola, and Seminole Counties (via MetroPlan Orlando)

RESOLUTION NO. 17-XX

SUBJECT:

**Declaring October 15, 2017 as “Blind Americans Equality Day”  
in the Orlando Metropolitan Area**

**Whereas**, in 1964, Congress passed a resolution allowing former President Lyndon Johnson to proclaim October 15 to be “White Cane Safety Day”; and

**Whereas**, it is important that all residents in the Orlando Metropolitan Area that are blind or visually impaired have the opportunity to live active, independent lives; and

**Whereas**, approximately 32,000 residents in Central Florida are blind or visually impaired; and

**Whereas**, for Floridians who are blind or visually impaired, the white cane is an important tool for self-reliance and full participation and inclusion in our society; and

**Whereas**, the use of white canes, dog guides, and public and private transportation programs has ensured Floridians who are blind or visually impaired can travel efficiently and safely, breaking down barriers to success and independence; and

**Whereas**, in 2011 “White Cane Safety Day” was named “Blind Americans Equality Day” by President Barack Obama; and

**Whereas**, this proclamation called upon public officials, business and community leaders, educators, librarians, and Americans across the country to observe this day with appropriate ceremonies, activities, and programs; and

**Whereas**, we recommit to forging ahead with the work of perfecting our Union and ensuring we remain a Nation where all our people, including those living with disabilities, have every opportunity to achieve their dreams.

NOW, THEREFORE, BE IT RESOLVED by the MetroPlan Orlando Board that October 15, 2017 is designated as

**“Blind Americans Equality Day”**

Passed and duly adopted at a regular meeting of the MetroPlan Orlando Board on the 13<sup>th</sup> day of September, 2017.

**CERTIFICATE**

The undersigned duly qualified serving as Chairman of the MetroPlan Orlando Board certifies that the foregoing is a true and correct copy of a Resolution adopted at a legally convened meeting of the MetroPlan Orlando Board.

\_\_\_\_\_  
Honorable Bob Dallari, Chairman

Attest:

\_\_\_\_\_  
Cathy Goldfarb, Senior Board Services  
Coordinator and Recording Secretary