



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

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

DATE: Thursday, February 9, 2017

TIME: 10:00 a.m.

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

---

Commissioner Pete Clarke, Presiding

---

Members in attendance were:

Commissioner Pete Clarke, Orange County, **Chairman**  
Commissioner Lee Constantine, Seminole County, **Vice-Chairman**  
Commissioner Peggy Choudhry, Osceola County  
Mr. Win Adams, 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*)  
Master Sargent Jose Pizarro, Veterans  
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:**

Ms. Milagros Carrion, Medical Community

**Others in attendance were:**

Ms. Virginia Whittington, MetroPlan Orlando

Ms. Cynthia Lambert, MetroPlan Orlando

Ms. Mary Ann Horne, MetroPlan Orlando

Ms. Cathy Goldfarb, MetroPlan Orlando

Ms. Lisa Smith, MetroPlan Orlando

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. Cathy Goldfarb confirmed that a quorum was present.

**III. AGENDA REVIEW AND ANNOUNCEMENTS**

Ms. Virginia Whittington noted the addition of action item 9F, Annual Election of a Vice-Chair as it was inadvertently omitted from the agenda. She introduced new MPO staff members Lisa Smith, Board Services Coordinator and Alexandra Quintero, Intern. Ms. Whittington, announced that Transportation Disadvantage Day is scheduled for March 15<sup>th</sup> in Tallahassee. Ms. Whittington told TDLCB members that they were ready to move forward with the agenda.

**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 January 24, 2016 meeting. She reported that new officers were elected, she as Chair and Ms. Marsha Shapiro, as Vice-Chair. The QATF reviewed and recommended new members for the two vacant seats on the TDLCB as follows: Ms. Marilyn Baldwin representing persons with disabilities and Mr. Bob Melia, Citizen's Advocate/System User. The QATF also reviewed the 2017 TDLCB Bylaws, grievance procedures and appointments to Grievance Committee and no changes were made. The next meeting is scheduled for April 25, 2017 at 10 a.m.

## **VI. CONSENT AGENDA**

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

The minutes of the November 10, 2016 Transportation Disadvantaged Local Coordinating Board meeting were provided for approval.

**MOTION:** Mr. Win Adams moved approval of the consent agenda. Ms. Marsha Shapiro seconded the motion, which passed unanimously.

## **VII. ACTION ITEMS**

### **A. Approval of 2017 TDLCB Bylaws**

Ms. Whittington explained that the 2017 bylaws were reviewed by the QATF at their January 24, 2017, meeting, and no changes were recommended. Staff requested approval of the 2017 TDLCB Bylaws.

**MOTION:** Mr. Win Adams moved approval of the 2017 bylaws. Cmsr. Lee Constantine seconded the motion, which passed unanimously.

### **B. Approval of 2017 Grievance Procedures**

Ms. Whittington explained that the grievance procedures were reviewed by the QATF at their January 24, 2017, meeting and no changes were recommended. Staff requested approval of the 2017 TDLCB Grievance Procedures.

**MOTION:** Mr. Win Adams moved approval of the 2017 TDLCB Grievance Procedures. Cmsr. Lee Constantine seconded the motion, which passed unanimously.

### **C. Appointment of 2017 Grievance Committee**

Ms. Whittington explained that pursuant to the guidelines stated in the TDLCB Grievance Procedures, 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. The 2016 members are Mr. Win Adams, Ms. Crystal Ford, Ms. Marilyn Baldwin, Mr. Bob Melia and Ms. Marsha Shapiro. She stated that the TDLCB may wish to reappoint these members, or if a member is no longer available to serve, other volunteers may be appointed.

**MOTION:** Cmsr. Lee Constantine moved approval of the re-appointment of the 2016 Grievance Committee. Cmsr. Peggy Choudhry seconded the motion, which passed unanimously.

### **D. New Member Selections**

Ms. Whittington explained notices of these vacancies were advertised with terms to expire on February 28, 2017. The QATF met January 24, 2017, and reviewed all applications, and recommended the following appointments: Mr. Bob Melia to the position of Citizen Advocate (System User), and Ms. Marilyn Baldwin to the position of Representative of Persons with Disabilities.

**MOTION:** Ms. Marsha Shapiro moved approval of the recommended Board appointments. Ms. Crystal Ford seconded the motion, which passed unanimously.

#### **E. Approval of TDLCB Membership Certification**

Ms. Whittington explained that contingent upon approval of Action Item VI. D. New Member Selections, and 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 8, 2017 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.

**MOTION:** Mr. Win Adams moved to certify the membership of the TDLCB Local Coordinating Board. Cmsr. Lee Constantine seconded the motion, which passed unanimously.

#### **F. Election of Vice-Chairman**

Ms. Whittington explained that each year the Board is required to hold an annual organizational meeting for the purpose of electing a Vice-Chairman that will serve a one year term. Ms. Whittington provided an overview of the roll of the Vice-Chairman. She noted that the current Vice-Chairman Cmsr. Lee Constantine is eligible to serve another term as well as new member Cmsr. Peggy Choudhry. She opened the floor to nominations. Consensus of the Board members was that Cmsr. Constantine would remain Vice-Chairman.

**MOTION:** Mr. Win Adams moved to elect Cmsr. Lee Constantine as Vice-Chairman. Cmsr. Choudhry seconded the motion, which passed unanimously.

### **VIII. PRESENTATIONS & STATUS REPORTS**

#### **A. Introduction of New MetroPlan Orlando Website**

Ms. Cynthia Lambert, Public Information Manager, presented a live demonstration of MetroPlan Orlando's new website, MetroPlanOrlando.org. Ms. Lambert reviewed items on the website homepage, how to navigate the website, and how to RSVP for meetings online. She noted that the website is fully responsive on all types of devices. She noted that an online survey is available for committee members to provide their input on the new website. Ms. Lambert requested volunteers for a Disability Focus Group whose purpose would be to provide staff with specific feedback concerning navigating the new website.

#### **B. Report on the FY 2016-2017 Public Hearing**

Ms. Whittington updated the board on the results of the November 10, 2016 annual public hearing/rider's forum held at the Marks Street Senior Center. She stated that the public hearing/forum was very well attended and that staff received numerous comments during the public hearing which were included in the Board member packets. She added that staff has received requests for information from South Florida and Jacksonville concerning public participation process.

#### **C. LYNX/Community Transportation Coordinator (CTC) Update**

Tim May, ACCESS LYNX Paratransit Manager, provided an update on the status of the award for the Paratransit and Neighborlink contract. He explained that the Source Evaluating Committee has met several times regarding the contract; however, the contract has not been awarded. He stated that a total of six proposals were received and the source evaluation committee has received presentations from the top two firms and that financial information was requested and has been received which has been provided to the Executive Committee. A request has been made to the firms to come back with their best and final offer. Then meeting is scheduled for February 15, 2017 at 1:30 p.m. in the LYNX open space area. He added that it is the desire of the Source Evaluating Committee to be able to make a recommendation for the award to present to the LYNX Board for a final vote at the March Board meeting.

He said that Access Lynx staff has completed the annual compliance audit of MV Transportation. He provided insight as to how the audit is conducted which includes inspection of the fleet, driver's records, vehicle maintenance files, and call center statistics. He said that MV Transportation was found to be in complete compliance.

He attended a workshop of the American Bus Benchmarking Group Paratransit Experts. He explained that it has a membership of 20 organizations from around the country that come together to discuss challenges, opportunities and solutions for the paratransit community. He noted that LYNX did well in all categories as compared to other agencies reporting. He provided an update on LYNX public outreach initiatives. He stated that between November 18 and December 31, 2016 a total of 14 public outreach initiatives and 150 facility visits were conducted by LYNX staff. Mr. May noted that LYNX has added two new staff members, Chief Operating Officer Thomas Springer, and Mobility Management Director David Halperin.

Cmsr. Clarke thanked Mr. May for the update. He requested that an update be provided to the Board regarding bus stops at a future meeting.

#### **D. Evaluation of Community Transportation Coordinator (CTC)**

Ms. Whittington explained the requirements of the CTC evaluation. She said that pursuant to Florida Statutes 427.15 the performance of the CTC is to be evaluated based on the CTD approved evaluation criteria by the coordinating board annually. She noted that a hard copy of the evaluation was included in the packets. She said that staff will compile and present the draft report at the May meeting, prior to submitting it to the Commission for the Transportation Disadvantaged.

Ms. Whittington thanked Community Outreach Specialist Mary Ann Horne for all her efforts in assisting with transportation disadvantaged activities specifically the annual public hearing and rider's forum as well as coordinating surveys. Ms. Cheryl Stone explained that she is on the selection committee for the paratransit and neighborhood link contract. She felt that her participating in the survey could pose a potential conflict of interest. After a brief discussion, Ms. Stone decided to abstain from participation.

Ms. Horne walked the Board members through the survey questions. She responded to questions and concerns as they arose during the survey.

## **IX. GENERAL INFORMATION**

The following items were noted as general information:

### **A. Planning Grant Update Report**

A copy of the first quarter FY 2017 report was provided.

### **B. Report of Operator Payments**

A copy of the Operators Payments Report was provided.

### **C. 2016 Attendance Records**

A spreadsheet showing the attendance records for the TDLCB meetings during 2016 was provided.

Ms. Whittington explained that MetroPlan Orlando has received an invitation from the World Affairs Council of Central Florida. She explained that the group is a local non-profit and part of the U.S. Department of State International Visitors Leadership Program. She added that they are hosting a group from the People's Republic of China that has interest in meeting with some members of TDLCB and some other community based organizations, specifically to discuss special education. They would also like to discuss with TDLCB members the accessibility of public transportation and public venues for people with disabilities. MetroPlan Orlando will be hosting on a date to be selected between 3/8/17-3/12/17.

## **X. MEMBER COMMENTS**

Mr. Bob Melia expressed concern with the buttons on the crosswalks at Highway 50/Goldenrod Road not being accessible. Commissioner Clarke explained it is a FDOT maintained road, and that it would be added to the list of concerns that FDOT has been asked to look into regarding crosswalks. Ms. Lambert noted that issues such as this could be reported on the MetroPlan website. She said that the requests are collected and forwarded to the appropriate local

government. In addition, the 311 mobile app for Orange County could also be used for reporting issues as well.

Ms. Shapiro stated that she received positive feedback from a friend that had used Access Lynx for the first time.

Ms. Baldwin announced that in May over the Memorial Day weekend, the National Federation of the Blind of Florida will hold its state convention in Orlando. She added that February is Black History Month and encouraged the Board members to participate in community activities.

**XI. PUBLIC COMMENTS (GENERAL)**

None.

**XII. ADJOURNMENT**

The next TDLCB meeting is scheduled on May 11, 2017.

**MOTION:** Mr. Win Adams moved to adjourn the TDLCB Meeting. Commissioner Peggy Choudhry 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. Cathy Goldfarb.

Approved this 11th day of May 2017.

  
\_\_\_\_\_  
Commissioner Pete Clarke, Chairperson

  
\_\_\_\_\_  
Cathy Goldfarb, 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.*

