



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

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

Commissioner Pete Clarke, Presiding

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 25th 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 9th 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	+.013%
Wheelchair	\$42.95	\$43.49	+.013%

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 10th day of August 2017.



Commissioner Lee Constantine,
Vice-Chairperson



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.