



metroplan orlando

A REGIONAL TRANSPORTATION PARTNERSHIP

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

DATE: Thursday, November 13, 2014
TIME: 10:00 a.m.
LOCATION: MetroPlan Orlando Board Room
315 E. Robinson Street, Suite 355
Orlando, Florida 32801

Commissioner John Horan, Presiding

Members in attendance were:

Commissioner John Horan, Seminole County, **Chairman**
Commissioner Michael Harford, Osceola County, **Vice-Chairman**
Commissioner Pete Clarke, Orange County
Mr. Win Adams, Elderly
Ms. Marilyn Baldwin, Disabled
Mr. Mike Barnett, Public Education
Ms. Judy Binns, State Coordinating Council of Early Childhood
Ms. Millagros Carrion, Medical Community
Ms. Crystal Ford for Mr. Tom Daniels, Orange County EMS (*non-voting*)
Ms. Sharon Jennings, Agency for Persons with Disabilities
Mr. Benjamin Akinola, AHCA/Medicaid
Mr. Robert Melia, LYNX TAC designee (*non-voting*)
Ms. Samme Ripley, Economically Disadvantaged
Ms. Jo Santiago, FDOT
Mr. Dwight Sayer, Citizen Advocate (System User)
Mr. Tim May, LYNX (*non-voting*)

Members not in attendance were:

Mr. Alex Alexander, Veterans
Ms. Diane Ketts, Citizen Advocate
Mr. Randall Hunt, Senior Resource Alliance

Mr. Wayne Olson, Dept. of Education & Vocational Rehabilitation
Mr. Chris York, For-Profit Operator

Others in attendance were:

Ms. Marsha Shapiro
Ms. Cheryl Stone
Ms. Virginia Whittington, MetroPlan Orlando
Ms. Gabriella Arismendi, MetroPlan Orlando
Ms. Cathy Goldfarb, MetroPlan Orlando

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

I. CALL TO ORDER

Chairman John Horan called the meeting to order at 10:56 a.m. and led the committee in the pledge of allegiance.

II. CONFIRMATION OF QUORUM

Ms. Cathy Goldfarb confirmed that a quorum was present.

III. AGENDA REVIEW

Ms. Gabriella Arismendi welcomed Commissioner Pete Clarke who is the new Orange County representative on TDLCB. She told committee members that Mr. Bill Hearndon, formerly with ACCESS LYNX, is now with the Commission for Transportation Disadvantaged.

IV. PUBLIC COMMENTS ON ACTION ITEMS

None

V. CONSENT AGENDA

A. Approval of minutes of previous meeting

The minutes of the August 14, 2014 Transportation Disadvantaged Local Coordinating Board meeting were provided.

B. Approval of Annual Operating Report (AOR)

Action was requested to approve ACCESS LYNX's Annual Operating Report, which included the financial information for paratransit operations for Fiscal Year 2015.

C. Proposed 2015 TDLCB Meeting Schedule

Action was requested to approve the 2015 MetroPlan Orlando Advisory Board/Committee Meeting Schedule.

D. Rural Area Capital Assistance Support Grant

LYNX staff requested the TDLCB's ratification of LYNX's submittal of a grant application to the Commission for the Transportation Disadvantaged for Rural Area Capital Assistance Support Grant.

MOTION: Mr. Win Adams moved approval of the consent agenda. Ms. Millagros Carrion seconded the motion, which passed unanimously.

VI. ACTION ITEMS

A. Approval of the 2014-2015 Rate Calculation Worksheet

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. The rate approval process began with completion of the rate model spreadsheet. The information put into the spreadsheet considered past, current, and projected costs and revenues associated with the area's transportation services.

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.

At the August 14, 2014 TDLCB meeting, members did not approve the Rate Worksheet submitted by LYNX because of questions regarding 'materials and supplies' and 'fringe benefits.' Since then, MetroPlan Orlando and LYNX staff have met to go over the Rate Worksheet line items. Staff confirmed with the CTD that fuel expenses should be listed under the 'materials and supplies' line item. LYNX has adjusted their expenses and revenues based on the LYNX board's approval of their FY2015 budget and the changes to service brought on by the Medicaid program changes.

ACCESS LYNX's rates per trip for the fiscal year 2014-2015 are as follows:

Type of Trip	FY13-14 Rates	FY14-15 Rates
Ambulatory	\$36.94	\$59.87
Wheelchair	\$63.32	\$102.63
Stretcher (Medicaid only)	\$131.92	N/A

Mr. Tim May reported that the rate worksheet figures had been approved by the LYNX board and future rate figures will also be provided after LYNX board approval.

MOTION: Mr. Dwight Sayer moved approval of the 2014-2015 Rate Calculation Worksheet. Ms. Marilyn Baldwin seconded the motion, which passed unanimously.

B. Election of a Vice-Chairman - deferred to later in the agenda

C. New Member Selection

TDLCB By-Laws state that "non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two, and three years." On December 2014, two non-agency positions will expire: Citizen Advocate, currently filled by Ms. Dianne Ketts, and For-Profit Operator, currently filled by Mr. Chris York from MV Transportation.

The QATF reviewed all applications at their October 21, 2014 meeting and took the following actions:

- Nominated Marsha Shapiro for the Citizen Advocate position
- Nominated Chris York for the For-Profit Operator

At this time, staff was asking approval of these nominations. The MetroPlan Orlando Board will review the nominations and will give final approval at their February 11, 2015 meeting.

MOTION: Mr. Win Adams moved approval of Ms. Marsha Shapiro as the Citizen Advocate representative and Mr. Chris York as the For-Profit Operator representative on TDLCB. Mr. Dwight Sayer seconded the motion, which passed unanimously.

D. Request by QATF to increase the number of TDCLB meetings

Ms. Marilyn Baldwin asked to give the QATF meeting report at this time as items discussed at the meeting were relevant to the request for increasing the number of meetings. Ms. Baldwin reported that QATF discussed TDLCB membership, election of a Chairman and Vice-Chairman, applications for the two openings on TDLCB, and subsequent recommendations of Ms. Marsha Shapiro and Mr. Chris York. Based on changes to the TDLCB membership, she noted, QATF members discussed postponing the Chair and Vice-Chair elections until the January meeting. In addition, the subcommittee discussed the status of ACCESS LYNX's rate worksheet and information on the City of Jacksonville's disabled parking enforcement program. At their October 21st meeting, the QATF members passed a motion for the TDLCB to meet on a bi-monthly basis. QATF members felt that bi-monthly meetings would increase TDLCB member engagement and would provide a better venue to handle "crisis" issues such as the approval of the Rate Worksheet.

Ms. Arismendi told TDLCB members that staff's recommendation was to maintain the quarterly meeting calendar. Ms. Virginia Whittington, MetroPlan Orlando Director of Regional Partnerships, was introduced at this time and she provided information on MetroPlan Orlando's Strategic Business Plan relevant to QATF's request to increase the number of TDLCB meetings. The MetroPlan Orlando Board, she informed committee members, approved the Strategic Business Plan in December 2013. Goal two, task one of the Plan calls for the reduction of Board and Committee meetings. MetroPlan staff met with several Committee members, including TDLCB members, to get input for the Strategic Business Plan, and the general consensus called for the reduction of meetings. Increasing the number of meetings, she noted, would be counterproductive to the intent of the Strategic Business Plan. In addition, the TDLCB has the ability to call special meetings to order to address any special issues. Discussion ensued in regards to extending the meeting time as opposed to adding more meetings, number of meetings for other MetroPlan Orlando committees, additional staff time and budget impact for additional meetings. Mr. Adams asked where TDLCB funding comes from. Ms. Arismendi responded that TDLCB funding comes from the TD Planning Grant and MetroPlan Orlando general funds. In the case that the TDLCB approves the request by the QATF, then the new meeting schedule will have to begin on the new MetroPlan budget year, July 1, 2015 since the additional budget for staff would need to be addressed in the TD Planning Grant negotiations with LYNX. Ms. Baldwin expressed her concern that there was not enough communication between MetroPlan Orlando staff and all TDLCB members and the system users. Commissioner Harford called attention to the fact that even if TDLCB were to move forward with approving the request, it could not be implemented until July 2015 which gave them time to work on communication issues. Additional discussion ensued in regards to what work was necessary to warrant two additional meetings and the possibility of holding more than one public hearing a year to allow for more public participation. Ms. Whittington told committee members that staff was ready to do whatever necessary to facilitate communication, however she cautioned members that they would need to avoid any potential Sunshine Law issues in the communication process. Mr. Adams inquired about outreach to the 50+ organization. Ms. Whittington responded that the MetroPlan Orlando communications department provided outreach to a large number of groups and that if anyone has information on a specific group they would like to receive information, they can contact staff with the information. Ms. Samme Ripley cautioned TDLCB members that a new public records statute had been passed and they had to be mindful of HIPPA laws in terms of email communications. Chairman Horan noted he was hearing that there was a need for better communication and based on Commissioner Harford's observation regarding implementation, he suggested tabling the request until the next fiscal year.

MOTION: Ms. Marilyn Baldwin moved approval of tabling the request to increase TDLCB meetings from four to six a year until the next fiscal year. Mr. Win Adams seconded the motion, which passed unanimously.

E. Scheduling of an additional public hearing - added to the agenda

TDLCB members discussed, at the public hearing held just prior to the regular meeting, scheduling an additional public hearing to compensate for the meeting notice mailing that was delayed. Since action could not be taken on adding an additional public hearing at the public hearing, action was added to the meeting agenda. Ms. Arismendi had provided a few alternatives for scheduling the additional meeting including coordinating the public hearing with the January QATF meeting, holding it in conjunction with the February TDLCB meeting, or selecting a new separate date for the hearing. The consensus among committee members was to hold the public hearing in conjunction with the January 20th QATF meeting. The public hearing would be held at 10:00 a.m. on January 20, 2015 and the QATF meeting would be moved up to follow the public hearing.

MOTION: Mr. Dwight Sayer moved approval of holding the public hearing on January 20, 2015, 10:00 a.m. in the MetroPlan Orlando board room with the QATF meeting immediately following. Ms. Marilyn Baldwin seconded the motion, which passed unanimously.

(TDLCB members took a short break at this time)

B. Election of a Vice-Chairman - taken out of order

Pursuant to the Transportation Disadvantaged Local Coordinating Board By-Laws and CTD LCB Operating Guidelines, every year the Board shall elect a Vice Chairperson. For a multi-county board, an elected official not serving as the Chairperson shall serve as Vice Chairperson. The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. As standard MetroPlan Orlando procedure, the Vice Chairperson position rotates between the counties. Staff recommended the election of County Commissioner Pete Clarke as vice chairperson.

MOTION: Ms. Marilyn Baldwin moved approval of Commissioner Pete Clarke serving as 2015 TDLCB Vice Chairman. Mr. Win Adams seconded the motion, which passed unanimously.

VII. PRESENTATIONS & STATUS REPORTS

A. LYNX/Community Transportation Coordinator (CTC) Update

Tim May, LYNX, reported on current and ongoing operations. Additional information was provided. Mr. May told TDLCB members that the operations center was moving to a location on L. B. McLeod Road to make way for a new police station to be built at the South Street location. Mr. Dwight Sayer inquired about deadhead time from the new location and park outs. Mr. May responded that the deadhead time may go up a little, but not as much as other locations considered and that there would be park outs, where drivers took vehicles home if it was more convenient to their first pick up.

B. Quality Assurance Task Force (QATF) Report - taken out of order

Ms. Marilyn Baldwin, Chair of the QATF, gave a report on the October 21, 2014 meeting earlier in the agenda.

C. 2015 TD Commission & TDLCB Tasks/Deadlines

Ms. Gabriella Arismendi, MetroPlan Orlando staff, reviewed the 2015 calendar of items and tasks that need to be approved by the TDLCB and sent to the TD Commission. She noted that the biggest change in the schedule was moving approval of the Transportation Disadvantaged Service Plan (TDSP) to February in order to meet the Commission for Transportation Disadvantaged (CTD) April 30th deadline. Ms. Arismendi told TDLCB members that the additional public hearing that was approved for January 2015 would need to be added to the schedule. In addition, the Community Transportation Coordinator evaluation would need to be approved by the May meeting in order to meet the June 30th CTD deadline for submission.

VIII. GENERAL INFORMATION

A. Blind Americans Equality Day Resolution

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 enabled us to celebrate the achievements of people who are blind or visually impaired and the important symbol of blindness and tool of independence, the white cane. In 2011, "White Cane Safety Day" was named "Blind Americans Equality Day" by President Barack Obama. At the September 10, 2014 MetroPlan Orlando Board Meeting, a Resolution designating October 15, 2014, as "Blind Americans Equality Day" was approved. The Resolution was provided, and a copy was sent to the National Federation of the Blind.

B. Ombudsman Report

A summary of the communication made directly to the Commission for the Transportation Disadvantaged office from riders, providers, or others was provided.

C. 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.

D. 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 was provided.

E. City of Jacksonville Disabled Parking Enforcement Program

Information on Jacksonville's Disabled Parking Enforcement Program was provided. Due to the expected length of the meeting this information was included as a general information item. A presentation on the Jacksonville program could be provided at the February 2015 TDLCB meeting if committee members would like additional information. Ms. Samme Ripley noted that the Jacksonville enforcement program would be difficult to implement locally. Chairman Horan suggested members review that material provided and it could be revisited, if there was interest. Mr. Sayer told TDLCB members that the Jacksonville program was looked at as an option for a needed funding source. Chairman Horan suggested investigating local law enforcement trust funds as another funding option.

IX. MEMBER COMMENTS

None.

X. PUBLIC COMMENTS (GENERAL)

Ms. Cheryl Stone, citizen, told TDLCB members that she is involved with some new advocacy projects as the Executive Director of the National Spinal Cord Injury Association, Florida Chapter. Among the things being worked on are educating the public on a new handicap symbol project depicting a wheelchair figure in forward motion, educating the public and gas station companies on the new statute requiring the gas station phone number on the pump to call for assistance, and enforcement of the accessible parking program. She reported that there are volunteer enforcement groups that supplement law enforcement and funds from violations are to be used for disability issues. Ms. Stone called attention to a recent reclassification of some pain medications requiring them to be refilled on a monthly basis, as opposed to every three months. She noted that this requirement may result in an uptick in TD ride requests both to the doctor and to the pharmacy.

Chairman Horan asked Ms. Stone to get information to Ms. Arismendi on the gas station changes so she can update TDLCB members. Ms. Ripley told committee members that Orange County had already sent out 487 letters to local gas stations apprising them of the new requirements. She also told committee members that a new gasoline station ordinance is on deck, but has not had final approval yet. Chairman Horan requested a copy of the proposed ordinance. The ordinance will be sent to Commissioner Clarke, who will then forward it to the other Commissioners for their review. Ms. Ripley informed TDLCB members that Miami and three other places already have ordinances in place and posted that can be reviewed by committee members.

XI. ADJOURNMENT

The next TDLCB meeting is scheduled on February 12, 2015. The new public hearing is scheduled for Tuesday, January 20, 2015. Ms. Arismendi will provide information to TDLCB members on how the new public hearing will be noticed to the public

Chairman Horan thanked TDLCB members and MetroPlan Orlando staff for all their hard work during the year.

Commissioner Pete Clarke also acknowledged the hard work on the part of MetroPlan Orlando staff. He wished everyone a Happy Thanksgiving and thanked them for their gracious and warm welcome to TDLCB.

There being no further business the meeting adjourned at 12:00 p.m. Respectfully transcribed and submitted by Ms. Cathy Goldfarb.

Approved this 12th day of February, 2015.

Chairperson, Orange, Osceola, Seminole
Counties Joint Transportation Disadvantaged
Local Coordinating Board

Cathy Goldfarb, Board Services Coordinator
and Recording Secretary

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.