

**MARTIN METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD FOR THE TRANSPORTATION
DISADVANTAGED**

Martin County Administration Building
4th Floor Workshop Room
2401 SE Monterey Road
Stuart, FL 34996
(772) 221-1498

Monday, June 4, 2012 @ 10:00 A.M.

MINUTES

1. CALL TO ORDER – The Chair, Eula Clarke, called the meeting to order at **10:10 A.M.**

2. ROLL CALL

Eula Clarke, Chair

Anthony Reese (for John Haddox)

Suzanne Desposati

Cindy Barnes

Krista McGovern

Dalia Dillon

Phyl Weaver

Jayne Pietrowski, (arrived at 10:27 AM)

EXCUSED

Werner Bols

Angela Van Etten

ABSENT

Donna Mihok

STAFF IN ATTENDANCE

Beth Beltran, MPO Administrator

Claudette Mahan, Associate Planner

Margaret H. Brassard, Administrative Assistant II

OTHERS IN ATTENDANCE

Lisa Sanders, Medical Transportation Management (MTM)

Shelly Martes, AHCA

Gordon Savill, MV Transportation

A quorum was present for this meeting.

3. APPROVE AGENDA

A motion was made by Ms. Phyl Weaver to approve the agenda. The motion was seconded by Ms. Cindy Barnes. The motion had no objections. The motion passed unanimously.

4. APPROVE MINUTES

A motion was made by Ms. Phyl Weaver to approve the minutes of the March 5, 2012, meeting. A second was made by Ms. Cindy Barnes. There were no objections to the motion. The motion passed unanimously.

Ms. Clarke advised the committee and welcomed Mr. Gordon Savill as a visitor to the meeting. Mr. Savill, is a bus operator for Martin County Public Transit (MCPT).

5. AGENDA ITEMS

A. LCB-TD TRAINING - PRESENTED BY THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

MEMO: temp12LCBTDa04.01

Ms. Beth Beltran introduced Mr. Robert Craig from the Commission for the Transportation Disadvantaged (CTD) to provide a presentation of the roles and responsibilities of the LCB Board. Mr. Craig advised that he is the Area II Manager for the State in Tallahassee. His area includes Miami through St. Lucie County. He advised that the CTD is established by Chapter 427.015, Florida Statutes and Rule 41-2.009, Florida Administrative Code. He advised that the CTD contracts with the Official Planning Agency as well as the CTC, but the LCB oversees the CTC and the CTC contracts with the transportation operators to provide services for Medicaid, Elder Affairs and other clients utilizing the services. He advised that the LCB members should bring the needs of the community to this forum to provide information, advice and direction to the CTC to improve their productivity. He advised that it is required that the Chair is an elected official while the Vice-Chair is elected by peers. The additional members are the front line agencies whose clients depend on the system i.e. Agency for Health Care Administration (AHCA), Department of Children and Families (DCF), Department of Elder Affairs (DEA) Area Agency on Aging, etc. He stated that FDOT is on the list, however they don't have the clientele of other agencies. The CTC has to transport the clients, but FDOT has to train or assist the CTC and their drivers, to understand the special needs or issues with which the clients will be dealing. He noted that it is important that the Board stress to the CTC the importance of treating the clients in a respectful manner in order to appropriately serve the people that are disadvantaged. Mr. Craig stated that it is important that the CTC and MV Transportation, the public transit provider, work closely in order to serve the County and he noted that a Coordination Agreement has been signed between the two companies which will provide more funds for riders in the long run. He compared private for profit, regional and medical community companies and noted the importance of this factor when

Medicaid is involved. If the local area doesn't have the doctors and the clients have to go out of County, it drives up the cost for the Medicaid, non-emergency transportation. The LCB needs to assist the CTC and establish eligibility guidelines and trip priorities. County eligibilities may vary, but be consistent with the TDSP. People can go online to make a copy of the TDSP to see what they have to do to qualify. If there's a discrepancy it can cause troubles. The LCB trip priorities need to be addressed annually as priorities may vary from year to year. The LCB needs to evaluate the CTC annually so that the members are familiar with the system. Don't just assign this duty to a planner, the members need to know how the system is working so they can answer questions when asked. He recommended at least two members should ride the system even if it is the citizen advocates. He also recommended that someone needs to go to the CTC's office and dig through the files, check out the on-time performance reports. The LCB needs to be intimately involved with these files to confirm that the information which they provide you for the quarterly reports is accurate. A good LCB is an informed one. The LCB needs to review and approve the TDSP and the Memorandum of Agreement (MOA). The TDSP is updated annually. The operational portion is completed by the CTC consisting of the eligibility guidelines and the trip priorities. The LCB Board should also review the MOA which is an agreement between the CTD and the CTC which provides the CTC with the ability to secure additional funds (FDOT or Federal funds) as well as establishes them as the CTC. The LCB is also responsible to establish a grievance committee and to meet quarterly, though they can meet more often if so desired. The MPO staff to the LCB submits invoices to the CTD for work provided to the Board (agendas, research, and minutes) and other deliverables. The CTC may apply for funds from other agencies, but they will need to have the approval of the LCB in order to be successful in receiving these funds. Also the area of need may change annually so that needs to be reviewed so that the LCB can advise the CTC. Mr. Craig noted that working with the LCB in St. Lucie would be a good thing because they have similar situations. Mr. Craig summarized that the Board needs to provide guidance to the TD community, oversee the CTC, and insure that the CTC is performing the job that it has agreed to do. He added that Martin County is doing a great job and that the providers they are using are the top providers in the State.

Ms. Beltran stated that Martin has issues with clients who live so far north that they are closer to a dialysis center in Port St. Lucie and others who are so far south that they are closer to a medical center in Palm Beach County. Is there a sample agreement between CTC's where they can assist one another to provide more efficient transportation? Mr. Craig stated that they don't have to have a contract, they can have a one page purchase order set up which states that when I need you, I will call you and this is what we've agreed to for payment. With St. Lucie County you may want the agreement to be with the COA, as the COA would be less expensive than doing it with the County and they control the TD funds. He recommended that Martin deals directly with the service provider, and insure that they are licensed through the County. The COA has done that and they would have all of the same standards as Martin. Ms. Sanders stated that she has a provider from

Palm Beach County and was advised that they cannot bring individuals from Martin County into Palm Beach County without a license. Mr. Craig advised that it happened in Tampa. They had a group of providers get together and formulate a policy. The CTD worked with the authorities and got written documentation that it would be ok if CTC's were transporting clients in Tampa, but the CTC's could not serve as a vehicle for hire in the other County. Mr. Craig stated possibly just an agreement with Palm Tran could be worked out, but he stated that he would work with Martin to get this issue rectified.

B. COMMUNITY TRANSPORTATION COORDINATOR (CTC) EVALUATION

MEMO: temp12LCBTDa04.02

Ms. Beltran thanked Ms. Phyl Weaver and Ms. Angela Van Etten who were instrumental in assisting with the CTC surveys. Ms. Beltran introduced Ms. Claudette Mahan who worked with Ms. Sanders to get this annual evaluation completed. Ms. Clarke requested that on future documents submitted the page numbers should be continuous. Ms. Mahan stated that the evaluation began in March; it covers from July 1, 2011 to December, 2011 and the evaluation workbook which they utilize is outlined by the CTD. She advised that this evaluation took place at the office of Ms. Sanders at MTM, and the documents were reviewed to insure accuracy and inclusion. Ms. Mahan explained that this evaluation addresses how MTM operates in Martin County, the guidelines, their clientele, their providers and with whom they have coordination contracts. It was noted that though Ride Right is noted on this evaluation, they no longer are one of the providers for Martin County. The evaluation resulted in no findings, only recommendations.

Ms. Mahan answered Ms. Clarke's question that the public schools have not been a willing participant to coordinate in the CTC process though Ms. Sanders has tried annually to gain support and involvement. Staff has discussed having a representative from the School Board at the LCB meetings, but they haven't responded favorably. The School Board is working with Martin as part of the Emergency Operation Plan (EOP) for hurricane emergencies, but due to insurance implications he is reluctant to release the buses for the coordination system. The CTD doesn't have any examples throughout the State of a school system working with the CTC, and though it is noted in the Statute that an attempt to coordinate be made, it has been unsuccessful in Florida. Ms. Dillon noted that there are School Board members on the Indian River and Palm Beach LCBs, however, it was noted that those systems did not work with the CTC as far as providing bus usage. Ms. Beltran stated that she would speak to Mr. Angels of the School Board staff to ask for his participation in future LCB meetings, and advise that there is a space for a public education member on this Board to see if there is any interest. She will place him on the LCB distribution list for the next agenda.

Ms. Mahan continued the review advising how the services are being operated, and noted no findings. Ms. Mahan noted that the seating and bus standards were in compliance with the CTD and though there were no findings a comment on a rider

survey indicated that a vehicle could have been a bit cleaner. Ms. Sanders advised that Mercy's contract was terminated due to numerous complaints of filthy vehicles and she had received complaints of a driver not in uniform. After an on-site inspection by Ms. Sanders the Mercy contract was terminated. Ms. Sanders informed the Board that Medi-Wheels, We Care, Broward Transportation Support, ARC of Martin County and the A to Z Taxi are the remaining providers. This evaluation will be submitted to the CTD with the last billing and at that time the CTD can come to Martin with any recommendations which they may have.

A motion was made by Ms. Cindy Barnes to approve the Community Transportation Coordinator (CTC) Evaluation and submit it to the Florida Commission for the Transportation Disadvantaged. The motion was seconded by Ms. Weaver. There was no additional discussion. The motion passed unanimously.

C. TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) – MINOR UPDATE

MEMO: temp12LCBTDa04.03

Ms. Beltran stated that this item is a minor update which occurs annually and the major update occurs every five years. She stated that this year's revisions were minor, and she handed out a document which detailed the updates. There were changes in the transit provider's name from Community Coach to Martin County Public Transit, the operator's name was modified, a list of the correct number of vehicles in operation, and a list of the current providers. Ms. Beltran introduced Ms. Sanders to complete this presentation. Ms. Sanders advised of the FY2011-12 goals for MTM. She also advised that MTM staff has attended public meetings, updated their website and brochures, continued the safety training classes for drivers as well as educating them how to escort clients into the vehicle and various other training for disabled persons. She stated that MTM does have weekend service from Indiantown to Stuart, and they continue to seek opportunities for expansion whenever possible. She noted that MTM previously applied for a grant for the routing and scheduling software which they did not receive so this was updated, and has been placed in the TDSP as a goal in hopes that when funding does come available they will be eligible to apply. She highlighted the LCB Certification, the Safety and Security Certification, the vehicle list, the Grievance Procedure which was adopted on March 5, 2012, and MTM's rate model. She detailed the changes in the rate model and the projections for the next year.

Ms. Jayne Pietrowski inquired if this update is supplemental to the existing TDSP. Ms. Sanders concurred and advised that every year the minor update is performed as some items must change. Ms Pietrowski stated that during the next year, FDOT plans to make a push toward looking at the Needs Analysis Section of the TDSP because in order to qualify for Federal grants there is a requirement that a Human Service Transportation Plan be in place. They are expecting a lot of public involvement, a stronger Needs Analysis, ranking of projects, and a plan as to how the needs will be met. She wants the Board to start thinking about how this will be

accomplished. Ms. Pietrowski advised that agencies requesting the New Freedom, JARC and 5310 grants, will have to identify the page of the TDSP to which their project relates in order to qualify for the grant. She stated that agencies are moving away from the Human Service Needs and more toward the technical reporting to the TD Commission. She wants the Board to begin thinking of ways to integrate the human services with the technical reporting.

Ms. Clarke asked for clarification as to how the TDSP will be merged to reflect the changes. Ms. Sanders stated that there are certain sections of the major update of the TDSP that are required to be brought before the Board if changes are made. Ms. Mahan stated that the next major update will be in 2014 which will encompass the 2009 TDSP with all of the updates to date.

Ms. Weaver made a motion to accept the TDSP minor update. The motion was seconded by Ms. Barnes. The motion passed unanimously.

D. COMMUNITY TRANSPORTATION COORDINATOR (CTC) QUARTERLY PERFORMANCE REPORT

MEMO: temp12LCBTDa04.04

Ms. Sanders presented this item which covers the last quarter, January through March, 2012. She advised the Board of the meetings to which she has attended; the new providers who have joined their fleet; coordination with South Florida Commuter Services at an event in Indiantown to promote the Saturday services; and she participated in Martin County's Emergency Preparedness exercise and one provided by FP&L where she brought in a few of MTM's providers for training drivers on how to respond in an emergency or take people to shelters.

Ms. Sanders continued describing the CTC's activities during the 3rd quarter and informed the Board that the MTM offices have recently moved to 759 S. Federal Highway in the Royal Palm Plaza III, Suite 311, Stuart, Florida. The telephone number is 266-4971. She gave an open invitation to members to stop in to see the facilities.

Ms. Susan Desposati made a motion to approve the CTC quarterly report which was seconded by Ms. Dalia Dillon. There was no additional discussion. The motion passed unanimously.

E. FY2012/13 TD GRANT DISTRIBUTION FOR MARTIN COUNTY

MEMO: temp12LCBTDa04.05

Ms. Beltran informed the Board that Mr. Craig, from the TD Commission, sent out the distribution of the grant program which included the TD planning grant which funds the MPO Staff time as the Designated Official Planning Agency (DOPA). The DOPA organizes meetings and performs the required updates to receive grant funds like the Trip and Equipment and the Medicaid Programs. She noted that the TD Planning grant agreement will be presented to the MPO Board for approval at the June 18, 2012 meeting, and will then be submitted to the CTD. Staff does

recommend the Board support the TD Planning Trip/Equipment and Medicaid agreements so that the TD funding would continue to come to Martin County.

Ms. Sanders stated that the Trip and Equipment Grant is an allocation and the voluntary dollars have increased, which comes from people donating to the Transportation Disadvantaged Trust Fund at the time they renew their vehicle license.

Ms. Barnes made a motion to approve the FY2012/13 TD Grant Distribution for Martin County. The motion was seconded by Ms. Pietrowski. There was no additional discussion. The motion passed unanimously.

6. NOTES

Ms. Beltran stated that the TD quarterly report for the 3rd quarter was submitted and a copy of it is in the Agenda package.

7. COMMENTS FROM BOARD MEMBERS

None.

8. COMMENTS FROM FDOT

None

9. COMMENTS FROM THE PUBLIC

Mr. Gordon Savill, a driver for MV Transportation stated that he gets a lot of comments from the public about the reservation system. The program works on the first come first served basis and he said that the clients complain about having to call at 7:30 AM in order to attempt to get a ride. He would like to see if a better method of booking reservations could be found.

10. COMMENTS FROM STAFF

Ms. Mahan stated that at the last meeting it was discussed that Martin County Public Transit (MCPT) was moving forward with the Americans with Disabilities Act (ADA) Plan and they are transitioning from a deviated fixed route system to a fixed route system with an ADA Plan. That plan will go to the Board of County Commissioners (BOCC) on July 10, 2012 to be adopted. This went before the Board in January. Due to the Federal regulations of the grants which our transit system uses, the service now has to move to the ADA Plan. The first come first served reservation system which currently is available to all the public, will only be available to those who qualify for the ADA Plan. Once the plan goes into place those who currently ride MCPT, will not be eligible for paratransit if they are not qualified with a disability. They will have to use the fixed route system. Once this transition is made, that will relieve the 7:30 AM calls requesting rides, as many of those riders will not be eligible. Ms. Mahan advised that paratransit is the most expensive form of transportation. By eliminating those who do not require a paratransit trip and forcing them to use the fixed route, more funds can be applied to the fixed route services and expand the fixed route in the community. Ms. Mahan stated that once the plan is adopted Martin County and MV Transportation will be working on an implementation plan to advertise and

market to the community. There will probably be a September or October 1, 2012 start date for the changes to begin. MV is a national provider, so they will be able to handle the ADA transportation service. They know the rules and regulations and will know how to implement the service. Ms. Mahan stated that Martin is only going to be in the strictest form of the ADA Plan. Currently, we are only able to do three quarters of a mile radius of the fixed route service. People currently being transported who are disabled, will fall under the ADA, and they will be MCPT clients. Those taking public transit who are eligible due to age or low income are not eligible for this, so there will be a transition of people. MV, MTM and Martin County will be working closely to make sure who is on which database, where do they fall, and where do they fit. We expect that this will benefit the community in the long run, but there will be some transition and growing pains initially. Ms. Desposati asked if the current riders who are denied will receive a letter advising them that they can no longer receive the paratransit rides and they must seek other modes of transportation. Ms. Mahan confirmed and advised that those riders will have about 60 days to be notified. There are application requirements that will need to be met regarding the rider's status. It will need to be determined if the rider is permanently, temporarily, or conditionally disabled and MV will have a lot to do to get this implemented, so it will take some time. Ms. Pietrowski volunteered to help when they get to number crunching. Ms. Mahan noted that Ms. Van Etten met with Mr. Donaldson on May 4, 2012 to discuss the ADA Plan as she wanted to be involved in the implementation of getting this to the Board. Ms. Mahan stated that one of Ms. Van Etten's main concerns was the blind community who were currently getting public transit through Martin County but with the service area being three quarters of a mile route some of those blind workers may not qualify for MCPT but would qualify under TD. Ms. Van Etten wanted this Board to think about possibly making a reoccurring employment option under the TD funds for those persons who are going to work. She stated that this Board may need to re-prioritize the trip percentages after the ADA Plan goes into effect, for those traveling to work.

Ms. Clarke inquired as to the status of a quorum as a couple of people had left. It was deemed that a quorum was still present and Ms. Beltran stated that she will ask for something in writing from the Veteran's Administration regarding Mr. Haddox's replacement.

Ms. Beltran stated that the August 27th meeting will be at 1:00 PM because it will be followed by the annual public hearing at 3:00 PM. It is held early so anyone who wishes to attend the hearing can ride public transit.

Ms. Sanders also advised that the Coalition of Independent Living Options, Inc. (CILO) was awarded a \$2,000 grant to implement a voucher program for TD. Ms. Sanders worked with Ms. Van Etten on this and she advised that this will help the TD population.

Ms. Clarke asked that a thank you note be sent to Mr. Craig for coming to speak to the Board.

11. **NEXT MEETING** – August 27, 2012 (4th Floor Workshop, Administration Bldg.)
August 28, 2012 (Public Hearing-Commission Chambers-1st Floor)

12. ADJOURN

A motion to adjourn was made by Ms. Dillon and seconded by Ms. Barnes. There were no objections. The motion carried. The meeting was adjourned at 12:10 PM

Recorded and Prepared by:

Margaret H. Brassard
Margaret H. Brassard, Administrative Specialist II

Aug 27, 2012
Date

Approved by:

Eula R. Clarke
Eula R. Clarke, Chair

August 27, 2012
Date