

**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) 419-4081  
www.martinmpo.com

**Monday, April 4, 2011 @ 10:00 A.M.**

**AGENDA**

<u>ITEM</u>	<u>ACTION</u>
1. <b>CALL TO ORDER – 10:00 A.M.</b>	
2. <b>ROLL CALL</b>	
3. <b>APPROVE AGENDA</b>	<b>APPROVE</b>
4. <b>APPROVE MINUTES</b> <ul style="list-style-type: none"><li>• March 7, 2011-Regular Meeting</li></ul>	<b>APPROVE</b>
5. <b>AGENDA ITEMS</b>	
<b>A. TD VICE-CHAIR ELECTION</b> MEMO: temp11LCBTDa06.01	<b>APPROVE</b>
<b>B. ADOPTION OF THE LCB-TD BYLAWS</b> MEMO: temp11LCBTDa06.02	<b>APPROVE</b>
<b>C. CTC EVALUATION STATUS REPORT FOLLOW-UP (RATES)</b> MEMO: temp11LCBTDa06.03	<b>APPROVE</b>
<b>D. JARC/NF GRANT UPDATE</b> MEMO: temp11LCBTDa06.04	<b>INFORMATIONAL</b>
<b>E. TD WORKING GROUP UPDATE</b> MEMO: temp11LCBTDa06.05	<b>INFORMATIONAL</b>
<b>F. ANNUAL CTC EVALUATION-SUBCOMMITTEE</b> MEMO: temp11LCBTDa06.06	<b>APPROVE</b>
6. <b>NOTED ITEMS</b> <ul style="list-style-type: none"><li>• TD Conference Update</li></ul>	
7. <b>COMMENTS FROM BOARD MEMBERS</b>	
8. <b>COMMENTS FROM FDOT</b>	
9. <b>COMMENTS FROM THE PUBLIC</b>	
10. <b>NEXT MEETING – June 6, 2011 (in the 4<sup>th</sup> Floor Workshop Room of the County Admin Building)</b>	
11. <b>ADJOURN</b>	

Assistance for disabled persons may be arranged by calling 1-866-836-7034. Non-English speaking, deaf, or visually impaired persons needing an interpreter should contact the Martin County Administrator's office at 772-288-5420 or 772-288-5940 (TDD). An agenda of items to be considered will be available to the public in the Administrator's Office, 2401 SE Monterey Road, Stuart, Florida. Items not included on the agenda may also be heard in consideration of the best interests of the public health, safety, welfare, and as necessary to protect every person's right of access.

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

Martin County Administration Building  
Growth Management Conference Room - 1st Floor  
2401 SE Monterey Road  
Stuart, FL 34996  
(772) 419-4081

[www.martinmpo.com](http://www.martinmpo.com)

**Monday, March 7, 2011 @ 10:00 A.M.**

**MINUTES**

1. **CALL TO ORDER** – Michael Mortell called the meeting to Order at 10:00 A.M.
2. **ROLL CALL**

Michael Mortell, Chairman  
John Haddox  
Cindy Barnes  
Krista McGovern  
Dalia Dillon  
Phyl Weaver  
Angela Van Etten  
Jayne Pietrowski, FDOT

**EXCUSED**

Werner Bols, Vice Chairman  
Suzanne Desposati  
Jody Ianuzzi

**ABSENT**

Melissa McInturff

**STAFF IN ATTENDANCE**

Beth Beltran  
Claudette Mahan  
Michael Malham  
Margaret H. Brassard

**OTHERS IN ATTENDANCE**

Marjorietti Laire, FDOT  
Miro Poss, FDOT  
Kory Knepper, FDOT  
Kim Matrecci, MTM, Inc.

Lisa Sanders, MTM, Inc.  
Commissioner Ed Fielding (arrived at 10:13 a.m.)  
Barbara Kauffman

A quorum was present for this meeting.

### 3. APPROVE AGENDA

**A motion to approve the agenda was made by Ms. Cindy Barnes. The motion was seconded by Ms. Phyl Weaver. There was no further discussion and the motion passed unanimously.**

### 4. APPROVE MINUTES

**A motion to approve the minutes from the December 6, 2010-Regular Meeting was made by Ms. Angela Van Etten. The motion was seconded by Ms. Phyl Weaver. There was no further discussion and the motion passed unanimously**

### 5. AGENDA ITEMS

#### A. ANNUAL OPERATING REPORT

MEMO: temp11LCBTDa05.01

Ms. Beth Beltran stated that this was an agenda item from the prior meeting that was not able to be addressed. She advised that Staff has attended a regional conference of the TD Commission in St. Lucie County since the last meeting. Staff has talked with the TD Commission's Staff in Tallahassee, who clarified that the TD Commission's Annual Operating Report (AOR) does not compare apples to apples with every county. Every county submits different information; some report fixed routes and all funding sources while others do not. This report lists what is reported to them, not necessarily all the same data for comparison purposes. Ms. Beltran introduced Ms. Lisa Sanders, from MTM, Inc. to report on the level of service which was provided by MTM since the last meeting. Ms. Sanders directed the members to refer to the Community Transportation Coordinator's (CTC's) documentation which was included with the agenda package. She highlighted some of the information which was documented on the various reports: Passenger Trip, Vehicle, and Employee Info, as well as Revenue and Expense Sources.

It was asked why all the items listed under item six [Section III: Passenger Trip Info] - "Reason Trip was Denied (Optional)" were zero. Ms. Sanders stated that she would provide this information at the next meeting.

**A motion was made by Ms. Cindy Barnes to approve the Community Transportation Coordinator's (CTC's) Annual Operating Report (AOR) which was submitted to the Florida Commission for the Transportation Disadvantaged (FLCTD) for 2011. This motion was seconded by Mr. John Haddox. There being no further discussion, this matter passed unanimously.**

## **B. TD COMPLAINT and GREIVANCE PROCEDURES**

**MEMO:** temp11LCBTDa05.02

Ms. Beltran gave a brief history regarding the Complaint and Grievance Procedures, stating that during the December 6, 2010, meeting, the LCB-TD approved a motion to comply with the Medicaid Grievance Procedures and incorporated the time frames into Martin County's procedures in an effort to simplify matters by having only one set of time frames. Ms. Beltran introduced Mr. Michael Malham, who has been working on this matter. Mr. Malham noted changes that needed to be addressed in order to comply with the requirements designated in Chapters 427 and 641 F.S. 42CFR, 431.200, 42CFR 438. He referred to the draft Complaint and Grievance Procedures Summary of Changes which was distributed in the Agenda package. Mr. Malham stated that the time frame adjustments to the Complaint Procedures were (1) added 90 calendar days to the time limit in which to file a complaint; and (2) resolution of complaints adjusted from five to 15 business days with a possible 10 day extension. As for the Grievance Procedures, the time changes are (1) Grievance filing period from five days to one year; and (2) resolution of a grievance from five days to 90 business days with a possible 14 day extension. All other changes were procedural only, and they now are consistent with the requirements of Medicaid, thus eliminating any confusion for riders or responders.

Ms. Van Etten inquired as to whom the parties were that made up the Grievance Committee. Ms. Sanders stated that the committee consisted of representatives from these groups: Area Agency on Aging, The Florida Department of Transportation, Florida Agency for Health Care Administration, a citizen's advocate, and a disadvantaged citizen over 60. The LCB also appoints membership for the Appeal Committee which will consist of an LCB member, an MPO member and a CTC Staff Member. The LCB is trying to get a volunteer for this position. Ms. Beltran has indicated that in the past year there was no need for any meetings, however, if the event arises, the parties must be able to meet within 72 hours of the grievance being filed. Mr. Haddox has agreed to volunteer.

**A motion was made by Ms. Van Etten to amend and accept the Transportation Disadvantage Program Complaint and Grievance Procedures as presented on March 7, 2011. This motion was seconded by Ms. Krista McGovern. There being no objections the motion passed unanimously.**

**A motion was made by Ms. McGovern to appoint Mr. Haddox as the Martin County Local Coordinating Board-Transportation Disadvantaged Committee member as the LCB representative to the Appeals Committee. This motion was seconded by Ms. Weaver. There was no further discussion. The motion passed unanimously.**

## **C. TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) AMENDMENT – TRIP PRIORITIZATION**

**MEMO:** temp11LCBTDa05.03

This Agenda item was also carried over from the prior meeting. Ms. Jayne Pietrowski of FDOT, Ms. Lisa Sanders of MTM, Ms. Barbara Timmerman of Community Coach, and MPO Staff make up the TD Working Group, which has met a few times to discuss the trip

priorities since the last LCB meeting. Ms. Beltran referred the members to the TD Trip Suggestion Worksheet in the agenda package. She explained the current TD trip prioritizations and the two proposed TD trip prioritizations, showing the different allotments for the user breakdowns. Ms. Beltran added that in Martin County, the fact that a rider is on dialysis identifies that rider as being disabled. Other Counties, in similar demographics, do not use that same criteria and she suggested that Martin County review their criteria to insure that the “best use” method is used, as not all dialysis patients are disabled and in need of transportation. This could allow others with real transportation needs to receive rides. Ms. Sanders stated that she has reviewed the status of each rider and each rider has different reasons as to why they are on dialysis. There are other issues, not just that they are on dialysis, that qualified the riders for transportation. Discussion ensued regarding what the Americans with Disability Act (ADA) and the Transportation Disadvantaged Commission (TD Commission) considers disabled. Ms. Beltran further discussed that in the selection of the priorities, Staff would work with the Kidney Center [as dialysis patients consume the majority of the rides within the first few days of each month] in an effort to allow the patients time to seek a new transportation source, so it wouldn’t be an immediate cut off, no matter which of the three options were chosen. Ms. Sanders added that from the recent working group meetings, they have strategized ways to reduce trips through transference to fixed routes, and implementation of a “wait list.” The “wait list” is for those who cannot be moved to a fixed route. Due to a lack of funds, not everyone can be serviced, but those in need, who qualify, are placed on this “wait list” and when an opening becomes available, that person is contacted and they begin receiving rides. To date, no complaints have been received.

It was suggested that the businesses which charge a fee and are making money due to the riders, should set up a transportation system for some of their riders. The working group has approached Dialysis Centers and learned that none in the State of Florida provide transportation for their patients.

In other counties, if riders are drawing Medicare or Social Security Insurance, they may be taken off of the disabled list, because they may be making too much money, however they still may not be making enough money to pay to have private services taking care of them.

This Board has the authority to designate how to distribute the amounts of funds to be allocated to the individual group priorities, i.e. medical, employment, education etc.... Since there is a Social Worker at the Dialysis Center, and one of her jobs is to make sure the patients can make it to their facility, the Social Worker should work with the CTC to see how many people really need the ride and who can procure other transportation. Ms. Pietrowski stated that the working group analyzed and checked out the characteristics of the people receiving dialysis in an effort to adjust the criteria to better fit the needs. (See the summary of TD Working Group Preliminary Alternative Analysis handed out) The majority are elderly, with contributing diseases. Ms. Pietrowski discussed procedures which the working group had developed to limit rides, redirect rides, or make use of vouchers to families or friends who would provide patients with rides to and from treatments. When asked by Ms. Barnes, Ms. Sanders confirmed that these riders have been screened and that they are not on Medicaid. The working group has addressed this transportation situation with the Dialysis Center, some nursing homes, with FDOT, and even explored the option of providing vouchers to people who could provide transportation

to patients, but there is no good definitive answer to date. Some of the nursing homes have begun to provide some transportation on certain days for the residents. Ms. Sanders has suggested to some of the nursing homes that they need to consider including transportation when they are building their budgets for next year.

Mr. Mortell stated that facilities like the Dialysis Center have paid employees that help patients procure transportation to their facilities. Since the working group has tried to work with them [the Dialysis Center] but have been unsuccessful in reaching an amenable resolution to this situation of medical riders taking all the rides within less than two weeks from the beginning of the month, then another method needs to be sought. The Agenda item states that a trip prioritization needs to be implemented. The three options were listed. The first option is that no change is made and it is accepted by the Board that all the rides will be usurped by the medical riders within two weeks. The second option is that fifty percent (50%) of the amount allocated will go to medical trips [current medical trips are approximately 90%] and the balance going to the other priorities, employment, education, nutrition etc... The third option allocates seventy-five percent (75%) to medical rides, leaving the balance to the other priorities. These numbers may be massaged at a later date once implemented while monitoring the progress, or lack of, to determine how it is working. As a Committee, the LCB-TD needs to make a decision as to which process they want to implement, in order to address this situation in a fair manner. Once this is implemented, the private sector may take note and begin to assist their patients in solutions for their transportation. Discussion of pros and cons for each of the three options ensued.

Ms. Kauffman suggested that the most efficient way to provide transportation is to pick up a group of people from one location and take them to another location and back to the original location, as you can't just drop off a dialysis patient without some form of follow up. Possibly the Adult Day Club could be that initial location. She will check into regulations about whether they [the Adult Day Club] can accommodate dialysis patients on the day of their dialysis and utilize the Kane Carriage to take patients to the Dialysis Center as a group, as the Dialysis Center has 22 chairs which they could fill. If they are in the Adult Day Club, they will be assessed as to the level of disability and a priority process will occur. Once in Kane [they have a partnership with Martin Memorial], there is a geriatric unit, so maybe there could be a program in conjunction with the non-profit to raise funds. Mr. Mortell stated if the Dialysis Center was able to rearrange their scheduling to accommodate receiving a couple of groups of people from the Adult Day Club, twice a week, and people who can provide their own transportation on the other days, that it could be a very cost effective venture for all parties. Ms. Kauffman stated they are non-profit and can raise funds for the Adult Day Club and perhaps transit to and from dialysis. Possibly they could check into this, or ARC or New Freedom, as being a pilot program. If it's done through donations, there could be a 50% match through FDOT, stated Ms. Pietrowski. Ms. Kauffman will explore avenues for this if the board indicates that they would support this project.

Ms. Van Etten stated that she likes the table that was handed out by Ms. Pietrowski, of the TD Working Group. She would have liked to have seen it prior to the meeting as she hasn't had an opportunity to review it. She inquired if the work group was going to continue meeting. The members stated yes.

Ms. Kauffman inquired if she could have the manager from the Adult Day Club join the working group to offer his expertise to the process to see if this merging of resources could work and/or become a reality.

Ms. Beltran requested clarification as to which grant Ms. Pietrowski, from FDOT, was suggesting could be used for this service. Ms. Pietrowski indicated that she's not aware of what is available in transit, but she thought there could be an avenue if it were packaged as a total comprehensive care program.

Mr. Mortell asked the board for a direction on this issue. Either table it or go forward with a decision.

**A Motion was made by Mr. Haddox to accept proposal two of the TD Trip Suggestion Worksheet. This motion was seconded by Ms. Barnes. Mr. Mortell added to this motion, that there would be a transitional time period in order to allow people to arrange for accommodations of their future trips. There should also be an accommodation for those patients who renew on May 1, 2011. A roll call vote was held as to the passage of the motion in acceptance of proposal two.**

Commissioner Mortell	Yes
John Haddox	Yes
Cindy Barnes	Yes
Krista McGovern	No
Dalia Dillon	No
Phyl Weaver	Yes
Angela Van Etten	No
Jayne Pietrowski	No

**The motion to adopt proposal two failed as there was a tie vote.**

**A Motion was made by Ms. McGovern to adopt proposal three. This motion was seconded by Ms. Cindy Barnes. A roll call vote was held as to the passage of the motion in acceptance of proposal three.**

Commissioner Mortell	Yes
John Haddox	Yes
Cindy Barnes	Yes
Krista McGovern	Yes
Dalia Dillon	No
Phyl Weaver	No
Angela Van Etten	No
Jayne Pietrowski	No

**The motion to adopt proposal three failed as there was a tie vote**

**Ms. Van Etten made a motion that the TD Working Group continue to work with the Martin County Metropolitan Planning Organization (MPO) to come up with a trip**

**prioritization proposal to be presented to the Board for a decision. There was no second. The motion failed.**

**Ms. McGovern made a motion to reconsider proposal #2. The motion was seconded by Mr. Haddox. A roll call vote was taken.**

Commissioner Mortell	Yes
John Haddox	Yes
Cindy Barnes	Yes
Krista McGovern	Yes
Dalia Dillon	No
Phyl Weaver	Yes
Angela Van Etten	No
Jayne Pietrowski	No

**The motion to reconsider and adopt proposal two passed by a five to three vote.**

Commissioner Mortell stipulated that the procedure which has just passed vote, will not be implemented until May 1, 2011. This allows the TD Working Group to return to the LCB-TD Board to ultimately address this issue again prior to the May 1, 2011, deadline, with more particulars.

Ms. Sanders, with MTM, wanted to know whose responsibility it was to advise the public of the change of service. Commissioner Mortell clarified that as the LCB-TD Board is an advisory Board to the MPO, then the MPO Board will have to vote on the change at the April 18, 2011 meeting. If the MPO adopts this change, the Staff report will have what direction the MPO wants MTM to take, as to if MTM is to advise the riders, the providers, the public, or however they see best to do it. The MPO may move this to June as there may not be enough time to provide ample notice, however, at least there is some forward motion on this Agenda item.

#### **D. JARC/NF ENDORSEMENT OF PROJECT RANKING**

**MEMO:** temp11LCBTDa05.04

Ms. Beltran gave a history of these funds, stating that they are Federal funds, which this year, FDOT designated St. Lucie County to be the designated recipient. The selection committee advertised for proposals and was comprised of representatives from the LCB-TD Boards, the MPO and TPO, from both Martin and St. Lucie Counties, as well as a business representative from the Treasure Coast Mall. The Job Access and Reverse Commute (JARC) received two proposals, one from ARC in St. Lucie and one from Community Coach in Martin. The Arc was the successful proposal. There were three proposals for the New Freedom Route. The successful proposal for that project was Community Coach, however the selection committee did request that Community Coach enter into a coordinating agreement with the CTC to be eligible for the New Freedom funds. Each county is asking their LCB-TD Board to enter into an endorsement of the project ranking with the stipulation that Community Coach does enter into a coordinating agreement with the CTC (MTM) and that the selection committee will meet again to discuss interim proposals as the one submitted by Community Coach wasn't for the full allocation. Ms.



Kaufmann indicated that Community Coach will enter into the coordination agreement soon, as they have received approval from their attorney, and they will submit it to the CTC by approximately March 17, 2011.

**A motion to accept the JARC/New Freedom Project ranking was made by Ms. Van Etten. The motion was seconded by Ms. Barnes. There being no further discussion the motion passed.**

**E. CTC EVALUATION STATUS REPORT –  
SUBCONTRACTOR SERVICES**

**MEMO: temp11LCBTDa05.05**

Ms. Beltran discussed last year's information of the CTC's evaluation concerning the rates of the CTC and the lack of providers. This meeting was split in order to accommodate the additional time which will be necessary to cover the rates in better detail on the April 4, 2011, meeting. Ms. Beltran introduced Ms. Sanders to advise of the methods which were used to promote their request for providers. Ms. Sanders advised that an ad ran in the newspaper, a radio ad played, flyers were sent to St. Lucie County and to the Agency for People with Disabilities, to all of their current and previous providers, it was also mentioned in a networking meeting. The deadline for the request for bid was March 4, 2011. They have received two proposals. Ms. Sanders will be reviewing them to insure that they meet the criteria and she will advise the Board at the next meeting. The CTC has been advised to be extremely careful when entering into contracts with other providers as they do not give the information to which is required or requested, so it is not a benefit to them and they need to be screened closely for any history of Medicaid fraud.

**6. NOTED ITEMS**

- **Progress Report for October 1, 2010 to December 31, 2010**

Ms. Sanders, from MTM gave a brief synopsis of trips which were shifted from TD to fixed route, as well as the Medicaid trips that were offered. Ms. Sanders stated the difficulties of scheduling rides as some companies have preferences as to which rides they will take, i.e. distance issues, date and/or time constraints. Ms. Sanders was specifically asked if Coastal Care reconsidered [to take rides], and Ms. Sanders replied that they never returned her call. Ms. Van Etten mentioned that one of the providers, whom she couldn't recall which one it was, stated that they would not take non-medical trips because they had an EMT person riding in their vehicle and it would not be prudent or an effective use of their services. Commissioner Mortell mentioned that if some providers are picking and choosing their trips, it could appear that MTM is showing favoritism to Ride Rite, since they are owned by MTM. In reality, MTM is only giving Ride Rite the trips, dates and times that are not wanted by the other companies. If an analysis was done regarding the available money verses the available trips, it could be a directly proportionate share to the qualification and criteria of the transportation providers.

Ms. Beltran mentioned that there is a TD conference in August, which was attended by Ms. Van Etten last year. This year there will be two staff members and one volunteer from the Board would be welcomed, so if anyone would consider volunteering, please advise at the next meeting.

Also, the CTC evaluation is coming up. Ms. Beltran would like at least two people from the Board to be a part of it as there are surveys that need to be completed to accomplish the evaluation. She would like the Board to consider giving her an answer at the April meeting.

## **7. COMMENTS FROM BOARD MEMBERS**

Commissioner Mortell expects some feedback regarding the decision which was made in this meeting today and there is an April 4, 2011 meeting and an MPO meeting on April 18, 2011. This Committee is subject to the Sunshine Laws so do not fight a voting block between now and then. Members are free to make up their minds and they are free to change a decision which the board has made at a later date. It could get this Board into a criminal trouble if this Board were to discuss these issues outside of this meeting. It is a misdemeanor to talk to others on this Board to discuss how they wish to vote on this issue in the future.

Mr. Haddox offered a word of thanks to those on the TD Working Group for all the hard work and effort put into the Summary of TD Working Group Preliminary Alternatives Analysis. He would like to see the vouchers get implemented in order to drive down the cost and ease the medical trips situation.

Ms. Van Etten, as a representative of the Coalition for Independent Living Options, Inc, together with Ms. Sanders, from MTM and Ms. Weaver, as a team of three people/organizations, has submitted a grant proposal to Easter Seals and they have passed the preliminary test. If approved, three people of the trained staff from Easter Seals would come to Stuart for two days to sit in a collaborative process of about 25 people to brain storm solutions to transportation issues. They bring ideas as to what has worked in other areas, and what other areas are trying. They will learn on March 15, 2011, if they will be chosen to host the Easter Seals team.

## **8. COMMENTS FROM FDOT**

None

## **9. COMMENTS FROM THE PUBLIC**

Commissioner Ed Fielding thanked the Board for their efforts in considering equities for problems that are facing Martin County.

## **10. NEXT MEETING**

- April 04, 2011 (Note: This meeting will be held in the 4<sup>th</sup> Floor Workshop, Administration Bldg.)

## **11. ADJOURN**

Meeting was adjourned at 11:45 AM

Recorded and Prepared by:

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

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Michael Mortell LCB/TD Chairman

\_\_\_\_\_  
Date

DRAFT

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

<b>MEMO:</b> temp11LCB-TDa06.01	<b>MEETING DATE:</b> April 4, 2011	<b>DUE DATE:</b> March 28, 2011	<b>UPWP#:</b> 5.9
<b>WORDING:</b> <b>LCB-TD VICE-CHAIR ELECTION</b>			<b>5A</b>
<b>REQUESTED BY:</b> Florida Commission for the Transportation Disadvantaged	<b>PREPARED BY:</b> Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> None	

**BACKGROUND**

Each year, the LCB-TD elects a Vice-Chair from its voting membership. The Chairman shall accept nominations for Vice-Chair, and if a quorum is present, the Vice-Chair shall be elected by a majority of the members present. The Vice-Chair shall serve a term of one year, starting with the next meeting. In the event of the Chairman's absence or at his discretion, the Vice-Chair shall preside over meetings. Presently, Werner Bols serves as Vice-Chair.

At this time, there are not any LCB-TD members whose three-year terms will be expiring.

**ISSUES**

At the April 4, 2011 LCB-TD meeting, voting members should elect a Vice-Chair.

**RECOMMENDED ACTION**

**Recommendation**

- a. Nominate and elect the LCB-TD Vice-Chairperson for 2011

**FISCAL IMPACT**

N/A

**APPROVAL**

MPO 

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

<b>MEMO:</b> temp11LCB-TDa06.02	<b>MEETING DATE:</b> April 4, 2011	<b>DUE DATE:</b> March 28, 2011	<b>UPWP#:</b> 5.9
<b>WORDING:</b> ADOPTION OF THE LCB-TD BYLAWS			<b>5B</b>
<b>REQUESTED BY:</b> Florida Commission for the Transportation Disadvantaged	<b>PREPARED BY:</b> Beth Beltran/ Michael Malham	<b>DOCUMENT(S) REQUIRING ACTION:</b> LCB-TD Bylaws	

**BACKGROUND**

The Bylaws of the LCB-TD govern composition, scope, and procedures of Martin County’s Local Coordinating Board for the Transportation Disadvantaged. The Bylaws shall state that the LCB-TD will conduct business using parliamentary procedures according to Robert’s Rule of Order and shall be updated annually. At this time there have not been any recommended changes to the Bylaws.

**ISSUES**

At the April 4, 2011 LCB-TD meeting, MPO Staff will present the LCB-TD Bylaws for review and adoption.

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**RECOMMENDED ACTION**

**Recommendation**

- a. Approve the LCB-TD Bylaws as presented.

**FISCAL IMPACT**

N/A

**APPROVAL**  
MPO 

**ATTACHMENTS**

- a. LCB-TD Bylaws dated April 4, 2011

***BYLAWS***  
***OF THE***  
***MARTIN COUNTY***  
***LOCAL COORDINATING BOARD***  
***FOR THE TRANSPORTATION DISADVANTAGED***

Originally Adopted: April 18, 1991  
Re-Adopted: March 3, 2008  
Re-Adopted: March 2, 2009  
Revised & Adopted: March 1, 2010  
Re-Adopted: April 4, 2011

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Mayor Michael Mortell, Local Coordinating Board Chairman  
Duly passed and adopted the 4<sup>th</sup> day of April, 2011

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## **1.01 PREAMBLE**

The Local Coordinating Board for the Transportation Disadvantaged has been created pursuant to Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code. The following sets forth the bylaws, policies and procedures that shall serve to guide the proper functioning of the Local Coordinating Board (LCB). The intent is to provide guidance for the operation of the LCB to ensure the accomplishment of transportation disadvantaged planning and development of tasks within a cooperative framework to create a modern, efficient and safer public transportation system.

## **1.02 LCB PURPOSE AND FUNCTIONS**

- (1) The citizens of the area shall be involved in the transportation disadvantaged planning process by the establishment of an LCB. The purpose of the LCB shall be to identify local service needs and to provide information, advice, direction, and support to the Community Transportation Coordinator (CTC) on the coordination of transportation disadvantaged services.
- (2) The Board shall meet at least quarterly and shall perform the following duties as mandated in FAC 41-2.012(6):
  - (a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to Florida Commission for the Transportation Disadvantaged hereinafter referred to as the "commission" and keep same on file with the Martin County Metropolitan Planning Organization (MPO) serving as the DOPA.
  - (b) Review and approve the CTC's Memorandum of Agreement (MOA) and the Service Plan for the provision of transportation services.
  - (c) Evaluate services provided under the Service Plan. Annually, by copy of the CTC's annual evaluation, provide the MPO (DOPA) with an evaluation of the CTC's performance in general and relative to Commission standards as outlined by the Commission for the Transportation Disadvantaged (CTC) and the completion of the Annual Service Plan/Update.
  - (d) In cooperation with the CTC, review and provide recommendations to the Commission and the DOPA on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area are provided in the most cost effective and efficient manner.



- (e) Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multicounty and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so.
- (f) Appoint a Grievance Subcommittee to process, investigate and resolve complaints and make Recommendations to the Board for improvement of service from agencies, users or potential users of the system in the designated service area. All Grievances shall be processed under the adopted Grievance Procedures.
- (g) In coordination with the CTC, jointly develop applications for funds that may become available for planning, service expansion or related areas.
- (h) Review and approve the Annual Operating Report of the CTC prior to submittal to the CTD.
- (i) Review inventory of vehicles purchased with transportation disadvantaged funds in Service Plan.

### **1.03 LCB MEMBERSHIP**

(1) LCB voting membership may be attained in the following ways:

- (a) Per the requirement of Rule 41-2, the MPO shall appoint one elected official to serve as the official Chairperson for all Coordinating Board meetings and the appointed person shall be an elected official from the County that the Coordinating Board serves.
- (b) Per the requirement of Rule 41-2, a representative shall be selected by a state or local agency and be recommended to the DOPA to serve on the Board.
- (c) Each voting member of the Board may nominate one alternate for approval by the DOPA; said alternate shall vote only in the absence of that member on a one-vote per member basis.

(2) The LCB membership shall include, but not be limited to the following voting members or their alternate:

- (a) A representative of the Florida Department of Transportation;
- (b) A representative of the Florida Department of Children and Families;

- (c) A representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services representing the Department of Education;
  - (d) A representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program;
  - (e) A person who is recognized by the Florida Department of Veterans Affairs, representing the Veterans in the service area;
  - (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;
  - (g) A disabled person representing the disabled in the County;
  - (h) Two citizen advocates - users of the system;
  - (i) A person over sixty years of age representing the elderly in the county;
  - (j) A local representative for children at risk;
  - (k) A person representing Department of Elder Affairs;
  - (l) A person representing the Florida Agency for Health Care Administration (Medicaid);
  - (m) A representative of the Private Transportation Industry;
  - (n) A representative of the Regional Workforce Development Board established in Chapter 455, Florida Statutes;
  - (o) A representative of the local medical community which may include but not limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health departments or other home and community based services.
- (3) Additional non-voting members may be appointed.
- (4) Non-voting members shall sit with the same rights and privileges as other members, except that non-voting members shall not have the right to present motions or second same, or to vote upon any motion of the LCB.

## **1.04 LCB APPOINTMENT, QUALIFICATIONS AND TERMS OF OFFICE**

(1) The LCB shall encourage affected state/local agencies, the MPO serving as the DOPA and interested citizens in the service area to nominate representatives and alternates to serve as voting members on the LCB.

(2) Voting members of the LCB may have mass transportation expertise or interests to advise CTC on public transportation operations, management and planning matters.

(3) Each LCB member or his/her alternate is expected to regularly attend scheduled LCB meetings, except for unavoidable reasons. A committee member missing three (3) consecutive meetings for unexcused reasons may be recommended for resignation. After two (2) consecutive absences, the Chairperson will write a letter to the affected member regarding absenteeism and his/her intention to continue serving on the LCB with a copy to his/her supervisor, as appropriate.

(4) The DOPA will review, and consider terminating the appointment of any voting member of the Board who fails to attend three (3) consecutive meetings without notice to the MPO. The affected agency or representative will be informed of this termination by letter and a replacement for that category shall be appointed.

(5) In the event a member decides to resign, such member shall submit a letter to the Chairperson. The resignation shall take effect upon receipt of the letter by the Chairperson and its presentation to the LCB at a regularly scheduled meeting.

(6) LCB members shall be appointed to terms as follows, or as specified by the MPO serving as the DOPA.

(a) The Chairperson shall be appointed by the MPO serving as the DOPA. Per Rule 41-2, the Chairperson shall serve until replaced by the MPO.

(b) Per Rule 41-2 membership shall be maintained with a representative/alternate from the prescribed agencies/entities referenced in Section 1.03 of these Bylaws.

(c) Except for the Chairperson and State agency representatives, the members of the LCB shall be appointed for three (3) year staggered terms with initial membership being appointed for one (1), two (2), and three (3) years, with terms ending in February of the designated year. (See attached terms of office.)

(7) Vacancies shall be filled in the same manner as the initial appointment.

## **1.05 LCB OFFICERS AND DUTIES**

- (1) The LCB voting membership shall hold an organizational meeting as part of their first regular annual meeting for the purpose of electing a Vice-Chairperson from its voting membership.
- (2) The Chairperson shall accept nominations for Vice-Chairperson either in written or verbal form at the meeting specified in (1) above of this section.
- (3) If a Quorum (one-half of the total membership, plus one) is in attendance, the Vice-Chairperson shall be elected by a majority of the members present at the organizational meeting and shall serve a term of one year, starting with the next meeting.
- (4) The Chairperson shall preside at all meetings. In the event of his absence, or at his direction, the Vice-Chairperson shall preside over meetings.
- (5) In the event of the permanent incapacitation or removal from the LCB of the Chairperson or Vice-Chairperson, a new Chairperson will be nominated by the DOPA, or a new Vice-Chairperson elected from the membership at the next scheduled meeting.
- (6) The Chairperson shall be the only person to sign all correspondence or to delegate letter preparation to staff.

## **1.06 REGULAR LCB MEETINGS**

- (1) LCB meetings shall be held at least quarterly or on an as-needed basis at a date, time and place to be designated by the Chairperson. The Chairperson, or Vice-Chairperson when acting on behalf of the Chairperson, may change regular meeting dates and times to accommodate desirable changes due to holidays or other reasons.
- (2) In the event that the Chairperson or Vice-Chairperson acting on behalf of the Chairperson wishes to cancel or change the meeting time of a regular meeting, advance notice of such cancellation or change shall be given by mail or telephone at least three (3) working days before such meeting was to have taken place.
- (3) No less than seven (7) days prior to a regular LCB meeting, notices and tentative agendas shall be sent to the members of the LCB and local media services and a legal advertisement published in the local newspaper.

## **1.07 EMERGENCY LCB MEETINGS**

(1) An emergency meeting of the LCB may be called by the Chairperson when, in his/her opinion, an emergency exists which required immediate action by the LCB. When such a meeting is called, each LCB member will be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least twenty-four (24) hour advance notice of such emergency meeting shall be given before the meeting is held.

(2) If, after reasonable diligence, it becomes impossible to give notice to each member, such failure shall not affect the legality of the emergency meeting if a quorum (one-half of the voting membership, plus one) is present. The minutes of each emergency meeting shall show that proper notice was given to each member of the LCB, or shall show a waiver of notice.

## **1.08 PUBLIC HEARINGS AND WORKSHOPS**

(1) Public Hearings and workshops may be called by the LCB and may be scheduled before, during or after regular meetings at the designated meeting place or may be scheduled at other times and places, provided:

(a) The LCB shall give notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than ten (10) working days (Or as required by Federal, State Regulations) before the event; and

(b) No formal business, for which notice has not been given, shall be transacted at such workshops or hearings.

## **1.09 LCB MEETING AGENDA**

(1) There shall be an official agenda for every meeting of the LCB, which shall determine the order of business conducted at the meeting.

(2) Requests for agenda changes to any LCB meeting must be received by the Chairperson at least three (3) working days prior to the meeting time.

(3) The LCB shall not take action upon any matter, proposal or item of business not listed on the official agenda, unless a majority of the voting members present shall have first consented to the presentation thereof for consideration and action; however, the Chairperson may add new business to the agenda under other business, or reports.

(4) No agenda item listed on the agenda for public hearing or vote thereon may be deferred until a later time unless a majority of the voting members present shall vote in favor of such deferral.

(5) The agenda shall be prepared by the DOPA staff.

## **1.10 LCB MOTIONS**

(1) All actions of the LCB shall be by motion as follows:

(a) Endorsement of transportation disadvantaged plans and programs and amendments thereto;

(b) Endorsement of goals and objectives;

(c) Endorsement of policy directives:

(d) Approval of administrative matters including directive or authorizations of the Chairperson, LCB Subcommittees, or the technical staff;

(e) Amendments to the LCB Bylaws subject to the approval of the MPO serving as the DOPA; and

(f) Any other matters deemed by the LCB to be of sufficient importance to require a motion.

(2) All official and formal motions of the LCB shall be recorded in the minutes and kept in the permanent files of the MPO.

## **1.11 CONDUCT OF LCB MEETINGS**

(1) All LCB meetings will be open to the public and members of the press.

(2) Roberts Rules of Order shall be used as a guideline at all meetings. The Chairperson shall have the authority to appoint a Parliamentarian to interpret Roberts Rules of Order.

(3) One-half of the total voting membership, plus one, of the LCB shall constitute a quorum. No official action shall be taken without a quorum. No motion shall be adopted by the LCB except upon the affirmative vote of a majority of the voting members present.

(4) Should no quorum attend within fifteen (15) minutes after the hour appointed for the meeting of the LCB, the Chairperson or Vice-Chairperson acting in his/her absence may adjourn the meeting. In that event, those members present may, by unanimous

agreement, select another hour or day to be readvertised to provide adequate notice. The names of the members present and their action at such meeting shall be recorded in the minutes.

- (5) All meetings of the LCB shall be conducted in accordance with the following:
  - (a) The Chairperson shall preside at all meetings at which he/she is present;
  - (b) In the absence of the Chairperson, the Vice-Chairperson shall preside;
  - (c) The Chairperson shall state every question coming before the LCB and announce the position of the LCB on all matters coming before it;
  - (d) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered. Individual dissent shall be recorded and represented as such;
  - (e) No individual member shall represent an individual opinion to the press. State, Federal or local officials or any other party as being the consensus/findings of the LCB unless previous discussion and a majority vote was taken at an LCB meeting;
  - (f) The Chairperson shall take the chair at the hour appointed for the meeting, and shall call the LCB to order immediately;
  - (g) In the absence of the Chairperson and Vice-Chairperson, the staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairperson, the temporary Chairperson shall relinquish the chair upon conclusion of the business immediately before the LCB;
  - (h) Any LCB member who intends to be absent from any LCB meeting shall notify the staff of the intended absence as soon as he or she conveniently can;
  - (i) Any member of the LCB who has conflict of interest on a particular matter shall, by these rules, be deemed absent for the purpose of constituting a quorum, voting, or for any other purpose;
  - (j) Any LCB member who has a disagreement with Committee or Board policies shall state it in a letter to the LCB Chairperson and the MPO Administrator prior to seeking a resolution;
  - (k) The vote upon any resolution, motion or other matter may be a voice vote, unless the Chairperson or any member requests that a roll call be taken;
  - (l) Upon every roll call vote, the staff representative shall call the roll, tabulate the votes, and announce the results;

(m) The minutes of prior meetings may be approved by a majority of the voting members provided a quorum is present, and upon approval shall become the official minutes;

(n) Unless a reading of the minutes of a meeting is requested by a majority of the voting LCB members, the minutes shall not be read for approval, provided the staff delivers a copy thereof to each LCB member at least seven (7) working days prior to the meeting;

(o) Any citizen who is not on the Committee shall be entitled to be placed on the official agenda of a regular meeting of the LCB and be heard concerning any matter within the scope of the jurisdiction of the MPO;

(p) Any citizen who is not on the Committee shall be permitted to address the LCB on any matter NOT appearing on the official agenda, upon approval by a majority of the voting LCB members present;

(q) Any citizen who is not on the Committee shall be entitled as a matter of right to address the LCB on any matter listed on the official agenda, which is NOT scheduled for public hearing, discussion or debate, upon approval by a majority of the voting LCB members present;

(r) Each person, other than staff members who addresses the LCB shall give the following information for the minutes:

1. Name

2. Address

3. Representing

4. Whether or not he or she is being compensated by the person(s) for whom he or she speaks; and whether he or she, or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in 4, of this section.

(s) All remarks shall be addressed to the LCB as a body and not to any member thereof. No person, other than LCB members and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the presiding officer. No question shall be asked of a LCB member except through the presiding officer.



## **1.12 LCB SUBCOMMITTEES**

(1) LCB Subcommittees may be designated as necessary to investigate and report on subject areas of interest to the LCB. These subcommittees may include, but are not limited to:

- (a) Paratransit, Intercounty travel and future public transportation development;
- (b) Fare structure and service area need assessment; and
- (c) Directions for future growth and funding sources.

(2) LCB Subcommittees may be designated as necessary to deal with administrative and legislative procedures. These subcommittees may include, but are not limited to:

- (a) Administrative matters (CTC evaluation, etc.);
- (b) Bylaw amendments; and
- (c) Grievance Committee

## **1.13 LCB ADMINISTRATION**

(1) The Engineering Department Director (MPO Administrator) shall be the direct liaison between the LCB Chairperson and the MPO serving as the DOPA.

(2) The Engineering Department (MPO) shall serve as the support staff of the LCB.

(3) The staff is responsible for the minutes of all meeting and all notices and agendas for future meetings

(4) The staff shall furnish recording capability for all meetings.

(5) The staff will assist the Chairperson in the preparation, duplication and distribution of all printed materials necessary for the meetings.

(6) All official actions of the LCB are to be recorded and kept in permanent minute files by the staff. These files shall be open to public inspection during regular office hours of the staff office in Stuart, Florida.

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

<b>MEMO:</b> temp11LCB-TDa06.03	<b>MEETING DATE:</b> April 4, 2011	<b>DUE DATE:</b> March 28, 2011	<b>UPWP#:</b> 5.9
<b>WORDING:</b> CTC EVALUATION STATUS REPORT FOLLOW-UP (RATES)			<b>5C</b>
<b>REQUESTED BY:</b> Florida Commission for the Transportation Disadvantaged	<b>PREPARED BY:</b> Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> FY2012 Rate Model	

**BACKGROUND**

During the December 6, 2010 LCB-TD meeting, the LCB-TD discussed the rates charged by MTM at length. According to Exhibit B-Project Budget and Disbursement Schedule in the current contract between the Florida Commission for the Transportation Disadvantaged and MTM, the Rate per Passenger Trip is \$38.03 for an ambulatory trip and \$65.19 for a wheelchair trip (see attached). Since these rates were seen as high when compared to neighboring counties, a member of the LCB-TD requested the cost per TD trip (to transport one person one way).

**ISSUES**

At the LCB-TD meeting on April 4, 2011, MTM staff will present the cost per TD trip, as requested, and will discuss the FY2012 Rate Model.

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**RECOMMENDED ACTION**

**Recommendation**

- a. Provide input  
or
- b. Approve FY2012 Rate Model  
or
- c. Approve FY2012 Rate Model with provisions

**FISCAL IMPACT**

N/A

**APPROVAL**

MPO 

**ATTACHMENTS**

- a. Exhibit B – Project Budget and Disbursement Schedule of Contract No. AQ000, effective July 1, 2010

FM/JOB No(s).	23704418401/23704438401
CONTRACT NO.	AQ000
AGREEMENT DATE	7-1-10

**EXHIBIT "B"**  
**PROJECT BUDGET AND DISBURSEMENT SCHEDULE**

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Medical Transportation Management, Inc., 16 Hawk Ridge Drive, Lake St. Louis, MO 63367.

**I. PROJECT COST:**

Estimated Project Cost shall conform to those eligible Costs as Indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, the most current Commission policies and the Application and Policy Manual for the Trip & Equipment Grant for non-sponsored trips and/or capital equipment as revised on December 22, 2009. Trips shall be purchased at the fares indicated in Exhibit B, Page 2 of 2 attached to and made a part of this agreement.

Non-sponsored Trips	\$	224,061.00	FM# 23704418401
Voluntary Dollar		72.00	FM# 23704438401

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TOTAL	\$224,133.00
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**II. SOURCE OF FUNDS:**

Commission for the Transportation Disadvantaged State Funds (no more than 90%)	<u>\$201,655.00</u>
Local Cash Funds	<u>\$22,406.00</u>
Voluntary Dollar Contributions	<u>\$65.00</u>
Monetary Value of In-Kind Match	<u>\$7.00</u>
<b>Total Project Cost</b>	<b><u>\$224,133.00</u></b>

**III. DISBURSEMENT SCHEDULE OF COMMISSION (State) FUNDS**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY <u>10/11</u>	16,876	16,804	16,804	16,804	16,804	16,804	16,804	16,804	16,804	16,804	16,804	16,804

**TRANSPORTATION DISADVANTAGED TRUST FUND  
SERVICE RATES  
EXHIBIT B  
PAGE 2 OF 2**

**COMMUNITY TRANSPORTATION COORDINATOR: Medical Transportation Management, Inc., 16 Hawk Ridge Drive, Lake St. Louis, MO 63367**  
**EFFECTIVE DATE: July 1, 2010**

<b>TYPE OF SERVICE TO BE PROVIDED</b>	<b>UNIT (Passenger Mile or Trip)</b>	<b>COST PER UNIT \$</b>
ambulatory	passenger trip	38.03
Wheelchair	passenger trip	65.19

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

<b>MEMO:</b> temp11LCBTDa06.04	<b>MEETING DATE:</b> April 4, 2011	<b>DUE DATE:</b> March 28, 2011	<b>UPWP#:</b> 5.9
<b>WORDING:</b> <b>FY2011 JOB ACCESS-REVERSE COMMUTE (JARC)/NEW FREEDOM    (NF) FUNDS FOR THE PORT ST. LUCIE URBANIZED AREA (UZA)</b>			<b>5D</b>
<b>REQUESTED BY:</b> Florida Commission for the Transportation Disadvantaged	<b>PREPARED BY:</b> Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> None	

**BACKGROUND**

On February 23, 2011 the selection committee met to rank the proposals for the FY2011 JARC/NF funds for the Port St. Lucie UZA. Martin County will be the recipient of \$136,727 in New Freedoms funds and The Arc of St. Lucie County, Inc. will be the recipient of the JARC funds totaling \$188,301.00.

Community Coach will be awarded \$96,000 for their proposed project contingent on a Coordination Agreement with the CTC as as required by the Grant. Community Coach proposed a transportation service that will provide specialized paratransit services to the elderly community.

On March 23, 2011, the selection committee met to discuss the remaining FY2011 New Freedom Funds for the Port St. Lucie UZA. The selection committee voted to roll over \$40,727 to the FY2012 call for projects.

**ISSUES**

MTM will inform both the County and Community Coach by March 31, 2011, as to the status of the Coordination Agreement. On April 4, 2011, Lisa Sanders of MTM will update the LCB-TD.

**RECOMMENDED ACTION**

- a. Provide input

**FISCAL IMPACT**

\$96,000 in FTA New Freedom funds

**APPROVAL**

MPO 

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

<b>MEMO:</b> temp11LCBTDa06.05	<b>MEETING DATE:</b> April 4, 2011	<b>DUE DATE:</b> March, 28, 2011	<b>UPWP#:</b> 5.9
<b>WORDING:</b> <b>TD WORKING GROUP UPDATE</b>			<b>5E</b>
<b>REQUESTED BY:</b> Florida Commission for the Transportation Disadvantaged	<b>PREPARED BY:</b> Beth Beltran /Claudette Mahan	<b>DOCUMENT(S) REQUIRING ACTION:</b> None	

**BACKGROUND**

On March 21, 2011, the TD Working Group met to discuss an alternate funding source and options for TD riders. The Working Group discussed a possible Service Development Grant from the State as well as establishing a Voucher Program in Martin County.

**ISSUES**

MPO staff will give an update on the Service Development Grant which requires a 50% local match. Lisa Sanders of MTM will address the subject of a Voucher Program.

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**RECOMMENDED ACTION**

- Recommendation**  
 a. Provide input

**APPROVAL**

MPO 

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

<b>MEMO:</b> temp11LCB-TDa06.06	<b>MEETING DATE:</b> April 4, 2011	<b>DUE DATE:</b> March 28, 2011	<b>UPWP#:</b> 5.9
<b>WORDING:</b> ANNUAL CTC EVALUATION - SUBCOMMITTEE			<b>5F</b>
<b>REQUESTED BY:</b> Florida Commission for the Transportation Disadvantaged	<b>PREPARED BY:</b> Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> NONE	

**BACKGROUND**

As required by F.A.C. 41-2.006, an annual evaluation of the Community Transportation Coordinator's (CTC's) performance shall be conducted in general and relative to the Commission for Transportation Disadvantaged (CTD) standards. The evaluation committee should include members of the LCB-TD.

**ISSUES**

At the April 4, 2011 LCB-TD meeting, MPO staff will request two to three volunteers from the LCB-TD to assist with the annual evaluation of the CTC.

A report detailing the results of the CTC evaluation and recommendations for improvement will be presented for review and approval at the LCB-TD meeting on the June 6, 2011.

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**RECOMMENDED ACTION**

**Recommendation**

- a. Three (3) volunteers to assist with the annual CTC evaluation

**FISCAL IMPACT**

N/A

**APPROVAL**

MPO 

# Notes



**From:** [Michael Malham](#)  
**To:** [Michael Malham](#)  
**Subject:** FW: 19th Annual Transportation Disadvantaged Best Practices and Training Workshop (TD Conference)  
**Date:** Monday, March 28, 2011 9:53:42 AM

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**From:** Irvine, John P. [mailto:John.Irvine@dot.state.fl.us]  
**Sent:** Friday, March 25, 2011 4:39 PM  
**To:** undisclosed-recipients  
**Cc:** CO-CTD Staff  
**Subject:** re: 19th Annual Transportation Disadvantaged Best Practices and Training Workshop (TD Conference)

**SAVE THE DATES!!**

**August 9 & 10, 2011**

**For the**

**19<sup>th</sup> Annual Transportation Disadvantaged Best Practices and Training  
Workshop**

**FOR THE VERY FIRST TIME EVER, THIS EVENT WILL BE HELD**

**IN BEAUTIFUL DAYTONA BEACH, FLORIDA**

**at the Daytona Beach Hilton & The Ocean Center**

**Come join us at the beach and learn about all the newest & greatest in  
Transportation Disadvantaged Services.**

**We are excited about the new location and are planning some very  
different and exciting sessions and events.**

**The Conference Registration Site is scheduled to open on April 1, 2011.  
We will send you notice with the website link once it is open.**

**There will be a Commission Business Meeting held on August 11 in  
Daytona Beach as well.**

For more information contact Sheri Powers or John Irvine at (800) 983-2435 or (850) 410-5700.