

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

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

**Monday, December 4, 2017 at 10:00 A.M.**  
**MINUTES**

1. **CALL TO ORDER** – The meeting was called to order at 10:01 AM by Mr. Vinny Barile, Chair. Mr. Barile introduced himself, providing information as to his history with the Metropolitan Planning Organization (MPO) as well as being a Commissioner for Sewall’s Point.

2. **ROLL CALL**  
Vinny Barile, Chair,  
Anthony Reese  
Suzanne Desposati  
Dalia Dillon  
Phyl Weaver  
Angela Van Etten, Vice Chair  
Marie Dorismond  
Joseph Azevedo  
Steven Wolfberg  
Kim Thorne

**EXCUSED**  
Gayle McArdle  
Dominick Tocci

**ABSENT**  
Donna Mihok  
Anita Cocoves

**STAFF IN ATTENDANCE**  
Beth Beltran, MPO Administrator  
Ricardo Vazquez, Senior Associate Planner  
Margaret H. Brassard, Administrative Assistant III

**OTHERS IN ATTENDANCE**  
Lisa Sanders, Medical Transportation Management (MTM)  
Kyle Collett, Medical Transportation Management (MTM)  
Tomas Boiton, Goodwill Gulfstream Mobility Management  
Diane Moore, Office of Management & Budget

A quorum was present for this meeting.

**3. APPROVE AGENDA**

**Ms. Phyl Weaver made a motion to approve the Agenda. The motion was seconded by Ms. Dalia Dillon. There were no objections so the motion passed unanimously.**

**4. APPROVE MINUTES**

Ms. Angela Van Etten stated that she has two corrections from the Public Hearing. The first is to change the word “motive” to “purpose” when she asked a visitor what prompted their attendance at this Public Hearing. The second was to change the spelling of the word “differed” to “deferred”.

Mr. Steven Wolfberg stated that his company is “Martin Health Systems” not “Solutions”.

**A motion was made inclusive of the corrections by Ms. Phyl Weaver to approve the minutes from both the August 28, 2017 Public Hearing and Meeting. Ms. Suzanne Desposati provided a second to the motion. The question was called and the motion passed unanimously.**

**5. AGENDA ITEMS**

**A. ANNUAL OPERATING REPORT (AOR)**

Mr. Ricardo Vazquez refreshed the committee in that at the June meeting the Community Transportation Coordinator (CTC) was unable to present this report as there had been some unforeseeable incidents with the website of the Commission for the Transportation Disadvantaged (CTD). Due to this delay, he said, the CTC did not feel comfortable making the presentation with incomplete information and the Board approved to waive the presentation until the December meeting. Mr. Vazquez advised that this information had to be submitted to the CTD at a time specific so the completed document was timely submitted, though this Board is seeing it for the first time, and with that he turned the meeting over to Mr. Kyle Collett of Medical Transportation Management (MTM). Mr. Collett expressed his apologies for the delay in the presentation adding that it was out of their control. He highlighted the Trips by Type of Service, Passenger Trips by Funding Source through the Performance Measures to mention a few. He advised that this information is compiled by MTM using information from their Coordinating Contractors: Arch of Martin County, Gulfstream Goodwill and the Council on Aging. Mr. Collett delineated the 2017 aggregate totals per trip detailing trip types. He highlighted that the system is becoming more efficient stating that they are capable of providing more trips with fewer vehicles, and the increase in average trip per driver. Ms. Van Etten requested clarification as to the average trips per passenger. Mr. Collett affirmed that is the average number of trips taken per passenger. Seeing no additional questions Mr. Vazquez asked if there would be a motion to approve the Annual Operating Report (AOR).

**Ms. Phyl Weaver made a motion to approve the Annual Operating Report. Ms. Dalia Dillon provided a second. Seeing no objections the motion passed unanimously.**

**B. COMMUNITY TRANSPORTATION COORDINATOR (CTC) COORDINATION AGREEMENTS**

Mr. Vazquez informed the committee that this is an annual event whereas the CTC

reviews/renews the Coordinating Contractors Agreements so he turned the floor over to Mr. Collett again with MTM. Mr. Collett stated that all three of the Agreements are the same and the CTC is working with the CTD to have these agreements become standardized. He read from the Specialized Transportation Coordination Agreement, "...the CTC acknowledges that the Agency is providing transportation services to meet the needs of seniors and individuals with disabilities where public transit services are unavailable, insufficient or inappropriate and is part of the Florida Coordinated Transportation System (FCTS)". Mr. Collett advised that the agreements outline who the Coordinating Contractors are and the "expectations of the service". Ms. Lisa Sanders advised the Board that there will be another Coordinating Contractor coming aboard in the near future but there are currently three contractors.

**A motion to approve the Community Transportation Coordinator (CTC) Coordination Agreements was made by Ms. Phyl Weaver which was seconded by Ms. Suzanne Desposati. The question was called and passed unanimously.**

### **C. QUARTERLY PERFORMANCE REPORTS**

Mr. Vazquez stated that this is a quarterly report which is provided to the Local Coordinating Board (LCB) by the CTC. He mentioned that the Transit Department normally provides a Performance Report as well, however, they were not able to make it to today's meeting so the floor was provided to Mr. Collett. He delineated the quarter's Utilization/Complaint Information, Phone Statistics, and Trip legs by modes noting the slight reduction during the Hurricane Irma event through recovery, inclusive of cancellations. He detailed the numbers of trips by reason. Ms. Van Etten commented on the reduction of trips due to Hurricane Irma and inquired how many trips were used taking people to shelters. Mr. Collett said that he did not have that information with him. Ms. Van Etten said that it is in their contract and it was a topic of conversation during a meeting. She said that it would be interesting to have that information. Ms. Sanders stated that they have that information and she will provide it to her. Ms. Van Etten noted that it's not a typical item to be in the report but it would be interesting to know and that people are aware that they may ask for that type of a trip. Ms. Sanders said that MTM provided eight vehicles adding trips of that nature were provided. Mr. Tomas Boiton, Gulfstream Goodwill, Mobility Manager asked if they obtain feedback as to why people cancel. Mr. Collett affirmed that cancellation information is gathered when they call in. Seeing no more questions he continued with his presentation. Mr. Collett noted in the Trip Legs by Reason that there was a slight decrease from the previous quarter in medical, which he double checked as it peaked his interest. Under the non-medical, the three top categories, Life Sustaining, Employment & Education remained the same from the previous quarter. Ms. Van Etten asked if MTM is doing anything to promote the non-medical trips, specifically the Employment trips as it would be good to see those trips increase. Mr. Collett advised that Ms. Sanders mentioned obtaining a fourth Coordinating Contractor who could assist in identifying members who could receive employment trips. Ms. Sanders said that MTM works with the City of Stuart to have the Transportation Disadvantaged information posted on the electrical billboards while continuing to advertise. Ms. Van Etten mentioned the 91 trips shown for this quarter, adding that some must be the same people, do you know how many "different" people

are actually receiving work transportation. She said that if MTM could get that information for her she would appreciate it, also is there a policy that sets a limit as to the number of trips a person may take to get to work. Mr. Collett advised that to his knowledge, there is no such limit on an employment recurring trip. Ms. Van Etten expressed her appreciation as her firm is working with some people signing up for TD and she wanted to ensure that the recurring employment trip wouldn't become an issue. Mr. Joe Azevedo continued along those lines, asking if there will be some form of a survey to address where those clients are coming from and who is referring them. He mentioned dealing with the unemployed populous and getting the word out to remind staff of the services that are available so it may be pushed toward the clients who are seeking that assistance, adding that he'd be curious to learn where these people are from. Mr. Collett reminded the Board that every applicant must have an application with MTM which may help to identify how that person was identified for the service. Mr. Collett said that he has concluded his report if there are no more questions. Mr. Barile asked if there would be a motion approving the Quarterly Performance Report.

**Ms. Phyl Weaver offered a motion to approve the Quarterly Performance Report which was seconded by Ms. Angela Van Etten. Seeing no objections the motion passed unanimously.**

**D. MARTIN COUNTY 2018-2023 TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) - MAJOR UPDATE**

Mr. Vazquez said that he had a problem with his power point presentation so he will talk about this and show the current Transportation Disadvantaged Service Plan (TDSP). He advised that this is the guiding document that delineates how the TD services will be provided throughout the County. Mr. Vazquez said that there are five major components to the TDSP: **Development Plan; Service Plan; Cost Revenue Allocation and Fare Structure Justification; Quality Assurance and Trend and Peer Analysis.** He said that the **Development Plan** identifies long term goals and objectives. The **Service Plan** lists more details and describes how the system is laid out. This includes everything from Eligibility, Prioritizations, the Transportation Operators, System Safety Programs, to Vehicle Inventory and Cleanliness; **Cost Revenue Allocation and Fare Structure Justification** dictates costs of trips per leg for the various modes of transportation whether it's ambulatory, wheelchair or via Stretcher; **Quality Assurance** is the implementation of rules to deal with issues i.e. the Grievance Procedures/Process and the CTD Evaluation Process. Finally there is the **Trend and Peer Analysis**, which compares the performance of the Martin County CTC over the last five years, to Counties of a similar demographic characteristic as well as gauges the performance measures. He mentioned some things for which the LCB is responsible such as setting the priorities and the eligibility qualifications i.e. age, income level etc. of members for the County. Mr. Vazquez stated that the CTC will have to abide by those stipulations, and he asked the Board if there were any improvements or other feedback they wished to make. Ms. Van Etten stated that she thought the Board should revisit the passenger co-pay, possibly implementing a sliding scale based on income which could allow more available funds for the impoverished, while those who can afford to pay a little more do. She inquired when the TDSP will come up for review. Mr. Vazquez advised that the TDSP won't come back to the Board until the CTC has been finalized. Ms. Van Etten stated that she

did not want a draft to be brought to the Board requiring approval until they have had ample time to look over it. She suggested having a working group review it since the Board can't discuss it amongst ourselves, so we could make any desired changes. Ms. Beltran said that the Draft will go to the Board and the advisory committees in June so you'll get it then for discussion, and then the Final will return to this Board in August. Ms. Van Etten stated that the TDSP is a very important document, which she uses frequently for her demographics data.

Mr. Tomas Boiton, mentioned that when agencies are applying for 5310 funding, they have to approach the TDSP. He said that they want to see something to the effect of "The community has said that this is a program the community wants to see". He wants to see route planning systems, Traffic Analysis Zones (TAZs) even if there's nothing right now in the works, it needs to be included so when funds are sought they can use the TDSP as support and they'll ensure that the Board is in agreement with it. Seeing no further discussion the Chair concluded this informational item.

#### **E. COMMUNITY TRANSPORTATION COORDINATOR (CTC) CONTRACT**

Mr. Ricardo Vazquez advised that the contract term for the Community Transportation Coordinator (CTC) is five years, so near the end of that term the LCB Board must seek bids for a CTC. He said that he will provide the Board with the scope for the CTC along with a scheduled timeline. Mr. Vazquez stated that a Request for Proposal will be published toward the end of January, 2018 requesting applicants desiring to perform the CTC services for Martin County. In February a Selection Committee will have to be formed to review applications for evaluation and rating which will be followed by interviews with prospective candidates. Mr. Vazquez said that this information will come to the LCB-TD, the Metropolitan Planning Organization (MPO) Boards, followed by going to the CTD for their recommendations/approvals in March and April respectively, with the CTC beginning in July. He informed the Board that the Selection Committee may not contain any LCB-TD Board members due to Sunshine Laws, but that he will keep the Board apprised of the process and results. Ms. Desposati inquired as to the length of time MTM has been the CTC, to which Mr. Vazquez responded ten years. Ms. Van Etten inquired how it's a conflict if one member of the LCB-TD is on the Selection Committee. Mr. Beltran advised that the County is the MPO's "host agency" and Ms. Nicole Carey, the Martin County Purchasing Department Manager is adamant that Board members may not be on Selection Committees as they are the ones responsible for making policy decisions, so they should not have the selection ability for those who will be providing that service. Ms. Van Etten advised that she had been on the selection committee when it was the Council on Aging. She remarked that it was not the policy at that time and it doesn't make sense to her that it would have an effect at this time. Ms. Beltran commented that the last time the CTC was being advertised, there was a policy that came up and Ms. Carey said it should be in effect so it's been in effect for the past few selection periods. There were no additional comments.

#### **6. COMMENTS FROM BOARD MEMBERS**

Ms. Van Etten said that at the last meeting MTM advised that extra discretionary funds coming from the CTD would be available when the Request for Proposal (RFP) was announced. She inquired if any RFPs have come through for those discretionary funds that

came into the Transportation Disadvantaged. Ms. Lisa Sanders responded that she has yet to see anything. Ms. Van Etten stated that there were a lot of people there lobbying for those funds to come to the TD Budget but apparently the only way to get them is through the RFP process. Ms. Sanders stated that it's not been announced yet.

**7. COMMENTS FROM FDOT**

Ms. Marie Dorismond mentioned that the Section 5310 applications are open and they are seeking applications. She stated that it's a two part application; the first part is due in January, the second part due in February with the award in October. She said if you are aware of an agency who may wish to apply please contact them and let them know that they need to get started on their application. Ms. Dorismond stated that they can contact her by email [Marie.dorismond@dot.state.fl.us] if they have any questions and she'll help them through it.

Second, she said FDOT will be holding a Human Services Transportation Summit February 20, 2018. Ms. Dorismond invited everyone present saying that a "Save the Date" will be sent out this week, adding that it will be held in West Palm Beach, Florida and the goal is to alert all the Human Service Agencies about transportation issues and how to address them.

**8. COMMENTS FROM THE PUBLIC**

None.

**9. NOTES**

None.

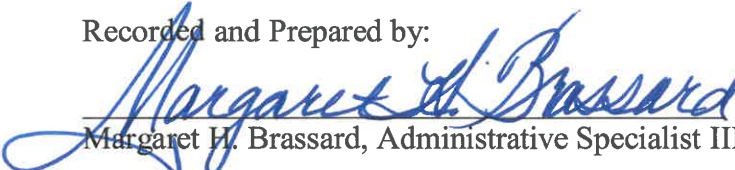
**10. NEXT MEETING**

The next Board meeting is March 5, 2018.

**11. ADJOURN**

**As there was no further business, the meeting was adjourned at 10:42 AM by the Chair. RONR (10<sup>th</sup> ed.), p.233, c. (9)**

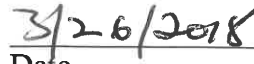
Recorded and Prepared by:

  
Margaret H. Brassard, Administrative Specialist III

  
Date

Approved by:

  
Eula Clarke, Chair

  
Date