



Transportation Disadvantaged Local Coordinating Board (TD LCB)

**Approved Meeting Minutes
Monday, November 13, 2017**

**Polk County Administration Building
Commission Board Room
330 West Church Street
Bartow, FL 33830**

Members Present:

Mayor Charles Lake-Chair
Jared DeLong
Katie Kummer
Kevin Gilds
Penelope Barnard
Macia Staszko
Shirley Johnson
Mayor Steven Hunnicutt

Representing:

City of Lake Alfred
Florida Department of Transportation
Div. Voc. Rehab
Florida Department of Elderly Affairs
AHCA
Elderly Population
Children & Families
Mass Transit

Others Present:

Aaron Dunn
Delisia Pelt
Cindy Mixon
Marcia Andresen
Paul Simms
Ronnie Blackshear
Diane Slaybaugh
Ryan Kordek
Annette Crews

Representing:

Citrus Connection
Citrus Connection
Citrus Connection
Polk County BoCC
Citrus Connection
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TOP Staff

Call to Order and Roll Call

Chairman Lake called the Transportation Disadvantaged Local Coordinating Board meeting to order at 1:33 pm. Roll call was taken and a quorum was present with 8 members in attendance.

Approval of Minutes

- *May 8, 2017 Regular Board Meeting*

Motion: Motioned by Mayor Hunnicutt, seconded by Marcia Staszko. Motion carried without dissent.

1. Public Comments

- None

2. Recognitions and Introductions

Mrs. Diane Slaybaugh, TPO Staff, introduced Mr. Kevin Gilds, Senior Connection Center, which represents Department of Elderly Affairs. Mr. Gilds gave the Board an overview about what the Senior Connection offers the

elderly population. Senior Connection's mission statement is to help older adults and persons with disabilities live with independence and dignity. Senior Connection has a huge data base shared across the State of resources that can cover anything from utility payment assistance, legal assistance, consumer protection, transportation, and a wide variety of needs and resources.

3. Proposed Meeting Schedule for 2018

Ms. Slaybaugh presented the new schedule and made note of the November 2018 meeting change.

Motion: Motioned by Mayor Hunnicutt, seconded by Marcia Staszko. Motion carried without Dissent.

4. Annual Review and Approval of Update to LCB Bylaws

Ms. Slaybaugh recommended approval for the updated Annual LCB Bylaws. Bylaws were included in the packets with no changes.

Motion: Motioned by Mayor Hunnicutt, seconded by Kevin Gilds. Motion carried without dissent.

5. Annual Review and Approval of Grievance and Complaint Policy

Ms. Slaybaugh recommended approval for the updated Annual Grievance and Complaint Policy included in packet with no changes.

Motion: Motioned by Mayor Hunnicutt, seconded by Marcia Staszko. Motion carried without dissent.

6. Designate Board Subcommittee for Annual CTC Evaluation

Ms. Slaybaugh stated it was time to start the Annual CTC Evaluation and is seeking volunteers that would assist in the process. LCB members Marcia Staszko and Shirley Johnson volunteered.

7. Review and Approval of Shirley Conroy Grant Application

Rodney Wetzel, Senior Planner Citrus Connection, presented the Shirley Conroy Grant Application for one new vehicle.

Motion: Motioned by Mayor Hunnicutt, seconded by Marcia Staszko. Motion carried without dissent.

8. Review and Approval of FDOT Grant Applications

Mr. Wetzel presented the CTC's FDOT Grant Applications FTA Sections 5311 and 5310. Grant Applications were included in the packets for review.

Motion: Motioned by Mayor Hunnicutt, seconded by Marcia Staszko. Motion carried without dissent.

9. Review and Approval of Coordination Agreement

Cindy Mixon, Citrus Connection, presented the coordination agreements. Previously Citrus Connection had 9 providers, and 8 of the 9 have renewed their contracts.

Motion: Motioned by Mayor Hunnicutt, seconded by Marcia Staszko. Motion carried without dissent.

10. Update on CTC Transportation to the BOCC Nutritional Centers

Aaron Dunn, Director of Paratransit Citrus Connection, presented information about the Nutritional Centers in Polk County. Polk County currently operates 13 for the elderly citizen population. The county has contracted the food service centers out to Mid Florida. Mid Florida will be taking over the food service effective Jan 1, 2018. Citrus Connection will provide transportation to all of the centers dependent upon rider eligibility for the CTC's programs. Mr. Dunn introduced Paul Simms, the new Para Transit Manager with Citrus Connection. Informational item only.

11. Presentation on ADA Customer Service Survey Results

Cindy Mixon, Citrus Connection presented a slideshow regarding the Para Transit ADA Customer Service Survey results. Ms. Mixon also presented the Winter Haven TD Customer Service Survey results. Informational item only.

12. Other Communications and Reports

CTC Performance Measures- Ms. Mixon presented the overall funding and the target to spend the entire budgeted amount. Ms. Mixon also discussed the trip break down and the total clients served.

LCB Vacancies - Ms. Slaybaugh reminded the board about the vacant positions on the TD Board.

Board Presentations for Feb 12, 2018 Meeting – Ms. Slaybaugh ask for volunteer presentation for the next board meeting. Carlos Gonzalez had been scheduled to give a presentation today, but since he wasn't able to attend today's meeting, it will be deferred to the February meeting. Ms. Shirley Johnson stated she would be glad to give a short presentation on her agency as well at the next meeting.

13. Adjournment – Meeting adjourned at 2:37 PM.

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.