



Transportation Disadvantaged Local Coordinating Board (TD LCB)

**Draft Meeting Minutes
Monday, November 9, 2015**

**Polk County Administration Building,
Multi-Purpose Room 413
330 West Church Street
Bartow, FL 33830**

Members Present:

Rebecca Leng
Edward Hall, ***Vice-Chair***
Kristina Melling
Michelle Peronto
Juanita Warner
Tom Phillips
Mayor Charles Lake, ***Chair***
Carlos Gonzalez
Katie Kummer
Colleen Collinsworth

Representing:

Citizen Advocate #2
Disabled Citizen Representative
Florida Department of Elderly Affairs
Florida Department of Transportation
Healthy Families
Mass Transit
Polk Transportation Planning Organization
Veterans Services
Vocational Rehab
Children & Families

Others Present:

Aaron Dunn
Dave Walters
Jane Hammond
Dean Kirkland
Rodney Wetzel
Jeanna Cox
Marcia Andresen
Ronnie Blackshear
Xiomara Meeks
Cherie Simmons
Diane Slaybaugh
Howardene Garrett
Bob Young
Joan Miller

Representing:

Citrus Connection
Citrus Connection
Elder Point Ministries
Lakeland Area Mass Transit
Lakeland Area Mass Transit
Polk County Social Services
Polk County Social Services
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Public Defenders Office
Public Defenders Office
Sunrise Community

Call to Order and Roll Call

Chairman Charles Lake called the Transportation Disadvantaged Local Coordinating Board meeting to order at 1:52 pm. A quorum was present with 10 members in attendance. Chairman

Lake asked all members to introduce themselves and what agency they represent due to several new members on the Board.

Approval of Minutes

- *September 14, 2015 Regular Meeting*

Motion: Mr. Tom Phillips motioned, seconded by Ms. Rebecca Leng, to approve the minutes as printed. Motion carried without dissent.

1. Public Comment

No public comment was heard.

2. Proposed meeting Schedule for 2016

The proposed meeting schedule for 2016 was reviewed. There were no conflicts stated.

Motion: Ms. Rebecca Leng motioned, seconded by Mr. Eddie Hall, for the approval of the 2016 Meeting Schedule. Motion carried without dissent.

3. Annual Review and Approval of Update to LCB Bylaws

Ms. Diane Slaybaugh, TPO staff presented one change to the TD LCB Bylaws. She proposed removing the Evaluation and Review Committee as a standing committee, as this is done annually to allow different LCB members to participate. There will now only be one Standing Committee in the TD LCB Bylaws.

Motion: Ms. Rebecca Leng motioned, seconded by Ms. Katie Kummer, to approve the Bylaws as presented. Motion carried without dissent.

4. Annual Review and Approval of Grievance and Complaint Policy

Ms. Diane Slaybaugh, TPO staff, reported that there were no changes to the policy.

Motion: Ms. Rebecca Leng motioned, seconded by Ms. Kristina Melling, to approve the policy as presented. Motion carried without dissent.

5. Designate Board Subcommittee for Annual CTC Evaluation

Ms. Diane Slaybaugh asked the Board to assign members to a subcommittee to work with TPO staff to perform the annual evaluation of the CTC. Mr. Kevin Gilds, Mr. Eddie Hall and Mayor Charles Lake were assigned to the committee.

6. Recommendation of Designation of CTC for Polk County

Ms. Diane Slaybaugh, TPO staff, presented the Polk TPO's Draft Resolution 2015-06 which

recommends the Lakeland Area Mass Transit District (LAMTD) be designated as the CTC for Polk County. The draft Memorandum of Agreement (MOA) between LAMTD and the Florida Commission for the Transportation Disadvantaged was reviewed with an effective date of April 1, 2016.

Motion: Mr. Eddie Hall motioned, seconded by Ms. Rebecca Leng, to approve recommendation of the CTC designation as presented. Motion carried with Tom Phillips abstaining from the vote.

7. Review and Approval of Agency Bus Pass Requests under TD Program

Ms. Diane Slaybaugh, TPO staff, presented agency bus pass requests under the TD Program. The Polk Transportation Disadvantaged Service Plan (TDSP) was reviewed. The CTC is required to have eligibility documentation of all clients provided transportation with TD funding on file for audit purposes. The Commission for the transportation Disadvantaged now requires that all persons/agencies requesting bus pass assistance utilizing TD funding must meet eligibility criteria as set forth in the adopted TDSP. The agency's responsibilities were reviewed. There were bus pass requests from the Public Defender's Office and Pre-trial Services. These agencies do not qualify for assistance with TD funding under the CTD guidelines. Other alternatives for purchase of bus passes were discussed. There were also requests from the Salvation Army Lakeland, Catholic Charities, Peace River Center, Grace Pointe Church and the Bartow Church Service Center. Staff recommended approval of the agencies requests if they meet eligibility criteria.

Motion: Ms. Michelle Peronto motioned, seconded by Ms. Rebecca Leng, to approve requests as presented with the stipulation that the agency meets the eligibility criteria. Motion carried with Tom Phillips abstaining from the vote.

8. Review of Operator Contracts and Coordination Agreements

Jeanna Cox, Polk County Social Service staff, presented the Operator Contracts and Coordination Agreements. There are agreements with the following agencies:

- Alliance for Independence
- ElderPoint Ministries of Greater Lakeland, Inc.
- Faith in Action North Lakeland
- Goodwill Industries-Suncoast, Inc.
- Polk Training Center
- Peace River Center for Personal Development, Inc.
- Southeast Christian Assembly Transportation
- Sunrise Communities
- Ward & Coney Community Center, Inc.
- Interlocal Agreement – BOCC/LAMTD

Motion: Mr. Carlos Gonzales motioned, seconded by Ms. Kristina Melling, to approve the Coordination Agreements as presented. Motion carried with Tom Phillips abstaining from the vote.

9. Review and Ratification of the Annual Operating Report (AOR)

Ms. Jeanna Cox, Polk County Social Service staff, briefly reviewed the AOR that was previously presented and reviewed by the LCB in September. The AOR was successfully submitted, and to date, no comments have been received back from the TD Commission. No changes were made in the document since approval as the last meeting.

Motion: Ms. Katie Kummer motioned, seconded by Ms. Juanita Warner, to approve the ratification of the AOR as presented. Motion carried without dissent.

10. CTC Report

Ms. Jeanna Cox, Polk County Social Service staff, briefly reviewed the CTC Report. The Board of County Commissioners renewed its contract with the CTD. The funding status was reviewed. The funding for July 1, 2015 to June 30, 2016 is \$1,056,965.00. Rural Area funding is awaiting approval. Performance Measures were also reviewed.

11. Other Communications and Reports

The Evaluation Committee will meet at least two times in the next few months.

12. Adjournment- Next meeting on February 8, 2016.

There being no further business the meeting was adjourned at 2:49 p.m.

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.