

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: June 8, 2020 | 2 PM

The Transportation Disadvantaged Coordination Board (TDCB) serves to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the TD program. The TDCB focuses on compliance with state requirements for TD planning and ensuring that public transportation is accessible to everyone, including the transportation disadvantaged. TDCB membership is composed of several representatives such as: health and human services agencies, the elderly and disabled, citizens, and the private transportation industry and is established pursuant to Rule 41- 2.012(3), Florida Administrative Code (FAC).

Call Regular Meeting to Order

Proper Noticing, Roll-Call, Determination of Quorum

Sumter County TDCB Chair, Commissioner Don Burgess

I. AGENDA UPDATE

Proposed revisions to today's Agenda.

II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments)

III. CONSENT ITEMS

A. CONSENT AGENDA:

- i. *Approval of December 2, 2019 Meeting Minutes*
- ii. *Annual update and approval of the Transportation Disadvantaged Coordinating Board Bylaws: Staff recommends no changes to the Bylaws*
- iii. *Annual update and approval of the Transportation Disadvantaged Coordinating Board Grievance Procedures: Staff recommends no changes to the Grievance Procedures*

Staff recommends approval of the CONSENT AGENDA as presented

B. Review & Approval of FY 2020/21 Rate Calculation Model for Transportation Disadvantaged Trust Fund Trips for Sumter County

CTC staff will present the FY 2020/21 Rate Calculation Model for TD Trust Fund trips. The Commission has established the Rate Calculation Model, which is utilized for the development of rates for transportation services that are arranged or provided by the Sumter County CTC. The rates were approved by the Commission for further review by the TDCB. Once reviewed and approved, the rates will be included in the Transportation Disadvantaged Service Plan (TDSP) update. The rates for the upcoming fiscal year will change from \$20.24 to \$20.11 per one-way ambulatory

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: June 8, 2020 | 2 PM

passenger TD Trust Fund trip. The rate will change from \$40.48 to \$34.47 per wheelchair passenger TD Trust Fund trip.

Staff recommends approval of the FY 2020/21 Rate Calculation Model for TD Trust Fund Trips.

C. Review & Approval of the Transportation Disadvantaged Service Plan (TDSP) Annual Update

MPO staff is tasked with jointly developing and annually updating the TDSP with the Community Transportation Coordinator and the Transportation Disadvantaged Coordinating Board. Annual updates are due prior to the end of the grant agreement period (June 30). Staff will present the recommended annual updates to the TDSP. The TDSP updates include:

- *Annual Operating Report for FY 2019/20*
- *Annual Performance Report for FY 2019/20.*
- *TD Trust Fund trip rates for FY 2020/21.*

Staff recommends approval of the TDSP Annual Minor Update. Roll Call Vote Required.

D. CTC Evaluation for FY 19-20

The Transportation Disadvantaged Coordinating Board is tasked with annually reviewing the Community Transportation Coordinator (CTC) and evaluating the operations and the performance of the CTC. MPO staff is tasked with providing support to the CTC Evaluation Subcommittee in conducting the evaluation. The evaluation includes: (1) information from the latest Annual Operating Report (FY 2019/20, (2) the monitoring of contractors, (3) surveying of riders, contractors, and purchasing agencies (4) on-site observations of the system, (5) review of rider applications and (6) review of driver files. The CTC Evaluation Subcommittee recommendations will be presented for review and approval

IV. DISCUSSION ITEMS

Recommendation for approval is requested for discussion Items.

A. COVID-19 Transit Response

With the onslaught of COVID-19 pandemic, Lake County Transit swung into action to ensure everyone's safety. Discussions with our Contractor and Emergency Operations started on March 19, 2020:

- Sumter County Transit ridership is down 65% over the year
- Seating adjacent to the operator has been restricted. Further passengers are advised to leave space between patrons.
- All vehicles are being sanitized every night.
- Communication to passengers and employees on a continual basis.
- Personal Protection supplies were provided to drivers (N95 masks and gloves).

Transportation Disadvantaged Coordinating Board Agenda

Date | Time: June 8, 2020 | 2 PM

- Driver barriers to be installed in all transit vehicles.
- Staff attended industry webinars and conference calls to keep up to date.
- Continue to review and monitor guidance provided from the CDC. Sumter County Emergency Management and Sumter County Health Department.

V. REPORTS

- A. Florida CTD – Kyle Mills
- B. FDOT – Jo Santiago
- C. Sumter County Transit – Keith Stevenson
- D. Ride Right –
- E. Lake Sumter MPO – Mike Woods

VI. BOARD MEMBER COMMENTS

VII. ADJOURNMENT

.

VIII. NEXT MEETING DATE – AUGUST 24, 2020 @ 2 PM

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the above named board with respect to any matter considered at the meeting, he or she 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. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of the proceedings should contact (352) 315- 0170, 48 hours in advance of the meeting.



AGENDA
SUMTER COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
Minutes – December 2, 2019

The Villages Sumter County Service Center
8033 East CR 466
Public Safety Annex Building Meeting Room
Wildwood, FL

Members Present

Don Burgess, Chairman
Thomas Chase, Vice Chair
Jo Santiago
Sheri Peterson
Christine Norris
Jessie Riddle
Kim Rummell
Sandra Woodard
Tamyika Young

Representing

Lake~Sumter MPO
Medical Community
FDOT
Dept. of Children & Families
Public Education/Sumter County Schools
Vocational Rehabilitation/Dept. of Education
Veterans Service Office Representing Veterans
FL Association CAA/Economically Disadvantaged
Florida Agency for Health Care Administration

Members Absent

Steve Homan
Bonnie Cowie
Carlina Lindo
Gustavo Henriquez

Representing

FL Department of Elder Affairs
Citizen Advocate/User of the System
Children at Risk
Regional Workforce Development Board

Staff Present

Michael Woods
Brian Hutt

Representing

Lake~Sumter MPO
Lake~Sumter MPO

CALL TO ORDER

The meeting of the Sumter County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:05 p.m. by Chairman Burgess. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present. (6 Voting Members)

I. AGENDA UPDATE

None

II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments)

None

III. CONSENT AGENDA

A. Approval of the Transportation Disadvantaged Coordinating Board (TDCB) September 10, 2019 Meeting Minutes

At this time Jessie Riddle joined the meeting (7 voting members present).

B. Approval of the Transportation Disadvantaged Coordinating Board September 10, 2019 Public Hearing Meeting Minutes.

On a motion by Christine Norris seconded by Jo Santiago and carried unanimously by a 7-0 vote, the Board approved the Meeting Minutes and the Public Hearing Minutes from the September 10, 2019 TDCB meeting.

IV. ACTION ITEMS

At this time Sandra Woodard joined the meeting (8 voting members present).

A. Approval of Transportation Disadvantaged Coordinating Board 2020 Meeting Schedule
Staff recommends four (4) meeting dates in 2020 during the months of April, June, August and November. The dates are recommended in order to accommodate the due dates for required items to be sent to the TD Commission. Staff recommends the meetings to be held on Mondays at 2:00 a.m. at the Sumter County Service Center, Wildwood. The dates are to be as follows:

1. April 13, 2020
2. June 8, 2020
3. August 24, 2020
4. November 9, 2020

A motion to accept the 2020 meeting dates as proposed was made by Jo Santiago and seconded by Christine Norris, the motion passed unanimously by a vote of 8-0.

B. Transportation Disadvantaged Service Plan Minor Update (TDSP). CTC staff will present proposed updates to the Sumter County TDSP. As per statute the TDCB is required to review and approval all changes to the TDSP. The following changes were made to update the previous service plan:

1. The service area restrictions have been modified to include areas within 10 miles of Sumter county borders.
2. A grammatical correction was done for ease of reading under the "Eligibility Requirements for Transportation Disadvantaged Trust Fund"

3. Ride Right has adopted the name of the parent company MTM which is edited to MTM Transit, Inc.
4. The current Manager is now listed.
5. The Coordination Contractors section has been removed as our contractor is now responsible for all trips.
6. The vehicle inventory has been updated to 24 vehicles.

These changes were reviewed and explained by Steve Kennedy and Keith Stevenson who then answered questions by the board.

On a motion by Sandra Woodard seconded by Jo Santiago and carried unanimously by a 8-0 vote, the Board approved the action items (the 2020 meeting schedule and the TDSP update).

V. DISCUSSION ITEMS

- A. CTC staff will discuss FY 2020-2021 Section 5310, Section 5311 and Section 5339 Grant Updates.
- B. AOR Update – Steve Kennedy introduced Keith Stevenson who provided a synopsis of the AOR update. The final AOR needs to be finalized and signed prior to the April meeting. Keith stated that he would provide a more in depth report on the AOR at the April 2020 meeting.

At this time Thomas Chase joined the meeting (9 voting members present).

- C. Open forum for Board members to discuss important items for the year 2020.

Don Burgess asked the question of how to market the Transportation Disadvantaged (TD) services. He offered one source as the local churches.

Further discussion led to the idea of a single point of contact for TD services. Steve Kennedy's name was mentioned as a possible candidate. Mr. Kennedy agreed.

VI. REPORTS

- A. Florida CTD – None (not present)
- B. FDOT – Provided information regarding a U-Tube presentation The FDOT has produced.
- B. MTM, LLC – Not present. Steve Kennedy and Keith Stevenson will ask them to provide a presentation at the April 2020 meeting.
- C. Sumter County CTC - Steve Kennedy and Keith Stevenson had previously provided information during the meeting.
- D. Lake~Sumter MPO – announced that the Lake~Sumter MPO offices were moving to 1300 Citizens Boulevard Leesburg in January 2020.

VII. PRESENTATIONS - None

VIII. BOARD MEMBER COMMENTS – Have a happy holiday season.

IX. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:53 p.m.

x. NEXT MEETING: April 13, 2020 @ 2:00 p.m.
The Villages Sumter County Service Center, Wildwood

Pursuant to the provisions of Chapter 286, Florida Statutes, Section 286.0105, if any person decides to appeal any decision made by the Lake~Sumter Metropolitan Planning Organization with respect to any matter considered at the meeting, he or she 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. All interested citizens are welcome to attend. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Lake~Sumter MPO, (352) 315-0170, at least 48 hours in advance of the scheduled meeting.

Lake~Sumter MPO - (352) 315-0170 - www.LakeSumterMPO.com

Worksheet for Multiple Service Rates

CTC: Sumter County I Version 1.4
 County: Sumter County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Do Not Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?....

Ambulatory	Wheelchair	Stretcher	Group
Yes	Yes	Yes	Yes
No	No	No	No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above) =
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	Do NOT Complete Section II for Group Service

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....

Yes
No
Skip #2 - 4 and Section IV and Go to Section V

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....

Pass. Trip	Leave Blank
Pass. Mile	

3. If you answered Yes to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort?.....

Leave Blank	Leave Blank
-------------	-------------

4. How much will you charge each escort?.....

Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....

Do NOT Complete Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles?.....

Loading Rate	0.80	to 1.00
--------------	------	---------

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 - * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 - * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2020 - 2021			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	452,575	420,606	31,969	Leave Blank	0
Rate per Passenger Mile =		\$2.55	\$4.37	\$0.00	\$0.00
		per passenger per group			

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	57,819	54,350	3,469	Leave Blank	Leave Blank
Rate per Passenger Trip =		\$20.11	\$34.47	\$0.00	\$0.00
		per passenger per group			

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services....

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$2.55	\$4.37	\$0.00	\$0.00
		per passenger per group			

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$3.53	\$6.04	\$0.00	\$0.00
		per passenger per group			
Rate per Passenger Trip =		\$27.80	\$47.65	\$0.00	\$0.00
		per passenger per group			

Program These Rates Into Your Medicaid Encounter Data