



Transportation Disadvantaged Coordinating Board Agenda

Date / Time: February 7, 2022 | 2 PM

Sumter County TDCB Committee Meeting - February 2022

Mon, Feb 7, 2022 2:00 PM - 4:00 PM (EST)

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The Transportation Disadvantaged Coordinating 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 comprises 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

Invocation / Pledge of Allegiance

Proper Noticing

Roll-Call

Determination of Quorum

Chair Announcements

Sumter County TDCB Chair, Commissioner Craig Estep

I. AGENDA UPDATE

A. Proposed revisions to today's agenda (if any)

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

At this point in the meeting, the Board will hear citizens' questions, comments, and concerns. If the issue raised is not on today's Agenda, the Board will not take action at this meeting. Questions may be answered by staff or referred for appropriate staff action. If further action is necessary, the item may be placed on a future Board agenda. Public comment shall be limited to three minutes per person.

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III. CONSENT ITEMS

There are currently no items being presented for the Consent Agenda.

IV. ACTION ITEMS

A. Approval of November 8, 2021, 2021 Meeting Minutes

Attachment A: November 8, 2021, Sumter County TDCB Meeting Minutes

V. DISCUSSION ITEMS

Recommendation for approval is requested for Discussion Items.

A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report.

The Sumter County TDCB is required to review the CTD Ombudsman's Report quarterly. The CTD received no calls for Sumter County this quarter.

B. Sumter County CTC Evaluation for FY 2021-22

The Transportation Disadvantaged Coordinating Board is tasked with annually reviewing the Community Transportation Coordinator (CTC) and evaluating the CTC's operations and performance. 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 2020/21), (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 upcoming evaluation will run from February – May 2022, and the CTC Evaluation Subcommittee will present recommendations for review and approval at the June 6, 2022 quarterly meeting.

C. Transportation Disadvantaged Program - Public Input Strategies

The Sumter County TDCB will hold its Annual Public Hearing on or before the June 6, 2022 quarterly meeting. We would like to discuss strategies for increasing the level of public input into TDCB meetings and related plans in general, as well as specifically for the public hearing.

D. Board Membership – Recommendations Needed to Fill Vacancies

The Sumter County TDCB is seeking members to fill the following vacancies:

- Person with a Disability representing Disabled

E. Board Demographic Survey

Sumter County is required to report certain demographic characteristics of Board members to comply with the Federal Transit Administration's Title VI Circular 4702.1B. Members will be emailed a survey following this meeting and are requested to complete the survey upon receipt. Please note that responses to this survey are voluntary

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F. “Why It Matters To Me”

This will be a recurring agenda item which focuses on various aspects of TD planning and why it is important to the Board members.

G. Upcoming Conferences/Meetings

- Transportation Disadvantaged Legislative Awareness Day – Wednesday, February 16, 2022 from 8:30am to 1:30pm at the Capitol in Tallahassee
- CTD Business Meeting – Wednesday, February 16, 2022, at 2pm in or near the Capitol Building in Tallahassee

VI. REPORTS

- A. FDOT – Jo Santiago
- B. Sumter County CTC – Keith Stevenson, [Sumter County Transit Report \(Attachment B\)](#)
- C. MTM Transit – Steven Baker
- D. Lake-Sumter MPO Quarterly Progress Report – Michael Woods, [MPO Quarterly Progress Report \(Attachment C\)](#)

VII. BOARD MEMBER COMMENTS

VIII. ADJOURNMENT

IX. NEXT MEETING: June 6, 2022

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.

ATTACHMENT A:
SUMTER COUNTY TDCB MEETING MINUTES
NOVEMBER 8, 2021



MINUTES
SUMTER COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
Minutes – November 8, 2021
1300 Citizens Blvd., Suite 175 Leesburg, FL 34748

Members Present

Craig Estep, Chairman
Jo Santiago
Sheri Peterson
Sally Moss
Steve Homan
Ivonne Perez
Thomas Chase, Vice Chair
Chantel Buck

Representing

Lake~Sumter MPO
FDOT
Dept. of Children & Families
Public Education/Sumter County Schools
FL Department of Elder Affairs
Florida Agency for Health Care Administration
Medical Community
Technical Advisor

Members Absent

Jessie Riddle
Dominick Nati
Sandra Woodard
Nora Hanzez
Jose Lopez
Bonnie Cowie
Mat Kline
Barney Johnson
Gustavo Henriquez

Representing

Vocational Rehabilitation/Dept. of Education
Veterans Service Office Representing Veterans
FL Association CAA/Economically Disadvantaged
Persons Over 60, representing elderly
Citizens Advocate
Citizen Advocate/User of the System
Children at Risk
Local Private for-Profit Transportation
Regional Workforce Development Board

Staff Present

Michael Woods
Doris LeMay

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 2:00 p.m. by Chair Craig Estep. Staff announced that the meeting was properly noticed, the roll was called, at which time it was noted that a quorum was present. (8 Voting Members)

I. AGENDA UPDATE

Next meeting date is February 7, 2022

II. OPPORTUNITY FOR PUBLIC COMMENT (on agenda items or general comments) None

III. CONSENT ITEMS

None

IV. ACTION ITEMS:

A. Approval of August 30, 2021, Meeting Minutes

On a motion by Jo Santiago seconded by Chantel Buck and carried unanimously by a Vote of 8-0, the Board approved the August 30, 2021, Meeting Minutes as Presented.

B. Approval of Grievance Procedures

Michael Woods provided a brief overview of the Grievance Procedures. Discussion Continued.

On a motion by Jo Santiago to nominate Thomas Chase as Vice-Chair and carried unanimously By a Vote of 8-0, the Board approved Thomas Chase as Vice-Chair.

C. Selection of Sumter County TDCB Vice-Chairman

Laura Minns provided a brief overview of the CTC Evaluation for FY 19-20.

On a motion by Sally Moss seconded by Jo Santiago and carried unanimously by a Vote of 8-0, the Board approved the CTC Evaluation for FY 19-20 as presented.

V. DISCUSSION ITEMS:

A. Review and discussion of the Commission for the Transportation Disadvantaged (CTD) Ombudsman Report – Michael Woods

B. Annual Review of CTC Coordination Contracts – Keith Stevenson

C. Insights from CTD/FPTA Conference - Michael Woods, Michelle Kendall, and Keith Stevenson provided updates on the CTD/FPTA Conference

VI. REPORTS

A. FDOT – Jo Santiago

B. Sumter County Transit - Keith Stevenson

C. MTM Transit – None

D. Lake~Sumter MPO – Michael Woods

VII. BOARD MEMBER COMMENTS –

None

VIII. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:28 p.m. Thomas Chase made a motion to adjourn, seconded by Chantel Buck

IX. NEXT MEETING: February 7, 2022 @ 2:00 PM

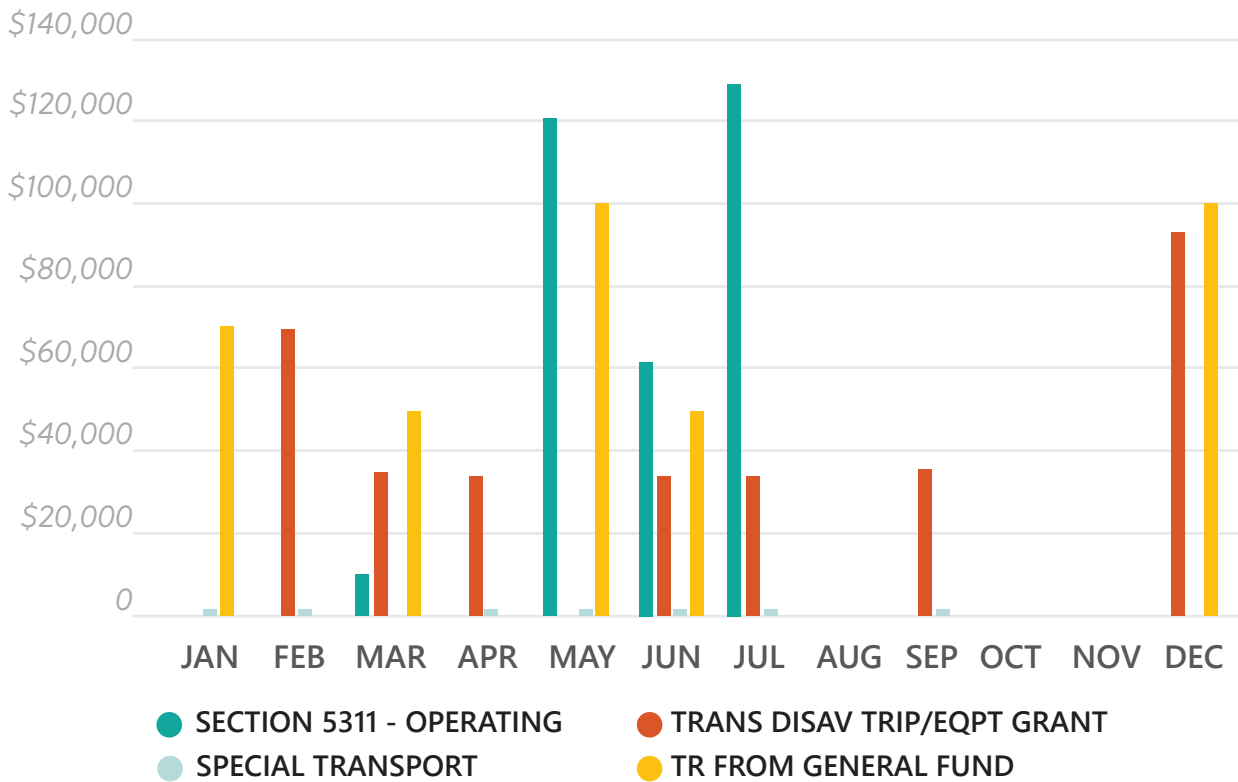
Chair Craig Estep

Date

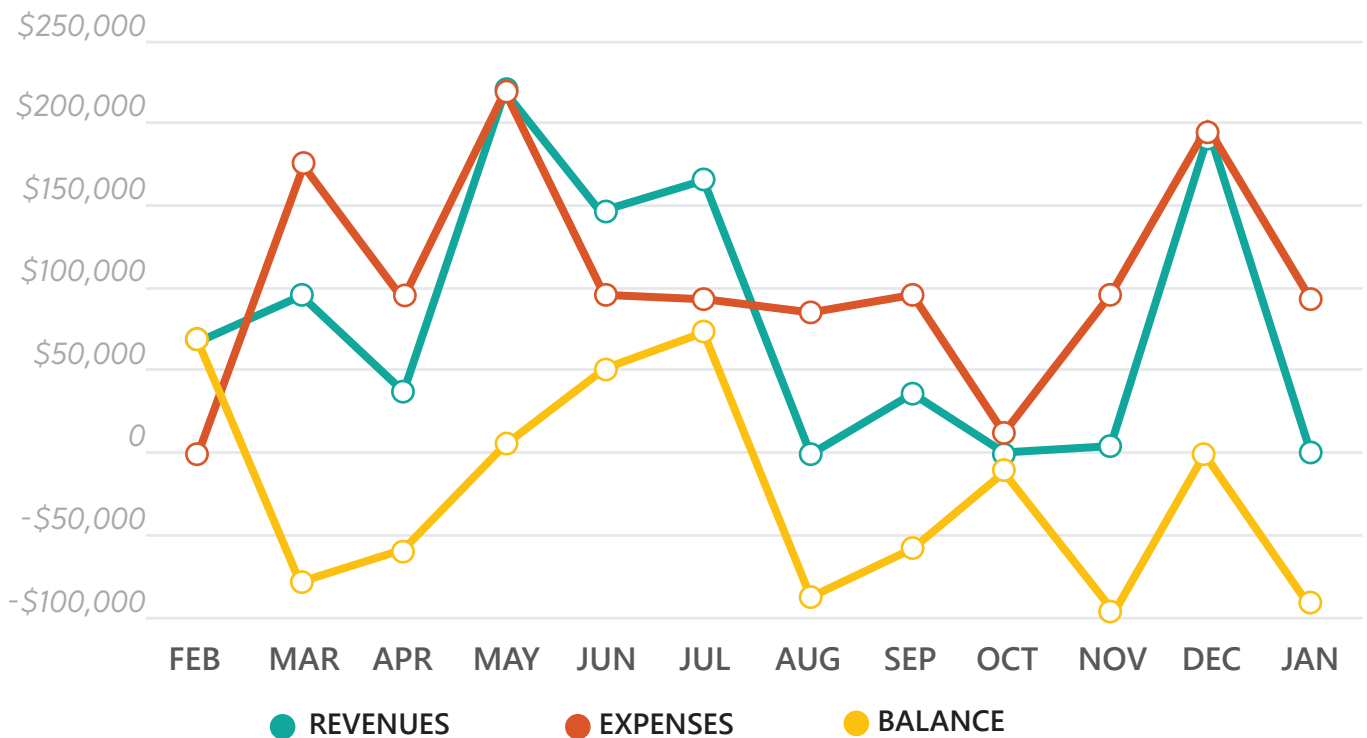
ATTACHMENT B:
SUMTER COUNTY TRANSIT REPORT

Sumter County FY 21-22

Revenues



Sumter County Transit Fund



ATTACHMENT C:
MPO QUARTERLY PROGRESS REPORT



SERVICE AREA/COUNTIES:

Sumter County

INVOICE NUMBER:

G1Y72 Q2

INVOICE DATE:

January 12, 2022

QUARTER SERVICE DATES:

October 1 - December 31, 2021

AGENCY

Lake Sumter MPO

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	As Needed
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	The MPO recruits new TDCB Board members as needed.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	MPO Staff develops the agendas and supporting materials for all meetings.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	MPO staff prepares minutes for all TDCB meetings.
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	The MPO hosts one Public workshop each fiscal year.
F. Provide staff support for committees of the local coordinating board. (Task 3)	MPO staff provides support for all TDCB committees as needed.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	TDCB bylaws are reviewed and approved each fiscal year.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	TDCB Grievance Procedures are reviewed and approved each fiscal year.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	TDCB membership rosters are included in each quarterly invoice package.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	TDCB meetings are noticed in the local newspaper and the MPO website.
K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The AOR is reviewed and approved each fiscal year.

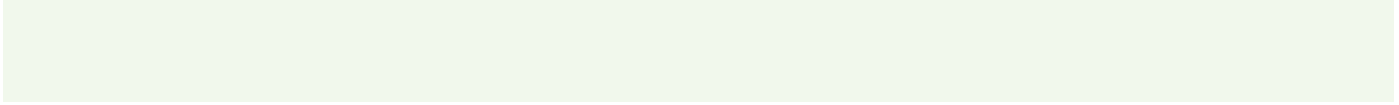
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER is reviewed and approved each fiscal year.
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II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	The TDSP has a minor update annually and a major update every five years.
B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	As needed
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	As needed.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	MPO staff prepares the quarterly report and is included in the quarterly invoice package.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	MPO staff attended the 2021 CTD Annual Workshop in Daytona Beach.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	MPO staff attended the October 25, 2021 CTD Business meeting in Daytona Beach.
D. Notify CTD staff of local TD concerns that may require special investigations.	As Needed.
E. Provide training for newly-appointed LCB members. (Task 3)	As Needed.
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	As Needed.
G. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	As Needed.
H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	As Needed.
I. Assist the CTD in joint reviews of the CTC.	As Needed.

<p>J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.</p>	<p>Annually the TDCB reviews all Coordination contracts</p>
<p>K. Implement recommendations identified in the CTD's QAPE reviews.</p>	<p>As Needed.</p>

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:



By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Representative
Date: 1/12/2022

Revised: 06/30/2021