



**Lake County Transportation Disadvantaged Coordinating Board  
Minutes - Monday, September 12, 2011 – 2:00 p.m.  
Lake~Sumter MPO  
1616 South 14<sup>th</sup> Street, Leesburg, FL**

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**Members Present**

Leslie Campione, Chairman  
Colleen Kollmann, Vice Chair  
Jo Santiago  
Judith Stauffer  
Vivian Baker  
Mary Link Bennett  
Shannon Heathcock  
Donna Mitchell  
Jim Lowe  
Hugh Brockington (alternate)  
Marion Schoeller  
Tom Osebold  
Bebe Chudeusz

**Representing**

Lake~Sumter MPO  
Person with a Disability/Representing Disabled  
FDOT, D5  
Department of Children & Families  
FL Division of Vocational Rehabilitation/Dept. of Education  
Person over 60 Representing the Elderly  
Private Transportation Industry  
FL Agency for Healthcare Administration  
FL Association CAA/Economically Disadvantaged  
Children at Risk  
Citizen Advocate/User of the System  
Veterans Service Office Representing Veterans  
Citizen Advocate

**Members Absent**

George Popovich  
John Davis  
Ed Griffin (non-voting)

**Representing**

FL Department of Elder Affairs Representative  
Lake County Schools  
MV Transportation/Operator

**Staff**

Michael Woods	Lake~Sumter MPO
Nancy Valenzano	Lake~Sumter MPO
Dottie Keedy	Lake County
Amy Bradford	Lake County
Ken Harley	Lake County
Kim Harrell	MV Transportation

**CALL TO ORDER**

The meeting of the Lake County Transportation Disadvantaged Coordinating Board (TDCB) was called to order at 2:00 p.m. by Chairman Leslie Campione. Staff announced that the meeting was properly noticed. The roll was called, at which time it was noted that a quorum was present.

**AGENDA UPDATE** - Presentation to follow the Action Items.

## CONSENT AGENDA

- A. Approval of the TDCB minutes for May 9, 2011.
- B. Approval of payments to MV Transportation, Inc.
- C. Approval of Coordination Contract for Deaf2Deaf, Inc.

***On a motion by Colleen Kollmann; seconded by Mary Bennett and carried unanimously by a 13-0 vote, the Board approved the consent agenda as presented.***

## ACTION ITEMS

- A. Annual Review/Approval of Coordinating Board Bylaws  
Michael Woods reported staff has worked with the MPO Attorney to perform the annual review and update of the bylaws. Mr. Woods presented the revised bylaws to the Board.

***On a motion by Mary Bennett; seconded by Colleen Kollman and carried unanimously by a 12-0 vote, the Board approved the bylaws as presented.***

Jim Lowe arrived at 2:15 pm.

- B. Review/Approval of CTC FY 2010/11 Annual Operating Report (AOR)  
Ken Harley provided a review of the Annual Operating Report. The board discussed the report in detail. Ms. Baker questioned how many employment trips are a part of the total trips provided and does that number include the Vocational Rehabilitation trips provided. Mr. Harley will follow up and provide Ms. Baker with a response after the meeting.

***On a motion by Mary Bennett; seconded by Jim Lowe and carried unanimously by a 13-0 vote, the Board approved the CTC FY 2010/11 Annual Operating Report as presented.***

- C. Review/Approval of Shirley Conroy Rural Area Capital Assistance Grant Application  
Mr. Harley provided an overview of the grant application. Staff requested approval for funding to purchase two (2) 26' cutaway buses with wheelchair lifts for the Transportation Disadvantaged program. Coordinating board review and approval is required for all capital purchases. Shirley Conroy Rural Area Capital Assistance Grants require a 10% match and the application has been approved by the Lake County BCC.

## DISCUSSION ITEMS

- A. Annual Training Concerning Sunshine & Ethics Law  
Erin Hartigan provided a presentation on Sunshine Law, Ethics and Disclosure and Social Networking. Ms. Hartigan reviewed the statutes pertaining to the TDCB and the three Sunshine Law requirements. Further training was given on Ethics and Disclosure, Conflicts of Interest, Public Records Law and Social Networking.
- B. Annual Actual Budget Expenditures  
Michael Woods presented the 2011 Actual Budget Expenditures Report to the Board. Planning Agencies are required to report actual expenditures of transportation

disadvantaged funds to the Commission on an annual basis. The form is due to the CTD by September 15<sup>th</sup>.

- C. FY 2011/12 Trip & Equipment Grant Agreement Update  
Mr. Harley provided an update on the grant agreement between Lake County CTC and the Florida Commission for the Transportation Disadvantaged. The grant funds are utilized to pay for transportation for Lake County citizens who are eligible for transportation disadvantaged.
- D. Review of CTC Evaluation Status Report  
Mr. Woods reported the status report is a follow up to the CTC evaluation and recommendations performed in May.
- E. CTD Annual Conference & Workshop  
Mr. Woods shared that CTC staff and MPO staff attended the CTD annual conference. A brief update on Medicaid Reform was given by staff. It is an evolving process and will begin phasing in during 2013. Discussion ensued.
- F. ADA Advisory Committee – Purpose and Responsibilities  
Mr. Harley discussed the publication titled *Disability Etiquette* with the board; it is for use in their advisory role for Lake County. He added the county is trying to be pro-active and has an ADA consultant on contract to address ADA issues.

**BOARD COMMENTS** – None

**PUBLIC COMMENTS** - None

### **COMMITTEE & STAFF REPORTS**

- A. Lake~Sumter MPO Report  
Michael Woods gave brief legislative update and stated the 4<sup>th</sup> quarter planning grant report is included in the agenda packet. The Ombudsman calls this reporting period were all requests for information; no complaints for Lake County.
- B. CTC Report  
Amy Bradford reviewed each report. She added LC is more pro-active in collecting the co-pays, no shows are down, VA Clinic trips are up, on time performance is 95-96%, complaints were up slightly and MV has been handling them. Ms. Bradford asked if there were any comments or questions.
- C. MV Transportation, Inc.  
Kim Harrell reported that MV will be providing customer service training, taking it to the next level, no shows are going down. Discussion referencing drivers taking client bags to the door and how MV and CTC staff are handling these requests.
- D. FDOT- Jo Santiago reported FDOT annually solicits for grants. They will host a training for 5310 Grant Applicants. The training is scheduled to take place on October 13<sup>th</sup>, from 9 am to Noon at the FDOT Orlando office.

**ADJOURNMENT** There being no further business to discuss the meeting adjourned at 3:35 p.m.

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Chairman Leslie Campione

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Date