

# **LOCAL COORDINATING BOARD AND PLANNING AGENCY OPERATING GUIDELINES**

## **I. INTRODUCTION**

The purpose of these guidelines is to give clear instructions and uniform guidance in the administration, duties, and operating practices of local Coordinating Boards and Planning Agencies.

## **II. PURPOSE OF THE LOCAL COORDINATING BOARD**

The purpose of the local Coordinating Board is to provide direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. In general, the local Coordinating Board is considered an advisory body.

## **III. ADMINISTRATION OF THE LOCAL COORDINATING BOARD**

### **A. Planning Agency Responsibilities**

The Metropolitan Planning Organization (MPO) or Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the local Coordinating Board with sufficient staff support and resources to enable the local Coordinating Board to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. This responsibility includes providing sufficient staff to manage and oversee the responsibilities of the local Coordinating Board. This includes, but is not limited to, assistance in the scheduling of meetings; training board members; evaluating cost effectiveness; reviewing the local Transportation

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Disadvantaged Service Plan; preparing, duplicating, and distributing meeting packets; and, other necessary administrative duties and costs, as appropriate.

### **B. Meetings**

The local Coordinating Board shall meet as often as necessary in order to meet its responsibilities. However, the local Coordinating Board shall meet at least quarterly with a quorum of its membership. All meetings, including committee meetings, will function under the “Government in the Sunshine Law.” All meetings will provide opportunity for public comments on their agenda.

### **C. Meeting Notices**

#### **1. Full Board Meeting Notices**

Planning Agency staff shall give two weeks notice of the date, time, location, and proposed agenda for the local Coordinating Board meetings to local Coordinating Board members, the appropriate Commission for the Transportation Disadvantaged Regional Project manager, other interested parties, and the news media. The Planning Agency staff shall have the agenda materials available and delivered to the local Coordinating Board members no less than one week in advance of the meeting. The local Coordinating Board should give special consideration to the advanced delivery time of certain technical or detailed documents, such as the Transportation Disadvantaged Service Plan. The agenda shall include a public participation opportunity.

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### 2. Emergency Meeting Notices and Committee Meeting Notices

Planning Agency staff shall give local Coordinating Board members and others one week notice, if possible, of the date, time, location, and proposed agenda for the local Coordinating Board committee meetings and emergency meetings. Meeting materials shall be provided as early as possible.

#### D. Minutes

Planning Agency staff is responsible for maintain an official set of minutes for each local Coordinating Board meeting. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency organization or position each member represents and reflect a summary of official actions taken by the local Coordinating Board. The record of official actions shall include who made and seconded the motion, as well as who voted for and against motions. Copies of all Coordinating Board minutes shall be sent to the Commission for the Transportation Disadvantaged and the Chairperson of the Planning Agency after each meeting, or as a part of the quarterly report. Minutes of a full board meeting shall be provided at the next regularly scheduled local Coordinating Board meeting.

Committee meetings minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board.

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## **IV. LOCAL COORDINATING BOARD MEMBERSHIP**

### **A. OFFICERS**

#### **1. CHAIRPERSON**

The Planning Agency shall appoint one of its members, who is an elected official, to serve as the official Chairperson for all local Coordinating Board meetings. The appointed official shall be an elected official from the county that the local Coordinating Board serves. For a multi-county local Coordinating Board the elected official appointed to serve as Chairperson shall be from one of the counties involved. The Chairperson shall be appointed to serve for a two-year term or less if the individual is no longer in office; the Planning Agency shall replace or reappoint the Chairperson at the end of hi/her term.

#### **2. VICE-CHAIRPERSON**

The Board shall hold as organizational meeting once each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the local Coordinating Board members. The Vice-Chairperson shall serve a term of one year starting with the first meeting after the election. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chairperson may serve more than one term.

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### **B. VOTING MEMBERS**

1. An elected official from the service area, serving as the chairperson;
2. A local representative of the Florida Department of transportation;
3. A local representative of the Florida Department of Health and Rehabilitative Services;
4. A representative of the Public Education Community;
5. A local representative of the Florida Department of Labor and Employment Security;
6. A person who is recognized by the Florida Department of veteran Affairs, representing the veterans in the county;
7. A person who is recognized by the Florida Association for Community Action (President or designee) representing the economically disadvantaged in the county;
8. A person over sixty years of age representing the elderly in the county;
9. A disabled person representing persons with disabilities in the county;
10. Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
11. A local representative recommended by the State Coordinating Council for Early Childhood Services;

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12. The Chairperson or designee of the local mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator. "Mass transit" or "public transit system" is further clarified to mean a transit system that is funded by Section 9 or the Intermodal Surface Transportation Efficiency Act, and the transit system must provide transportation services in the county represented by the local Coordinating Board. This voting member will not exist in areas where there is not a Section 9 transit system;
13. A local representative of the Florida Department of Elder Affairs;
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed except where said representative is also the Community Transportation Coordinator. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the local Coordinating Board; and,
15. A local representative of the Florida Agency for Health Care Administration.

It is the intent of the Commission for the Transportation Disadvantaged for the membership of every local Coordinating Board to not only consist of individuals who represent the appropriate governmental agencies or groups of people as defined above, but also for the membership to

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represent, to the maximum degree possible a cross section of their local community.

No employee of a Community Transportation Coordinator shall serve as voting member of the Local Coordinating Board. However, an elected official serving as Chairperson of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator shall not be precluded from serving as voting members of the local Coordinating Board.

### **C. TECHNICAL ADVISORS –NON-VOTING MEMBERS**

Upon a majority vote of a quorum of the local Coordinating Board, technical advisors may be approved for the purpose of providing the local Coordinating Board with technical advise as necessary.

### **D. MULTI-COUNTY COORDINATING BOARDS**

The Planning Agency may appoint multi-county local Coordinating Boards to meet the service needs of the transportation disadvantaged in two or more counties based on these guidelines, and when agreed upon in writing by all county commissions in each county to be covered in the service area. The multi-county local Coordinating Board will be made up of the same membership of the

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aforementioned single-county local Coordinating Board with the following exception: An elected official from each county of the multi-county service area will be appointed to the local Coordinating Board, one of which will serve as chair of the local Coordinating Board.

### **E. ALTERNATES**

1. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.
2. Each alternate may vote only in the absence of that member on a one-vote-per-member basis.
3. Alternates for a local Coordinating Board member who cannot attend a meeting must be a representative of the same interest as the primary member.

### **V. TERMS OF APPOINTMENT**

Except for the Chairperson and state agency representatives, the members of the local Coordinating Board shall be appointed for three year staggered terms with initial memberships being appointed equally for one, two and three years in order that the local Coordinating Board is not subject to a significant turnover during a particular period. The Chairperson position must be appointed or reappointed by the Planning Agency every two years. Individuals can be re-appointed for more than one term.

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### **VI. ATTENDANCE**

The Planning Agency shall review, and consider rescinding, the appointment of any member of the local Coordinating Board who fails to attend three consecutive meetings.

The local Coordinating Board shall notify the Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings.

### **VII. BY-LAWS AND PARLIAMENTARY PROCEDURES**

The local Coordinating Board shall develop and adopt a set of by-laws. The by-laws shall state that the local Coordinating Board will conduct business using parliamentary procedures according to Robert's Rules of Order, unless stated otherwise in these guidelines.

### **VIII. LOCAL COORDINATING BOARD DUTIES**

The local Coordinating Board shall:

- A. Review and make recommendations regarding the approval of the Memorandum of Agreement and Transportation Disadvantaged Service Plan. In order to perform this duty, the local Coordinating Board shall review and develop recommendations concerning the Transportation Disadvantaged Service Plan. The local Coordinating Board shall ensure that the Transportation Disadvantaged

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Service Plan has been developed by involving all appropriate parties in the process.

- B. Conduct an annual performance evaluation of the Community Transportation Coordinator. This evaluation shall be conducted using evaluation criteria developed by the Commission for the Transportation Disadvantaged, as well as any other evaluation criteria approved by the Coordinating Board. In areas where a planning agency serves as the Community Transportation Coordinator, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the Community Transportation Coordinator.

The evaluation of the Community Transportation Coordinator's performance shall be both in general, and relative to specific criteria contained in the Transportation Disadvantaged Service Plan, and recommendations contained in the Commission's quality assurance reviews.

The results of the annual evaluation and recommendations relative to performance and the renewal of the Memorandum of Agreement of Transportation Disadvantaged Service Plan shall be forwarded to the Planning Agency and the Commission for the Transportation Disadvantaged for final disposition.

- C. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission and the MPO or Designated Official Planning Agency, on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated

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service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner. The accomplishment of this requirement shall include the development and implementation of a process by which the Coordinating Board and Community Transportation Coordinator have an opportunity to become aware of any federal, state or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:

1. The review of applications to ensure that they are consistent with the Transportation Disadvantaged Service Plan. This review shall consider:
  - a) The need for the requested funds or services;
  - b) Consistency with local government comprehensive plans;
  - c) Coordination with local transit agencies, including the Community Transportation Coordinator;
  - d) Consistency with the Transportation Disadvantaged Service Plan;
  - e) Whether such funds are adequately budgeted amounts for the services expected; and,
  - f) Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
2. Notifying the Commission for the Transportation Disadvantaged of any unresolved funding requests without delays in the application process.

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- D. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should include:
1. Supporting inter- and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies; and
  2. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
- E. Appoint a Grievance Committee to serve as a mediator to hear and investigate complaints, from agencies, users, potential users, Community Transportation Coordinators, subcontractors, or other interested parties, and make recommendations for the Coordinating Board for improvement of service from agencies, users, potential users of the system, and the Community Transportation Coordinator in the designated service area.
- F. Establish procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. The local Coordinating Board process should complement the Community Transportation Coordinator's grievance process. Members appointed to the committee shall be voting members of the local Coordinating Board.

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- G. In coordinating with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- H. Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.
- I. Annually hold a public hearing for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services. The public hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public hearing be incorporated with a regular business meeting of the Coordinating Board. A public hearing held jointly with the Commission for the Transportation Disadvantaged will satisfy this annual requirement.