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December 5, 2014

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, December 15, 2014 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

Attached is a meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

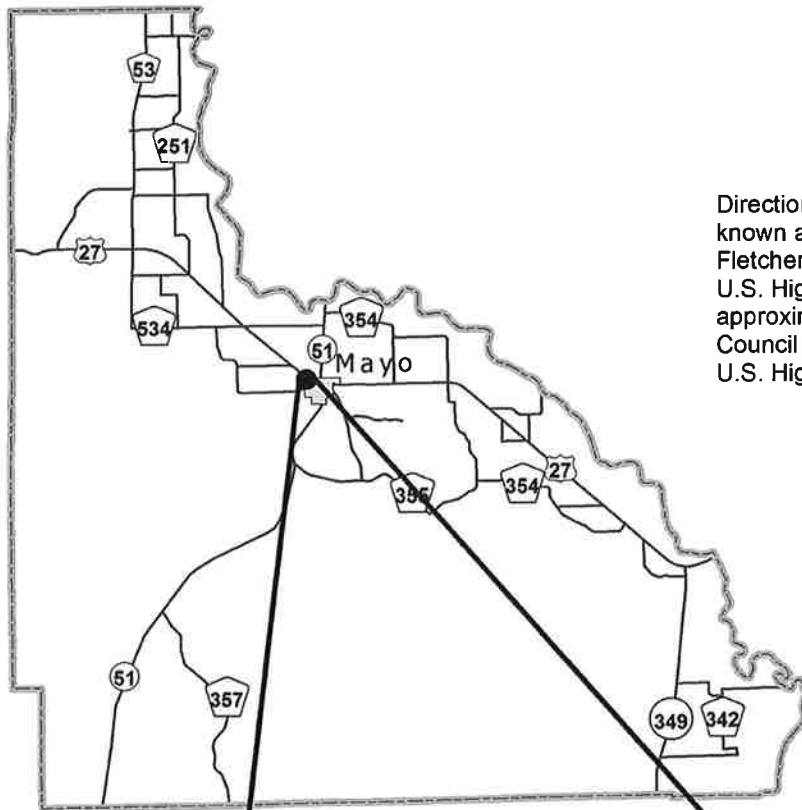
Attachments

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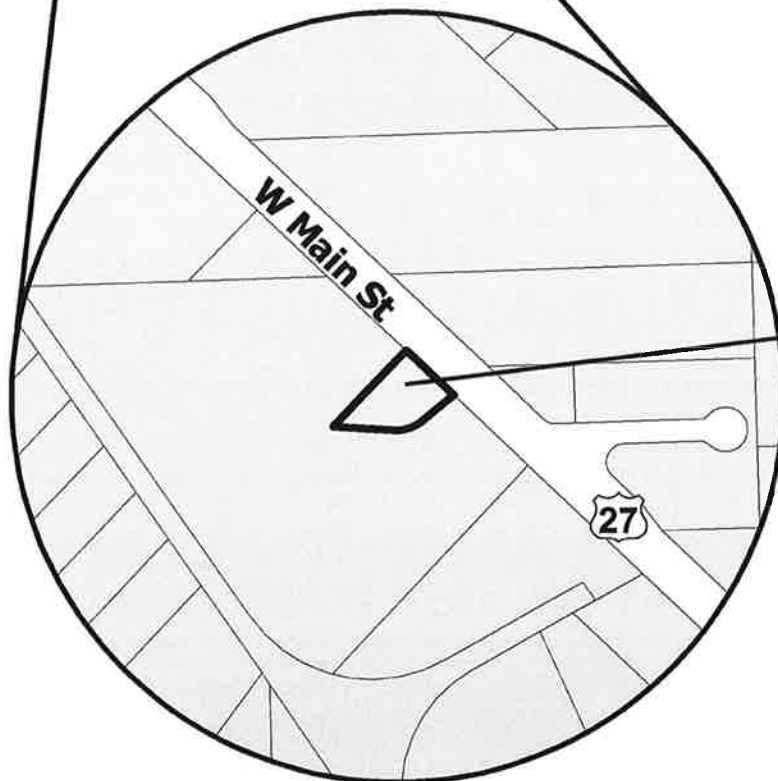
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Suwannee River Economic Council

114 SW Community Circle
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



1 inch = 500 feet

Suwannee River
Economic Council





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LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING ANNOUNCEMENT AND AGENDA

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
December 15, 2014
2:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Introductions

D. Approval of the Meeting Agenda

ACTION REQUIRED

**E. Approval of the November 17, 2014
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

**A. Community Transportation Coordinator
Annual Performance Evaluation**

Page 13

ACTION REQUIRED

The Board needs to approve Suwannee River Economic Council's annual performance evaluation

**B. Rural Area Capital Assistance Program
Grant Awards**

Page 57

NO ACTION REQUIRED

Enclosed is information concerning the Rural Area Capital Assistance Program Grant awards

C. 2013/14 Annual Operations Report

Page 61

NO ACTION REQUIRED

The Board needs to review the 2013/14 Annual Operations Report

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

III. OTHER BUSINESS

A. Comments

- 1. Members**
- 2. Citizens**

IV. FUTURE MEETING DATES

- A. March 23, 2015 at 2:00 p.m.**
- B. June 22, 2015 at 2:00 p.m.**
- C. September 28, 2015 at 2:00 p.m.**
- D. November 23, 2015 at 2:00 p.m.**

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Donnie Hamlin Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Alana McKay, Vice-Chair Florida Agency for Health Care Administration Grievance Committee Member	Andrew Singer Florida Agency for Health Care Administration
Sheryl Rehberg Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Ricky Lyons Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Richie Page Public Education	Vacant Public Education
Carlton Black Veterans Grievance Committee Member Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Cindy Morgan Citizen Advocate Grievance Committee Member Term ending June 30, 2015	Vacant Citizen Advocate Term ending June 30, 2015
Vacant Citizen Advocate - User Term ending June 30, 2015	Vacant Citizen Advocate - User Term ending June 30, 2015
Vacant Persons with Disabilities Term ending June 30, 2015	Vacant Persons with Disabilities Term ending June 30, 2015
Martha Humphries Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Ginger Calhoun Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Vacant Children at Risk Term ending June 30, 2016	Vacant Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Meeting Room
Suwannee River Economic Council
Mayo, Florida

Monday
November 17, 2014
2:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Donnie Hamlin, Chairman
Carlton Black, Veterans Representative
Martha Humphries, Elderly Representative
Anthony Jennings representing Sheryl Rehberg, Workforce Development Board Representative
Alana McKay, Florida Agency for Health Care Administration Medicaid Representative
Cindy Morgan, Citizen Advocate
Kay Tice, Florida Department of Children and Families Representative

VOTING MEMBERS ABSENT

Sandra Collins, Florida Department of Transportation Representative
Ginger Calhoun, Medical Community Representative
Ricky Lyons, Florida Association for Community Action Representative
Richie Page, Public Education Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chairman Hamlin called the meeting to order at 1:10 p.m.

A. Invocation

Mr. Matthew Pearson gave the invocation.

B. Pledge of Allegiance

Chairman Hamlin led the Board in reciting the Pledge of Allegiance.

C. Introductions

Chairman Hamlin asked everyone to introduce themselves.

D. Approval of the Meeting Agenda

ACTION: Cindy Morgan moved to approve the meeting agenda. Kay Tice seconded; motion passed unanimously.

E. Approval of the June 30, 2014 Meeting Minutes

ACTION: Martha Humphries moved to approve the June 30, 2014 meeting minutes. Carlton Black seconded; motion passed unanimously.

II. NEW BUSINESS

A. Bylaws

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board needs to review and approve the Bylaws. She said staff made proposed changes to the Bylaws based on the Florida Commission for the Transportation Disadvantaged Coordinating Board Operating Guidelines. She said the proposed changes are noted with strike out and underline.

The Board discussed the Bylaws.

ACTION: Alana McKay moved to amend the Bylaws to require the presence in person of 40 percent of the voting members to constitute a quorum for the transaction of business. Cindy Morgan seconded; motion passed unanimously.

ACTION: Alana McKay moved to approve the Bylaws as amended. Martha Humphries seconded; motion passed unanimously.

B. Grievance Procedures

Ms. Godfrey stated that the Board needs to review and approve the Grievance Procedures. She said staff made proposed changes to the Grievance Procedures based on the Florida Commission for the Transportation Disadvantaged Coordinating Board Operating Guidelines. She said the proposed changes are noted with strike out and underline.

ACTION: Cindy Morgan moved to approve the Grievance Procedures as amended. Carlton Black seconded; motion passed unanimously.

C. Appoint Grievance Committee

Ms. Godfrey stated that the Board's Grievance Procedures requires the Chair to appoint five voting members to a Grievance Committee.

ACTION: Chairman Hamlin appointed the following Board members to the Grievance Committee:

**Commissioner Donnie Hamlin
Carlton Black
Martha Humphries
Sheryl Rehberg
Alana McKay
Cindy Morgan
Kay Tice**

D. Rural Area Capital Assistance Program Grant Application

Ms. Godfrey stated that Suwannee River Economic Council has applied for Rural Area Capital Assistance Program Grant funds. She said this grant program is administered by the Florida Commission for the Transportation Disadvantaged. She explained that grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State and eligible applicants are designated Community Transportation Coordinators.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the grant project and said grant funds have been tentatively awarded by the Florida Commission for the Transportation Disadvantaged. He said the Board needs to approve the grant application in order for Suwannee River Economic Council to receive the grant funds.

ACTION: Cindy Morgan moved to approve Suwannee River Economic Council's application for Rural Area Capital Assistance Program Grant funds. Carlton Black seconded; motion passed unanimously.

E. Elect Vice-Chair

ACTION: Martha Humphries moved to elect Alana McKay as the Board's Vice-Chair. Cindy Morgan seconded; motion passed unanimously.

F. Lafayette County Transportation Disadvantaged Service Plan Amendment

Ms. Godfrey stated that projects selected for Federal and State funding must be derived from a Coordinated Public Transit-Human Services Transportation Plan. She said Suwannee River Economic Council's applications for U.S.C. Section 5310 and Rural Capital Assistance Grant funds have been added to the Lafayette County Transportation Disadvantaged Service Plan in order to meet the Federal and State requirements. She said the Board needs to approve the addition of these grant projects.

ACTION: Alana McKay moved to approve the Lafayette County Transportation Disadvantaged Service Plan amendments. Kay Tice seconded; motion passed unanimously.

G. Operations Reports

The Board reviewed the operations reports.

III. OTHER BUSINESS

A. Comments

1. Members

Ms. Alana McKay stated that the Florida Agency for Health Care Administration has issued a Request for Information for the provision of non-emergency transportation services on a statewide or regional basis. She explained that the non-emergency transportation services being bid are the remaining Medicaid services provided by the Community Transportation Coordinators.

Mr. Pearson said Suwannee River Economic Council is not providing many trips for the Medicaid Program. He said he has heard that individuals have requested to ride with Suwannee River Economic Council, but, the Transportation Management Organizations are telling them Suwannee River Economic Council is no longer providing Medicaid transportation services. He said he believes the riders are being told this so less expensive providers can be used.

2. Citizens

There were no citizen comments.

IV. FUTURE MEETING DATES

Chairman Hamlin stated that the next Board meeting will be held Monday, December 15, 2014 at 2:00 p.m.

ADJOURNMENT

The meeting adjourned at 2:40 p.m.

Chair

Date



**North
Central
Florida
Regional
Planning
Council**

II.A

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

December 5, 2014

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Annual Performance Evaluation

RECOMMENDATION

Approve the Suwannee River Economic Council's annual performance evaluation.

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Suwannee River Economic Council. Attached is Suwannee River Economic Council's draft annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

t:\lynn\td2014\lafayette\memos\eval.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council

County: Lafayette

Address: P.O. Box 70, Live Oak, FL 32060

Contact: Matthew Pearson, Executive Director Phone: 386-362-4115

Review period: July 1, 2013 - June 30, 2014

Community Transportation Coordinator Annual Performance Evaluation

Approved by the

Lafayette County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Curtis Hamlin, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

December 15, 2014

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I. FINDINGS AND RECOMMENDATIONS

A. General Information

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

B. Chapter 427, F.S.

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

C. Rule 41-2, F.A.C.

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

D. Bus/Van Ride

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

E. Surveys (see attachment)

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

GENERAL QUESTIONS

1. What was the designation date of the Community Transportation Coordinator?
7/01/13
2. What is the complaint process?
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?
☒ Yes (attached) ☐ No
4. Does the form have a section for resolution of the complaint?
☒ Yes ☐ No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?
☒ Yes ☐ No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?

If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline
7. When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?
☒ Yes ☐ No
8. Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?
☒ Yes (attached) ☐ No
9. Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?
☒ Yes ☐ No
10. Does the rider/ beneficiary information or brochure list the complaint procedure?
☒ Yes ☐ No
11. What is the eligibility process for Transportation Disadvantaged sponsored riders?
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).
13. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?
☐ Yes ☒ No
14. What innovative ideas have you implemented in your coordinated system?
Providing and administering "regional" transportation service in four counties saves money. Our service rates are lower compared to other Community Transportation Coordinators in our region.

15. Are there any areas where coordination can be improved?
Transportation services purchased with local, state or federal funds should be purchased through Florida's Transportation Disadvantaged Program including the Medicaid Non-Emergency Medical Transportation Program.
16. What barriers are there to the coordinated system?
The Medicaid Non-Emergency Medical Transportation Program is fragmented and inefficient.
17. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?
No
18. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?
Florida Agency for Health Care Administration and Career Source Florida
19. How are you marketing the voluntary dollar?
No marketing system in place.

Complaint Process

All complaints received either written or verbal should be forwarded to the Director of Transportation. This includes complaints that have already been resolved by the dispatcher or driver.

Complaint form (attached) will be completed and resolution of complaint documented.

Complaints are files and kept to ensure proper tracking of complaints.

Complaints will be sent quarterly by County to the NCFPRC for reporting to the Local Coordinating Boards. Complaint totals will be submitted in the Annual Operating Report.

If resolution of complaint cannot be made by the Director of Transportation, the TD Helpline information should be shared with the rider.

SREC Transportation Complaint Form

Client Name: _____

Date: _____

Description of Incident:

Complaint Resolution:

Staff Signature: _____

Director of Transportation Signature: _____

SREC Transportation Complaint Form

Client Name: ?
Date: 5/14/14

Description of Incident:

Received Phone call From Truck Driver with
Complaint About one of SREC VANS Following
to close. (Tailgating) - Dixie County CR 351
After he had passed him. 11:00 am 5/14/14

Complaint Resolution:

Pulled Trip manifest to determine which
driver would have been in that
area on that date & time. Spoke
with driver about complaint and discussed
with him the safety concerns of following
to close to another vehicle.

Staff Signature: _____

Director of Transportation Signature: _____

Chuck Huest

**Florida State Map
67 Counties**



Lafayette County Brochure

Revised 07/29/14

Accessible formats are available upon request

Suwannee River Economic Council, Inc.

Established
1966



Serving

**Bradford, Columbia, Dixie,
Gilchrist, Hamilton, Lafayette, Levy, Madison,
Putnam, Suwannee, Taylor and Union Counties**

Administrative Office

Post Office Box 70
1171 Nobles Ferry Road, Bldg #2
Live Oak, Florida 32064
(386) 362-4115 Voice/TDD
mattpearson@suwanneecouncil.net

**Affirmative Action,
Fair Housing Agency**

SREC's Vision

**Our customers embrace the challenge to rise above the perils of
poverty, and discover within themselves the courage and strength
to succeed.**

**Suwannee River Economic Council's mission is to embrace a
community full of potential; and to educate and motivate present
and future generations to discover and realize the dream of a
comfortable and productive lifestyle.**

**Lafayette County
Programs and Services**

For information on:

Emergency Assistance/Self Sufficiency

- Community Services Block Grant (CSBG)
- Emergency Food & Shelter Program (EFSP)
- Energy Neighbor Fund
- Low Income Home Energy Assistance Program

Housing

- Weatherization Programs

Homeownership

- State Housing Initiative Partnership (SHIP)

Transportation

- Transportation Disadvantage Trust Fund
- Medicaid
- Medicaid Brokers
- Title IIIB

**Programs, Services, Eligibility
Aging Programs**

Alzheimer's Disease Initiative (ADI)

- Respite

Eligibility: Diagnosis as possible Alzheimer's or memory disorder.

Community Care for the Elderly (CCE)

- Case Management, Emergency Alert Response, Homemaker, Home Delivered Meals, Personal Care, and Respite

Eligibility: 60+ years of age, frail and elderly.

Emergency Home Energy Assistance for the Elderly (EHEAP)

- Assistance with utility bills, supply blankets, heaters and fans.

Eligibility: 60+ years of age with household income after specified exclusions of no more than 150% of the federally established poverty income guidelines for the household size.

Home Care for the Elderly (HCE)

- Case Management, Basic Subsidy (Caregiver Allowance), Special Subsidy.

Eligibility: 60+ years of age. Asset/Income limitations, requires 24 hour care by qualified caregiver.

Title III-B, C-1, C-2, IIIE

- Chore, Congregate Meal Sites, Health Support, Homemaker, Home Delivered Meals, Intake, Nutrition Education, Outreach, Respite, Screening, Telephone Reassurance, and Transportation

Eligibility: 60+ years of age

Contact
Lafayette Service / Senior Center
114 SW Community Circle / Hwy 27N
Mayo, Florida 32066
(386) 294-2202 Voice/TDD

**Programs, Services, Eligibility
Emergency Assistance/Self Sufficiency**

Community Services Block Grant (CSBG)

- Information & Referral; Family Self-Sufficiency; Case Management; Support Services; Application Assistance to other Social Service Agencies.
- Eligibility: Income guidelines 125% of U.S. poverty guidelines and a documented emergency.

Emergency Food & Shelter Program (EFSP)

- Emergency assistance for food and housing.
- Eligibility: Household income no more than 125% of the federally established income guidelines and certain asset limitations.

Energy Neighbor Fund

- Assistance with utilities, heating/cooling.
- Eligibility: Must be Duke Energy customer; household income of no more than 125% of the federally established income guideline.

Low Income Home Energy Assistance Program

- Assistance with utility bills and utility crisis resolution.
- Eligibility: Household income of no more than 150% of the federally established income guidelines and certain asset limitations; resident of the county.

**Programs, Services, Eligibility
Housing/Transportation Programs**

State Housing Initiatives Partnership Program (SHIP)

- Emergency repairs, rehabilitation, down payment and closing costs assistance for Homeownership.
- Eligibility: Income guidelines and lending qualifications.

Weatherization Programs

- Minor home repairs to reduce infiltration of air and energy consumption.
- Eligibility: Income guidelines; 200% of U.S. poverty guidelines based on family size; owner, renter, site built or mobile home eligible.

Transportation

- Transport elderly and disadvantaged to the doctor, medical facilities, meal sites, drug stores and shopping.
- Eligibility: Income guidelines, Medicaid, disabled.

For reservations, scheduling, complaints/commendations and/or questions call (386) 294-2202.

For Program information or complaints/commendations call TD Helpline at (800) 983-2435.

- Medicaid Broker Service
Transport Medicaid eligible clients to the doctor, medical facilities, meals sites and shopping.

Eligibility: Income guidelines, Medicaid Eligible

Any complaints not resolved can be forwarded to the Director of Transportation at (386) 362-4115, ext. 241.



*We Do Business in Accordance With the
Federal Fair Housing Law
(The Fair Housing Amendments Act of 1988)*

*It is illegal to discriminate against any person because of race, color,
religion, sex, handicap, familial status, or national origin.*

Notes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.

- Contact**
Lafayette Senior Center
Hours: M - W - F 11:00 a.m. - 1:00 p.m.
114 SW Community Circle / Hwy 27N
Mayo, Florida 32066
(386) 294-2202



Brewer Lake Baptist Church
Hours: M - W - F 11:00 a.m. - 1:00 p.m.
231 NE Fulton Street
Day, Florida 32013
(386) 294-1932

Transportation Disadvantaged BENEFICIARY INTAKE FORM

SECTION 1 - DETERMINATION OF ELIGIBILITY

LAST NAME [REDACTED] FIRST NAME [REDACTED] M none MEDICARE [REDACTED]
 ADDRESS [REDACTED] CITY Cross City STATE FL ZIP 32028 COUNTY Dixie
 DOB 11/04/55 SEX F SS# [REDACTED] TELEPHONE () [REDACTED] TDD# () [REDACTED]
 EMERGENCY CONTACT [REDACTED] RELATIONSHIP Husband TELEPHONE () [REDACTED]
 OTHER HOUSEHOLD MEMBERS (Please list each member)

NAME	RELATIONSHIP	AGE	DRIV. LIC. (Y/N)	TYPE OF VEHICLE
<u>none</u>				

SECTION 2 - AVAILABILITY OF SUITABLE MODE OR TRANSPORTATION TO OTHER COMMUNITY LOCATIONS

- YES/NO
- NO Do you own a car? Year [REDACTED] Model [REDACTED]
YES Do you have a valid Florida Driver's License? DL# [REDACTED]
NO Could you drive your car to medical appointments? If not, why? Don't have car.
 Name: [REDACTED]
 - NO Does any member of your household have a car? If not, why?
NO Could they transport you to medical appointments? Name: [REDACTED]
 If not, why? they would want to be
 - YES Do you have family members in the county who can transport you? Name: [REDACTED]
NO Could they transport you to medical appointments? If not, why?
NO Do you have friends in the county who can transport you? Name: [REDACTED]
 If not, why?
 - NO Could they transport you to medical appointments? If not, why?
 - NO Do you live in a facility that provides transportation? If not, why?
NO Could this facility transport you to medical appointments?
6. Please list all Hospitals, Doctors and Medical Facilities that you visit on a regular basis:

NAME OF HOSPITAL/DOCTOR/FACILITY	TYPE OF TREATMENT	NUMBER OF MONTHLY VISITS	DESCRIBE HOW YOU PREVIOUSLY GOT THERE
<u>Retina Center</u>	<u>eyes</u>	<u>1 a year</u>	<u>S.I.R.I.C.</u>
<u>Shands</u>	<u>subment's health</u>	<u>14 months</u>	<u>S.I.R.I.C.</u>
<u>Cardiology Association</u>	<u>heart</u>	<u>14 months</u>	<u>S.I.R.I.C.</u>

SECTION 3 - AVAILABILITY OF FEDERALLY FUNDED OR PUBLIC TRANSPORTATION

- YES/NO
- NO Do you live on a bus route? What is the distance to the nearest bus stop?
 - NO Have you used the bus system for transportation in the past?
 - NO Do you have any limitations that would prevent you from using the bus system now? If Yes, please describe them below.
 - NO Are you enrolled in any other programs that will pay for or provide transportation? If Yes, please describe them below.

SECTION 4 - SPECIAL NEEDS

Please check or list any special needs, services, or modes of transportation you require during transportation:

☒ Powered Wheelchair ☐ Stretcher ☒ Manual Wheelchair ☐ Walker ☒ Cane
☐ Respirator ☐ Service Animal ☐ Personal Care Attendant (PCA)

Other: _____

SECTION 5 - CERTIFICATION AND ACKNOWLEDGEMENT

I understand and affirm that the information provided in this application for CTD Medicaid Non-Emergency Transportation (NET) services is true and correct, to the best of my knowledge, and will be kept confidential and shared only with medical and transportation professionals involved in evaluating and determining my needs and eligibility for transportation to and from Medicaid eligible services and appointments. I understand that providing false or misleading information, or making fraudulent claims, or making false statements on behalf of others constitutes a felony under the laws of the State of Florida.

APPLICANT SIGNATURE _____

DATE 7-11-11

PLEASE RETURN THIS FORM TO:

Dixie Service/Senior Center
314 NE 255th Street
P.O. Box 953
Cross City, Florida 32628

Telephone Number (352) 498-5018 extension 222 or 1-800-597-7579
TTD Number (352) 498-5018

SECTION 6 - RESULTS OF INTERVIEW

DO NOT WRITE IN THIS SPACE - OFFICIAL OFFICE USE ONLY

NEW ELIGIBILITY APPLICATION: _____ (VIN) REDETERMINATION: _____ (VIN) DATE RECEIVED: ____/____/____ REVIEWED BY: _____

APPROVED DATE: ____/____/____ DENIED DATE: ____/____/____ REASON FOR DENIAL: _____ LETTER: _____ (VIN)

MODE: _____ PCA NEEDED: _____ (VIN) DATE OR DATES OF SERVICE: _____

COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. Are the Community Transportation Coordinator subcontracts uniform?
☐ Yes ☐ No ☒ Not applicable
2. Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?
☐ Yes ☐ No ☒ Not applicable
3. Do the contracts include performance standards for the transportation operators and coordination contractors?
☐ Yes ☐ No ☒ Not applicable
4. Do the contracts include the proper language concerning payment to subcontractors?
☐ Yes ☐ No ☒ Not applicable
5. Were the following items submitted on time?

Annual Operating Report

☒ Yes ☐ No

Memorandum of Agreement

☒ Yes ☐ No

Transportation Disadvantaged Service Plan

☒ Yes ☐ No

Transportation Disadvantaged Trust Fund Grant Application

☒ Yes ☐ No

Other grant applications

☒ Yes ☐ No
6. Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?
☐ Yes ☐ No ☒ Not applicable
7. Is a written report issued to the operator?
☐ Yes ☐ No ☒ Not applicable
8. What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?
Not applicable

COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. How is the Community Transportation Coordinator using school buses in the coordinated system?
Suwannee River Economic Council does not have a contract with the Lafayette County School Board to use their vehicles.
2. How is the Community Transportation Coordinator using public transportation services in the coordinated system?
Not applicable
3. Is there a goal for transferring passengers from paratransit to transit?
☐ Yes ☐ No ☒ Not applicable
4. What are the minimum liability insurance requirements? \$100,00/\$200,000
5. What are the minimum liability insurance requirements in the operator and coordination contracts? \$100,000/\$200,000
6. Does the minimum liability insurance requirements exceed \$1 million per incident?
☐ Yes ☒ No

Standards	Comments
Local toll free phone number must be posted in all vehicles.	Suwannee River Economic Council posts local toll free phone number in all vehicles.
Vehicle Cleanliness	Suwannee River Economic Council cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	Suwannee River Economic Council maintains a passenger database.
Adequate seating	Suwannee River Economic Council provides adequate seating for all passengers.
Driver Identification	Suwannee River Economic Council requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	Suwannee River Economic Council requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted unless medically necessary.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Suwannee River Economic Council complies with Section 287.0585, Florida Statutes.
Transport of Escorts and dependent children policy	Suwannee River Economic Council requires children under the age of 16 to be accompanied by and escort. Escorts must be provided by the passenger and able to provide necessary assistance to the passenger. Escorts are transported at the rates described in the established rate structure.
Use, Responsibility, and cost of child restraint devices	Suwannee River Economic Council requires all passengers under the age of 4 and or 50 pounds to use a child restrain device. Child restraint devices must be provided by the passenger.

Out-of-Service Area trips	Suwannee River Economic Council may require medical provider verification for any out of county transportation.
CPR/1st Aid	Suwannee River Economic Council does not require drivers to be trained in CPR. Suwannee River Economic Council requires that all vehicles be equipped with biohazard kits as required by State and Federal regulations.
Driver Criminal Background Screening	Suwannee River Economic Council conducts motor vehicle registration checks on drivers every six months.
Passenger Property	Suwannee River Economic Council allows passengers to have personal property that they can place on their lap or stow under the seat. Passengers must be able to independently carry all items brought on the vehicle.
Advance reservation requirements	Suwannee River Economic Council requires trips to be scheduled by 4:00 p.m. the day before service is requested.
Pick-up Window	Passengers shall be picked up 30 minutes before or 30 minutes after their scheduled pick-up time.

Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation period.	Yes
Complaints	No more than 2/1,000 trips.	Yes
Call-Hold Time	Not applicable	Not applicable



Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS2806
Jacksonville, FL 32204-2730

ANANTH PRASAD, P.E.
SECRETARY

Date: October 17, 2012

To: Ms. Frances Terry, Executive Director
Mr. Matt Pearson, Director of Transportation
Suwannee River Economic Council, Inc.
1171 Nobles Ferry Road, Live Oak, FL 32064

Re: **Suwannee River Economic Council, Inc. - Bus Transit System Safety and Security Compliance Audit, July 2012**

Dear Ms. Terry/ Mr. Pearson,

Thank you for your response to the "Deficiencies" and "Areas of Concern" identified as a result of the Suwannee River Economic Council, Inc. Bus Transit System Safety and Security Compliance Audit conducted in July 2012. The Department has reviewed your Corrective Action Plan (CAP) as received through your correspondence to us dated September 24, 2012. We find the CAP to be acceptable and attached you will find a copy of Department's review document. Once we verify that the corrective actions have been completed, the Department will issue a 14-90 compliance letter.

Thank you again for the level of support you have provided us on this matter. We look forward to receiving subsequent information related to the CAP completion. If you have any questions or would like to discuss any concerns please contact me at (904) 360-5650.

Sincerely,

Phil Worth
District Public Transportation Manager
FDOT District Two Modal Development Office
2198 Edison Avenue, MS 2813
Jacksonville, FL 32204
Phone: 904-360-5650
Email: phil.worth@dot.state.fl.us

Cc: Victor Wiley (FDOT); Sandra Collins (FDOT); Gene Lampp (FDOT); Santanu Roy (HDR); Micah Gilliom (HDR)

SUBSTANCE ABUSE MANAGEMENT REVIEW

For

SUWANNEE RIVER ECONOMIC COUNCIL

By

FLORIDA DEPARTMENT OF TRANSPORTATION

**DISTRICT 2
PUBLIC TRANSIT OFFICE**

FINAL REPORT

Review Date(s): 08/23/10

Draft Report Date: 09/16/10

Final Report Date: 9/20/10

Approved by:

Name: Phil Worth

Title: D2 Modal Development Manager

Phone: 904-360-5687

Email: phil.worth@dot.state.fl.us

Reviewer/Consultant

Name:

Diana Byrnes

Phone: 813-426-6980

Email: byrnes@cutr.usf.edu

Review Period:

August 23, 2009 through August 23, 2010

Contractor/Consultant:

University of South Florida – Center for Urban Transportation Research

4202 E. Fowler Avenue-CUT100, Tampa, FL 33620

813-974-3120

I. INTRODUCTION

On August 23, 2010 the Center for Urban Transportation Research conducted an on-site Substance Abuse Management Review for Suwannee River Economic Council located at 1171 Nobles Ferry Rd Live Oak Florida.

The purpose of the review is to determine compliance with the Federal Transit Administration's Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations; codified as 49 CFR Part 655 and the US Department of Transportation Procedures for Workplace Drug and Alcohol Testing Programs; codified as 49 CFR Part 40.

The FDOT representative and/or contractor/consultant who conducted the review:
Diana Byrnes, C-SAPA

The transit system representative who was interviewed and assisted in the review:
Mr. Matt Pearson

II. SYSTEM INFORMATION

General Information

Suwannee River Economic Council (SREC) is a state-designated Community Transportation Coordinator (CTC) and transportation provider for the Transportation Disadvantaged in Suwannee County. SREC is a sub-recipient of state Section 5311 funding received from the Federal Transit Administration for the purpose of supporting public transportation in areas of less than 50,000 populations.

III. SUBSTANCE ABUSE MANAGEMENT REVIEW CHECKLIST ITEMS

1. Adoption and dissemination of an FDOT and FTA compliant substance abuse policy statement in accordance with 49 CFR Part 655.15
2. Implementation of a compliant education and training program in accordance with 49 CFR Part 655.14
3. Use of compliant providers for specimen collection, alcohol testing, laboratory analysis, program administration, MRO services and Substance Abuse Professional referrals, in accordance with 49 CFR Part 40
4. Pre-employment Drug and Alcohol Background Checks in accordance with 49 CFR Part 40.25
5. Implementation and execution of a compliant random testing program in accordance with 49 CFR Part 655.45
6. Post-accident testing conducted in accordance with established criteria, testing windows and in accordance with 49 CFR Part 655.44
7. Reasonable Suspicion training and protocol established in accordance with 49 CFR Part 655.43

8. Records management, security and retention in accordance with 49 CFR Part 655.71-73

IV. EXPLANATION OF FINDINGS

Any finding resulting from the review will be categorized as follows:

Areas of Concern: Weakness in the adoption and implementation of the required elements of a drug and alcohol testing program in compliance with US DOT and FTA regulations; 49 CFR Part 40 and Part 655. Recommendations will be provided to address areas of concern. The transit system must respond to all recommendations resulting from areas of concern.

Deficiency: Areas found to be deficient or inadequate in complying with US DOT and FTA regulations; 49 CFR Part 40 and Part 655. Requirements will be indicated to address deficiency. The bus transit system is required to initiate corrective action or develop a corrective action plan for deficiency.

Observation: An offered suggestion, view or comment regarding implementation of drug and alcohol testing practices. An observation may address or refer to information obtained during the review.

Corrective Action Plan: Action(s) required to correct deficiency, including individual(s) and departments responsible for completing each action, plan and actual date(s) of completion, and rational for incomplete or postponed action as necessary.

V. AREAS OF CONCERN, DEFICIENCIES, OBSERVATIONS

Described below are the findings derived from inspection of each of the 8 areas identified in the review. Findings shall consist of actual information obtained during the review and identified as an "Area of Concern" or "Deficiency," as applicable. A sampling of records may be performed for any individual area. Observations are not intended to reflect a condition of non-compliance.

(1) Substance Abuse Policy Statement Requirements (49 CFR Part 655.15)

SREC has adopted and disseminated one of the two state model substance abuse policies. State model policies are provided to the state's Section 5311 sub-recipient agencies to ensure that a consistent, US DOT and FTA compliant policy is adopted by all agencies whose drug and alcohol testing programs fall under state oversight. SREC has chosen to adopt the Zero Tolerance model policy, which provides for the termination of employment following a positive drug or alcohol test result or a refusal to submit to US DOT required testing. Agency policy was adopted and approved by the governing board. Agency provided documentation that the current policy has been disseminated to all covered employees.

Areas of Concern: None

Deficiency: None

Observation: None

(2) Education and Training Program (49 CFR Part 655.14)

SREC has established an education and training program that meets the requirements of 655.14(a) and (b).

Areas of Concern: None

Deficiency: None

Observation: SREC employees and administration are encouraged to attend training sessions offered through the Center for Urban Transportation Research sponsored by the Florida Department of Transportation at no cost to participants. SREC can obtain information regarding upcoming training opportunities by visiting the FDOT Substance Abuse Management website: sam.cutr.usf.edu

(3) Use of Compliant Drug and Alcohol Service Provider (49 CFR Part 40)

SREC is compliant in the use of service providers that meet the US DOT qualifications for the collection, analysis and reporting of urine drug specimens. Equipment and technicians used to administer alcohol testing also meet the US DOT qualifications. Agency provided documentation that the Substance Abuse Professional used as a resource to be provided to violating employees, meets the US DOT qualifications in accordance with 49 CFR Part 40-Subpart 0

Areas of Concern: None

Deficiency: None

Observation: None

(4) Pre-employment Drug and Alcohol Background Checks (49 CFR Part 40.25)

49 CFR Part 40.25 requires applicants sign a consent form allowing the release of drug and alcohol testing information from previous USDOT employers (for a period of two years prior) to the applicant's perspective employer. Additionally, USDOT regulations require that employers ask applicants if they have ever tested positive or refused to submit to any USDOT required drug or alcohol test. SREC provided documentation that good faith efforts to obtain drug and

alcohol background information from previous USDOT employers are made, as part of the pre-employment administrative functions and that the employment application includes the inquire of violations, made directly to the applicant.

Areas of Concern: None

Deficiency: None

Observation: None

(5) Implementation of a Compliant Random Testing Program (49 CFR Part 655.45)

49 CFR Part 655.45 (g) states that each employer shall ensure that random drug and alcohol tests conducted under this part are unannounced and unpredictable, and that the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

SREC is conducting random testing in accordance with FTA requirements.

Areas of Concern: None.

Deficiency: None.

Observation: None.

(6) Post Accident Testing (49 CFR Part 655.44)

Agency records indicate that one post accident testing occurred during the period of review. SREC implemented the use of an FTA approved post accident decision and documentation form to determine that the event met the FTA criteria to conduct post accident drug and alcohol testing.

Areas of Concern: None.

Deficiency: None.

Observation: None.

(7) Reasonable Suspicion Testing and Protocol (49 CFR Part 655.43)

Testing records reveal SREC did not conduct any reasonable suspicion testing during the review period. Reviewer confirmed that agency has implemented the use of an FTA Reasonable Suspicion Documentation form for use when required.

Areas of Concern: None

Deficiency: None

Observation: None

(8) Records Management, Security and Retention (49 CFR Part 655.71-73)

Agency has developed and implemented a secure location with which to keep all drug and alcohol testing records and limited access is granted only to administration. Records are maintained for a period of no less than five years; which exceeds the regulatory requirements regarding record retention. Agency files are orderly, legible and well maintained.

Areas of Concern: None

Deficiency: None

Observation: None

VI. SUMMARY OF REVIEW AND ADDITIONAL COMMENTS

Agency's Drug and Alcohol Program Manager (Designated Employer Representative); Mr. Matt Pearson was cooperative and helpful during the review process. Records were made readily available and agency was receptive to best practices/recommendations made during the review.

Commission for the Transportation Disadvantaged NET Safety Compliance and Emergency Management Self Certification

THIS CERTIFIES CALENDAR YEAR 2014

DATE: 1/28/2014

SUBCONTRACTED TRANSPORTATION PROVIDER: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

ADDRESS: PO BOX 70, LIVE OAK, FLORIDA, 32064

In accordance with the Medicaid Non-Emergency Transportation Subcontracted Transportation Provider (STP) Contract with the Commission for the Transportation Disadvantaged, the above STP, hereby certifies to the following:

1. The adoption of a System Safety Program Plan and a Security Program Plan (a.k.a. Emergency Management Plan) based on established standards set forth in **Rule Chapter 14.90, F.A.C.** Such plans ensure the continuation of appropriate services during an emergency, including but not limited to localized acts of nature, accidents, and technological and/or attached-related emergencies, both natural and manmade;
2. Compliance with its adopted System Safety Program Plan and Security Program Plan, including:
 - a. Safety inspections of all service vehicles;
 - b. Applicable Drug and Alcohol procedures, including training and monitoring;
 - c. Driver Training and Monitoring.
3. Compliance with requirement of monitoring subcontracted operators;
4. Compliance with maintenance of support documentation for plans, inspections, training and monitoring, and that said documentation is available upon request by an authorized representative of the Commission or the Agency for Health Care Administration.

I understand that providing false information may result in an unfavorable action by the Commission.

Signature:



Name:

FRANCES L. TERRY
(Type or Print)

Title: EXECUTIVE DIRECTOR

ON-SITE OBSERVATION OF THE SYSTEM

1. Date of Observation:
9/12/14
2. Please list any special guests that were present:
None
3. Location:
Suwannee River Economic Council mealsite
4. Number of Passengers picked up/dropped off
1

Ambulatory:
1

Non-Ambulatory
0
5. Was the driver on time?
☒ Yes
☐ No If no, how many minutes late/early?
6. Did the driver provide any passenger assistance?
☒ Yes
☐ No
7. Was the driver wearing any identification?
☒ Yes
☐ No
8. Did the driver render an appropriate greeting?
☒ Yes
☐ No
9. Did the driver ensure the passengers were properly belted?
☒ Yes
☐ No
10. Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?
☒ Yes
☐ No
11. Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Helpline for comments/complaints/commendations?
☒ Yes
☐ No
12. Does the vehicle have working heat and air conditioning?
☒ Yes
☐ No

13. Does the vehicle have two-way communications in good working order?
☒ Yes
☐ No
14. If used, was the lift in good working order?
☐ Yes
☐ No
☒ Not Applicable
15. Was there safe and appropriate seating for all passengers?
☒ Yes
☐ No
16. Did the driver properly use the lift and secure the passenger?
☐ Yes
☐ No
☒ Not Applicable

PURCHASING AGENCY SURVEY

Purchasing Agency name: Title III B Aging Program

Representative of Purchasing Agency: Janis Owen

1) Do you purchase transportation from Suwannee River Economic Council?

X YES

☐ NO

2) What is the primary purpose for purchasing your clients' transportation?

- ☐ Medical
- ☐ Employment
- ☐ Education/Training/Day Care
- X Nutritional
- ☐ Life Sustaining/Other

3) On average, how often do your clients use the transportation system?

- ☐ 7 Days/Week
- X 1-2 Times/Week
- ☐ 3-5 Times/Week
- ☐ 1-3 Times/Month
- ☐ Less than 1 Time/Month

5) Have you had any unresolved problems with the coordinated transportation system?

- ☐ Yes
- X No If no, skip to question 7

6) What type of problems have you had with the coordinated system?

- ☐ Advance notice requirement [specify operator (s)]
- ☐ Cost [specify operator (s)]
- ☐ Service area limits [specify operator (s)]
- ☐ Pick up times not convenient [specify operator (s)]
- ☐ Vehicle condition [specify operator (s)]
- ☐ Lack of passenger assistance [specify operator (s)]
- ☐ Accessibility concerns [specify operator (s)]
- ☐ Complaints about drivers [specify operator (s)]
- ☐ Complaints about timeliness [specify operator (s)]
- ☐ Length of wait for reservations [specify operator (s)]
- ☐ Other [specify operator (s)] _____

7) Overall, are you satisfied with the transportation you have purchased for your clients?

- X Yes
- ☐ No If no, why? _____

PURCHASING AGENCY SURVEY

Purchasing Agency name: Transportation Disadvantaged Program
Representative of Purchasing Agency: Florida Commission for the Transportation Disadvantaged

1) Do you purchase transportation from Suwannee River Economic Council?

☒ YES

☐ NO

2) What is the primary purpose for purchasing your clients' transportation?

- ☒ Medical
- ☐ Employment
- ☒ Education/Training/Day Care
- ☒ Nutritional
- ☒ Life Sustaining/Other

3) On average, how often do your clients use the transportation system?

- ☐ 7 Days/Week
- ☐ 1-2 Times/Week
- ☒ 3-5 Times/Week
- ☐ 1-3 Times/Month
- ☐ Less than 1 Time/Month

5) Have you had any unresolved problems with the coordinated transportation system?

- ☐ Yes
- ☒ No If no, skip to question 7

6) What type of problems have you had with the coordinated system?

- ☐ Advance notice requirement [specify operator (s)]
- ☐ Cost [specify operator (s)]
- ☐ Service area limits [specify operator (s)]
- ☐ Pick up times not convenient [specify operator (s)]
- ☐ Vehicle condition [specify operator (s)]
- ☐ Lack of passenger assistance [specify operator (s)]
- ☐ Accessibility concerns [specify operator (s)]
- ☐ Complaints about drivers [specify operator (s)]
- ☐ Complaints about timeliness [specify operator (s)]
- ☐ Length of wait for reservations [specify operator (s)]
- ☐ Other [specify operator (s)] _____

7) Overall, are you satisfied with the transportation you have purchased for your clients?

- ☒ Yes
- ☐ No If no, why? _____

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- ☐ Yes
☒ No

2) How often do you use transportation?

- ☐ Daily 7 Days/Week
☐ 1-2 Times/Week
☒ 3-5 Times/Week
☐ Other

3) Have you ever been denied transportation services?

- ☐ Yes
☒ No If no, skip to question # 4

A. How many times in the last 6 months have you been denied transportation services?

- ☐ None If none, skip to question # 4
☐ 1-2 Times
☐ 3-5 Times
☐ 6-10 Times

B. What was the reason given for refusing you transportation services?

- ☐ Ineligible
☐ Lack of funds
☐ Destination outside service area
☐ Space not available
☐ Other _____

4) What do you normally use the service for?

- ☒ Medical
☐ Education/Training/Day Care
☐ Employment
☐ Nutritional
☐ Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- ☐ Yes. If yes, please state or choose problem from below

- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

- ☒ No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- ☐ Yes
☒ No

2) How often do you use transportation?

- ☐ Daily 7 Days/Week
☒ 1-2 Times/Week
☐ 3-5 Times/Week
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☐ Education/Training/Day Care
☐ Employment
☐ Nutritional
☐ Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- | | |
|---|--|
| <input type="checkbox"/> Yes. If yes, please state or choose problem from below | |
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
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| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

☒ No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: Good service.

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

☐ Yes

☒ No

2) How often do you use transportation?

☐ Daily 7 Days/Week

☐ 1-2 Times/Week

☐ 3-5 Times/Week

☒ Other

3) Have you ever been denied transportation services?

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☒ No If no, skip to question # 4

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☐ None If none, skip to question # 4

☐ 1-2 Times

☐ 3-5 Times

☐ 6-10 Times

B. What was the reason given for refusing you transportation services?

☐ Ineligible

☐ Lack of funds

☐ Destination outside service area

☐ Space not available

☐ Other _____

4) What do you normally use the service for?

☒ Medical

☐ Education/Training/Day Care

☐ Employment

☐ Nutritional

☐ Life-Sustaining/Other

5) Do you have concerns with your transportation service?

☐ Yes. If yes, please state or choose problem from below

☐ Advance notice

☐ Pick up times not convenient

☐ Assistance

☐ Service Area Limits

☐ Drivers - specify

☐ Vehicle condition

☐ Cost

☐ Late pick up-specify time of wait

☐ Accessibility

☐ Late return pick up - length of wait

☐ Reservations - specify length of wait

☐ Other _____

☒ No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None.

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- ☐ Yes
☒ No

2) How often do you use transportation?

- ☐ Daily 7 Days/Week
☐ 1-2 Times/Week
☒ 3-5 Times/Week
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☐ Destination outside service area
☐ Space not available
☐ Other _____

4) What do you normally use the service for?

- ☒ Medical
☐ Education/Training/Day Care
☐ Employment
☐ Nutritional
☐ Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- ☐ Yes. If yes, please state or choose problem from below
- | | |
|---|--|
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

☒ No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None.

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

☐ Yes

☒ No

2) How often do you use transportation?

☐ Daily 7 Days/Week

☒ 1-2 Times/Week

☐ 3-5 Times/Week

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☐ 3-5 Times

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B. What was the reason given for refusing you transportation services?

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☐ Lack of funds

☐ Destination outside service area

☐ Space not available

☐ Other _____

4) What do you normally use the service for?

☒ Medical

☐ Education/Training/Day Care

☐ Employment

☐ Nutritional

☐ Life-Sustaining/Other

5) Do you have concerns with your transportation service?

☐ Yes. If yes, please state or choose problem from below

☐ Advance notice

☐ Pick up times not convenient

☐ Assistance

☐ Service Area Limits

☐ Drivers - specify

☐ Vehicle condition

☐ Cost

☐ Late pick up-specify time of wait

☐ Accessibility

☐ Late return pick up - length of wait

☐ Reservations - specify length of wait

☐ Other _____

☒ No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None.

PASSENGER SURVEY

1) Where you charged an amount in addition to the passenger fare?

- ☐ Yes
☒ No

2) How often do you use transportation?

- ☐ Daily 7 Days/Week
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B. What was the reason given for refusing you transportation services?

- ☐ Ineligible
☐ Lack of funds
☐ Destination outside service area
☐ Space not available
☐ Other _____

4) What do you normally use the service for?

- ☒ Medical
☐ Education/Training/Day Care
☐ Employment
☐ Nutritional
☐ Life-Sustaining/Other

5) Do you have concerns with your transportation service?

- | | |
|---|--|
| <input type="checkbox"/> Yes. If yes, please state or choose problem from below | |
| <input type="checkbox"/> Advance notice | <input type="checkbox"/> Cost |
| <input type="checkbox"/> Pick up times not convenient | <input type="checkbox"/> Late pick up-specify time of wait |
| <input type="checkbox"/> Assistance | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Service Area Limits | <input type="checkbox"/> Late return pick up - length of wait |
| <input type="checkbox"/> Drivers - specify | <input type="checkbox"/> Reservations - specify length of wait |
| <input type="checkbox"/> Vehicle condition | <input type="checkbox"/> Other _____ |

☒ No. If no, skip to question # 6

6) On a scale of 1 to 10 (10 being most satisfied) rate the transportation you have been receiving.

10

Additional Comments: None.

LEVEL OF COST

FLCTD Annual Operations Report Section VII: Expense Sources

County: Lafayette		Fiscal Year: July 1, 2013 - June 30, 2014	
Status: Submitted to FLCTD			
FLCTD Status: Approved			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$75,280.00	\$0.00	\$75,280.00
Fringe Benefits (502):	\$40,292.00	\$0.00	\$40,292.00
Services (503):	\$10,359.00	\$0.00	\$10,359.00
Materials and Supplies Cons. (504):	\$98,085.00	\$0.00	\$98,085.00
Utilities (505):	\$8,116.00	\$0.00	\$8,116.00
Casualty and Liability (506):	\$11,022.00	\$0.00	\$11,022.00
Taxes (507):	\$152.00	\$0.00	\$152.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$480.00	\$0.00	\$480.00
Miscellaneous (509):	\$354.00	\$0.00	\$354.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$10,183.00	\$0.00	\$10,183.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$20,799.00	\$0.00	\$20,799.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$275,122.00	\$0.00	\$275,122.00

LEVEL OF COMPETITION

1. Inventory of Transportation Operators in the Service Area

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	1	1
Private For-Profit	0	0
Government	0	0
Public Transit Agency	0	0
Total	1	1

2. How many of the operators are coordination contractors? 0

3. Does the Community Transportation Coordinator have a competitive procurement process?

☐ Yes

☐ No

☒ Not Applicable

4. What methods have been used in selection of the transportation operators?

	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

LEVEL OF COORDINATION

1. Public Information – How is public information distributed about transportation services in the community?

Suwannee River Economic Council distributes brochures in the community.

2. Eligibility – How is passenger eligibility coordinated for local transportation services?

Suwannee River Economic Council determines passenger eligibility except for passengers using Florida's Managed Medical Assistance Program.

3. Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Individuals call Suwannee River Economic Council to schedule all trips except trips provided through Florida's Managed Medical Assistance Program.

4. Reservations –How is the duplication of a reservation prevented?

Suwannee River Economic Council handles all trip reservations except trip reservations made on Florida's Managed Medical Assistance Program.

5. Trip Allocation – How is the allocation of trip requests to providers coordinated?

Suwannee River Economic Council handles all trip allocations except for trips provided through Florida's Managed Medical Assistance Program..

6. Scheduling – How is the trip assignment to vehicles coordinated?

Suwannee River Economic Council schedules all trips except for trips provided through Florida's Managed Medical Assistance Program.

7. General Service Monitoring – How is the overseeing of transportation operators coordinated?
- Not applicable.



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December 5, 2014

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Rural Area Capital Assistance Program Grant Awards

RECOMMENDATION

For information only. No action required.

BACKGROUND

The Rural Area Capital Assistance Grant Program is administered by the Florida Commission for the Transportation Disadvantaged. Grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

The Board approved Suwannee River Economic Council's Rural Area Capital Assistance Program Grant application at the November 17, 2013 meeting. Attached are the grant awards approved by the Florida Commission for the Transportation Disadvantaged. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

2014-15 Shirley Conroy Rural Area Capital Equipment Support Grant Summary									
County	Applicant Name	Total Dollar Amount Requested	Total TD Dollar Amount (90%)	Capital Equipment Requested (Prioritized as listed)	Profit or Non-Profit	Staff Suggestion	TD Dollar Amount (90% or REDI)	Urban/Rural System	Additional Notes
Alachua	MV Transportation	\$134,206.00	\$120,785.00	Two 23' 12/2 Ford Cutaway Vehicles (REPLACEMENT) \$67,103 each	For Profit	One Cutaway	\$60,393.00	U	MV has 7 vehicles that are 2003 most of them have over 250,000 miles
Baker	Baker Co COA	\$73,994.00	\$66,595.00	1) One cutaway vehicle (8 passenger/2 wheelchair) with lift, security camera system, MDT and prewiring setup for Trapeze. This is a replacement vehicle. \$73,994.00 2) Two Hewlett Packard Office Jet Pro 8600 Printers with installation fee. \$600.00	Non Profit	cutaway and printers	\$66,595.00	R	Baker Co COA has 3-4 vehicles that are due to be replaced. 1-2005, 2-2006 (one with low mileage), and 1-2007).
Bay	Bay Co BOCC	\$45,019.70	\$40,517.73	CTS Trip Master Enterprise Edition scheduling and routing software with interactive voice response, Mobile Data Terminals (30) and protective hardware (includes software licenses, installation, travel, training, onsite implementation and acceptance)	Local Govt	software	\$40,518.00	U	
Bradford/ Dade/ Gilchrist/ Lafayette	Suwannee River Economic Council	\$37,600.00	\$33,840.00	CTS Trip Master Enterprise Edition scheduling and routing software with interactive voice response, Mobile Data Terminals (15) and protective hardware (includes software licenses, installation, travel, training, onsite implementation and acceptance)	Non Profit	software and MDTs, etc	\$33,840.00	R	
Calhoun	Calhoun Co Sr Citizens Assoc	\$57,679.88	\$51,911.89	1) One 12 Passenger Van with logo, striping, a/c, running boards, a/c and heat \$22,462.00 (Replacement vehicle) 2) One Ford Flex \$33,136.20 (addition to fleet) 3) Two Dual Angel Trax Camera Surveillance Systems includes shipping & handling \$2,081.68.	Non Profit	12 pass van \$20,216 and 1 dual camera \$1,066	\$21,282.00	R	Replacing a 2007 similar van with 132,464 miles. If we award one vehicle, we may only want to award one dual camera surveillance system.
Clay	Clay Co COA	\$278,550.00	\$250,695.00	Three 23' gas Cutaway Vehicles with lift, two-way radio, mobile data terminal, markings, signage, farebox (2 are replacement vehicles and 1 is addition to fleet). \$92,850 each	Non Profit	1 cutaway	\$83,565.00	R	TRIPS order form reflects \$87,030 per vehicle. Per Drew, additional amount is for radio, MDT, Bike Rack and lettering/signage.
Collier	Collier Co BOCC	\$233,192.00	\$209,872.80	Four MV-1s with wheelchair ramp, two-way radio, intelligent transportation system and markings. \$58,298 each. Addition to fleet.	Govt	1 MV1	\$52,468.00	U	
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	\$133,833.62	\$133,833.62	1. Twelve Cameras, cables and hardware \$21,408.00. 2) Installation of cameras (in house) \$492.00 3) Twelve MDTs \$41,184.00 (\$3,432 each) 4) Lenovo ThinkServer TS440 70AQ to replace use of Microsoft Office Suites \$12,040.20 5) MV-1 Diagnostic Unit Kit \$1,095.00 6) 18V Cordless 1/2" Impact Kit (Electric Drill) \$599.95 7) Blackhawk Automotive Telescopic Transmission Jack \$849.99 8) Lincoln Electric Power Wire-Feed Welder \$2,599.99 9) Ingersoll Rand Composite Impact Wrench \$549.99 10) Arcan Hydraulic Shop Press \$599.99 11) Port-A-Cool Portable Direct Drive Variable Speed Fan \$2,499.00 12) Matco Handheld Battery Tester \$772.80 13) 2014 Toyota Venza 4 Door Wagon (gas) \$30,502.33 14) New Engine for Veh #37 on the Inventory list \$4,040.00 15) Five Model XV Fareboxes for Fixed Route Vehs \$3,982.50 (REQUESTING WAIVER OF MATCH DUE TO REDI)	Govt	12 cameras & hardware; 3 MDTs (using balance of \$7,707 to purchase up to 3)	\$29,115.00	R	
Flagler	Flagler Co BOCC	\$72,805.00	\$72,805.00	24' Cutaway Vehicle Gas 14/2 with lift and security camera (REPLACEMENT VEHICLE) Requesting waiver of match due to REDI	Govt		\$72,805.00	R	Wanting to replace a 2007 cutaway with over 218,000 miles

2014-15 Shirley Conroy Rural Area Capital Equipment Support Grant Summary									
County	Applicant Name	Total Dollar Amount Requested	Total TD Dollar Amount (90%)	Capital Equipment Requested (Prioritized as listed)	Profit or Non-Profit	Staff Suggestion	TD Dollar Amount (90% or REDI)	Urban/Rural System	Additional Notes
Gadsden/ Madison/ Jefferson/ Taylor	Big Bend Transit	\$112,864.00	\$101,578.00	1) Fleet monitoring software system \$40,715 2) 23' Cutaway vehicle 12 amb/2 w/c w/ lift, security camera for Taylor Co \$72,149 (replacement)	Non Profit	software	\$36,644.00	R	Second priority is to replace a 2006 vehicle with over 123,000 miles.
Glades/Hendry	Good Wheels	\$168,616.00	\$151,754.00	Two 23' Cutaway Vehicles with wheelchair lifts and security cameras (REPLACEMENT) \$84,308 each	For Profit	1 cutaway	\$75,877.00	R	Replacing a 2007 cutaway with 259,675 miles (diesel) and a 2009 cutaway with 203,265 miles (diesel)
Gulf	Gulf ARC	\$46,000.00	\$41,400.00	1) ADA Compliant Lowered Floor Mini Van (Replacement) \$45,000 (Replacement) 2) Software Update for Genisys Deluxe Diagnostic Scan Tool \$1,000	Non Profit	mini van and software upgrade for tool	\$41,400.00	R	Replacing 2008 minivan with 142,329 miles. Increased price from TRIPS sheet \$2,840 for minivan and \$121 for diagnostic tool in case of price increase.
Hernando	Mid-Florida Comm Svcs	\$86,874.00	\$78,187.00	1) 21' Cutaway Vehicle (diesel) with lift, camera security system, and reverse camera and monitoring system (replacement) \$84,314 2) Interior/Exterior signage, first aid/bio haz kit, misc. \$2,560	Non Profit	cutaway, signage and first aid/bio haz kit	\$78,187.00		Replacing a vehicle that was taken out of service this year due because of a "thermal event."
Indian River	Senior Resource Assoc, Inc.	\$7,540.00	\$6,786.00	Phone System Upgrade	Non Profit	phone system upgrade	\$6,786.00		
Jackson	Jtrans	\$115,882.00	\$115,882.00	One Low floor cutaway vehicle, gasoline (10 amb/2 wheelchair), reverse camera (replacement) Requesting waiver of match due to REDI but can meet match reqts if needed	Non Profit	1 cutaway	\$115,882.00	R	Replacing an ambulatory veh (not sure which one)
Lake	Lake Co BOCC	\$164,810.00	\$148,329.00	Two 23' Cutaway Vehicles with wheelchair lifts, security cameras, reverse cameras, markings, (REPLACEMENTS) \$82,405 each	Govt	2 cutaways	\$148,329.00	R	Replacing a 2007 23' cutaway with 269,358 miles and a 26' cutaway (not sure which one)
Levy	Levy Co BOCC	\$79,490.00	\$79,490.00	One 23' Cutaway vehicle with stretcher securement, gasoline, lift, security camera system (replacement). Requesting waiver of match due to REDI but can meet match reqts if needed	Govt	1 cutaway	\$79,490.00	R	Replacing a 2006 cutaway with over 350,000 miles. This vehicle is only being used as a backup.
Liberty	Liberty Co BOCC	\$68,753.00	\$61,878.00	One 23' cutaway vehicle with lift, gasoline (addition to fleet)	Govt	1 cutaway	\$61,878.00	R	Requesting additional vehicle with larger capacity lift (1,000 lb).
Marion	Marion Sr Svcs	\$153,520.00	\$138,168.00	Two 24' cutaway vehicles (10 amb seats, 6 w/c stations) with lifts, security camera systems, reverse camera systems, and other safety equip (replacements) \$76,760 each	Non Profit	2 cutaways	\$138,168.00	R	Veh Inventory list shows 8 cutaways with over 200,000 miles. However, they have marked 2 vehicles with approx 170,000 miles to be replaced.
Nassau	Nassau Co COA	\$149,280.00	\$134,352.00	Two 21' cutaway vehicles (10 amb seats, 3 w/c stations), gasoline, with lifts (replacements) \$74,640 each	Non Profit	1 cutaway	\$67,176.00	R	Replacing a 2007 and 2008 cutaways with over 200,000 miles.
Orange/ Osceola/ Seminole	Central Fla Regl Trans Auth d/b/a LYNX	\$337,132.00	\$303,418.80	1) Two 23' low floor cutaway vehicles with w/c ramp (12 amb with 2 addtl w/c stations) \$154,339 each (addition to fleet) 2) Two Fareboxes with swip card readers includes installation \$14,227 each	Govt		\$0.00	U	
Putnam	Ride Solution	\$142,044.00	\$127,840.00	Three MV-1 vehicles (\$47,348 each) Addition to Fleet Requesting waiver of match due to REDI	Non Profit	1 MV1	\$47,348.00	R	
Wakulla	Wakulla Sr Svcs/ Wakulla Co Trans	\$46,948.00	\$42,253.80	1) One MV-1 vehicle \$46,598 (replacement) 2) Lettering for vehicle \$350	Non Profit	1 MV1	\$42,254.00	R	Replacing a 2006 minivan with 97,899 miles
Total		\$2,746,633.20	\$2,512,172.64				\$1,400,000.00		
Budget for FY1415							\$1,400,000.00		
Remaining Funds:							\$0.00		



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December 5, 2014

TO: Lafayette County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2013-2014 Annual Operations Report

RECOMMENDATION

Review the 2013/2014 Annual Operations Report.

BACKGROUND

Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is Suwannee River Economic Council's 2013-2014 Annual Operations Report. If you have any questions concerning the attached report, please contact me at extension 110.

Attachment

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by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

FLCTD

Annual Operations Report

Section I: Face Sheet

County: Lafayette	Fiscal Year: July 1, 2013 - June 30, 2014
Status: Submitted to FLCTD	
FLCTD Status: Approved	
Report Date:	09/09/2014
Period Covered:	July 1, 2013 - June 30, 2014
Coordinator's Name:	Suwannee River Economic Council, Inc.
Address:	P.O. Box 70
City:	Live Oak
Zip Code:	32064
Service Area:	Lafayette
Contact Person:	Matt Pearson
Title:	Executive Director
Phone:	(386) 362 - 4115
Fax:	(386) 362 - 4078
Email:	mpearson@suwanneec.net
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit
CTC Certification:	
<p>I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</p>	
CTC Representative (signature)	
Donnie Hamlin - 09/09/2014	
LCB Statement:	
<p>I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.</p>	
LCB Signature	

FLCTD

Annual Operations Report

Section II: General Info

County: **Lafayette**

Fiscal Year: **July 1, 2013 - June 30, 2014**

Status: **Submitted to FLCTD**

FLCTD Status: **Approved**

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: **1**

Number of Private For-Profits: **0**

Public Entities:

School Board: **0**

Municipality: **0**

County: **1**

Transit Authority: **0**

Other: **0**

Total: 2

2. How many of the providers listed in 1 are coordination contractors?

0

FLCTD

Annual Operations Report

Section III: Passenger Trip Info

County: Lafayette		Fiscal Year: July 1, 2013 - June 30, 2014	
Status: Submitted to FLCTD			
FLCTD Status: Approved			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		
Fixed Route/Fixed Schedule	Within	Outside	Total
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
Deviated Fixed Route Service	0	0	0
Paratransit			
Ambulatory	1761	1520	3281
Non-Ambulatory	46	90	136
Stretcher	0	2	2
Other Services			
School Board Trips	0	0	0
Total Trips	1807	1612	3419
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			2
1c. How many of the total trips were provided by coordination contractors?			0
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			702
Agency for Persons with Disabilities			0
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			2143
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			573

Department of Health	0
Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	1
Other Federal Programs	0
Total:	3419
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	yes
Elderly	
Low Income:	1562
Disabled:	282
Low Income and Disabled:	164
Other:	0
Children	
Low Income:	237
Disabled:	44
Low Income and Disabled:	53
Other:	0
Other	
Low Income:	894
Disabled:	33
Low Income and Disabled:	150
Other:	0
Total:	3419
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	
Medical Purpose	2845
Employment Purpose	0
Education/Training/Daycare Purpose	0
Nutritional Purpose	574
Life-Sustaining/Other Purpose	0
Total:	3419
5. Unduplicated Passenger Head Count	

5a. Paratransit/Deviated Fixed Route/ School Brd	258
5b. Fixed Route	0
Total:	258
6. Number of Unmet Trip Requests	0
Unmet Trip Requests by Type of Trip	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	7
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
Complaint Total:	0
9. Commendations	

Commendations by CTC	0
Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	0

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Lafayette		Fiscal Year: July 1, 2013 - June 30, 2014	
Status: Submitted to FLCTD			
FLCTD Status: Approved			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	74204		59890
Transportation Providers:	320		160
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	74524		60050
2. Roadcalls			
	1		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		0
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		0
Grand Total:	0		
4. Total Number of Vehicles			
	6		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		5	83.00%
b. Total vehicles that are stretcher equipped:		1	16.00%

FLCTD

Annual Operations Report

Section V: Employee Info

County: Lafayette		Fiscal Year: July 1, 2013 - June 30, 2014	
Status: Submitted to FLCTD			
FLCTD Status: Approved			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	2		3950
Part-Time Drivers	2		1340
Volunteer Drivers	0		0
Total Hours:			5290
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	0		
Management Employees	1		
Total	6		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
Total Hours:			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		

Call Intake/Reserv./Cust. Serv.	0	
Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
Total	0	
		TOTAL HOURS: 5290

FLCTD

Annual Operations Report

Section VI: Revenue Sources

County: Lafayette		Fiscal Year: July 1, 2013 - June 30, 2014	
Status: Submitted to FLCTD			
FLCTD Status: Approved			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$59,731.00	\$0.00	\$59,731.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			

Non-Sponsored Trip Program	\$131,325.00	\$0.00	\$131,325.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$4,592.00	\$0.00	\$4,592.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00

Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$55,867.00	\$0.00	\$55,867.00
49 USC 5311 (Section 18)	\$40,847.00	\$0.00	\$40,847.00
49 USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)	\$0.00	\$0.00	\$0.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$0.00	\$0.00	\$0.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			

Farebox	\$0.00	\$0.00	\$0.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$20,799.00	\$0.00	\$20,799.00
Other Federal or State Programs			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$313,161.00	\$0.00	\$313,161.00

FLCTD

Annual Operations Report

Section VII: Expense Sources

County: Lafayette		Fiscal Year: July 1, 2013 - June 30, 2014	
Status: Submitted to FLCTD			
FLCTD Status: Approved			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$75,280.00	\$0.00	\$75,280.00
Fringe Benefits (502):	\$40,292.00	\$0.00	\$40,292.00
Services (503):	\$10,359.00	\$0.00	\$10,359.00
Materials and Supplies Cons. (504):	\$98,085.00	\$0.00	\$98,085.00
Utilities (505):	\$8,116.00	\$0.00	\$8,116.00
Casualty and Liability (506):	\$11,022.00	\$0.00	\$11,022.00
Taxes (507):	\$152.00	\$0.00	\$152.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$480.00	\$0.00	\$480.00
Miscellaneous (509):	\$354.00	\$0.00	\$354.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$10,183.00	\$0.00	\$10,183.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$20,799.00	\$0.00	\$20,799.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$275,122.00	\$0.00	\$275,122.00

**PERFORMANCE TRENDS - SUWANNEE RIVER ECONOMIC COUNCIL
LAFAYETTE COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/11-6/30/12	Fiscal Year 7/1/12 - 6/30/2013	Fiscal Year 7/1/13 - 6/30/14	Percent Change Fiscal Year 2012/13 - Fiscal Year 2013/14
TOTAL SERVICE	Total Passenger Trips	3,593	4,057	3,419	11%
	Total Revenue Vehicle Miles	67,227	64,041	60,050	-5%
	Total Vehicle Miles*	81,128	79,184	74,524	-2%
	Total Driver Hours	5,800	5,410	5,290	-7%
SERVICE EFFECTIVENESS	Passenger Trips/Revenue Vehicle Mile	0.05	0.06	0.06	16%
	Passenger Trips/Vehicle Mile	0.04	0.05	0.05	14%
	Average Miles/Trip	23	20	22	-16%
	Passenger Trips/Driver Hour	0.6	0.7	0.6	17%
COST EFFECTIVENESS & EFFICIENCY	Total Revenue	\$244,083	\$351,668	\$313,161	31%
	Total Expenses	\$185,131	\$304,700	\$275,122	39%
	Cost/Passenger Trip	\$51.53	\$75.10	\$80.47	31%
	Cost/Vehicle Mile	\$2.28	\$3.85	\$3.69	41%
	Cost/Revenue Vehicle Mile	\$2.75	\$4.76	\$4.58	42%
	Cost/Vehicle	\$30,855	\$50,783	\$45,854	39%
	Cost/Driver Hour	\$31.92	\$56.32	\$52.01	43%
VEHICLE UTILIZATION	Total Vehicles	6	6	6	0%
	Passenger Trips/Vehicles	599	676	570	11%
	Vehicle Miles/Vehicle	13,521	13,197	12,421	-2%
	Revenue Vehicle Miles/Vehicle	11,205	10,674	10,008	-5%
SAFETY	Total Number of Accidents	2	0	0	#DIV/0!
	Accidents/100,000 Miles	2	0	0	#DIV/0!
SERVICE AVAILABILITY	Average Vehicle Miles Between Roadcalls	81,128	79,184	74,524	-2%
	Roadcalls	1	1	1	0%
	Number of Trip Denials	13	22	0	41%

Source: Annual Operations Reports

ATTENDANCE RECORD

LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	3/24/14	6/30/14	9/22/14	11/17/14
Chair	Commissioner Donnie Hamlin	P	P	P	P
Florida Department of Transportation	Sandra Collins	A	P	A	A
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	P	P	A	P
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Alana McKay	A	P	P	P
Alternate Member	Andrew Singer	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Richie Page	P	P	A	A
Alternate Member	(Vacant)				
Citizen Advocate	Cindy Morgan	A	P	A	P
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	Martha Humphries	P	P	P	P
Alternate Member	(Vacant)				
Veterans	Carlton Black	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Ricky Lyons	P	A	A	A
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Local Medical Community	Ginger Calhoun	A	A	A	A
Alternate Member	(Vacant)				
Regional Workforce Board	Sheryl Rehberg	A	A	P	A
Alternate Member	Anthony Jennings	P	A	A	P

LEGEND KEY: P-Present A-Absent - Not Applicable (newly appointed member)

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."