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September 18, 2015

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, September 28, 2015 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. This is an important meeting of the Board. 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.

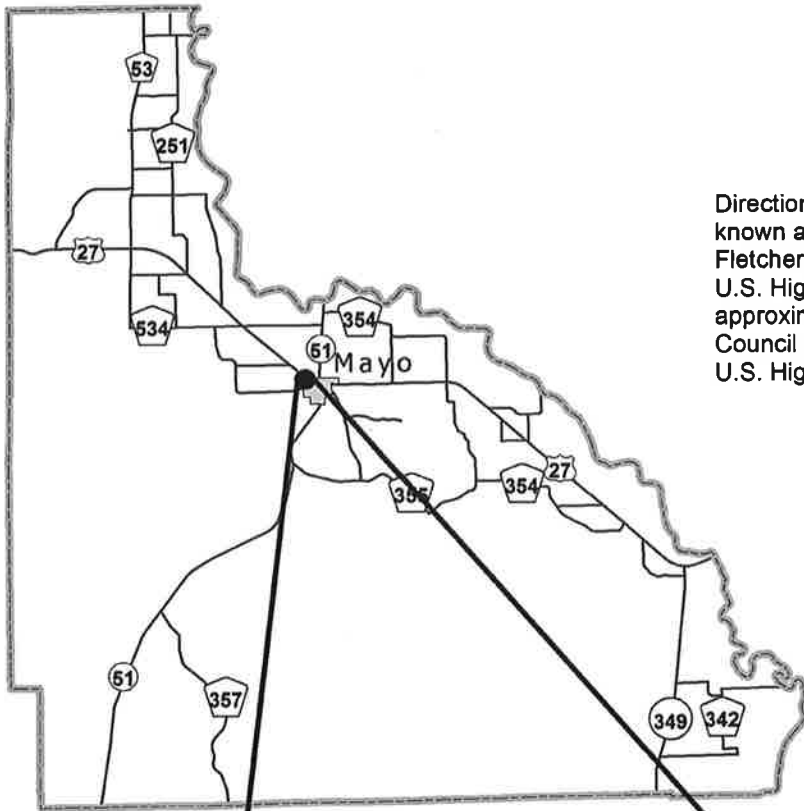
Attachments

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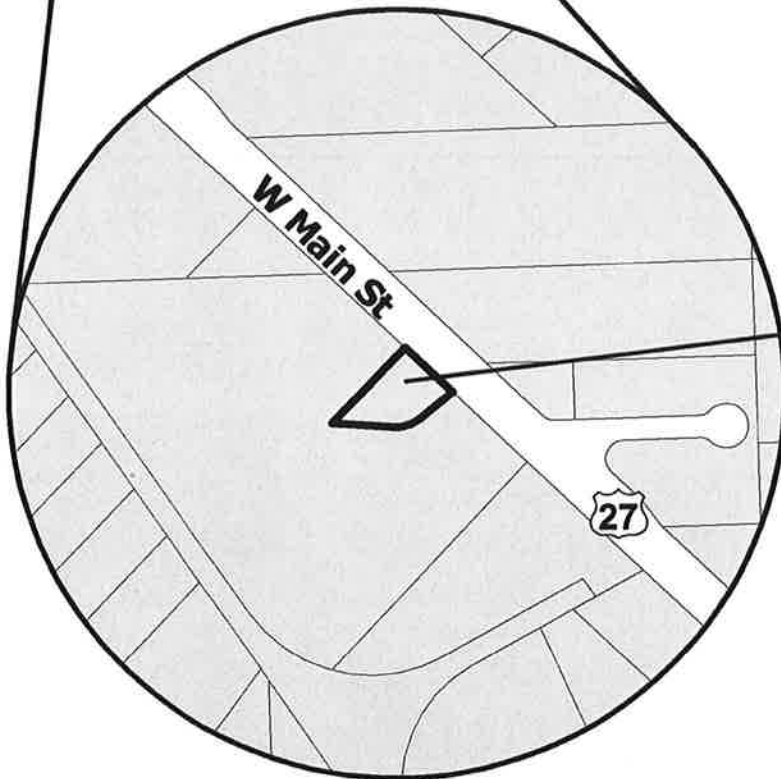
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

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
September 28, 2015
2:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Pledge of Allegiance

B. Invocation

C. Introductions

D. Approval of the Meeting Agenda **ACTION REQUIRED**

E. Approval of the June 22, 2015 Minutes **Page 7** **ACTION REQUIRED**

II. NEW BUSINESS

A. Bylaws **Page 11** **ACTION REQUIRED**

The Board needs to review and approve the Bylaws

B. Grievance Procedures **Page 29** **ACTION REQUIRED**

The Board needs to review and approve the Grievance Procedures

C. Rural Area Capital Assistance Program Grant Application **Page 47** **NO ACTION REQUIRED**

The Board needs to review Suwannee River Economic Council's application for Rural Area Capital Assistance Program Grant funds

III. OTHER BUSINESS

A. Comments

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

IV. FUTURE MEETING DATES

- A. November 23, 2015 at 2:00 p.m.**
- B. March 21, 2016 at 2:00 p.m.**
- C. June 20, 2016 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 Curtis 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
Dewece Ogden Florida Agency for Health Care Administration	Vacant Florida Agency for Health Care Administration
Sheryl Rehberg, Vice Chair 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, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
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
Colleen Cody 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
June 22, 2015
2:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Donnie Hamlin, Chairman
Carlton Black, Veterans Representative
Sandra Collins, Florida Department of Transportation Representative
Martha Humphries, Elderly Representative
Andrew Singer, Florida Agency for Health Care Administration Medicaid Representative
Sheryl Rehberg, Workforce Development Board Representative

VOTING MEMBERS ABSENT

Ginger Calhoun, Medical Community Representative
Ricky Lyons, Florida Association for Community Action Representative
Cindy Morgan, Citizen Advocate
Kay Tice, Florida Department of Children and Families Representative

OTHERS PRESENT

Jillian Lance, CareerSource North Florida
Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. PUBLIC HEARING CALL TO ORDER

Chairman Hamlin called the public hearing to order at 2:00 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. Receive Public Testimony

There was no public testimony received.

E. Close Public Hearing

Chairman Hamlin closed the public hearing at 2:01 p.m.

II. BUSINESS MEETING CALL TO ORDER

Chairman Hamlin called the business meeting to order at 2:01 p.m.

A. Approval of the Meeting Agenda

ACTION: Sandra Collins moved to approve the meeting agenda. Andrew Singer seconded; motion passed unanimously.

B. Approval of the March 23, 2015 Meeting Minutes

ACTION: Andrew Singer moved to approve the March 23, 2015 meeting minutes. Sheryl Rehberg seconded; motion passed unanimously.

III. NEW BUSINESS

A. Lafayette County Transportation Disadvantaged Service Plan Update

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chapter 427, Florida Statutes requires Suwannee River Economic Council to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board's approval. She said this plan provides information needed by the Board to continually review and assess transportation disadvantaged needs for the service area. She said the Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

The Board reviewed the Dixie County Transportation Disadvantaged Service Plan.

Ms. Rehberg asked staff to identify the type of public assistance that is reported in Table 6 of the Plan.

Chair Hamlin discussed his concerns with the population data reported for Lafayette County.

ACTION: Sheryl Rehberg moved approve the Lafayette County Transportation Disadvantaged Service Plan update. Andrew Singer seconded; motion passed unanimously.

B. Elect Vice-Chair

Ms. Godfrey stated that Ms. Alana McKay served as the Board's Vice-Chair. She said Ms. McKay has resigned from the Board.

The Board elected Sheryl Rehberg as the Board's Vice-Chair.

C. Appoint Grievance Committee Member

Ms. Godfrey stated that Ms. Alana McKay was also appointed to the Grievance Committee.

Chairman Hamlin appointed Ms. Sheryl Rehberg to the Grievance Committee.

D. Operations Reports

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports. He said Suwannee River Economic Council Lafayette County Emergency Services is sometimes called to provide non-emergency medical stretcher transportation. He said Lafayette County cannot bill the Florida Agency for Health Care Administration for this service because it is not classified as emergency service.

Mr. Pearson said Suwannee River Economic Council is working with the Lafayette County Emergency Services office to use Transportation Disadvantaged Program funds to pay for non-emergency transportation services provided by Lafayette County. He said Suwannee River Economic Council will only pay for non-emergency transportation services provided by Lafayette County if there are enough Transportation Disadvantaged Program funds to cover the cost.

IV. OTHER BUSINESS

A. Comments

1. Members

Ms. Martha Humphries asked if the issue concerning the man whose wife could not ride with Suwannee River Economic Council because she is enrolled in Florida's Managed Medical Care Program was resolved.

Mr. Pearson said he contacted this man and concluded Suwannee River Economic Council was unable to assist him and his wife.

2. Citizens

There were no citizen comments.

V. FUTURE MEETING DATES

Chairman Hamlin stated that the next Board meeting will be held Monday, September 28, 2014, 2015 at 2:00 p.m.

ADJOURNMENT

The meeting adjourned at 2:45 p.m.

Chair

Date

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II.A

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September 18, 2015

TO: Lafayette County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Lafayette County Transportation Disadvantaged Coordinating Board Bylaws

RECOMMENDATION

Approve the Board's Bylaws.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Bylaws annually. Attached are the Board's Bylaws for review and approval.

If you have any questions concerning the Bylaws, please contact me at extension 110.

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.

Bylaws

September 28, 2015

Lafayette County Transportation Disadvantaged Coordinating Board



Bylaws

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

September 28, 2015

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Chapter I: Lafayette County Transportation Disadvantaged Coordinating Board Bylaws

A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Lafayette County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

B. Agency Description

The Lafayette County Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Name and Purpose

- (1) The name of the Coordinating Board shall be the Lafayette County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

E. Membership

- (1) Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Lafayette County is the North Central Florida Regional Planning Council.
 - (a) An elected official from the service area which the Board serves shall be appointed to the Board.
 - (b) A local representative of the Florida Department of Transportation;
 - (c) A local representative of the Florida Department of Children and Family Services;

- (d) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;
- (e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (f) A person recommended by the local Veterans Service Office representing the veterans of the service area;
- (g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;
- (h) A person over age sixty (60) representing the elderly in the service area;
- (i) A person with a disability representing the disabled in the service area;
- (j) Two citizen advocate representatives in the service area; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (k) A local representative for children at risk;
- (l) In areas where they exist, 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;
- (m) A local representative of the Florida Department of Elder Affairs;
- (n) 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 shall be appointed, except where said representative is also the Community Transportation Coordinator;
- (o) A local representative of the Florida Agency for Health Care Administration;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.
- (r) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator's Board of Directors, 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 Coordinating Board.

It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

- (2) **Alternate Members.** The North Central Florida Regional Planning Council may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.
- (3) **Terms of Appointment.** Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board.
- (4) **Termination of Membership.** Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend.

F. Officers

- (1) **Chair.** The North Central Florida Regional Planning Council shall appoint an official Chair for all Board meetings. The appointed Chair shall be an elected official from the designated service area that the Board serves (41-2.012(1), Florida Administrative Code). For a multi-county Board, the Chair shall be from one of the counties in the designated service area. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The Chair shall preside at all meetings.
- (2) **Vice-Chair.** The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chair (41-2.012(2) Florida Administrative Code). The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the first meeting after their election. For a multi-county Board, an elected official not serving as the Chair shall serve as Vice-Chair. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chair may serve more than one term.

G. Meetings

- (1) **Regular Meetings.** The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order.
- (2) **Emergency Meetings.** The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Special meetings may be called by the Chair or by writing by 1/3 of the Board's voting membership.

North Central Florida Regional Planning Council staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

- (3) Special Meetings. Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board.
- (4) Notice of Regular and Special Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Board members and other interested parties at least two weeks prior to each Board meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.

The North Central Florida Regional Planning Council shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

- (5) Quorum. At all meetings of the Board, the presence in person of 40 percent of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:
 - a) Cancel and reschedule the meeting; or
 - b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

- (6) Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.

- (7) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."
- (8) Proxy Voting. Proxy voting is not permitted.
- (9) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.
- (10) Attendance. 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. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The North Central Florida Regional Planning Council must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.

H. Administration

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets and other necessary administrative duties as required by the Board within the limits of the resources available.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. 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 Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

I. Duties

- (1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
 - (a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Florida Commission for the Transportation Disadvantaged.

- (b) Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.
- (c) Annually evaluate the Community Transportation Coordinator's performance in general and relative to Florida Commission for the Transportation Disadvantaged and local standards as referenced in Rule 41-2.006, Florida Administrative Code, and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Community Transportation Coordinator's performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is being utilized, the Board shall set an annual percentage of the number of trips to be provided on public transit. The Florida Commission for the Transportation Disadvantaged shall provide evaluation criteria for the Board to use relative to the performance of the Community Transportation Coordinator. This evaluation shall be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Board.
- (d) In cooperation with the Community Transportation Coordinator, review all applications for local, state or federal funds relating to transportation of the transportation disadvantaged in the service area to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.
- (e) Review coordination strategies for service provision to the transportation disadvantaged in the 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 also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent counties when it is appropriate and cost effective to do so.
- (f) Working with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- (g) Assist the Community Transportation Coordinator in establishing eligibility guidelines and trip priorities for trips that are purchased with Transportation Disadvantaged Trust Funds.
- (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.
- (i) Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Community Transportation Coordinator.
- (j) Annually hold a public hearing for the purpose of receiving input on unmet transportation needs or any other areas that relate to the local transportation services.
- (k) Annually review the Annual Operations Report.

J. Committees

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuses themselves from hearing the grievance.

~~If the Community Transportation Coordinator provides Medicaid Non-Emergency Medical Transportation through a contract with the Florida Commission for the Transportation Disadvantaged, the Board's Grievance Committee shall be responsible for responding to grievances and appeals through the Medicaid Grievance System. A Medicaid Expedited Appeal Committee must also be established to address expedited appeals.~~

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

K. Amendments

These Bylaws may be amended by a majority vote of members present at regular meetings.

L. Certification

The undersigned hereby certifies that he/she is the Chair of the Lafayette County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Lafayette County Transportation Disadvantaged Coordinating Board the 28th day of September 2015.

Curtis Hamlin, Chair
Lafayette County Transportation Disadvantaged Coordinating Board

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Lafayette County Transportation Disadvantaged Coordinating Board

Bylaws Team

Scott R. Koons, AICP, Executive Director

- * Marlie Sanderson, AICP, Director of Transportation Planning
- * Lynn Franson-Godfrey, AICP, Senior Planner

- * Primary Responsibility
- ** Secondary Responsibility



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**Lafayette County
Transportation Disadvantaged Coordinating Board**

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September 18, 2015

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Lafayette County Transportation Disadvantaged Coordinating Board Grievance Procedures

RECOMMENDATION

Approve the Board's Grievance Procedures.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Grievance Procedures annually. Attached are the Board's Grievance Procedures for review and approval.

If you have any questions concerning the Grievance Procedures, please contact me at extension 110.

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.

Transportation Disadvantaged Grievance Procedures

September 28, 2015

Lafayette County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

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
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September 28, 2015

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Chapter I: Lafayette County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Lafayette County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Lafayette County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Purpose

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

F. Officers

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

- (5) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recues themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) Proxy Voting. Proxy voting is not permitted.
- (7) Parliamentary Procedures. The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

H. Administration

- (1) Staff Support. The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Lafayette County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Lafayette County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

~~L. Medicaid Non-Emergency Transportation Program Grievance System~~

- ~~(1) If the Community Transportation Coordinator provides Medicaid Non-Emergency Medical Transportation through a contract with the Florida Commission for the Transportation Disadvantaged, the Board's Grievance Committee shall be responsible for responding to grievances and appeals through the Medicaid Grievance System. A Medicaid Expedited Appeal Committee must also be established to address expedited appeals.~~
- ~~(2) The Florida Commission for the Transportation Disadvantaged Medicaid Grievance System is attached as Appendix A.~~

M. Suspension Reconsideration

- (1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the person requesting the hearing.

N. Prohibition Against Retaliation

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

O. Alternative Recourse

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

P. Certification

The undersigned hereby certifies that he/she is the Chair of the Lafayette County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Lafayette County Transportation Disadvantaged Coordinating Board the 28th day of September 2015.

Curtis Hamlin, Chair
Lafayette County Transportation Disadvantaged Coordinating Board

Lafayette County Transportation Disadvantaged Coordinating Board

Grievance Procedures Team

Scott R. Koons, AICP, Executive Director

* Marlie Sanderson, AICP, Director of Transportation Planning

** Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility
** Secondary Responsibility



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Lafayette County
Transportation Disadvantaged Coordinating Board

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September 18, 2015

TO: Lafayette County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

The Board needs to review Suwannee River Economic Council's application for Rural Area Capital Assistance Program Grant funds.

BACKGROUND

The Rural Area Capital Assistance 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.

Attached is Suwannee River Economic Council's application for Rural Area Capital Assistance Program Grant funds. Also, 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.

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.

EXHIBIT A

Commission for the Transportation Disadvantaged
Grant Application Form for
the Shirley Conroy Rural Area
Capital Assistance Program Grant

SK 40

1. DATE SUBMITTED: August 10, 2015
2. LEGAL NAME OF APPLICANT: Suwannee River Economic Council, Inc.
3. FEDERAL IDENTIFICATION NUMBER: 59-1101989
4. REMITTANCE ADDRESS: PO Box 70
5. CITY AND STATE: Live Oak, FL ZIP CODE: 32064
6. CONTACT PERSON FOR THIS GRANT: Matt Pearson, Executive Director
7. PHONE NUMBER: 386-362-4115 FAX NUMBER: 386-362-4078
8. E-MAIL ADDRESS: mpearson@suwanneec.net
9. PROJECT LOCATION [County(ies)]: Lafayette
10. PROPOSED START DATE: February 1, 2016 ENDING DATE: June 30, 2016
11. ESTIMATED PROJECT FUNDING REQUESTED:

Grant Funds \$ 50,000.00

Local \$ 45,000.00

TOTAL \$ 5,000.00

RECEIVED

AUG 14 2015

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Matt Pearson, Executive Director

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

Matt Pearson

SIGNATURE OF AUTHORIZED REPRESENTATIVE

8/10/15

DATE

13. **Local Coordinating Board Approval**

I hereby certify that this grant has been reviewed in its entirety by the

Lafayette County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

DATE

EXHIBIT B

PROPOSED PROJECT FUNDING

I. Project Description and Cost – Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

Capital equipment - **Prioritize based on need.**
If vehicle, specify type of vehicle and fuel type
(gas, diesel, alternative)

1. MV-1 (gas)	\$50,000.00
2.	\$
3.	\$

Total Project Cost \$50,000.00

II. Funding Participation

A. Transportation Disadvantaged Trust Funds	(90%) * \$45,000.00
B. Local Match	(10%) * \$ 5,000.00
C. Total Project Cost	\$50,000.00

* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.

EXHIBIT C

SCOPE

Who:

Suwannee River Economic Council, Inc. currently provides transportation services to the disadvantaged in Lafayette County. Approximately 3,800 trips are expected to be performed in the upcoming year. Many of these riders have no other means of transportation to and from medical facilities. In most cases it is over 70 miles to the nearest medical facility from these rural areas. Many of these riders are elderly and in need of life sustaining treatments. Approval of this grant will ensure the quality of service these people receive will be at a level that is deserved.

What:

SREC, Inc. will use this grant to purchase a smaller MV-1 vehicle for a more efficient and economical mode of transportation when the trip has fewer passengers. Therefore, enhancing the service that so many in Lafayette County depend on for the sustaining of life.

Where:

Services will be provided for residents in Lafayette County in routes that will take clients to Gainesville and other areas that have medical facilities for medical treatment

When:

SREC, Inc. predicts that the services provided by this grant can begin by February 1, 2016. This will allow time for the new vehicle to be purchased.

How:

This service will be a continuation of the services that are already being provided and therefore should not cause any interruptions of services. The new vehicle that will be obtained through this grant will only enhance the quality of service and ensure the continuation of these services.

Why:

SREC, Inc. recognizes the need for higher quality yet more efficient transportation service in Lafayette County. SREC, Inc. also recognizes that it operates in an extremely rural area with few paved roads and great distances to travel to the nearest medical facilities. Therefore, the needs to continually replace vans is very important to the continued success of the transportation program in Lafayette County.

Status of 2013/2014 and 2014/2015 Grants:

SREC, Inc. did not utilize the Shirley Conroy Rural Area Capital Assistance Program Grant for Lafayette County in 2013/2014. However, in 2014-2015 we purchased the "Trip Master Enterprise Edition" transportation software by CTS which included a software upgrade and Data Terminals for our drivers. The new system is installed and working, and has already improved the efficiency of daily operations as well as enhanced the service we provide to our passengers in Lafayette County.

EXHIBIT E

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
- (6) The recipient is aware that the approved project must be complete by June 30, 2016, which means the equipment must be received by that date or reimbursement will not be approved.
- (7) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (8) All project equipment or vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2015, or criteria set forth by any other federal, state, or local government agency.
- (9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

(10) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (a) response time,
- (b) fares,
- (c) geographic service area,
- (d) hours and days of service,
- (e) restrictions on trip purpose,
- (f) availability of information and reservation capability, and
- (g) contracts on capacity or service availability.

In accordance with 49 CFR Part 37, public entities operating demand response systems for the general public which receive financial assistance under 49 U.S.C. 5310 or 5311 of the Federal Transit Administration (FTA) have filed a certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds have also filed a certification with the appropriate program office. Such public entities receiving FTA funds under any other section of the FTA have filed a certification with the appropriate FTA regional office.

This certification is valid for no longer than the agreement period for which the grant application is filed.

Date: 8/10/15 Signature: 

Name: Matt Pearson

Title: Executive Director

EXHIBIT F

CURRENT VEHICLE INVENTORY FORM

Name of CTC: Suwannee River Economic Council, Inc.

Model Year	Chassis Make And Model	VIN (17-digits)	Maximum Ambulatory/ Maximum Wheelchair Passengers	Average Vehicle Miles Per Year	Current Mileage As Of (Date)	Anticipated Retire Year	Source Funded By
2003*	Ford Van	1FTNE24W63HB48581	9		116,990 4/24/15	2008	TD-RC
2009	Ford Cutaway	1FDFE45S19DA88331	12+2	14,595	94,547 5/29/15	2014	FDOT 5311-STIM
2013	Chevy Cutaway	1GB3G2BG9D1175725	8+2	12,646	35,126 5/29/15	2018	TD-RC
2009	Chevy Cutaway	1GBJG31K181231940	8+2	8,426	55,516 5/29/15	2014	TD-RC
2015	Chevy Cutaway	1GB3G2BGXE1198073	8+2		5,365 5/29/15	2020	TD-RC

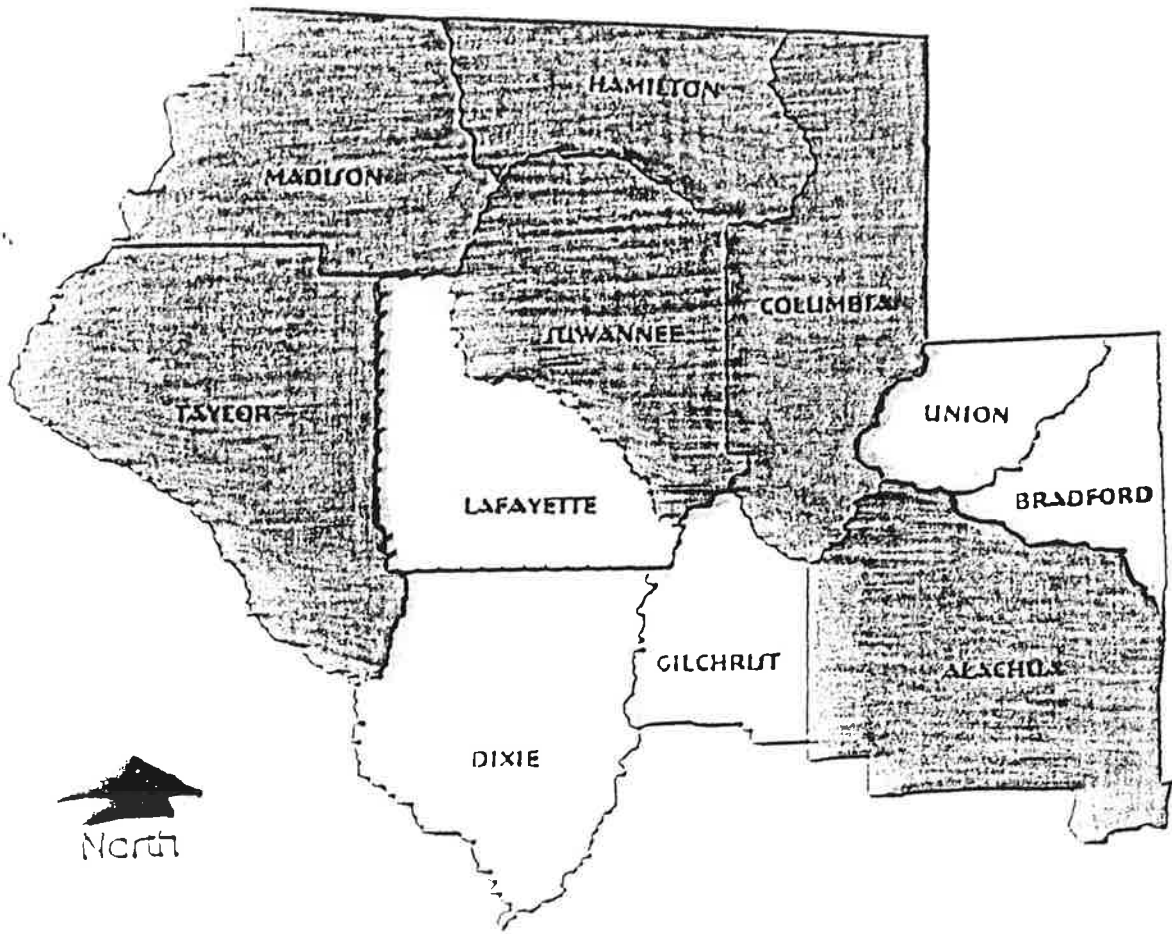
NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing * next to the model year.

EXHIBIT G

Service Area Map

County(ies) of CTC's Service Area: Bradford, Dixie, Gilchrist, Lafayette, Union

Illustration I
Transportation Disadvantaged
North Central Florida Region



SAMPLE ORDER FORM

CONTRACT # TRIPS-12-SNV-CBS

ORDER FORM FOR MOBILITY VENTURES, LLC MV-1 SPECIAL NEEDS TRANSIT VEHICLES

CREATIVE BUS SALES, INC.

AGENCY NAME: _____ DATE: _____

PURCHASE ORDER NUMBER: _____

CONTACT PERSON: _____
(Name, Telephone Number and Email Address)

October 2012

Revised on 1-7-2015

Item	Unit Cost	Quantity	Total Cost
Base Vehicle Type			
MOBILITY VENTURES, LLC DX Model 6,600 GVWR 205 Inches 4.6.L V-8 Gas	\$46,598	1	\$46,598
CNG Option	\$12,500		
Paint Choices			
Arctic White	\$0		
Cherry Red	\$0	1	\$0
Jet Black	\$0		
Sterling Silver Metallic	\$0		
Midnight Blue	\$0		
Other Options			
Jump Seat	\$425		
Aluminum Wheels (Available in MY13)	\$TBD		
Extend length of the standard seat belts provided	\$80		
REI reverse camera and monitor backup system	\$425	1	\$425
HawKEye Reverse Assistance System	\$700		
Q'straint QRTMAX wheelchair restraint system (extra set)	\$265		
Supplemental A/C Delete	\$(1,200)		
Model Change			
SE Model (deletes Drivers Convenience Package, powered ramp, full wheel covers)	\$(1,500)		
Drivers Convenience Package (SE only: Standard in DX)	\$695		
Electrically powered wheelchair ramp (SE only: Standard in DX)	\$2,500		
GRAND TOTAL	----	----	\$47,023

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 8, 2015

AGENDA ITEM:

VI. 2015 Shirley Conroy Rural Area Capital Assistance Program Grant Award Recommendations

BACKGROUND INFORMATION:

The Department of Transportation authorizes a transfer of \$1.4 million to the Transportation Disadvantaged Trust Fund in its 5-year work program. The purpose of the allocation is to assist rural areas with the purchase of capital equipment.

Grant Application packages were emailed to eligible applicants on July 17, 2015, with a deadline of August 14, 2015. The Shirley Conroy Rural Area Capital Assistance Program Grant Subcommittee met on August 28, 2015. In attendance were Commissioner Mike Willingham (via conference call); Agency Advisors Diane Harris, Erin Schepers, and Bob Westbrook; Sheri Powers and Bill Hearndon from Commission staff. Twenty-two applications were submitted totaling \$2,287,466.59. The committee reviewed all capital equipment requests and the award recommendations are attached.

With decreased projected revenues for FY2015-16, FDOT Secretary Boxold permitted the Commission to move funding, if necessary, from the capital grant program to the Trip and Equipment Grant fund to keep that grant whole and not affect statewide Trip and Equipment Grant allocations. Because of the potential one time funding shift, contingency projects have also been identified to implement pending funding availability later in the fiscal year.

ATTACHMENTS:

2015 Shirley Conroy Rural Area Capital Equipment Support Grant Recommendations

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Recommend that the Commission approve the Shirley Conroy Rural Area Capital Assistance Program Grant Sub-Committee Report.



Steve Holmes

Executive Director

Date: September 8, 2015

ACTION TAKEN AT MEETING:

2015-16 Shirley Conroy Rural Area Capital Assistance Program Grant Summary										
County	Applicant Name	Agency Type / System Type	Capital Equipment Requested (Prioritized as listed)	Staff Notes	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Funding	Contingency Funding	Not Funding	Committee Recommended Projects to Fund
Alachua	MV Contract Transportation, Inc.	For-Profit Urban	Two 12 ambulatory 2 wheelchair cutaways 14,500 GVWR V10 Gas 23 foot (\$72,000 each)	Replacing two 2003 buses with 247,938 miles and 248,272 miles.	\$144,000.00	\$129,600.00			\$129,600.00	
Baker	Baker County Council on Aging, Inc.	Non-Profit Rural	1) Set of four Wireless Portable Lifts (54,000 lb) \$26,138 2) 18,000 lb capacity short jack stand \$2,774 3) WPLS Light Kit (2) LED Flood lights \$714 4) 40,000 lb capacity tall jack stand \$1,514	(Requesting waiver of match due to REDI.)	\$31,140.00	\$31,140.00		\$31,140.00		Contingency fund all requested projects.
Bay	Bay County Board of County Commissioners	Govt Urban	1) In-Car video camera system and wireless downloading infrastructure \$21,095 2) Office furniture \$27,622 3) Audio/video equipment and installation \$13,057 4) Video security system for transit facility \$13,674 5) Dispatch console with software \$10,856	Safety, training, and facility equipment.	\$86,304.00	\$77,673.60			\$77,673.60	
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit Rural	One 2 wheelchair paratransit vehicle with AM/FM stereo, front and rear heat/air, hawkeye, altro flooring, and any other otopens as needed. 22 foot or longer gasoline bus with Braun lift, 8 ambulatory seats and 2 wheelchair positions.	Replacing a 2009 cutaway with over 147,000 miles.	\$70,199.00	\$63,179.10		\$63,179.10		Contingency fund all requested projects.
Clay	Clay County Council on Aging	Non-Profit Rural	1) Three Ford Flex Crossovers or Toyota minivans with radio, Mobile Data Terminal, and related equipment (\$35,579 each) 2) Three computers with dual monitors (\$1,500 each). (Computer quote and pricing is for two computers.)	Expanding capacity with fuel efficient vehicles with lower capacities. No mention of use of computers/monitors.	\$109,890.00	\$98,901.00	\$64,042.20		\$34,858.80	Fund two vehicles.
Collier	Collier County Board of County Commissioners	Govt Urban	One Gaval cutaway vehicle with 5 wheelchair positions, equipped with wheelchair lift, vehicle has capacity for 12 passengers seating (including cameras, ITS system, etc.) and one two-way radio.	Replacing an unspecified vehicle within their current fleet. Did not include order form in grant application.	\$108,728.00	\$97,855.20			\$97,855.20	
Columbia, Hamilton, Suwannee	Suwannee Valley Transit Authority	Govt Rural	1) One 2014 23 foot Ford gasoline cutaway with wheelchair lift (\$79,394) 2) One computer server with software (\$11,473.63) 3) One 2015 Dodge Caravan (\$22,662)	Replacement of aging fleet and computer server. REQUESTING WAIVER OF MATCH DUE TO REDI.	\$113,529.63	\$113,529.63	\$22,662.00	\$79,394.00	\$11,473.63	Fund Dodge Caravan. contingency fund cutaway vehicle.
Dixie, Gilchrist	Suwannee River Economic Council, Inc.	Non-Profit Rural	One small cutaway van (gas).	Replacing a 2009 cutaway with 185,685 miles. (Requesting waiver of match due to REDI.)	\$65,000.00	\$65,000.00	\$65,000.00			Fund the project as requested.
Gadsden, Jefferson	Big Bend Transit, Inc.	Non-Profit Rural	Two 23 foot cutaway buses (12 ambulatory, 2 wheelchair passengers), wheelchair lifts, wheelchair securements, gasoline vehicles.	Replacing a 2008 bus with 215,820 miles and a 2009 bus with 280,764 miles. Did not include order form in grant application.	\$143,000.00	\$128,700.00	\$64,350.00		\$64,350.00	Fund one vehicle.
Glades, Hendry	Good Wheels, Inc.	Non-Profit Rural	Three paratransit buses (diesel).	Replacing three 2007 buses with 312,000, 345,000, and 364,000 miles. (Requesting waiver of match due to REDI.)	\$245,799.00	\$245,799.00	\$163,866.00		\$81,933.00	Fund two vehicles.
Gulf	Gulf County Association for Retarded Citizens, Inc.	Non-Profit Rural	1) One gasoline powered highly fuel efficient 4-door passenger vehicle (\$22,000) 2) Security system equipment including a replacement DVR, cellular communicator device two additional surveillance cameras. (\$2,500)	Expansion of fleet with a smaller capacity vehicle and replacement of 2009 facility security camera system. Requesting wavier of match due to REDI.	\$24,500.00	\$24,500.00	\$22,000.00		\$2,500.00	Fund one vehicle.

2015-16 Shirley Conroy Rural Area Capital Assistance Program Grant Summary										
County	Applicant Name	Agency Type / System Type	Capital Equipment Requested (Prioritized as listed)	Staff Notes	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Funding	Contingency Funding	Not Funding	Committee Recommended Projects to Fund
Hardee, Highlands, Okeechobee	MV Contract Transportation, Inc.	For Profit Rural	Three Ford 6 ambulatory 2 wheelchair cutaways 11,500 GVWR 21 foot 5.4 L Gas.	New CTC for the service area effective November 1, 2015. Three 2012 MV-1 vehicles to be transferred (1 eligible for retirement, 2 at 50,000 miles). Vehicles to be used to replace contractor vehicles with high ages and mileages.	\$216,000.00	\$194,400.00	\$129,600.00		\$64,800.00	Fund two vehicles.
Hernando	Mid-Florida Community Services, Inc.	Non-Profit Rural	Two 21 foot cutaway transit vehicles with two wheelchair positions side load with onboard cameras, security systems, and reverse camera and monitoring systems and interior/exterior signage for both.	Replacement of two 2008 buses (three indicated on vehicle inventory with mileages greater than 176,628).	\$181,000.00	\$162,900.00	\$81,450.00		\$81,450.00	Fund one vehicle.
Jackson	Jackson County Transportation, Inc, dba Jtrans	Non-Profit Rural	Two 2015 22 foot cutaway buses, gasoline, 14 ambulatory (\$65,664 each).	Replacing two 2010 vehicles with 87,985 miles and 130,228 miles. (Requesting waiver of match due to REDI.)	\$131,328.00	\$131,328.00	\$65,664.00		\$65,664.00	Fund one vehicle.
Lafayette	Suwannee River Economic Council, Inc.	Non-Profit Rural	MV-1 (gas).	Replacing a 2003 van with 116,990 miles.	\$50,000.00	\$45,000.00	\$45,000.00			Fund the project as requested.
Leon	StarMetro / City of Tallahassee	Govt Urban	Two ADA compliant Dodge Grand Caravan SE 6,050 GVWR 202.5 inches 3.6 L V-6 Gas powered Sure-Lok Titan and Q'Straint securement systems, camera security system, driver safety partition, power rear sliding doors, Motorola XTL 2500 radio.	Expansion of fleet.	\$95,074.00	\$85,566.60			\$85,566.60	
Levy	Levy County Board of County Commissioners dba Levy County Transit	Govt Rural	One 23' Ford 6.8 V10 Gas Engine Turtle Top Bus 12 seats and 2 wheelchair positions.	Replacing a 2006 bus with 384,552 miles and increasing capacity. (Requesting waiver of match due to REDI.)	\$73,259.00	\$73,259.00	\$73,259.00			Fund the project as requested.
Liberty	Liberty County Board of County Commissioners / Liberty County Transit	Govt Rural	Low floor minivan with folding seats (including radio safety equipment, and lettering)	Replacing a 2010 Dodge Caravan 115,807 miles.	\$49,057.00	\$44,151.30		\$44,151.30		Contingency fund all requested projects.
Orange, Osceola, Seminole	Central Florida Regional Transportation Authority / LYNX	Govt Urban	Three Odyssey Fareboxes 30 inches super short.	For improved efficiency on flex routes.	\$40,017.00	\$36,015.30			\$36,015.30	
Putnam	Ride Solution, Inc.	Non-Profit Rural	Three Mobility Ventures LLC DX Model MV-1 (\$47,498 each).	Expansion of fleet with lower capacity vehicles.	\$142,494.00	\$128,244.60	\$85,496.40		\$42,748.20	Fund two vehicles.
Union	Suwannee River Economic Council, Inc.	Non-Profit Rural	1) One small cutaway van (gas) \$65,000 2) One MV-1 (gas) \$50,000	SREC is a new CTC for Union County. When the previous provider left, only one TD funded vehicle was eligible for transition from the prior CTC to SREC. (Requesting waiver of match due to REDI.)	\$115,000.00	\$115,000.00	\$115,000.00			Fund the project as requested.
Wakulla	Wakulla County Transportation	Non-Profit Rural	1) One Mobility Ventures DX Model 6,600 GVWR 205 inches 4.6 L V-8 Gas with Lettering (\$46,948) 2) Four Samsung ATIV One 7 Curved 27" all-in-one Intel Core i5 8GB Memory (5,199,96)	Replacing a 2007 van with 276,373 miles.	\$52,147.96	\$46,933.16	\$46,933.16			Fund the project as requested.
Total					\$2,287,466.59	\$2,138,675.49	\$1,044,322.76	\$217,864.40	\$876,488.33	



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September 18, 2015

TO: Lafayette County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Operations Reports

RECOMMENDATION

No action required.

BACKGROUND

Attached are the following reports for the Board's review:

1. April - June 2015 Quarterly Operations Report;
2. Fiscal Year 2014/15 Transportation Disadvantaged Trust Fund Report;
3. April - June 2015 Unmet Transportation Needs Report; and
4. April - June 2015 Complaint/Commendation Report.

If you have any questions regarding the attached information, please contact me.

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.

**QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
APRIL - JUNE 2015**

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	914
Florida Managed Medical Assistance Program	25
Florida Transportation Disadvantaged Program	723
S.R.E.C. - Title III-B Meal Site	166
TOTAL VEHICLE MILES	13,143
TOTAL REVENUE VEHICLE MILES	10,501
TOTAL VEHICLE HOURS	576
TOTAL DOLLARS INVOICED	\$38,872.20
Florida Managed Medical Assistance Program	\$1,991.00
Transportation Disadvantaged Program	\$35,553.20
S.R.E.C. - Title III-B Meal Site	\$1,328.00
AVERAGE COST PER TRIP	\$42.53
Florida Managed Medical Assistance Program	\$79.64
Transportation Disadvantaged Program	\$49.17
S.R.E.C. - Title III-B Meal Site	\$8.00
AVERAGE COST PER VEHICLE MILE	\$2.96
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.70
AVERAGE COST PER VEHICLE HOUR	\$67.49
TRIP PURPOSE*	
Medical	748
Employment	0
Education/Training	0
Shopping	0
Meal Site	166
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	81
PERCENT OF SINGLE PASSENGER TRIPS	9%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	5
AVERAGE TRIPS PER VEHICLE	183
AVERAGE MILES PER TRIP	14
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	13,143

Source: Suwannee River Economic Council

**QUARTERLY OPERATING REPORT
SUWANNEE RIVER ECONOMIC COUNCIL, INC.
LAFAYETTE COUNTY
APRIL - JUNE 2014**

OPERATING DATA	SREC
NUMBER OF INVOICED TRIPS	717
Medicaid	56
TD Trust Fund	575
S.R.E.C. - Title III-B Meal Site	86
TOTAL VEHICLE MILES	13,127
TOTAL REVENUE VEHICLE MILES	10,353
TOTAL VEHICLE HOURS	538
TOTAL DOLLARS INVOICED	\$39,122.00
Medicaid	\$6,053.68
TD Trust Fund	\$32,380.32
S.R.E.C. - Title III-B Meal Site	\$688.00
AVERAGE COST PER TRIP	\$54.56
Medicaid	\$108.10
TD Trust Fund	\$56.31
S.R.E.C. - Title III-B Meal Site	\$8.00
AVERAGE COST PER VEHICLE MILE	\$2.98
AVERAGE COST PER REVENUE VEHICLE MILE	\$3.78
AVERAGE COST PER VEHICLE HOUR	\$72.72
TRIP PURPOSE*	
Medical	631
Employment	0
Education/Training	0
Shopping	0
Meal Site	86
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	40
PERCENT OF SINGLE PASSENGER TRIPS	6%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	7
AVERAGE TRIPS PER VEHICLE	102
AVERAGE MILES PER TRIP	18
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	13,127

**2014-2015 TRIP/EQUIPMENT GRANT SUMMARY AR183
LAFAYETTE COUNTY**

CONTRACT AMOUNT: \$157,827.00

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-14	\$12,810.00	\$11,529.00	\$1,281.00	\$145,017.00	216	\$59.31
Aug-14	\$13,485.36	\$12,136.82	\$1,348.54	\$131,531.64	227	\$59.41
Sep-14	\$12,516.00	\$11,264.40	\$1,251.60	\$119,015.64	241	\$51.93
Oct-14	\$13,785.28	\$12,406.75	\$1,378.53	\$105,230.36	206	\$66.92
Nov-14	\$9,247.84	\$8,323.06	\$924.78	\$95,982.52	172	\$53.77
Dec-14	\$10,761.88	\$9,685.69	\$1,076.19	\$85,220.64	229	\$47.00
Jan-15	\$8,035.28	\$7,231.75	\$803.53	\$77,185.36	168	\$47.83
Feb-15	\$11,566.24	\$10,409.62	\$1,156.62	\$65,619.12	283	\$40.87
Mar-15	\$19,300.56	\$17,370.50	\$1,930.06	\$46,318.56	561	\$34.40
Apr-15	\$12,093.32	\$10,883.99	\$1,209.33	\$34,225.24	323	\$37.44
May-15	\$10,331.60	\$9,298.44	\$1,033.16	\$23,893.64	201	\$51.40
Jun-15	\$13,128.28	\$11,815.45	\$1,312.83	\$10,765.36	199	\$65.97

**LAFAYETTE COUNTY
UNMET TRANSPORTATION NEEDS
APRIL - JUNE 2015**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	0

Source: Suwannee River Economic Council

LAFAYETTE COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
APRIL - JUNE 2015

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	0	-
COMMENDATIONS	0	-

Source: Suwannee River Economic Council

ATTENDANCE RECORD

**LAFAYETTE COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	11/17/14	12/15/14	3/23/15	6/22/15
Chair	Commissioner Curtis Hamlin	P	P	P	P
Florida Department of Transportation Alternate Member	Sandra Collins Janell Damato	A A	A A	P A	P A
Florida Department of Children and Families Alternate Member	Kay Tice (Vacant)	P	P	A	A
Florida Agency for Health Care Administration Alternate Member	Deweese Ogden (Vacant)				
Florida Department of Education Alternate Member	(Vacant) (Vacant)				
Public Education Alternate Member	Richie Page (Vacant)	A	A	A	A
Citizen Advocate Alternate Member	Cindy Morgan Rhoda Pate	P A	A A	P A	A A
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Alternate Member	Martha Humphries (Vacant)	P	A	A	P
Veterans Alternate Member	Carlton Black (Vacant)	P	A	A	P
Persons with Disabilities Alternate Member	(Vacant) (Vacant)				
Florida Department of Elder Affairs Alternate Member	Ricky Lyons (Vacant)	A	P	A	A
Children at Risk Alternate Member	(Vacant) (Vacant)				
Local Medical Community Alternate Member	Ginger Calhoun (Vacant)	A	P	P	A
Regional Workforce Board Alternate Member	Sheryl Rehberg Anthony Jennings	A P	P A	P A	P A

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."

