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August 25, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, September 1, 2016 at 10:00 a.m.** in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. All Board members are encouraged to attend this meeting.

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

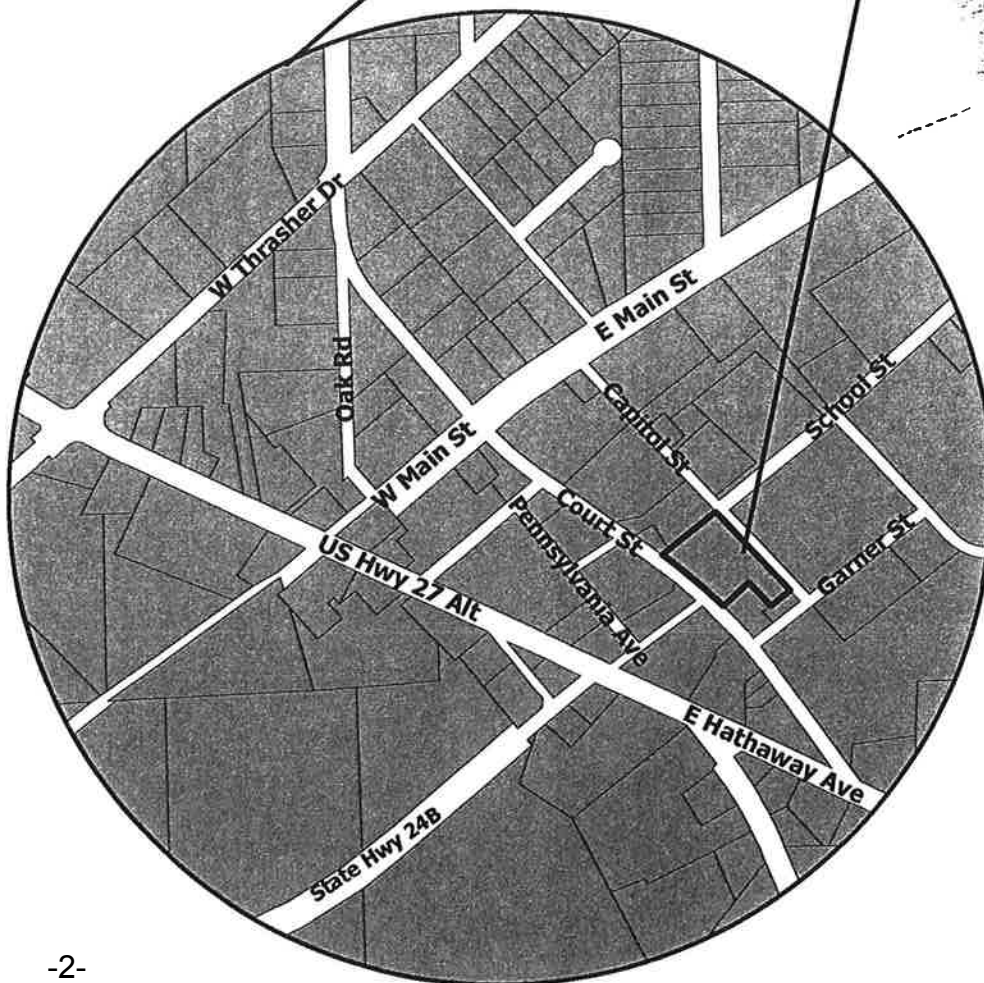
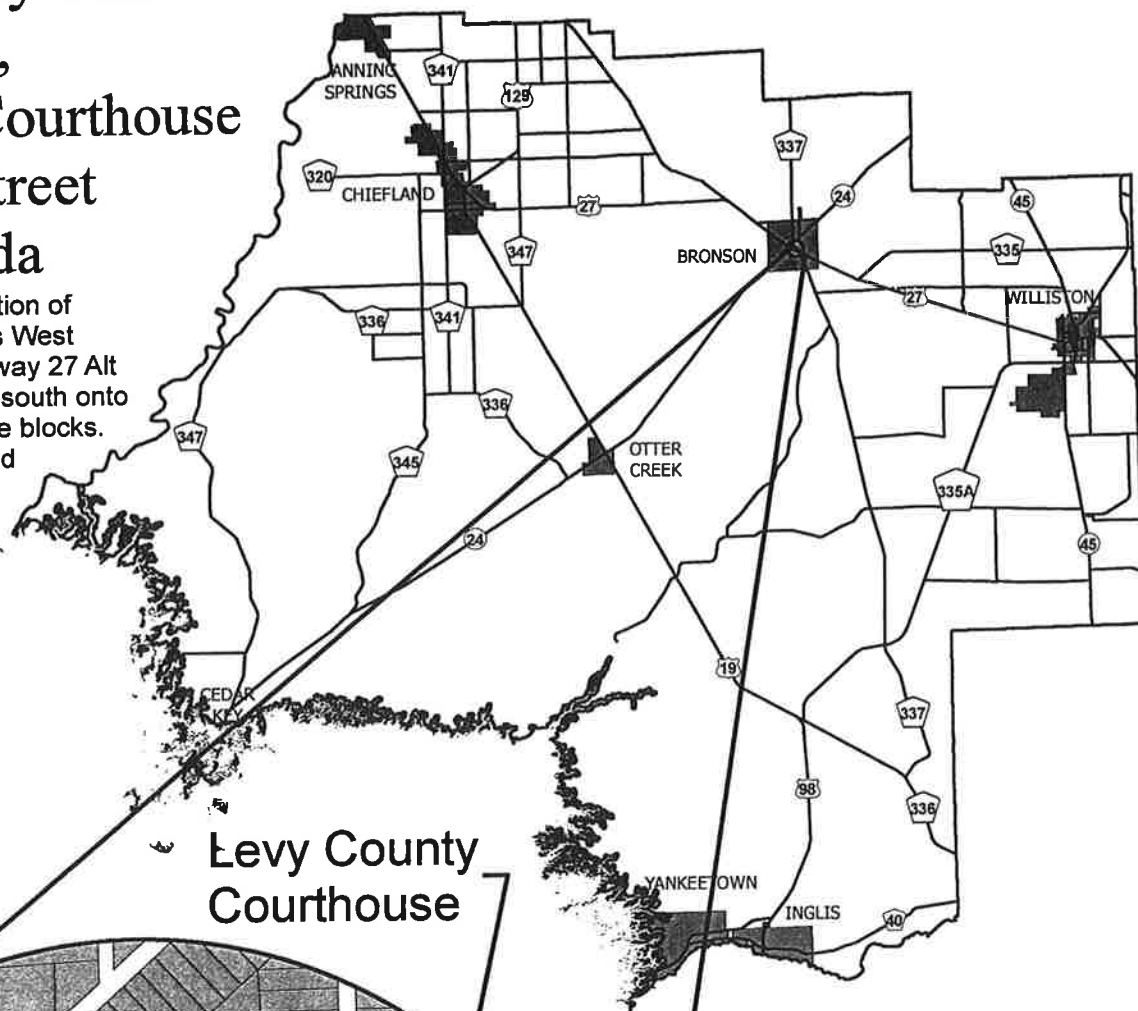
Attachments

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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.

**Board of County Commissioners'
Meeting Room,
Levy County Courthouse
355 S. Court Street
Bronson, Florida**

Directions: From the intersection of State Road 24 (also known as West Thrasher Drive) and US Highway 27 Alt in the Town of Bronson, head south onto US Highway 27 Alt about three blocks. Turn left onto Court Street, and the Levy County Courthouse will be on the right.



1 inch = 667 feet





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**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD
MEETING ANNOUNCEMENT AND AGENDA**

**Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida**

**Thursday
September 1, 2016
10:00 a.m.**

I. BUSINESS MEETING – CALL TO ORDER

A. Invocation

B. Pledge of Allegiance

C. Roll Call

D. Public Comments

E. Approval of the Meeting Agenda

ACTION REQUIRED

**F. Approval of the April 21, 2016
Minutes**

Page 7

ACTION REQUIRED

II. UNFINISHED BUSINESS

**A. 2016/17 Levy County Transportation
Disadvantaged Service Plan Amendments**

Page 13

ACTION REQUIRED

The Board needs to review and approve changes to the 2016/17 Levy County
Transportation Disadvantaged Service Plan

III. NEW BUSINESS

**A. Rural Area Capital Assistance Program
Grant Application**

Page 23

ACTION REQUIRED

The Board needs to review and approve Levy County Transit's 2016/17 Rural Area
Capital Assistance Program Grant application

B. Bylaws **Page 37** **ACTION REQUIRED**

The Board needs to review and approve the Bylaws

C. Grievance Procedures **Page 57** **ACTION REQUIRED**

The Board needs to review and approve the Grievance Procedures

D. Operations Reports **Page 75** **NO ACTION REQUIRED**

IV. OTHER BUSINESS

A. Comments

1. Members

2. Citizens

V. FUTURE MEETING DATES

A. November 17, 2016 at 10:00 a.m.

B. January 19, 2017 at 10:00 a.m.

C. April 20, 2017 at 10:00 a.m.

D. August 17, 2017 at 10:00 a.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.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner John Meeks Local Elected Official/Chair	Danny Stevens Local Elected Official
Sandra Collins Florida Department of Transportation Grievance/Annual Evaluation Committee Member	Doreen Joyner-Howard Florida Department of Transportation
Vickie Menasco Florida Department of Children and Families Grievance/Annual Evaluation Committee Member	Amy Burton Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Peter Shepis Florida Department of Education
Matthew Pearson Florida Department of Elder Affairs Annual Evaluation Committee Member	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration Grievance/Annual Evaluation Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Kathleen Woodring Regional Workforce Board	Dale French Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Bruce Greenlee Public Education Grievance Committee Member	Joseph Wain Public Education
Robert E. Lowyns Veterans Grievance/Annual Evaluation Committee Member Term ending June 30, 2017	Julie E. Rose Veterans Term ending June 30, 2017
Renate M. Cannon, Vice-Chair Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Tammy Jean Ippolito Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Annual Evaluation Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Sandra Woodard Children at Risk Term ending June 30, 2016	Brooke Ward 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.

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Board of County Commissioners' Meeting Room
355 S. Court Street
Bronson, Florida

Thursday
April 21, 2016
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner John Meeks, Chair
Renate M. Cannon, Citizen Advocate, Vice-Chair
Dale French representing Kathleen Woodring, Regional Workforce Board Representative
Bruce Greenlee, Public Education Representative
Tammy Ippolito, Citizen Advocate - User
Robert Lowyns, Veterans Representative
Vickie Menasco, Florida Department of Children and Families Representative

VOTING MEMBERS ABSENT

Jeff Aboumrad Florida Department of Education Representative
Sandra Collins, Florida Department of Transportation Representative
Tonya Hiers, Children at Risk Representative
Matthew Pearson, Florida Association for Community Action Representative

OTHERS PRESENT

Connie Conley, Levy County Transit
Bill Hearndon, Florida Commission for the Transportation Disadvantaged
Charles Ippolito

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. PUBLIC HEARING CALL TO ORDER

Chair Meeks called the public hearing to order at 10:05 a.m.

A. Invocation

Bruce Greenlee gave the invocation.

B. Pledge of Allegiance

Chair Meeks led the Board in reciting the Pledge of Allegiance.

C. Introductions

Mr. Bill Hearndon, Florida Commission for the Transportation Disadvantaged Area 4 Project Manager introduced himself.

D. Receive Public Testimony

Mr. Charles Ippolito stated that he likes riding Levy County Transit.

E. Close Public Hearing

Chair Meeks closed the public hearing at 10:07 a.m.

II. BUSINESS MEETING CALL TO ORDER

Chair Meeks called the meeting to order at 10:08 a.m.

A. Roll Call

The roll was called by Ms. Godfrey and a quorum was declared present.

B. Approval of the Meeting Agenda

ACTION: Renate Cannon moved to approve the meeting agenda. Bruce Greenlee seconded; motion passed unanimously.

C. Approval of the February 18, 2016 Meeting Minutes

ACTION: Bruce Greenlee moved to approve the February 18, 2016 minutes. Renate Cannon seconded; motion passed unanimously.

III. NEW BUSINESS

A. Levy County Transportation Disadvantaged Service Plan Amendments

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that Chapter 427, Florida Statutes requires Levy County Transit to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board's approval. She said the Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Renate Cannon requested the following:

1. definition of "high risk" and "at risk" children;
2. clarify language regarding passenger suspension reconsideration on page A-11 of the Plan; and
3. provide the dates of the evaluation period noted on page 64 of the Plan.

Robert Lowyns asked the Board to review Step II of the Transportation Disadvantaged Program eligibility requirements regarding income at the next meeting.

Ms. Godfrey distributed revised 2016/17 Transportation Disadvantaged Trust Fund allocations. She also distributed an amendment to page 65 of the Plan regarding the Quality of Service standard.

Ms. Connie Conley distributed the Fiscal Year 2016/17 service rates and the rate model worksheets used to develop the rates.

ACTION: Renate Cannon moved to approve the Levy County Transportation Disadvantaged Service Plan with the noted changes and the Fiscal Year 2016/17 service rates. Tammy Ippolito seconded; motion passed unanimously.

B. Operations Reports

Ms. Conley stated that she was unable to prepare the reports for this meeting. She said she will provide them at the next meeting.

C. 2016 Florida Legislative Session

Ms. Godfrey stated that the Florida Legislature authorized an increase of Transportation Disadvantaged Trust Funds in Fiscal Year 2016-17. She said the additional funds will be used for the following:

1. study the existing Transportation Disadvantaged Trust Fund distribution formula;
2. provide additional transportation services in rural areas for persons with disabilities, older adults, and people with low incomes; and
3. award competitive grants to Community Transportation Coordinators to support transportation projects that: (1) enhance the access of older adults, persons with disabilities, and persons with low income individuals to health care, shopping, education, employment, public services, and recreation; (2) assist in the development, improvement, and use of transportation systems in non-urbanized areas; (3) promote the efficient coordination of services; (4) support intercity bus transportation; and (5) encourage private transportation provider participation.

Renate Cannon asked if Levy County Transit will be applying for the Mobility Enhancement Grant funds.

Ms. Conley stated that, because applications are due May 16, 2016, she does not think her staff can complete an application by the deadline.

Ms. Godfrey offered to provide Levy County with assistance writing a grant proposal.

IV. OTHER BUSINESS

A. Comments

1. Members

Renate Cannon asked if Levy County Transit distributes brochures about their services. She said more knowledge of Levy County Transit's services is needed in the community.

Ms. Conley said Levy County Transit will be distributing information about their services at the Tri-County Community Resource Center this weekend. She said they also provide medical offices with their brochures.

Chair Meeks noted the number of member vacancies and encouraged everyone to let staff know of anyone who may be interested in serving on the Board.

Renate Cannon noted the number of members who do not attend the meetings.

Ms. Godfrey said she has contacted members who have not been attending the meetings. She also said she would appreciate any assistance from Board members to recruit individuals to fill the vacant positions.

2. Citizens

There were no citizen comments.

V. FUTURE MEETING DATES

Chair Meeks stated that the next meeting of the Board is scheduled for Thursday, April 21, 2016, 2015 at 10:00 a.m.

ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

Coordinating Board Chair

Date

t:\lynn\td2016\levy\minutes\04212016.doc



August 25, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Levy County Transportation Disadvantaged Service Plan Amendments

RECOMMENDATION

Approve the Levy County Transportation Disadvantaged Service Plan amendments.

BACKGROUND

Attached are draft amendments to the Levy County Transportation Disadvantaged Service Plan. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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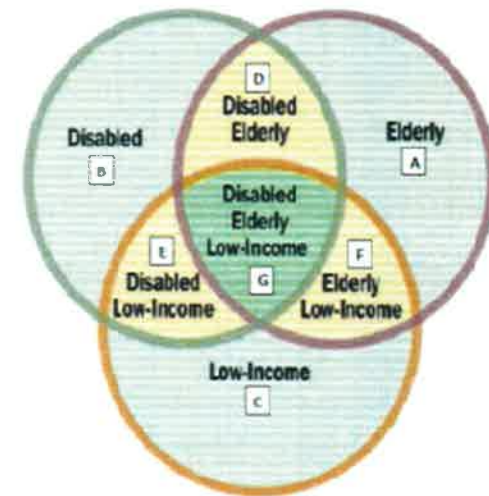
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

Levy County					Census Data from 2013			
County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
< 5 Years of Age	2,011	5.1%	752	2.0%	61	0.7%	0	0.00%
5-17	5,721	14.6%	1,656	4.2%	390	1.0%	72	0.18%
18-34	6,802	17.4%	1,911	4.9%	361	0.9%	163	0.47%
35-64	16,292	41.6%	2,057	5.4%	3,765	9.6%	1,013	2.59%
Total Non Elderly	30,826	78.7%	6,456	16.5%	4,577	11.7%	1,268	3.24%
65-74	5,091	13.0%	259	0.8%	1,920	4.9%	350	0.89%
75+	3,249	8.3%	140	0.4%	1,962	5.0%	147	0.38%
Total Elderly	8,340	21.3%	439	1.1%	3,882	9.9%	497	1.27%
Total	39,166	100%	6,895	17.6%	8,459	21.6%	1,765	4.51%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I11)	1,268
B - Estimate non-elderly/ disabled/not low income	Subtract I11 from G11	3,309
G - Estimate elderly/disabled/low income	From Base Data (I14)	497
D - Estimate elderly/ disabled/not low income	Subtract I14 from G14	3,385
F - Estimate elderly/non-disabled/low income	Subtract I14 from E14	(58)
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C14	4,516
C - Estimate low income/not elderly/not disabled	Subtract I11 from E11	5,188
Total - Non-Duplicated		18,105

General TD Population	% of Total	
Non-Duplicated General TD Population Estimate	18,105	46.2%



Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase replacement vehicle.	2016/17	Levy County	\$77,879	Rural Area Capital Assistance Program Grant

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2016/17	Levy County	\$426,612 \$47,401	Transportation Disadvantaged Trust Fund Levy County Board of County Commissioners

5. Goals, Objectives and Strategies

GOAL 1 Ensure the availability of transportation services to meet the needs of the transportation disadvantaged.

- Objective 1.1** Identify and monitor demand for transportation services among the transportation disadvantaged.
- Objective 1.2** Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.
- Objective 1.3** Employ measures, as needed and appropriate, for controlling the rate at which funding available for non-sponsored trips is expended and for targeting funding available for non-sponsored trips to individuals with the greatest need.
- Objective 1.4** Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.
- Objective 1.5** Identify and pursue potential sources of additional funding for transportation services and partnership opportunities. Seek, in particular, to stimulate or facilitate the use of private funding to reduce reliance on public subsidies.
- Objective 1.6** Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act.
- Objective 1.7** Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.

h. Transportation Disadvantaged Program Eligibility

The Levy County Transportation Disadvantaged Coordinating Board established an eligibility determination process for the provision for Transportation Disadvantaged Program sponsored trips. Applications for Transportation Disadvantaged Program eligibility must be requested from Levy County Transit. The eligibility process includes two-steps to substantiate an individual's eligibility.

Step I:

- A. Determine if the applicant has access to an operational vehicle or the ability to operate a vehicle. If the applicant has access to an operational vehicle or the ability to operate a vehicle, they must meet one of the following criteria in order to qualify for Transportation Disadvantaged Program sponsored services:
 1. Applicant needs transportation to and from dialysis or oncology treatments.
 2. Applicant uses a mobility device and is unable to transfer out of the mobility device due to a medical condition and does not have access to a lift-equipped vehicle.
 3. Applicant requires stretcher transportation.
- B. Determine if the applicant is eligible to receive transportation services through an agency program; is unable to purchase transportation; is unable to find transportation from other sources.

Step II:

Applicants meeting all of the above criteria must also satisfy at least one of the following:

- a. Be disabled as defined in the Americans with Disabilities Act of 1990.
- b. Be 60 years of age or older.
- c. Household income meets a maximum of 125% of the current Federal Poverty Guidelines. Have a household income of less than 125% of the federal poverty guidelines as indicated below. Proof of income is required.

2016 Poverty Guidelines For The 48 Contiguous States
And The District of Columbia

PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE	125% of the Poverty Guideline
1	\$11,880	\$14,850
2	\$16,020	\$20,025
3	\$20,160	\$25,200
4	\$24,300	\$30,375
5	\$28,440	\$35,550
6	\$32,580	\$40,725
7	\$36,730	\$45,912
8	\$40,890	\$51,112

* For families/households with more than 8 persons, add \$4,160 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Safety 41-2.006 (4) (y)	The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	There shall be no more than 1 accident per 100,000 miles during the evaluation period (July 1, 2016-June 30, 2017).
Reliability 41-2.006 (4) (z)	The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	There shall be no more than 5 roadcalls during the evaluation period. (July 1, 2016-June 30, 2017).
Call Hold Time 41-2.006 (4) (aa)	This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local Coordinating Board's evaluation of the Community Transportation Coordinator.	This standard is not applicable to this service area.

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
Quality of Service 41-2.006 (4) (bb)	The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.	Collect and publicly post passenger satisfaction survey ratings. There shall be no more than one complaint per 1,000 trips during the evaluation period (July 1, 2016-June 30, 2017).

Select Year: 2015

The 2015 Florida Statutes

[Title XXX](#)[Chapter 411](#)[View Entire
Chapter](#)SOCIAL
WELFAREHANDICAP OR HIGH-RISK CONDITION PREVENTION AND
EARLY CHILDHOOD ASSISTANCE

411.202 Definitions.—As used in this chapter, the term:

- (1) “Assistance services” means those assessments, individualized therapies, and other medical, educational, and social services designed to enhance the environment for the high-risk or handicapped preschool child, in order to achieve optimum growth and development. Provision of such services may include monitoring and modifying the delivery of assistance services.
- (2) “Case management” means those activities aimed at assessing the needs of the high-risk child and his or her family; planning and linking the service system to the child and his or her family, based on child and family outcome objectives; coordinating and monitoring service delivery; and evaluating the effect of the service delivery system.
- (3) “Community-based local contractor” means any unit of county or local government, any for-profit or not-for-profit organization, or a school district.
- (4) “Developmental assistance” means individualized therapies and services needed to enhance both the high-risk child’s growth and development and family functioning.
- (5) “Discharge planning” means the modification of the written individual and family service plan at the time of discharge from the hospital, which plan identifies for the family of a high-risk or handicapped infant a prescription of needed medical treatments or medications, specialized evaluation needs, and necessary nonmedical and educational intervention services.
- (6) “Drug-exposed child” means any child from birth to 5 years of age for whom there is documented evidence that the mother used illicit drugs or was a substance abuser, or both, during pregnancy and the child exhibits:
 - (a) Abnormal growth;
 - (b) Abnormal neurological patterns;
 - (c) Abnormal behavior problems; or
 - (d) Abnormal cognitive development.
- (7) “Early assistance” means any sustained and systematic effort designed to prevent or reduce the assessed level of health, educational, biological, environmental, or social risk for a high-risk child and his or her family.
- (8) “Handicapped child” means a preschool child who is developmentally disabled, mentally handicapped, speech impaired, language impaired, deaf or hard of hearing, blind or partially sighted, physically handicapped, health impaired, or emotionally handicapped; a preschool child who has a specific learning disability; or any other child who has been classified under rules of the State Board of Education as eligible for preschool special education services, with the exception of those who are classified solely as gifted.

(9) “High-risk child” or “at-risk child” means a preschool child with one or more of the following characteristics:

- (a) The child is a victim or a sibling of a victim in a confirmed or indicated report of child abuse or neglect.
- (b) The child is a graduate of a perinatal intensive care unit.
- (c) The child’s mother is under 18 years of age, unless the mother received necessary comprehensive maternity care and the mother and child currently receive necessary support services.
- (d) The child has a developmental delay of one standard deviation below the mean in cognition, language, or physical development.
- (e) The child has survived a catastrophic infectious or traumatic illness known to be associated with developmental delay.
- (f) The child has survived an accident resulting in a developmental delay.
- (g) The child has a parent or guardian who is developmentally disabled, severely emotionally disturbed, drug or alcohol dependent, or incarcerated and who requires assistance in meeting the child’s developmental needs.
- (h) The child has no parent or guardian.
- (i) The child is drug exposed.
- (j) The child’s family’s income is at or below 100 percent of the federal poverty level or the child’s family’s income level impairs the development of the child.
- (k) The child is a handicapped child as defined in subsection (8).
- (l) The child has been placed in residential care under the custody of the state through dependency proceedings pursuant to chapter 39.
- (m) The child is a member of a migrant farmworker family.

(10) “Impact evaluation” means the provision of evaluation information to the department on the impact of the components of the childhood pregnancy prevention public education program and an assessment of the impact of the program on a child’s related sexual knowledge, attitudes, and risk-taking behavior.

(11) “Individual and family service plan” means a written individualized plan describing the developmental status of the high-risk child and the therapies and services needed to enhance both the high-risk child’s growth and development and family functioning, and shall include the contents of the written individualized family service plan as defined in part H of Pub. L. No. 99-457.

(12) “Infant” or “toddler” means any child from birth to 3 years of age.

(13) “Interdisciplinary team” means a team that may include the physician, psychologist, educator, social worker, nursing staff, physical or occupational therapist, speech pathologist, parents, developmental intervention and parent support and training program director, case manager for the child and family, and others who are involved with the individual and family service plan.

(14) “Parent support and training” means a range of services for families of high-risk or handicapped preschool children, including family counseling; financial planning; agency referral; development of parent-to-parent support groups; education relating to growth and development, developmental assistance, and objective measurable skills, including abuse avoidance skills; training of parents to advocate for their child; and bereavement counseling.

(15) “Posthospital assistance services” means assessment, individual and family service planning, developmental assistance, counseling, parent education, and referrals which are delivered as needed in a home or nonhome setting, upon discharge, by a professional or paraprofessional trained for this

purpose.

(16) “Prenatal” means the time period from pregnancy to delivery.

(17) “Preschool child” means a child from birth to 5 years of age, including a child who attains 5 years of age before September 1.

(18) “Prevention” means any program, service, or sustained activity designed to eliminate or reduce high-risk conditions in pregnant women, to eliminate or ameliorate handicapping or high-risk conditions in infants, toddlers, or preschool children, or to reduce sexual activity or the risk of unwanted pregnancy in teenagers.

(19) “Preventive health care” means periodic physical examinations, immunizations, and assessments for hearing, vision, nutritional deficiencies, development of language, physical growth, small and large muscle skills, and emotional behavior, as well as age-appropriate laboratory tests.

(20) “Process evaluation” means the provision of information to the department on the breadth and scope of the childhood pregnancy prevention public education program. The evaluation must identify program areas that need modification and identify community-based local contractor strategies and procedures which are particularly effective.

(21) “Strategic plan” means a report that analyzes existing programs, services, resources, policy, and needs and sets clear and consistent direction for programs and services for high-risk pregnant women and for preschool children, with emphasis on high-risk and handicapped children, by establishing goals and child and family outcomes, and strategies to meet them.

(22) “Teen parent” means a person under 18 years of age or enrolled in school in grade 12 or below, who is pregnant, who is the father of an unborn child, or who is the parent of a child.

History.—s. 1, ch. 89-379; s. 7, ch. 90-358; s. 2, ch. 91-229; s. 1, ch. 95-321; s. 51, ch. 97-103; s. 62, ch. 2000-153.



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

August 25, 2016

TO: Levy 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 Levy County Transit'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.

Enclosed is Levy County Transit's Rural Area Capital Assistance Program Grant application. 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.

Levy County Board of County Commissioners

Levy County Transit

2016/2017

Shirley Conroy Rural Area Capital Assistance
Program Grant Application

EXHIBIT A

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

1. DATE SUBMITTED: August 8, 2016
2. LEGAL NAME OF APPLICANT: Levy County Board of County Commissioners/Levy County Transit
3. FEDERAL IDENTIFICATION NUMBER: 59-6000717
4. REMITTANCE ADDRESS: P.O. Box 310
5. CITY AND STATE: Bronson, FL ZIP CODE: 32621
6. CONTACT PERSON FOR THIS GRANT: Connie Conley
7. PHONE NUMBER: 352-486-3485 FAX NUMBER: 352-486-3312
8. E-MAIL ADDRESS: conley-connie@levycounty.org
9. PROJECT LOCATION [County(ies)]: Levy
10. PROPOSED START DATE: September 2016 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 77,879.00
Local \$ **0.00 REDI Waiver**
TOTAL \$ 77,879.00

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.

John Meeks Board Chairman

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE


SIGNATURE OF AUTHORIZED REPRESENTATIVE

August 2, 2016

DATE

13. Local Coordinating Board Approval

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

Levy County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

August 2, 2016

DATE

APPROVED AS TO FORM AND LEGAL

SUFFICIENCY Anne Bast Brown

Anne Bast Brown, County Attorney

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. One 23' Gas Ford Turtle Top: 10 seats w/ 2 wheelchair
Positions to include Wheelchair lift and 4 cameras \$ 77,879.00

2. \$ _____

3. \$ _____

Total Project Cost \$ 77,879.00

II. Funding Participation

A.	Transportation Disadvantaged Trust Funds	(90%) * \$ <u>77,879.00</u>
B.	Local Match	(10%) * \$ <u>REDI</u>
C.	Total Project Cost	\$ <u>77,879.00</u>

* 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:

Levy BOCC/Levy County Transit became the CTC in 1993 and has provided all transportation needs to county residents who have a need. Many of the residents that utilize the service are elderly, disabled and or low income. It is projected that the population for the age 65+ will increase dramatically over the next 5 years. The need for transportation for this age group is expected to increase during the years to come. Many have vehicles and can get around town locally however many are either unable to drive in a busy city such as Gainesville or have appointments that they are unable to drive themselves. Applications are mailed daily to those seeking to use the transportation services provided by Levy County Transit.

What:

Levy BOCC/Levy County Transit is in need of replacing a 2009 bus with 8 seats and 2 wheelchair positions. The current mileage on this bus is 335,492. A replacement bus would be a 23' gas Ford Turtle Top bus with 10 seats and 2 wheelchair positions, 4 cameras and a passenger seat up front next to the driver. Of the 10 seats, 6 of those will be foldaway for extra room when loading wheelchairs. Having the passenger seat up front is a necessity when training new drivers. Current bus inventory has cameras to help with safety concerns, accidents and training. Costs associated with the older bus will be reduced with a replacement.

Where:

Levy County is a rural county of approximately 1118 square miles with a population of approximately 39,832 as of July 1, 2015 census.

The service area that trips are provided on a daily basis include Gainesville, Trenton and Levy County. Trips provided from the outlying areas such as Cedar Key, Yankeetown and Inglis exceed 50 miles per trip. Most medical trips provided out of Yankeetown and Inglis are taken to facilities south of Levy County such as Dunnellon, Lecanto and Crystal River. Due to the large area that makes up the county, many miles are driven each day to provide these trips.

When:

The bus will be ordered immediately upon notification of award. As soon as the new bus is delivered, inspected and all signage is placed on bus it will be placed into service. This is usually within 5 working days of delivery. Currently trips are provided Monday-Friday and on all holidays with the exception of Thanksgiving Day and Christmas Day. For life sustaining trips that would fall on these holidays, service is then provided on Saturday or Sunday depending on the scheduling of the medical facilities.

How:

The bus will be ordered and purchased from Alliance Bus Group, through TRIPS. Levy County is a REDI county, therefore the REDI Waiver is being requested for local match. The agency is primarily dependent on grants, Med-waiver, SREC, private pay, advertising and private school funds.

Why:

The buses at Levy County Transit put between 250 and 320 miles per day. At least twelve buses are on the road daily to provide trips. Given the size of the county and the fact that many of trips are out of county attributes to the many miles driven each day. TD Trips make up the majority of trips provided in our county. Currently out of the 13 para-transit buses in the fleet, 6 of those have between 225,000 to 384,462 miles and range in age from 5 to 10 years old. The costs associated in keeping these buses in good running condition continue to escalate. Replacing and putting the older buses into reserve will drastically reduce operational costs. Efforts continue through events in the county to bring awareness of the services provided under the Transportation Disadvantage Program to increase trips.

Status of 2014/2015 and 2015/2016 Grants:

2014/2015: Purchased one 2015 Turtle Top Vanterra XLT in the amount of \$79,380 paid by RCAP under the REDI Waiver at 100%.

2015/2016: Purchased one 2016 Turtle Top Odyssey in the amount of \$73,259.00 paid by RCAP under the REDI Waiver at 100%.

Both buses are in service daily.

**RESOLUTION
2016-047**

Deputy Clerk MBASS

**A RESOLUTION OF LEVY COUNTY, FLORIDA,
AUTHORIZING THE FILING OF A SHIRLEY CONROY
RURAL AREA CAPITAL ASSISTANCE PROGRAM GRANT
APPLICATION WITH THE FLORIDA COMMISSION FOR THE
TRANSPORTATION DISADVANTAGED; PROVIDING FOR
APPROVAL OF APPLICATION AND AGREEMENT;
PROVIDING FOR AUTHORIZATION FOR ADMINISTRATIVE
DUTIES; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners of Levy County, Florida ("the Board") has the authority to file a Shirley Conroy Rural Area Capital Assistance Program Grant application ("Grant Application") and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code; and

WHEREAS, the Board hereby authorizes the filing of a Grant Application with the Florida Commission for the Transportation Disadvantaged;

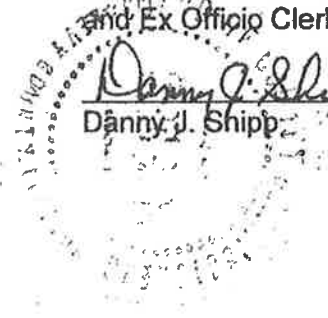
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The Board has the authority to file this Grant Application.
2. The Board hereby authorizes the filing and execution of the Grant Application by the Chair of the Board on behalf of the Board or the Vice-Chair in the Chair's absence, with the Florida Commission for the Transportation Disadvantaged.
3. The Chair serves as the Registered Agent for the Board. The Chair's address is P. O. Box 310, 355 South Court Street, Bronson, Florida, 32621.
4. The Board authorizes the Chair or Vice-Chair of the Board, or either of their designees, to sign any and all agreements or contracts which are required in connection with the Grant Application.
5. The Board authorizes the County Coordinator and/or the Transportation Department Director or either of their designees to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the Grant Application or subsequent agreements.

DULY PASSED AND ADOPTED this the 2nd day of August, 2016.

**BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**

ATTEST: Clerk of the Circuit Court
and Ex Officio Clerk to the Board


Danny J. Shipp
Danny J. Shipp

John Meeks
John Meeks, Chairman

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Anne Bast Brown **R**
Anne Bast Brown, County Attorney

z:\res\shirleyconroy.auhtorize.2016-2017
LR2016-085

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, 2017, 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, 2016, 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: August 2, 2016

Signature: 

Name: John Meeks

Title: Chairman

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY Anne Bast Brown
Anne Bast Brown, County Attorney

VEHICLE INVENTORY

Exhibit F

Levy

Agency: County Transit

Agency Veh #	Year	Make	Model	Veh icle Typ	VIN #	Current mileage	Needs FDOT #	FDOT #	Title on Hand	Title Req Sent	Title #	Lift Type	Seats + W/C Pos	Average Miles/yr
LCT 1	2013	Chev	4500	D	1GB6G58GXD1170903	151665	N	N/A	N	N	112209265	Braun	12 / 2 wc	55000
LCT 2	2014	Ford	E450	D	1FDDE4FS1DDA92970	151960	Y	91220	N	N	113116792	Braun	12st/4wc	55000
LCT 3	2014	Ford	E450	D	1FDDE4FS2EDA83583	120260	N	N/A	N	N	115596382	Braun	12st/3wc	55000
LCT 4	2014	Ford	E450	D	1FDDE4FS4EDB10055	110480	Y		N	N		Braun	12st/4wc	55000
LCT 5	2015	Ford	Turt	D	1FDXE4FS4EDB00758	83524	y		N	N	118348995	Braun	14st/2wc	55000
LCT 6	2015	Ford	Turt	D	1FDWE3FL6FDA28090	41526	N	N/A	N	N		Braun	10/2wc	55000
LCT 7	2016	Ford	Turt	D	1FDDE4FS0FDA35291	3614	N	N/A	N	N		Braun	14/2	55000
LCT 21	2006	Ford	E250	F	1FBNE31LX6DB28964	45365	N	XXXX	N	N	96833282	N/A	STR ONLY	1200
LCT 22	2006	Chev	C3500	D	1GBJG31U361264615	382462	N	xxxx	Y	Y	97187971	Ricon	8sts/2wc	55000
LCT 25	2008	Chev	Uplan	E	1GBDV13W88D211562	121960	N	xxxx	Y	Y	101705102	RAMP	5sts/1wc	33000
LCT 26	2009	Chev	C3500	D	1GBJG31K481232919	284461	Y	90255	N	N	102274239	Ricon	8sts/2wc	55000
*LCT 27	2009	Chev	C3500	D	1GBJG31K091130969	335492	Y	9119	N	N	102490347	Ricon	8sts/2wc	55000
LCT 28	2009	Chev	C3500	D	1GBJG31K491102902	296193	Y	9185	N	N	104469699	Braun	14st/4wc	55000
LCT 29	2010	Ford	E450	D	1FDXE4FL9ADA82423	293985	Y	90274	N	N	104906251	Braun	12st/2wc	55000
LCT 31	2010	Dodge	GC	E	2D4RN4DEXAR498479	37470	N	xxxx	Y	Y	107029213	RAMP	4sts/1wc	30000
LCT32	2011	Chev	3500	D	1GBJG31K891104071	226866	N	xxxx	N	N	107818152	Braun	12st/4wc	55000
LCT 102	2006	Chev	C5500	C	1GBE5V1226F417974	294498	N	xxxx	Y	Y	95728950	Ricon	20st/3wc	45000
LCT 103	2006	Chev	C5500	C	1GBE5V1216F417495	265202	N	xxxx	Y	Y	95728812	Ricon	20st/3wc	45000
LCT 104	2007	Chev	C4500	C	1GBE4V12X7F404619	226484	N	xxxx	Y	Y	97583272	Ricon	16st/2wc	45000
LCT 105	2007	Chev	C4500	C	1GBE5V1977F425650	183565	N	xxxx	Y	Y	99597366	Ricon	22st/2wc	45000
LCT 106	2010	Chev	C4500	C	1GBE4V1G99F413097	176493	Y	80235	N	N	103996617	Braun	16st/2wc	45000
LCT 107	2010	Chev	C4500	C	1GBE4V1G89F413057	145854	Y	80238	N	N	103996497	N/A	24st/0wc	45000
LCT 108	2010	Chev	C4500	C	1GBE4V1GX9F413111	184503	Y	80237	N	N	103996569	Braun	16st/2wc	45000
LCT 109	2010	Chev	C4500	C	1GBE4V1G99F413083	131955	Y	80236	N	N	103996492	Braun	16st/2wc	45000
Shirley Conroy Rural Area Capital Assistance Program Grant Application Rev. 07/01/2016														
													9	



III.B.
Serving

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

August 25, 2016

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

t:\lynn\td2016\levy\memos\bylaws.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.

Bylaws

September 1, 2016

Levy County Transportation Disadvantaged Coordinating Board



Bylaws

Approved by the
Levy County
Transportation Disadvantaged Coordinating Board

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

John Meeks, 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 1, 2016

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Chapter I: Levy County Transportation Disadvantaged Coordinating Board Bylaws

A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Levy 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 governing the coordination of transportation services provided to the transportation disadvantaged.

B. Agency Description

The Levy 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 Levy County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) According to Rule 41-2.012, Florida Administrative Code, the purpose of the Board is to identify local service needs and to provide information, advice and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged population within the designated service area through the Florida Coordinated Transportation System. 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 Levy County is the North Central Florida Regional Planning Council.

In accordance with Rule 41-2.012(3), Florida Administrative Code, the following agencies and groups shall be represented on the Coordinating Board as voting members.

- (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 Chair 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 and state agency representatives, 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. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any member who fails to attend three (3) consecutive meetings. The North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged of any state agency voting member or his/her alternate failing to attend three (3) consecutive meetings.
- (5) **Non-Voting Members.** The North Central Florida Regional Planning Council may appoint non-voting members to the Board. It shall consider appointing one or more representatives from transportation boards or communities existing in the county as non-voting members of the Board.

F. Officers

Officers of the Board shall include a Chair and a Vice-Chair.

- (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 Chair 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. Business meetings of the Board may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. 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 except when they conflict with these by-laws of Commission guidelines.

- (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. Special meetings of the Board may be rescheduled, postponed or cancelled for any appropriate purpose by the Chair.

- (4) Public Workshop. The Board shall hold a public workshop annually. Public workshops may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair.

- (45) 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.

- (56) 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.

- (67) 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.
- (78) 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."
- (89) Proxy Voting. Proxy voting is not permitted.
- (910) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.
- (1011) 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.

North Central Florida Regional Planning Council staff will assist the Chair with the preparation, duplication, and distribution of all materials necessary for Board meetings. Also, staff is responsible for preparing official minutes for each Board meeting.

- (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 workshop 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.
- (l) Assist the Community Transportation Coordinator in the establishment of trip priorities with regard to the recipients of Transportation Disadvantaged Program services purchased with Transportation Disadvantaged Trust Fund moneys.

J. Committees

- (1) Grievance Committee. 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 recuse themselves from hearing the grievance.

- (2) Evaluation Committee. The Chair subject to approval by the Board shall appoint an Evaluation Committee to review the Community Transportation Coordinator's annual performance evaluation. The Committee shall convene at least annually.
- (3) Additional committees may 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. Communication With Other Agencies and Entities

The North Central Florida Regional Planning Council authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its responsibilities in accordance with Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

L. Amendments

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

M. Certification

The undersigned hereby certifies that he/she is the Chair of the Levy 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 Levy County Transportation Disadvantaged Coordinating Board the 18th day of August 2016.

John Meeks, Chair
Levy County Transportation Disadvantaged Coordinating Board

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Levy County Transportation Disadvantaged Coordinating Board

Bylaws Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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visit our website!

Levy County Transportation Disadvantaged Coordinating Board

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

www.ncfrpc.org/td



August 25, 2016

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

t:\lynn\td2016\levy\memos\gp.docx

Transportation Disadvantaged Grievance Procedures

September 1, 2016

Levy County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the

Levy County
Transportation Disadvantaged Coordinating Board

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

John Meeks, 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 1, 2016

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Chapter I: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Levy 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 Levy 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 three (3) 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. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. 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 recuses 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) The Community Transportation Coordinator also has a process for addressing service complaints and grievances. Service complaints shall be submitted to the Community Transportation Coordinator for resolution prior to being brought to the Board's Grievance Committee.
- (4) 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:

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

- (5) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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.
- (11) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.

- (12) 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.
- (13) 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.
- (14) Any party may request a follow-up meeting of the Grievance Committee if one is needed to ensure a fair and complete hearing of a grievance. If a follow-up meeting is requested, it shall be scheduled before the meeting is adjourned. Follow-up meetings will be noticed in the same manner as regular Grievance Committee meetings.
- (15) 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.
- (16) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.
- (17) Utilization of the Board's Grievance Procedures does not preclude individuals from utilizing other processes and forums to pursue their grievances as appropriate.

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:

Levy 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. 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 suspended rider 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 suspended rider requesting the reconsideration.

M. 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.

N. 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.

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Levy 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 Levy County Transportation Disadvantaged Coordinating Board the 18th day of August 2016.

John Meeks, Chair
Levy County Transportation Disadvantaged Coordinating Board

Levy County Transportation Disadvantaged Coordinating Board

Grievance Procedures Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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August 25, 2016

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Enclosed are Levy County Transit's operations reports. 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
LEVY COUNTY TRANSIT
LEVY COUNTY
JANUARY - MARCH 2016**

OPERATING DATA	LEVY COUNTY TRANSIT	TOTAL
NUMBER OF INVOICED TRIPS	10,844	10,844
Florida Commission for the Transportation Disadvantaged	2,641	2,641
Florida Managed Medical Assistance Program	26	26
Florida Department of Elder Affairs	133	133
Other	8,044	8,044
TOTAL VEHICLE MILES	165,884	165,884
TOTAL REVENUE VEHICLE MILES	142,727	142,727
TOTAL VEHICLE HOURS	5,879	5,879
TOTAL DOLLARS INVOICED	\$146,519.35	\$146,519.35
Florida Commission for the Transportation Disadvantaged	\$95,445.54	\$95,445.54
Florida Managed Medical Assistance Program	\$2,600.50	\$2,600.50
Florida Department of Elder Affairs	\$1,388.03	\$1,388.03
Other	\$47,085.28	\$47,085.28
AVERAGE COST PER TRIP	\$13.51	\$13.51
Florida Commission for the Transportation Disadvantaged	\$36.14	\$36.14
Florida Managed Medical Assistance Program	\$100.02	\$100.02
Florida Department of Elder Affairs	\$10.44	\$10.44
Other	\$5.85	\$5.85
AVERAGE COST PER VEHICLE MILE	\$0.88	\$0.88
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.03	\$1.03
AVERAGE COST PER VEHICLE HOUR	\$24.92	\$24.92
TRIP PURPOSE*		
Medical	2,410	2,410
Employment	441	441
Education/Training	7,275	7,275
Shopping	40	40
Meal Site	137	137
Recreation	83	83
Other	458	458
NUMBER OF TRIPS DENIED	1	1
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	10844	10,844
PERCENT OF SINGLE PASSENGER TRIPS	100%	100%
NUMBER OF ACCIDENTS	0	0
NUMBER OF VEHICLES	11	11
AVERAGE TRIPS PER VEHICLE	986	986
AVERAGE MILES PER TRIP	15	15
NUMBER OF ROADCALLS	9	9
MILES BETWEEN ROADCALLS		18,432

Source: Levy County Transit

**QUARTERLY OPERATING REPORT
LEVY COUNTY TRANSIT
LEVY COUNTY
APRIL - JUNE 2016**

OPERATING DATA	LEVY COUNTY TRANSIT	TOTAL
NUMBER OF INVOICED TRIPS	9,756	9,756
Florida Commission for the Transportation Disadvantaged	2,681	2,681
Florida Managed Medical Assistance Program	15	15
Florida Department of Elder Affairs	63	63
Other	6,997	6,997
TOTAL VEHICLE MILES	162,604	162,604
TOTAL REVENUE VEHICLE MILES	141,896	141,896
TOTAL VEHICLE HOURS	5,284	5,284
TOTAL DOLLARS INVOICED	\$133,743.38	\$133,743.38
Florida Commission for the Transportation Disadvantaged	\$91,620.44	\$91,620.44
Florida Managed Medical Assistance Program	\$956.00	\$956.00
Florida Department of Elder Affairs	\$755.51	\$755.51
Other	\$40,411.43	\$40,411.43
AVERAGE COST PER TRIP	\$13.71	\$13.71
Florida Commission for the Transportation Disadvantaged	\$34.17	\$34.17
Florida Managed Medical Assistance Program	\$63.73	\$63.73
Florida Department of Elder Affairs	\$11.99	\$11.99
Other	\$5.78	\$5.78
AVERAGE COST PER VEHICLE MILE	\$0.82	\$0.82
AVERAGE COST PER REVENUE VEHICLE MILE	\$0.94	\$0.94
AVERAGE COST PER VEHICLE HOUR	\$25.31	\$25.31
TRIP PURPOSE*		
Medical	2,442	2,442
Employment	526	526
Education/Training	6,121	6,121
Shopping	96	96
Meal Site	93	93
Recreation	103	103
Other	375	375
NUMBER OF TRIPS DENIED	3	3
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	9756	9,756
PERCENT OF SINGLE PASSENGER TRIPS	100%	100%
NUMBER OF ACCIDENTS	0	0
NUMBER OF VEHICLES	13	13
AVERAGE TRIPS PER VEHICLE	750	750
AVERAGE MILES PER TRIP	17	17
NUMBER OF ROADCALLS	1	1
MILES BETWEEN ROADCALLS		162,604

Source: Levy County Transit

**LEVY COUNTY
UNMET TRANSPORTATION NEEDS
JANUARY - MARCH 2016**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	1
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	1

Source: Levy County Transit

**LEVY COUNTY
UNMET TRANSPORTATION NEEDS
APRIL - JUNE 2016**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	1
Insufficient Advance Notice	1
After Hours Trip Request	0
Weekend Trip Request	0
Other	1
TOTALS	3

Source: Levy County Transit

LEVY COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JANUARY - MARCH 2016

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: Levy County Transit

**LEVY COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
APRIL - JUNE 2016**

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	2	-

Source: Levy County Transit

ATTENDANCE RECORD

LEVY COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	8/20/2015	11/19/2015	2/18/2016	4/21/2016
Chair	Commissioner John Meeks	P	A	P	P
Alternate Member	Danny Stevens	A	A	A	A
Florida Department of Transportation	Sandra Collins	P	P	P	A
Alternate Member	Doreen Joyner-Howard	A	A	A	A
Florida Department of Children and Families	Vickie Menasco	P	A	P	P
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Jeff Aboumrad			A	A
Alternate Member	Vacant				
Florida Department of Elder Affairs	Matthew Pearson			A	A
Alternate Member	Vacant				
Florida Agency for Health Care Administration	Deweece Ogden				
Alternate Member	Pamela Hagley	A	P	A	A
Regional Workforce Board	Kathleen Woodring	A	P	A	A
Alternate Member	Dale French	P	A	P	P
Florida Association for Community Action	Vacant				
Alternate Member	Vacant				
Public Education	Bruce Greenlee			P	P
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Robert E. Lowyns	P	P	P	P
Alternate Member	Julie E. Rose	A	A	A	A
Citizen Advocate	Renate M. Cannon	P	P	P	P
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	P	A	A	A
Alternate Member	Vacant				
Persons with Disabilities	Vacant				
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Sandra Woodard				
Alternate Member	Brooke Ward	P	A	A	A
Private Transit	Vacant				
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent

ATTENDANCE POLICY: According to Section G (10) of the 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."

