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October 4, 2016

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Meeting Announcement

The Union County Transportation Disadvantaged Coordinating Board meet **Tuesday, October 11, 2016 at 1:15 p.m.** in the Suwannee River Economic Council Office located at the Union County Transportation Facility, 255 SW 9th Avenue, Lake Butler, 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

t:\lynn\td2016\union\memos\oct.docx

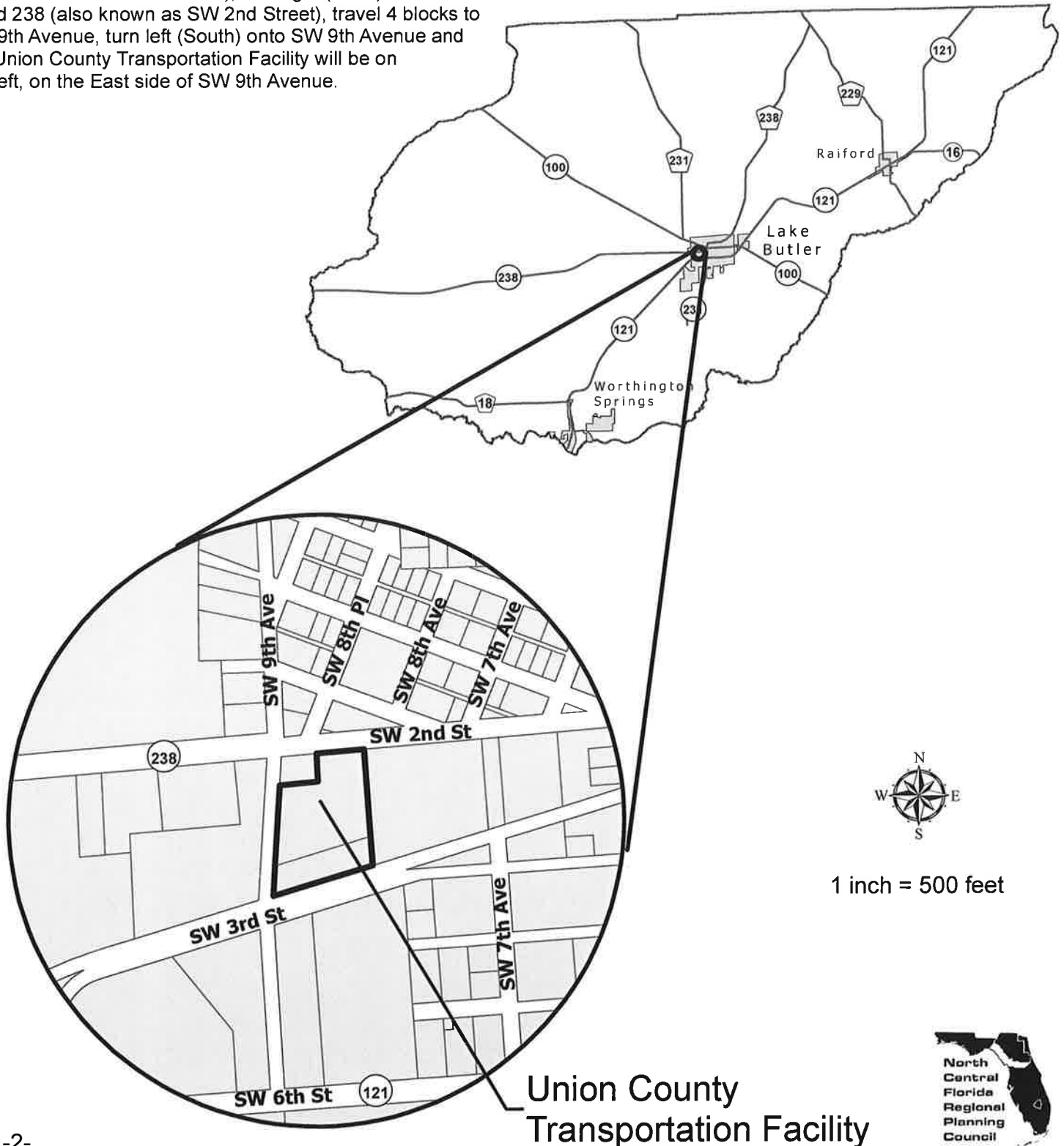
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Union County Transportation Facility

255 SW 9th Avenue

Lake Butler, Florida 32054

Directions: From the intersection of State Road 100 (also known as Main St) and State Road 238 (also known as 6th Ave) in the City of Lake Butler, head Southwesterly onto State Road 238 (also known as 6th Ave) travel two blocks to State Road 238 (also known as SW 2nd Street), turn right (West) onto State Road 238 (also known as SW 2nd Street), travel 4 blocks to SW 9th Avenue, turn left (South) onto SW 9th Avenue and the Union County Transportation Facility will be on the left, on the East side of SW 9th Avenue.





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**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

**Union County Transportation Facility
255 SW 9th Avenue
Lake Butler, Florida**

**Tuesday
October 11, 2016
1:15 p.m.**

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

**C. Approval of the July 12, 2016
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

A. Annual Performance Evaluation

Page 11

ACTION REQUIRED

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

B. 2015/16 Annual Operations Report

Page 45

NO ACTION REQUIRED

The Board needs to review the 2015/16 Annual Operations Report

**C. Suwannee River Economic Council
Operations Reports**

Page 61

NO ACTION REQUIRED

III. OTHER BUSINESS

A. Comments

**Members
Citizens**

IV. FUTURE MEETING DATES

- A. January 10, 2017 at 1:15 p.m.**
- B. April 11, 2017 at 115 p.m.**
- C. July 11, 2017 at 1:15 p.m.**
- D. October 10, 2017 at 1:15 p.m.**

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

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

**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Woody Kitler Local Elected Official/Chair	
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Jaime Sanchez-Bianchi Florida Department of Children and Families\ Grievance Committee Member	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education Grievance Committee Member
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Dewece Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Jeannie Carr Regional Workforce Board	Sifoa Nunu 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
Mike Pittman Public Education	Vacant Public Education
Barbara Fischer Veterans Grievance Committee Member Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Doyle Archer Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Bill McGill Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Donald Pettit Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Vacant Children at Risk Term ending June 30, 2019	Vacant Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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

**UNION COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Union County Transportation Facility
255 SW 9th Avenue
Lake Butler, Florida

Tuesday
July 12, 2016
1:15 p.m.

VOTING MEMBERS PRESENT

Jeff Aboumrad, Florida Department of Education Representative
Sandra Collins, Florida Department of Transportation Representative
Barbara Fischer, Veterans Representative
Bill McGill, Persons with Disabilities Representative
Deweece Ogden, Florida Agency for Health Care Administration Representative

VOTING MEMBERS ABSENT

Jeannie Carr Regional Workforce Board Representative
Commissioner Woody Kitler, Chair
Donald Pettit, Elderly Representative
Jaime Sanchez-Bianchi, Florida Department of Children and Families Representative
Mike Pittman, Public Education Representative

OTHERS PRESENT

Matthew Pearson, Suwannee River Economic Council

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Due to Chair Kitler's absence, Vice-Chair Collins called the meeting to order at 1:15 p.m.

A. Approval of the Meeting Agenda

ACTION: Barbara Fischer moved to approve the meeting agenda. Bill McGill seconded; motion passed unanimously.

B. Approval of the April 12, 2016 Minutes

ACTION: Deweece Ogden moved to approve the April 12, 2016 meeting minutes. Barbara Fischer seconded; motion passed unanimously.

II. NEW BUSINESS

A. Bylaws

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She discussed recommended changes to the Bylaws for the Board to consider.

The Board reviewed the Bylaws.

ACTION: Bill McGill moved to approve the Bylaws with the recommended changes. Barbara Fischer seconded; motion passed unanimously.

B. Grievance Procedures

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually. She discussed one recommended change to the Grievance Procedures.

The Board reviewed the Grievance Procedures.

ACTION: Barbara Fischer moved to approve the Grievance Procedures with the recommended change. Deweece Ogden seconded; motion passed unanimously.

C. Memorandum of Agreement

Ms. Godfrey stated that the Memorandum of Agreement is a contract between the Florida Commission for the Transportation Disadvantaged and a designated Community Transportation Coordinator. She said Suwannee River Economic Council was designated the Community Transportation Coordinator for Union County effective July 1, 2016. She said the Board is required to approve the Memorandum of Agreement.

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, stated that the signature page incorrectly has Ms. Frances Terry as the Suwannee River Economic Council Executive Director. He said he will provide staff with a corrected signature page for the Chair to sign once the Memorandum of Agreement is approved by the Board.

ACTION: Deweece Ogden moved to approve the Memorandum of Agreement with the noted correction. Bill McGill seconded; motion passed unanimously.

D. Operations Reports

Ms. Godfrey stated that the operations reports for the first quarter of 2016 are included in the meeting packet for the Board's review. She said there is no action required on this agenda item.

The Board reviewed the operations reports.

Ms. Barbara Fischer asked if the State funds reported in the Transportation Disadvantaged Trust Fund Status Report are correct.

Mr. Pearson said he will check the accuracy of the figures.

III. OTHER BUSINESS

A. Comments

1. Members

There were no member comments.

2. Citizens

Mr. Pearson stated that Suwannee River Economic Council combined the Bradford and Union County reservations and dispatch office. He said Bradford County residents will call the office in Union County to make trip reservations. He said they notified all of the passengers of the change and the phone number is a toll free number.

IV. FUTURE MEETING DATES

Vice-Chair Collins stated that the next Board meeting is scheduled for October 11, 2016 at 1:15 p.m.

ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

Coordinating Board Chair

Date



II . A .

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October 4, 2016

TO: Union County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Annual Performance Evaluation

RECOMMENDATION

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

BACKGROUND

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

Attachment

t:\lynn\td2016\union\memos\eval.docx

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

COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council

County: Union

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

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

Review period: July 1, 2015 - June 30, 2016

Community Transportation Coordinator Annual Performance Evaluation

Approved by the
Union County
Transportation Disadvantaged Coordinating Board

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

Woody Kitler, Chair

with Assistance from



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

October 11, 2016

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Coordination _____ 25

I. FINDINGS AND RECOMMENDATIONS

A. General Information

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

B. Chapter 427, Florida Statutes

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

C. Rule 41-2, Florida Administrative Code

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

D. Bus/Van Ride

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

E. Surveys

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

GENERAL

1. What was the designation date of the Community Transportation Coordinator?
7/01/16
2. What is the complaint process?
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?
☒ Yes (attached) ☐ No
4. Does the form have a section for resolution of the complaint?
☒ Yes ☐ No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?
☒ Yes ☐ No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Program Helpline.
7. When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?
☒ Yes ☐ No
8. Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?
☒ Yes (attached) ☐ No
9. Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?
☒ Yes ☐ No
10. Does the rider/ beneficiary information or brochure list the complaint procedure?
☒ Yes ☐ No
11. What is the eligibility process for Transportation Disadvantaged sponsored riders?
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).
12. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?
☐ Yes ☒ No
13. What innovative ideas have you implemented in your coordinated system?
Providing and administering "regional" transportation service in five counties decreases the cost of service.

14. Are there any areas where coordination can be improved?
Require Florida's Managed Medical Care Program to coordinate client transportation services through Florida's Coordinated Transportation System.
15. What barriers are there to the coordinated system?
Allowing State agencies to provide transportation services to their clients outside of Florida's Coordinated Transportation System.
16. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?
No
17. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?
Florida Agency for Health Care Administration
18. How are you marketing the voluntary dollar?
No marketing system in place.

Complaint Process

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

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

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

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

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

SREC Transportation Complaint Form

Client Name: _____

Date: _____

Description of Incident:

Complaint Resolution:

Staff Signature: _____

Director of Transportation Signature: _____



SUWANNEE RIVER ECONOMIC COUNCIL INC.



HOME

PROGRAMS

SERVICE AREAS

LOCATIONS

MEAL SITE LOCATIONS

UNION COUNTY

CLIENT SENIOR/SERVICE CENTER

665 SE 4th Street
Lake Butler, Florida

AGING PROGRAMS

ALZHEIMER'S DISEASE INITIATIVE (ADI):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Respite/Case Management

COMMUNITY CARE FOR THE ELDERLY (CCE):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Case Management, Emergency Alert Response, Homemaker, Home Delivered Meals, Personal Care and Respite.

ELDER FARMERS' MARKET NUTRITION:

Funding: Department of Elder Affairs

Services: Fresh fruits and vegetables and information to educate elders on the nutritional benefits derived from consuming fresh produce.

EMERGENCY HOME ENERGY ASSISTANCE FOR THE ELDERLY (EHEAP):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Assistance with utility bills, supply blankets, heaters and fans.

HOME CARE FOR THE ELDERLY (HCE):

Funding: Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

Services: Case Management, Basic Subsidy, (Caregiver Allowance), Special Subsidy.

TITLE III-B, C-1, C-2, IIIE:

Funding: Older Americans Act, Mid-Florida Area Agency on Aging dba Elder Options, Florida Department of Elder Affairs

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

ENERGY ASSISTANCE/EMERGENCY ASSISTANCE/SELF SUFFICIENCY

CARE TO SHARE PROGRAM:

Funding: Florida Power & Light

Services: Assist with utilities.

COMMUNITY SERVICES BLOCK GRANT (CSBG):

Funding: Florida Department of Economic Opportunity

Services: Information & Referral; Family Self-Sufficiency; Case Management, Support Services; Application Assistance to other Social Service Agencies.

EMERGENCY FOOD & SHELTER PROGRAM (EFSP):

Funding: Emergency Food & Shelter National Board Program/United Way

Services: Emergency assistance for food and housing.

ENERGY NEIGHBOR FUND (ENF):

Funding: Duke Energy Florida, Inc.

Services: Assistance with utilities, heating/cooling.

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP):

Funding: Florida Department of Community Services

Services: Assistance with utility bills and utility crisis resolution.

PROJECT SHARE:

Funding: Clay Electric Cooperative

Services: Assistance with utility bills.

SALVATION ARMY:

Funding: Salvation Army

Services: Assistance with utilities, rent/mortgage, food, medication, and temporary housing.

HOUSING

STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP):

Funding: State of Florida and Florida Housing Finance Corporation

Services: Emergency repairs, rehabilitation, down payment and closing costs assistance for Homeownership.

Download SHIP Application

WEATHERIZATION PROGRAMS:

Funding: Florida Department of Economic Opportunity

Services: Minor home repairs to reduce infiltration of air and energy consumption.

TRANSPORTATION

TRANSPORTATION SERVICE CENTER

255 SW 9th Avenue

Lake Butler, Florida

Funding: Florida Department of Transportation, Florida Commission for the Transportation Disadvantaged, and Agency for Health Care Administration

Services: Public Transportation Transport elderly and disadvantaged to the doctor, medical facilities, meal sites, drug stores and shopping.

For reservations, scheduling, complaints/commendations and/or questions call (386) 496-0624 or (844) 496-0624.

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

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

Funding: Medicaid Broker Services

Access2Care

LogistiCare Solutions, LLC

Medical Transportation Management, Inc.

Services: Transport Medicaid eligible clients to the doctor, medical facilities, meal sites and shopping.

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

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Transportation Disadvantaged BENEFICIARY INTAKE FORM

SECTION 1 – DETERMINATION OF ELIGIBILITY

LAST NAME _____ FIRST NAME _____ MI _____ MEDICAID # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____ COUNTY _____
 DOB ____/____/____ SEX ____ SS# _____ TELEPHONE # (____) _____ TDD # (____) _____
 EMERGENCY CONTACT _____ RELATIONSHIP _____ TELEPHONE (____) _____
 OTHERS HOUSEHOLD MEMBERS : NAME RELATIONSHIP AGE DRIV. LIC (y/n) TYPE OF VEHICLE OWNED
(Please list each member)

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

1. Do you own a car? ☐ Yes ☐ No
2. Do you have a valid Florida Driver's License? ☐ Yes ☐ No
3. Could you drive your car to medical appointments? ☐ Yes ☐ No
4. Does any member of your household have a car? ☐ Yes ☐ No
5. Do you live in a facility that provides transportation? ☐ Yes ☐ No

Name of Doctor / Hospital / Facility Address Phone

SECTION 3 – AVAILABILITY OF FEDERALLY FUNDED OR PUBLIC TRANSPORTATION

1. Do you live on a bus route? ☐ Yes ☐ No What is the distance to the nearest bus stop? _____
2. Do you have any limitations that would prevent you from using the bus system now? ☐ Yes ☐ No
If YES, please describe: _____
3. Are you enrolled in any other programs that will pay for or provide transportation? ☐ Yes ☐ No
If YES, please describe: _____

SECTION 4 – SPECIAL NEEDS

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

_____ Powered Wheelchair _____ Stretcher _____ Manual Wheelchair _____ Walker
 _____ Cane _____ Respirator _____ Service Animal _____ Personal Care Attendant (PCA)
 _____ Cultural Considerations (Please explain)

Other: _____

SECTION 5 – CERTIFICATION AND ACKNOWLEDGEMENT

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

APPLICANT SIGNATURE _____ DATE _____

COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

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

Annual Operating Report

☒ Yes ☐ No

Memorandum of Agreement

☒ Yes ☐ No

Transportation Disadvantaged Service Rates/Rate Model

☒ Yes ☐ No

Transportation Disadvantaged Trust Fund Grant Application

☒ Yes ☐ No

Other grant applications

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

COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

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

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

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

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



Bus Transit System Annual Safety and Security Certification

*Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: Suwannee River Economic Council, Inc.

POB 70

Live Oak FL 32064

The Bus Transit System (Agency) named above hereby certifies the following:

1. *The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
2. *The Agency is in compliance with its adopted SSPP and SPP.*
3. *The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
4. *The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature:  Date: 1/6/16
(Individual Responsible for Assurance of Compliance)

Name: Matt Pearson Title: Executive Director

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: See Attachment

Name of Qualified Mechanic who Performed Annual Inspections: See Attachment

* Note: Please do not edit or otherwise change this form.

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

THIS CERTIFIES CALENDAR YEAR 2016

DATE: 1/25/2016

SUBCONTRACTED TRANSPORTATION PROVIDER: SUWANNEE RIVER ECONOMIC COUNCIL, INC.

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

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

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

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

Signature:  _____

Name: MATT PEARSON
(Type or Print)

Title: EXECUTIVE DIRECTOR

ON-SITE OBSERVATION

1. Date of Observation: 8/26/2016
2. Location: SREC Transportation Facility to Starke Dialysis Center
3. Number of Passengers picked up/dropped off:
Ambulatory: 1
Non-Ambulatory 0
4. Was the driver on time?
☒ Yes
☐ No If no, how many minutes late/early?
5. Did the driver provide passenger assistance?
☒ Yes
☐ No
6. Was the driver wearing identification?
☒ Yes
☐ No
7. Did the driver ensure the passengers were properly secured?
☒ Yes
☐ No
8. Was the interior of the vehicle free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger?
☒ Yes
☐ No
9. Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/commendations?
☒ Yes
☐ No
10. Did the vehicle have working heat and air conditioning?
☒ Yes
☐ No
11. Did the vehicle have two-way communications in good working order?
☒ Yes
☐ No
12. If used, was the lift in good working order?
☐ Yes
☐ No
☒ Not Applicable
13. Was there safe and appropriate seating for all passengers?
☒ Yes
☐ No
14. Did the driver properly use the lift and secure the passenger?
☐ Yes
☐ No
☒ Not Applicable

PASSENGER SURVEY

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

- ☐ Yes
☒ No

2) How often do you use transportation?

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

3) Have you ever been denied transportation services?

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

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

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

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

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

4) What do you normally use the service for?

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

5) Do you have concerns with your transportation service?

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

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

☒ No. If no, skip to question # 6

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

10

Additional Comments: None

PASSENGER SURVEY

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

☐ Yes

☒ No

2) How often do you use transportation?

☐ Daily 7 Days/Week

☒ 1-2 Times/Week

☐ 3-5 Times/Week

☐ Other

3) Have you ever been denied transportation services?

☐ Yes

☒ No If no, skip to question # 4

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

☐ None If none, skip to question # 4

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☐ Drivers - specify

☐ Vehicle condition

☐ Cost

☐ Late pick up-specify time of wait

☐ Accessibility

☐ Late return pick up - length of wait

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☐ Other _____

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

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

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☐ Other _____

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

10

Additional Comments: None

PASSENGER SURVEY

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

- ☐ Yes
☒ No

2) How often do you use transportation?

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

3) Have you ever been denied transportation services?

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

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

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10

Additional Comments: None

PASSENGER SURVEY

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☐ Drivers - specify

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☐ Late return pick up - length of wait

☐ Reservations - specify length of wait

☐ Other _____

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

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Additional Comments: None

PASSENGER SURVEY

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☐ Cost

☐ Late pick up-specify time of wait

☐ Accessibility

☐ Late return pick up - length of wait

☐ Reservations - specify length of wait

☐ Other _____

☒ No. If no, skip to question # 6

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

10

Additional Comments: None

COST

FLCTD Annual Operations Report Section VII: Expense Sources

County: Union		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
FLCTD Status: Returned			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$112,840.00	\$0.00	\$112,840.00
Fringe Benefits (502):	\$52,464.00	\$0.00	\$52,464.00
Services (503):	\$11,903.00	\$0.00	\$11,903.00
Materials and Supplies Cons. (504):	\$245,651.00	\$0.00	\$245,651.00
Utilities (505):	\$11,132.00	\$0.00	\$11,132.00
Casualty and Liability (506):	\$11,990.00	\$0.00	\$11,990.00
Taxes (507):	\$567.00	\$0.00	\$567.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$1,981.00	\$0.00	\$1,981.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$10,478.00	\$0.00	\$10,478.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$459,006.00	\$0.00	\$459,006.00

COMPETITION

1. Inventory of Transportation Operators in the Service Area

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

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

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

☒ Yes

☐ No

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

<input type="checkbox"/>	Low bid
<input type="checkbox"/>	Requests for qualifications
<input type="checkbox"/>	Negotiation only

<input type="checkbox"/>	Requests for proposals
<input type="checkbox"/>	Requests for interested parties
<input type="checkbox"/>	

COORDINATION

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

Suwannee River Economic Council distributes brochures in the community.

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

Suwannee River Economic Council determines passenger eligibility except for passengers enrolled in Florida's Managed Medical Care Program.

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

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

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

Suwannee River Economic Council handles all trip reservations except trip reservations made for trips sponsored by Florida's Managed Medical Care Program..

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

Not applicable.

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

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

7. General Service Monitoring – How is the overseeing of transportation operators coordinated?

Not applicable.



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October 4, 2016

TO: Union County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2015-2016 Annual Operations Report

RECOMMENDATION

Review the 2015/2016 Annual Operations Report.

BACKGROUND

Suwannee River Economic Council is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is the Fiscal Year 2015-2016 Annual Operations Report for Union County.

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

Attachment

t:\lynn\td2016\union\memos\aur.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.

FLCTD

Annual Operations Report

Section I: Face Sheet

County: Union	Fiscal Year: July 1, 2015 - June 30, 2016
Status: Submitted to FLCTD	
FLCTD Status: Returned	
Report Date:	08/31/2016
Period Covered:	July 1, 2015 - June 30, 2016
Coordinator's Name:	Suwannee River Economic Council, Inc.
Address:	POB 70
City:	Live Oak
Zip Code:	32064
Service Area:	Union
Contact Person:	Matt Pearson
Title:	Executive Director
Phone:	(386) 362 - 4115
Fax:	(386) 362 - 4078
Email:	mpearson@suwanneec.net
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit
CTC Certification:	
<p>I, Matt Pearson, Executive Director, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</p>	
CTC Representative (signature)	

LCB Statement:	
<p>I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.</p>	
LCB Signature	

FLCTD

Annual Operations Report

Section II: General Info

County: Union

Fiscal Year: July 1, 2015 - June 30, 2016

Status: Submitted to FLCTD

FLCTD Status: Returned

Section II: Coordinated System General Information

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

Number of Private Non-Profits: 1

Number of Private For-Profits: 0

Public Entities:

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

Total: 1

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

0

FLCTD

Annual Operations Report

Section III: Passenger Trip Info

County: Union		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
FLCTD Status: Returned			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		
Fixed Route/Fixed Schedule	Within	Outside	Total
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
Deviated Fixed Route Service	0	0	0
Paratransit			
Ambulatory	1736	2229	3965
Non-Ambulatory	165	200	365
Stretcher	1	0	1
Other Services			
School Board Trips	0	0	0
Total Trips	1902	2429	4331
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			0
1c. How many of the total trips were provided by coordination contractors?			0
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			1203
Agency for Persons with Disabilities			0
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			2240
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			886

Department of Health	0
Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	1
Local Non-Government	1
Other Federal Programs	0
Total:	4331
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	
Elderly	
Low Income:	619
Disabled:	2
Low Income and Disabled:	192
Other:	150
Children	
Low Income:	122
Disabled:	887
Low Income and Disabled:	296
Other:	0
Other	
Low Income:	1052
Disabled:	1011
Low Income and Disabled:	0
Other:	0
Total:	4331
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	yes
Medical Purpose	2615
Employment Purpose	0
Education/Training/Daycare Purpose	828
Nutritional Purpose	888
Life-Sustaining/Other Purpose	0
Total:	4331
5. Unduplicated Passenger Head Count	

5a. Paratransit/Deviated Fixed Route/ School Brd	319
5b. Fixed Route	0
Total:	319
6. Number of Unmet Trip Requests	30
Unmet Trip Requests by Type of Trip	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	32
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
Complaint Total:	0
9. Commendations	

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

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Union		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
FLCTD Status: Returned			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	144390		122902
Transportation Providers:	0		0
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	144390		122902
2. Roadcalls	1		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		0
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		0
Grand Total:	0		
4. Total Number of Vehicles	6		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		5	83.00%
b. Total vehicles that are stretcher equipped:		1	16.00%

FLCTD

Annual Operations Report

Section V: Employee Info

County: Union		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
FLCTD Status: Returned			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	3		6240
Part-Time Drivers	1		682
Volunteer Drivers	0		0
Total Hours:			6922
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	0		
Management Employees	1		
Total	6		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
Total Hours:			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		

Call Intake/Reserv./Cust. Serv.	0	
Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
Total	0	
		TOTAL HOURS: 6922

FLCTD

Annual Operations Report

Section VI: Revenue Sources

County: Union		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
FLCTD Status: Returned			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$37,552.00	\$0.00	\$37,552.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$94,303.00	\$0.00	\$94,303.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$115,000.00	\$0.00	\$115,000.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00

Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$8,880.00	\$0.00	\$8,880.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$100,716.00	\$0.00	\$100,716.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)USC5316 & A&A xfer	\$82,342.00	\$0.00	\$82,342.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$10,478.00	\$0.00	\$10,478.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			
Farebox	\$0.00	\$0.00	\$0.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$11,935.00	\$0.00	\$11,935.00

Other Federal or State Programs			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$461,206.00	\$0.00	\$461,206.00

FLCTD

Annual Operations Report

Section VII: Expense Sources

County: Union		Fiscal Year: July 1, 2015 - June 30, 2016	
Status: Submitted to FLCTD			
FLCTD Status: Returned			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$112,840.00	\$0.00	\$112,840.00
Fringe Benefits (502):	\$52,464.00	\$0.00	\$52,464.00
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Materials and Supplies Cons. (504):	\$245,651.00	\$0.00	\$245,651.00
Utilities (505):	\$11,132.00	\$0.00	\$11,132.00
Casualty and Liability (506):	\$11,990.00	\$0.00	\$11,990.00
Taxes (507):	\$567.00	\$0.00	\$567.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$1,981.00	\$0.00	\$1,981.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$0.00	\$0.00	\$0.00
Contributed Services (530):	\$10,478.00	\$0.00	\$10,478.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$459,006.00	\$0.00	\$459,006.00



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October 4, 2016

TO: Union 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

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

1. April - June 2016 Operations Report;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
4. April - June 2016 Complaint/Commendation Report; and
5. April - June 2016 Trip Denial Report.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

Attachments

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

**QUARTERLY OPERATING REPORT
UNION COUNTY
APRIL - JUNE 2016**

OPERATING DATA	TOTAL
NUMBER OF INVOICED TRIPS	1,029
Florida Transportation Disadvantaged Program	564
Florida Managed Medical Care Program (Medicaid)	259
Aging Program - Title III B	206
TOTAL VEHICLE MILES	11,172
TOTAL VEHICLE HOURS	854
TOTAL DOLLARS INVOICED	\$40,925.84
Florida Transportation Disadvantaged Program	\$26,195.14
Florida Managed Medical Care Program (Medicaid)	\$12,670.70
Aging Program - Title III B	\$2,060.00
AVERAGE COST PER TRIP	\$39.77
Florida Transportation Disadvantaged Program	\$46.45
Florida Managed Medical Care Program (Medicaid)	\$48.92
Aging Program - Title III B	\$10.00
AVERAGE COST PER MILE	\$3.66
AVERAGE COST PER HOUR	\$47.92
TRIP PURPOSE*	
Medical	823
Employment	0
Education/Training	0
Shopping	0
Meal Site	206
Recreation	0
Other	0
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	85
PERCENT OF SINGLE PASSENGER TRIPS	8%
NUMBER OF ACCIDENTS	0
AVERAGE TRIPS PER VEHICLE	206
NUMBER OF VEHICLES	5
NUMBER OF ROADCALLS	1

**2015/16 TRANSPORTATION DISADVANTAGED TRUST FUND REPORT
UNION COUNTY**

CTC: SUWANNEE RIVER ECONOMIC COUNCIL

Rates Charged to TD Trust Fund:

Ambulatory: \$1.98 per passenger mile

Wheelchair: \$3.40 per passenger mile

Stretcher: \$7.08 per passenger mile

MONTH/YEAR	STATE ALLOCATION	STATE FUNDS SPENT	STATE FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-15	\$94,303.00	\$7,852.93	\$86,450.07	205	#DIV/0!
Aug-15	-	\$7,868.14	\$78,581.93	186	#DIV/0!
Sep-15	-	\$7,858.62	\$70,723.31	181	#DIV/0!
Oct-15	-	\$7,842.38	\$62,880.93	188	#DIV/0!
Nov-15	-	\$7,873.22	\$55,007.71	187	#DIV/0!
Dec-15	-	\$7,858.28	\$47,149.43	171	#DIV/0!
Jan-16	-	\$7,858.30	\$39,291.13	182	#DIV/0!
Feb-16	-	\$7,858.93	\$31,432.20	191	#DIV/0!
Mar-16	-	\$7,857.85	\$23,574.35	185	#DIV/0!
Apr-16	-	\$7,858.12	\$15,716.23	189	#DIV/0!
May-16	-	\$7,857.34	\$7,858.89	190	#DIV/0!
Jun-16	-	\$7,860.17	-\$1.28	185	#DIV/0!
TOTAL	-	\$0.00	-	0	#DIV/0!

**2016-2017 TRIP/EQUIPMENT GRANT SUMMARY
UNION COUNTY**

Suwannee River Economic Council

Rates:

Ambulatory: \$1.92 per passenger mile

Wheelchair: \$3.29 per passenger mile

Stretcher: \$6.86 per passenger mile

CONTRACT AMOUNT: \$116,936.00

MONTH/ YEAR	TOTAL DOLLARS SPENT	TRUST FUND (90%)	LOCAL MATCH (10%)	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-16	\$9,746.31	\$8,771.68	\$974.63	\$107,189.69	186	\$52.40
Aug-16				\$107,189.69		#DIV/0!
Sep-16				\$107,189.69		#DIV/0!
Oct-16				\$107,189.69		#DIV/0!
Nov-16				\$107,189.69		#DIV/0!
Dec-16				\$107,189.69		#DIV/0!
Jan-17				\$107,189.69		#DIV/0!
Feb-17				\$107,189.69		#DIV/0!
Mar-17				\$107,189.69		#DIV/0!
Apr-17				\$107,189.69		#DIV/0!
May-17				\$107,189.69		#DIV/0!
Jun-17				\$107,189.69		#DIV/0!
Total						
Adjustment						

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

TYPE OF COMPLAINT	Suwannee River Economic Council	Resolved
Vehicle Condition	0	-
Driver's Behavior	1	1
Client Behavior	0	-
No Show by Client	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Other	0	-
TOTALS	1	-
COMMENDATIONS	0	-

**UNION 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	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	0

Source: Suwannee River Economic Council

ATTENDANCE RECORD

UNION COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	10/13/2015	01/12/2016	04/12/2016	07/12/2016
Chair	Commissioner Woody Kitler	A	P	P	A
Florida Department of Transportation	Sandra Collins	P	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Jaime Sanchez-Bianchi	A	A	A	A
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Deweece Ogden	P	P	P	P
Alternate Member	Pamela Hagley	P	A	A	A
Florida Department of Education	Melinda Jordan		A	A	A
Alternate Member	Jeffrey Aboumrad	P	P	P	P
Public Education	Mike Pittman	A	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate	Doyle Archer	A	A	A	A
Alternate Member	(Vacant)				
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	Donald Pettit	A	A	A	A
Alternate Member	(Vacant)				
Veterans	Barbara Fischer	P	P	P	P
Alternate Member	(Vacant)				
Persons with Disabilities	Bill McGill	P	P	P	P
Alternate Member	(Vacant)				
Florida Association for Community Action	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	(Vacant)				
Alternate Member	(Vacant)				
Regional Workforce Board	Jeannie Carr		A	P	P
Alternate Member	Sifoa Nunu		P	A	A
Local Medical Community	(Vacant)				
Alternate Member	(Vacant)				

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

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

