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November 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will meet **Monday, November 13, 2017 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida. All Board members are encouraged to attend this meeting.

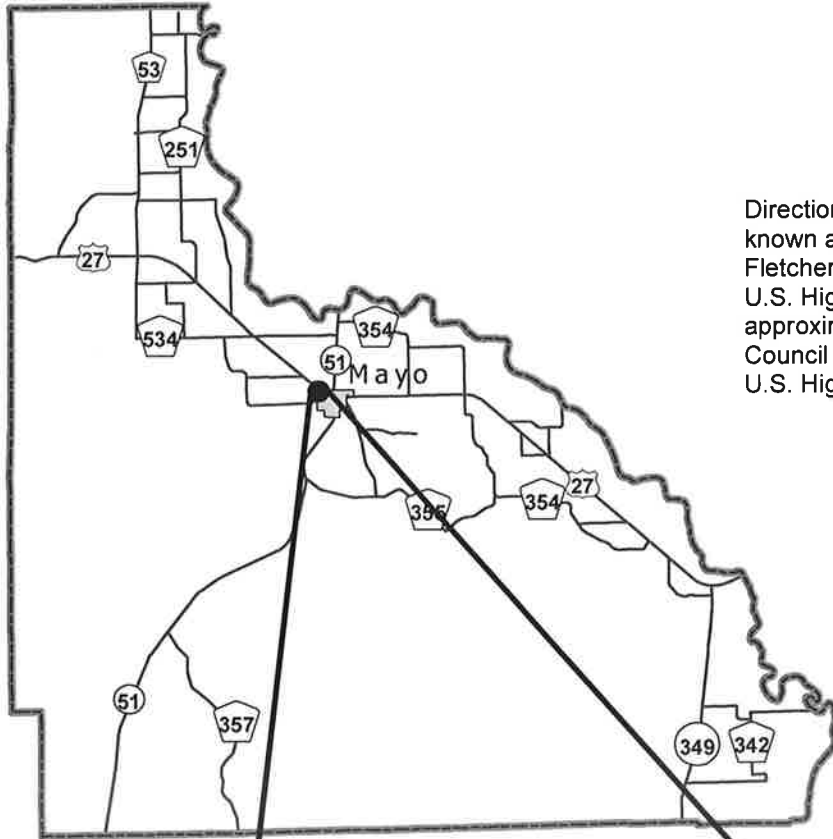
Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

#### Attachments

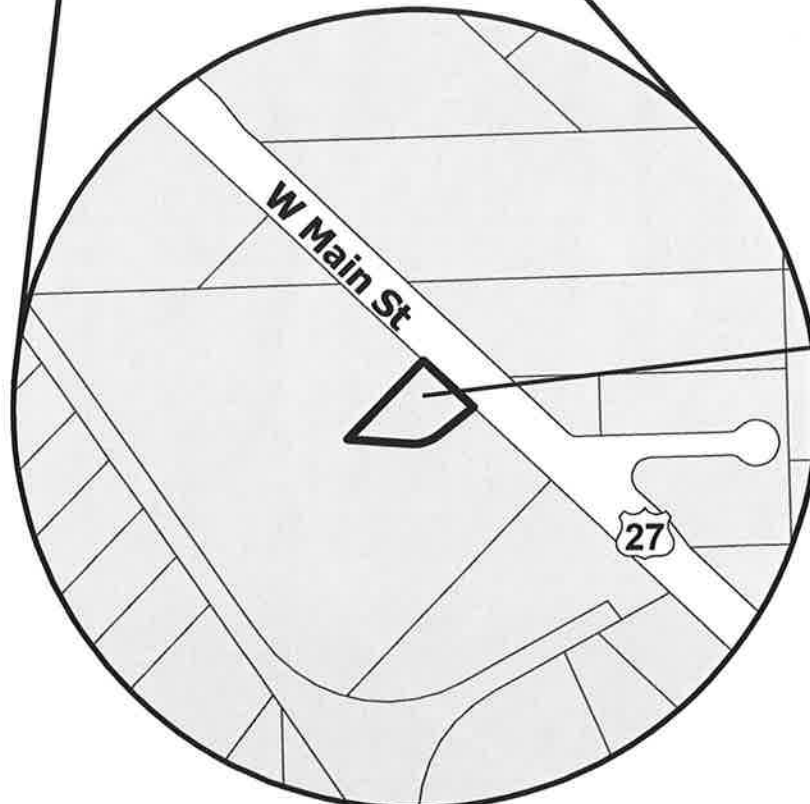
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# Suwannee River Economic Council

114 SW Community Circle  
Mayo, FL 32066



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



1 inch = 500 feet

Suwannee River  
Economic Council





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

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
November 13, 2017  
2:00 p.m.

**I. BUSINESS MEETING – CALL TO ORDER**

- A. Invocation**
- B. Pledge of Allegiance**
- C. Introductions**
- D. Approval of the Meeting Agenda** **ACTION REQUIRED**
- E. Approval of the September 25, 2017 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, Inc.'s annual performance evaluation
- B. 2016/17 Annual Operations Report** **Page 43** **NO ACTION REQUIRED**  
The Board needs to review the 2016/17 Annual Operations Report
- C. Rural Area Capital Equipment Assistance Program Grant Application** **Page 61** **ACTION REQUIRED**  
The Board needs to review and approve Suwannee River Economic Council's 2017/18 Rural Area Capital Assistance Program Grant application

- D. Community Transportation Coordinator Designation**      **Page 67**      **NO ACTION REQUIRED**

Staff will discuss the process used to designate the Community Transportation Coordinator for Lafayette County

- E. Suwannee River Economic Council Operations Reports**      **Page 69**      **NO ACTION REQUIRED**

### **III. OTHER BUSINESS**

- A. Comments**

### **IV. FUTURE MEETING DATES**

- A. March 12, 2018 at 2:00 p.m.**
- B. June 11, 2018 at 2:00 p.m.**
- C. September 11, 2018 at 2:00 p.m.**
- D. November 12, 2018 at 2:00 p.m.**

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

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

**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Anthony Adams Local Elected Official/Chair	Not Applicable
Sandra Collins, Vice-Chair Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Amanda Bryant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration Grievance Committee Member	Pamela Hagley Florida Agency for Health Care Administration
Diane Head Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Vacant Florida Association for Community Action Term ending June 30, 2020	Vacant Florida Association for Community Action Term ending June 30, 2020
Joey Pearson Public Education	Vacant Public Education
Ellis A. Gray, III Veterans Term ending June 30, 2020	Vacant Veterans Term ending June 30, 2020
Vacant 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
Vacant Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2020	Vacant Elderly Term ending June 30, 2020
Risa Clayton Medical Community Term ending June 30, 2019	Vacant Medical Community Term ending June 30, 2019
Colleen Cody Children at Risk Grievance Committee Member 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.



**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
MEETING MINUTES**

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
September 25, 2107  
2:00 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Anthony Adams, Chairman  
Colleen Cody, Children at Risk Representative  
Sandra Collins, Florida Department of Transportation Representative  
Diane Head, Workforce Development Board Representative  
Joey Pearson, Public Education Representative

**VOTING MEMBERS ABSENT**

Risa Clayton, Medical Community Representative  
Ellis A. Gray, III, Veterans Representative  
Cindy Morgan, Citizen Advocate  
Deweece Ogden, Florida Agency for Health Care Administration Medicaid Representative  
Kay Tice, Florida Department of Children and Families Representative

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. CALL TO ORDER**

Chairman Adams called the meeting to order at 2:10 p.m.

**A. Invocation**

Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

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

**C. Introductions**

The Board members introduced themselves to Mr. Joey Pearson, the new Public Education Representative.

**D. Approval of the Meeting Agenda**

**ACTION:** Sandra Collins moved to approve the meeting agenda. Diane Head seconded; motion passed unanimously.

**E. Approval of the May 15, 2017 Meeting Minutes**

**ACTION:** Sandra Collins moved to approve the May 15, 2017 meeting minutes. Joey Pearson seconded; motion passed unanimously.

**II. NEW BUSINESS**

**A. Lafayette County Transportation Disadvantaged Coordinating Board Bylaws**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She said staff is not recommending any changes to the Bylaws.

**ACTION:** Colleen Cody moved to approve the Lafayette County Transportation Disadvantaged Coordinating Board Bylaws. Sandra Collins seconded; motion passed unanimously.

**B. Lafayette County Transportation Disadvantaged Coordinating Board Grievance Procedures**

Ms. Godfrey stated that the Board is required to review and approve the Grievance Procedures annually. She said staff is not recommending any changes to the Grievance Procedures.

**ACTION:** Joey Pearson moved to approve the Grievance Procedures. Colleen Cody seconded; motion passed unanimously.

**C. Appoint Grievance Committee Member**

Chair Adams appointed Ms. Colleen Cody to the Grievance Committee.



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

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports. He said the number of Medicaid Program trips has increased. He said because there were unspent Transportation Disadvantaged Trust Funds in Fiscal Year 2016/17, Suwannee River Economic Council may request the purchase of a vehicle with a portion of these funds. He said they will monitor the expenditure of these funds for trips and make a decision around the end of the year.

Mr. Pearson also commended Suwannee River Economic Council's drivers for transporting Lafayette County residents to and from shelters during Hurricane Irma. He said their drivers were willing to provide transportation after hours in order to help out.

The Board commended Suwannee River Economic Council staff and drivers for their outstanding efforts during the hurricane.

**III. OTHER BUSINESS**

**A. Comments**

There were no comments.

**IV. FUTURE MEETING DATES**

Chairman Adams announced that the next meeting of the Board will be held November 13, 2017 at 2:00 p.m.

**ADJOURNMENT**

The meeting adjourned at 2:30 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date





## II . A

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November 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2016/17 Annual Performance Evaluation

### RECOMMENDATION

**Approve the Suwannee River Economic Council's 2016/17 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 2016/17 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

t:\lynn\td2017\lafayette\memos\eval.docx



# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Suwannee River Economic Council

County: Lafayette

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

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

Review period: July 1, 2016 - June 30, 2017



# Community Transportation Coordinator Annual Performance Evaluation

Approved by the  
  
Lafayette County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**Anthony Adams, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

November 13, 2017

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Coordination \_\_\_\_\_ 22



## **I. FINDINGS AND RECOMMENDATIONS**

### **A. General**

**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. On Site Observation**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

### **E. Cost, Competition, Coordination**

**Areas of Noncompliance:** None

**Recommendations:** None

**Timeline for Compliance:** None

## GENERAL

1. What was the designation date of the Community Transportation Coordinator?  
7/01/13
2. What is the complaint process?  
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?  
☒ Yes (attached)      ☐ No
4. Does the form have a section for resolution of the complaint?  
☒ Yes    ☐ No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?  
☒ Yes    ☐ No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?  
  
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged 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).
13. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?  
☐ Yes    ☒ No
14. What innovative ideas have you implemented in your coordinated system?  
Providing and administering "regional" transportation service in four counties saves money. Our service rates are lower compared to other Community Transportation Coordinators in our region.

15. Are there any areas where coordination can be improved?  
Transportation services purchased with local, state or federal funds should be purchased through Florida's Transportation Disadvantaged Program including the transportation purchased through Florida's Managed Medical Care Program.
16. What barriers are there to the coordinated system?  
Transportation services purchased through Florida's Managed Medical Care Program is not coordinated.
17. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?  
No
18. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?  
Florida Agency for Health Care Administration and CareerSource Florida
19. How are you marketing the voluntary dollar?  
No marketing system in place.

## Complaint Process

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

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

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

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

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

# SREC Transportation Complaint Form

Client Name: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Incident:

Complaint Resolution:

Staff Signature: \_\_\_\_\_

Director of Transportation Signature: \_\_\_\_\_



## SUWANNEE RIVER ECONOMIC COUNCIL INC.



HOME

PROGRAMS

SERVICE AREAS

LOCATIONS

MEAL SITE LOCATIONS

### LAFAYETTE COUNTY

#### CLIENT SENIOR/SERVICE CENTER

114 SW Community Circle  
Mayo, 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.

##### EMERGENCY HOME ENERGY ASSISTANCE PROGRAM (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, III-E:



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

**Services:** Chore, 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**

### **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 Economic Opportunity

**Services:** Assistance with utility bills and utility crisis resolution.

## **HOUSING**

### **STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP):**

**Funding:** State of Florida and Florida Housing Finance Corporation

**Services:** Emergency repairs, Owner Occupied 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 PROGRAMS:**

**Funding:** Florida Department of Transportation, Florida Commission 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 (800) 597-7599, ext. 3.

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

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## TRANSPORTATION DISADVANTAGED PROGRAM ELIGIBILITY CERTIFICATION APPLICATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_ County \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1. How many people reside in your household Including parents, caregivers, relatives or others involved in your living functions?

\_\_\_\_\_

2. Does your household have an operational vehicle(s)?

☐ Yes (a) Are you or another household member able to operate the vehicle(s)? ☐ Yes ☐ No

(b) Can you afford to operate the vehicle(s)? ☐ Yes ☐ No

☐ No

3. Are you enrolled in any assistance programs:

☐ Managed Medical Care Program (Medicaid)

☐ Aging Program

☐ Other \_\_\_\_\_



4. What other means of transportation are available for you to use?

---

5. Do you have a physical or mental disability as outlined in the Americans With Disabilities Act of 1990?

☐ Yes

☐ No

6. Is your disability permanent?

☐ Yes

☐ No

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

☐ Powered Wheelchair

☐ Manual Wheelchair

☐ Powered Scooter/Cart

☐ Stretcher

☐ Walker

☐ Leg Braces

☐ Cane

☐ Respirator

☐ Oxygen CO2

☐ Personal Care Attendant/Escort

☐ Service Animal

Other:

---

#### **CERTIFICATION AND ACKNOWLEDGEMENT**

I understand and affirm that the information provided in this application will be used to determine if I am eligible for non-emergency transportation services sponsored by Florida's Transportation Disadvantaged Program. I understand that the information contained in this application is confidential and will be shared only with professionals involved in evaluating and determining eligibility for transportation services provided under Florida's Transportation Disadvantaged Program. I certify that, to the best of my knowledge, the information in this application is true, correct, complete and made in good faith and any material omissions, falsifications, misstatements or misrepresentations in the above information could disqualify me from receiving services under Florida's Transportation Disadvantaged Program.

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Suwannee River Economic Council will notify you whether your application has been approved or denied within 15 business days. If your application is denied, you may file an appeal with Suwannee River Economic Council within 15 working days.**



APPLICATION PROCESSED BY: \_\_\_\_\_

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

## COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

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

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

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

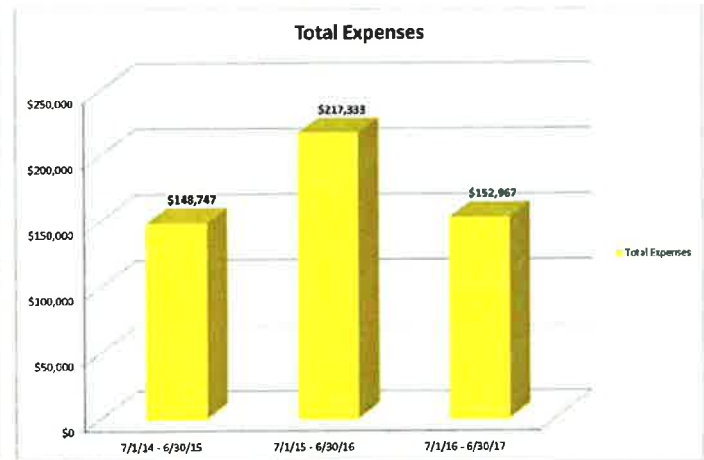
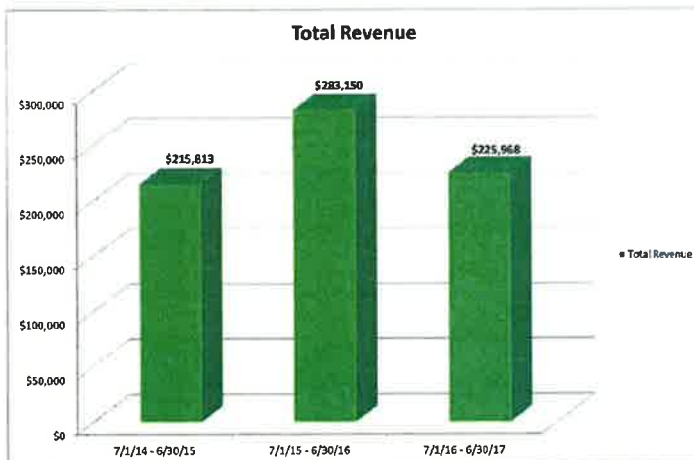
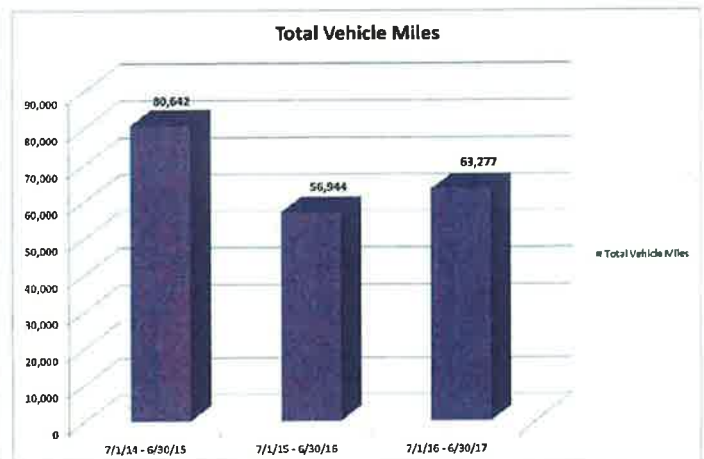
<b>Measurable Standards/Goals</b>	<b>Standard/Goal</b>	<b>Is the Community Transportation Coordinator meeting the Standard?</b>
Public Transit Ridership	Not applicable	Not applicable
On-time performance	90%	Yes
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation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

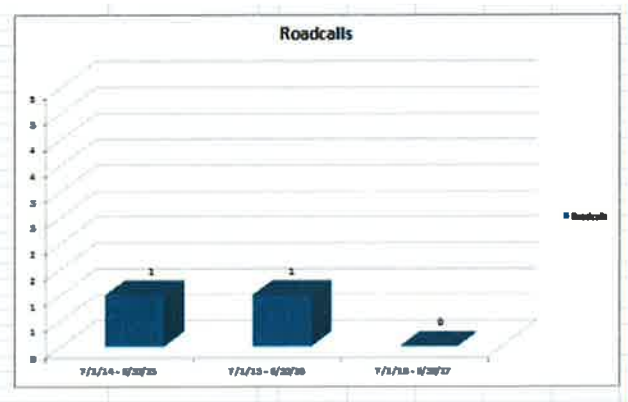
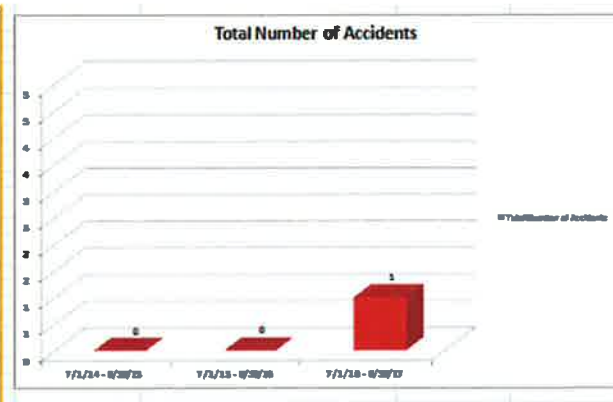


**PERFORMANCE TRENDS - SUWANNEE RIVER ECONOMIC COUNCIL  
LAFAYETTE COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/14 - 6/30/15	Fiscal Year 7/1/15 - 6/30/16	Fiscal Year 7/1/16 - 6/30/17	Percent Change 2015/16 - 2016/17
<b>TOTAL SERVICE</b>	Total Passenger Trips	3,791	3,796	4,167	8.90%
	Total Revenue Vehicle Miles	64,987	43,399	53,212	18%
	Total Vehicle Miles	80,642	56,944	63,277	10%
	Total Driver Hours	3,535	3,182	4,617	31%
<b>SERVICE EFFECTIVENESS</b>	Passenger Trips/Revenue Vehicle Mile	0.06	0.09	0.08	-12%
	Passenger Trips/Vehicle Mile	0.05	0.07	0.07	-1%
	Average Miles/Trip	21	15	15	1%
	Passenger Trips/Driver Hour	1.1	1.2	0.9	-32%
<b>COST EFFECTIVENESS &amp; EFFICIENCY</b>	Total Revenue	\$215,813	\$283,150	\$225,968	-25%
	Total Expenses	\$148,747	\$217,333	\$152,967	-42%
	Cost/Passenger Trip	\$39.24	\$57.25	\$36.71	-56%
	Cost/Vehicle Mile	\$1.84	\$3.82	\$2.42	-58%
	Cost/Revenue Vehicle Mile	\$2.29	\$5.01	\$2.87	-74%
	Cost/Vehicle	\$29,749	\$72,444	\$50,989	-42%
	Cost/Driver Hour	\$42.08	\$68.30	\$33.13	-106%
<b>VEHICLE UTILIZATION</b>	Total Vehicles	5	3	3	0%
	Passenger Trips/Vehicles	758	1,265	1,389	9%
	Vehicle Miles/Vehicle	16,128	18,981	21,092	10%
	Revenue Vehicle Miles/Vehicle	12,997	14,466	17,737	18%
<b>SAFETY</b>	Total Number of Accidents	0	0	1	100%
	Accidents/100,000 Miles	0	0	1	100%
<b>SERVICE AVAILABILITY</b>	Average Vehicle Miles Between Roadcalls	80,642	56,944	63,277	10%
	Roadcalls	1	1	0	#DIV/0!
	Passenger No-Shows	8	10	11	9%
	Number of Trip Denials	0	10	9	-11%

Source: Annual Operations Reports







**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:*** *Matt Pearson*  
***(Individual Responsible for Assurance of Compliance)***

***Date:*** *1/6/16*

***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.***

**Suwannee River Economic Council  
Lafayette County Community Transportation Coordinator  
2015-16 Compliance Monitoring Report**

**Schedule of Findings**

Organization Environment: Rural  
Organization Type: Private nonprofit  
Network Type: Partial brokerage

**Findings**

We performed specific compliance consulting services based on the detailed testing tasks identified in the FCTD's 2015-16 monitoring tool. Our procedures were performed using firm and professional standards. A summary of the testing categories used during this engagement and the related monitoring results are provided as follows:

Monitoring Results/Issues	Prior Year Findings - Resolved	Prior Year Findings - Unresolved	Current Year Findings
General Information	-	-	-
Florida Statutes Chapter 427	-	-	-
Florida Administrative Code Rule 41-2	-	-	-
Florida Administrative Code Rule 14-90	-	-	-
Internal Control Survey	-	-	-
Financial Activity Analysis	-	-	-
TD Rate Calculation	-	-	-
Rider, Contractor, and Purchasing Agent Surveys	-	-	-
<b>TOTAL</b>	-	-	-

Detailed information about any findings is provided in the following Schedule of Findings. If the CTC has current year findings, it must submit a Corrective Action Plan response to FCTD within 30 days of receipt of this report. If you have questions about the Corrective Action Plan process, please contact your FCTD Regional Area Program Manager.

**Suggestions**

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations and our related suggestions is provided in the Suggestions Letter. The suggestions resulting from our site visit are summarized as follows:

**Suggestion #1 - AOR and Rate Model Procedures**

**Suggestion #2 -Rider Eligibly, Management approval of applications, and updated eligibility criteria.**

This correspondence is intended solely for the information and use of the FCTD, CTC management, and the CTC's governing board and is not intended to be and should not be used by anyone other than these specified parties.

**Suwannee River Economic Council  
Lafayette County Community Transportation Coordinator  
2015-16 Compliance Monitoring Report**

**Schedule of Findings**

**Findings**

We performed specific compliance consulting services based on the detailed testing tasks list in FCTD's 2015-16 monitoring tool which is available on the Commission's website. The monitoring procedures performed included sufficient tests of details of transactions, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support the current year findings and recommendations. Detailed information for these items is disclosed in the following section of this report.

**Prior Year Findings**

No findings were noted in the prior monitoring period.

**Current Year Findings – Monitoring Period = July 1, 2015 through June 30, 2016**

No findings were noted in the current monitoring period.

## ON-SITE OBSERVATION OF THE SYSTEM

1. Date of Observation: 9/22/2017
2. Location: SREC Transportation Facility to Shands Regional Medical Center/Dialysis Center
3. Number of Passengers picked up/dropped off:  
Ambulatory: 2  
Non-Ambulatory 1
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 SURVEYS

**How often do your ride?**

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other
0	3	5	0

**Have you been denied transportation services?**

Yes 0

No 8

**What is your trip purpose?**

Medical	Education/Training	Employment	Other
8	0	0	0

**Do you have concerns with your service?**

Yes 0

No 8

**What types of concerns do you have?**

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost
0	0	0	0	0	0



## LEVEL OF COST

### FLCTD Annual Operations Report Section VII: Expense Sources

County: Lafayette		Fiscal Year: July 1, 2016 - June 30, 2017	
Status: Ready			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$62,255.00	\$0.00	\$62,255.00
Fringe Benefits (502):	\$30,400.00	\$0.00	\$30,400.00
Services (503):	\$5,005.00	\$0.00	\$5,005.00
Materials and Supplies Cons. (504):	\$20,678.00	\$0.00	\$20,678.00
Utilities (505):	\$5,828.00	\$0.00	\$5,828.00
Casualty and Liability (506):	\$10,335.00	\$0.00	\$10,335.00
Taxes (507):	\$62.00	\$0.00	\$62.00
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):	\$272.00	\$0.00	\$272.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$4,166.00	\$0.00	\$4,166.00
Contributed Services (530):	\$13,966.00	\$0.00	\$13,966.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$152,967.00	\$0.00	\$152,967.00



## LEVEL OF COMPETITION

1. Inventory of Transportation Operators in the Service Area

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

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

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

☒ Yes

☐ No

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

## LEVEL OF COORDINATION

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

Suwannee River Economic Council distributes brochures in the community.

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

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

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

Suwannee River Economic Council handles all trip allocations.

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

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

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

Suwannee River Economic Council monitors transportation operators under contract with Suwannee River Economic Council.



## II . B

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

November 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2016-2017 Annual Operations Report

### RECOMMENDATION

**Review the 2016/2017 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 2016-2017 Annual Operations Report for Lafayette County.

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

Attachment

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# FLCTD

## Annual Operations Report

### Section I: Face Sheet

<b>County:</b> Lafayette	<b>Fiscal Year:</b> July 1, 2016 - June 30, 2017
<b>Status:</b> Ready	
<b>Report Date:</b>	08/23/2017
<b>Period Covered:</b>	July 1, 2016 - June 30, 2017
<b>Coordinator's Name:</b>	Suwannee River Economic Council, Inc.
<b>Address:</b>	P.O. Box 70
<b>City:</b>	Live Oak
<b>Zip Code:</b>	32064
<b>Service Area:</b>	Lafayette
<b>Contact Person:</b>	Matt Pearson
<b>Title:</b>	Executive Director
<b>Phone:</b>	(386) 362 - 4115
<b>Fax:</b>	(386) 362 - 4078
<b>Email:</b>	mpearson@suwanneec.net
<b>Network Type:</b>	Partial Brokerage
<b>Organization Type:</b>	Private Non-Profit
<b>CTC Certification:</b>	
<p>I, Matt Pearson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</p>	
<b>CTC Representative (signature)</b>	
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
<b>LCB Statement:</b>	
<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>	
<b>LCB Signature</b>	
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	

# **FLCTD**

## **Annual Operations Report**

### **Section II: General Info**

County: **Lafayette**

Fiscal Year: **July 1, 2016 - June 30, 2017**

Status: **Ready**

#### **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: Lafayette		Fiscal Year: July 1, 2016 - June 30, 2017	
Status: Ready			
<b>Section III: Passenger Trip Information</b>			
<b>1a. One-Way Passenger Trips</b>			
<b>Type of Service</b>	<b>Service Area</b>		
<b>Fixed Route/Fixed Schedule</b>	<b>Within</b>	<b>Outside</b>	<b>Total</b>
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
<b>Deviated Fixed Route Service</b>	0	0	0
<b>Paratransit</b>			
Ambulatory	2070	1931	4001
Non-Ambulatory	55	111	166
Stretcher	0	0	0
<b>Other Services</b>			
School Board Trips	0	0	0
Total Trips	2125	2042	4167
<b>1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?</b>			0
<b>1c. How many of the total trips were provided by coordination contractors?</b>			0
<b>2. One-Way Trips by Funding Source</b>			
Agency for Health Care Administration			532
Agency for Persons with Disabilities			0
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			3106
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			528
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	0
Local Government	0
Local Non-Government	1
Other Federal Programs	0
<b>Total:</b>	4167
<b>3. One-Way Trips by Passenger Type</b>	
Was this information obtained by sampling?	yes
<b>Elderly</b>	
Low Income:	1939
Disabled:	338
Low Income and Disabled:	195
Other:	0
<b>Children</b>	
Low Income:	285
Disabled:	50
Low Income and Disabled:	57
Other:	0
<b>Other</b>	
Low Income:	1079
Disabled:	39
Low Income and Disabled:	13
Other:	172
<b>Total:</b>	4167
<b>4. One-Way Passenger Trips - by Purpose</b>	
Was this information obtained by sampling?	yes
Medical Purpose	3639
Employment Purpose	0
Education/Training/Daycare Purpose	0
Nutritional Purpose	528
Life-Sustaining/Other Purpose	0
<b>Total:</b>	4167
<b>5. Unduplicated Passenger Head Count</b>	
5a. Paratransit/Deviated Fixed Route/ School Brd	309



5b. Fixed Route	0
<b>Total:</b>	309
<b>6. Number of Unmet Trip Requests</b>	9
<b>Unmet Trip Requests by Type of Trip</b>	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
<b>Reason Trip was Denied (Optional)</b>	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
<b>7.) Number of Passenger No-shows</b>	11
<b>Passenger No-Shows by Funding Source (optional)</b>	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
<b>8. Complaints</b>	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
<b>Complaint Total:</b>	0
<b>9. Commendations</b>	
Commendations by CTC	0

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
<b>Total Commendations:</b>	0

# FLCTD

## Annual Operations Report

### Section IV: Vehicle Info

County: <b>Lafayette</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Ready</b>			
<b>Section IV: Vehicle Information</b>			
<b>1. Mileage Information</b>			
	<b>Vehicle Miles</b>		<b>Revenue Miles</b>
CTC:	63277		53212
Transportation Providers:	0		0
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
<b>Total:</b>	63277		53212
<b>2. Roadcalls</b>			
	0		
<b>3. Accidents</b>			
	<b>Chargeable</b>		<b>Non-Chargeable</b>
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		1
Total Accidents Person & Vehicle:	0		0
<b>Total Accidents:</b>	0		1
<b>Grand Total:</b>	1		
<b>4. Total Number of Vehicles</b>			
	3		
		<b>Count</b>	<b>Percentage</b>
a. Total vehicles that are wheelchair accessible:		3	100.00%
b. Total vehicles that are stretcher equipped:		0	0.00%

# FLCTD

## Annual Operations Report

### Section V: Employee Info

County: <b>Lafayette</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Ready</b>			
<b>Section V: Employee Information</b>			
<b>1. CTC and Transportation Provider Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	1		2201
Part-Time Drivers	2		2416
Volunteer Drivers	0		0
<b>Total Hours:</b>			4617
Maintenance Employees	0		
Dispatchers	1		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	0		
			<b>Hours</b>
Other Volunteers	0		0
Administrative Support	1		
Management Employees	1		
<b>Total</b>	<b>6</b>		
<b>2. Coordination Contractors Employee Information</b>			
			<b>Hours</b>
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
<b>Total Hours:</b>			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0	
		<b>Hours</b>
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
<b>Total</b>	0	
		<b>TOTAL HOURS: 4617</b>

**FLCTD**  
**Annual Operations Report**  
**Section VI: Revenue Sources**

County: Lafayette		Fiscal Year: July 1, 2016 - June 30, 2017	
Status: Ready			
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	\$32,545.00	\$0.00	\$32,545.00
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	\$125,696.00	\$0.00	\$125,696.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00

Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Elder Affairs</b>			
Older Americans Act	\$10,716.00	\$0.00	\$10,716.00
Community Care for the Elderly	\$1,827.00	\$0.00	\$1,827.00
Other (specify)	\$0.00	\$0.00	\$0.00
<b>Department of Health</b>			
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
<b>Department of Juvenile Justice</b>			
(specify)	\$0.00	\$0.00	\$0.00
<b>Department of Transportation</b>			
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)	\$39,918.00	\$0.00	\$39,918.00
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)	\$0.00	\$0.00	\$0.00
<b>Local Government</b>			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$0.00	\$0.00	\$0.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
<b>Local Non-Government</b>			
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	\$15,266.00	\$0.00	\$15,266.00
<b>Other Federal or State Programs</b>			

(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>	\$225,968.00	\$0.00	\$225,968.00



**FLCTD**  
**Annual Operations Report**  
**Section VII: Expense Sources**

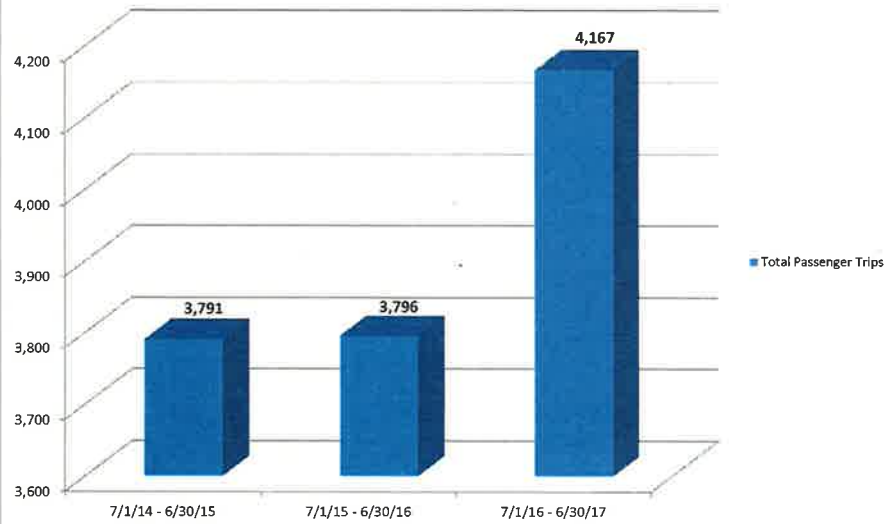
County: Lafayette		Fiscal Year: July 1, 2016 - June 30, 2017	
Status: Ready			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$62,255.00	\$0.00	\$62,255.00
Fringe Benefits (502):	\$30,400.00	\$0.00	\$30,400.00
Services (503):	\$5,005.00	\$0.00	\$5,005.00
Materials and Supplies Cons. (504):	\$20,678.00	\$0.00	\$20,678.00
Utilities (505):	\$5,828.00	\$0.00	\$5,828.00
Casualty and Liability (506):	\$10,335.00	\$0.00	\$10,335.00
Taxes (507):	\$62.00	\$0.00	\$62.00
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):	\$272.00	\$0.00	\$272.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$4,166.00	\$0.00	\$4,166.00
Contributed Services (530):	\$13,966.00	\$0.00	\$13,966.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$152,967.00	\$0.00	\$152,967.00

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

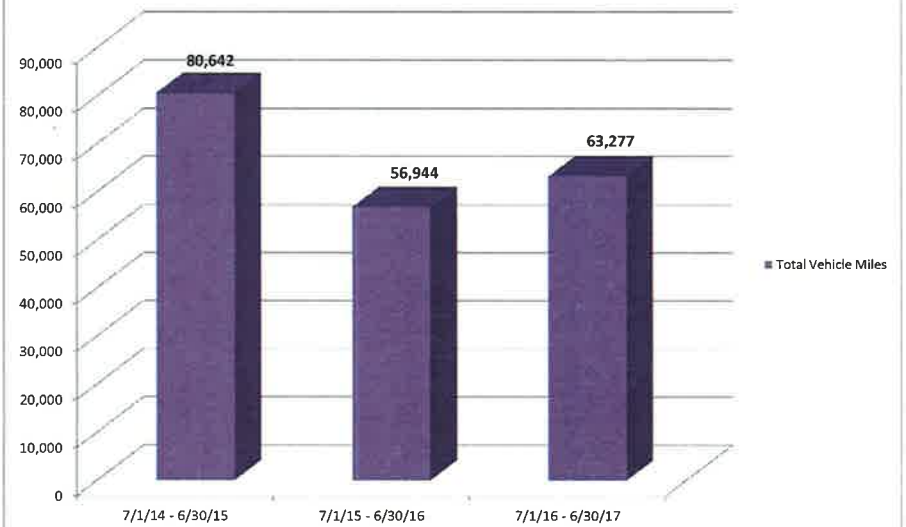
PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/14 - 6/30/15	Fiscal Year 7/1/15 - 6/30/16	Fiscal Year 7/1/16 - 6/30/17	Percent Change 2015/16 - 2016/17
<b>TOTAL SERVICE</b>	Total Passenger Trips	3,791	3,796	4,167	8.90%
	Total Revenue Vehicle Miles	64,987	43,399	53,212	18%
	Total Vehicle Miles	80,642	56,944	63,277	10%
	Total Driver Hours	3,535	3,182	4,617	31%
<b>SERVICE EFFECTIVENESS</b>	Passenger Trips/Revenue Vehicle Mile	0.06	0.09	0.08	-12%
	Passenger Trips/Vehicle Mile	0.05	0.07	0.07	-1%
	Average Miles/Trip	21	15	15	1%
	Passenger Trips/Driver Hour	1.1	1.2	0.9	-32%
<b>COST EFFECTIVENESS &amp; EFFICIENCY</b>	Total Revenue	\$215,813	\$283,150	\$225,968	-25%
	Total Expenses	\$148,747	\$217,333	\$152,967	-42%
	Cost/Passenger Trip	\$39.24	\$57.25	\$36.71	-56%
	Cost/Vehicle Mile	\$1.84	\$3.82	\$2.42	-58%
	Cost/Revenue Vehicle Mile	\$2.29	\$5.01	\$2.87	-74%
	Cost/Vehicle	\$29,749	\$72,444	\$50,989	-42%
	Cost/Driver Hour	\$42.08	\$68.30	\$33.13	-106%
<b>VEHICLE UTILIZATION</b>	Total Vehicles	5	3	3	0%
	Passenger Trips/Vehicles	758	1,265	1,389	9%
	Vehicle Miles/Vehicle	16,128	18,981	21,092	10%
	Revenue Vehicle Miles/Vehicle	12,997	14,466	17,737	18%
<b>SAFETY</b>	Total Number of Accidents	0	0	1	100%
	Accidents/100,000 Miles	0	0	1	100%
<b>SERVICE AVAILABILITY</b>	Average Vehicle Miles Between Roadcalls	80,642	56,944	63,277	10%
	Roadcalls	1	1	0	#DIV/0!
	Passenger No-Shows	8	10	11	9%
	Number of Trip Denials	0	10	9	-11%

Source: Annual Operations Reports

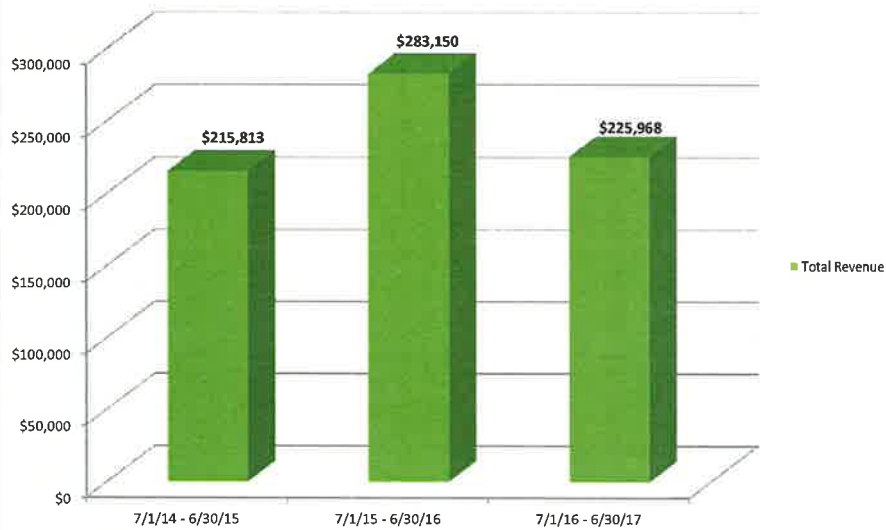
**Total Passenger Trips**



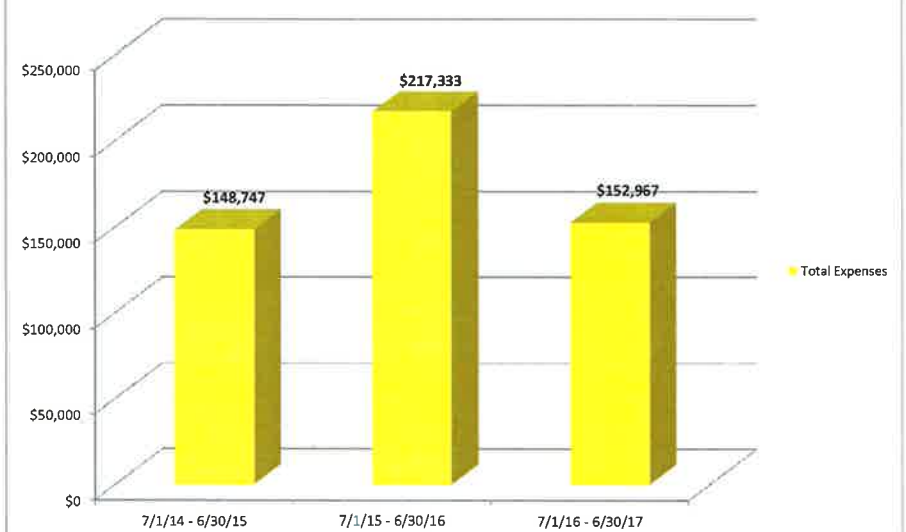
**Total Vehicle Miles**

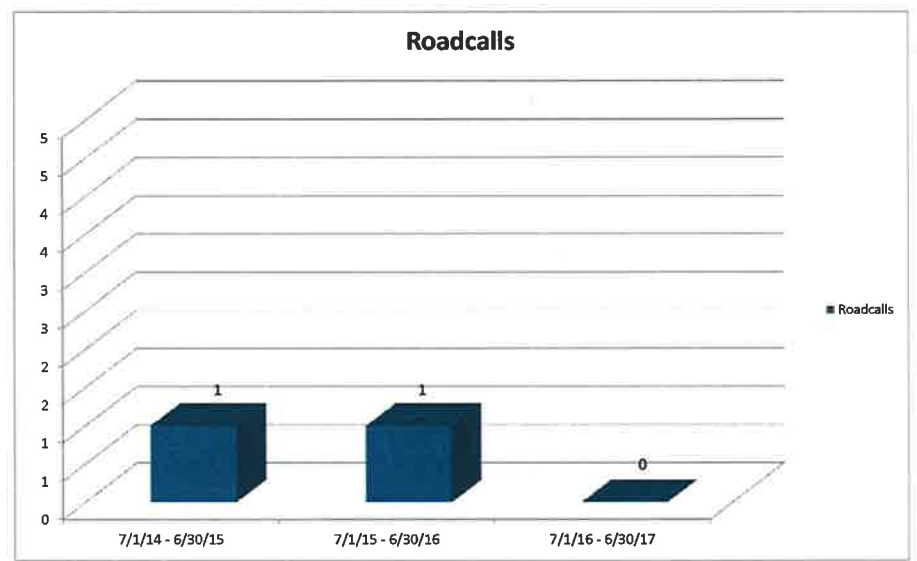
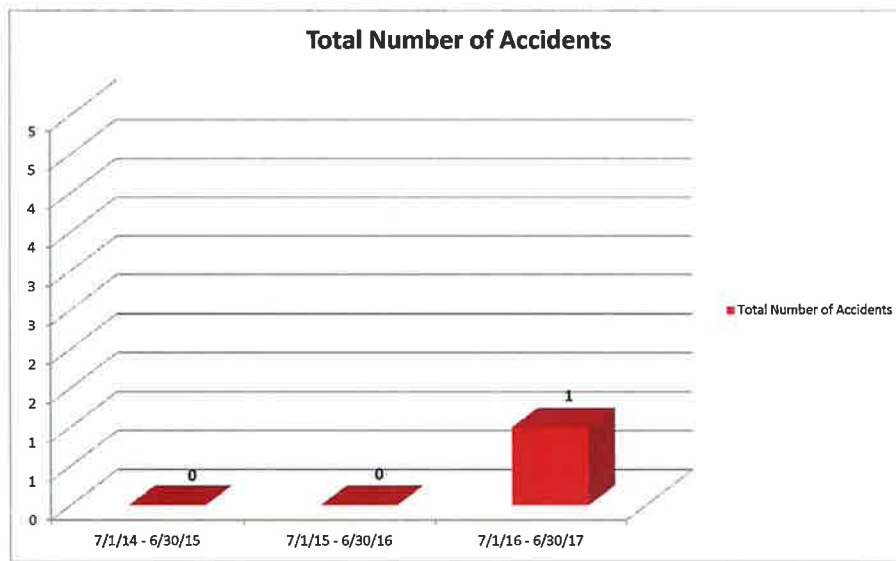


**Total Revenue**



**Total Expenses**







November 6, 2017

TO: Lafayette County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

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

BACKGROUND

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

Attached is Suwannee River Economic Council, Inc.'s application for 2017/18 Rural Area Capital Assistance Program Grant funding. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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**SHIRLEY CONROY RURAL AREA CAPITAL  
ASSISTANCE GRANT APPLICATION  
APPLICATION FORM**

1. DATE SUBMITTED: October 10, 2017
2. LEGAL NAME OF APPLICANT: Suwannee River Economic Council, Inc.
3. FEDERAL IDENTIFICATION NUMBER: 59-1101989
4. REGISTERED ADDRESS: PO Box 70  
CITY AND STATE: Live Oak FL ZIP CODE: 32064
5. CONTACT PERSON FOR THIS GRANT: Matt Pearson, Executive Director
6. PHONE NUMBER: 386/362-4115 ext. 223
7. E-MAIL ADDRESS: mpearson@suwanneec.net
8. PROJECT LOCATION [County(ies)]: Lafayette County
9. PROPOSED START DATE: February 1, 2018 ENDING DATE: June 30, 2018
10. ESTIMATED PROJECT FUNDING REQUESTED:

Transportation Disadvantaged Grant Funds	\$ <u>70,000</u>
Local Match	\$ <u>REDI</u>
<b>TOTAL PROJECT COST</b>	<b>\$ <u>70,000</u></b>

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

Matt Pearson, Executive Director

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

10/10/2017

DATE

12. **Local Coordinating Board Approval**

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

Lafayette County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

DATE



# SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION PROPOSED PROJECT FUNDING

## Project Description and Cost:

- Capital equipment - **Prioritize based on need.**
- If vehicle, specify type of vehicle and fuel type (gas, diesel, alternative)
- Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

1.	Ford E450 6.8L Gas	\$70,000
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$

**Total Project Cost** \$70,000.00

## Funding Participation

Transportation Disadvantaged Trust Funds	(90%)	70,000.00
Local Match	(10%) *	0.00
<b>Total Project Cost</b>		70,000.00

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





## **SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION PROPOSED PROJECT SCOPE**

### **Who:**

Suwannee River Economic Council, Inc. currently provides transportation services to the transportation disadvantaged in Lafayette County. Over 4,200 trips are expected to be performed in the upcoming year. Many of these riders have no other means of transportation to and from medical facilities. In many cases it is over 60 miles to the nearest medical facility from these rural areas. Many of these riders are elderly and in need of life sustaining treatments. Approval of this grant will ensure the quality of services these people receive will be at a level that is deserved.

### **What:**

SREC, Inc. will use this grant to purchase a large 14-passenger (12 ambulatory / 2 wheelchair) vehicle to accommodate the ever increasing number of passengers requiring longer distance trips. Therefore, enhancing the service that so many in Lafayette County depend upon for the sustaining of life. The vehicle purchased with this grant would be added to the current inventory, not replacing an existing vehicle.

### **Where:**

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

### **When:**

SREC, Inc. predicts that the services provided by this grant can begin by February 1, 2018. This will allow time for the new vehicle to be purchased.

### **How:**

This service will be a continuation of the services that are already being provided and, therefore, should not cause any interruption of services. The new vehicle that will be obtained through this grant will only enhance the quality of services currently provided by SREC, Inc., and ensure the continuation thereof. We are requesting REDI qualification for the local match requirement as Lafayette County is located in the North Central Region of the Rural Area of Opportunity.

### **Why:**

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

### **Status of 2015/2016 and 2016/2017 Grants:**

The grant awarded for Lafayette County in 2015/2016 has been compiled with in its entirety, and the Cutaway vehicle has been purchased and is in operation. Lafayette County was not awarded a grant in 2016/2017.



**SHIRLEY CONROY RURAL AREA CAPITAL  
ASSISTANCE GRANT APPLICATION  
CURRENT VEHICLE INVENTORY**

**NAME OF CTC:** Suwannee River Economic Council, Inc. - Lafayette County

Model Year	Chassis Make and Model	Vehicle Identification Number (17 Digits)	Maximum Ambulatory/ Wheelchair Passenger Seating	Average Vehicle Miles Per Year	Current Mileage as of (Date)	Anticipated Retirement Year	Source of Funding
2013	Chevy Cutaway Bus	1GB3G2BG9 D1175725	8+2	16,794	68,575	2018	CTD
2014	MOVT MV-1	57WMD1A68 EM100938	4+2	17,659	26,489	2019	CTD
2015	Chevy Cutaway G350	1GB3G2BGX E1198073	8+2	30,926	85,047	2020	FDOT

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



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

November 6, 2017

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

RECOMMENDATION:

**For information only. No action required.**

BACKGROUND:

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Lafayette County under Florida's Transportation Disadvantaged Program. The Florida Commission for the Transportation Disadvantaged requires the designated official planning agency use a competitive request for proposals selection process to recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Lafayette County. Suwannee River Economic Council, Inc.'s Memorandum of Agreement will expire June 30, 2018. The Council will issue a request for proposals for Lafayette County Community Transportation Coordinator designation in January 2018.

If you have any questions concerning this matter, please do not hesitate to contact me.

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November 6, 2017

TO: Lafayette 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. Suwannee River Economic Council Operations Report July - September 2017;
2. Fiscal Year 2017/18 Transportation Disadvantaged Trust Fund Status Report;
3. Suwannee River Economic Council Complaint/Commendation Report July - September 2017; and
4. Suwannee River Economic Council Trip Denial Report July - September 2017.

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

Attachments

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**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JULY - SEPTEMBER 2017**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>905</b>
Florida Managed Medical Assistance Program	111
Florida Transportation Disadvantaged Program	673
S.R.E.C. - Title III-B Meal Site	121
<b>TOTAL VEHICLE MILES</b>	<b>11,680</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>10,696</b>
<b>TOTAL VEHICLE HOURS</b>	<b>692</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$32,012.23</b>
Florida Managed Medical Assistance Program	\$8,768.75
Transportation Disadvantaged Program	\$22,275.48
S.R.E.C. - Title III-B Meal Site	\$968.00
<b>AVERAGE COST PER TRIP</b>	<b>\$35.37</b>
Florida Managed Medical Assistance Program	<b>\$79.00</b>
Transportation Disadvantaged Program	<b>\$33.10</b>
S.R.E.C. - Title III-B Meal Site	<b>\$8.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$2.74</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$2.99</b>
<b>AVERAGE COST PER VEHICLE HOUR</b>	<b>\$46.26</b>
<b>TRIP PURPOSE*</b>	
Medical	784
Employment	0
Education/Training	0
Shopping	0
Meal Site	121
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>32</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>4%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>3</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>302</b>
<b>AVERAGE MILES PER TRIP</b>	<b>13</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>11,680</b>

**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JULY - SEPTEMBER 2016**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,146</b>
Florida Managed Medical Assistance Program	72
Florida Transportation Disadvantaged Program	932
S.R.E.C. - Title III-B Meal Site	142
<b>TOTAL VEHICLE MILES</b>	<b>16,924</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>13,717</b>
<b>TOTAL VEHICLE HOURS</b>	<b>796</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$49,378.37</b>
Florida Managed Medical Assistance Program	\$4,448.15
Transportation Disadvantaged Program	\$43,794.22
S.R.E.C. - Title III-B Meal Site	\$1,136.00
<b>AVERAGE COST PER TRIP</b>	<b>\$43.09</b>
Florida Managed Medical Assistance Program	<b>\$61.78</b>
Transportation Disadvantaged Program	<b>\$46.99</b>
S.R.E.C. - Title III-B Meal Site	<b>\$8.00</b>
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$2.92</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$3.60</b>
<b>AVERAGE COST PER VEHICLE HOUR</b>	<b>\$62.03</b>
<b>TRIP PURPOSE*</b>	
Medical	1,004
Employment	0
Education/Training	0
Shopping	0
Meal Site	142
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>41</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>4%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>3</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>382</b>
<b>AVERAGE MILES PER TRIP</b>	<b>15</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>16,924</b>

Source: Suwannee River Economic Council

**2017-2018 TRIP/EQUIPMENT GRANT SUMMARY  
LAFAYETTE COUNTY**

**CONTRACT AMOUNT:   \$191,862.00**

<b>MONTH/ YEAR</b>	<b>TOTAL DOLLARS SPENT</b>	<b>TRUST FUND (90%)</b>	<b>LOCAL MATCH (10%)</b>	<b>TOTAL AMOUNT REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
<b>Jul-17</b>	<b>\$9,001.89</b>	<b>\$8,101.70</b>	<b>\$900.19</b>	<b>\$182,860.11</b>	<b>217</b>	<b>\$41.48</b>
<b>Aug-17</b>	<b>\$6,660.43</b>	<b>\$5,994.39</b>	<b>\$666.04</b>	<b>\$176,199.68</b>	<b>256</b>	<b>\$26.02</b>
<b>Sep-17</b>	<b>\$6,526.45</b>	<b>\$5,873.81</b>	<b>\$652.65</b>	<b>\$169,673.23</b>	<b>200</b>	<b>\$32.63</b>
<b>Oct-17</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Nov-17</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Dec-17</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Jan-18</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Feb-18</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Mar-18</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Apr-18</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>May-18</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>
<b>Jun-18</b>				<b>\$169,673.23</b>		<b>#DIV/0!</b>

Source: Suwannee River Economic Council



**LAFAYETTE COUNTY**  
**SERVICE COMPLAINTS/COMMENDATIONS**  
**JULY 2017 - SEPTEMBER 2017**

<b>TYPE OF COMPLAINT</b>	<b>TOTAL</b>	<b>Resolved</b>
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	-
<b>TOTALS</b>	<b>0</b>	<b>-</b>
<b>COMMENDATIONS</b>	<b>0</b>	<b>-</b>

Source: Suwannee River Economic Council

**LAFAYETTE COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY - SEPTEMBER 2017**

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

Source: Suwannee River Economic Council

# ATTENDANCE RECORD

## LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	11/21/16	3/13/17	5/15/17	9/25/17
Chair	Commissioner Anthony Adams	P	P	P	P
Florida Department of Transportation	Sandra Collins	A	P	P	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Kay Tice	P	P	P	A
Alternate Member	Amanda Bryant				A
Florida Agency for Health Care Administration	Deweece Ogden	A	A	P	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Joey Pearson				P
Alternate Member	(Vacant)				
Citizen Advocate	(Vacant)				
Alternate Member	Rhoda Pate	A	A	A	A
Citizen Advocate-User	(Vacant)				
Alternate Member	(Vacant)				
Elderly	(Vacant)				
Alternate Member	(Vacant)				
Veterans	Ellis A. Gray, III				A
Alternate Member	(Vacant)				
Persons with Disabilities	(Vacant)				
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	(Vacant)				
Alternate Member	(Vacant)				
Children at Risk	Colleen Cody	P	A	A	P
Alternate Member	(Vacant)				
Local Medical Community	Risa Clayton				
Alternate Member	(Vacant)				
Regional Workforce Board	Diane Head		P	P	P
Alternate Member	Anthony Jennings	A	A	P	A

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

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

