

**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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- 1. CALL TO ORDER AND INTRODUCTIONS**
- 2. PUBLIC COMMENT PERTAINING TO ITEMS NOT ON THE AGENDA**
- 3. APPROVAL OF MINUTES – November 27, 2018**
- 4. BOARD ACTIONS CONCERNING THE TD PROGRAM**
- 5. ANNUAL APPROVAL OF LCB BYLAWS**
- 6. ANNUAL APPROVAL OF FEDERAL POVERTY GUIDELINES**
- 7. APPROVAL OF COORDINATION CONTRACTOR – QOLCS**
- 8. TAMPA BAY NEXT WORKFORCE DEVELOPMENT**
- 9. UZURV PILOT PROGRAM**
- 10. ADVANTAGE PINELLAS UPDATE**
- 11. OTHER BUSINESS**
  - A. Tri-County Transportation Disadvantaged Subcommittee
  - B. Federal Transit Administration Section 5310 Grant Update
  - C. CTC Update
  - D. CTD Update
  - E. Other
- 12. INFORMATIONAL ITEMS**
  - A. Trip/Expenditure Reports
  - B. Complaints and Commendations
- 13. PUBLIC COMMENT**
- 14. ADJOURNMENT**

***Public Workshop – 10:00 A.M.***

***(At this time, the meeting will break from the main agenda and follow the Public Workshop Agenda.  
After the Public Workshop, the regular meeting will resume.)***

**NEXT REGULARLY SCHEDULED LCB MEETING – May 21, 2019**

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least seven days prior to the meeting.*

*Appeals: Certain public meetings result in actions taken by the public board, commission or agency that may be appealed; in such case persons are advised that, if they decide to appeal any decision made at a public meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*



**Local Coordinating Board (LCB)  
PUBLIC WORKSHOP**

**February 19, 2019 – 10:00 A.M.**  
310 Court Street, 1<sup>st</sup> Floor Conf. Room  
Clearwater, FL 33756

**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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1. **CALL TO ORDER – Patricia Johnson, Chair**
2. **STAFF PRESENTATION ON THE TRANSPORTATION DISADVANTAGED PROGRAM**
3. **PUBLIC COMMENT**
4. **ADJOURNMENT**

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**SUMMARY**

Anyone wishing to provide public comment on items not on the agenda may do so at this time. Each speaker will be given a maximum of five minutes.

**ACTION:** Information only

## **Local Coordinating Board – February 19, 2019**

### **3. Approval of Minutes – November 27, 2018**

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#### **SUMMARY**

The minutes of the November 27, 2018 meeting are attached for the LCB's review and approval.

Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers, is attached in the event a member of the LCB believes they have a conflict of interest with respect to any item(s) on the current agenda. This form is being provided under this item as any completed forms must be attached to the minutes of the LCB meeting.

**ATTACHMENT(S):** Minutes – November 27, 2018  
Form 8B

**ACTION:** Approve minutes

**DRAFT**  
**PINELLAS COUNTY LOCAL COORDINATING BOARD**  
**FOR THE TRANSPORTATION DISADVANTAGED PROGRAM**  
**MEETING MINUTES**  
**NOVEMBER 27, 2018**

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged met on Tuesday, November 27, 2018 at 9:15 a.m. in the Forward Pinellas Conference Room, First Floor, 310 Court Street, Clearwater, Florida.

**MEMBERS PRESENT**

Patricia Johnson, Chair	Elected Official
Brian Scott, Vice Chair	Transportation Provider for Profit Representative
Ivonne Carmona	Department of Children and Families
Ric Hartman	Over 60
Joe DiDomenico	Persons with Disabilities
Penny Barnard	Agency for Health Care Administration
Amanda Honingford	Department of Blind Services
Zeffery Mims	Pinellas County Veterans Services (Alt.)
Jason Martino	Florida Department of Elder Affairs
Priscilla McFadden	Juvenile Welfare Board
Don Shepherd	CareerSource Pinellas (Alt.)
Ross Silvers (ex officio)	PSTA
Jane Walker	Daystar Life Center

**MEMBERS ABSENT**

Quinn Lundquist	Local Medical Community
Dave Newell	FDOT
Laura Statsick	Citizen Representative

**OTHERS PRESENT**

Jabari Hampton	FDOT
Heather Sobush	PSTA
Elizabeth Curley	Children of Inmates
Deborah Lekenta	QOLCS
Robert Feigel	Forward Pinellas Staff
Al Bartolotta	Forward Pinellas Staff
Sarah Caper	Forward Pinellas Staff
Maria Kelly	Forward Pinellas Staff

**1. CALL TO ORDER**

Chairperson Johnson called the meeting to order at 9:15 a.m. Those in attendance introduced themselves.

**2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No comments were made under this item.

**3. APPROVAL OF MINUTES – September 18, 2018**

The meeting minutes for September 18, 2018 were approved with no corrections. Jason Martino motioned approval, seconded by Brian Scott and passed with a unanimous vote.

**4. BOARD ACTIONS CONCERNING THE TD PROGRAM**

There were no board actions concerning the TD Program.

Don Shepard, CareerSource Pinellas, arrived at 9:16 am.

**5. COMMUNITY BUS PLAN PRESENTATION**

Ms. Heather Sobush, PSTA Director of Planning, presented on PSTA'S Community Bus Plan, which will be a part of the PSTA Transit Development Plan and Forward Pinellas Long Range Transportation Plan (Advantage Pinellas). PSTA is looking into modernizing its system by focusing its resources into the core network, where transit is most productive. This includes providing and promoting other options to connect people to the core routes from areas that are less transit-supportive. One of the goals for PSTA is to reverse the declining ridership that has happened over the last few years, by making more frequent runs with improved travel times, in hopes of attracting new riders, while keeping current riders. In March 2018, an onboard statistically valid survey was conducted with riders to find out their purpose for taking the bus and other information, like their origins, destinations, employment status, household income and what their needs are and the type of improvements would they like to see. PSTA has been experimenting with First and Last Mile services so that individuals will not have to wait long periods of time for transit services. Direct Connect provides a \$5.00 discount for Uber, Lyft and United Taxi Service rides and \$25.00 wheelchair transit service rides. The Community Bus Plan is looking at taking the resources from the lowest performing routes and putting them on the higher performing routes. This means eliminating some low performing routes and leaning more on the Direct Connect, First and Last Mile Services. Discussion ensued and questions were taken and appropriately answered.

Ric Hartman, Over 60 representative, arrived at 9:43 am. Jabari Hampton, FDOT, arrived at 9:55.

**6. COMMUNITY TRANSPORTATION COORDINATOR REVIEW**

Ms. Sarah Caper, Forward Pinellas staff, presented on the CTC review. Due to the structure of the TD Program funding this year, a CTC evaluation was not required. Therefore staff initiated a review that was less comprehensive than the usual evaluation process. This review involved no findings, only comments and recommendations, and a customer survey. The CTC review subcommittee met on November 9 at PSTA's offices and provided input into the report, discussing general questions, the complaint process, how the CTC works with others and what is working, what is not working, etc. The focus was on the complaint process and PSTA provided an example to help the subcommittee understand the process. Another area of concern was the non-emergency Medicaid transportation. The review subcommittee felt that the state should look at this more closely due to receiving complaints that the Medicaid system is not coordinated as well from the transportation side and is not as efficient as it could be. Discussion ensued regarding the Medicaid system.

Another general recommendation for PSTA is to continue to explore innovative ideas. The subcommittee also recommended reaching out to the Operators and Coordination Contractors to arrange presentations about who they are, what they do, the people they serve and what their transportation service is like. The operators who receive TD funds for their services are Care Ride, Neighborly Care, Lighthouse, Parc and ARC Tampa Bay. Another recommendation is that PSTA is to work with those operators to receive as much accurate data as possible to improve the cost effectiveness of operators receiving TD funds.

An online survey was conducted with TD customers who have registered for TD Late Shift. Some of these riders are not using any PSTA service other than TD Late Shift. Others are not using TD Late Shift, but are using the bus pass program. The results were positive and provided valuable input. Staff will explore using this survey as a model for future CTC evaluations. Questions were taken and appropriately answered. Jane Walker made a motion to approve the evaluation presentation with additional comments, it was seconded by Brian Scott and passed with a unanimous vote.

**7. 2019 MEETING SCHEDULE**

Ms. Caper reviewed the 2019 meeting schedule with the committee. Calendar invites will be sent out to committee members. If additional meetings are necessary during the course of the year, committee members will be notified.

**8. OTHER BUSINESS****A. Tri-County Transportation Disadvantaged Project**

Ms. Caper shared information from the Tri-County Transportation Disadvantaged Subcommittee. Two letters of intent were received for the Tri-County project, one from PSTA and the other from Quality of Life Community Services. The subcommittee met earlier in November to develop and provide feedback for a 5310 grant application. Ideally, the project should be scalable and flexible and the applicant should state clearly the additional resources that are needed to have a successful project application. These should be pilot programs for two years with an option for a third year, and based on the needs in the regional access plan and TDSP in each county.

**B. Federal Transit Administration Section 5310 Grant Update**

Jabari Hampton, FDOT, updated the committee with information on the 5310 Grant. Applications have been sent out to the agencies who are applying and January 15, 2019 is the last day to submit applications. The TransCIP software program is still being programmed and login information will be sent out shortly for the applicants to submit their applications online.

**C. CTC Update**

Ross Silvers updated the committee on CTC activities. There is a new program in Tarpon Springs, the Healthy Hop, which offers same day service for medical purposes within the city of Tarpon Springs. This program was initiated by the Mayor of Tarpon Springs and allows up to 4 one-way trips or two round trips for medical purposes within the city for individuals who are 65 and older and meet the criteria for TD services. Mayor Alahouzos was able to work with Advent Health and received a \$20,000 contribution toward this program. December 4<sup>th</sup> is the kick-off for this program in Tarpon Springs. Mr. Silvers also updated the committee on the third year of the TD Late Shift Program. The CTD has said that they will only fund three years of Mobility Enhancement Grant Programs. Due to the overwhelming success of TD Late Shift, PSTA is looking to find another funding source to keep it running.

**D. CTD Update**

No update at this time.

**E. Other**

No additional information at this time.

**12. INFORMATIONAL ITEMS****A. Trip Expenditure Reports**

The trip/expenditure reports are steady with no changes.

**B. Complaints and Commendations**

A copy of a complaint was included in the agenda package for review. It was requested that the personal information of the complainant be redacted.

**11. PUBLIC COMMENT**

No public comment

**12. ADJOURNMENT**

The meeting adjourned at 11:00 a.m. The next LCB meeting is February 19, 2019.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a “relative” includes only the officer’s father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)



## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_\_:

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☐ inured to the special gain or loss of \_\_\_\_\_, by  
whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**4. Board Actions Concerning the TD Program**

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**SUMMARY**

The Forward Pinellas Board approved the Community Transportation Coordinator Review Report at its January 9, 2019 meeting. At the same meeting, the board also approved the reappointments of Penelope Barnard as the Agency for Healthcare Administration representative and Jason Martino as the Florida Department for Elder Affairs representative. Don Shepherd was also appointed as the primary representative for Career Source Pinellas and Jennifer Brackney as the alternate for Don Shepherd. Michael Hill was also reappointed as the Veterans Affairs representative, but has informed staff that he will no longer serve in this position; Zeffrey Mims will continue as the alternate for this position until a representative has been confirmed.

**ATTACHMENT(S):** None

**ACTION:** None required; informational item

**5. Annual Approval of LCB Bylaws**

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**SUMMARY**

The Commission for the Transportation Disadvantaged (CTD) requires that the Local Coordinating Board review and approve its bylaws annually. The current set of bylaws was approved in February 2018. Minor changes are included in the attached bylaws, primarily reflecting the abilities of alternates.

**ATTACHMENT(S):** Proposed revised bylaws

**ACTION:** Approve LCB bylaws, with the changes as discussed by the LCB

**FORWARD PINELLAS, as the PINELLAS COUNTY  
METROPOLITAN PLANNING ORGANIZATION,  
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD**

**BYLAWS**

**SECTION I:        NAME**

The name of the Board shall be the Pinellas County Metropolitan Planning Organization Transportation Disadvantaged Local Coordinating Board, hereinafter referred to as the Local Coordinating Board (LCB).

**SECTION II:        PURPOSE**

In accordance with Chapter 427.0157, Florida Statutes, [and Rule 41-2.012, Florida Administrative Code](#), the purpose of the Local Coordinating Board is to:

1. Develop local service needs; and
2. Provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged [through the Florida Coordinated Transportation System \(FCTS\)](#). ~~(Rule 41-2.012)~~

**SECTION III:        DEFINITIONS**

**A. Local Coordinating Board**

According to Chapter 427.011(7), Florida Statutes, the Local Coordinating Board is defined as:

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

**B. Designated Official Planning Agency**

According to Rule 41-2.002(3), the Designated Official Planning Agency is defined as:

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

In Pinellas County, the Designated Official Planning Agency is the Forward Pinellas, in its role as the Pinellas County Metropolitan Planning Organization (hereinafter referred to as the MPO).

C. Designated Service Area

According to Rule 41-2.002(4), the designated service area is defined as:

"A geographical area recommended by a designated official planning agency, subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged."

SECTION IV: LOCAL COORDINATING BOARD MEMBERSHIP

The voting membership of the Local Coordinating Board shall be constituted as defined in Rule 41-2.012. Members shall be appointed to the Local Coordinating Board according to the procedures prescribed below. Appointments shall be approved by the Forward Pinellas Board.

A. Appointment of Agency/Group Members

Each agency or group, as defined in Rule 41-2.012, represented on the Local Coordinating Board shall recommend appointment from that agency's staff one person to act as a voting member of the Local Coordinating Board on its behalf.

B. Appointment of Non-Agency/Group Members

The MPO shall develop appropriate procedures to select persons appointed to the Local Coordinating Board as non-agency/group members.

SECTION V: OFFICERS

A. Chairperson

The MPO shall appoint an elected official to serve as the official Chairperson to preside at all Local Coordinating Board meetings. The Chairperson shall serve until replaced by the Designated Official Planning Agency.

B. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the Local Coordinating Board. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election.

In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting.

SECTION VI: TERMS OF THE APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the Board shall be appointed for three (3) year staggered terms with initial membership being appointed equally for one, two, and three years.

SECTION VII: ATTENDANCE

The absence of any Local Coordinating Board member from three consecutive meetings shall cause the following actions to be taken:

1. If the member is a representative of an agency as mandated by Florida Statute Chapter 427, written correspondence shall be sent to the respective agency from the Chairperson of the Local Coordinating Board requesting attention to excessive absences of the representative in question.
2. If the member is a private citizen representative or otherwise not affiliated with any mandated agency member, the appointment of said member shall be reviewed by the Designated Official Planning Agency for reconsideration and possible removal from the Local Coordinating Board.

All agency representatives shall ~~be required to~~ appoint ~~an~~ at least one alternate to attend meetings of the Local Coordinating Board in their absence. Alternates may replace agency representatives who are no longer on the LCB. Alternates may continue to represent the agency if the agency representative position is temporarily vacant. who replace agency representatives must appoint at least one alternate to attend meetings in their absence. For the purposes of attendance, agency representatives shall be considered to be present when represented by their alternate. Any LCB member ~~is able to~~ may have an alternate or multiple alternates. ~~Multiple alternates are allowed per LCB member.~~ The list of alternates will be maintained by Forward Pinellas.

Attendance by telephone shall be permissible under extraordinary circumstances. LCB members can participate and vote in meetings via conference call, however, a physical quorum must be present to vote on action items. If there is a physical quorum present and a LCB member is voting by telephone, the LCB member must clearly announce his/her name

and position on the motion.  
There shall be no provisions for excused absences.

SECTION VIII: BYLAWS AND PARLIAMENTARY PROCEDURES

The Local Coordinating Board shall annually review, update if necessary, and adopt its Bylaws. The Coordinating Board will conduct business using the Chairman's Rules, wherein all questions of parliamentary procedure are determined by the Chairperson of the Coordinating Board, unless overturned by a majority vote of the Coordinating Board members present.

SECTION IX: DUTIES

A. Chapter 427.0157, Florida Statutes

According to Chapter 427.0157, Florida Statutes, the Board has the following duties:

1. Review and approve the Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission.
2. Evaluate services provided in meeting the approved plan.
3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the commission on funding applications affecting the transportation disadvantaged.
4. Assist the Community Transportation Coordinator in establishing eligibility guidelines and priorities with regard to the recipients of nonsponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies.
5. Review coordination strategies for transportation disadvantaged services in the area to seek innovative ways to increase ridership to a broader population by improving: a) cost effectiveness; b) efficiency; c) safety; and d) types and hours of service.
6. Evaluate multicounty or regional transportation opportunities
7. Work cooperatively with regional workforce boards established in Chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

B. Rule 41-2.

In addition to these duties, Rule 41-2.012 and Rule 41-2.008 provides for additional duties as follows:

1. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the Designated Official Planning Agency.
2. Annually, provide the Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP. As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. This evaluation will be submitted to the Commission subsequent to approval by the LCB. The designation solely of the CTC may be considered a substitution for the annual evaluation.
3. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTCs in the designated service area, and make recommendations to the Local Coordinating Board or to the Commission, when local resolution cannot be reached to address the grievance. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance Guidelines. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible formats upon request by a citizen. Members appointed to the committee shall be voting members of the LCB. [41-2.012(5)(c), F.A.C.]. The Expedited Appeal Committee should be comprised of a minimum of three members, should not include more than one LCB Member, and no person who was involved in the original decision on the action taken. All expedited appeals must be resolved within 72 hours of receiving the appeal request.
4. Annual review of coordination contracts should be conducted by the Coordinating Board to advise the CTC whether the continuation of said contract provides the most cost effective transportation available.

**C. Conflicts of Interest**

1. Voting Conflicts



If a member of the Forward Pinellas Board or its advisory committees declares a voting conflict pursuant to Section 112.3143, Florida Statutes on a matter before the Forward Pinellas Board or its advisory committees, that member may no longer participate in that matter before the Forward Pinellas Board, and local government board that has a member of Forward Pinellas on it, or any other committee of Forward Pinellas. For the purposes of this subsection, the term “participate” means any attempt to influence the decision by oral or written communication, whether made by the member of Forward Pinellas or its advisory committee or at the member’s direction.

In the event a Board member has a conflict of interest, they are required to complete Form 8B – Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers and turn it into Forward Pinellas staff for insertion in the minutes of the meeting where said conflict existed, in compliance with Section 112.3143, Florida Statutes.

## **2. Lobbying Policy**

Lobbying of evaluation committee members, Forward Pinellas staff, or elected officials regarding Requests for Proposals, Requests for Qualifications, bids, or contracts during the pendency of bid protest by the bidder/proposer/ protestor, or any member of the bidder’s/proposer’s/protestor’s staff, an agent of the bidder/proposer/protestor, or any person employed by the legal entity affiliated with or representing an organization that is responding to the Requests for Proposal, Requests for Qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by Forward Pinellas and shall be prohibited until either an award is final or the protest is finally resolved by the Forward Pinellas Board or Executive Director, provided, however, nothing herein shall prohibit a prospective bidder/proposer from contacting the Forward Pinellas staff to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision, lobbying activities shall include but not be limited to influencing or attempting to influence action or non-action in connection with any Requests for Proposals, Requests for Qualifications, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such action may cause any Requests for Proposals, Requests for Qualifications, bid, or contract to be rejected.

## **SECTION X: MEETINGS AND NOTICES**

In accordance with Rule 41-2.012, the Local Coordinating Board shall hold regular meetings at least once a quarter, duly noticed as prescribed by law, to the public and membership no less than three days prior to the meeting date.

The Chairperson of the Local Coordinating Board may, at his or her discretion, convene an emergency meeting of the Local Coordinating Board with no less than three days written notice to the public and membership.

Meetings held by subcommittees and work groups appointed by the Chairperson of the Local Coordinating Board shall be subject to the above requirements of public notice.

The Local Coordinating Board shall annually hold, at a minimum, one public hearing for the purpose of receiving input on unmet needs or any other areas that relate to the local transportation services.

#### SECTION XI: QUORUM

There shall be a quorum for conducting business at meetings. A quorum is defined as a majority of all Local Coordinating Board members.

H:\USERS\TRANS\TD\Bylaws\LCB Bylawsrev2012 - Approved 1-17-06 - Reprinted 6-7-07.doc, Amended 3/09, Amended 3/10, Amended 1/12-Adopted, Amended 3/12, Amended 2/13, Amended 5/14, Adopted 2/15, Adopted 2/16, Amended 2/17, Adopted 2/18, [Adopted 2/19](#)

**6. Annual Approval of Federal Poverty Guidelines**

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**SUMMARY**

The Pinellas County TD Program uses the Federal Poverty Guidelines, published by the United States Department of Health and Human Services, to determine whether an individual qualifies for the TD Program. An individual's monthly household income must be at or below 150% of the federal poverty level to qualify for TD Program services. Each year, the updated guidelines are presented to the LCB for review. The 2019 Federal Poverty Guidelines and a chart comparing monthly income limits for 2018 and 2019 are below.

[150% of the 2019 Federal Poverty Guidelines](#)

Persons in Family/ Household	2019 Gross Yearly Income Limit	2019 Gross Monthly Income Limit	2018 Monthly Income Limit for Comparison
1	\$18,735	\$1,561.25	\$1,518
2	\$25,365	\$2,113.75	\$2,058
3	\$31,995	\$2,666.25	\$2,598
4	\$38,625	\$3,218.75	\$3,138
5	\$45,255	\$3,771.25	\$3,678
6	\$51,885	\$4,323.75	\$4,218
7	\$58,515	\$4,876.25	\$4,758
8	\$65,145	\$5,428.75	\$5,298
For each additional person	\$6,630	\$552.50	\$540

**ATTACHMENT(S):** None

**ACTION:** Approve 2019 Federal Poverty Guidelines as shown in the above table for use in qualifying TD Program Applicants

**7. Approval of Coordination Contractor - QOLCS**

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**SUMMARY**

The LCB reviews and approves the list of operators and coordination contractors that PSTA enters into agreements with as the Community Transportation Coordinator (CTC) for the TD Program. The full list is traditionally reviewed at the May LCB meeting. On occasion, in the interim, agencies go through the coordination contractor process. Quality of Life Community Services (QOLCS) is seeking to be approved as a coordination contractor. At the May meeting, the LCB will review the full list of operators and coordination contractors, as well as the draft agreements.

**ATTACHMENT(S):** None

**ACTION:** Approve QOLCS as a coordination contractor

**8. Tampa Bay Next Workforce Development**

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**SUMMARY**

The Florida Department of Transportation (FDOT) is interested in piloting a workforce development program (WFD) as part of Tampa Bay Next, a program that includes interstate modernization projects on I-275, I-4, and I-75 in Pinellas and Hillsborough Counties. The purpose of the program is threefold:

1. To build productive, sustainable relationships with regional and local stakeholders and community members;
2. To provide direct economic benefits to communities where FDOT is constructing infrastructure projects, specifically targeting low-income, and high-unemployment areas; and
3. To help address the construction labor shortage by recruiting and building a pipeline of workers for infrastructure projects in the Tampa Bay region and increasing the likelihood of FDOT projects staying on time and within budget.

Darcy Foster is part of the Tampa Bay Next program and will provide information on the pilot WFD program.

**ATTACHMENT(S):** None

**ACTION:** None

## **9. UZURV Pilot Program**

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### **SUMMARY**

During the 2018 Florida Legislative Session, the Legislature tasked the Florida Commission for the Transportation Disadvantaged CTD with procuring an entity that can provide a transportation experience for persons with intellectual or developmental disabilities (IDD), as defined in section 393.063, Florida Statutes.

After conducting a competitive procurement process the CTD contracted with UZURV, an Adaptive Transportation Network Company, to provide transportation services to persons with IDD. Beginning around the end of January/early February, UZURV will begin providing safe, reliable and accessible transportation to eligible persons with IDD in Pinellas, Hillsborough and Manatee counties to achieve certain objectives. Attached is additional information on the pilot program and UZURV.

**ATTACHMENT(S):** Pilot Program Information  
UZURV flyer

**ACTION:** None required; informational item

## Pilot Program Information

**UZURV.** UZURV is a technology company based in Richmond, VA that operates a Mobility Platform specifically designed to provide safe and reliable transportation options for persons with disabilities, the elderly, and Non-Emergency Medical Transportation. See more details about UZURV at <https://uzurv.com/>.

**Eligibility.** The people eligible to receive transportation services during the pilot program are:

- Persons with an intellectual or developmental disability as defined in section 393.063, Florida Statutes, who reside in Pinellas, Hillsborough or Manatee Counties; and
- Caregivers who are accompanying a person with an intellectual or development disability as mentioned above.

**Transportation services.** UZURV will provide:

- On-demand or scheduled transportation services. Transportation can provide trips across county lines when requested by the passenger or passenger's caregiver.
- Door-to-door transportation. The driver can assist the passenger from the doorstep to the car if desired. Also, the driver can assist the passenger from the car to door at the destination.
- Travel training, upon request, to improve a person with an intellectual or developmental disabilities' awareness of, and ability to use, the transportation system.

**Cost of a Ride.** Transportation is free to eligible riders during the pilot program.

**Eligible Rides/Destination.** Eligible rides for the pilot program are ones to health care, jobs, education, shopping, social activities, or other life-sustaining activities.

**Ineligible Rides.** The State of Florida desires to expand mobility options for persons with intellectual or developmental disabilities. To that end, the Commission for the Transportation Disadvantaged cannot use funds from this program to replace transportation services currently funded by federal, state or local funding sources. For example, transportation to Medicaid Waiver compensable services, such as Adult Day Training or Supported Employment, or an ADA Complementary Paratransit ride would not be eligible rides under this program.

**Timeframe.** End of January/Beginning of February (specific date TBD) – June 30, 2019



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## BETTER SERVICE

## SIGNIFICANT COST SAVINGS

## OPERATIONAL IN 60 DAYS



EQUAL ACCESS

### WHO WE ARE

UZURV is an Adaptive Transportation Network Company (TNC). Our mission is to provide access to a better quality of life for all people through on-demand, reliable transportation.

- UZURV presents a full menu of transportation options including Non-Emergency Medical Transport and Wheel Chair Accessible Vehicles, as well as standard vehicles.
- UZURV is available for individuals to make reservations through our web portal or call center.

### WHAT WE DO

UZURV's service combines the convenience and affordability of on-demand transportation with the security of a reservation service that allows riders to select highly trained drivers and vehicles that match their specific needs.

UZURV can partner with you to provide transportation services at a significant cost savings and less hassle.



CAR



VAN



PARATRANSIT

### CERTIFIED, PERSONAL DRIVERS

UZURV 360 Care drivers are trained in CPR, First Aid, and Disability Sensitivity.

UZURV service includes ambulatory vehicles as well as non-ambulatory.

Riders choose the transportation that suits them best.

### RELIABLE RIDES

UZURV rides are reserved and customized for the rider.

Make a reservation with the driver and vehicle that is right for you.

Book 60 minutes or up to 30 days in advance.

### LIFE CHANGING SERVICE

Favorite driver, door-to-door service, confirmed reservation, no waiting time.

Call Center: Speak to a human being.

Self-service from our Web Portal.

Integrate with your dispatch system.

Operating hours can be tailored to client's needs.







**UZURV IS PROUD TO HAVE BEEN SELECTED BY LOCAL AND NATIONAL ORGANIZATIONS TO PROVIDE AFFORDABLE AND RELIABLE TRANSPORTATION.**

## CASE STUDIES

### CARE-ON-DEMAND IN RICHMOND AND HENRICO COUNTY, VA

In August 2017, the Greater Richmond Transit Company partnered with UZURV to provide hassle-free Care-On-Demand services along with existing para-transit, and specialty providers. Seniors and Disabled Citizens come to one place to find appropriate transportation. Reservations can be made up to 30 days or in as little as one hour in advance.

Initial results are in and they are tremendous. In the first year of our partnership, the impact was immediately demonstrated with more than 12,000 Care-On-Demand rides and a 98% on-time pick-up rate. New markets are coming on line quickly based on positive feedback.

### UZURV + THE AMERICAN CANCER SOCIETY

Inspired by the success of the GRTC Care On Demand program, The American Cancer Society has partnered with UZURV to provide rides for patients to appointments. To date UZURV has completed over 10,000 Road to Recovery rides in 19 states. The result is less stress, less expense, and most importantly, fewer missed appointments. Providing rides to get people to these appointments is not only good business but it is also good citizenship.

Over 25,000 rides are projected in 2018 with a national expansion coming. UZURV is currently negotiating expansion of this successful program.



## CONTACT US

**UZURV HEADQUARTERS:**

**27 N 17TH STREET**

**RICHMOND, VA 23219**

**PHONE: 410-598-5950**

**EMAIL: [MARKETING@UZURV.COM](mailto:MARKETING@UZURV.COM)**

**[UZURV.COM](http://UZURV.COM)**

## **10. Advantage Pinellas Update**

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### **SUMMARY**

Advantage Pinellas is the name of the latest edition of the Long Range Transportation Plan (LRTP) for Pinellas County. It is currently being developed in partnership with the Pinellas Suncoast Transit Authority (PSTA) and will incorporate their Community Bus Plan. As the metropolitan planning organization (MPO) for Pinellas County, Forward Pinellas is responsible for developing a long range transportation plan every five years to account for changes in transportation needs, land uses, shifting regional travel patterns and any demographic changes that may have occurred since the LRTP was last adopted. The Plan was most recently adopted with a horizon year of 2040, in 2014. PSTA's Community Bus Plan provides a planning framework for transit service development over the next five to 10 years. By developing these plans together, Advantage Pinellas will provide a coordinated vision and strategy for aligning transit investments to serve Pinellas County's economic, redevelopment and community goals.

Forward Pinellas has been working on a variety of components of the Advantage Pinellas Plan, including projecting population and employment growth, conducting public outreach and identifying future revenues for transportation projects. The Plan must be adopted by the Forward Pinellas Board in November of this year, but work has been underway since the beginning of 2018. Staff will provide an overview of the Advantage Pinellas Plan and review the activities underway and completed to date.

**ATTACHMENT(S):** None

**ACTION:** None Required, Informational Item Only

**11. Other Business**

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**SUMMARY**

**A. Tri-County Transportation Disadvantaged Subcommittee**

Staff will provide an update on the TC TD subcommittee.

**B. Federal Transit Administration Section 5310 Grant Update**

The Florida Department of Transportation (FDOT) administers the Section 5310 Grant and will provide a brief update.

**C. CTC Update**

PSTA will provide an update on recent activities.

**D. CTD Update**

The 20<sup>th</sup> Annual Transportation Disadvantaged Legislative Awareness Day will be held on Wednesday, March 20, 2019 at the Capitol in Tallahassee. The event begins at 8:30 am and ends at 2:30 pm. It will be a shared day with the Florida Public Transportation Association, Florida Developmental Disabilities Council and the Arc of Florida. Register online at: <https://floridatransit.org/legislative-awareness-day>.

**E. OTHER**

**ATTACHMENT(S):** None

## **12. Informational Items**

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### **SUMMARY**

**A. Trip/Expenditure Reports**

The trip/expenditure reports are attached.

**B. Complaints and Commendations**

No complaints or commendations were received.

**ATTACHMENT(S):** Trip/Expenditure Reports

## Pinellas County Transportation Disadvantaged Program CTC Sponsored Trip Summary 2018 – 2019

Provider	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	TOTAL
Care Ride Wheelchair	12	11	28	16	13	14	43
Care Ride Ambulatory	48	74	47	44	51	38	133
PARC (Amb)	616	364	327	395	353	192	940
PARC (W/C)	17	0	2	0	0	0	0
PARC (Group)	978	1432	1160	1453	732	1005	3190
Arc Tampa Bay	2746	2752	2753	3097	2734	2685	8516
NCN (Amb)	1067	506	514	574	534	350	1458
NCN (W/C)	99	60	55	16	9	10	35
NCN (Group)	1412	876	874	881	773	1111	2765
Lighthouse for the Blind	18	44	46	30	18	18	66
<b>Total Trips</b>	<b>7013</b>	<b>6119</b>	<b>5806</b>	<b>6506</b>	<b>5217</b>	<b>5423</b>	<b>17146</b>
Bus passes – 31 day	5273	5450	5326	5677	5463	5374	16514
Bus passes – 10 day	211	367	335	354	324	321	999
<b>Total Bus Passes</b>	<b>5484</b>	<b>5817</b>	<b>5661</b>	<b>6031</b>	<b>5787</b>	<b>5695</b>	<b>17513</b>

Pinellas County School Board							
Mode	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	TOTAL
Ambulatory	0	35	26	19	27	33	79
Wheelchair	0	0	0	0	0	0	0
<b>Total Trips (excluding bus passes)</b>	<b>0</b>	<b>35</b>	<b>26</b>	<b>19</b>	<b>27</b>	<b>33</b>	<b>79</b>

Pinellas County Human Services							
Mode	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	TOTAL
Ambulatory	0	0	0	19	27	33	79
Wheelchair	0	0	0	0	0	0	0
<b>Total Trips (excluding bus passes)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>27</b>	<b>33</b>	<b>79</b>

TD REIMBURSEMENT REQUESTS 2018/2019

	NCN	PARC	ARC-TB	LIGHTHOUSE	BROKERED*	TOTAL AMT SPENT	AMT INVOICED CTD	MONTHLY DIFFERENCE	CUMULATIVE BALANCE
START	\$404,375.00	\$142,040.00	\$142,040.00	\$4,845.00	\$1,755,538.08	\$2,448,838.08			
JULY	\$35,947.69	\$23,207.53	\$11,836.66	\$367.20	\$335,576.03	\$406,935.11	\$274,124.00	-\$132,811.11	-\$132,811.11
BALANCE	\$368,427.31	\$118,832.47	\$130,203.34	\$4,477.80	\$1,419,962.05	\$2,041,902.97			
AUGUST	\$19,393.66	\$21,055.54	\$11,836.66	\$897.60	\$353,836.19	\$407,019.65	\$273,828.00	-\$133,191.65	-\$266,002.76
BALANCE	\$349,033.65	\$97,776.93	\$118,366.68	\$3,580.20	\$1,066,125.86	\$1,634,883.32			
SEPTEMBER	\$19,364.73	\$18,796.68	\$11,836.66	\$938.40	\$344,803.27	\$395,739.74	\$273,828.00	-\$121,911.74	-\$387,914.50
BALANCE	\$329,668.92	\$78,980.25	\$106,530.02	\$2,641.80	\$721,322.59	\$1,239,143.58			
OCTOBER	\$19,304.23	\$23,198.26	\$11,836.66	\$612.00	\$367,320.91	\$422,272.06	\$273,828.00	-\$148,444.06	-\$536,358.56
BALANCE	\$310,364.69	\$55,781.99	\$94,693.36	\$2,029.80	\$354,001.68	\$816,871.52			
NOVEMBER	\$17,336.69	\$14,828.64	\$13,083.33	\$367.20	\$352,887.27	\$398,503.13	\$273,828.00	-\$124,675.13	-\$661,033.69
BALANCE	\$293,028.00	\$40,953.35	\$81,610.03	\$1,662.60	\$1,114.41	\$418,368.39			
DECEMBER	\$17,159.69	\$14,388.90	\$13,083.33	\$367.20	\$346,954.66	\$391,953.78	\$273,828.00	-\$118,125.78	-\$779,159.47
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	-\$345,840.25	\$26,414.61			
JANUARY						\$0.00	\$273,828.00	\$273,828.00	-\$505,331.47
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	\$574,693.69	\$26,414.61			
FEBRUARY						\$0.00	\$273,828.00	\$273,828.00	-\$231,503.47
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	\$574,693.69	\$26,414.61			
MARCH						\$0.00	\$273,828.00	\$273,828.00	\$42,324.53
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	\$574,693.69	\$26,414.61			
APRIL						\$0.00	\$273,828.00	\$273,828.00	\$316,152.53
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	\$574,693.69	\$26,414.61			
MAY						\$0.00	\$273,828.00	\$273,828.00	\$589,980.53
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	\$169,338.80	\$26,414.61			
JUNE						\$0.00	\$273,828.00	\$273,828.00	\$863,808.53
BALANCE	\$275,868.31	\$26,564.45	\$68,526.70	\$1,295.40	\$169,338.80	\$26,414.61			
END						0			
	\$128,506.69	\$115,475.55	\$73,513.30	\$3,549.60	\$2,101,378.33	\$2,422,423.47	\$3,286,232.00		

**13. Public Comment**

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**SUMMARY**

This is an opportunity for any member of the public to address the board on issues related to the Transportation Disadvantaged Program. Speakers are requested to limit their comments to no more than five minutes.