



**Local Coordinating Board (LCB)
MEETING AGENDA**

February 20, 2018 – 9:15 A.M.
310 Court Street, 1st Floor Conf. Room
Clearwater, FL 33756

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

- 1. CALL TO ORDER AND INTRODUCTIONS**
- 2. PUBLIC COMMENT PERTAINING TO ITEMS NOT ON THE AGENDA**
- 3. APPROVAL OF MINUTES – November 28, 2017**
- 4. BOARD ACTIONS CONCERNING THE TD PROGRAM**
- 5. DISABILITY ACHIEVEMENT CENTER PRESENTATION**
- 6. ANNUAL APPROVAL OF LCB BYLAWS**
- 7. ANNUAL APPROVAL OF FEDERAL POVERTY GUIDELINES**
- 8. PINELLAS TRANSPORTATION PLAN**
- 9. OTHER BUSINESS**
 - A. Vivian Peters
 - B. Tri-County Transportation Disadvantaged Subcommittee
 - C. Federal Transit Administration Section 5310 Grant Update
 - D. CTC Update
 - E. CTD Update
 - F. Other
- 10. INFORMATIONAL ITEMS**
 - A. Trip/Expenditure Reports
 - B. Complaints and Commendations
- 11. PUBLIC COMMENT**
- 12. ADJOURNMENT**

Public Hearing – 10:00 A.M.

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

NEXT REGULARLY SCHEDULED LCB MEETING – May 15, 2018

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 HEARING**

February 20, 2018 – 10:00 A.M.
310 Court Street, 1st Floor Conf. Room
Clearwater, FL 33756

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

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

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Local Coordinating Board – February 20, 2018

2. Public Comment Pertaining to Items Not on the Agenda



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 20, 2018

3. Approval of Minutes – November 28, 2017



SUMMARY

The minutes of the November 28, 2017 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 28, 2017
Form 8B

ACTION: Approve minutes

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM
MEETING MINUTES
NOVEMBER 28, 2017

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged met on Tuesday, November 28, 2017 at 9:15 a.m. in the Planning Conference Room, First Floor, 310 Court Street, Clearwater, Florida.

MEMBERS PRESENT

Patricia Johnson, Chair	Elected Official
Brian Scott, Vice Chair	Citizen Representative
Penny Barnard	Agency for Health Care Administration
Ivonne Carmona	Department of Children and Families
Joe DiDomenico	Persons with Disabilities
Quinn Lundquist	Local Medical Community
Zeffery Mims	Pinellas County Veterans Services - Alternate
Priscilla McFadden	Juvenile Welfare Board
Vivian Peters	Over 60 Representative
Jennifer Brackney	CareerSource Pinellas
Jane Walker	Daystar Life Center

MEMBERS ABSENT

Michelle Hodge	Public Education
Rachel Jacobs	Department of Blind Services
Jason Martino	Florida Department of Elder Affairs
Dave Newell	FDOT

OTHERS PRESENT

Heather Sobush	PSTA
Jonathan Benoit	Department of Veteran Affairs – Bay Pines
Cora Omari	Department of Veteran Affairs – Bay Pines
Whit Blanton	Forward Pinellas Staff
Al Bartolotta	Forward Pinellas Staff
Sarah Caper	Forward Pinellas Staff
Sarah Ward	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 19, 2017

Joe DiDomenico motioned approval of the September 19, 2017 meeting minutes, seconded by Brian Scott. This item passed it unanimously.

4. BOARD ACTIONS CONCERNING THE TD PROGRAM

Ms. Sarah Ward, Forward Pinellas staff, updated the committee with the Board's actions. The Board approved the Transportation Disadvantaged Service Plan and the appointment of Quinn Lundquist, representing the Local

Medical Community, at their October 11th meeting. The Board also approved the appointment of Ivonne Carmona, representing the Department of Children and Families at their November 8th meeting.

5. VETERANS ADMINISTRATION (VA) PRESENTATION

Mr. Jonathan Benoit and Ms. Cora Omari, Bay Pines VA Healthcare System Beneficiary Travel Department, gave a presentation on Bay Pines VA transportation services. This includes the Volunteer Transportation Network, Veterans Transportation Service, and Beneficiary Travel. The Bay Pines Veterans Health Center covers a large area of southwest Florida. Volunteer services are available in all counties for travel to the Bay Pines facility. This service is free of charge. Veterans must be enrolled in VA healthcare and reservations must be made in advance. The Veterans Transportation Service is available for Veterans with special needs and who do not have available transportation to their appointments. This is also free of charge, requires enrollment in health care benefits and includes a scheduled and authorized appointment requiring travel. Beneficiary Travel provides mileage reimbursement, common carrier (including bus) and special mode travel to authorized locations to qualified veterans. Other transportation services include community partnership transportation and a shuttle between the VA Hospital in Tampa. More information on available travel assistance programs can be found on the Bay Pines website, www.baypines.va.gov.

6. COMMUNITY TRANSPORTATION COORDINATOR EVALUATION

Ms. Sarah Caper, Forward Pinellas staff, discussed the CTC evaluation of PSTA as the Community Transportation Coordinator (CTC) for Pinellas County. On November 1, a subcommittee comprising of Jennifer Brackney, Joe DiDomenico, Michael Hill, Dave Newell and Jane Walker met with Ross Silvers and Ms. Caper to review the initial report prepared by staff, discuss survey results and draft the CTC evaluation for the past year. Evaluation prompts include questions about innovative ideas for the coordinated system. PSTA won an innovation award for the TD Late Shift program, and is also still receiving positive feedback from previous innovative programs. A barrier to the system continues to be funding. PSTA continues to fund TD trips beyond the CTD grant. The LCB discussed how it would be very helpful if supplies (food, generators, blankets, etc.) could be transported as well as people during emergency situations. PSTA is in compliance with Chapter 427 of the Florida Statutes, with a summary provided in the agenda packets. The overall evaluation concluded that PSTA is doing an excellent job. Action items as a result of the evaluation is to follow up on emergency preparedness discussions, spot checking service vehicles for PSTA stickers, work on shorter rider surveys and continue to address the DART changes. Discussions followed and all questions were answered appropriately. Brian Scott made a motion to approve the CTC review report and workbook. Seconded by Jane Walker and passes unanimously.

7. TD LATE SHIFT PROGRAM UPDATE

Ms. Heather Sobush updated the committee on the TD Late Shift program. PSTA was awarded a Commission for the Transportation Disadvantaged Mobility Enhancement Grant for a second year, however beginning in January 2018, a \$9.00 copayment a month is required to maintain the program which was previously free to the customer. The TD Late Shift program runs from 10:00 p.m. to 6:00 a.m. and allots 25 trips per month to or from a job when the bus does not run. This is a very successful program providing more mobility to TD riders through Uber, United Taxi or CareRide. Urgent transportation is continuing to be offered at a \$3.00 copayment per trip. Discussions followed and all questions were answered appropriately. Jane Walker made a motion to amend the TDSP referencing the TD Late Shift program to remove the mention of free fares and add a note to reflect TD Late Shift program has a co-payment of \$9.00 per month beginning January 2018. Seconded by Brian Scott, a roll call vote was conducted as follows:

Patricia Johnson, Chair	Yes
Jane Walker	Yes
Brian Scott	Yes
Joe DiDomenico	Yes
Vivian Peters	Yes
Quinn Lundquist	Yes

Pricilla McFadden	Yes
Ivonne Carmona	Yes
Penny Barnard	Yes
Jennifer Brackney	Yes
Zeffery Mims	Yes

8. 2018 MEETING SCHEDULE

Ms. Caper reviewed the 2018 meeting schedule. The LCB typically meets on the third Tuesday of February, March, September and November. A suggestion was made to change the November meeting from the 20th to the 27th due to the Thanksgiving Day holiday week now instead of later. Brian Scott motioned to accept the 2018 calendar with the amendment. It was seconded by Jane Walker and passed unanimously.

9. OTHER BUSINESS

A. Tri-County Transportation Disadvantaged Subcommittee

Ms. Caper provided an update that the Tri-County Transportation Disadvantaged Subcommittee meeting on October 26, 2017. The meeting included discussions on utilizing the Federal Transit Administration (FTA) 5310 Grant program which is administered by FDOT, for a pilot project working with other transportation providers and medical facilities to look into cross county transportation for TD medical needs. Ross Silvers is currently working with medical administrations and other TD providers to complete the 5310 application.

B. Federal Transit Administration Section 5310 Grant Update

C. CTC Update

No new information

D. CTD Update

No new information

E. Other

Ross Silvers is attending a meeting in Tallahassee related to the transportation disadvantaged program. The public hearing for the 444 is today. Ms. Caper is currently working with the EOC to attend the next meeting.

12. INFORMATIONAL ITEMS

A. Trip Expenditure Reports

The information is in the agenda packet. Missing October.

B. LCB Membership

The information is in the agenda packet.

C. Complaints and Commendations

The information is in the agenda packet.

13. PUBLIC COMMENT

No public comment

14. ADJOURNMENT

The meeting was adjourned at 10:50 a.m. The next LCB meeting is February 20, 2018.

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	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	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.

Local Coordinating Board – February 20, 2018

4. Board Actions Concerning the TD Program



SUMMARY

No actions have been taken concerning the TD Program since the November meeting.

ATTACHMENT(S): None

ACTION: None required; informational item

Local Coordinating Board – February 20, 2018

5. Disability Achievement Center Presentation



SUMMARY

Jody Armstrong, Grants and Community Outreach Coordinator, will give a presentation on the Disability Achievement Center. Based in Largo, the Disability Achievement Center provides a wide range of services designed to maximize the ability of persons with disabilities to live and work in their communities. They are designated as a Center for Independent Living serving Pinellas and Pasco counties. Centers for Independent Living are federally mandated under Section 725 of the 1973 Rehabilitation Act.

ATTACHMENT(S): None

ACTION: None required; informational item

Local Coordinating Board – February 20, 2018

6. Annual Approval of LCB Bylaws



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 2017. Minor changes are included in the attached bylaws using track changes.

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, 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.

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 appoint 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 alternate to attend meetings of the Local Coordinating Board 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 have an alternate. 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](#)

7. Annual Approval of Federal Poverty Guidelines

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 2018 Federal Poverty Guidelines and a chart comparing monthly income limits for 2017 and 2018 are below.

2018 Federal Poverty Guidelines (x150%)

Family Size	2018 Gross Yearly Income	2018 Gross Monthly Income	2017 Monthly Income Limit for Comparison
1	\$18,210	\$1,518	\$1,507.50
2	\$24,690	\$2,058	\$2,030.00
3	\$31,170	\$2,598	\$2,552.50
4	\$37,650	\$3,138	\$3,075.00
5	\$44,130	\$3,678	\$3,597.50
6	\$50,610	\$4,218	\$4,120.00
7	\$57,090	\$4,758	\$4,642.50
8	\$63,570	\$5,298	\$5,165.00
For each additional person	\$6,480	\$540	\$522.50

ATTACHMENT(S): None

ACTION: Approve 2018 Federal Poverty Guidelines for use in qualifying TD Program Applicants

8. Pinellas Transportation Plan

SUMMARY

Every five years, Forward Pinellas, as the metropolitan planning organization for Pinellas County, adopts a Long Range Transportation Plan (LRTP), called the Pinellas Transportation Plan. The LRTP identifies the transportation needs and improvements of the county and region that can be reasonably assumed to be implemented by 2045, based on available and anticipated funding. Forward Pinellas is in the early stages of developing this plan and will continue to update the Local Coordinating Board throughout the plan's development. Staff will provide an overview of the LRTP and the current status of the Plan's development.

ATTACHMENT(S): None

ACTION: None required; informational item

9. Other Business

SUMMARY

A. Vivian Peters

B. Tri-County Transportation Disadvantaged Subcommittee

Staff will provide an update on the TC TD subcommittee.

C. Federal Transit Administration Section 5310 Grant Update

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

D. CTC Update

PSTA will provide an update on recent activities.

E. CTD Update

An update on the CTD will be provided at the meeting.

F. Other

ATTACHMENT(S): None

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10. Informational Items



SUMMARY

The trip/expenditure reports are attached. PSTA received one complaint on the TD Late Shift Program since the November LCB meeting.

ATTACHMENT(S): Trip/Expenditure Reports

TD REIMBURSEMENT REQUESTS 2017/2018									
	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	\$20,760.63	\$9,906.75	\$11,836.66	\$89.60	\$375,518.12	\$418,111.76	\$274,124.00	-\$143,987.76	-\$143,987.76
BALANCE	\$383,614.37	\$132,133.25	\$130,203.34	\$4,755.40	\$1,380,019.96	\$2,030,726.32			
AUGUST	\$27,537.41	\$11,133.30	\$11,836.66	\$67.20	\$374,029.63	\$424,604.20	\$273,828.00	-\$150,776.20	-\$294,763.96
BALANCE	\$356,076.96	\$120,999.95	\$118,366.68	\$4,688.20	\$1,005,990.33	\$1,606,122.12			
SEPTEMBER	\$15,143.19	\$7,686.38	\$11,836.66	\$5.60	\$334,145.31	\$368,817.14	\$273,828.00	-\$94,989.14	-\$389,753.10
BALANCE	\$340,933.77	\$113,313.57	\$106,530.02	\$4,682.60	\$671,845.02	\$1,237,304.98			
OCTOBER	\$23,055.40	\$9,422.42	\$11,836.66	\$179.20	\$369,010.24	\$413,503.92	\$273,828.00	-\$139,675.92	-\$529,429.02
BALANCE	\$317,878.37	\$103,891.15	\$94,693.36	\$4,503.40	\$302,834.78	\$823,801.06			
NOVEMBER	\$20,533.54	\$8,491.50	\$11,836.66	\$67.20	\$368,936.39	\$409,865.29	\$273,828.00	-\$136,037.29	-\$665,466.31
BALANCE	\$297,344.83	\$95,399.65	\$82,856.70	\$4,436.20	-\$66,101.61	\$413,935.77			
DECEMBER	\$19,828.37	\$8,931.80	\$11,836.66	\$56.00	\$8,931.80	\$40,652.83	\$273,828.00	\$233,175.17	-\$432,291.14
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	-\$66,101.61	\$373,282.94			
JANUARY						\$0.00	\$273,828.00	\$273,828.00	-\$158,463.14
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	\$574,693.69	\$373,282.94			
FEBRUARY						\$0.00	\$273,828.00	\$273,828.00	\$115,364.86
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	\$574,693.69	\$373,282.94			
MARCH						\$0.00	\$273,828.00	\$273,828.00	\$389,192.86
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	\$574,693.69	\$373,282.94			
APRIL						\$0.00	\$273,828.00	\$273,828.00	\$663,020.86
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	\$574,693.69	\$373,282.94			
MAY						\$0.00	\$273,828.00	\$273,828.00	\$936,848.86
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	\$169,338.80	\$373,282.94			
JUNE						\$0.00	\$273,828.00	\$273,828.00	\$1,210,676.86
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	\$169,338.80	\$373,282.94			
END						0			
							\$3,286,232.00		
	\$126,858.54	\$55,572.15	\$71,019.96	\$464.80	\$1,821,639.69	\$2,075,555.14			

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11. Public Comment



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.