



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

May 15, 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 – February 20, 2018**
- 4. BOARD ACTIONS CONCERNING THE TD PROGRAM**
- 5. TRI-COUNTY TRANSPORTATION DISADVANTAGED PROJECT**
- 6. ELECTION OF VICE CHAIR**
- 7. ANNUAL APPROVAL OF GRIEVANCE PROCEDURES**
- 8. APPROVAL OF TD PROGRAM OPERATORS AND COORDINATION CONTRACTORS**
- 9. RATE MODEL**
- 10. TRANSPORTATION DISADVANTAGED SERVICE PLAN UPDATE**
- 11. OTHER BUSINESS**
 - A. Federal Transit Administration Section 5310 Grant Update
 - B. CTC Update
 - C. CTD Update
 - D. Other
- 12. INFORMATIONAL ITEMS**
 - A. Infographic
 - B. TD Late Shift Notice
 - C. Trip/Expenditure Reports
 - D. Complaints and Commendations
- 13. PUBLIC COMMENT**
- 14. ADJOURNMENT**

NEXT REGULARLY SCHEDULED LCB MEETING – September 18, 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 – May 15, 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 – May 15, 2018

3. Approval of Minutes – February 20, 2018



SUMMARY

The minutes of the February 20, 2018 meeting are attached for the LCB's review and approval. The summary of the February 20, 2018 public hearing is also attached for review

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 – February 20, 2018 LCB Meeting
Summary – February 20, 2018 Public Hearing
Form 8B

ACTION: Approve minutes

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM
MEETING MINUTES
FEBRUARY 20, 2018

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged met on Tuesday, February 20, 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	Citizen Representative
Penny Barnard	Agency for Health Care Administration
Joe DiDomenico	Persons with Disabilities
Michael Hill	Pinellas County Veterans Services
Quinn Lundquist	Local Medical Community
Priscilla McFadden	Juvenile Welfare Board
Dave Newell	FDOT
Ross Silvers (ex officio)	PSTA
Jane Walker	Daystar Life Center

MEMBERS ABSENT

Jennifer Brackney	CareerSource Pinellas
Ivonne Carmona	Department of Children and Families
Michelle Hodge	Public Education
Rachel Jacobs	Department of Blind Services
Jason Martino	Florida Department of Elder Affairs

OTHERS PRESENT

Jody Armstrong	Persons with Disabilities/Disability Achievement Center
Deborah Lekenta	Neighborhood Care Network
Chelsea Favero	Forward Pinellas Staff
Al Bartolotta	Forward Pinellas Staff
Sarah Caper	Forward Pinellas Staff
Sarah Ward	Forward Pinellas Staff

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 9:17 a.m. Those in attendance introduced themselves. Sarah Ward announced that this was her last meeting as she is retiring. There was a moment of silence given recent events (Parkland school shooting).

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No comments were made under this item.

3. APPROVAL OF MINUTES – November 28, 2017

The meeting minutes for November 28, 2017 were moved to later in the meeting due to the lack of quorum.

4. BOARD ACTIONS CONCERNING THE TD PROGRAM

There were no board actions concerning the TD Program at this time.

5. DISABILITY ACHIEVEMENT CENTER PRESENTATION

Ms. Jody Armstrong, Grants and Community Outreach Coordinator at the Disability Achievement Center (DAC) shared a presentation to the committee on the DAC, which is the Center for Independent Living for Pinellas and Pasco counties. There are 15 Centers in the State of Florida. The DAC is governed and operated by persons with disabilities; 51% of the staff and the board must have a disability. The DAC provides a wide range of services designed to maximize the ability of persons with disabilities to live and work in their communities. All Centers for Independent Living offer five course services: information and referral, peer mentoring, independent living skills training, advocacy and transition.

Jane Walker arrived at 9:25 am, which establishes a quorum. Dave Newell arrived immediately following.

A Youth Independent Living Skills and Social Group meets every Wednesday at 1:30 to discuss everyday life issues. DAC has partnered with the University of Florida to conduct a 6-week course on nutritious healthy living, teaching the youth and the elderly cooking manners. Florida Extension Service donated raised beds and lower self-watering beds for a green thumb garden. Last year DAC was awarded state funding to begin a hotel housekeeping occupational skills training program. DAC is creating a benefit by teaching skills that pair individuals with disabilities who are unemployed with an economy driver, tourism. DAC hosts the Pi Kappa Phi Fraternity Brothers Bike-A-Thon Friendship Stop, Wednesday May 16, 2018 (2:30 – 4:00 p.m.).

APPROVAL OF MINUTES – November 28, 2017

With a quorum established, the meeting minutes for November 28, 2017 were approved with no corrections. Brian Scott motioned approval, seconded by Jane Walker and passed with a unanimous vote.

6. ANNUAL APPROVAL OF LCB BYLAWS

Ms. Sarah Caper, Forward Pinellas staff, discussed that the Commission for the Transportation Disadvantaged (CTD) requires that the Local Coordinating Board (LCB) review and approve its bylaws annually. A motion was made by Brian Scott to approve the changes of the LCB Bylaws; it was seconded by Dave Newell and passed with a unanimous vote.

7. ANNUAL APPROVAL OF FEDERAL POVERTY GUIDELINES

Ms. Caper shared information on the Federal Poverty guidelines, annually released by the federal government. An individual's household monthly income must be at or below 150% of the federal guidelines to qualify for the TD Program. A table of the 2017-2018 guidelines comparison was provided in the agenda packet. Brian Scott motioned was made to approve the 2018 guidelines. Jane Walker seconded and passed with a unanimous vote.

8. PINELLAS TRANSPORTATION PLAN

Chelsea Favero, Forward Pinellas Staff, gave an overview of the Pinellas Long Range Transportation Plan (LRTP). The LRTP sets the transportation funding priorities and accounts for transportation projects to the new horizon year of 2045. The LRTP identifies all the transportation projects that we believe are needed for mobility in Pinellas County. Forward Pinellas is in the early stages of developing this plan and will continue to update the LCB throughout the plans development. Questions were taken and answered appropriately.

****At this time, the regular LCB was recessed to hold the public hearing for 2018. Following the closing of the public hearing, Chair Johnson continued with the regular LCB agenda.**

9. OTHER BUSINESS**A. Vivian Peters**

Vivian Peters represented the Over 60 population for the LCB. Vivian passed away in Mid-January. The Forward Pinellas Board acknowledged Vivian's work and dedication at their February 14th meeting.

B. Tri-County Transportation Disadvantaged Subcommittee

Ms. Caper provided an update that the January Tri-County Transportation Disadvantaged Subcommittee meeting was cancelled. Staff will be meeting in the next couple of weeks to discuss the current working project of new software to help cross county lines for medical trips. The next meeting of the Tri-County Transportation Disadvantaged Subcommittee is in April 2018 and notification will be sent to the LCB closer to that time.

C. Federal Transit Administration Section 5310 Grant Update

Dave Newell noted that all applications received are in the process of being reviewed and scored. Most applications were received by urbanized areas. Scoring usually needs to be completed by March 1st. Questions were taken and answered appropriately.

D. CTC Update

Ross Silvers updated the committee on CTC activities. The TD Late Shift program, funded with a mobility enhancement grant, remains popular. The cost is now \$9.00 a month to participate for a months' worth of trips (25 max). Spring break bus service has begun with increased service to the beaches and some minor route changes. Regional fare implementation is underway, through a coordinated project with Pinellas, Hillsborough, Pasco, Hernando and Sarasota counties participating and working to establish one form of fare structure. Direct Connect will expand to 24 stops countywide on April 2nd. The same-day DART service is looking for pilot testing assistance. It is the same cost (\$4.50) for a one way trip as current, regular DART service. Part of the CTC evaluation follow up was to be sure all CareRide vehicles had CTC stickers visible on the vehicles, which has been addressed. Emergency Management, PSTA and Forward Pinellas met to discuss transportation in future emergencies, including access to smaller vehicles for neighborhood evacuation pick up.

E. CTD Update

Ms. Caper provided an update that the CTD had TD Day in Tallahassee, which coincided with a transit event. PSTA CEO Brad Miller attended.

F. Other

Ms. Caper provided an article on Inclusive Mobility.

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

This information is in the agenda packet.

B. Complaints and Commendations

This information is in the agenda packet.

11. PUBLIC COMMENT

Jane Walker shared information regarding free income tax assistance, the Volunteer Income Tax Assistance (VITA) Program available throughout the county. She asked everyone to please share the information.

12. ADJOURNMENT

The meeting adjourned at 10:51 a.m. The next LCB meeting is May 15, 2018.

DRAFT
PINELLAS COUNTY LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED PROGRAM

PUBLIC HEARING
FEBRUARY 20, 2018
10:00 A.M.

The Pinellas County Local Coordinating Board for the Transportation Disadvantaged held its Public Hearing on Tuesday, February 20, 2018 at 10:07 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	Citizen Representative
Penny Barnard	Agency for Health Care Administration
Joe DiDomenico	Persons with Disabilities
Michael Hill	Pinellas County Veterans Services
Quinn Lundquist	Local Medical Community
Priscilla McFadden	Juvenile Welfare Board
Dave Newell	FDOT
Ross Silvers (ex officio)	PSTA
Jane Walker	Daystar Life Center

MEMBERS ABSENT

Jennifer Brackney	CareerSource Pinellas
Ivonne Carmona	Department of Children and Families
Michelle Hodge	Public Education
Rachel Jacobs	Department of Blind Services
Jason Martino	Florida Department of Elder Affairs

OTHERS PRESENT

Deborah Lekenta	Neighborly Care Network
Al Bartolotta	Forward Pinellas Staff
Sarah Caper	Forward Pinellas Staff
Sarah Ward	Forward Pinellas Staff

1. CALL TO ORDER

Chairperson Johnson called the meeting to order at 10:07 a.m.

2. STAFF PRESENTATION ON THE TRANSPORTATION DISADVANTAGED PROGRAM

Ms. Caper provided a brief presentation on the structure and the relationship of the Transportation Disadvantaged program. Chairperson Johnson opened the floor for discussion. Deborah Lekenta expressed her gratitude to PSTA for the TD bus pass program. Questions were taken and answered appropriately.

3. PUBLIC COMMENT

Chairperson Johnson opened the floor for public comment. With no public comment, she adjourned the Public Hearing.

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 – May 15, 2018

4. Board Actions Concerning the TD Program



SUMMARY

At its March meeting, the Forward Pinellas Board approved the appointment of Amanda Honingford to the Local Coordinating Board, filling the Division of Blind Services position. In April, the Forward Pinellas Board approved Mark Harshbarger as the alternate for the Division of Blind Services position.

ATTACHMENT(S): None

ACTION: None required; informational item

Local Coordinating Board – May 15, 2018

5. Tri-County Transportation Disadvantaged Project



SUMMARY

The Tri-County Transportation Disadvantaged (TD) Local Coordinating Board Subcommittee has been working to further regional TD trips. Staff will present information on the status of this project and anticipated next steps.

ATTACHMENT(S): Draft Summary of the April 26, 2018 Tri-County TD LCB Subcommittee meeting

ACTION: To be determined based on discussion



TRI-COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD SUBCOMMITTEE **DRAFT**

DATE: Thursday, April 26, 2018
TIME: 1:30 p.m.
LOCATION: Hillsborough MPO, 601 E. Kennedy Blvd., Tampa, Florida 33602

I. CALL TO ORDER AND INTRODUCTIONS

Sarah Caper called the Tri-County Transportation Disadvantaged Local Coordinating Board Subcommittee meeting to order. Introductions were made:

Attendees: Chris DeAnnato, Dave Newell, Mike Dean, Doug Johnson, Hugh Pascoe, Michelle Stemler, Ross Silvers, Deborah Lekenta, Karen Smith, Penelope Barnard, Becki Forsell, Craig Forsell, Michele Ogilvie, Manny Lajmiri, Sarah Caper, Wade Reynolds

II. PUBLIC COMMENTS

No public input was received.

III. RECAP OF OCTOBER 26, 2017 MEETING

There were no comments or corrections made to the meeting recap.

IV. REGIONAL PROJECT UPDATE

Staff reviewed the activity to date on a regional pilot project, including the obstacles that the technology project ran into, and an outline of a revised potential pilot projects that MPO and FDOT staff developed for discussion and reaction. A handout (attached) was provided to those in attendance summarizing the proposed pilot project.

Discussion ensued. Initial discussion included questions on the amount of funding, match requirements, and common regional trip language. There was some concern about this pilot program being limited, but also a discussion on how to balance need with available service. The American Cancer Society was brought up as a potential model program; however, the agency does not receive state or federal funds which may have more stringent requirements of transportation services, such as vehicle inspections.

Attendees continued to discuss potential options and concerns, like using a web-based system, how to develop costs and including mobility management. The group reached consensus with a request of each LCB to:

1. Take a vote of support for moving forward with this concept for the FTA Section 5310 funding cycle
2. Commit to develop regional language for all three Transportation Disadvantaged Service Plans
3. Ask for 1% of the Trip & Equipment Grant to be set aside for the regional pilot program.

Each LCB will discuss these three questions at a meeting between the May and July TCTD LCB

subcommittee meetings. During the same time, FDOT will research FTA Section 5310 and other requirements and procedures that must be followed. The July TCTD LCB subcommittee meeting will focus on the results of each LCB meeting and FDOT's research and prepare for a potential October FTA Section 5310 grant cycle. Staff will meet with the Tampa Bay Regional Transit Authority, the CTCs and others as needed. All LCB members will be encouraged to attend the July meeting.

There was some discussion on documenting data. While existing data and data sources were discussed and used when documenting the need for regional trips, attending agencies said that specific data on potential trip demand would be useful.

V. LCB & CTC UPDATES

Given time constraints, in lieu of updates from the LCBs and CTCs, everyone at the meeting was given an opportunity to make brief final comments.

VI. ADJOURNMENT

The next meeting will be on Thursday, July 12, 2018. The meeting adjourned at approximately 3:30 p.m.

Tri-County Transportation Disadvantaged Local Coordinating Board Regional Pilot Project
April 2018

Purpose: Provide regional trips across Hillsborough, Pasco and Pinellas counties serving individuals who are transportation disadvantaged. The focus of this pilot project is medical and life sustaining trips.

Outcome: A 5310-eligible agency (or multiple agencies) providing regional trips in partnership with a medical or life sustaining services provider

Guidelines:

- Individuals must qualify for the TD Program in their home county
- Agency must have a CTC agreement
- Propose funding needed for operations and capital
- Applicant agency must be 5310-eligible
- Must include a partnership with at least one provider (medical or life sustaining services) that would be the trip destination (if applicable)
- Estimated duration is 2 years with an option for a 3rd year
- Ideally, the project should be scalable

Questions:

- How to work with the CTCs and others to promote this service when eligible individuals call?
- How to market this service?
- How should CTCs account for the trips? Based on origin location? Is there another method?
- How would this interact with regular TD service?

Next Steps:

- Review with the full LCBs
- Work with FDOT on how to implement project

Local Coordinating Board – May 15, 2018

6. Election of Vice Chair



SUMMARY

Each year the LCB is charged with electing a vice chair. The role of the vice chair is to assume the duties of the Chairperson in the event of their absence. The vice chair shall be elected by a majority vote of a quorum of the LCB members and serves a term of one year starting with the next LCB meeting. The vice chair may serve more than one term. The current vice chair is Brian Scott.

ATTACHMENT(S): LCB membership list

ACTION: Elect vice chair

**LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED**

Chairman

Patricia Johnson (Chair – 2/18/2014)

Agency for Health Care Administration – Area 5 Medicaid Office

Penelope Barnard (10/12/2016) (Alternate: Aaron Lounsberry (03/09/2016))

Citizens

Laura Statsick (5/09/2018)
Vacant (TD Rider)

FL Dept. of Elder Affairs

Jason Martino (Alternate: Tawnya Martino)

Persons with Disabilities

Joseph DiDomenico (6/10/2015) (Alternate: Jody Armstrong (5/12/2017))

Pinellas County Dept. of Veterans Services

Michael Hill (Alternate: Zeffery Mims (11/8/2017))

Pinellas Suncoast Transit Authority (Non-Voting)

Ross Silvers (Alternate: Vacant)

Transportation Provider for Profit

Brian Scott (Vice Chair - 3/10/2010) (reappointed 3/14/2018)

Community Action Agency

Jane Walker (reconfirmed July 2011 MPO)

Over 60

Vacant

Public Education

Michelle Hodge (After Board approval 9/13/16)

Department of Children and Families

Ivonne Carmona (11/8/2017)
Kitty Kelleher (alternate: 2/8/2017)

Children at Risk

Pricilla McFadden (3-8-2017)

Division of Blind Services

Amanda Honingford (3/14/2018)
Mark Harshbarger (alternate: 4/11/2018)

Career Source Pinellas

Jennifer Brackney (5/12/2017) (Alternate: Don Shepherd (03/12/2014))

Local Medical Community

Quinn Lundquist (10/11/2017)

Technical Support – Florida Department of Transportation (FDOT)

Dave Newell (Alternate: Elba Lopez)

7. Grievance Procedures

SUMMARY

The LCB is responsible for reviewing and approving grievance procedures for the TD Program annually. The grievance procedures are included as an appendix in the Transportation Disadvantaged Service Plan (TDSP). They were last reviewed at the May 2018 LCB meeting. The attached grievance procedures include minor changes.

In accordance with the procedures, there is a grievance committee to address any matters that require their attention. The chair of the LCB appoints members to the committee and they are voted upon by the LCB if possible. At a minimum the grievance committee should include:

- One (1) representative of a sponsoring agency (currently Lisa Freeman);
- One (1) representative of TD customers (vacant, formerly Vivian Peters);
- Two (2) representatives of the LCB, members-at-large (currently Brian Scott and Jane Walker);
and
- One (1) representative of a provider (currently Deborah Lekenta).

ATTACHMENT(S): Grievance procedures

ACTION: Approve grievance procedures with proposed modifications and appointment(s) to Grievance Committee

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

GRIEVANCE COMMITTEE
POLICIES AND PROCEDURES

Originally Adopted: July 16, 1991
Last Adopted: May ~~16, 2017~~15, 2018

SECTION 1: CREATION OF A BOARD

There is hereby created and established a **PINELLAS COUNTY TRANSPORTATION DISADVANTAGED GRIEVANCE COMMITTEE**, hereinafter referred to as Grievance Committee, a Subcommittee of the Local Coordinating Board, established pursuant to Chapter 427, Florida Statutes and Rule 41-2, and the Memorandum of Agreement between PSTA and the Transportation Disadvantaged Commission.

SECTION 2: DEFINITIONS

As used in these Policies and Procedures, the following terms shall have the meanings as shown below:

- A. Community Transportation Coordinator (hereinafter referred to as the CTC): Responsible for organizing countywide transportation for the transportation disadvantaged.
- B. Local Coordinating Board (hereinafter referred to as Coordinating Board): Appointed by the Forward Pinellas, provides direction to the CTC.
- C. Sponsoring Agency: Those agencies contracting with the CTC to provide services to their own transportation disadvantaged clients.
- D. Agency Program Manager: The individual responsible for operating the transportation program at a given service agency/company.
- E. TD Transportation Provider (herein referred to as Provider): The entity providing transportation services for the transportation disadvantaged (may or may not be associated with the funding agency).
- F. Transportation Disadvantaged Client (herein referred to as TD Customer): Those individuals who because of physical or mental disability, income status, age, or other reasons are unable to purchase transportation and are therefore dependent upon others to obtain access to health care, sustenance, employment, education, shopping, social activities and other life-sustaining activities.

SECTION 3: OBJECTIVES

The objective of the Grievance Committee is to provide all parties with an impartial body to hear complaints and settle disputes concerning transportation disadvantaged services. The Grievance Committee shall take on the role of mediator.

SECTION 4: MEMBERSHIP

- A. Members of the Grievance Committee shall be appointed by the Chair of the Local Coordinating Board and voted upon by the Local Coordinating Board Members (if possible).
- B. At a minimum, the Grievance Committee should be composed of:
 - One (1) representative of a Sponsoring Agency
 - One (1) representative of TD Customers
 - Two (2) representatives of the Local Coordinating Board, members-at-large
 - One (1) representative of a Provider.
- C. Forward Pinellas, acting as the Designated Planning Agency (DoPA) shall be staff to the Grievance Committee and shall serve as an advisory member.

SECTION 5: TERMS OF MEMBERS

- A. The members of the Grievance Committee shall serve as long as the Chair and members of the Local Coordinating Board deem fit.
- B. The Grievance Committee shall elect a chairperson to oversee meetings and report back to the Local Coordinating Board meetings as necessary.

SECTION 6: GRIEVANCE PROCEDURES

Complaints and/or disputes concerning transportation services may be heard by the Grievance Committee in accordance with the following procedure:

- A. Customers, Sponsoring Agencies, and/or Providers shall contact the Agency or CTC Program Manager in writing in an attempt to resolve complaints.
- B. If this effort is not successful, the complainant(s) should contact Forward Pinellas, who will work with the Agency Program Manager and complainant(s) to find a common ground in which to negotiate a resolution.
- C. If this effort is not successful, the complainant(s) can contact the Commission for the Transportation Disadvantaged TD helpline, (800) 983-2435, for assistance.
- D. As a last resort, an issue should go to the Grievance Committee. When necessary, a Grievance Form can be secured from Forward Pinellas. (Attachment A)
- E. Upon receipt of a properly completed Grievance Form, Forward Pinellas will contact the Chair of the Local Coordinating Board. Grievance Committee members will be appointed,

if needed, and set a meeting date within three (3) weeks of receiving the form.

- F. The complainant(s) and all parties involved shall be contacted once the meeting time, date and location are set.
- G. The Agency Program Manager will publicly post an announcement of the meeting where their TD customers can read it.

SECTION 7: POWERS AND DUTIES OF THE GRIEVANCE COMMITTEE

- A. The Grievance Committee shall have the opportunity to review the filed Grievance Form prior to the meeting date.
- B. Grievance Committee meetings shall be open to all parties involved in complaint and/or dispute concerning transportation disadvantaged services.
- C. The Grievance Committee will make an advisory decision about the grievance before the meeting adjourns.
- D. All parties will have two (2) weeks in which to enact the committee's decision.
- E. It will be the complainant's responsibility to report back to Forward Pinellas within two (2) weeks as to steps taken and resolution achieved.
- F. Minutes shall be kept of each meeting and filed with Forward Pinellas quarterly.

SECTION 8: MODIFICATION OF PROCEDURES

A copy of this procedure will be made available on a general basis to those providers and agencies involved with meeting the needs of the transportation disadvantaged population of Pinellas County.

GRIEVANCE FORM

Return to:
Transportation Disadvantaged Program Local Coordinating Board
C/o Forward Pinellas
310 Court Street
Clearwater, FL 33756

Name of Complainant: _____ Date of Birth: _____

Address: _____

Telephone: _____

Date and time of incident: _____

I. Attach description of incident & steps taken to resolve complaint:

Complainant's Signature: _____ Date: _____

II. Attach comments by Agency Program Manager:

Signature: _____

III. Attach comments by CTC if not same as Agency Program Manager:

Signature: _____

THIS SECTION TO BE COMPLETED BY MPO ONLY

I. Date report received by Forward Pinellas: _____

II. Action requested of Grievance Committee:

III. Time, date and location of Grievance Committee meeting:

IV. Action taken by Grievance Committee:

V. Complainant's Report to CTC (within 2 weeks):

8. Approval of TD Program Operators and Coordination Contractors

SUMMARY

Each year, 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. PSTA has agreements with operators that receive funding to provide TD trips, as well as coordination contractors that receive or are seeking Federal Transit Administration (FTA) Section 5310 Program funding.

In the past, the LCB has approved the agreements or a sample agreement. The agreements used to be for one year and the LCB would review the agreement every year. PSTA and Forward Pinellas learned that the agreements may be for multiple years. The LCB is required to annually review the agreements and PSTA is responsible for monitoring the terms of the agreements. This change was discussed at the September 19, 2017 LCB meeting, the same meeting when the LCB reviewed the Annual Operating Report, which includes reporting data from the operators and coordination contractors.

This year, PSTA is entering into an agreement with one new agency, Creative Clay.

Operators

ARC Tampa Bay
Lighthouse
Neighborly Care Network
PARC

Coordination Contractors

ACTS
Boley
Creative Clay
Goodwill
City of Gulfport
Homeless Emergency Project
Louise Graham Center
Operation PAR
PEMHS
Suncoast Center
Sunrise Community Center
Van Gogh's Palette/ Vincent House
Westcare

ATTACHMENT(S): None. Sample agreement information will be presented to the LCB at the meeting.

ACTION: Approve TD Program operators and coordination contractors, as well as sample agreement information

9. Rate Model

SUMMARY

The Commission for the Transportation Disadvantaged (CTD) requires that the Community Transportation Coordinator (CTC) use a Rate Model to calculate the fully allocated rates at which the CTD will reimburse the CTC. The rate model is developed by the CTD and utilized by CTCs throughout the state. The CTC submits the rate model worksheet to the CTD for approval. The approved rate model is then included in the Transportation Disadvantaged Service Plan as an appendix and the approved rates are also incorporated into the Plan.

The rates per passenger trip from the model for FY 2018/19 are \$20.40 for ambulatory, \$34.97 for wheelchair and \$10.42 for group trips.

ATTACHMENT(S): Rate Model

ACTION: Approve rate model and resulting rates

Preliminary Information Worksheet

Version 1.4

CTC Name:	Pinellas Suncoast Transit Authority (PSTA)
County (Service Area):	Pinellas County
Contact Person:	Ross Silvers
Phone #:	727 540-1844

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Pinellas Suncoast Transit Authority (PSTA)
County: Pinellas County

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from July 1st of 2016 to June 30th of 2017	Current Year's APPROVED Budget, as amended from July 1st of 2017 to June 30th of 2018	Upcoming Year's PROPOSED Budget from July 1st of 2018 to June 30th of 2019	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)						
Local Non-Govt						
Farebox	\$ 144,764	\$ 103,640	\$ 94,551	-28.4%	-8.8%	Farebox includes four operator agencies and TD Door-to-Door fares (previously included ADA paratransit fares which is why farebox drops so much). Bus Pass Program Revenue is all invoiced TD pass co-pays (projected based upon data through March 2018). In-kind contributed services is from PSTA's Ad Valorem Property Tax Revenues used to pay the salary and fringe benefits of PSTA staff working on the TD program, with salary and fringe increases annually. In-kind also NCN. Other is local funding used to cover the trip costs above the rate at which the CTD reimburses. Two of the operating agencies have a cost
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services	\$ 42,178	\$ 45,182	\$ 46,763	7.1%	3.5%	
Other	\$ 511,623	\$ 355,937	\$ 355,937	-30.4%	0.0%	
Bus Pass Program Revenue	\$ 790,176	\$ 760,290	\$ 763,000	-3.8%	0.4%	
Local Government						
District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash	\$ -	\$ -	\$ -			
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						
CTD						
Non-Spons. Trip Program	\$ 857,874	\$ 736,652	\$ 684,406	-14.1%	-7.1%	Trip and Equipment Grant increased each year. (T&E allocation - all actual except BP's = BP)
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue	\$ 1,964,062	\$ 2,623,246	\$ 2,981,994	33.6%	13.7%	
USDOT & FDOT						
49 USC 5307						Mobility Management (80-10-10). 2018-2019 grants not awarded yet so this is just an estimate.
49 USC 5310						
49 USC 5311 (Operating)	\$ 356,706	\$ 356,706	\$ 356,706	0.0%	0.0%	
49 USC 5311 (Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						
AHCA						
Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						
DCF						
Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						
DOH						
Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						
DOE (state)						
Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						
AWI						
WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						
DOEA						
Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						
DCA						
Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						
APD						
Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						
DJJ						
(specify in explanation)						
Bus Pass Program Revenue						
Other Fed or State						
XXXX						
XXXX						
Bus Pass Program Revenue						
Other Revenues						
Interest Earnings						
XXXX						
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve						
Balancing Revenue is Short By =		\$ 2,205,226	None			
Total Revenues =	\$4,667,383	\$4,981,653	\$5,283,357	6.7%	6.1%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)						
Operating Expenditures						
Labor						Decrease in operating expenditures in top section are all due to not included ADA paratransit labor expenses and labor expenses from PARC, UPARC, and NCN ?????
Fringe Benefits						
Services						
Materials and Supplies						
Utilities						
Casualty and Liability						
Taxes						
Purchased Transportation:						
X Purchased Bus Pass Expenses	\$ 4,278,300	\$ 5,945,468	\$ 3,744,994	39.0%	-37.0%	
School Bus Utilization Expenses						
Contracted Transportation Services	\$ 980,000	\$ 1,196,229	\$ 1,134,894	22.1%	-5.1%	
Other						
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ 42,178	\$ 45,182	\$ 46,763	7.1%	3.5%	
Allocated Indirect						
Capital Expenditures						
Equip. Purchases with Grant Funds			\$ 356,706			
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
ACTUAL YEAR LOSS	(\$633,095)	\$2,205,226				
Total Expenditures =	\$5,300,478	\$7,186,879	\$5,283,357	35.6%	-26.5%	
See NOTES Below.		Error: Revenues < Expenditures			ERROR: In at least one of the 3 columns, bus pass program revenue does not equal expenses	

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

Actual year LOSSES are shown as Balancing Revenue or Local Non-Government revenue.

Worksheet for Program-wide Rates

CTC: Pinellas Suncoast ' Version 1.4
 County: Pinellas County

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	745,073
Rate Per Passenger Mile = \$	1.52
Total Projected Passenger Trips =	106,439
Rate Per Passenger Trip = \$	10.66

Fiscal Year

2018 - 2019

Avg. Passenger Trip Length =	7.0 Miles
-------------------------------------	------------------

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	2.06
Rate Per Passenger Trip = \$	14.45

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: Pinellas Suncoast Version 1.4
 County: Pinellas County

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?.....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	STOP! Do NOT Complete Sections II - V for Stretcher Service	Go to Section II for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?....

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Answer # 2 for Ambulatory Service	Answer # 2 for Wheelchair Service	Do Not Complete Section II for Stretcher Service	Answer # 2 for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?.....

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?
 How many of the total projected Passenger Miles relate to the contracted service?
 How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	\$ 1,091,067
			733,033
			104,719

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
			\$ 1.49
			\$ 10.42

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above)
 Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
			\$ 1.49
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Do NOT Complete Section II for Stretcher Service	STOP! Do NOT Complete Sections III - V for Group Service

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....

Yes
 No
 Skip # 2 - 4 and Go to Section IV

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR per passenger mile?.....

Pass. Trip
 Pass. Mile
 Leave Blank

3. If you answered Yes to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort?

Leave Blank

4. How much will you charge each escort?.....

Leave Blank

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....

Do NOT Complete Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles?

Loading Rate 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically
 - * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
 - * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY: 2018 - 2019			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	12,040	7,840	4,200	Leave Blank	Leave Blank
Rate per Passenger Mile =		\$2.91	\$5.00	\$0.00	\$1.49
					\$1.49 per passenger per group

		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	1,720	1,120	600	Leave Blank	Leave Blank
Rate per Passenger Trip =		\$20.40	\$34.97	\$0.00	\$10.42
					\$10.42 per passenger per group

2. If you answered # 1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,....

		Combination Trip and Mile Rate			
		Ambul	Wheel Chair	Stretcher	Group
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =				Leave Blank	Leave Blank
Rate per Passenger Mile for Balance =		\$2.91	\$5.00	\$0.00	See Sect. II
					#VALUE! per passenger per group

		Rates If No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$102.28	\$175.35	\$0.00	\$52.25
					\$52.25 per passenger per group
Rate per Passenger Trip =		\$715.99	\$1,227.42	\$0.00	\$365.72
					\$365.72 per passenger per group

Program These Rates Into Your Medicaid Encounter Data

10. Transportation Disadvantaged Service Plan Update

SUMMARY

The Transportation Disadvantaged Service Plan (TDSP) is the guiding plan for the TD Program. Every five years, the TDSP undergoes a major update. The last major update was adopted by the LCB in September 2017. At the November 2017 meeting, the LCB approved changes to reflect TD Late Shift Program changes. The current TDSP is available on the Forward Pinellas website at <http://forwardpinellas.org/wp-content/uploads/2017/10/TDSP-2017.pdf>.

The TDSP includes a list of coordination contracts and rates for the TD Program. Both of these items are on the May 15, 2018 LCB agenda and require updating the TDSP to reflect the LCB actions on the list of coordinators and rates. A change is also required to reflect the end time of the TD Late Shift Program, which ends at 6 a.m.

ATTACHMENT(S): None

ACTION: Approve TDSP update to incorporate updated list of transportation coordinators, update rates and rate model and reflect TD Late Shift Program end time.

11. Other Business

SUMMARY

A. Federal Transit Administration Section 5310 Grant Update

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

B. CTC Update

PSTA will provide an update on recent activities.

C. CTD Update

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

D. Other

ATTACHMENT(S): None

12. Informational Items

SUMMARY

A. Infographic

At the last LCB meeting, there was brief discussion on the development of an infographic for the TD Program. A draft infographic has been developed and is attached. Any comments on the draft may be provided to Forward Pinellas staff at the LCB meeting or until June 1.

B. TD Late Shift Notice

In May, PSTA released a notice that enrollment in the TD Late Shift Program is closed to new enrollees. A notice will be posted when enrollment is re-opened. Attached is the posted notice.

C. Trip/Expenditure Reports

The trip/expenditure reports are attached.

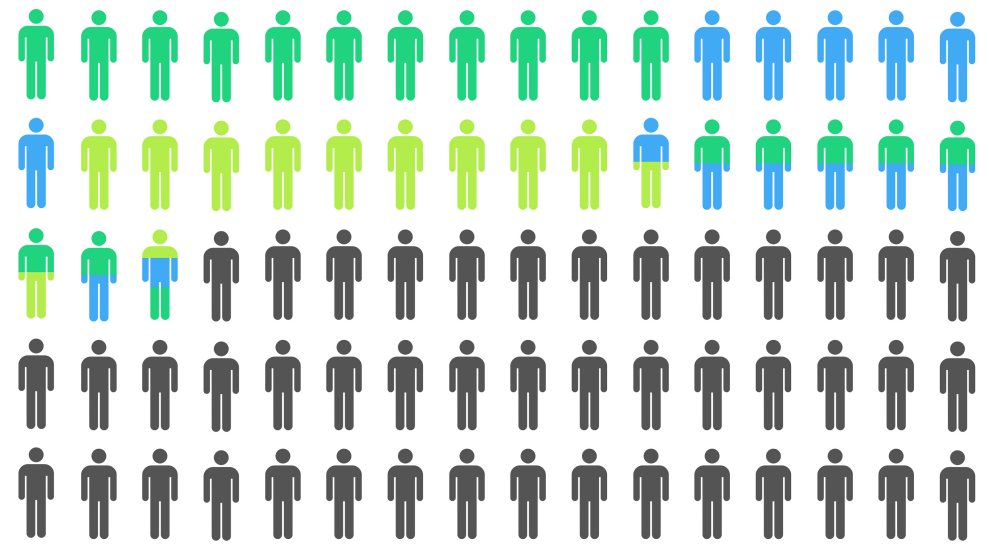
D. Complaints and Commendations

No complaints or commendations were received.

ATTACHMENT(S): Infographic
TD Late Shift Notice
Trip/Expenditure Reports

PINELLAS COUNTY TRANSPORTATION DISADVANTAGED (TD) PROGRAM

- Serves individuals who are 150% of the federal poverty guidelines
- Works with agencies that receive state and federal transportation grants to serve the TD population



Nearly half of Pinellas County is considered transportation disadvantaged

■ Elderly(65+)
 ■ Individuals with Disabilities
 ■ Below Poverty Threshold

Source: 2015 American Community Survey

STATEWIDE, THE TD PROGRAM PROVIDES TRANSPORTATION TO INDIVIDUALS WITH DISABILITIES, LOW INCOME INDIVIDUALS & THE ELDERLY.

Between July 1, 2016 and June 30, 2017:

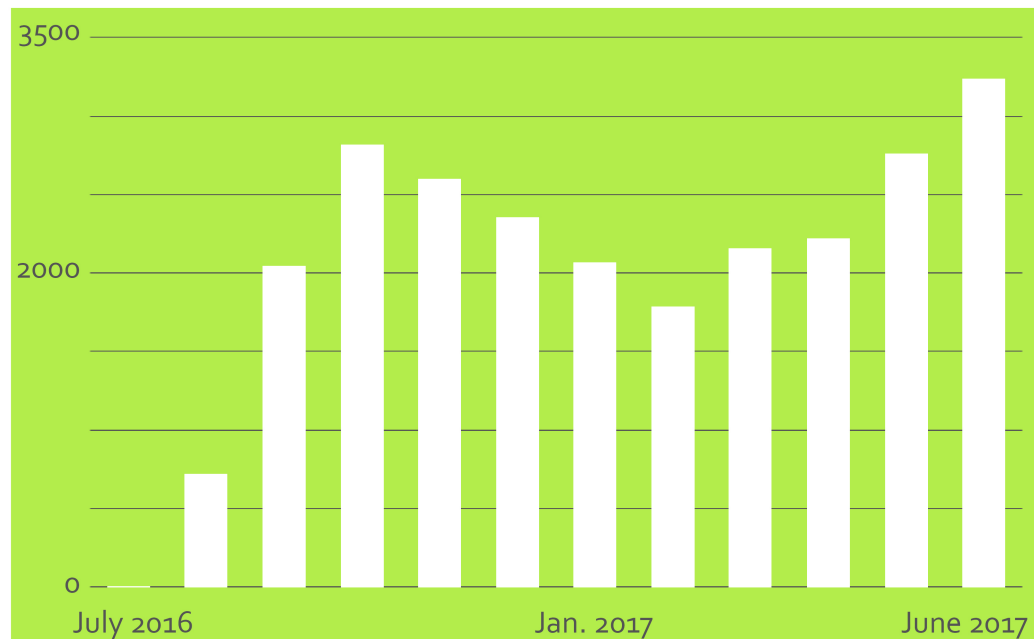
74,000

PSTA Transportation Disadvantaged Bus Passes Issued

4.2 Million

Trips by PSTA and Agency Partners in the Transportation Disadvantaged System

TD Late Shift & Urgent Day Program Trips





**TD Late Shift is
Closed to New Enrollees
Until Further Notice
Due to High Demand &
Limited Grant Funds**

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	\$360,827.99	\$401,480.82	\$273,828.00	-\$127,652.82	-\$793,119.13
BALANCE	\$277,516.46	\$86,467.85	\$71,020.04	\$4,380.20	-\$426,929.60	\$12,454.95			
JANUARY	\$46,804.04	\$8,711.65	\$11,836.66	\$33.60	\$364,350.78	\$431,736.73	\$273,828.00	-\$157,908.73	-\$951,027.86
BALANCE	\$230,712.42	\$77,756.20	\$59,183.38	\$4,346.60	\$574,693.69	-\$419,281.78			
FEBRUARY	\$42,170.94	\$9,126.79	\$11,836.66	\$100.80	\$359,349.65	\$422,584.84	\$273,828.00	-\$148,756.84	-\$1,099,784.70
BALANCE	\$188,541.48	\$68,629.41	\$47,346.72	\$4,245.80	\$215,344.04	-\$841,866.62			
MARCH	\$45,166.61	\$8,956.96	\$11,836.66	\$100.80	\$374,614.98	\$440,676.01	\$273,828.00	-\$166,848.01	-\$1,266,632.71
BALANCE	\$143,374.87	\$59,672.45	\$35,510.06	\$4,145.00	-\$159,270.94	-\$1,282,542.63			
APRIL						\$0.00	\$273,828.00	\$273,828.00	-\$992,804.71
BALANCE	\$143,374.87	\$59,672.45	\$35,510.06	\$4,145.00	-\$159,270.94	-\$1,282,542.63			
MAY						\$0.00	\$273,828.00	\$273,828.00	-\$718,976.71
BALANCE	\$143,374.87	\$59,672.45	\$35,510.06	\$4,145.00	\$169,338.80	-\$1,282,542.63			
JUNE						\$0.00	\$273,828.00	\$273,828.00	-\$445,148.71
BALANCE	\$143,374.87	\$59,672.45	\$35,510.06	\$4,145.00	\$169,338.80	-\$1,282,542.63			
END						0			
							\$3,286,232.00		
	\$261,000.13	\$82,367.55	\$106,529.94	\$700.00	\$3,280,783.09	\$3,731,380.71			

Local Coordinating Board – May 15, 2018

13. 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.