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## PALM BEACH METROPOLITAN PLANNING ORGANIZATION

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### PALM BEACH COUNTY TRANSPORTATION DISADVANTAGED (TD) LOCAL COORDINATING BOARD (LCB) – AGENDA

DATE: **WEDNESDAY, SEPTEMBER 9, 2015**

TIME: **9:30 A.M.**

PLACE: **Conference Room 2N-123  
50 South Military Trail  
West Palm Beach, FL 33415**

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#### 1. REGULAR ITEMS

- A. Roll Call
- B. MOTION TO ADOPT Agenda for September 9, 2015
- C. MOTION TO APPROVE Minutes for June 10, 2015
- D. Comments from the Chair
- E. General Public Comments

Any members from the public wishing to speak at this meeting must complete a Comment Card which is available at the welcome table. General Public comments will be heard prior to the consideration of the first action item. Public comments on specific items on the agenda will be heard following the presentation of the item to the committee. Please limit comments to three minutes.

- F. SPECIAL PRESENTATION

MPO staff will present an overview of the Local Coordinating Board (LCB) roles, responsibilities and timelines for FY 2016.

#### 2. ACTION ITEMS

- A. MOTION TO ADOPT FY 2016 Local Coordinating Board By-Laws

The Florida Commission for Transportation Disadvantaged in its most recent LCB and Planning Agency Operating Guidelines stipulated that the LCB By-Laws be developed, updated and presented annually for approval. The draft By-Laws are attached.

- B. MOTION TO ADOPT FY 2016 Local Coordinating Board Grievance Procedures

The attached LCB Grievance Procedure is being presented for adoption as mandated by the Florida Commission for Transportation Disadvantaged most recent LCB and Planning Agency Operating Guidelines. The guidelines state that the LCB Grievance Procedures must be updated and implemented annually.

C. ELECTION OF VICE CHAIR

According to the LCB By-Laws, "The LCB shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chair shall be elected by a majority vote of a quorum of the members of the LCB present and voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the next meeting. The Vice-Chair shall assume the powers and duties of the Chair in his/her absence. The Vice-Chairperson may serve more than one term."

**3. INFORMATION ITEMS**

A. Annual Operating Report (AOR) – Review and comment for submittal to the local coordinating board, and forward comments/concerns to the CTD.

B. Annual Expenditures Report (AER) – Mike Bertelle of Palm Tran Connection will review the attached report.

C. Complete Streets Draft Policy and Proposed Process

MPO Staff will review the preliminary draft complete streets policy for the Palm Beach MPO, highlight the components of the draft policy and outline the proposed process to solicit input and establish an adopted policy for the MPO. The draft policy is attached.

D. CTC Update

1. Monthly Operating Report

2. Monthly Bus Pass Update

3. Palm Tran Connection driver's level II background check procedure

E. Refugee Services Program

Miriam Rosario from the Florida Department of Children and Families (DCF) will make a presentation on the Refugee Services Program.

F. Public Hearing – **December 9, 2015 at 9:30 A.M.**

**4. ADMINISTRATIVE ITEMS**

A. Member Comments

B. Next Meeting – **December 9, 2015 at 10:00 A.M.**

C. MOTION TO ADJOURN

**NOTICE**

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she 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.

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 for a meeting (free of charge), please call 561-684-4143 or send email to [MBooth@PalmBeachMPO.org](mailto:MBooth@PalmBeachMPO.org) at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.