1. REGULAR ITEMS
   A. Roll Call
   B. MOTION TO ADOPT Agenda for September 29, 2016
   C. MOTION TO APPROVE Minutes of June 27, 2016 and Summary of Meeting held on June 8, 2016
   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 Fiscal Year (FY) 2017.

2. ACTION ITEMS
   A. MOTION TO APPROVE Membership
      Appoint Ms. Bobbi Valentine as the Representative for the Disabled and appoint Ms. Elizabeth Logiodice as the Citizen Advocate. Ms. Logiodice’s appointment to the LCB was approved by the MPO Governing Board at the September 15, 2016 meeting. There is no backup for this item.
B. **MOTION TO ADOPT FY17 Local Coordinating Board By-Laws**

The Florida Commission for Transportation Disadvantaged (CTD) 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.

C. **MOTION TO ADOPT FY17 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.

D. **MOTION TO APPROVE FY16 Annual Operating Report (AOR)**

Annually the LCB must review and approve the Annual Operating Report, and forward comments to the CTD. Palm Tran Connection staff will review the attached report.

3. **INFORMATION ITEMS**

A. **Annual Expenditures Report (AER)**

Palm Tran Connection staff will review the attached report.

B. **CTC Evaluation Status Report**

Palm Tran Connection staff will present the attached Status Report in response to the FY16 CTC Evaluation Review Report.

4. **ADMINISTRATIVE ITEMS**

A. **2017 Palm Beach MPO Board and Committee Meeting Calendar**

B. **Member Comments**

C. **Next Meeting – Thursday, December 15, 2016**

D. **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 at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.
MINUTES OF THE
PALM BEACH COUNTY TRANSPORTATION DISADVANTAGED
LOCAL COORDINATING BOARD
Wednesday, September 29, 2016 9:30 A.M.

Conference Room 2N-123
50 South Military Trail
West Palm Beach, Florida 33415

PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at www.PalmBeachMPO.org/LCB

1. REGULAR ITEMS

VICE CHAIR BOITON in absence of Commissioner McKinlay called the meeting to order at 9:35 a.m.

1.A. Roll Call

The Recording Secretary called the roll. A quorum was present as depicted on Exhibit A of these Minutes.

1.B. ADOPTED: Agenda for September 29, 2016

MOTION to adopt the Agenda. Motion by Mr. Myron Nagelberg, seconded by Ms. Bobbi Valentine, and carried unanimously.

1.C. APPROVED: Minutes of June 27, 2016 and Summary of Meeting held on June 8, 2016

MOTION to approve the Minutes of June 27, 2016 and Summary of Meeting held on June 8, 2016. Motion by Ms. Bobbi Valentine, seconded by Mr. Myron Nagelberg, and carried unanimously.

1.D. Comments from the Chair

There were no comments from the Chair.

1.E. General Public Comments

MR. CHARLIE BOETTIGER with Palm Tran introduced Mr. Chad Hockman as the new Senior Manager for Palm Tran Connection. Mr. Hockman briefly introduced himself to the Board.

MS. ANIE DELGADO introduced the MPO’s new Secretary, Alexa Sanabria.

1.F. Special Presentation

MS. DELGADO provided an overview of the Transportation Disadvantaged (TD) Program organizational chart and membership makeup. She noted the MPO is seeking membership for
a few agencies, including private transportation, agency for persons with disabilities, area agency on aging and vocational rehabilitation. She highlighted the Board’s roles and responsibilities, which include annually adopting By-Laws, grievance procedures and appointing a new Vice Chairperson.

MS. DELGADO also explained the LCB duties regarding the Transportation Disadvantaged Service Plan (TDSP) update and Community Transportation Coordinator (CTC) Evaluation. She highlighted the upcoming FY 2017 Grant activities with special emphasis on the upcoming LCB Board meetings. VICE CHAIR BOITON inquired on the current status of the MPO and Palm Tran coordinator contractor contract which is required for many grants.

MR. BOETTIGER stated currently there are no coordination contracts between Palm Beach County and the State.

2. ACTION ITEMS

2.A. APPROVED: Membership

VICE CHAIR BOITON highlighted the change in Board membership with Ms. Bobbi Valentine becoming the Representative for the Disabled, and Ms. Elizabeth Logiodice as the Citizen Advocate. A brief discussion ensued.

Motion to approve Membership. Motion by Mr. Myron Nagelberg, seconded by Mr. W. Clay Walker, and carried unanimously.

2.B. ADOPTED: FY17 Local Coordinating Board By-Laws

MS. VALENTINE voiced concerns on the proposed changes made to the By-Laws as the strikethroughs seemed excessive.

MS. DELGADO noted these changes were made to make the document more concise.

Motion to approve the FY17 Local Coordinating Board By-Laws. Motion by Mr. W. Clay Walker, seconded by Ms. Sharon Greene, and carried unanimously.

2.C. ADOPTED: FY17 Local Coordinating Board Grievance Procedures

There was no discussion on this item.

Motion to approve the FY17 Local Coordinating Board Grievance Procedures. Motion by Ms. Bobbi Valentine, seconded by Mr. Myron Nagelberg, and carried unanimously.

2.D. APPROVED: FY16 Annual Operating Report (AOR)

There was no discussion on this item. Motion to approve the FY-16 Annual Operations Report. Motion by Mr. Myron Nagelberg, seconded by Mr. W. Clay Walker, and carried unanimously.

3. INFORMATION ITEMS

3.A. DISCUSSED: Annual Expenditures Report (AER)

MS. ROSEANN VOILS with Palm Tran briefly explained what the AER is, and stated the report shows any direct and local funding received and how the funding is applied to any trips provided. She noted the two grants Palm Tran is currently receiving are the TD Grant and the Area Agency Older Americans Act (OAA) Grant.

3.B. DISCUSSED: CTC Evaluation Status Report

MR. BOETTIGER with MS. HEATHER PEKAR, Interim Director for Palm Tran Connection presented a summary of the MPO’s findings and suggestions on the FY 15-16 CTC Evaluation.
MR. BOETTIGER noted the status of several findings and recommendations received during the CTC Evaluation, which include the current implementation of acknowledgment cards, a closeout survey currently in development, the creation of a Performance Management Office, and updates to vehicle signage. A discussion ensued regarding the acknowledgment cards and current complaint process.

MS. PEKAR reviewed the current status on recommendations made for the local standards, ADA compliance and findings from the rider survey.

A brief discussion ensued regarding driver’s navigational options, vendor complaint ratio, proposed functional assessment and travel training, and use of other transportation networks.

4. ADMINISTRATIVE ITEMS

4.A. 2017 Palm Beach MPO Board and Committee Meeting Calendar

4.B. Member Comments

MR. HOCKMAN gave a short background of his experience and highlighted his knowledge of paratransit services.


4.D. Motion to Adjourn

There being no further business the meeting was adjourned at 10:38 a.m.

This signature is to attest that the undersigned is the Chairperson, or a designated nominee of the Palm Beach County Transportation Disadvantaged Local Coordinating Board and that information provided herein is the true and correct Minutes for the September 29, 2016 meeting of the Palm Beach County Transportation Disadvantaged Local Coordinating Board dated this 8th day of December, 2016.

Chairperson

AUDIO FILES OF LOCAL COORDINATING BOARD MEETINGS ARE AVAILABLE ON THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION WEBSITE: www.PalmBeachMPO.org
### EXHIBIT A

Palm Beach County
Transportation Disadvantaged Local Coordinating Board
Attendance Record – 2015-2016

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<td>Maria Hernandez/Marielisa Amador MEDICAID PROGRAM</td>
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P = Member Present  A = Member Absent  E = Excused Absence  Alt = Alternate  -- = Vacant
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