



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

DATE: **Wednesday, February 21, 2018**
TIME: **2:00 P.M.**
PLACE: **Vista Center 1st Floor Hearing Chambers
2300 North Jog Road
West Palm Beach, FL 33411**

Palm Tran Bus Service is available to Vista Center via Routes 43 or 44

1. REGULAR ITEMS

- A. Roll Call
- B. MOTION TO ADOPT Agenda for February 21, 2018
- C. MOTION TO APPROVE Minutes for October 18, 2017
- 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 that 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.

2. ACTION ITEMS

- A. MOTION TO APPROVE the Fiscal Year 2019 Trip Rates

Annually, the CTC must submit trip rates for the upcoming fiscal year in order to receive the Trip and Equipment Grant. The Trip Rate worksheet for Fiscal Year 2018 - 2019 is attached.

3. INFORMATION ITEMS

- A. LCB Member Training
TPA staff will provide an overview of LCB member roles and responsibilities.
- B. CTC Evaluation FY18
The LCB will begin the FY18 CTC Evaluation to be completed by May 1, 2018.
- C. CTC Update
Palm Tran staff will provide an update. Supporting documents are attached.

- D. Mobility Management Facilitation Program Update
Ann Storck Center, Inc. will provide an update. Supporting documents are attached.
- E. Staff Update
TPA staff will provide an update.

4. ADMINISTRATIVE ITEMS

- A. Member Comments
- B. Next Meeting – **Wednesday, May 30, 2018**
- 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@PalmBeachTPA.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 (TD)
LOCAL COORDINATING BOARD (LCB)
Wednesday, February 21, 2018 2:00 p.m.

Vista Center 1st Floor, Hearing Chambers
2300 North Jog Road
West Palm Beach, Florida 33411

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

1. REGULAR ITEMS

CHAIR WEINROTH called the meeting to order at 2:01 p.m.

1.A. Roll Call

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

1.B. ADOPTED: Agenda for February 21, 2018

MOTION to adopt the Agenda. Motion by Mr. Thomas Boiton, seconded by Ms. Marie Dorismond, and carried unanimously.

1.C. APPROVED: Minutes for October 18, 2017

MOTION to approve the Minutes. Motion by Mr. Thomas Boiton, seconded by Ms. Marie Dorismond, and carried unanimously.

1.D. Comments from the Chair

CHAIR WEINROTH noted that he attended the Human Services Summit. He stated that it was a pleasant experience to see different agencies collaboratively working together to service the community. He noted that Danielle McGill of the Ann Storck Center is admirable and he appreciates all of her efforts, as presented at the Summit.

1.F. General Public Comments and Public Comments on Agenda Items

There were no general public comments received.

2. ACTION ITEMS

2.A. APPROVED: Fiscal Year 2019 Trip Rates

The Fiscal Year 2019 Trip Rates were provided in the agenda backup materials. There was no presentation on this item.

There was no discussion on this item.

MOTION to approve FY 19 Trip Rates. Motion by Mr. Richard Gonzalez, seconded by Ms. Tessie Watts, and carried unanimously.

3. INFORMATION ITEMS

3.A. DISCUSSED: LCB Member Training

MS. ALYSSA FRANK presented on this item. She reviewed the contents of the member training and Transportation Disadvantaged (TD) Program. She stated that there are a variety of agencies on the board and that the board is currently seeking representatives for the disabled, elderly and the Florida Department of Education. She continued to highlight the attendance requirements and discussed Local Coordinating Board (LCB) duties.

She stated that the LCB serves as the Community Transportation Coordinator (CTC), and is responsible for providing cost effective, efficient, unduplicated and unfragmented services within the service area. She stated that it is the board's duty to review rate models and service levels, as well as review and provide recommendations on allocations for transportation funding. She briefly highlighted the Transportation Disadvantaged Service Plan (TDSP) and noted that the Designated Official Planning Agency (DOPA) and CTC developed this plan, which undergoes a minor update annually and a major update every five years.

MS. FRANK discussed the CTC evaluation and reviewed the criteria dictated by the Commission for the Transportation Disadvantaged (CTD). She provided the FY 2018 Grant Activities Timeline and noted that the CTC evaluation will conclude in the month of May.

A brief discussion ensued regarding member attendance obligations. TPA staff noted that the LCB follows CTD guidelines regarding member attendance and that the TPA sends a warning letter to the board member after two unexcused absences.

No further discussion ensued.

3.B. DISCUSSED: CTC Evaluation FY 18

MS. FRANK presented on this item. She noted that the CTC Evaluation would be presented at the next LCB meeting in May. She reviewed LCB member's tasks, and requested each member make at least twenty survey calls to Palm Tran Connection riders and asked members to volunteer to complete a ride evaluation. She also noted that members must review the workbook for errors and provide general feedback. She requested that members provide her completed surveys, evaluations and feedback by May 1, 2018.

All present board members volunteered to make calls; some members volunteered to do rides.

CHAIR WEINROTH requested that an email be sent to all the absent members.

There was no further discussion on this item.

3.C. DISCUSSED: CTC Update

MR. LOU FERRI, Operations Manager for Palm Tran Paratransit Services, introduced Keith Clinkscale.

MR. KEITH CLINKSCALE, Performance Management Manager for Palm Tran provided this update. He introduced the Palm Tran Connection (PTC) On Time Performance & Productivity Expense Adherence Team. He stated that this team is a cross-functional team that meets bi-weekly to evaluate customer concerns and requests.

MR. FRANK STASSI, Mobility Software Specialist for PTC continued the presentation, stating that the PTC saw an increase of 2% in On Time Performance with a decrease of passengers per hour (PPH). He noted the decrease was due to agencies closing during the holidays, which in turn decreased productivity. He stated that the Palm Tran team is always looking for ways to reduce revenue hours. Lastly, he reviewed the January 2018 Performance Metrics.

MR. CHARLIE BOETTIGER, Service Supervisor for PTC, presented on Trapeze Assistance and noted the four-day on site health check being provided as well as expected outcomes. He also stated that PTC is requesting funding to utilize the Florida Turnpike to help reduce travel time by ten minutes per trip used. Lastly, he reviewed the short-term actions and the long-term actions.

Mr. Clinton Forbes joined the meeting at 2:29 p.m.

Ms. Milory Senat joined the meeting at 2:30 p.m.

MR. BOETTIGER presented on the Connection Safety and Accident Reduction Team. He reviewed the preventable and non-preventable collision goals from October through December. He also reviewed the mean distance between road calls and the fleet miles from August through January 2018.

He provided an accident summary and noted side swipes are amongst the highest non-preventable accidents. He reviewed the Velvac System status, initiatives and continued training efforts.

There was no further discussion on this item.

3.D. DISCUSSED: Mobility Management Facility Program Update (MMFP)

MR. JAYSON BABEL, Project Manager for the Ann Storck Center (ASC), presented this update. He reviewed the mission statement and noted that the MMFP program is focused on improving coordinated transportation systems for individuals who are transportation disadvantaged within Broward and Palm Beach Counties. He pointed out the collaborative efforts amongst various agencies and showed a brief video on "A Ride Away Project." He further stated that the ASC is working with South Florida Commuter Services on creating a fully accessible training tool that will assist individuals trying to access alternate modes of transportation and become self-advocates.

CHAIR WEINROTH expressed his appreciation for the work of the ASC. He stated that their message was well received at the Human Services Summit.

There was no further discussion on this item.

3.E. DISCUSSED: Staff Update

MS. FRANK presented this update. She noted the agency name change and reviewed the LCB timeline, noting the commencement of the CTC evaluation in March. She discussed the 2018 Human Service Summit that transpired on February 20, 2018. She noted that over one hundred and fifty attendees were present.

MS. VALERIE NEILSON, Palm Beach TPA Deputy Director of Multimodal Development highlighted the Safe Streets Summit that took place on February 1 & 2, 2018. She noted that over four hundred participants registered for the summit and explained that the purpose of the event was to educate and advance Complete Streets in the region, with a focus on safety, tactical urbanism, health and equity. She also noted that a Complete Streets Workshop is forthcoming in March. She explained that this training is for local government planning and transportation staff with a focus on creative, cost effective and championed projects.

MS. FRANK briefly highlighted the 2045 Long Range Transportation Plan (LRTP) and noted adoption is set for the fall of 2019. Lastly, she noted LCB member presentations are requested at future meetings and restated that the LCB is seeking representatives for the Elderly and the Disabled.

There was no discussion on this item.

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

MR. RICHARD GONZALEZ expressed his appreciation for being on the LCB. He stated that being a part of the LCB is great accomplishment in his professional career.

MS. TEKESHA SAFFOLD expressed her appreciation for being on the board. She noted that she is happy to help make any kind of difference within the community.

VICE CHAIR BOTION noted that he called Palm Tran for an issue earlier in the year and was on hold for over three hours. However, he thanks Palm Tran staff for their efforts on helping create a better system.

MS. TESSIE WATTS expressed her appreciation to TPA staff for their efforts with the Safe Streets Summit. She stated it was an all-around great experience.

MS. MARIA HERNANDEZ noted that she rode transit from Miami to the meeting, and has had a great experience.

MS. MILORY SENAT stated the Human Services Summit was a great event.

CHAIR WEINROTH stated that this is his last LCB meeting as Chair. He noted his term as an elected official is ending shortly. He requested TPA staff add to the Governing Board Agenda that the LCB is in search of a new Chair. He stated serving on the LCB has been a great experience and he looks forward to seeing all of the collaborative efforts from different agencies within the community.

4.B. Next Meeting - Wednesday, May 30, 2018

4.C. Adjournment

There being no further business the meeting was adjourned at 3:08 p.m.

This signature is to attest that the undersigned is the Chair, or a designated nominee, of the Transportation Disadvantaged Local Coordinating Board and that information provided herein is the true and correct Minutes for the **February** meeting of the Transportation Disadvantaged Local Coordinating Board, dated this 30th day of May, 2018.



Chair

EXHIBIT A

Palm Beach County Transportation Disadvantaged Local Coordinating Board
Attendance Record: 2017-2018

Representative Agency	March 8 2017	June 14 2017	Aug 24 2017	Oct 18 2017	Feb 21 2018
Council Member Robert Weinro th Chair	*P	P	P	P	P
Tomas Boiton Vice Chair/Citizen Advocate	P	P	P	P	P
Marie Dorismond/Wibet Hay Florida Department of Transportat ion	*P	P	P	P	P
Richard Gonzalez Private Transportation	--	--	--	--	*P
Sharon Greene Local Medical Community	P	P	E	P	E
Maria Hernandez/Marielisa Amador Medicaid Program	E	E	E	P	P
Dina Hill Workforce Development Board	E	E	A	A	A
Mike Nagelberg Florida Department Of Veterans Affairs	P	P	P	A	A
David Rafaidus Department Of Community Services	P	P	P	P	A
Tekesha Saffold Citizens Advocate	--	A	A	A	*P
Laura Schultz School District Of Palm Beach County	--	--	--	--	*E
Milory Senat Agency for Persons with Disabilities	--	*P	E	E	P
W. Clay Walker Florida Department Of Children Families &	P	E	E	A	A
Tessie Watts Area Agency on Aging	--	*A	P	P	P
Vacant Representative for the Elderly	P	A	--	--	--
Vacant Representative for the Disabled	P	A	A	A	A

Vacant Vocational Rehabilitation	--	--	--	--	--
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P = Member Present
 * = New Representative

OTHERS PRESENT

Marielisa Amador
 Jayson Baybel
 Danielle McGill
 Corine Ferguson
 Felix L. Cullazo
 Patricia Kennealy
 Clinton Forbes
 Keith Clinkscale
 Chad Hockman
 Lou Ferri
 Donna Raney
 Valerie Neilson
 Alyssa Frank
 Alexa Sanabria

REPRESENTING

AHCA - Medicaid
 Ann Storck Center
 Ann Storck Center
 Ann Storck Center
 MV Transit
 FCC
 Palm Tran
 Palm Tran
 Palm Tran
 Palm Tran
 Palm Beach County Attorney's Office
 Palm Beach Transportation Planning Agency
 Palm Beach Transportation Planning Agency
 Palm Beach Transportation Planning Agency