



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

DATE: **Wednesday, July 29, 2020**
TIME: **2:00 p.m.**
PLACE: **301 Datura Street | West Palm Beach, FL 33401**

Please note that due to COVID-19, there will be limited opportunity to attend this meeting in person. Visitors attending the meeting in person must wear face masks, maintain proper hand hygiene, and conduct themselves in a manner to promote a distance of 6-feet from others. Visitors may not enter the TPA workplace if, in the previous 14 days, they have tested positive for COVID-19, exhibited symptoms of COVID-19, or been in close contact with someone with COVID-19. Visitors may be asked to submit to a touch-free body temperature scan to verify absence of fever.

However, the TPA is also conducting this meeting virtually. You can join the virtual meeting by installing the Zoom app and entering the webinar ID and password below:

Webinar ID: 824-7909-5611
Meeting Password: 046194

Alternatively, you can join via web browser at PalmBeachTPA.org/LCB29JUL2020

Finally, you can join the meeting by phone by dialing 1-646-558-8656 and then entering the webinar ID and password above when prompted. If participating by phone, you will need to follow along with the agenda packet available for download at PalmBeachTPA.org/LCB.

For assistance attending the virtual meeting, please contact:
Malissa Booth at 561-725-0813 or MBooth@PalmBeachTPA.org

1. REGULAR ITEMS

- A. Pledge of Allegiance
- B. Roll Call
- C. MOTION TO ADOPT Agenda for July 29, 2020
- D. MOTION TO APPROVE Minutes for May 13, 2020
- E. Comments from the Chair
- F. LCB Liaison Report
- G. New Member Introductions
- H. General Public Comments

Members of the public are invited to offer general comments and/or comments or questions on specific agenda items in one of three ways. First, written documents,

comments and/or questions may be submitted at PalmBeachTPA.org/LCB-comment at any time prior to the commencement of the relevant agenda item. All comments will be read into the record by TPA staff and any documents submitted will be a part of the meeting record. Second, a verbal comment may be issued during the meeting by using the Zoom platform, requesting to be recognized using the raise hand feature, and waiting to be recognized by the Chair. Third, an in-person visitor may submit a comment card available at the welcome table. Note that the Chair may limit comments to 3 minutes or less depending on meeting attendance.

2. ACTION ITEMS

A. MOTION TO ADOPT the Fiscal Year (FY) 21 LCB By-Laws

The Florida Commission for Transportation Disadvantaged (CTD) requires the LCB By-Laws be updated and presented annually for approval. The draft By-Laws are attached.

B. MOTION TO ADOPT the FY 21 Grievance Procedures

The Florida CTD requires the LCB Grievance Procedures be updated and adopted annually and with a minimum commitment of three (3) LCB voting members to serve on the LCB Grievance Subcommittee. The draft Grievance Procedures are attached.

3. INFORMATION ITEMS

A. LCB Member Training

TPA staff will provide an overview of LCB member roles and responsibilities. The presentation is attached.

B. Community Transportation Coordinator (CTC) 2018-19 Compliance Monitoring Report

Palm Tran staff will present the results of the attached 2018-19 Compliance Monitoring Report. The report is attached.

C. CTC Update

Palm Tran staff will provide an update. The presentation is attached.

D. Partner Agency Updates

Staff from South Florida Regional Transportation Authority, Florida Department of Transportation, and/or Palm Beach County may provide brief updates on items relevant to the TD LCB.

4. ADMINISTRATIVE ITEMS

A. Member Comments

B. Next Meeting - **October 28, 2020**

C. Adjournment

Purpose of TD LCB: The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the Palm Beach County Community Transportation Coordinator, otherwise known as Palm Tran Connection, on the coordination of service to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System. The LCB is recognized as an advisory body to the Commission for the Transportation Disadvantaged. Palm Tran's provision of TD service is funded with state dollars. This service is not mandated by Federal Law.

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD MEMBERS

CHAIR

Steven Grant, Mayor
City of Boynton Beach

Milory Senat
Agency for Persons with Disabilities
Alternate: Mary Edwards

Nancy Yarnell
Area Agency on Aging

Tomas Boiton
Citizen Advocate

Tekesha Saffold
Citizen Advocate/User

Elisa Cramer
Department of Children and Family Services

Maria Hernandez
Florida Agency for Health Care Administration
Alternate: Marielisa Amador

Marie Dorismond
Florida Department of Transportation
Alternate: Paula Scott

Angela Choice
Florida Department of Veterans Affairs

VICE CHAIR

David Rafaidus
Palm Beach County Community Action
Department of Community Services

Jeanie Chrisman
Private Transportation Industry

Robyn Manuel
Florida Division of Vocational Rehabilitation

Merlene Ramnon
Local Medical Community

Laura Schultze
Public Education
School District of Palm Beach County

Robert Goodman
Representative for the Disabled

Angie Morlok
Representative for the Elderly

Elisa DeGoias
Workforce Development Board

Clinton Forbes
Palm Tran (Mass/Public Transit Industry)
Alternate: Chad Hockman
COMMUNITY TRANSPORTATION COORDINATOR

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 a printed copy of the agenda package, require special accommodations under the Americans with Disabilities Act or require translation services for a meeting (free of charge) must call 561-725-0813 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.



**OFFICIAL MEETING MINUTES OF THE
PALM BEACH COUNTY TRANSPORTATION DISADVANTAGED (TD)
LOCAL COORDINATING BOARD (LCB)**

July 29, 2020

301 Datura Street, West Palm Beach, FL 33401

Meeting was also conducted virtually via Zoom pursuant to TPA Emergency Order 2020-03.

*These minutes are a summary of the meeting events and may not reflect all discussion that occurred.
PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at
www.PalmBeachTPA.org/LCB*

1. REGULAR ITEMS

Mayor Grant called the meeting to order at 2:01 p.m.

Mayor Grant provided an overview of the virtual meeting procedures and authority allowing the meeting to take place.

1.A. Pledge of Allegiance

1.B. Roll Call

The recording secretary called the roll. A quorum was present as depicted in the table below.

Member	Attendance	Member	Attendance	Member	Attendance
Grant	P	Dorismond	P	Ramnon	P
Boiton	A	Goodman	A	Saffold	A
Choice	P	Hernandez	P	Schultze	P
Chrisman	P	Manuel	P	Senat	P
Cramer	P	Morlok	P	Yarnall	P
DeGoias	A	Rafaidus	P		

P = Present A = Absent

1.C. ADOPTED: Agenda for July 29, 2020

MOTION to Adopt the Agenda made by Mr. David Rafaidus, seconded by Ms. Elisa Cramer, and carried unanimously 13-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Grant	Y	Dorismond	Y	Ramnon	Y
Boiton	A	Goodman	A	Saffold	A
Choice	Y	Hernandez	Y	Schultze	Y
Chrisman	Y	Manuel	Y	Senat	Y
Cramer	Y	Morlok	Y	Yarnall	Y
DeGoias	A	Rafaidus	Y		

Y = Yes N = No A = Absent ABST = Abstain

1.D. **APPROVED:** Minutes for May 13, 2020

MOTION to Approve the Minutes made by Mr. David Rafaidus, seconded by Ms. Jeanie Chrisman, and carried unanimously 13-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Grant	Y	Dorismond	Y	Ramnon	Y
Boiton	A	Goodman	A	Saffold	A
Choice	Y	Hernandez	Y	Schultze	Y
Chrisman	Y	Manuel	Y	Senat	Y
Cramer	Y	Morlok	Y	Yarnall	Y
DeGoias	A	Rafaidus	Y		

Y = Yes N = No A = Absent ABST = Abstain

1.E. **Comments from the Chair**

CHAIR GRANT stated he looked forward to staff updates on COVID-19 initiatives and future safety measures for drivers and passengers.

Ms. Tekesha Saffold joined the meeting.

1.F. **LCB Liaison Report**

MS. ALYSSA FRANK, TPA Transportation Planner, reviewed the Liaison’s Report that can be viewed at www.PalmBeachTPA.org/LCB.

There were no public comments or member discussion on this item.

1.G. **New Member Introductions**

There were no new members.

1.H. **General Public Comments**

There were no general public comments received.

2. **ACTION ITEMS**

2.A. **ADOPTED:** Fiscal Year (FY) 21 LCB By-Laws

MS. FRANK provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. She reviewed the purpose of the LCB, Section 427.0157, Florida Statutes, and background of the By-Laws. She noted the Florida Commission for Transportation Disadvantaged (CTD) requires the LCB By-Laws be updated and presented annually for approval.

There were no public comments on this item.

MR. DAVID RAFAIDUS inquired on the funding availability in the Transportation Trust Fund.

There was a discussion on the funding available for Palm Tran and at a statewide level, as well as the formula utilized to allocate funds and the potential for an increase in funding.

MOTION to Adopt the FY 21 LCB By-Laws made by Mr. David Rafaidus, seconded by Ms. Jeanine Chrisman, and carried unanimously 14-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Grant	Y	Dorismond	Y	Ramnon	Y
Boiton	A	Goodman	A	Saffold	Y
Choice	Y	Hernandez	Y	Schultze	Y
Chrisman	Y	Manuel	Y	Senat	Y
Cramer	Y	Morlok	Y	Yarnall	Y
DeGoias	A	Rafaidus	Y		

Y = Yes N = No A = Absent ABST = Abstain

2.B. ADOPTED: FY 21 Grievance Procedures

MS. FRANK provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. She noted the Florida CTD requires the LCB Grievance Procedures be updated and adopted annually and with a minimum commitment of three (3) LCB voting members to serve on the LCB Grievance Subcommittee.

There were no public comments on this item.

There was a brief discussion on whether there would be a conflict if Ms. Chrisman volunteered. Ms. Frank stated it should not pose a conflict, but she would follow up with the CTD and advise Ms. Chrisman and the LCB if there was.

Mr. David Rafaidus, Ms. Jeanie Chrisman, and Ms. Angie Morlok volunteered to serve on the LCB Grievance Subcommittee.

MOTION to Adopt the FY 21 Grievance Procedures made by Ms. Elisa Cramer, seconded by Ms. Maria Hernandez, and carried unanimously 14-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Grant	Y	Dorismond	Y	Ramnon	Y
Boiton	A	Goodman	A	Saffold	Y
Choice	Y	Hernandez	Y	Schultze	Y
Chrisman	Y	Manuel	Y	Senat	Y
Cramer	Y	Morlok	Y	Yarnall	Y
DeGoias	A	Rafaidus	Y		

Y = Yes N = No A = Absent ABST = Abstain

Ms. Elsa DeGoias joined the meeting.

3. INFORMATION ITEMS

3.A. LCB Member Training

MS. FRANK provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. She reviewed the TD program, LCB membership makeup, LCB attendance and FY 21 Timeline. She highlighted the LCB duties that include adoption of the Transportation Disadvantaged Service Plan (TDSP) update and the Community Transportation Coordinator (CTC) Evaluation, among others.

There were no public comments or member discussion on this item.

3.B. Community Transportation Coordinator (CTC) 2018-19 Compliance Monitoring Report

MR. LOU FERRI, Palm Tran Connection Manager, provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. He reviewed the results of the 2018-19 Compliance Monitoring Report that took place between July 1, 2018-June 30, 2019. He noted there were no findings that resulted from the audit, however there were three (3) suggestions of: 1. Update policies and procedures associated with the preparation of the AOR and Rate Model; 2. Elaborate on "No" and "N/A" Responses on Internal Control Survey; and 3. Periodic background checks for employees during their tenure.

There were no public comments on this item.

There was a member discussion on the audit procedures including employee background checks.

3.C. CTC Update

MR. FERRI provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. He reviewed the Palm Tran COVID-19 service update, COVID-19 ridership snapshot, paratransit and ridership summaries, and a TD complaint report.

There were no public comments on this item.

There was a member discussion on the GoGlades ridership, facial covering and other personal protective equipment (PPE) requirements, and driver sensitivity training for riders with disabilities.

3.D. Partner Agency Updates

There were no partner agency updates received.

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

There was a consensus among members for all to stay safe and expressing appreciation to staff for their work during the pandemic.

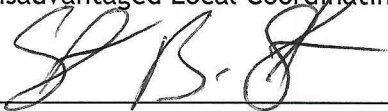
CHAIR GRANT requested the LCB Liaison to provide an update on the County budget update and comparison regarding TD funding over the past couple of years.

4.B. Next Meeting - October 28, 2020

4.C. Adjournment

There being no further business the meeting was adjourned at 3:05 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 **July 29, 2020** meeting of the Transportation Disadvantaged Local Coordinating Board, dated this 28th day of October, 2020.



Mayor Steven Grant
LCB Chair

EXHIBIT A
 Palm Beach County Transportation Disadvantaged Local Coordinating Board
 Attendance Record: 2019-2020

Representative/Alternate Agency	Feb 13 2019	May 29 2019	Aug 14 2019	Oct 30 2019	Feb 12 2020	May 13 2020	Jul 29 2020
Mayor Steven Grant <i>Chair</i>	P	P	E	P	P	P	P
Tomas Boiton Citizen Advocate	E	P	A	A	E	A	A
Angela Choice FL Department of Veteran's Affairs	***P	A	P	P	P	P	P
Jeanie Chrisman Private Transportation	--	***E	P	P	P	P	P
Elisa Cramer FL Department of Children & Families	--	***P	P	E	P	P	P
Elsa DeGoias Workforce Development Board	P	A	P	P	E	P	P
Marie Dorismond/Paula Scott Florida Department of Transportation	P	P	P	P	E	ALT	P
Robert Goodman Representative for the Disabled	P	P	E	P	P	P	E
Maria Hernandez/Marielisa Amador FL Agency for Healthcare Administration/ Medicaid Program	E	P	E	P	P	P	P
Robyn Manuel Department of Education/Division of Vocational Rehabilitation	--	***P	P	P	A	P	P
Angela Morlok Representative for the Elderly	A	P	P	P	P	P	P
David Rafaidus <i>Vice Chair</i> - Department of Community Services	A	P	P	P	P	P	P
Merlene Ramnon FL Department of Health for Palm Beach County	P	--	***E	P	A	P	P
Tekesha Saffold Citizen Advocate	P	P	E	E	E	P	P
Laura Schultze School District of Palm Beach County	P	P	A	E	P	P	P
Milory Senat/Mary Edwards Agency for Persons with Disabilities	P	P	ALT	P	P	P	P
Nancy Yarnall Area Agency on Aging	P	P	A	A	--	***P	P

*** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

-- - Vacant

EXHIBIT A (cont.)

OTHERS PRESENT

Marielisa Amador
Lou Ferri
Malissa Booth
Alyssa Frank
Valerie Neilson
Margarita Pierce

REPRESENTING

Florida Agency for Healthcare Administration
Palm Tran Connection
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency