



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

DATE: Wednesday, May 13, 2020
TIME: 2:00 p.m.
PLACE: Pursuant to TPA Emergency Order 2020-01, this meeting is being conducted virtually. There will be no opportunity to attend the meeting in person.

You can join the virtual meeting by installing the Zoom app and entering the webinar ID and password below:

Webinar ID: 821-5194-6239
Meeting Password: 390904

Alternatively, you can join via web browser at PalmBeachTPA.org/LCB13MAY2020

Finally, you can join the meeting by phone by dialing 1-646-558-8656 and then entering the webinar ID followed by the # key, and password above once prompted. If participating by phone, you will need to follow along with the printed agenda packet.

1. REGULAR ITEMS

- A. Pledge of Allegiance
- B. Roll Call
- C. MOTION TO ADOPT Agenda for May 13, 2020
- D. MOTION TO APPROVE Minutes for February 12, 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. Please complete and submit an online comment card available at PalmBeachTPA.org/LCB_comment in advance of the meeting or during the meeting prior to the appropriate agenda item. All comments will be read into the record by TPA staff. General comments will be read prior to the first action item. Public comments on specific agenda items will be read following the presentation of the item to the LCB. Public comments will also be permissible during the meeting. Note that the Chair may limit comments to 3 minutes or less depending on meeting attendance.

2. ACTION ITEMS

A. MOTION TO ELECT Fiscal Year (FY) 2021 Vice Chair

Pursuant to the LCB by-laws, Article 4, Section C, the LCB shall hold an organizational meeting each year for the purpose of electing a Vice Chair. 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 Chair may serve more than one term.

B. MOTION TO ADOPT the FY20 LCB By-Laws as Amended

The addition of Article 10 entitled "Emergency Powers" has been added to the attached draft by-laws to allow the LCB to conduct virtual meetings when permitted during an emergency, and to authorize the Chair to approve and/or amend certain essential LCB documents when the TPA is unable to conduct a board meeting in person or virtually. These changes are shown in red strikethrough/underline format attached.

C. MOTION TO APPROVE an amendment to the Transportation Disadvantaged Service Plan (TDSP)

The Florida Department of Transportation (FDOT) 5310 Grant Program has allocated \$906,000 of the grant for Palm Beach County to purchase replacement vehicles. A requirement for the grant application is for the replacement of vehicles to be an objective in the TDSP. The attached TDSP shows these changes in red strikethrough/underline format in Appendix H Goals, Objectives, Strategies, and Implementation Schedule.

D. MOTION TO APPROVE the 2019 - 2020 Community Transportation Coordinator (CTC) Evaluation

Annually, the LCB is required by the Florida Commission for the Transportation Disadvantaged (CTD) to review the CTC's performance and complete the Evaluation Workbook. TPA staff will review the attached Executive Summary, the full Evaluation Workbook is available at PalmBeachTPA.org/LCB.

3. INFORMATION ITEMS

A. Florida Transportation Plan Update

FDOT will present on the Florida Transportation Plan (FTP) 2020 update. The FTP sets the long-range vision for Florida's transportation future and guides transportation decision making by providing policy guidance and a framework for allocating the state and federal transportation funds which flow through FDOT's 5-year Work Program. For more information, visit Floridatransportationplan.com. The draft presentation and a flyer indicating ways to participate in the FTP update are attached.

B. CTC Update

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

C. Partner Agency Updates

Staff from South Florida Regional Transportation Authority, FDOT, 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 - Wednesday, July 29, 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.

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 561-725-0813 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.



PALM BEACH Transportation Planning Agency

TD LCB 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
Mass/Public Transit Industry
Palm Tran
Alternate: Chad Hockman
COMMUNITY TRANSPORTATION COORDINATOR



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

May 13, 2020

Pursuant to TPA Emergency Order 2020-01,
this meeting was conducted virtually through Zoom.

*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 2:00 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	Scott (ALT)	P	Ramnon	A
Boiton	A	Goodman	A	Saffold	P
Choice	A	Hernandez	P	Schultze	P
Chrisman	P	Manuel	P	Senat	P
Cramer	P	Morlok	P	Yarnall	P
DeGoias	P	Rafaidus	P		

P = Present A = Absent

1.C. ADOPTED: Agenda for May 13, 2020

MOTION to Adopt the Agenda made by Ms. Angela Morlok, seconded by Ms. Jeanie Chrisman, and carried unanimously 13-0 as depicted in the table below.

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

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

1.D. APPROVED: Minutes for February 12, 2020

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

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

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

1.E. Comments from the Chair

CHAIR GRANT welcomed and thanked the LCB members that were present. He thanked the LCB members for their participation in the Community Transportation Coordinator (CTC) evaluation.

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.

1.G. New Member Introductions

MS. NANCY YARNALL introduced herself as the new representative for the Area Agency on Aging and provided a brief background of her credentials.

1.H. General Public Comments

There were no general public comments received.

2. ACTION ITEMS

2.A. ELECTED: Fiscal Year (FY) 2021 Vice Chair

Nomination of Mr. David Rafaidus as the 2021 Vice Chair made by Ms. Angela Morlok.

No other nominations were made, a vote was taken, and Mr. Rafaidus was elected as the 2021 Vice Chair unanimously 13-0 as depicted in the table below.

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

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

Ms. Merlene Ramnon joined the meeting.

2.B. ADOPTED: FY 20 LCB By-Laws as Amended

MS. FRANK provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. She reviewed the addition of Article 10 entitled “Emergency Powers” that was added to allow the LCB to conduct virtual meetings when permitted during an emergency, and to authorize the Chair to approve and/or amend certain essential LCB

documents when the TPA is unable to conduct a board meeting in person or virtually. Additional formatting changes were made for better readability and consistency throughout the document.

There was a brief discussion on the reasoning behind the revisions and their consistency with the statewide standard.

There were no public comments received.

MOTION to Adopt the FY 20 LCB By-Laws as amended made by Ms. Jeanie Chrisman, seconded by Ms. Tekesha Saffold, and carried unanimously 14-0 as depicted in the table below.

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

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

Ms. Angela Choice joined the meeting.

2.C. APPROVED: Amendment to the Transportation Disadvantaged Service Plan (TDSP)

MR. LOU FERRI, Operations Manager for Palm Tran, provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. He stated the Florida Department of Transportation (FDOT) 5310 Grant Program allocated \$906,000 of grant funds for Palm Beach County to purchase replacement vehicles. A requirement for the grant application is for the replacement of vehicles to be an objective in the TDSP. He reviewed the changes in Appendix H, Goal 8 of the TDSP.

There was a discussion on the types of vehicles being purchased and maintenance details.

There were no public comments received.

MOTION to Approve an amendment to the TDSP made by Ms. Jeanie Chrisman, seconded by Ms. Angela Morlok, and carried unanimously 15-0 as depicted in the table below.

Member	Vote	Member	Vote	Member	Vote
Grant	Y	Scott (ALT)	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	Y	Rafaidus	Y		

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

Mr. Robert Goodman joined the meeting.

2.D. APPROVED: 2019-2020 CTC Evaluation

MS. FRANK provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. She stated the LCB is required by the Florida Commission for the Transportation Disadvantaged (CTD) to annually review the performance of the Community Transportation Coordinator (CTC) and complete the CTD Evaluation Workbook. She provided an

overview of the evaluation key findings for general questions, Chapter 427.0155, Florida Statutes, local standards, and passenger surveys.

There were no public comments received.

There was a discussion on the members experience completing the passenger surveys and the need for future coordination with CareerSource.

CHAIR GRANT requested TPA staff to provide a future presentation on the collaboration with CareerSource.

MOTION to Approve the 2019-2020 CTC Evaluation made by Ms. Tekesha Saffold, seconded by Mr. Robert Goodman, and carried unanimously 16-0 as depicted in the table below.

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

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

3. INFORMATION ITEMS

3.A. Florida Transportation Plan Update

MR. KURT LEHMANN, FDOT Consultant from Cambridge Systematics, provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. The FTP sets the long-range vision for Florida’s transportation future and guides transportation decision making by providing policy guidance and a framework for allocating the state and federal transportation funds which flow through FDOT’s 5-year Work Program. The LCB members provided verbal feedback during the presentation, which will be provided to the FTP steering committee and subcommittees for review and consideration to help shape the plan.

There were no public comments received.

3.B. CTC Update

MR. CHAD HOCKMAN, Palm Tran Senior Manager of Paratransit, and MR. FERRI provided a PowerPoint presentation on this item, which can be viewed at www.PalmBeachTPA.org/LCB. He reviewed Palm Tran service updates for the Fixed Route, Connection and Go Glades initiatives. He reviewed Palm Tran’s COVID-19 prevention initiatives, the status of the Connection Efficiencies Project (CEP), bus stop adjustments per Mr. Goodman’s request, and TD complaints.

There were no public comments received.

MR. GOODMAN thanked Palm Tran staff for the bus stop adjustments made due to his advocacy.

3.C. Partner Agency Updates

There were no partner agency updates received.

Ms. Tekesha Saffold left the meeting.

4. ADMINISTRATIVE ITEMS

4.A. Member Comments

MS. RAMNON expressed her disappointment in the missed opportunity to complete a rider survey for the CTC evaluation due to COVID-19.

MR. RAFAIDUS welcomed Ms. Yarnall to the LCB.

MS. MORLOK thanked the meeting attendees for their participation in the virtual meeting. She noted the System Safety Program Plan (SSPP) included in the TDSP should be updated soon to address the current climate.

There was a brief discussion on the SSPP with Palm Tran staff noting they update the SSPP annually, however FDOT has not completed an SSPP Certification since 2014.

MR. GOODMAN requested a digital copy of the CTC survey results.

MS. SCOTT expressed her appreciation of the meeting and information presented as it was very informative.

MS. CHRISMAN recognized the transportation workers for their service during COVID-19.

CHAIR GRANT requested TPA staff to research how the TPA can recognize transportation workers. He expressed the need for everyone to follow the COVID-19 preventative measures to protect themselves and those around them.

4.B. Next Meeting - July 29, 2020

4.C. Adjournment

There being no further business the meeting was adjourned at 3:38 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 **May 13, 2020** meeting of the Transportation Disadvantaged Local Coordinating Board, dated this 29th day of July, 2020.

Steven B. Grant

Mayor Steven Grant
LCB Chair

EXHIBIT A
Palm Beach County Transportation Disadvantaged Local Coordinating Board
Attendance Record: 2018-2020

Representative/Alternate Agency	Nov 14 2018	Feb 13 2019	May 29 2019	Aug 14 2019	Oct 30 2019	Feb 12 2020	May 13 2020
Mayor Steven Grant <i>Chair</i>	P	P	P	E	P	P	P
Tomas Boiton Citizen Advocate	A	E	P	A	A	E	A
Angela Choice FL Department of Veteran's Affairs	--	***P	A	P	P	P	P
Jeanie Chrisman Private Transportation	***E	--	***E	P	P	P	P
Elisa Cramer FL Department of Children & Families	P	--	***P	P	E	P	P
Elsa DeGoias Workforce Development Board	P	P	A	P	P	E	P
Marie Dorismond/Paula Scott Florida Department of Transportation	A	P	P	P	P	E	ALT
Robert Goodman Representative for the Disabled	P	P	P	E	P	P	P
Maria Hernandez/Marielisa Amador FL Agency for Healthcare Administration/ Medicaid Program	A	E	P	E	P	P	P
Robyn Manuel Department of Education/Division of Vocational Rehabilitation	--	--	***P	P	P	A	P
Angela Morlok Representative for the Elderly	P	A	P	P	P	P	P
David Rafaidus <i>Vice Chair</i> - Department of Community Services	P	A	P	P	P	P	P
Merlene Ramnon FL Department of Health for Palm Beach County	P	P	--	***E	P	A	P
Tekesha Saffold Citizen Advocate	A	P	P	E	E	E	P
Laura Schultze School District of Palm Beach County	P	P	P	A	E	P	P
Milory Senat/Mary Edwards Agency for Persons with Disabilities	P	P	P	ALT	P	P	P
Nancy Yarnall Area Agency on Aging	P	P	P	A	A	--	***P

*** New Appointment

P - Representative Present

ALT- Alternate Present

E - Excused

A - Absent

-- - Vacant

EXHIBIT A (cont.)

OTHERS PRESENT

Kurt Lehmann
Donna Raney
Yash Nagal
Jeremy Baker
Lou Ferri
Chad Hockman
Malissa Booth
Alyssa Frank
Grég Gabriel
Valerie Neilson
Margarita Pierce
Nick Uhren

REPRESENTING

Cambridge Systematics
Palm Beach County
Palm Tran
Palm Tran Connection
Palm Tran Connection
Palm Tran Connection
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency
Palm Beach Transportation Planning Agency

Signature: Steven B. Grant
Steven B. Grant (Oct 15, 2020 11:43 EDT)

Email: grants@bbfl.us