



Agenda

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940
Space Coast Room, Building C, Second Floor
May 15, 2023

- Item I. Call to Order 10:30 AM
- Item II. Introduction of Members
- Item III. Meeting Minutes
- Item IV. Reports
 - Section 3.01 Community Transportation Coordinator's Report
 - Section 3.02 Brevard County Transit Services Transportation Disadvantaged Performance Report Card
 - Section 3.03 Volunteers in Motion Report
 - Section 3.04 Transit Directors Update
- Item V. Old Business
 - Section 4.01 TCLCB Membership Update
- Item VI. New Business
 - Section 5.01 Update of the Transportation Disadvantaged Service Plan
 - Section 5.02 Approve the updated Policy PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB).
 - Section 5.03 Approval of the CTC Evaluation
- Item VII. Member Reports
- Item VIII. Public Comment
- Item IX. Adjournment

For recording purposes, please remember to speak directly into the microphone.

Public comments will be heard on items that do not appear on the agenda of this meeting. Please note that State Law and Administrative Rules prevent the Coordinating Board from taking any formal action on such items as discussed at this time. The Local Coordinating Board may schedule such items as act upon them in the future. The Chairperson is authorized to limit discussion, as necessary, with each commentary limited to three (3) minutes.

Notice: If a person desires to appeal any decision made by the Local Coordinating Board with respect to any matter considered at this meeting, 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 this proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. Persons seeking to preserve a verbatim transcript of the record must make those arrangements at their own expense.



The needs of hearing or visually impaired persons shall be met if the Transit Services Department is contacted at 321-952-4561 at least 48 hours prior to the public meeting by any person wishing assistance.

Local Coordinating Board Agenda Item

May 15, 2023

Item I. Call to Order

Discussion:

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 15, 2023

Item II. Introduction of Members

Discussion:

Requested Action:

No Action Required

Attachments:

Membership Listing

Brevard County Local Coordinating Board for Transportation Disadvantaged Program 2023

Community Transportation Coordinator:

Terry Jordan, Director Transit Services Department
Space Coast Area Transit
401 South Varr Avenue, Cocoa FL 32922
Phone: (321) 635-7815 Fax: (321) 633-1905
Terry.Jordan@BrevardFL.gov

Designated Official Planning Agency

Debbie Flynn, Transportation Planner
Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Building B, Melbourne FL 32940
Phone: (321) 690-6890 Fax: (321) 690-6827
Debbie.Flynn@sctpo.com

State Medicaid Operator

Vacant

Local Coordinating Board Attorney

Heather Balsler, Esq. Assistant County Attorney
2725 Judge Fran Jamieson Way, Building C, Melbourne FL 32940
Phone: (321) 633-2090 Fax: (321) 633-2096
Heather.Balsler@BrevardFL.gov

Commission for Transportation Disadvantaged

Kyle Mills Area 4 Project Manager
605 Suwannee Street MS-49, Tallahassee FL 32399-0450
Phone: (850) 410-5713 Fax: (850) 410-5752 T.D.D. 711
Kyle.Mills@Dot.State.FL.US

Brevard County Transit Services

Terry Jordan, Director Transit Services Department
Space Coast Area Transit
401 South Varr Avenue, Cocoa FL 32922
Phone: (321) 635-7815 Fax: (321) 633-1905
Terry.Jordan@BrevardFL.gov

Members

Name and Address	Representing	Term	Status
Andrea Young City of West Melbourne Council Member 728 Wyeth Street West Melbourne FL 32904-7400 Phone – (321) 480-2770 E-mail – Ayoung@westmelbourne.gov	Chair	Indefinite	Chair
Luciana Taylor Florida Department of Transportation 719 S Woodland Boulevard Deland FL 32720 Phone - (386) 943-5119 E-mail – Luciana.Taylor@DOT.state.fl.us	Florida Department of Transportation	Indefinite	Member
Vacant	Florida Department of Children & Families	Indefinite	-
Vacant	Public Education Community	Indefinite	-
Jennifer Shirreffs Vocational Rehabilitation 1970 Michigan Ave, Bldg A Cocoa, FL 32926 Phone – (321) 690-3280 Fax – (321) 690-3279 E-mail – Jennifer.shirreffs@vr.fldoe.org	Florida Department of Education	Indefinite	Member
Dennis Vannorsdall Veteran Services Office 2725 Judge Fran Jamieson Way Bldg. B Viera, FL 32940 Phone - (321) 633-2012 Fax – (321) 637-5432 Dennis.Vannorsdall@brevardfl.gov	Florida Department of Veteran’s Affairs	Indefinite	Member
Vacant	Florida Association of Community Action Agencies representing Economically Disadvantaged	Indefinite	-
Rocky Randels Mayor Emeritus City of Cape Canaveral PO Box 308 Cape Canaveral FL 32920 Phone – (321) 536-2864 R.Randels@cityofcapecanaveral.org	Persons over Sixty Representing Elderly of the County	Expires 02/24	Member
Camille Tate 2945 Kemblewick Dr, Apt 308 Melbourne, FL 32935 Phone – (321) 372-4899 E-mail – ctate2076@att.net	Disabled Representative	Expires 02/24	Member

Name and Address	Representing	Term	Status
Linda Howard 946 Golden Beach Blvd. Indian Harbor Beach, FL 32937 Phone - (321) 773-2691 LHoward@specialgatherings.com	Citizen Advocate	Expires 07/23	Vice-Chair
Jennifer Cleveland 2100 Hallwood Place Melbourne, FL 32901 Phone – (321) 302-3989 E-mail – 33jencl@gmail.com	Citizen Advocate	Expires 07/23	Member
Vacant	State Coordinating Council for Early Childhood Services – Children at Risk	Indefinite	-
Karla Radka Senior Resource Alliance 988 Woodcock Road, Suite 200 Orlando, FL 32803 Phone – (407) 514-1802 Fax – (407) 228-1835 E-mail karla.radka@sraflorida.org	Florida Department of Elder Affairs	Indefinite	Member
Vacant	Private for Profit or Non- Profit Transportation Industry	Indefinite	-
Victoria Anderson Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone – (407) 420-2483 Victoria.Anderson@ahca.myflorida.com	Florida Agency for Health Care Administration	Indefinite	Member
Vacant	Regional Workforce Board	Indefinite	-
Vacant	Representative Local Medical Community	Indefinite	-

Alternates

Name and Address	Representing	Term	Status
Carlos M. Colón Florida Department of Transportation 420 W. Landstreet Dr Orlando, FL 32824 Phone - (407) 319-8174 E-mail – Carlos.Colon@DOT.state.fl.us	Florida Department of Transportation	Indefinite	Alternate
Vacant	Florida Department of Children & Families	Indefinite	-
Vacant	Public Education Community	Indefinite	-
Audrey Turner Division of Blind Services 1970 Michigan Ave, A-2 Cocoa, FL 32926 Phone – (321) 634-3680 E-mail – Audrey.Turner@dbs.fldoe.org	Vocational Rehabilitation or Division of Blind Services	Indefinite	Alternate
Vacant	Florida Department of Veteran’s Affairs	Indefinite	-
Arlene Naulty 3924 Southwind Drive West Melbourne FL 32904 Phone – (321) 768-9500 Cell – (321) 890-2839 Email – Amnaulty@aol.com	Persons over Sixty Representing Elderly of the County	Expires 02/24	Alternate
Felicia Wilson 1418 Brook Dr Titusville, FL 32780 Phone – (321) 593-6605 E-mail –	Disabled Representative	Expires 02/24	Alternate
James Springer 20 Sutton Street Rockledge FL 32955 Phone – (321) 863-8365 Email –	Citizen Advocate	Expires 07/23	Alternate
Vacant	Citizen Advocate/ System User	Expires	-
Vacant	Local Representative for Children at Risk	Indefinite	-
Vacant	Florida Department of Elder Affairs	Indefinite	-
Vacant	Private for Profit or Non-Profit Transportation Industry	Indefinite	-

Name and Address	Representing	Term	Status
Glorybee Perez Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone – (407) 420-2493 Glorybee.Perez@ahca.myflorida.com	Designee Agency for Health Care Administration	Indefinite	Alternate
Vacant	Regional Workforce Board	Indefinite	-
Vacant	Representative Local Medical Community	Indefinite	-

03/01/2022

Local Coordinating Board Agenda Item

May 15, 2023

Item III. Meeting Minutes

Discussion:

Requested Action:

Approve the Meeting Minutes for February 24, 2023

Attachments:

Draft Meeting Minutes, February 24, 2023



Meeting Minutes

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940

Florida Room, Building C, Third Floor

February 24, 2023 10:30 A.M. Call to Order

Item I. Introduction of Members

Member	Representing	08/08/2022	11/07/2022	02/24/2023
Andrea Young, Chair	Elected Official	Present	Present	Present
Vacant	Florida Department of Children & Families	Vacant	Vacant	Vacant
Luciana Taylor	Florida Department of Transportation	Present	Present	Absent
Vacant	Public Education Community	Vacant	Vacant	Vacant
Jennifer Shirreffs	Florida Department of Education	Present	Present	Present
Dennis Vannorsdall	Florida Department of Veteran’s Affairs	Present	Present	Present
Vacant	Florida Association of Commission Action Agencies	Vacant	Vacant	Vacant
Rocky Randels	Persons over 60 Representative	Absent	Absent	Absent
Camille Tate	Disabled Representative	Present	Present	Present
Linda Howard Vice – Chair	Citizen Advocate	Present	Present	Present
Vacant	State Services – Children at Risk	Vacant	Vacant	Vacant
Karla Radka	Florida Department of Elder Affairs	Absent	Absent	Absent



Member	Representing	08/08/2022	11/07/2022	02/24/2023
Victoria Anderson	Florida Agency for Healthcare Administration	Present	Present	Present
Jennifer Cleveland	Citizen Advocate System User	Present	Absent	Absent
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	08/08/2022	11/07/2022	02/24/2023
Carlos Colon	Florida Department of Transportation	Absent	Absent	Present
Audrey Turner	Vocational Rehabilitation or Division of Blind Services	Absent	Absent	Absent
Arlene Naulty	Persons over 60 Representative	Present	Present	Absent
Felicia Wilson	Disabled Representative	Present	Present	Present
James Springer	Citizen Advocate	Present	Present	Present
Vacant	Florida Department of Elder Affairs	Vacant	Vacant	Vacant
Glorybee Perez	Florida Agency for Healthcare Administration	Absent	Absent	Absent

Others Present	Representing
Terry Jordan	Space Coast Area Transit
Ken Harley	Space Coast Area Transit
Lance Parker	Space Coast Area Transit
Karen Petters	Space Coast Area Transit
Yvonne Miles	Space Coast Area Transit
Carmen Baez	Space Coast Area Transit
Roderick Carter	Space Coast Area Transit
Debbie Flynn	Space Coast Transportation Planning Organization
Heather Balsler	Brevard County Attorney's Office
Jennifer Stabler	Special Gatherings



Meeting commenced at 10:30 am.

Item II. Meeting Minutes

Approval of Board Meeting Minutes from February 24, 2023 Regular Board Meeting.

Motion to approve meeting minutes: Camile Tate

Seconded: Carlos Colon

Motion passed unanimously.

Item III. Reports

Section 3.01 Community Transportation Coordinator's Report – Carmen Baez Presented the report.

Section 3.02 Brevard County Transit Services Transportation Disadvantaged Performance Report Card – Presented by Carmen Baez.

No questions were asked regarding the report card.

Section 3.03 Community Transportation Coordinator Evaluation Update – Presented by Ken Harley.

Recently Ken Harley explained the Community Transportation Coordinator evaluation is conducted by the staff of the Space Coast Transportation Planning Organization and that the evaluation is done on an annual basis. He stated that the CTC evaluates how the CTC conducts its business in compliance with Florida Statutes Chapter 427 and Florida Administrative Code 41-2 and Chapter 14-90. Ken stated that in addition vehicles are inspected, rides are taken, clients and purchasing agencies are surveyed, and the eligibility process is reviewed. He stated that the draft report was recently returned to the TPO and staff is awaiting the final report.

Carlos Colon asked are there any addition evaluations coming up? Ken stated that Space Coast Area Transit is currently in the and Federal Transit Administration (FTA) Triennial Review process. The information for the desk audit has been submitted and Transit staff are currently awaiting a response on the date of the virtual visit.

Section 3.04- Volunteers in Motion Report – Presented by Carmen Baez.

Transit Services had a booth at the Boomer Day in November and the Founders Day Parade. Approximately 653 requests are received a month for Volunteer in Motion (VIM) services and most were from the south and central part of the County. No questions were asked.



Section 3.05 Directors Report – Presented by Terry Jordan.

Terry stated paratransit ridership is currently averaging about 5500-5600 trips per month. Also, staff presented four items at the Board of County Commissioners meeting, included were;

- 1) Corridor Grants, which provides funding for A1A and State Road 520 at approximately \$439,000 each.
 - 2) Block Grant 1.8 million which requires a local 50% match from the general fund. This generally pays for fuel purchases and benefits for our transit employees.
 - 3) 5310 funding, we have applied to purchase five new E450 vehicles to replace the older Champion vehicles, these vehicles will provide transit service to the elderly and disabled community.
 - 4) The last item was for the update Public Transportation Agency Safety Plan (PTASP). This is a requirement to receive federal funding. All items passed for which the application was submitted without any concerns noted.
- In addition to the vehicles we will be purchasing for which the application was submitted, FTA recognizes that it is now taking much longer for new vehicles to come in. To help combat the shortage and delivery issues, FTA has announced that recipients of FTA financial assistance are now eligible for a 24-month waiver on the purchase of vehicles between November 1, 2022, and October 31, 2024. For certain vehicle types and sizes, this waiver is granted to allow a useful life extension of two (2) years, or 50,000 miles. As a result, we have sent five (5) vehicles to be rehabilitated.
 - Staff will be submitting a Low or No Emissions Grant application to the Federal Transit Administration (FTA) for replacement transit vehicles. This is a competitive grant.
 - Port Canaveral will be installing three new shelters at their expense. Our next group of shelters will be along State Road 520 in Merritt Island. We are also in conversation with the City of Cocoa about installation of shelters on Clearlake Road in conjunction with the FDOT roadway improvement project, which will be implemented to enhance pedestrian safety.



Item IV. New Business

Section 4.01 TDLCB Membership discussion regarding unfilled positions

- Discussion on strategies to fill the vacancies on the Board. Terry stated the as the CTC our role was more as in an advisory capacity. There are several existing members who have not attended meetings lately. The Transportation Planning Organization (TPO) department will be responsible for calling those members who have not been in attendance to see if they would like to continue serving on the Board. According to the Local Coordinating Board bylaws if a member misses 3 consecutive meetings the committee member can be removed from the Board.
- The Chair asked Terry for clarification on that question, whether it was three (3) consecutive meetings or three (3) unexcused absences? He stated that according to our bylaws, it is three (3) consecutive meetings.
- The Chair asked about the Regional Intermodal Connections Committee (RICC) meeting about Brightline and if we get a stop in Cocoa, how do we get customers to use the buses.
- The 321 Transit App is the best tool to use;321 Transit App and Token Transit are in place and they are in use and Transit Services would need to add or modify a route to best serve the discussed location to accommodate Brightline.

Item V. Member Reports

No member Reports

Item VI. Public Comments

No Public Comments

Item VII. Adjournment

Adjournment: Next meeting is May 15th.

Meeting Adjourned at 11:19 am.

Local Coordinating Board Agenda Item

May 15, 2023

Item IV. Reports

Section 3.01 Community Transportation Coordinator's Report

Discussion:

Carmen Baez, Space Coast Area Transit Mobility Manager will present

Requested Action:

No Action Requested

Attachments:

Community Transportation Coordinator's Report

Community Transportation Coordinator Report

May 15, 2023

Founders Day Parade – January 15th

Cocoa PD Training at Cocoa Transit Center – February 15th

Citizen Academy at Cocoa Transit Center – February 23rd

Token Transit Fare Validator Demo – March 2nd

Blind Association for the Advancement of the Blind speaking engagement – March 3rd

Natural Resources Special Trip – March 16th

Job Fair at Viera Government Ctr – March 16th

ELI Retreat – March 29th

ESFC Disability Awareness Week:

- Titusville Campus – Monday, April 3rd
- Melbourne Campus – Tuesday, April 4th
- Cocoa Campus – Wednesday, April 5th
- Palm Bay – Thursday, April 6th

Hurricane Expo – Addison Center Viera – April 22nd

CBDG Tour, Housing and Human Services – April 14th

Trolley Info sharing with Volusia Transit – April 20th

UMO Fare Collection Demo – April 20th

Moovel Automated Fare Collection Demo – April 21st

Mass Transit Industry Call – April 26th

Helping Hands Family Festival – Palm Bay - Saturday, April 29th



Local Coordinating Board Agenda Item

May 15, 2023

Item IV. Reports

Section 3.02 Brevard County Transit Services Transportation Disadvantaged
Performance Report Card

Discussion:

The attached report is for the Local Coordinating Board Member's information and review

Requested Action:

No Action Required

Attachments:

Transportation Disadvantaged Performance Report Card

Local Coordinating Board Agenda Item

May 15, 2023

Item IV. Reports

Section 3.03 Volunteers in Motion Report

Discussion:

Lori Hamilton, Program Supervisor, Volunteers in Motion will present the update.

Requested Action:

No Action Required

Attachments:

Volunteers in Motion Quarterly Report

LCB AGENDA ITEM

Title: Volunteers in Motion (VIM)

This report is an update for the Volunteers in Motion Program.

Program Developments:

Recruitment:

Opportunities exist within the Volunteers in Motion program for volunteer Vehicle Operators and volunteer Support Staff for both the north and south offices.

Contact: Lori Hamilton, VIM Coordinator, at 321-635-7999 or 321-506-7041 for more information.

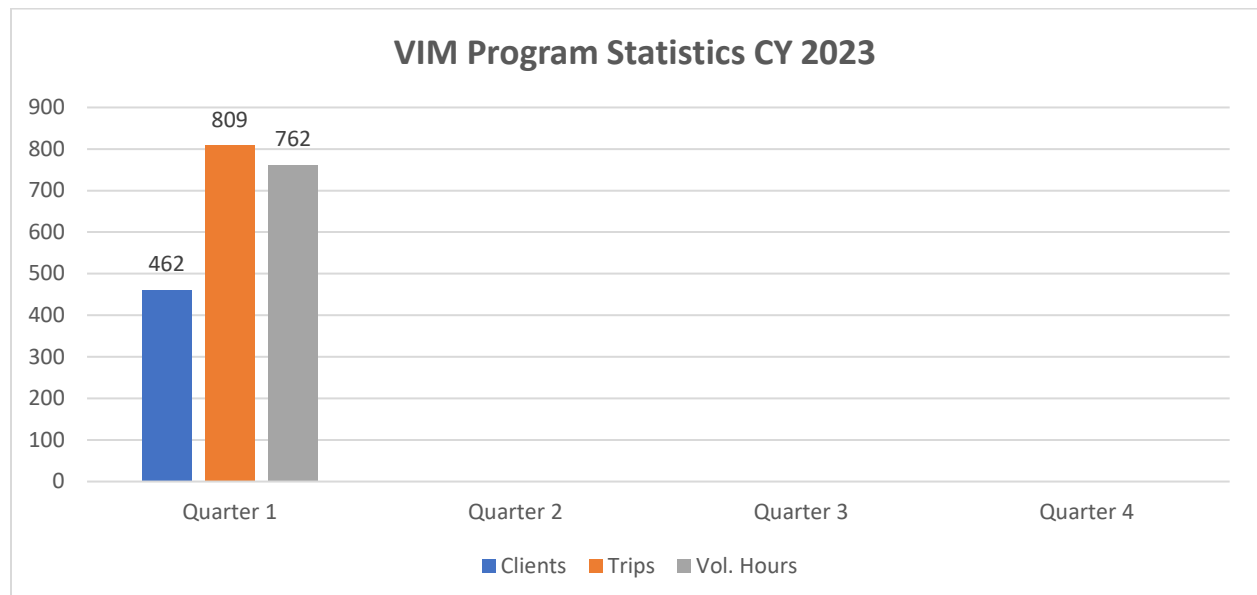
Volunteers in Motion has a career opportunity for a full-time Transit Customer Service Representative. Interested parties can find more information by going online to Brevard County Human Resources.

Active Volunteers: 18

New Volunteers: 0

General:

Boomer Guide Expo was held on **Friday, March 17, 2023 from 9am to 12pm** at the Hilton Rialto, 200 Rialto Place in Melbourne. This event was successful and offered informative exhibits dedicated to our senior population.



Local Coordinating Board Agenda Item

May 15, 2023

Item IV. Reports

Section 3.04 Transit Directors Update

Discussion:

The update will be provided at the meeting for the Local Coordinating Board Member's information and review.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 15, 2023

Item V. Old Business

Section 4.01 TDLCB Membership Update

Discussion:

The update will be provided at the meeting for the Local Coordinating Board Member's information and review.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 15, 2023

Item VI. New Business

Section 5.01 Update of the Transportation Disadvantaged Service Plan

Discussion:

Will be presented at the meeting.

Requested Action:

Attachments:

Local Coordinating Board Agenda Item

May 15, 2023

Item VI. New Business

Section 5.02 Approve the Updated Policy PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB).

Discussion:

The Space Coast TPO operates through established policies and procedures. These policies are periodically reviewed by both staff and TPO legal counsel to make sure that the latest legal references are included and reflect the most current rules and regulations.

Through an annual review of Policy PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB), it was discovered that an update was required to reflect the most current rules and regulations per the Florida Administrative Code Rule 41-2.012 and Section 427.0157, Florida Statute. The attached Policy PLC-8, TDLCB reflects the appropriate changes.

Requested Action:

Approve the updated Policy PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB).

Attachments:

- Track changes version of Policy PLC-8, TDLCB, **Attachment A**
- Clean version of Policy PLC-8, TDLCB, **Attachment B**

Attachment A

Policy PLC-8: Transportation Disadvantaged Local Coordinating Board (TDLCB)

1.0 TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB).

(A) The Space Coast Transportation Planning Organization (SCTPO), in accordance with Chapter 427, Florida Statutes, hereby establishes the ~~TDLCB Transportation Disadvantage Coordinating Board~~. The general purpose and duties of the ~~TDLCB Transportation Disadvantage Coordinating Board~~ are to:

(1) Review and approve the coordinated community transportation disadvantaged service plan, including the Memorandum of Agreement between the Commission for the Transportation Disadvantaged ~~Transportation Disadvantaged Commission~~ and the Community Transportation Coordinator, prior to submittal to the Commission;

(2) Evaluate services provided in meeting the approved plan;

(3) In cooperation with the community transportation coordinator, review and provide recommendations, to the Commission for the Transportation Disadvantaged ~~State Transportation Disadvantage Commission~~ (hereinafter called "the Commission") on funding applications affecting the transportation disadvantaged;

(4) Assist the community transportation coordinator in establishing eligibility guidelines and priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.

~~(5)~~ (4) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;

~~(6)~~ (5) Evaluate multi-county or regional transportation opportunities; and

~~(7)~~ (6) Work cooperatively with local workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program. ~~Assist the Community Transportation coordinator in establishing priorities with regard to recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies.~~

(B) Membership ~~Membership~~. The membership of the ~~TDLCB Transportation Disadvantage Coordinating Board~~, organizational structure, and specific responsibilities shall consist of the members as designated and in accordance with the rule Florida Administrative Code Rule 41-2.012, Florida Administrative Code, and section Chapter 427.0157, Florida Statute

(1) The following agencies or groups shall be represented on the Board as voting members:

(a) An elected official appointed by the TPO (The TPO shall appoint an elected official as the Chair);

(b) A local representative of the Florida Department of Transportation;

(c) A local representative of the Florida Department of Children and Family Services;

(d) A local representative of the Public Education Community which could include, but not limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;

(e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation, or the Division of Blind Services, representing the Department of Education;

(f) A person recommended by the local Veterans Service Office representing the veterans of the county;

~~(g)~~ (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;

~~(h)~~ (g) A person over sixty representing the elderly in the county;

- (i) ~~(h)~~ A person with a disability representing the disabled in the county;
- (j) ~~(i)~~ Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (k) ~~(j)~~ A local representative for children at risk;
- (l) ~~(k)~~ In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (m) ~~(l)~~ A local representative of the Florida Department of Elderly Affairs;
- (n) ~~(m)~~ An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;
- (o) ~~(n)~~ A local representative of the Florida Agency for Health Care Administration;
- (p) ~~(o)~~ A local representative of the Agency for Person with Disabilities;
- (q) ~~(p)~~ A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- (r) ~~(q)~~ A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department, or other home and community based services. ~~;~~ and
- (~~r~~) ~~A representative recommended by the local Veterans Service Office representing the veterans of Brevard County.~~

(2) Alternate members.

(a) Alternate representatives on the board shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the TDLCB, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend board meetings and participate in debate. All appointed alternate members who are attending a meeting as a sitting member on the TDLCB are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in section 112.3143, Florida Statutes, or as specified in section 286.012, Florida Statutes. Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest. If both the appointed and alternate member attend the same meeting, only the appointed member may vote on items.

(b) All members of the TDCB may have their appointing agency or organization designate, in writing, an alternate who may vote only in the absence of that member. All members not representing an agency or organization may have an alternate, who may vote only in the absence of that member, appointed for them by Space Coast Area Transit.

(3) ~~(2) Technical Advisors~~ Technical Advisors. Upon majority vote of the quorum of the coordinating board, technical advisors may be approved for the purpose of providing the coordinating board with technical advice as necessary. The technical advisors shall not be allowed to vote.

(4) Non-Voting Members. Additional non-voting advisers may be appointed by the SCTPO.

(C) Appointment of Chair ~~Appointment of Chair.~~ A current ~~An active~~ member of the Space Coast TPO Governing Board shall be elected each year by the Governing Board to serve as the official Chair for all TDLCB meetings. If for any reason the appointed Chair is unable to fulfill said Chair's term the SCTPO Governing Board will select a replacement.

(D) Appointment to the TDLCB ~~Appointment to the TDLCB.~~ The SCTPO shall appoint the non-agency members of the Coordinating Board. In making appointments, the SCTPO shall consider membership and alternate membership nominations made by the Transportation Disadvantaged Local Coordinating Board Nominating Committee. The Transportation Disadvantaged Local Coordinating Board Nominating Committee shall not have jurisdiction to recommend membership and alternate

membership appointments for agency positions to the TDLCB. Except for the Chair, the members and alternate members of the Board shall be appointed for three (3) year staggered terms. The Chair shall serve until replaced by the SCTPO Space Coast Transportation Planning Organization. No employee of the Community Transportation Coordinator shall serve as a voting member of the Coordinating Board. However, an elected official serving as chair of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation, shall not be precluded from serving as voting members of the Coordinating Board.

(E) Termination of Membership. Any non-agency members of the board may resign at any time by notice in writing to the chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the chairperson. Each member of the Board is expected to demonstrate interest in the board's activities through attendance of the scheduled meetings. The SCTPO shall review, and consider rescinding the appointment of any voting non-agency member of the board who fails to attend three (3) consecutive meetings. The staff of the TDLCB shall contact department supervisors of all members representing an agency who fail to attend three (3) consecutive meetings to discuss possible termination of an appointment or appointment of a new representative.

(F) ~~(E)~~ TDLCB Nominating Committee TDLCB Nominating Committee. The committee shall consist of three (3) members, the TDLCB Chair, one (1) Space Coast Area Transit staff member, and one (1) SCTPO staff member. This committee will select new or replacement members for vacancies from eligible applicants within the county for non-agency mandated positions, to be approved by the SCTPO Governing Board. The committee shall consist of two (2) members appointed by the SCTPO Governing Board Chair from the SCTPO Governing Board, the Technical Advisory Committee, or the Citizens Advisory Committee and one (1) member of the Transportation Disadvantaged Local Coordinating Board. The term of service on the committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members are eligible for reappointment. The SCTPO Governing Board Chair shall select a chair. The Chair of the committee shall call and preside at all meetings of the committee. At least two (2) of the voting members of the committee must be present for the committee to conduct business.

(1) — The nominating committee shall meet as often as necessary to recommend nominations of members to the Transportation Disadvantaged Local Coordinating Board for appointment by the SCTPO Governing Board. Persons interested in appointment should submit a letter of interest or resume to the SCTPO Executive Director, Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida 32940.

(2) — The nominating committee shall review the letters of interest or resumes of interested persons and may interview interested persons. The committee shall also receive and consider recommendations by the SCTPO Executive Director. The committee will recommend nominees for appointment by the SCTPO Governing Board to the Transportation Disadvantages Local Coordinating Board. All meetings of the Committee shall be notices, are open to the public, and are subject to the Government in the Sunshine Act, Section 286.011, Florida Statutes.

(G) ~~(F)~~ Duties of the TDLCB: Duties of the TDLCB.

(1) The Board 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 the members of the Board voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the next meeting after the election, or until a successor shall be elected, whichever event shall occur later in time. In the event of the Chair absence, the Vice-Chair shall assume the duties of the Chair and conduct the meeting. In the event of the absence of vice-chair, the TDLCB members will select a member to temporarily assume the duties of the vice-chair and conduct the meeting.

(2) The Board shall meet at least quarterly as required by section Chapter 427.0157, Florida Statutes, Statute, and shall perform the following duties as specified in rule Rule 41-2, Florida Administrative Code:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Transportation Disadvantaged Commission and the Chair of the SCTPO Space Coast Transportation Planning Organization.

(b) Annually, provide the Transportation Disadvantaged Commission and the SCTPO with an evaluation of the community transportation coordinator's performance in general and relative to Transportation Disadvantaged Commission and local standards as referenced in rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable.

(c) ~~(b)~~ Annual public hearing. The Board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Brevard County;

(d) ~~(c)~~ Review and approve the Memorandum of Agreement between the Community Transportation Coordinator and the Commission for Transportation Disadvantaged Transportation Disadvantaged Commission, including the Coordinated Community Transportation Disadvantaged Service Plan;

(e) ~~(d)~~ On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the SCTPO Space Coast Transportation Planning Organization with an evaluation of the Coordinator's performance in general and relative to the Commission for Transportation Disadvantaged Transportation Disadvantaged Commission standards and the completion of the annual service plan. Recommendations relative to performance and the renewal of the Coordinator's contract shall be included in the report;

(f) ~~(e)~~ In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission for Transportation Disadvantaged Transportation Disadvantage Commission and the SCTPO Space Coast Transportation Planning Organization on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner;

(g) ~~(f)~~ Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;

(h) ~~(g)~~ Appoint a Grievance Subcommittee to process and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator Transportation Disadvantaged Coordinator, and make recommendations to the TDLCB Transportation Disadvantaged Local coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner;

(i) ~~(h)~~ Appoint a member to the Nominating Committee to recommend potential candidates to the Space Coast Transportation Planning Organization for appointments;

(j) In coordination with the Community Transportation Coordinator, jointly develop applications for funds that may become available;

(k) ~~(i)~~ Prepare by October 1st an Annual Report to be consolidated with the Community Transportation Coordinator's Annual Operating Report, outlining the accomplishments and activities or other areas of interest to the Transportation Disadvantaged Commission for Transportation

~~Disadvantaged and the Space Coast Transportation Planning Organization SCTPO for the most recent operating year period;~~

(j) ~~(k)~~ Consolidate the annual budget estimates of local, district, state, agency, and federal government transportation disadvantaged funds and forward said information to the Commission for Transportation Disadvantaged Transportation Disadvantaged Commission no later than September 15 December 4 for reporting purposes. A copy of the consolidated report shall be provided to the SCTPO Space Coast Transportation Planning Organization for planning purposes;

(k) ~~(l)~~ Assist SCTPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP); and -

~~(m) Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the Coordinating Board annual report to the Transportation Disadvantaged Commission; and~~

(l) ~~(n)~~ Review and approve the Coordinated Transportation Development Plan for consistency with approved minimum guidelines and the goals and objectives of the Coordinating Board.

(H) ~~(G)~~ Grievance Subcommittee. Grievance Subcommittee. The grievance subcommittee shall be comprised of five (5) voting members of the Transportation Disadvantaged Local Coordinating Board. The term of service on the grievance subcommittee shall be for a period of time beginning on January 1st and ending on December 31st of each year, or until new committee members are appointed, whichever event shall occur later in time. Members are eligible for reappointment by the Coordinating Board. The officers of the subcommittee shall be the Chair and the vice Chair, who shall be designated by the Coordinating Board. The Chair of the subcommittee shall call and preside at all meetings of the subcommittee. The Vice Chair shall serve as Chair in the absence of the Chair. At least three (3) of the voting members of the subcommittee must be present for the subcommittee to conduct business.

(I) ~~(H)~~ Coordinating Board procedures. Coordinating Board Procedures.

(1) A majority of the total filled memberships of the TDLCB shall constitute a quorum. No official action shall be taken without a quorum. No motion shall be adopted by the TDLCB, except upon the affirmative vote of a simple majority of the voting members attending the meeting. A quorum consists of six (6) voting members. Roberts Rules of Order, as revised, latest edition, shall be used to govern proceedings of the TDLCB Transportation Disadvantaged Local Coordinating Board and its subcommittees.

(2) Continuance and Deferrals.

(a) The TDLCB may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, section s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

(b) If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the TDLCB chair SCTPO Executive Director, or said chair's director's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, section s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

(3) Rescheduled meeting dates. Prior to the advertised public hearing, if the TDLCB chair SCTPO Executive Director, or the chair's director's designee, determines that a quorum physically present at the meeting site cannot be obtained, the TDLCB chair SCTPO Executive Director, the chair's director's designee, may direct that the meeting will be continued until a specific date and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the date and time to which the meeting

was continued, and prior to the meeting, notice must be conspicuously posted on the SCTPO's internet web-site.

(4) *Emergency meetings.* The TDLCB may hold an emergency meeting, for the purpose of acting upon matters in the judgment of the TDLCB requiring and necessitating immediate action prior to the next regularly scheduled meeting of the TDLCB. The form of notice shall be as set forth in Section 4 above, except that notice need not be given at least seven (7) days before the meeting. The agenda and notice of the meeting shall be posted conspicuously on the SCTPO web-site, if operative, at the earliest reasonable time possible.

(5) *Virtual meetings.* The TDLCB, or a committee thereof, may hold meetings virtually using communications media technologies during certain declared state of emergencies. In a state of emergency, where the law permits these technologies may be used in lieu of in person meetings. During this time, meetings will be publicly noticed, and public comment will be available. Further instruction providing greater detail will be provided on a case by case basis at the time.

Virtual meeting outreach tools and public access shall follow the latest adopted public participation plan.

(6) (4) *Reliance on information presented by applicant.* The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(7) (5) *Documents submitted at any public hearing.* The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The original public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.

(J) (4) *Staff.* Staff. The Space Coast Area Transit TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in section Chapter 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

(K) (J) *Communication.* ~~Communication.~~ The SCTPO authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with rule Rule 41-2 Florida Administrative Code (FAC).

The undersigned hereby certifies that she is the Chair of the Space Coast Transportation Planning Organization Governing Board and that the foregoing is a full, true, and correct copy of the policies of the Transportation Disadvantaged Local Coordinating Board as adopted by the Space Coast Transportation Planning Organization Governing Board for the Transportation Disadvantaged Local Coordinating Board, the ___ day of _____, 2023.

Andrea Young, SCTPO Governing Board Chair

Attachment B

Policy PLC-8: Transportation Disadvantaged Local Coordinating Board (TDLCB)

1.0 TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB).

(A) The Space Coast Transportation Planning Organization (SCTPO), in accordance with Chapter 427, Florida Statutes, hereby establishes the TDLCB. The general purpose and duties of the TDLCB are to:

(1) Review and approve the coordinated community transportation disadvantaged service plan, including the Memorandum of Agreement between the Commission for the Transportation Disadvantaged and the Community Transportation Coordinator, prior to submittal to the Commission;

(2) Evaluate services provided in meeting the approved plan;

(3) In cooperation with the community transportation coordinator, review and provide recommendations, to the Commission for the Transportation Disadvantaged (hereinafter called "the Commission") on funding applications affecting the transportation disadvantaged;

(4) Assist the community transportation coordinator in establishing eligibility guidelines and priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.

(5) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;

(6) Evaluate multi-county or regional transportation opportunities; and

(7) Work cooperatively with local workforce development boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

(B) *Membership.* The membership of the TDLCB, organizational structure, and specific responsibilities shall consist of the members as designated and in accordance with the rule 41-2.012, Florida Administrative Code, and section 427.0157, Florida Statute

(1) The following agencies or groups shall be represented on the Board as voting members:

(a) An elected official appointed by the SCTPO (the SCTPO shall appoint an elected official as the chair);

(b) A local representative of the Florida Department of Transportation;

(c) A local representative of the Florida Department of Children and Family Services;

(d) A local representative of the Public Education Community which could include, but not limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;

(e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation, or the Division of Blind Services, representing the Department of Education;

(f) A person recommended by the local Veterans Service Office representing the veterans of the county;

(g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;

(h) A person over sixty representing the elderly in the county;

(i) A person with a disability representing the disabled in the county;

(j) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;

(k) A local representative for children at risk;

(l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the

Community Transportation Coordinator;

(m) A local representative of the Florida Department of Elderly Affairs;

(n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;

(o) A local representative of the Florida Agency for Health Care Administration;

(p) A local representative of the Agency for Person with Disabilities;

(q) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and

(r) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department, or other home and community based services.

(2) *Alternate members.*

(a) Alternate representatives on the board shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the TDLCB, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend board meetings and participate in debate. All appointed alternate members who are attending a meeting as a sitting member on the TDLCB are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in section 112.3143, Florida Statutes, or as specified in section 286.012, Florida Statutes. Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest. If both the appointed and alternate member attend the same meeting, only the appointed member may vote on items.

(b) All members of the TDCB may have their appointing agency or organization designate, in writing, an alternate who may vote only in the absence of that member. All members not representing an agency or organization may have an alternate, who may vote only in the absence of that member, appointed for them by Space Coast Area Transit.

(3) *Technical Advisors.* Upon majority vote of the quorum of the coordinating board, technical advisors may be approved for the purpose of providing the coordinating board with technical advice as necessary. The technical advisors shall not be allowed to vote.

(4) *Non-Voting Members.* Additional non-voting advisers may be appointed by the SCTPO.

(C) *Appointment of Chair.* A current member of the Space Coast TPO Governing Board shall be elected each year by the Governing Board to serve as the official Chair for all TDLCB meetings. If for any reason the appointed Chair is unable to fulfill said Chair's term the SCTPO Governing Board will select a replacement.

(D) *Appointment to the TDLCB.* The SCTPO shall appoint the non-agency members of the Coordinating Board. In making appointments, the SCTPO shall consider membership and alternate membership nominations made by the Transportation Disadvantaged Local Coordinating Board Nominating Committee. The Transportation Disadvantaged Local Coordinating Board Nominating Committee shall not have jurisdiction to recommend membership and alternate membership appointments for agency positions to the TDLCB. Except for the Chair, the members and alternate members of the Board shall be appointed for three (3) year staggered terms. The Chair shall serve until replaced by the SCTPO. No employee of the Community Transportation Coordinator shall serve as a voting member of the Coordinating Board. However, an elected official serving as chair of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation, shall not be precluded from serving as voting members of the Coordinating Board.

(E) *Termination of Membership.* Any non-agency members of the board may resign at any time by notice in writing to the chairperson. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the chairperson. Each member of the Board is expected to demonstrate interest in the board's activities through attendance of the scheduled meetings. The SCTPO shall review, and consider rescinding the appointment of any voting non-agency member of the board who fails to attend three (3) consecutive meetings. The staff of the TDLCB shall contact department supervisors of all members representing an agency who fail to attend three (3) consecutive meetings to discuss possible termination of an appointment or appointment of a new representative.

(F) *TDLCB Nominating Committee.* The committee shall consist of three (3) members, the TDLCB Chair, one (1) Space Coast Area Transit staff member, and one (1) SCTPO staff member. This committee will select new or replacement members for vacancies from eligible applicants within the county for non-agency mandated positions, to be approved by the SCTPO Governing Board.

(G) *Duties of the TDLCB.*

(1) The Board 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 the members of the Board voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the next meeting after the election, or until a successor shall be elected, whichever event shall occur later in time. In the event of the Chair absence, the Vice-Chair shall assume the duties of the Chair and conduct the meeting. In the event of the absence of vice-chair, the TDLCB members will select a member to temporarily assume the duties of the vice-chair and conduct the meeting.

(2) The Board shall meet at least quarterly as required by section 427.0157, Florida Statutes, and shall perform the following duties as specified in rule 41-2, Florida Administrative Code:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Transportation Disadvantaged Commission and the Chair of the SCTPO.

(b) Annually, provide the Transportation Disadvantaged Commission and the SCTPO with an evaluation of the community transportation coordinator's performance in general and relative to Transportation Disadvantaged Commission and local standards as referenced in rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable.

(c) Annual public hearing. The Board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Brevard County;

(d) Review and approve the Memorandum of Agreement between the Community Transportation Coordinator and the Commission for Transportation Disadvantaged, including the Coordinated Community Transportation Disadvantaged Service Plan;

(e) On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the SCTPO with an evaluation of the Coordinator's performance in general and relative to the Commission for Transportation Disadvantaged standards and the completion of the annual service plan;

(f) In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission for Transportation Disadvantaged and the SCTPO on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and

efficient manner;

(g) Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;

(h) Appoint a Grievance Subcommittee to process and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator, and make recommendations to the TDLCB for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner;

(i) In coordination with the Community Transportation Coordinator, jointly develop applications for funds that may become available;

(j) Consolidate the annual budget estimates of local, district, state, agency, and federal government transportation disadvantaged funds and forward said information to the Commission for Transportation Disadvantaged no later than September 15 for reporting purposes. A copy of the consolidated report shall be provided to the SCTPO for planning purposes;

(k) Assist SCTPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP); and

(l) Review and approve the Coordinated Transportation Development Plan for consistency with approved minimum guidelines and the goals and objectives of the Coordinating Board.

(H) *Grievance Subcommittee.* The grievance subcommittee shall be comprised of five (5) voting members of the Transportation Disadvantaged Local Coordinating Board. The term of service on the grievance subcommittee shall be for a period of time beginning on January 1st and ending on December 31st of each year, or until new committee members are appointed, whichever event shall occur later in time. Members are eligible for reappointment by the Coordinating Board. The officers of the subcommittee shall be the Chair and the vice Chair, who shall be designated by the Coordinating Board. The Chair of the subcommittee shall call and preside at all meetings of the subcommittee. The Vice Chair shall serve as Chair in the absence of the Chair. At least three (3) of the voting members of the subcommittee must be present for the subcommittee to conduct business.

(I) *Coordinating Board procedures.*

(1) A majority of the total filled memberships of the TDLCB shall constitute a quorum. No official action shall be taken without a quorum. No motion shall be adopted by the TDLCB, except upon the affirmative vote of a simple majority of the voting members attending the meeting. Roberts Rules of Order, as revised, latest edition, shall be used to govern proceedings of the TDLCB and its subcommittees.

(2) *Continuance and Deferrals.*

(a) The TDLCB may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, section 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

(b) If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the TDLCB chair, or said chair's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at

the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, section 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

(3) *Rescheduled meeting dates.* Prior to the advertised public hearing, if the TDLCB chair, or the chair's designee, determines that a quorum physically present at the meeting site cannot be obtained, the TDLCB chair, the chair's designee, may direct that the meeting will be continued until a specific date and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the date and time to which the meeting was continued, and prior to the meeting, notice must be conspicuously posted on the SCTPO's internet web-site.

(4) *Emergency meetings.* The TDLCB may hold an emergency meeting, for the purpose of acting upon matters in the judgment of the TDLCB requiring and necessitating immediate action prior to the next regularly scheduled meeting of the TDLCB. The form of notice shall be as set forth in Section 4 above, except that notice need not be given at least seven (7) days before the meeting. The agenda and notice of the meeting shall be posted conspicuously on the SCTPO web-site, if operative, at the earliest reasonable time possible.

(5) *Virtual meetings.* The TDLCB, or a committee thereof, may hold meetings virtually using communications media technologies during certain declared state of emergencies. In a state of emergency, where the law permits these technologies may be used in lieu of in person meetings. During this time, meetings will be publicly noticed, and public comment will be available. Further instruction providing greater detail will be provided on a case by case basis at the time. Virtual meeting outreach tools and public access shall follow the latest adopted public participation plan.

(6) *Reliance on information presented by applicant.* The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(7) *Documents submitted at any public hearing.* The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The original public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.

(J) *Staff.* The Space Coast Area Transit shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

(K) *Communication.* The SCTPO authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with rule 41-2 Florida Administrative Code.

The undersigned hereby certifies that she is the Chair of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true, and correct copy of the policies of this Board as adopted by the Brevard County Transportation Disadvantaged Local Coordinating Board this ___ day of _____ 2023.

Andrea Young, TDLCB Chair

Local Coordinating Board Agenda Item

May 15, 2023

Item VI. New Business

Section 5.03 Approval of the CTC Evaluation

Discussion:

Space Coast Transportation Planning Organization (TPO) initiated the annual Community Transportation Coordinator (CTC) evaluation on November 17, 2022. The evaluation is required per FAC 41-2.012 (5)(b) of the Commission for the Transportation Disadvantaged. The Space Coast TPO serves as the Designated Official Planning Agency (DOPA), which facilitates the evaluation of the CTC's performance in general and relative to the Commission's and local standards as referenced in rule 41-2.006, FAC. The evaluation must also be in compliance with the applicable provisions of Chapter 427, Rule 41-2 and 14-90.

The evaluation ensures the most cost-effective, efficient, and appropriate transportation services are provided to the entire transportation disadvantaged population of Brevard County. The evaluation documented the CTC's performance from July 1, 2021 through June 30, 2022.

The evaluation was conducted utilizing the Commission for the Transportation Disadvantaged CTC Evaluation Workbook. The workbook outlined the formal process for the CTC Evaluation.

A series of five evaluation criteria was used to evaluate the performance of the CTC: Reliability, Service Effectiveness, Service Efficiency, Service Availability, and Safety. TPO Staff will present the CTC Evaluation process and outcomes.

Requested Action:

Approve the 2022 CTC Evaluation

Attachments:

- Summary of Recommendations, **Attachment B**
- PowerPoint Slides, **Attachment C**

2022 Community Transportation Coordinator Evaluation

Florida Commission for the



**Transportation
Disadvantaged**

May 15, 2023

Debbie Flynn
Transportation Planner



2022 CTC Evaluation

- ▶ The evaluation is required per FAC 41-2.012 (5)(b) of the Commission for the Transportation Disadvantaged
- ▶ The evaluation is conducted annually by the Designated Official Planning Agency (DOPA)
- ▶ The Space Coast TPO serves as the DOPA, which facilitates the evaluation of the CTC's performance in general and relative to the Commission's and local standards as referenced in Rule 41-2.006, FAC
- ▶ The evaluation must also be in compliance with the applicable provisions of Chapter 427, Rule 41-2 and 14-90
- ▶ The Brevard County Board of County Commissioners is the designated CTC for Brevard County
- ▶ Brevard County's CTC designation runs from July 1, 2021 to June 30, 2026
- ▶ Review Period: July 1, 2021 to June 20, 2022
- ▶ Review Date: January 5, 2023



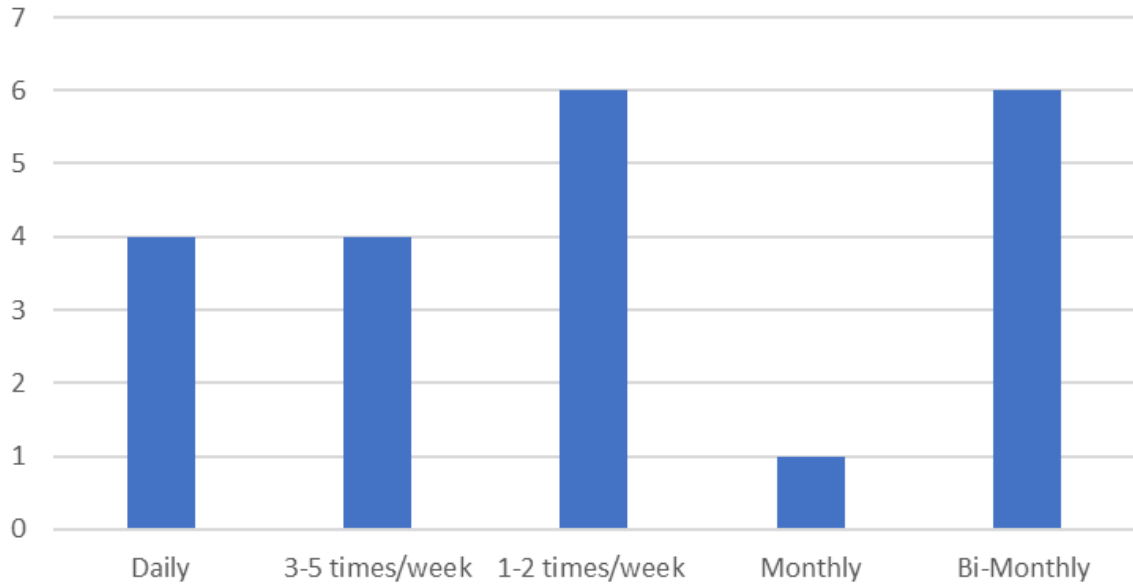
2022 CTC Evaluation Process

- ▶ The evaluation is conducted utilizing the Commission for the Transportation Disadvantaged CTC Evaluation Workbook
- ▶ A series of five evaluation criteria was used to evaluate the performance of the CTC:
 - ▶ Reliability
 - ▶ Service Effectiveness
 - ▶ Service Efficiency
 - ▶ Service Availability
 - ▶ Safety
- ▶ The evaluation process consisted of the following:
 - ▶ Reviewed coordination contracts
 - ▶ Verified the TD drivers met their requirements
 - ▶ Surveyed TD riders
 - ▶ Verified TD rider eligibility from those who were surveyed
 - ▶ Observed on-site system of TD riders
 - ▶ Requested a copy of the driver manifest
 - ▶ Competed vehicle inspection with a Transit staff member
 - ▶ Provided recommendations and commendations

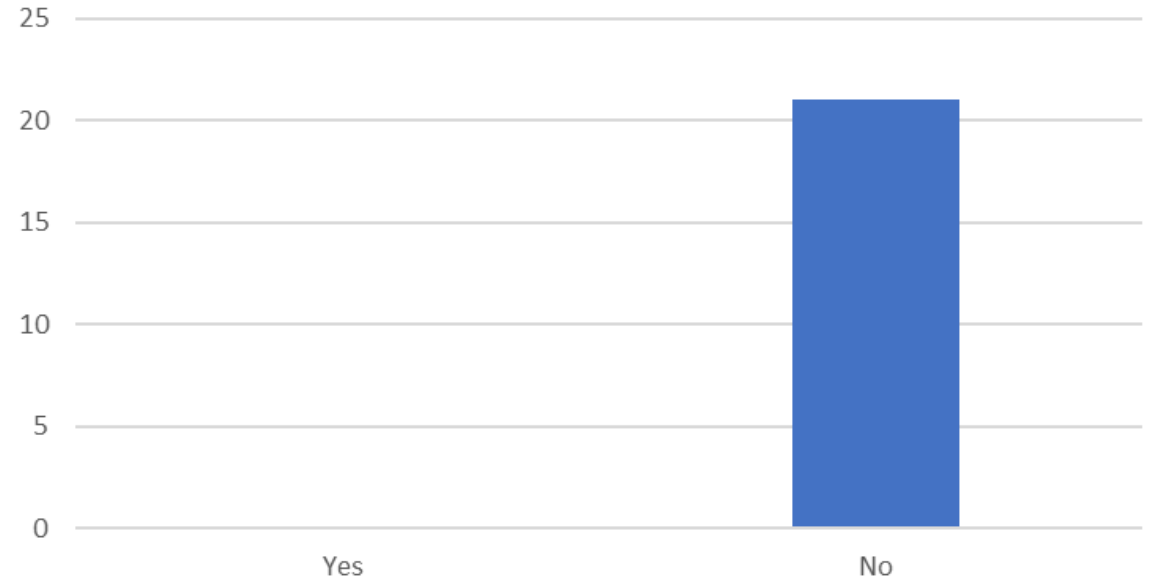


Survey of Passengers

How often do you normally use Transit?

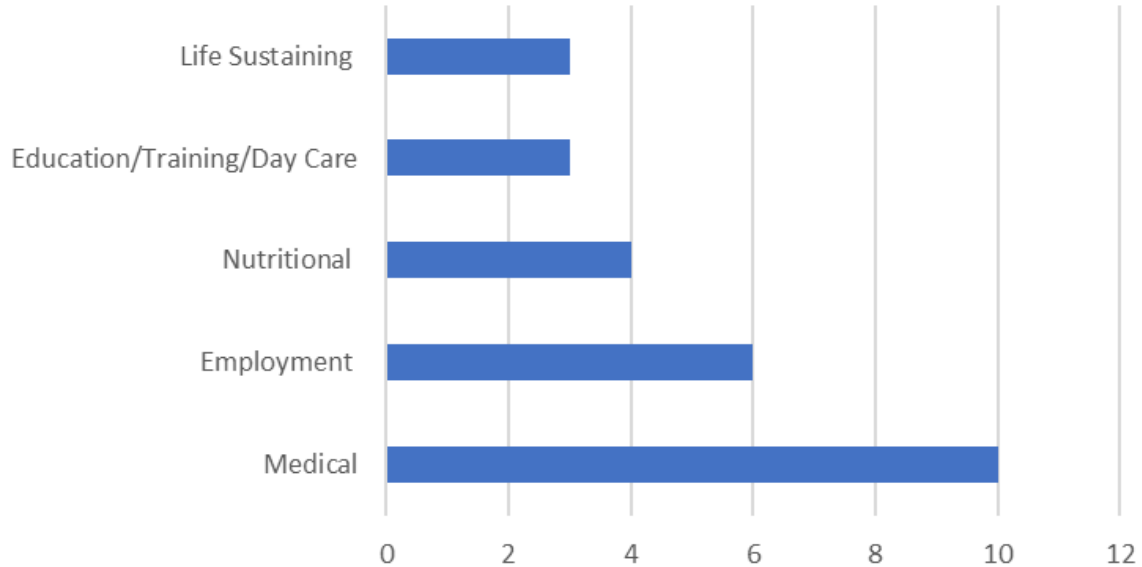


Have you ever been denied Transportation?

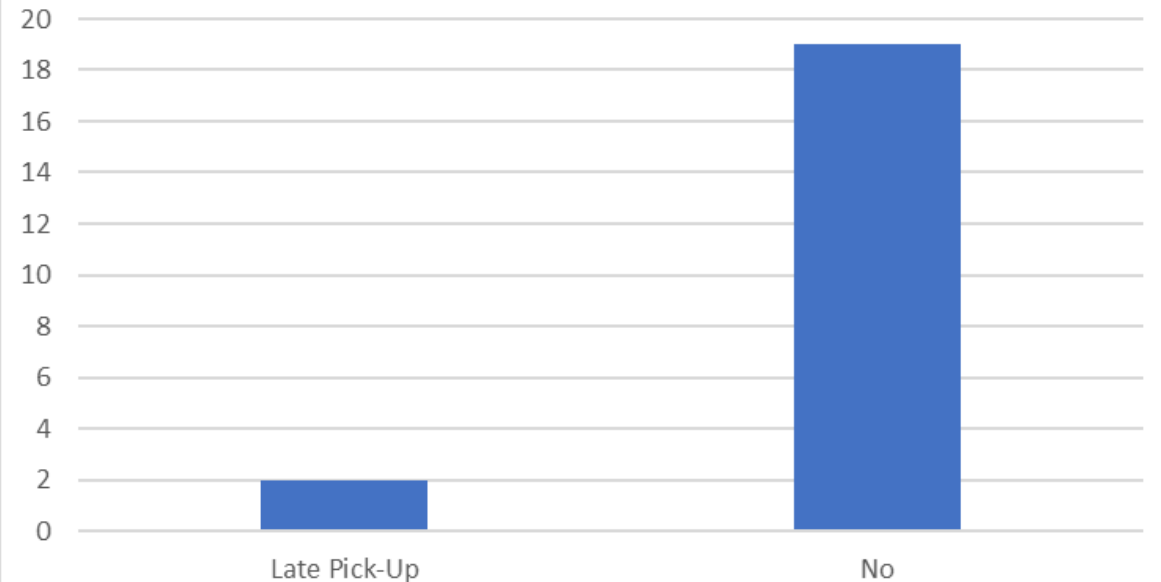


Survey of Passengers

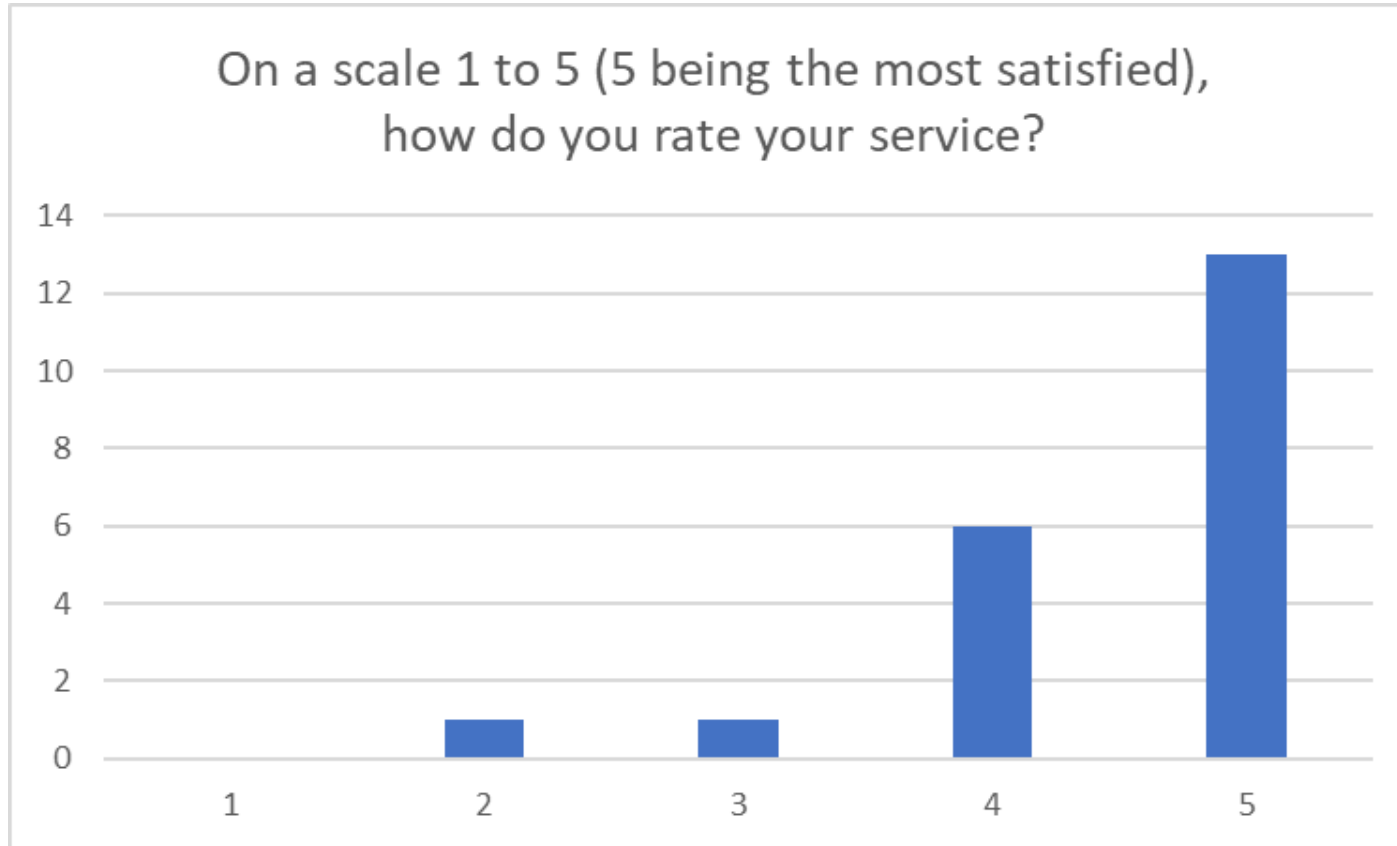
What type of trips do you normally take?



Did you have any problems on your last trip?



Survey of Passengers



Summary of Recommendations

- ▶ The summary of recommendations can be found in the agenda package and will be addressed over the next year



Commendations

- ▶ The buses were very clean
- ▶ The bus driver was dressed appropriately and was very friendly
- ▶ The riders are very grateful that Brevard County/Space Coast Area Transit provides services for the transportation disadvantaged
 - ▶ Without their services, many of the riders would be homebound and would have no method of transportation to get to their medical appointments
- ▶ Space Coast Area Transit staff provides excellent support for the TD riders completing their required application
- ▶ No rider that was surveyed mentioned ever being denied transportation



Requesting approval of the 2022 CTC Evaluation



Debbie Flynn
Transportation Planner
Space Coast TPO
Debbie.Flynn@SCTPO.com



Local Coordinating Board Agenda Item

May 15, 2023

Item VII. Member Reports

Discussion:

If any Local Coordinating Board Member would like to make an announcement, or ask if the Local Coordinating Board would address an item at the next meeting.

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 15, 2023

Item VIII. Public Comment

Discussion:

Discussion open for comments from the public

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

May 15, 2023

Item IX. Adjournment

Discussion:

Requested Action:

Next Meeting August 14, 2023

Attachments:

None