



Agenda

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD MEETING

DATE: Monday, August 14, 2023

TIME: 10:30 A.M.

LOCATION: Brevard County Government Center

2725 Judge Fran Jamieson Way, Viera, Florida 32940

Space Coast Room, Building C, Second Floor

1. Call to Order and Pledge of Allegiance
2. Introduction of Members
3. Consent Agenda
 - A. Approval: TDLCB Meeting Minutes May 15, 2023
 - B. Approval: TDLCB Meeting Minutes June 19, 2023
4. Reports
 - A. Transit Director's Report
 - B. Community Transportation Coordinator's Report
 - C. Transportation Disadvantaged Performance Report Card
 - D. Volunteers in Motions
5. Action Items
 - A. Approval of the standard to transfer clients from the paratransit system to the fixed route.
 - B. Approval of the Rate Calculation Model for FY 2023/24.
6. Member Reports
7. Public Comment (non-agenda items only)

Anyone wishing to make a comment on an item not on the agenda should complete a "speaker card" at the sign in desk. For items on the agenda, please fill out a "speaker card" and you will be called upon when the item is discussed. Comments are limited to three minutes.
8. Adjourn

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. Public comments solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Please note that State Law and Administrative Rules prevent the Local 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.

Appeal: Any person who desires or decides to appeal any decision made by the Local Coordinating Board with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purposes, such person may need to ensure that a verbatim record of the proceeding is made, at their expense., which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Space Coast Area Transit Staff, 321-635-7815 Ext. 26991 or Yvonne.Miles@brevardfl.gov

Accessibility: In accordance with the Americans with Disability Act (ADA) and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding or persons who requires translation services (free of charge) should contact Space Coast Area Transit Office no later than 48 hours prior to the meeting at (321) 635-7815for assistance.

Space Coast Area Transit is actively working to increase the accessibility of our meeting materials and in doing so, adheres to many of the available standards and guidelines, when applicable. Should you encounter an inaccessible material, please contact Yvonne by email: Yvonne.Miles@brevardfl.gov

Local Coordinating Board Agenda Item

August 14, 2023

2. 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@BrevardFL.gov

State Medicaid Operator

Vacant

Local Coordinating Board Attorney

Esq. Assistant County Attorney
2725 Judge Fran Jamieson Way, Building C, Melbourne FL 32940
Phone: (321) 633-2090 Fax: (321) 633-2096
Heather.Balser@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 3319 Maguire Blvd., Suite 100 Orlando, FL 32803 Phone – (407) 514-1800 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

August 14, 2023

3. Consent Agenda

- A. Approval: TDLCB Meeting Minutes May 15, 2023
- B. Approval: TDLCB Meeting Minutes June 19, 2023

Discussion:

None

Requested Action:

Approve the Meeting Minutes for May 15, 2023
Approve the Meeting Minutes for June 19, 2023

Attachments:

Draft Meeting Minutes, May 15, 2023
Draft Meeting Minutes, June 19, 2023



Meeting Minutes

Transportation Disadvantaged for Local Coordinating Board

2725 Judge Fran Jamieson Way Viera, Florida 32940
Space Coast Room, Building C, Second Floor
May 15, 2023, 10:30 A.M.

Item I. Call to Order and Pledge of Allegiance

Transportation Disadvantaged Local Coordinating Board Chair, Andrea Young, called the meeting to order at 10:30 am and welcomed those in attendance. All Stood for the Pledge of Allegiance.

Item II. Introduction of Members

Member	Representing	11/07/2022	02/24/2023	05/15/2023
Andrea Young, Chair	Elected Official	Present	Present	Present
Vacant	Florida Department of Children & Families	Vacant	Vacant	Vacant
Luciana Taylor	Florida Department of Transportation	Present	Vacant	Vacant
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

Member	Representing	11/07/2022	02/24/2023	05/15/2023
Karla Radka	Florida Department of Elder Affairs	Absent	Absent	Absent
Victoria Anderson	Florida Agency for Healthcare Administration	Present	Present	Present
Jennifer Cleveland	Citizen Advocate System User	Absent	Absent	Present
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	11/07/2022	02/24/2023	05/15/2023
Carlos Colon	Florida Department of Transportation	Absent	Present	Present
Audrey Turner	Vocational Rehabilitation or Division of Blind Services	Absent	Absent	Absent
Arlene Naulty	Persons over 60 Representative	Present	Present	Present
Felicia Wilson	Disabled Representative	Present	Present	Present
James Stinger	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
Carmen Baez	Space Coast Area Transit
Lori Hamilton	Space Coast Area Transit
James Scherff	Space Coast Area Transit
Ron Shepard	Space Coast Area Transit
Izzy Rodriguez	Space Coast Area Transit
Yvonne Miles	Space Coast Area Transit
Sarah Kraum	Space Coast Transportation Planning Organization
Debbie Flynn	Space Coast Transportation Planning Organization



Others Present	Representing
Heather Balser	County Attorney's Office
Jennifer Stabler	Special Gatherings
Darlene Guldi- Mula	Citizen at Large

Item III. Meeting Minutes

Minutes for the February 24, 2023, Regular Board Meeting.

Motion by Felicia Wilson, seconded by Camille Tate to approve the Minutes of the February 24, 2023, Regular Board Meeting. Hearing no objections, the motion passed unanimously.

Item IV. Reports

Section 4.01 Community Transportation Coordinator's Report – Presented by Carmen Baez

Carmen Baez gave an overview of the following outreach activities conducted:

Eastern Florida State College Disability Awareness Week.

Training for Transit with Cocoa Police Department, Rockledge Police Department, and the Brevard County Sherriff Office.

Hurricane Expos with seniors at Viera.

Helping Hands Festival in Palm Bay

Carmen Baez also stated that staff was looking at demonstrations for cashless fare payment options, so our customers can go cashless. This will include items like a reloadable card that can be purchased at Walgreens, Dollar General's, and similar businesses.

Chair Andrea Young asked what happens if we switch to Bitcoin where we no longer have cash. Ms. Baez stated that passengers could use an electronic device like their smart phone to scan a barcode, or they could go to Dollar General and other businesses and scan their phone to add funds. For those who do not have an electronic device, they can get a reloadable card to add funds.



Section 4.02 Brevard County Transit Services Transportation Disadvantaged Performance Report Card – Presented by Carmen Baez.

Chair, Young commented about Transit's total number of trips are up considerably, and commended staff for the increase in ridership.

Section 4.03 Volunteers in Motion Report – Presented by Lori Hamilton.
Lori Hamilton mentioned she hired a new staff assistant.

Section 4.04 Directors Report – Presented by Terry Jordan
Mr. Jordan expanded on the cashless fare options.

He reported that fixed ridership is up 5% year to date. Fixed route ridership was 156,000 trips for March 2023 which is the highest ridership since pre-pandemic numbers.

Space Coast Area Transit submitted two separate grant applications.

- One grant to the Federal Transit Administration (FTA) for the replacement of 8 2007 Gillig buses with 8 hybrid electric buses. The local match would come from the Florida Department of Transportation Toll Revenue Credits.
- Application was submitted to FDOT for 5 new paratransit vehicles, and we are waiting to see if awarded.
- The 5 Rehab paratransit vehicles should be returned shortly.

Space Coast Area Transit implemented the Ride On program to introduce middle and high school students to transit, we are hoping to capture our next generation of future transit riders. In addition, Terry stated that Port Canaveral had installed two new bus shelters at their expense, and Transit Services is thankful for our partners at Port Canaveral.

Item V. Old Business

Section 5.01 TDLCB Membership Update – Presented by Terry Jordan.

At the last meeting a discussion was held about the need to have numerous Board positions filled, the need to have clarification on the position that the alternates fill and whether alternates like Mrs. Naulty are elevated to fill the member position when the member is no longer attending. Terry stated that Debbie Flynn will be presenting this item later in the meeting.



Item VI. New Business

Section 6.01 Update of the Transportation Disadvantaged Service Plan (TDSP), presented by Ken Harley

Ken Harley stated the TDSP is to be jointly updated annually between the Designated Official Planning Agency, (DOPA) and the Community Transportation Coordinator (CTC). The plan contains a development plan, service plan and quality assurance components. Ken provided a summary of the changes to the plan.

Some members stated that they had not had an opportunity to review the list of changes.

A Motion was made by Jennifer Cleveland to table the TDSP Update until the June 19th Meeting, seconded by Camille Tate. Hearing no objections, the motion carried.

Section 6.02 Updated Policy PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB) Presented by Debbie Flynn

Debbie Flynn provided an overview of PLC-8 Transportation Disadvantaged Local Coordinating Board regarding the composition of the Board and the requirements under the Policy, as well as the requirements under Florida Statutes Chapter 427.0157 and Florida Administrative Code 41-2.012. Ms. Flynn stated that the Policy falls under the purview of the Space Coast TPO and that when reviewing it they found areas that were not consistent with the state requirements. In addition to the general housekeeping, they need to revise the criteria for the Nominating Committee.

Sarah Kraum stated that if the item was tabled that some members terms will have timed out before the Governing Board took steps on the Policy revisions. She stated that some members term out in July.

A Motion by Jennifer Cleveland was made to table Policy PLC-8 until the June 19th Meeting, seconded by Arlene Naulty. Hearing no objections, the motion carried.

Section 6.03 CTC Evaluation, presented by Debbie Flynn

Debbie Flynn presented the 2022 CTC Evaluation. She stated that each year the Designated Official Planning Agency is required to conduct an evaluation of the Community Transportation Coordinator in accordance with Florida Administrative Code 41-2.



Debbie Flynn stated because of the evaluation the Transportation Planning Organization had the following recommendations:

1. Space Coast Area Transit must ensure that there are eligibility applications and supporting documents for each client.
2. Space Coast Area Transit must ensure that each Coordination Contractor provides the data for the Annual Operating Report on a quarterly basis. This needs to be done starting with the new State Fiscal Year in July 2023.
3. Space Coast Area Transit should establish a goal in the next Transportation Disadvantaged Service Plan update to transfer a certain percentage of clients from the door-to-door service to the fixed route.
4. Space Coast Area Transit to update their literature or when a TD rider files their application, for the reservationist to reiterate to the rider the allowable types of trips. The application should inform the riders of the type of trips available.
5. Space Coast Area Transit to update their literature or when a TD rider makes their reservation, for the reservationist to reiterate to the rider the allowable number of days in advance a reservation can be made.
6. Update coordination contracts to reflect changes in the state statutes regarding the insurance requirements.
7. Space Coast Area Transit to provide a local toll-free number for complaints or grievances in all vehicles that are used to transport TD riders.
8. Space Coast Area Transit should set a standard goal for complaints.
9. Space Coast Area Transit must provide a strategy to address the client hold time within the next 120 days.
10. Space Coast Area Transit needs to inform clients when the bus is running late.

Space Coast Area Transit should be commended for the following items:

Commendations:

1. The buses were very clean.
2. The bus driver was dressed appropriately and was very friendly.
3. 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.
4. Space Coast Area Transit goes out of their way to help their TD Riders fill out the required application. A staff member has gone to a rider's house to make sure their application is filled out correctly and to ensure that the required eligibility



documents are provided. Staff also work with partner agencies to make sure that their clients submit their applications and provide technical assistance as needed. Staff has even called the Police to conduct a welfare check on a regular rider that had not been heard from.

5. No rider that was surveyed mentioned ever being denied transportation.

Motion by Linda Howard to approve the CTC Evaluation for 2022, seconded by Jennifer Cleveland. Hearing no objections, the motion carried.

VII. Member Reports

James Stringer expressed concerns about trash at the bus stops and his role as an alternate.

Mr. Jordan stated that Transit Services has a maintenance agreement to maintain the bus stops and if there are any concerns to please let staff know so it can be addressed. In response to Mr. Stringer's question on his role as an alternate, Mr. Jordan stated that when the primary member is in attendance, the alternate member does not make motions or vote.

Felicia Wilson- Request was made for benches in Titusville at Walgreens at Harrison and Barna and another one at Publix at Cheney Hwy.

Mr. Jordan stated that he will have staff investigate the issue to see if able to accommodate.

Jennifer Cleveland mentioned that a client contacted her regarding their paratransit service after a staff member told the client they would call her back and never did.

Carmen Baez stated that new staff members may have failed to call a client back. Mrs. Cleveland also mentioned there is nothing posted about the Local Coordinating Board meetings, and she would like to see them posted on all social media platforms.

Arlene Naulty asked about the Volunteers in Motion service needs in the north part of the county.

Lori Hamilton stated they get very few requests for service in the north end of the county, and the program managers are always looking for volunteers.



Mrs. Naulty also asked about Brightline. Chair Young commented that she is on the TPO Governing Board and that is one of the issues that is still being explored.

Sarah Kraum commented that the TPO was just awarded an FDOT Intermodal Feasibility Study Grant and awaiting the contract for a feasibility study. She stated an update would be provided at the next regular meeting.

Camille Tate stated that other modes of transportation for traveling outside of the county would be most appreciated.

Item VIII. Public Comments

No Public Comments

Item XI. Adjournment

Motion to adjourn by Camille Tate.
Meeting adjourned at 11:44 a.m.



Meeting Minutes

Transportation Disadvantaged for Local Coordinating Board

2725 Judge Fran Jamieson Way Viera, Florida 32940

Space Coast Room, Building C, Second Floor

June 19, 2023, 10:30 A.M.

Item I. Call to Order and Pledge of Allegiance

Transportation Disadvantaged Local Coordinating Board Chair, Andrea Young, called the meeting to order at 10:30 am and welcomed those in attendance. All Stood for the Pledge of Allegiance.

Item II. Introduction of Members

Member	Representing	02/24/2023	05/15/2023	06/19/2023
Andrea Young, Chair	Elected Official	Present	Present	Present
Vacant	Florida Department of Children & Families	Vacant	Vacant	Vacant
Luciana Taylor	Florida Department of Transportation	Vacant	Vacant	Vacant
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	Absent
Vacant	Florida Association of Commission Action Agencies	Vacant	Vacant	Vacant
Rocky Randels	Persons over 60 Representative	Absent	Absent	Absent

Member	Representing	02/24/2023	05/15/2023	06/19/2023
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
Victoria Anderson	Florida Agency for Healthcare Administration	Present	Present	Absent
Jennifer Cleveland	Citizen Advocate System User	Absent	Present	Present
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	02/24/2023	05/15/2023	06/19/2023
Carlos Colon	Florida Department of Transportation	Present	Present	Present
Audrey Turner	Vocational Rehabilitation or Division of Blind Services	Absent	Absent	Absent
Arlene Naulty	Persons over 60 Representative	Present	Present	Present
Felicia Wilson	Disabled Representative	Present	Present	Present
James Stringer	Citizen Advocate	Present	Present	Absent
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
Carmen Baez	Space Coast Area Transit
Karen Petters	Space Coast Area Transit

Others Present	Representing
James Scherff	Space Coast Area Transit
Ron Shepard	Space Coast Area Transit
Izzy Rodriguez	Space Coast Area Transit
Yvonne Miles	Space Coast Area Transit
Sarah Kraum	Space Coast Transportation Planning Organization
Debbie Flynn	Space Coast Transportation Planning Organization
Sarah Beazley	County Attorney's Office
Georganna Gillette	Space Coast Transportation Planning Organization
David Darm	Florida Commission for the Transportation Disadvantaged
Jenifer Stabler	Special Gatherings
Kristi Cavallo	Citizen at Large
Renee Webster	Citizen at Large
Diona Adams	City of West Melbourne

Item III. Old Business

Section 5.01 Adoption of Update to the Transportation Disadvantaged Service Plan (TDSP), presented by Ken Harley

Ken Harley stated that the TDSP is to be jointly updated annually between the Designated Official Planning Agency, (DOPA) which is the Space Coast Transportation Planning Organization and the Community Transportation Coordinator (CTC). The plan contains a development plan, service plan and quality assurance components. He then provided a summary of the proposed changes to the plan.

Motion to approve by Chair, Young, Motion passes. Adopted by unanimous Roll Call Vote.

Six voting members:

Chair, Andrea Young-Yes

Vice Chair, Linda Howard-Yes

Carlos Colon (in Luciana Taylor's absence)-Yes

Arlene Naulty (In Rocky Randels absence)-Yes

Jennifer Cleveland-Yes

Camille Tate-Yes



Section 5.02 Updated Policy PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB). Presented by Debbie Flynn.

Debbie Flynn stated that during this update, the Space Coast Transportation Planning Organization finds that it necessary to amend its policies to reflect the most current rules and regulations per Florida Administrative Code Rule 41-2.012 and Section 427.0157, Florida Statue. She stated that staff made changes to make the language clearer to understand and to better define the roles of the alternates and the membership of the Nominating Committee. She stated that the members had received the policy in their agenda packets.

Chair, Andrea Young: Asked for a motion to approve.

Motion to Approve: Camille Tate

Second: Carlos Colon

Motion approved.

Item IV. New Business

David Darm, Executive Director, Florida Commission for the Transportation Disadvantaged, presented the TD 101 “An overview of the Transportation Disadvantaged Program”. Director Darm explained the roles of the Commission for Transportation Disadvantaged, the Local Coordinating Board, the Designated Official Planning Agency and the Community Transportation Coordinator.

Item V. Member Reports

No member reports.

Item VI. Public Comments

Kristi Cavallo, Citizen at Large, asked if one of the questions from the application for Paratransit Service could be removed. Miss Cavallo stated that she felt that question to be disparaging. Miss Cavallo also expressed her experience on the fixed routes, which was confusing for her. She mentioned upcoming stops are not announced, also feeling



uncomfortable while at the Cocoa bus terminal due to the concerns of safety in that area.

Terry Jordan, Transit Director responded to the question regarding the application, he explained prior to the application being utilized by Space Coast Area Transit it was presented to the LCB for approval in 2017. Carmen Baez stated the application was also approved by the TD Commission and FDOT.

Jennifer Cleveland asked about the possibility of rewording the question to make it sound softer towards the disabled community.

Mrs. Naulty asked to affirm that we will take Ms. Cleveland's recommendation to soften the language and to work with Kristi Cavallo.

Terry replied we will investigate the question on the application and see if we can come up with something softer.

Mr. Jordan stated in response to Ms. Cavallo's additional comment, Space Coast Area Transit has annunciators on all buses that automatically announces major stop locations, and if the annunciators are not working then the driver announces all major stops and intersections. Regarding safety in Cocoa, Mr. Jordan stated that since the police substation opened reasonably close to the Cocoa terminal on Varr Avenue it has enhanced safety in the area.

Mr. Jordan also commented that, Carmen Baez and Jocelyn Scott provide travel training for new transit riders with an interest in utilizing Transit services for the first time. Also, Carmen or Jocelyn will ride along to provide them with hands-on experience using the buses.

Item VII. Adjournment

Chair, Andrea Young asked for a Motion to Adjourn

Motion to adjourn by Linda Howard.

Meeting adjourned at 12:03 PM

Local Coordinating Board Agenda Item

August 14, 2023

4. Item IV. Reports

A. 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

August 14, 2023

4. Reports

B. 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

August 14, 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

Brevard Achievement Center- Presentation in Rockledge- July 10th



Local Coordinating Board Agenda Item

August 14, 2023

4. Reports

C. 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

Transportation Disadvantaged Performance Report Card

Includes Transportation Disadvantaged, Contract Routes and Self Pay Passengers

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals
Total Trips	6502	6512	7213	6750	7324	6968							20227
% within window	54.0%	58.0%	71.5%	60.6%	61.0%	60.9%							61.6%
% early	30.5%	28.3%	13.8%	27.6%	26.6%	26.5%							23.8%
% late 1-15 minutes	12.9%	11.4%	12.3%	9.6%	9.6%	9.8%							12.2%
% late 16-30 minutes	1.6%	1.5%	1.4%	1.6%	2.1%	2.1%							1.5%
% late >30 minutes	1.0%	0.7%	0.9%	0.7%	0.8%	0.8%							0.9%
% late	15.5%	13.7%	14.6%	11.8%	12.5%	12.7%							14.6%
Total Reservations	7964	7839	8774	8259	8866	8572							24577
% of cancels	9.8%	9.8%	11.4%	10.4%	10.1%	11.5%							10.4%
% of no-shows	8.6%	7.1%	6.4%	7.9%	7.3%	7.2%							7.3%
% of stand-by trips	0.06%	0.03%	0.08%	0.01%	0.03%	0.06%							0.1%
% of trips denied	0.05%	0.03%	0.01%	0.04%	0.01%	0.00%							0.0%
% of reservations fulfilled	81.6%	83.1%	82.2%	81.7%	82.6%	81.3%							82.3%

Purpose of Trips

Purpose of Trips	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Totals
Medical	9.2%	10.1%	10.5%	10.3%	10.3%	9.0%							9.9%
Medical Dialysis	14.5%	14.0%	15.1%	41.2%	13.5%	14.6%							14.5%
Medical Prescription	0.1%	0.00%	0.0%	0.0%	0.0%	0.1%							0.1%
Medical Therapy	1.0%	1.3%	13.9%	1.3%	1.5%	1.1%							5.7%
Food Shopping	1.8%	1.8%	2.3%	2.1%	2.6%	1.5%							2.0%
Shopping for Other	2.5%	2.6%	2.5%	2.1%	2.3%	2.6%							2.5%
Meetings	4.8%	5.3%	4.1%	4.9%	4.4%	4.3%							4.7%
Recreational	1.4%	1.5%	1.6%	1.7%	1.8%	1.4%							1.5%
School	0.9%	1.6%	0.0%	1.8%	1.8%	1.4%							0.8%
Social Services	0.2%	0.4%	0.1%	0.0%	0.1%	0.1%							0.2%
Center Clients	43.7%	42.2%	31.6%	42.7%	42.4%	45.5%							38.9%
Hurricane	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%							0.0%
Work	17.0%	16.3%	15.4%	14.8%	15.4%	14.4%							16.2%
Other	2.9%	3.0%	2.9%	4.0%	3.9%	4.0%							2.9%
Total	100%	100%	100%	100%	100%	100%							100%

Local Coordinating Board Agenda Item

August 14, 2023

4. Reports

D. 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.

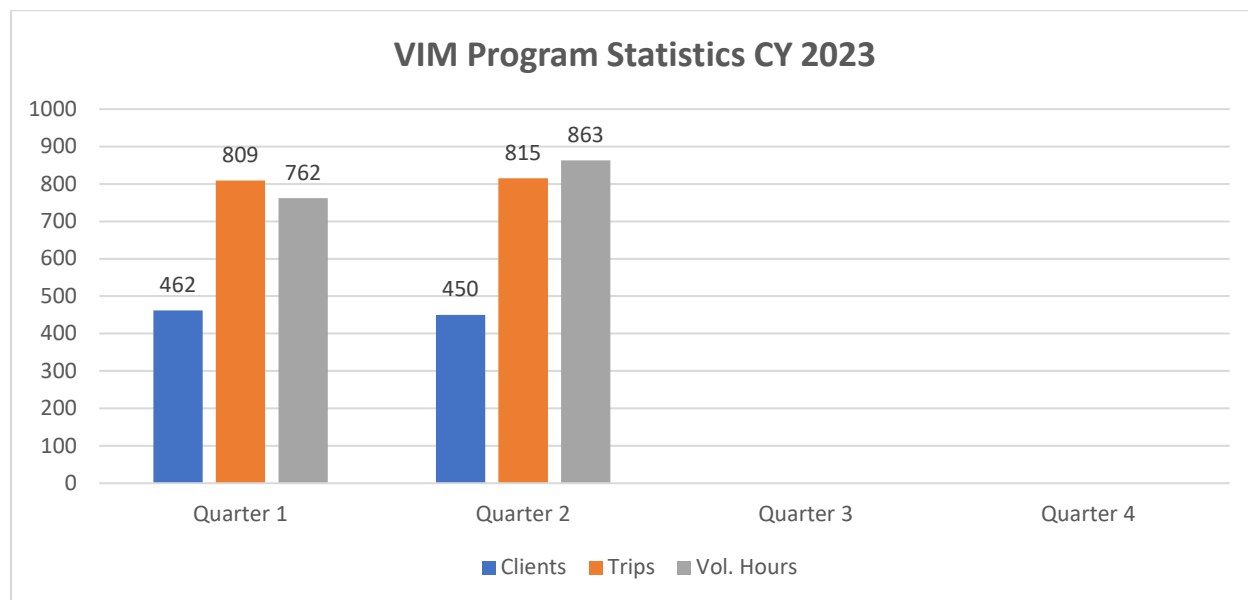
Active Volunteers: 19

New Volunteers: 2

Ed Burble of Viera, FL – Ed retired from the USAF after 20 years then spent 15 years with the DOD before retiring (again) and decided to settle down in Brevard 4 years ago.

Sandra Slater of Viera, FL – Sandra is a retired beachside teacher and has lived in Brevard for over 40 years.

General:



Local Coordinating Board Agenda Item

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5. Action Items

A. Approval of the standard to transfer clients from the paratransit system to the fixed route.

Discussion:

Florida Administrative Code Chapter 41-2 41-2.006 (4) (u) states: "In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the Local Coordinating Board (LCB) a percentage of total trips that will be placed on the fixed route system".

Pursuant to this requirement the Community Transportation Coordinator (CTC) Space Coast Area Transit in conjunction with the Local Coordinating Board are required to establish a standard of a percentage of clients that can be moved from the paratransit service to the fixed route. The rational behind the requirement is that people who can use the fixed route should use it rather than the more expensive paratransit service.

Space Coast Area Transit staff will provide a recommendation at the Board Meeting

Requested Action:

Motion to approve that Space Coast Area set as a standard to remove – percent of clients from the paratransit service to the fixed route.

Attachments: None

Local Coordinating Board Agenda Item

August 14, 2023

5. Action Items

B. Approval of the Rate Calculation Model for the 2023/2024 State Fiscal Year.

Discussion:

Each year the Community Transportation Coordinator (CTC) Space Coast Area Transit is required to submit to the Florida Commission for Transportation Disadvantaged (CTD) a Rate Calculation Model based upon the template provided by the Commission. The Rate Calculation Model reflects that amount that the CTC is permitted to bill the Commission for ambulatory and wheelchair trips.

The rate for an ambulatory trip is \$2.61 per mile and for a wheelchair trip \$4.47 per mile.

Requested Action:

Motion to approve Rate Calculation Model for the 2023/2024 State Fiscal Year.

Attachments:

A. Rate Calculation Model Worksheets

Comprehensive Budget Worksheet

Version 1.4

CTC: Space Coast Area Transit
County: Brevard

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 543,836	\$ 600,000	\$ 700,000	10.3%	16.7%	Farebox - Anticipated increase in revenue for fixed route
Medicaid Co-Pay Received	\$ 105,405	\$ 150,000	\$ 200,000	42.3%	33.3%	Medicaid - Numbers are increasing to pre-Covid rates
Donations/Contributions	\$ -					Other - Revenues are increasing to pre-Covid rates
In-Kind, Contributed Services						
Other	\$ 82,942	\$ 50,000	\$ 60,000	-39.7%	20.0%	
Bus Pass Program Revenue						

Local Government

District School Board	\$ 124,150	\$ 100,000	\$ 140,000	-19.5%	40.0%	Associated with summer trips that are anticipated to return to pre Covid numbers
Comp. ADA Services						
County Cash	\$ 1,687,461	\$ 2,082,627	\$ 2,145,003	23.4%	3.0%	
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Sports Trip Program	\$ 1,079,281	\$ 1,774,395	\$ 1,774,781	64.4%	0.0%	
Non-Sports Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 2,507,938	\$ 6,739,636	\$ 8,416,360	168.7%	24.9%	Associated with grants that will not expended in FY23 and will carry forward into FY24
49 USC 5310	\$ 204,753	\$ 193,950	\$ 193,950	-5.3%	0.0%	
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant	\$ 635,432	\$ 569,140	\$ 540,711	-10.4%	-5.0%	
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 6,636	\$ 10,000	\$ 10,000	50.7%	0.0%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

CTC: Space Coast Area Transit
County: Brevard

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2021 to Sept 30th of 2022	Current Year's APPROVED Budget, as amended from Oct 1st of 2022 to Sept 30th of 2023	Upcoming Year's PROPOSED Budget from Oct 1st of 2023 to Sept 30th of 2024	% Change from Prior Year to Upcoming Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD					
Office of Disability Determination					
Developmental Services					
Other APD (specify in explanation)					
Bus Pass Program Revenue					
D.J.					
(specify in explanation)					
Bus Pass Program Revenue					
Other Fed or State					
XXXX					
XXXX					
XXXX					
Bus Pass Program Revenue					
Other Revenues					
Interest Earnings					
XXXX					
XXXX					
Bus Pass Program Revenue					
Balancing Revenue to Prevent Deficit					
Actual or Planned Use of Cash Reserve					
Balancing Revenue is Short By =					
	None	None			
Total Revenues =	\$5,977,835	\$12,269,648	\$14,180,505	75.8%	15.6%

EXPENDITURES (CTC/Operators ONLY / Do NOT Include Coordination Contractors!)							
Operating Expenditures							
Labor	\$ 1,503,612	\$ 1,715,844	\$ 1,925,232	14.1%	12.2%	Labor - associated with Cost of Living Increase.	Service -
Fringe Benefits	\$ 692,954	\$ 896,901	\$ 976,050	29.7%	8.6%	Associated with projects budget in FY24	Materials -
Services	\$ 1,563,071	\$ 1,345,020	\$ 4,422,061	-14.0%	228.8%	Associated with supplies that are anticipated to be received in FY23 and will not be carried forward in FY24	Utilities - Associated with
Materials and Supplies	\$ 725,261	\$ 2,323,106	\$ 1,011,823	220.3%	-56.4%	actual cost of utilities in FY22	Leases & Rentals - Associated
Utilities	\$ 24,652	\$ 41,100	\$ 29,100	66.7%	-29.2%	with increase in rental costs in FY24	
Casualty and Liability	\$ 72,943	\$ 79,077	\$ 85,228	8.4%	7.5%		
Taxes							
Purchased Transportation:							
Purchased Bus Pass Expenses							
School Bus Utilization Expenses							
Contracted Transportation Services							
Other							
Miscellaneous							
Operating Debt Service - Principal & Interest							
Leases and Rentals	\$ 14,175	\$ 3,000	\$ 9,948	-78.8%	231.6%		
Contrib. to Capital Equip. Replacement Fund							
In-Kind, Contributed Services	\$ -	\$ -	\$ -				
Allocated Indirect							
Capital Expenditures							
Equip. Purchases with Grant Funds	\$ 636,505	\$ 5,663,600	\$ 5,721,252	821.2%	-2.4%		
Equip. Purchases with Local Revenue							
Equip. Purchases with Rate Generated Rev							
Capital Debt Service - Principal & Interest							
ACTUAL YEAR GAIN	\$1,744,641						
Total Expenditures =	\$5,233,193	\$12,269,648	\$14,180,805	134.5%	15.6%		
See NOTES Below.							

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

Local Coordinating Board Agenda Item

August 14, 2023

6. 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

August 14, 2023

7. Public Comment (Non-Agenda Items Only)

Discussion:

Discussion opens for comments from the public.

Requested Action:

Anyone wishing to make a comment on an item not on the agenda should complete a “speaker card” at the sign in desk. For items on the agenda, please fill out a “speaker card” and you will be called upon when the items are discussed. Comments are limited to three minutes.

Attachments:

None

Local Coordinating Board Agenda Item

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8. Adjournment

Discussion:

Requested Action:

Next Meeting November 6, 2023

Attachments:

None