

Agenda

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940 Space Coast, Building C,
Second Floor – November 7, 2022 10:30 A.M. Call to Order

Item I. Introduction of Members

Item II. Meeting Minutes

Item III. 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

Section 3.04 Director's Report

Item IV. New Business

Section 4.01 Approval of Annual Bylaws

Section 4.02 Approval of Grievance Procedures

Section 4.03 Approval of Annual Operating Report

Section 4.04 Approval of 2023 Meeting Date Calendar

Item V. Member Reports

Item VI. Public Comment

Item VII. Adjournment

Item VIII. Public Hearing

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 321-635-7815 at least 48 hours prior to the public meeting by any person wishing assistance.

Local Coordinating Board Agenda Item

November 7, 2022

Item I. Introduction of Members

Discussion:

Requested Action:

No Action Required

Attachments:

Membership Listing

Brevard County Local Coordinating Board for Transportation Disadvantaged Program 2022

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

Sarah Kraum, Multi-Modal Program Specialist
Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Building A, Melbourne FL 32940
Phone: (321) 690-6890 Fax: (321) 690-6827
Sarah.Kraum@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
Robin.Rogers@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 – 33jenc1@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 – FRW263@aol.com	Disabled Representative	Expires 02/24	Alternate
James Springer 20 Sutton Street Rockledge FL 32955 Phone – (321) 863-8365 Email – FRW263@aol.com	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
Ivonne Perez Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone – (407) 420-2493 Ivonne.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

November 7, 2022

Item II. Meeting Minutes

Discussion:

Requested Action:

Approve the Meeting Minutes for August 8, 2022

Attachments:

Draft Meeting Minutes, August 8, 2022



Meeting Minutes

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940

Space Coast Room, Building C, Second Floor

August 8, 2022 10:30 A.M. Call to Order

Item I. Introduction of Members

Member	Representing	11/29/2021	02/28/2022	08/08/2022
Andrea Young, Chair	Elected Official	Present	Virtual	Present
Vacant	Florida Department of Children & Families	Vacant	Vacant	Vacant
Luciana Taylor	Florida Department of Transportation	Present	Present	Present
Vacant	Public Education Community	Vacant	Vacant	Vacant
Almetia Britton	Florida Department of Education	Absent	Present	Absent
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	Present	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	11/29/2021	02/28/2022	08/08/2022
Victoria Anderson	Florida Agency for Healthcare Administration	Present	Present	Present
Jennifer Cleveland	Citizen Advocate System User	Absent	Present	Present
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	11/29/2021	02/28/2022	08/08/2022
Carlos Colon	Florida Department of Transportation	Absent	Absent	Absent
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 Springer	Citizen Advocate	Present	Present	Present
Vacant	Florida Department of Elder Affairs	Vacant	Vacant	Vacant
Ivonne Perez	Florida Agency for Healthcare Administration	Absent	Absent	Absent

Others Present	Representing
Terry Jordan	Brevard County Transit Services
Sarah Beazley	Assistant County Attorney
Sarah Kraum	Space Coast Transportation Planning Organization
Lance Parker	Brevard County Transit Services
Melisa Barrett	Brevard County Managers Office
Ron Shepard	Brevard County Transit Services
Don McMurphy	Brevard County Transit Services
Kenneth Harley	Brevard County Transit Services
Jocelyn Scott	Brevard County Transit Services
Carmen Baez	Brevard County Transit Services
Yvonne Miles	Brevard County Transit Services
Jim Scherff	Brevard County Transit Services
Karen Petters	Brevard County Transit Services



Item II. Meeting Minutes

Approval of Board Meeting Minutes from August 8, 2022 Regular Board Meeting.

Motion to approve meeting minutes: Linda Howard

Second: Camile Tate.

Motion passed unanimously.

Item III. Reports

Section 3.01 Community Transportation Coordinator's Report – Carmen Baez

No questions were asked.

Section 3.02 Transportation Disadvantaged Planning Grant Report – Karen Petters

No questions were asked.

Section 3.03 Brevard County Transit Services Transportation Disadvantaged Performance Report Card – Carmen Baez

Carmen asked if there were any questions about the report? No questions were asked.

Section 3.04 Volunteers in Motion Report – Lori Hamilton. Carmen presented this report.

Q: Ms. Howard asked a question about how did Volunteers in Motion trips compare to before the pandemic?

It was stated that the trips are going up gradually. Lori is getting more couples, like a husband and wife who are taking seniors to their doctor appointments. When the pandemic hit, some of the volunteers didn't want to take the chance of getting sick but now they are coming back. She stated that it's nice when she's getting couples transporting clients instead of just one person.

Section 3.05 Transit Director's Report-Terry Jordan

Ms. Young commented she's glad that we are focusing on driver retention and tourism. Ms. Naulty also commented she likes that we are improving the Cocoa Terminal.



Item IV. New Business

Section 4.01 Approved Rate Model – Karen Petters

The Rate Model was submitted to the TD commission in the beginning of May and approved for the current fiscal year which started July 1st and runs through June 30th of next year. We will move forward with the new Rate Model for our Trip and Equipment Grant. No questions asked.

Section 4.02 CTD Audit – Ken Harley

On June 13th we had an audit by the Commission for Transportation Disadvantage. The audit was conducted by the auditing firm of Thomas Howell & Ferguson. During the virtual portion of the audit we did very well we had two findings which have been addressed. We are waiting on the final audit report which we were expecting to have received already. No questions asked.

Section 4.03 2022-2023 Transit Development Plan- Elizabeth Schuck with Benesch

Elisabeth Schuck with Benesch is the Project Manager and Consultant for the Transit Development Plan. She presented the TDP.

The TDP is a 10-year plan, that agencies like Space Coast Area Transit has to prepare in order to receive the annual Transit Block Grant funds from the Florida Dept of Transportation.

- The TDP is intended to be a 10-year vision plan for the agency as far as what transit should look like in Brevard County, in terms of operations, capital needs, organizational needs, etc. It's a strategy and guiding document.
- Discussion ensued.

Item V. Public Comment

- Robert Shell- Expressed concerns about the amount of time it takes to transport two young adults to Easter Seals.
- Transit director, commented we are sympathetic to individuals who have to go through this. We actually have 15 operators vacant right now.
 - Customer service supervisor, explained the process and reiterated having spoken to them before. The bus goes to three facilities and there are 17 stops in that Melbourne radius. (Melbourne/Palm Bay). We are having an epidemic with employees. We are diligently trying to hire more drivers. Please give us a little more time to get more drivers.
- Megan Allstapher- Expressed concerns about what she felt were inconsistencies in getting information about the para-transit services.
 - Customer service supervisor asked question about the time period. She apologized and commented all of their staff have a script which is to be followed to ensure the consistency of the information. She will get the contact card to follow up with her with a phone call.
- Robert Wise- Stated his concerns about customer services issues that he had experienced in the past in 2019. He also stated that there was an issue with operator's being rude and there being a shortage of reservationist.

No other concerns noted.

Item VI. Adjournment

Meeting adjourned 12:08 p.m.

Local Coordinating Board Agenda Item

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Item III. 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

November 7, 2022

Eastern Florida State College-Welcome Back 9-1 pm – August 24, 2022

Mobility Week Pop Up Event –Cocoa Transit Center 8-11 am; Titus Landing 1-3 pm- October 24, 2022

Mobility Event Pop Up Event – Melbourne Square Mall 8-11 am; Melbourne Shopping Center 8-2pm & Hammock Landing 1-3 pm-October 25, 2022

Safety is Golden Mobility Fair/ Transit with Terry, 8-12 pm – October 28, 2022



Local Coordinating Board Agenda Item

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Item III. 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

Transportation Disadvantaged Performance Report Card

Includes Transportation Disadvantaged, Contract Routes and Self Pay Passengers

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Totals
Total Trips	5470	5938	6968	6327	6558	6640	6300	7175	6489	-	-	-	57865
% within window	43.7%	46.8%	57.6%	63.7%	67.0%	70.3%	67.2%	69.5%	65.6%	-	-	-	61.8%
% early	35.8%	35.5%	29.4%	21.8%	30.5%	27.1%	30.2%	28.5%	32.4%	-	-	-	30.0%
% late 1-15 minutes	17.8%	15.5%	11.7%	11.9%	1.4%	1.4%	1.3%	1.0%	0.9%	-	-	-	6.7%
% late 16-30 minutes	1.9%	1.2%	0.9%	1.6%	0.8%	1.0%	0.9%	0.7%	0.8%	-	-	-	1.1%
% late >30 minutes	0.8%	1.0%	0.4%	1.0%	0.3%	0.3%	0.4%	0.3%	0.3%	-	-	-	0.5%
% late	20.5%	17.7%	13.0%	14.4%	2.6%	2.6%	2.7%	2.0%	2.0%	-	-	-	8.3%
Total Reservations	7426	7744	8889	8032	8474	8081	7723	8685	8095	-	-	-	73149
% of cancels	13.5%	11.9%	10.6%	11.2%	11.8%	10.7%	11.2%	11.3%	13.6%	-	-	-	11.7%
% of no-shows	12.9%	11.4%	11.0%	10.0%	10.8%	7.1%	7.2%	6.1%	6.3%	-	-	-	9.2%
% of stand-by trips	0.15%	0.10%	0.10%	0.16%	0.08%	0.06%	0.02%	0.03%	0.03%	-	-	-	0.1%
% of trips denied	0.03%	0.05%	0.07%	0.04%	0.02%	0.00%	0.05%	0.02%	0.02%	-	-	-	0.0%
% of reservations fulfilled	73.7%	76.7%	78.4%	78.8%	77.4%	82.2%	81.6%	82.6%	80.2%	-	-	-	79.1%

Purpose of Trips

Purpose of Trips	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Totals
Medical	12.7%	11.2%	11.2%	12.7%	10.0%	9.2%	10.7%	9.4%	9.2%	-	-	-	10.6%
Medical Dialysis	18.5%	18.5%	17.7%	17.0%	16.1%	15.7%	15.0%	14.2%	15.4%	-	-	-	16.4%
Medical Prescription	0.3%	0.4%	0.2%	0.3%	0.0%	0.0%	0.1%	0.1%	0.1%	-	-	-	0.2%
Medical Therapy	1.1%	1.3%	0.9%	1.1%	1.3%	1.3%	1.8%	1.0%	1.1%	-	-	-	1.2%
Food Shopping	2.4%	2.4%	2.2%	2.3%	2.6%	2.4%	2.4%	3.3%	2.4%	-	-	-	2.5%
Shopping for Other	2.1%	2.2%	2.2%	2.1%	2.7%	2.2%	2.0%	2.0%	2.2%	-	-	-	2.2%
Meetings	5.7%	5.1%	5.2%	5.2%	6.0%	5.3%	7.7%	3.9%	7.4%	-	-	-	5.7%
Recreational	0.5%	0.5%	0.9%	0.9%	0.6%	0.9%	0.9%	1.1%	1.5%	-	-	-	0.9%
School	1.2%	2.1%	1.3%	1.8%	1.5%	0.9%	0.9%	0.7%	1.4%	-	-	-	1.3%
Social Services	0.5%	0.9%	0.5%	0.4%	0.2%	0.1%	0.4%	0.2%	0.2%	-	-	-	0.4%
Center Clients	34.0%	35.6%	38.5%	35.6%	37.8%	42.8%	39.2%	43.4%	39.0%	-	-	-	38.7%
Hurricane	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	-	-	-	0.1%
Work	17.6%	16.2%	15.0%	16.5%	16.6%	15.9%	15.1%	16.6%	16.6%	-	-	-	16.2%
Other	3.3%	3.5%	4.2%	4.1%	4.3%	3.4%	3.7%	3.1%	3.0%	-	-	-	3.6%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	-	-	-	100%

Local Coordinating Board Agenda Item

November 7, 2022

Item III. Reports

Section 3.03 Volunteers in Motion Report

Discussion:

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

Requested Action:

No Action Required

Attachments:

Volunteers in Motion Quarterly Report

Local Coordinating Board Agenda Item

November 7, 2022

Item III. Reports

Section 3.04 Directors Report

Discussion:

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

Requested Action:

No Action Required

Attachments:

Local Coordinating Board Agenda Item

November 7, 2022

Item IV. New Business

Section 4.01 Approval of Annual Bylaws

Discussion:

Pursuant to the Florida Commission for the Transportation Disadvantaged operating guidelines, the Local Coordinating Board for the Transportation Disadvantaged is required to review their bylaws each year and recommend any necessary changes for approval.

The Space Coast Transportation Planning Organization has incorporated the Transportation Disadvantaged Local Coordinating Board Bylaws into their policies. Any changes to the bylaws will need to be approved by the Space Coast Transportation Planning Organization Board .

Staff requesting recommendations be presented to TPO Board for approval of the 2023 Bylaws as presented.

Requested Action:

Approval of the bylaws for the Local Coordinating Board. If the Local Coordinating Board wishes to make significant changes, the bylaws will be brought back to the next Local Coordinating Board Meeting. Staff requesting recommendations be presented to TPO Board for approval of the 2023 Bylaws as presented.

Attachments:

Bylaws of the Brevard County Local Coordinating Board for the Transportation Disadvantaged

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

1.0 TRANSPORTATION DISADVANTAGES LOCAL COORDINATING BOARD (TDLCB).

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

- (1) Review and approve the coordinated community transportation disadvantaged service plan, including the Memorandum of Agreement between the Transportation Disadvantaged Commission and the Community Transportation Coordinator, prior to submittal to the Commission;
- (2) Evaluate services provided in meeting the approved plan;
- (3) Review and provide recommendations, in cooperation with the community transportation coordinator, to the State Transportation Disadvantaged Commission (hereinafter called "the Commission") on funding applications affecting the transportation disadvantaged;
- (4) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;
- (5) Evaluate multi-county or regional transportation opportunities; and
- (6) 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. The membership of the Transportation Disadvantaged Local Coordinating Board, organizational structure, and specific responsibilities shall consist of the members as designated and in accordance with the Florida Administrative Code Rule 41-2.012. 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 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 Brevard County District School Board, School Board Transportation Office, or Headstart Program in areas if the School District is responsible;
- (e) A local representative of the Florida Division of Vocational Rehabilitation, or the Division of Blind Services, representing the Department of Education;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over the age of sixty representing the elderly in Brevard County;
- (h) A person with a disability representing the disabled in Brevard County;
- (i) Two citizen advocate representatives in Brevard County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (j) A local representative for children at risk;
- (k) The chairperson, or said chairperson's designee, of the local mass transit or public transit system's board;

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

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

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

(o) A local representative of the Agency for Persons with Disabilities;

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

(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) 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 considered as members of the board and shall not be permitted to vote.

(C) Appointment of Chair. 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's 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's, the members and alternate members of the board shall be appointed for three (3) year staggered terms. The chair's shall serve until replaced by the 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) TDLCB Nominating Committee. 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 appointed by 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 an 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 Disadvantaged Local Coordinating Board. All meetings of the committee shall be noticed, are open to the public, and are subject to the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes.

(F) 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.

(2) The Board shall meet at least quarterly as required by Chapter 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 Space Coast Transportation Planning Organization;

(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;

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

(d) On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the Space Coast Transportation Planning Organization with an evaluation of the Coordinator's performance in general and relative to the 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;

(e) In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Transportation Disadvantaged Commission and the 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;

(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;

(g) Appoint a grievance subcommittee to process and investigate complaints from agencies, users, potential users of the system and the Transportation Disadvantaged Coordinator, and make recommendations to the Transportation Disadvantage 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;

(h) Appoint a member to the nominating committee to recommend potential candidates to the Space Coast Transportation Planning Organization for appointments;

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

(j) 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 and the Space Coast Transportation Planning Organization for the most recent operating year period;

(k) Consolidate the annual budget estimates of local, district, state, agency, and federal government transportation disadvantaged funds and forward said information to the Transportation Disadvantaged Commission no later than December 1 for reporting purposes. A copy of the consolidated report shall be provided to the Space Coast Transportation Planning Organization for planning purposes;

(l) Assist SCTPO in preparing a Transportation Disadvantaged Element in their Transportation Improvement Program (TIP).

(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

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

(G) 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.

(H) Coordinating board procedures.

(1) A quorum consists of six (6) voting members. Roberts Rules of Order, as revised, latest edition, shall be used to govern proceedings of the 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, 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 SCTPO Executive Director, or said 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, 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 SCTPO Executive Director, or the director's designee, determines that a quorum physically present at the meeting site cannot be obtained, the SCTPO Executive Director, the 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) *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.

(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.

(I) Staff. The TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in 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.

(J) Communication. The TPO 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 (FAC).

The undersigned hereby certifies that she is the Vice-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 Disadvantage Local Coordinating Board as adopted by the Space Coast Transportation Planning Organization Governing Board for the Transportation Disadvantaged Local Coordinating Board, the 7 day of November, 2022.

Andrea Young, SCTPO Chair

Local Coordinating Board Agenda Item

November 7, 2022

Item IV. New Business

Section 4.02 Annual Approval of Grievance Procedures

Discussion:

Pursuant to the Florida Commission for the Transportation Disadvantaged operating guidelines, the Local Coordinating Board for the Transportation Disadvantaged is required to review the Grievance Procedures annually, and update if necessary.

No changes have been made to the grievance procedures; staff requests approval of the 2023 Grievance Procedures as presented.

Requested Action:

Approval of the Grievance Procedures for the Local Coordinating Board. If the Local Coordinating Board wishes to make significant changes, the Grievance Procedures will be brought back to the next Local Coordinating Board Meeting.

Attachments:

Grievance Procedures for the Brevard County Local Coordinating Board for the Transportation Disadvantaged.

GRIEVANCE PROCEDURES

Brevard County Local Coordinating Board for the Transportation
Disadvantaged for 2023

Article 1: Preamble

Section 1: Preamble:

The following sets forth the grievance procedures, which shall serve to guide the Brevard County Local Coordinating Board for the Transportation Disadvantaged, serving to assist the Community Transportation Coordinator. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, and Rule 41-2.012 of the Florida Administrative Code, setting forth requirements for the establishment of grievance procedures and Grievance Subcommittee procedures to resolve grievances or complaints from agencies, users, potential users, subcontractors and other interested parties. While the intent of this Subcommittee will be to resolve service issues, this procedure shall incorporate a multi-layered approach to problem resolution. The first notice of a grievance should go directly to the contracted Transportation Disadvantaged provider. If the Transportation Disadvantaged Provider is unable to resolve the problem, the Community Transportation Coordinator and Grievance Subcommittee are given an opportunity to review.

Article II: Grievance Subcommittee Name and Purpose

Section 1: Name

The name of the subcommittee to resolve grievances or complaints for the Brevard County Local Coordinating Board for the Transportation Disadvantaged shall be the GRIEVANCE SUBCOMMITTEE.

Section 2: Purpose

The primary purpose of the Grievance Subcommittee is to process, investigate, resolve complaints and make recommendation to the Local Coordinating Board for improvements of service from agencies, users or potential users of the system in Brevard County. The Local Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Subcommittee, which shall meet as often as necessary to resolve complaints in a timely manner.

Article III: Definition of Grievance

Section 1: Definition

For the purpose of the Local Coordinating Board and the Grievance Subcommittee, a grievance is defined as: "A circumstance or condition thought to be unjust, and ground for complaint or resentment."

Article IV: Grievance Procedures

Section 1: General

The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Subcommittee.

Section 2: Filing a Grievance

It is assumed that a Complainant would direct any initial concern to the Transportation Disadvantaged Operator before initiating the Grievance Procedure. Should an interested party wish to file a grievance in order to receive improved service from the Transportation Disadvantaged Program, that grievance must be filed in writing to the Brevard County Community Transportation Coordinator. The Complainant should try to demonstrate or establish a clear violation of a specific law, regulation or contractual arrangement.

Complainants may use the grievance form and mail to:

Transit Director
Space Coast Area Transit
401 South Varr Avenue
Cocoa FL 32922

- A. The Complainant shall complete the Grievance Form. The complainant may request assistance in completing the form from the Community Transportation Coordinator. The form is the only vehicle for following procedure and should not prevent the Complainant from following through with necessary action.
- B. The Community Transportation Coordinator shall forward all the initial complaints for review by the Transportation Disadvantaged Provider. The Provider must respond in writing no later than seven (7) working days from the date the grievance is received.
- C. The Complainant can forward issues for review and consideration to the Grievance Subcommittee by completing the form and returning the form to the Community Transportation Coordinator. The Community Transportation Coordinator will schedule the Grievance Committee to review the issue and notify the Complainant of the meeting date, time and location.
- D. The Grievance Subcommittee shall endeavor to resolve a grievance. The Grievance Subcommittee shall issue a decision in a report.

Section 3: Appeal to the Local Coordinating Board

The decision of the Grievance Subcommittee may be appealed in writing to the Local Coordinating Board within five (5) working days from the date when the Complainant receives written notice from the Grievance Subcommittee makes its decision.

Once an appeal has been received, the Local Coordinating Board shall meet and render its decision at its next meeting. The complainant shall be notified in writing of the date, time and place of the Local Coordinating Board meeting where the appeal shall be heard. This written notice shall be mailed at least ten (10) days in advance of the meeting. A written copy of the decision made by the Coordinating Board shall be mailed to all parties involved within ten (10) days of the date of the decision.

Section 4: Appeal to the State Transportation Disadvantaged Commission Ombudsman Program

Should the complainant remain dissatisfied with the decision of the Brevard County Local Coordinating Board, an appeal may be made in writing to the Transportation Disadvantaged Commission. The appeal shall be addressed to:

Ombudsman Program

Florida Commission for the Transportation Disadvantaged

605 Suwannee Street, MS-49

Tallahassee, FL 32399-0450

Call 1-800-98302435 or call 711 (Florida only) Florida Relay System

E-mail: CTDOmbudsman@dot.state.fl.us

Article V: Grievance Subcommittee Procedures

Section 1: Discussion Schedule

After receipt of the appealed grievance, the Transit Director shall schedule a discussion of the grievance at the next Grievance Subcommittee meeting.

Section 2: Notification

The Space Coast Area Transit Staff shall send notice of the scheduled discussion in writing to the complainant and other interested parties. The notices shall clearly state:

1. Date, time and location of the meeting
2. Purpose of the discussion and statement of issues involved

Section 3: Written Decision

Written decisions shall include the following information:

1. An opinion and reasons for the decision based on information presented; and
2. A recommendation by the Grievance Subcommittee based on their investigation and findings

Article VI: Scheduled Meetings

Section 1: General

When a meeting of the Grievance Subcommittee is necessary, staff to the Local Coordinating Board shall schedule a meeting for the Grievance Subcommittee to hear appealed grievances. Grievance Subcommittee meetings shall, if possible, meet on the third Monday of the month.

Article VII: Amendments

Section 1: General

The Coordinating Board Grievance Procedures may be amended by a simple majority of members present, if a quorum exists, providing the proposed change(s) is/are mailed to all members at least seven (7) days in advance of the meeting.

Section 2: Quorum

At all meetings of the Coordinating Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business.

Article VIII: Certification

The undersigned hereby certifies that he/she is the Chair of the Brevard County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Coordinating Board as adopted by the Brevard County Local Coordinating Board for the Transportation Disadvantaged this 7th day of November, 2022.

Andrea Young, Chair

Brevard County Local Coordinating Board

Local Coordinating Board Agenda Item

November 7, 2022

Item IV. New Business

Section 4.03 Approval of Annual Operating Report

Discussion:

Each Community Transportation Coordinator is required to submit an Annual Operating Report to the Commission for the Transportation Disadvantaged. The Commission for the Transportation Disadvantaged compiles all the reports into a statewide operations report and utilizes the data to assess the Community Transportation Coordinator performance. The data in this report is also used to determine a portion of the yearly Trip and Equipment Grant distribution. Of these total grant allocation formulas, 25% is related to total system passenger trips and 25% system vehicle miles traveled.

Staff will provide a presentation at the meeting on this year's Annual Operating Report.

Requested Action:

Local Coordinating Board to certify the Annual Operating Report

Attachments:

Fiscal Year 7/1/21-6/30/22 Annual Operating Report (AOR)



CTC Organization

County: Brevard

Fiscal Year: 7/1/2021 - 6/30/2022

CTC Status: Approved

CTD Status: Approved

Date Initiated: 9/14/2022

CTC Organization Name: Space Coast Area Transit
Address: 401 South Varr Avenue
City: Cocoa
State: FL
Zip Code: 32922
Organization Type: County
Network Type: Sole Source
Operating Environment: Urban
Transportation Operators: No
Number of Transportation Operators: 0
Coordination Contractors: No
Number of Coordination Contractors: 0
Provide Out of County Trips: No
Local Coordinating Board (LCB) Chairperson: Andrea Young
CTC Contact: Terry Jordan
CTC Contact Title: Transit Director
CTC Contact Email: terry.jordan@brevardfl.gov
Phone: (321) 635-7815

CTC Certification

I, Terry Jordan, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Andrea Young, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



CTC Trips

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	380,656	N/A	380,656	333,276	N/A	333,276
Weekly Pass Trips	36,750	N/A	36,750	24,550	N/A	24,550
Monthly Pass Trips	16,116	N/A	16,116	14,040	N/A	14,040
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	96,346	0	96,346	152,310	0	152,310
Non-Ambulatory	8,828	0	8,828	7,970	0	7,970
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	13,212	N/A	13,212	4,943	N/A	4,943
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	551,908	0	551,908	537,089	0	537,089
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	32,786	0	32,786	9,129	0	9,129
Comm for the Transportation Disadvantaged (CTD)	53,900	N/A	53,900	41,442	N/A	41,442
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	16,116	0	16,116	14,040	0	14,040
Dept of Elder Affairs (DOEA)	6,177	0	6,177	5,639	0	5,639
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	144,303	0	144,303	186,804	0	186,804
Local Government	157,425	0	157,425	191,747	0	191,747
Local Non-Government	141,201	0	141,201	88,288	0	88,288
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	551,908	0	551,908	537,089	0	537,089



CTC Trips (cont'd)

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	151,908	0	151,908	149,715	0	149,715
Children At Risk	40,532	0	40,532	36,845	0	36,845
Persons With Disabilities	104,246	0	104,246	101,653	0	101,653
Low Income	183,328	0	183,328	178,770	0	178,770
Other	71,894	0	71,894	70,106	0	70,106
Total - Passenger Type	551,908	0	551,908	537,089	0	537,089
Trip Purpose - One Way						
Medical	67,564	0	67,564	67,457	0	67,457
Employment	229,919	0	229,919	222,897	0	222,897
Education/Training/Daycare	186,932	0	186,932	186,913	0	186,913
Nutritional	1,681	0	1,681	1,653	0	1,653
Life-Sustaining/Other	65,812	0	65,812	58,169	0	58,169
Total - Trip Purpose	551,908	0	551,908	537,089	0	537,089
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	10,180	0	10,180	9,752	0	9,752
Total - UDPHC	10,180	0	10,180	9,752	0	9,752
Unmet & No Shows						
Unmet Trip Requests	23	N/A	23	3	N/A	3
No Shows	7,866	N/A	7,866	4,414	N/A	4,414
Customer Feedback						
Complaints	5	N/A	5	2	N/A	2
Commendations	3	N/A	3	20	N/A	20

CTC Vehicles & Drivers

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area
Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	1,151,649	0	1,151,649	997,435	0	997,435
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	16,953	N/A	16,953	8,775	N/A	8,775
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	1,168,602	0	1,168,602	1,006,210	0	1,006,210
Roadcalls & Accidents						
Roadcalls	16	0	16	23	0	23
Chargeable Accidents	3	0	3	4	0	4
Vehicle Inventory						
Total Number of Vehicles	165	0	165	165	0	165
Number of Wheelchair Accessible Vehicles	102	0	102	98	0	98
Drivers						
Number of Full Time & Part Time Drivers	121	0	121	20	0	20
Number of Volunteer Drivers	17	0	17	92	0	92



CTC Revenue Sources

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 116,539	\$ 0	\$ 116,539	\$ 20,892	\$ 0	\$ 20,892
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 7,155	\$ 0	\$ 7,155	\$ 3,603	\$ 0	\$ 3,603
Dept of Elder Affairs (DOEA)	\$ 4,000	\$ 0	\$ 4,000	\$ 7,188	\$ 0	\$ 7,188
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 1,183,681	N/A	\$ 1,183,681	\$ 1,182,157	N/A	\$ 1,182,157
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 4,190,318	\$ 0	\$ 4,190,318	\$ 4,035,940	\$ 0	\$ 4,035,940
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 198,522	\$ 0	\$ 198,522
49 USC 5311	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 524,791	\$ 0	\$ 524,791	\$ 395,256	\$ 0	\$ 395,256
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 289,522	\$ 0	\$ 289,522	\$ 292,050	\$ 0	\$ 292,050
Local Government						
School Board (School Bus)	\$ 79,093	N/A	\$ 79,093	\$ 0	N/A	\$ 0
County Cash	\$ 383,229	\$ 0	\$ 383,229	\$ 423,090	\$ 0	\$ 423,090
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 272,114	\$ 0	\$ 272,114	\$ 182,483	\$ 0	\$ 182,483
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 112,206	\$ 0	\$ 112,206	\$ 41,954	\$ 0	\$ 41,954
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 7,162,648	\$ 0	\$ 7,162,648	\$ 6,783,135	\$ 0	\$ 6,783,135



CTC Expense Sources

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 1,988,560	\$ 0	\$ 1,988,560	\$ 1,481,799	\$ 0	\$ 1,481,799
Fringe Benefits	\$ 334,811	\$ 0	\$ 334,811	\$ 334,308	\$ 0	\$ 334,308
Services	\$ 1,475,408	\$ 0	\$ 1,475,408	\$ 1,523,510	\$ 0	\$ 1,523,510
Materials & Supplies Consumed	\$ 647,330	\$ 0	\$ 647,330	\$ 429,930	\$ 0	\$ 429,930
Utilities	\$ 27,290	\$ 0	\$ 27,290	\$ 24,192	\$ 0	\$ 24,192
Casualty & Liability	\$ 73,917	\$ 0	\$ 73,917	\$ 74,982	\$ 0	\$ 74,982
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 3,268	\$ 0	\$ 3,268	\$ 5,330	\$ 0	\$ 5,330
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 14,003	\$ 0	\$ 14,003	\$ 4,126	\$ 0	\$ 4,126
Capital Purchases	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 664,433	\$ 0	\$ 664,433	\$ 693,486	\$ 0	\$ 693,486
Purchased Transportation Services						
Bus Pass	\$ 923	N/A	\$ 923	\$ 4,541	N/A	\$ 4,541
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Total - Expense Sources	\$ 5,229,943	\$ 0	\$ 5,229,943	\$ 4,576,204	\$ 0	\$ 4,576,204

County: Brevard
 CTC: Space Coast Area Transit
 Contact: Terry Jordan
 401 South Varr Avenue
 Cocoa, FL 32922
 321-635-7815

Email: terry.jordan@brevardfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	10,180



Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	390,730	371,866	433,522
Deviated FR	0	0	0
Complementary ADA	0	0	0
Paratransit	364,429	160,280	105,174
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	9,762	4,943	13,212
Volunteers	0	0	0
TOTAL TRIPS	764,921	537,089	551,908

Passenger Trips By Trip Purpose			
Medical	89,989	67,457	67,564
Employment	279,172	222,897	229,919
Ed/Train/DayCare	236,831	186,913	186,932
Nutritional	12,464	1,653	1,681
Life-Sustaining/Other	146,465	58,169	65,812
TOTAL TRIPS	764,921	537,089	551,908

Passenger Trips By Revenue Source			
CTD	58,080	41,442	53,900
AHCA	0	0	0
APD	26,632	9,129	32,786
DOEA	15,157	5,639	6,177
DOE	17,016	14,040	16,116
Other	648,036	466,839	442,929
TOTAL TRIPS	764,921	537,089	551,908

Trips by Provider Type			
CTC	764,921	537,089	551,908
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	764,921	537,089	551,908

Vehicle Data	2020	2021	2022
Vehicle Miles	1,825,091	1,006,210	1,168,602
Roadcalls	39	23	16
Accidents	5	4	3
Vehicles	161	165	165
Drivers	215	112	138

Financial and General Data			
Expenses	\$4,621,045	\$4,576,204	\$5,229,943
Revenues	\$7,260,542	\$6,783,135	\$7,162,648
Commendations	32	20	3
Complaints	8	2	5
Passenger No-Shows	10,465	4,414	7,866
Unmet Trip Requests	31	3	23

Performance Measures			
Accidents per 100,000 Miles	0.27	0.40	0.26
Miles between Roadcalls	46,797	43,748	73,038
Avg. Trips per Passenger	57.07	55.07	54.21
Cost per Trip	\$6.04	\$8.52	\$9.48
Cost per Paratransit Trip	\$12.27	\$28.52	\$49.72
Cost per Total Mile	\$2.53	\$4.55	\$4.48
Cost per Paratransit Mile	\$2.47	\$4.58	\$4.54

Local Coordinating Board Agenda Item

November 7, 2022

Item IV. New Business

Section 4.04 Approval of 2023 Meeting Date Calendar

Discussion:

Review of the 2023 Meeting Date Calendar for the Local Coordinating Board

Requested Action:

Approval of 2023 Meeting Date Calendar for the Local Coordinating Board

Attachments:

Draft 2023 Meeting Date Calendar

2022

Meeting Dates Local Coordinating Board

Month	Date	Day	Time	Location	Topics
February	28	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Board Appointments and CTC Evaluation
May	23	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Transportation Disadvantaged Service Plan Update
August	8	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Approval of Annual Operating Report
November	7	Monday	10:30 a.m.	Space Coast Room Building C 2 nd Floor	Approval of By-Laws and Grievance Procedures; Annual Public Hearing

Revised: 12/06/2021

Local Coordinating Board Agenda Item

November 7, 2022

Item V. 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

November 7, 2022

Item VI. Public Comment

Discussion:

Discussion open for comments from the public

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

November 7, 2022

Item VII. Adjournment

Discussion:

Requested Action:

Attachments:

None

Local Coordinating Board Agenda Item

November 7, 2022

Item VIII. Public Hearing

Discussion:

Pursuant to the Florida Commission for the Transportation Disadvantaged operating guidelines, the Local Coordinating Board for the Transportation Disadvantaged is required to hold a minimum of one public hearing annually for the purpose of receiving input on the unmet needs or any other services that relate to the local transportation system in Brevard County.

Requested Action:

The Brevard County Local Coordinating Board must adjourn the regular meeting before opening the Public Hearing.

Attachments:

None