



Agenda

Local Coordinating Board for Transportation Disadvantaged Services

2725 Judge Fran Jamieson Way Viera, Florida 32940

Florida Room, Building C, Third Floor

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

Item I. Introduction of Members

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 CTC Evaluation Update

Section 3.04 Volunteers in Motion Report

Section 3.05 Transit Directors Update

Item IV. New Business

Section 4.01 TDLCB Membership discussion regarding unfilled positions

Item V. Old Business

Item VI. Member Reports

Item VII. Public Comment

Item VIII. 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

February 24, 2023

Item I. 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 988 Woodcock Road, Suite 200 Orlando, FL 32803 Phone – (407) 514-1802 Fax – (407) 228-1835 E-mail karla.radka@sraflorida.org	Florida Department of Elder Affairs	Indefinite	Member
Vacant	Private for Profit or Non- Profit Transportation Industry	Indefinite	-
Victoria Anderson Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone – (407) 420-2483 Victoria.Anderson@ahca.myflorida.com	Florida Agency for Health Care Administration	Indefinite	Member
Vacant	Regional Workforce Board	Indefinite	-
Vacant	Representative Local Medical Community	Indefinite	-

Alternates

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

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

03/01/2022

Local Coordinating Board Agenda Item

February 24, 2023

Item II. Meeting Minutes

Discussion:

Requested Action:

Approve the Meeting Minutes for November 7, 2022

Attachments:

Draft Meeting Minutes, November 7, 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

November 7, 2022 10:30 A.M. Call to Order

Item I. Introduction of Members

Member	Representing	02/28/2022	08/08/2022	11/07/2022
Andrea Young, Chair	Elected Official	Virtual	Present	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	Present	Present	Absent
Dennis Vannorsdall	Florida Department of Veteran's Affairs	Present	Present	Present
Vacant	Florida Association of Commission Action Agencies	Vacant	Vacant	Vacant
Rocky Randels	Persons over 60 Representative	Absent	Absent	Absent
Camille Tate	Disabled Representative	Present	Present	Present
Linda Howard Vice – Chair	Citizen Advocate	Present	Present	Present
Vacant	State Services – Children at Risk	Vacant	Vacant	Vacant
Karla Radka	Florida Department of Elder Affairs	Absent	Absent	Absent



Member	Representing	02/28/2022	08/08/2022	11/07/2022
Victoria Anderson	Florida Agency for Healthcare Administration	Present	Present	Present
Jennifer Cleveland	Citizen Advocate System User	Present	Present	Absent
Vacant	Private Transportation Industry	Vacant	Vacant	Vacant

Alternates	Representing	02/28/2022	08/08/2022	11/07/2022
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
Glorybee Perez	Florida Agency for Healthcare Administration	Absent	Absent	Absent

Others Present	Representing
Ken Harley	Space Coast Area Transit
Lance Parker	Space Coast Area Transit
Karen Petters	Space Coast Area Transit
Ron Shepard	Space Coast Area Transit
Yvonne Miles	Space Coast Area Transit
Sarah Kraum	Space Coast Transportation Planning Organization
Debbie Flynn	Space Coast Transportation Planning Organization
Heather Balser	Brevard County Attorney's Office
Jennifer Strayings	Special Gatherings



Item II. Meeting Minutes

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

Motion to approve meeting minutes: Linda Howard

Second: Arlene Naulty.

Motion passed unanimously.

Item III. Reports

Section 3.01 Community Transportation Coordinator's Report – Lance Parker Presented this report.

No questions were asked.

Section 3.02 Brevard County Transit Services Transportation Disadvantaged Performance Report Card – Lance Parker presented this report.

Mr. Parker reported majority of cancellations are from the training centers due to flu season and the holidays. Second highest cancelation group were dialysis patients.

Comment from Ms. Howard on report card, regarding late percentages, great improvement from August 2022.

Questions asked: By the Chair, Andrea Young

1. Are we still having issue with sufficient drivers?
We're still short 24 drivers, losing our older drivers due to retirement.
2. How far in advance booking time is necessary for the demand response trips? Up to 7 days.
3. Standing trips, what's the cutoff? Action item. Lance stated that we would get an answer back to the LCB.

Section 3.03 Volunteers in Motion Report – Presented by Lori Hamilton.

Satellite Beach Founders Day event is November 12th. Volunteers in motion will attend. No questions.

Section 3.04 Directors Report – Ken Harley presented this report.

Ken Harley expressed our gratitude for the partnership with the TPO. Reported on the Senior Mobility event which kicked off, Transit Talk with Terry, pop-up events and that we are still recruiting for more drivers. We are receiving an increase in requests for information regarding non-emergency medical transportation providers. We are



exploring grants for a new transit operations facility as well as for the Cocoa Transfer facility. We are also reviewing the Comprehensive Operations Analysis to look at cost saving measures and efficiencies for the system.

Q: Clarity on non-emergency services? Ken commented it would not be Space Coast Area Transit or Brevard County but private services providers and people paying for Non-emergency medical transportation providers like Stellar.

Item IV. New Business

Section 4.01 Approval of Annual Bylaw's – Presented by Ken Harley.

At this time no changes. Motion to approve the bylaws: Linda Howard, Second: Camille Tate. Motion carries.

- Linda Howard asked this is required by transportation disadvantaged in Tallahassee? Ken stated that it was a deliverable required by the Planning Grant. No other questions.

Section 4.02 Annual Approval of Grievance Procedures – Presented by Ken Harley

Motion to approval the Grievance Procedures- James Stringer, second: Linda Howard. Motion carries.

Sarah Kraum opened the slate of office for the Grievance Sub-Committee.

- Five Voting Members will serve a Term of one year from 1/1/2023-12/31/2023. This Sub- Committee will need a Chair, Vice Chair and three additional members. Sarah opened up the annual nominations for the Grievance Sub-Committee for 2023 (3 Voting members must be present).
 - Chair- Andrea Young
 - Vice Chair- Linda Howard
 - 1st Member at Large- Camille Tate
 - 2nd Member at Large- Felisha Wilson
 - 3rd Member at Large-Arlene Naulty

Sarah Kraum requested a motion to approve; Chair, Andrea Young, Vice Chair, Linda Howard and three members at large, Camille Tate, Felisha Wilson & Arlene Naulty, as one single motion. Motion to Approve- was made by Dennis Vannorsdall; second by Victoria Anderson. Motion carries.

Section 4.03 Approval of Annual Operating Report-Presented by Karen Petters.

No questions were asked.

Motion to approve by James Stringer, second Luciana Taylor. Motion passes.



Section 4.04 Approval of 2023 Meeting Date Calendar

Motion to Approve- Arlene Naulty, Second- Camille Tate. Motion carries.

Update on dates will be emailed once confirmed.

Item V. Member Reports

- Debbie Flynn was introduced as the new Transportation Planner for the TPO, she will take over for Sarah Kraum.
- Luciana Taylor-FDOT- yearly Solicit FTA Grants- Private, nonprofit agencies, that provide transportations to incidentals with disabilities and the elderly she will send an email regarding this. Deadline: 1/13/2023 5 pm.
- Dennis Vannorsdall- Update Stand-down rescheduled 1/21/2023 Veteran Stand up stand down at Cocoa Armory. (Rescheduled due to Hurricane Ian).

Item VI. Public Comments

No Public Comments

Item VII. Adjournment

Motion to Adjourn at 11:02 am.- James Springer, Second Ms. Howard

Item VIII. Public Hearing

Opened at 11:04 am and closed 11:05 am. No Public Comments

Item IX. Adjournment

Motion to Adjourn, Mr. Springer, Second: Ms. Howard, adjourned at 11:02 am.

Local Coordinating Board Agenda Item

February 24, 2023

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

Administration Office
401 S. Varr Avenue
Cocoa, FL 32922
Office: 321.635.7815
Fax: 321.633.1905



Community Transportation Coordinator Report

February 24, 2023

Founders Day -January 14, 2023, Satellite Beach



RideLine 321.633.1878

321Transit.com

Vanpool 321.952.4562

Local Coordinating Board Agenda Item

February 24, 2023

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	7456	5879	6324	77524
% within window	43.7%	46.8%	57.6%	63.7%	67.0%	70.3%	67.2%	69.5%	65.6%	71.9%	70.8%	66.6%	61.8%
% early	35.8%	35.5%	29.4%	21.8%	30.5%	27.1%	30.2%	28.5%	32.4%	24.9%	25.4%	30.1%	29.1%
% late 1-15 minutes	17.8%	15.5%	11.7%	11.9%	1.4%	1.4%	1.3%	1.0%	0.9%	2.2%	2.4%	2.2%	5.6%
% late 16-30 minutes	1.9%	1.2%	0.9%	1.6%	0.8%	1.0%	0.9%	0.7%	0.8%	0.9%	1.0%	0.8%	1.0%
% late >30 minutes	0.8%	1.0%	0.4%	1.0%	0.3%	0.3%	0.4%	0.3%	0.3%	0.1%	0.4%	0.2%	0.5%
% late	20.5%	17.7%	13.0%	14.4%	2.6%	2.6%	2.7%	2.0%	2.0%	3.3%	3.9%	3.3%	7.0%
Total Reservations	7426	7744	8889	8032	8474	8081	7723	8685	8095	9021	7371	8941	98482
% of cancels	13.5%	11.9%	10.6%	11.2%	11.8%	10.7%	11.2%	11.3%	13.6%	10.1%	12.0%	21.3%	12.5%
% of no-shows	12.9%	11.4%	11.0%	10.0%	10.8%	7.1%	7.2%	6.1%	6.3%	7.2%	8.3%	8.0%	8.8%
% of stand-by trips	0.15%	0.10%	0.10%	0.16%	0.08%	0.06%	0.02%	0.03%	0.03%	0.03%	0.05%	0.02%	0.1%
% of trips denied	0.03%	0.05%	0.07%	0.04%	0.02%	0.00%	0.05%	0.02%	0.02%	0.03%	0.00%	0.00%	0.0%
% of reservations fulfilled	73.7%	76.7%	78.4%	78.8%	77.4%	82.2%	81.6%	82.6%	80.2%	82.7%	79.8%	70.7%	78.7%

Purpose of Trips

[illegible]

Local Coordinating Board Agenda Item

February 24, 2023

Item III. Reports

Section 3.03 CTC Evaluation Update

Discussion:

Ken Harley will present this update at the meeting for the Local Coordinating Board Member's information and review.

Requested Action:

No Action Required

Attachments:

CTC Evaluation Update

SPECIAL PROJECTS REPORT

CTC Evaluation

Each year the Designated Official Planning Agency (DOPA) which is the Space Coast Area TPO is required to conduct an evaluation on the Community Transportation Coordinator (CTC) which is Space Coast Area Transit.

The evaluation is mandated by Florida Administrative Code Rule 41-2.006. It is based upon the CTC's general performance and the standards established by the Commission for Transportation Disadvantaged (CTD) and the local standards and the CTC's performance based upon the adopted Transportation Disadvantaged Service Plan.

As part of the CTC's performance, the local Coordinating Board shall also set an annual percentage goal to increase the number of trips provided by the fixed route system. This is to remove trips from paratransit to the fixed route.

We are undergoing the CTC Evaluation and Space Coast TPO will be presenting that report at the next Local Coordinating Board Meeting.

The CTC Evaluation encompasses the following areas:

1. Compliance with Chapter 427
2. Compliance with Chapter 41-2
3. Compliance with Chapter 14-90
4. Compliance with the standards in the Transportation Disadvantaged Service Plan
5. Compliance with the American With Disabilities Act
6. Vehicle inspections
7. Client intake information- eligibility- review of applications
8. Passenger surveys
9. Ride observations
10. Follow-up from the Commission for Transportation Disadvantaged Audit.

The schedule is as follows: The draft report was submitted to Space Coast Area Transit On February 3rd, we have until February 24th to provide our comments. We will receive the final report on March 20th, and the TPO will present it to the Local Coordinating Board of May 15th. The final report will be submitted to the Commission for Transportation Disadvantaged on or before June 30th and it will be on the TPO Governing Board Meeting Consent Agenda on July 13th.



Local Coordinating Board Agenda Item

February 24, 2023

Item III. Reports

Section 3.04 Volunteers in Motion Report

Discussion:

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

Requested Action:

No Action Required

Attachments:

Volunteers in Motion Quarterly Report

LCB AGENDA ITEM

Title: Volunteers in Motion (VIM)

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

Program Developments:

Recruitment:

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

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

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

Active Volunteers: 18

New Volunteers: 0

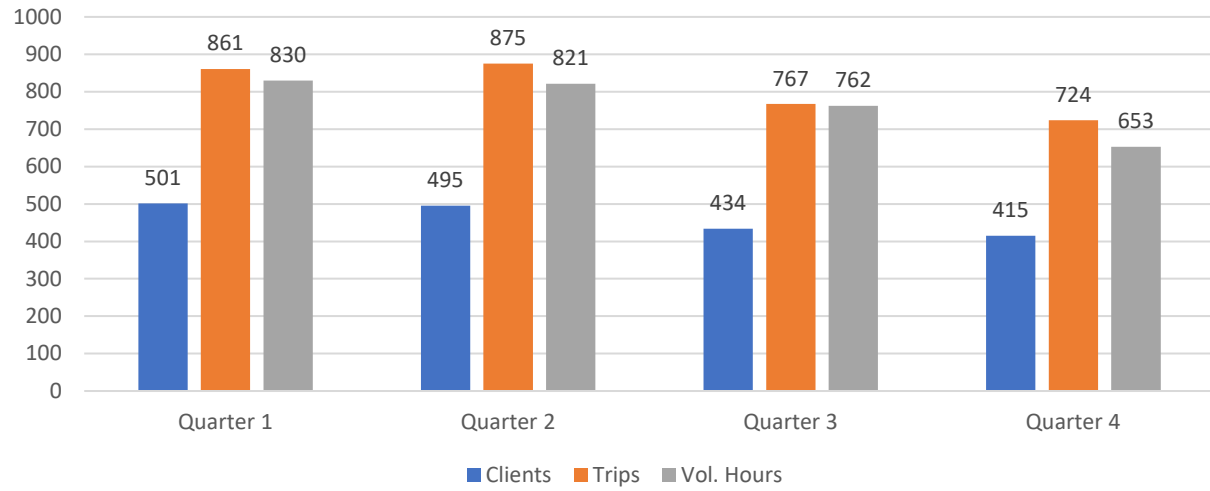
General:

The **Boomer Bash Senior Expo** hosted by Senior Life was held on Thursday, **November 17, 2022** at the **Space Coast Convention Center** located at 301 Tucker Lane, Cocoa from 10:00-2:00pm. VIM was one of many exhibitors who will attended. There was a super showing of local residents from the Viera area. There was a high number of people who had never heard of our program. So, it was exciting introducing Volunteers in Motion.

VIM attended **Satellite Beach Woman's Club Founders Day Marketplace and Craft Show** on **January 14, 2023** and was held at **David R. Schechter Community Center**, 1089 S. Patrick Drive, Satellite Beach from 9:00-3:00pm. We had a table set up inside and enjoyed meeting our beachside residents and spreading information about our great service. This event did not disappoint. There was approximately 45 people that came by and spoke to me. I also spoke a number of people interested in volunteering.

Boomer Guide Expo will be held on **Friday, March 17, 2023 from 9am to 12pm** and will be held at the Hilton Rialto, 200 Rialto Place, Melbourne. VIM is the snack sponsor for this event and will be in great company with other exhibits sharing information like Health and Medical Screenings, Elder Law, Finance, Wellness and Retirement Options to name a few.

VIM Program Statistics CY 2022



Local Coordinating Board Agenda Item

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Item III. Reports

Section 3.05 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

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Item IV. New Business

Section 4.01 TDLCB Membership discussion regarding unfilled positions

Discussion:

Strategies to fill the vacancies on the Board.

Requested Action:

To offer ideas on filling the vacancies on the Board.

Attachments:

None

Local Coordinating Board Agenda Item

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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

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Item VI. Public Comment

Discussion:

Discussion open for comments from the public

Requested Action:

No Action Required

Attachments:

None

Local Coordinating Board Agenda Item

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Item VII. Adjournment

Discussion:

Requested Action:

Next Meeting May 15, 2023

Attachments:

None