



**ORANGE/ OSCEOLA/ SEMINOLE COUNTIES JOINT TRANSPORTATION  
DISADVANTAGED LOCAL COORDINATING BOARD**

**DATE:** Thursday, February 9, 2017

**TIME:** 10:00 a.m.

**LOCATION:** David L. Grovdahl Board Room  
250 S. Orange Avenue, Suite 200  
Orlando, Florida 32801



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**Commissioner Pete Clarke, Presiding**

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**AGENDA**

**I. CALL TO ORDER** – Commissioner Clarke

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTIONS**

**IV. CONFIRMATION OF QUORUM** – Ms. Cathy Goldfarb

**V. AGENDA REVIEW & ANNOUNCEMENTS**– Ms. Virginia Whittington

**VI. PUBLIC COMMENTS ON ACTION ITEMS**

Comments from the public will be heard pertaining to Action Items on the agenda for this meeting. People wishing to speak must complete a “Speakers Introduction Card” at the reception desk. Each speaker is limited to two minutes.

**VII. Quality Assurance Task Force (QATF) Report**

Ms. Marilyn Baldwin, Chair of the QATF, will report on the January 24, 2016 meeting.

**VIII. CONSENT AGENDA**

**A. Approval of minutes of previous meeting**

**TAB 1**

The minutes of the November 10, 2016 Transportation Disadvantaged Local Coordinating Board meeting are included at Tab 1 for approval.

**IX. ACTION ITEMS**

**A. Approval of 2017 TDLCB Bylaws**

**TAB 2**

Pursuant to the CTD operating guidelines, the TDLCB is required to review their bylaws annually and recommend any proposed changes to the TDLCB for approval. The bylaws were reviewed by the QATF at their January 24, 2017 meeting. No changes were recommended. Approval of the 2017 TDLCB Bylaws is requested.

**B. Approval of 2017 Grievance Procedures**

**TAB 3**

Pursuant to the CTD operating guidelines, annually, the TDLCB must review and update its grievance procedures if necessary. The grievance procedures were reviewed by the QATF at their January 24, 2017 meeting. No changes were recommended. Approval of the 2017 TDLCB Grievance Procedures is requested.

**C. Appointment of 2017 Grievance Committee**

Pursuant to the TDLCB Grievance Procedure, a Grievance Committee shall be appointed by the Transportation Disadvantaged Local Coordinating Board Chair and shall consist of at least five (5) voting members of the TDLCB. 2016 members are Mr. Win Adams, Ms. Crystal Ford, Ms. Marilyn Baldwin, Mr. Bob Melia and Ms. Marsha Shapiro. The LCB may wish to reappoint these members, or if a member is no longer available to serve, other volunteers may be appointed. In the event a grievance is filed, the Grievance Committee will be convened.

**D. New Member Selections**

Terms of two positions will expire February 28, 2017. Notice of these vacancies were advertised and the QATF met January 24, 2017 and reviewed all applications submitted. It is the recommendation of the QATF that appointments be made as follows:

<b>Applicant</b>	<b>Position</b>
Mr. Bob Melia	Citizen Advocate (System User)
Ms. Marilyn Baldwin	Representative for Persons with Disabilities

The TDLCB Bylaws state that “non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two, and three years.” Upon approval of the recommendations, the terms will be for three years (February 2017 through December 2020).

**E. Approval of TDLCB Membership Certification**

**TAB 4**

Contingent upon approval of Action Item VI. D. New Member Selections, and pursuant to Rule 41-2.012(3), FAC, the MetroPlan Orlando Board will be asked to certify the membership of the Local Coordinating Board at its March 8, 2017 meeting. Action is requested to recommend approval of the TDLCB membership, which verifies compliance with the Commission for the Transportation Disadvantaged Local Coordinating Board and Planning Agency guidelines.

**X. PRESENTATIONS & STATUS REPORTS**

**A. Introduction of New MetroPlan Orlando Website**

Ms. Cynthia Lambert, MetroPlan Orlando staff, will present a live demonstration of MetroPlan Orlando's new website, MetroPlanOrlando.org.

**B. Report on the FY 2016-2017 Public Hearing**

**TAB 5**

Virginia Whittington, MetroPlan Orlando, will update the board on the results of the November 10, 2016 public hearing. A copy of the comments received during the hearing are provided for review.

**C. LYNX/Community Transportation Coordinator (CTC) Update**

Tim May, ACCESS LYNX Paratransit manager, will report on current and ongoing operations.

**D. Evaluation of Community Transportation Coordinator (CTC)**

**TAB 6**

Pursuant to Florida Statutes 427.15 the performance of the CTC shall be evaluated based on the CTD approved evaluation criteria by the coordinating board annually. A copy of the evaluation shall be submitted to the metropolitan planning agency and the Commission. The recommendation or termination of any CTC shall be subject to approval by the Commission.

For the evaluation this year, staff will conduct the evaluation as part of the February 2017 TDLCB meeting. A hard copy of the evaluation instrument is provided at Tab 7. Members are asked to complete it and bring it to the February 9<sup>th</sup> LCB meeting. This document is also available and may be completed using a fillable PDF form, however, it must be printed and brought to the meeting for use. Members may also submit comments or suggestions at the end of each section. The process will be facilitated by staff using electronic polling devices. Staff will compile and present the draft report at the May meeting, prior to submitting it to the Commission for the Transportation Disadvantaged.

**XI. GENERAL INFORMATION**

**TAB 7**

**A. Planning Grant Update Report**

Quarterly progress reports of transportation disadvantaged planning accomplishments and planning contract deliverables as outlined in the planning grant agreement.

## **B. Report of Operator Payments**

The Operators Payments Report is a requirement of the Local Coordinating Board and Planning Agency Operating Guidelines to ensure that operator payments are addressed as a standard agenda item. A copy of the report will be provided at the meeting.

## **C. 2016 Attendance Records**

A spreadsheet showing the attendance records for the TDLCB meetings during 2016 is enclosed for information purposes.

## **XII. UPCOMING MEETINGS AND EVENTS OF INTEREST**

- A. MetroPlan Orlando Board meeting – March 8, 2017 at 9:00 a.m.*
- B. CTD Board meeting and Legislative Awareness Day, March 14 and 15, 2017  
Tallahassee, FL*
- C. Quality Assurance Task Force – April 25, 2017 at 10:00 a.m.*

## **XIII. MEMBER COMMENTS**

## **XIV. PUBLIC COMMENTS (GENERAL)**

## **XV. ADJOURNMENT – Next meeting: May 11, 2017**

If any person with a disability as defined by the Americans with Disabilities Act (ADA) needs special accommodations to participate in this proceeding, he or she should contact Ms. Cathy Goldfarb at MetroPlan Orlando, 250 S. Orange Avenue, Suite 200, Orlando, FL, (407) 481-5672, ext. 315, not later than two (2) business days prior to the proceeding.