

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



Business Meeting Agenda

September 15, 2023
9:00 AM until Completion

*Dr. Phillip Stevens, Chair
Christinne Gray, Vice-Chair
Lillian Barrios, Commissioner
Renee Knight, Commissioner
Dr. Robin Tellez, Commissioner*

[Click here to join the meeting](#)

(Microsoft Teams)

Conference Call-In Number: 850-739-5589

Conference Code: 456 557 811#

Item #	Agenda Item	Speaker(s)
I.	Call to Order	Chair Phil Stevens
II.	Pledge of Allegiance	Chair Stevens
III.	Introduction of Commissioners and Advisors	Commissioners and Advisors
IV.	Public Comments (Comments limited to the current agenda items)	Public
	Action Items	
V.	Approval of June 15, 2023, Meeting Minutes	Chair Stevens
VI.	FY 2023-24 Shirley Conroy Rural Area Capital Assistance Grant Recommendations	Commissioner Robin Tellez
VII.	Review and Approval of the FY 2023-24 Annual Regulatory Plan	Rachelle Munson, CTD General Counsel
VIII.	Annual Operating Report (AOR) Study	Commissioner Renee Knight Casey Perkins, Thomas Howell Ferguson
IX.	Executive Director Performance Review for FY22-23	Commissioner Tellez
	Information Items	

X.	Fiscal Year 2023-24 Goals and Executive Director Report	David Darm
XI.	Commissioner and Advisor Reports	Commissioners and Advisors
XII.	Public Comments	Public
XIII.	Commissioner and Advisor Closing Comments	Commissioners and Advisors
XIV.	Adjournment	Chair Stevens
	Next Meeting: December 14, 2023 – Virtual	

When operating under Florida’s Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. This meeting will be recorded and a summary of the discussion will be published at a future date.

Members of the public interested in speaking during the “Public Comments” segments are encouraged to complete the attached public comment card and return to David Darm prior to the meeting date at: David.Darm@dot.state.fl.us. The chairman will call on each speaker in the order public comment cards are received. Public comments are limited to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall email David Darm or contact our office listed below, at least 48 hours before the meeting:

Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
(850) 410-5703 or (800) 983-2435
(850) 410-5708 (TDD/TTY).
This meeting is subject to change upon the chairman’s request.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

IIV. and XII. Public Comments

BACKGROUND INFORMATION:

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes.

The Commission facilitates two "Public Comments" segments on its agenda. For participants interested in providing public comments, the Commission requests speakers complete the attached public comment form and return to David Darm prior to the meeting date at David.Darm@dot.state.fl.us. The chairman will call on speakers in the order public comment cards are received.

Participants planning to speak during the first public comments segment (Item VI) of the agenda must direct their remarks to agenda items only. The Commission welcomes input on any topic during the second public comments segment (Item XIII) of the agenda. Pursuant to Commission Rule 41-2.018, F.A.C., all speakers are limited to five minutes per public comment.

ATTACHMENT:

Public Comment Form



Commission for the Transportation Disadvantaged PUBLIC COMMENT FORM

**Transportation
Disadvantaged**

Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to David.Darm@dot.state.fl.us or provide at Commission Business Meeting
3. The chairman will call on speakers in the order comment cards are received. Please indicate below whether you plan on participating via webinar or conference call.
4. Comments must be limited to five (5) minutes per speaker.

How will you be participating in this meeting? Webinar _____ Conference Call _____

Name _____

E-Mail _____

Phone _____

Address _____

City _____

Zip Code _____ County _____

Representing _____

Subject _____

Support _____ Oppose _____ Neutral _____

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

V. Approval of Minutes – June 15, 2023

BACKGROUND:

The Commission held its business meeting in Punta Gorda, Florida, which included a webinar link and phone number for members of the public to participate virtually as well.

ATTACHMENTS:

Minutes of the June 15, 2023, Commission Business Meeting

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve Minutes from June 15, 2023, Commission Business Meeting.

MEETING SUMMARY

Commission for the Transportation Disadvantaged Commission Business Meeting

Charlotte Harbor Event and Conference Center
Punta Gorda, Florida 33950

June 15, 2023
9:00 AM

Commissioners Present		Commissioners Absent	
Dr. Phillip Stevens, Chair		Christinne Gray, Vice Chair	
Renee Knight			
Lillian Barrios			
Dr. Robin Tellez			
Advisors Present		Advisors Absent	
Gabriel Matthews, FDOT		Diane Harris, DCF	
Krysta Carter, DOEA		Kent Carroll, APD	
Rachelle Munson, General Counsel		Vacant, AHCA	
		Vacant, FDVA	

Call to Order

Chair Stevens called the meeting to order. Executive Director David Darm called the roll. A quorum was present.

Pledge of Allegiance

Chair Stevens led the Pledge of Allegiance.

Welcome and Introductions

Chair Stevens invited the Commissioners and Advisors to introduce themselves. He informed participants that the meeting was being recorded and all feedback received, including comments within the webinar chat box, will be reflected in the meeting minutes. Chair Stevens recognized Wendy Scott and Betty-Ann Sherer with Charlotte County MPO, along with their team for hosting the CTD meeting in Punta Gorda.

Welcome from Charlotte County

Chair Stevens invited Commissioner Christopher Constance of Charlotte County, Punta Gorda to the podium to speak. Charlotte County Commissioner Constance welcomed the Commission to Punta Gorda and expressed his gratitude Transportation Disadvantaged. He explained that Charlotte County is the second oldest county in the State of Florida and is home to many individuals who are elderly, disabled, and/or those who are struggling financially. He stated that Charlotte County does not have a traditional fixed route bus system and that trips are prescheduled. The County recently approved the purchase of a new scheduling software system and hopes it will provide more efficiencies and riders will be receptive to using technology to schedule future trips. Commissioner Constance thanked everyone for coming out to Charlotte County, Punta Gorda.

The City of Punta Gorda Mayor Lynne Matthews also welcomed everyone for attending and visiting the City of Punta Gorda. She advised that, unlike other parts of Charlotte County, the residents in the City of Punta Gorda are very car dependent. Punta Gorda is a little more remote than other areas of the County. She expressed her appreciation for being able to attend today's meeting.

Charlotte County Community Transportation Coordinator Presentation

Chair Stevens introduced Richard Kolar and Heidi Maddox with Charlotte County Transit. Ms. Maddox discussed the transit facility tour provided to CTD and FDOT staff the previous afternoon. She mentioned the construction of the new transit facility was recently completed. The new building is fully equipped to serve as a second EOC which was currently done for Hurricane Ian. Charlotte County Transit provided special needs evacuation trips, trips for citizens immediately following Hurricane Ian, and provided hundreds of trips for the citizens at Ann & Chuck Dever shelter. She mentioned their Curb-to-Curb service, qualifications including age, income, or disability. Charlotte County Transit is the designated CTC and has been since 1987. In FY22, 20,000 trips were made, compared to pre-COVID in 2019, where 70,000 trips were made. This Curb-to-Curb service is fare-free and currently has 34 vehicles. Based on the rides, 43% are used for Life Enhancing purposes, Medical 17%, Employment 15%, Education 13% and Nutritional 12% for the remainder. Citizen Feedback were all positive. Future measures that will be made include: replacing the current software; Ecolane On-Demand service, where citizens are able to book and view their trips; and improving scheduling optimization.

Chair Stevens asked what company is under contract with Charlotte County Transit. Ms. Maddox said A & A Associates, located in West Palm Beach. Commissioner Tellez asked what allows Charlotte County Transit to provide fare-free transportation. Ms. Maddox stated that the grant dollars were maximized, to keep the system running. A representative from Division of Blind Services asked if this software will be accessible with screen readers. Ms. Maddox needed to research and would follow-up on that question.

Public Comments

Chris Stephenson, representing Senior Resource Association (SRA), the CTC for Indian River County, spoke on the Annual Operating Report (AOR) Study. He shared about his experiences with uploading the data on the test website created for the study, stating there were no issues. He said SRA uses Ecolane software, which was easy to export and upload it to the site. Mr. Stephenson wanted to give good feedback on this software for any other CTC who wanted to use this program.

Approval of March 15, 2023 Meeting Minutes

Chair Stevens asked for a motion to approve the minutes from the March 15, 2023, meeting.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Barrios seconded the motion, to approve the minutes from March 15, 2023, meeting. The motion carried unanimously.

FY2022-23 Community Transportation Coordinator (CTC) Designations

Chair Stevens explained that the Commission is responsible for designating CTCs to arrange transportation disadvantaged services in each service area (county/counties) of the State. The local planning agency is responsible for recommending a CTC for their particular service area. There are nine CTC recommendations to be presented for consideration.

Alachua County

Lynn Godfrey, representing Metropolitan Planning Organization (MPO) for the Gainesville Urbanized Area, presented the recommendation for MV Contract Transportation, Inc., to continue serving as the CTC for Alachua County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve MV Contract Transportation, Inc., as the CTC for Alachua County.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Tellez seconded the motion. The motion carried unanimously.

Bradford County

Lynn Godfrey, representing the North Central Florida Regional Planning Council (RPC), presented the recommendation for Suwannee River Economic Council (SREC) to continue serving as the CTC for Bradford County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve SREC as the CTC for Bradford County.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Barrios seconded the motion, to approve SREC as the CTC of Bradford County. The motion carried unanimously.

Lafayette County

Lynn Godfrey, representing the North Central Florida RPC, presented the recommendation for SREC to continue serving as the CTC for Lafayette County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve SREC as the CTC for Lafayette County.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Barrios seconded the motion, to approve SREC as the CTC of Lafayette County. The motion carried unanimously.

Holmes and Washington Counties

Howard Vanselow, representing West Florida Regional Planning Council, presented the recommendation for Tri County Community Council (TCCC) to continue serving as the CTC for Holmes and Washington Counties for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve Tri County Community Council (TCCC) as the CTC for Holmes and Washington Counties.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Tellez seconded the motion. The motion carried unanimously.

Walton County

Howard Vanselow, representing Okaloosa-Walton Transportation Planning Organization, presented the recommendation for Tri County Community Council (TCCC) to continue serving as the CTC for Walton County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve TCCC as the CTC for Walton County.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Barrios seconded the motion, to approve TCCC as the CTC for Walton County. The motion carried unanimously.

Hernando County

Mary Elwin, representing Hernando/ Citrus Metropolitan Planning Organization, presented the recommendation for Mid-Florida Community Services to continue serving as the CTC for Hernando County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve Mid-Florida Community Services as the CTC for Hernando County.

ACTION TAKEN: Commissioner Knight moved, and Commissioner Barrios seconded the motion, to approve Mid-Florida Community as the CTC for Hernando County. The motion carried unanimously.

Indian River County

Mark Vietze, representing Indian River County Metropolitan Planning Organization, presented the recommendation for Senior Resource Association, Inc, to continue serving as the CTC for Indian River County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve Senior Resource Association, Inc., as the CTC for Indian River County.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Tellez seconded the motion. The motion carried unanimously.

Sarasota County

David Machado, representing Sarasota Manatee Metropolitan Planning Organization, presented the recommendation for Sarasota Board of County Commissioners to continue serving as the CTC for Sarasota County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve Sarasota Board of County Commissioners as the CTC for Sarasota County.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Knight seconded the motion. The motion carried unanimously.

St. Lucie County

Marceia Lathou, representing St. Lucie Transportation Planning Organization, presented the recommendation for St. Lucie County Board of County Commissioners to continue serving as the CTC for St. Lucie County for the period of July 1, 2023, to June 30, 2028.

Chair Stevens asked for a motion to approve St. Lucie County Board of County Commissioners as the CTC for St. Lucie County.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Tellez seconded the motion. The motion carried unanimously.

FY 2023-24 Innovative Service Development (ISD) Grant Recommendations-

Commissioner Tellez provided an overview of the history of the ISD grant program and explained that the intent of the program is to test new ways of providing transportation service to the transportation disadvantaged population. This year, the Legislature appropriated \$6 million for this grant program contingent upon the Governor's approval. The Legislature also imposed some restrictions including a cap of \$750,000 for a single service area project and \$1.5 million for a multi-service area (regional) project.

The Commission announced the application process on February 3, 2023, with a deadline of May 12th to submit applications. Two virtual training workshops were held (February 8th and April 6th) to outline the expectations of the projects and project proposals. Applicants were provided an opportunity to submit proposals early to receive feedback from Commission staff prior to the final submission deadline. Fourteen applications were received requesting \$5.7 million in total grant funding. Of the fourteen applications, eight projects are currently being funded in this fiscal year.

The subcommittee recommends the Commission approve approximately \$4.9 million for 12 projects for Fiscal Year 2023-24. In addition, the subcommittee recommends the Commission consider criteria to begin phasing out projects that have been funded for numerous years.

Chair Stevens asked for a motion to approve ISD Grant- Recommended projects for approval.

ACTION TAKEN: Commissioner Barrios moved, and Commissioner Knight seconded the motion, to approve the ISD Grant-Recommended projects for FY 2023-24. The motion carried unanimously.

This concluded the action items for the June 15, 2023, meeting. The Commission moved into information items.

Update of Annual Operating Report (AOR) Study:

Commissioner Knight introduced the AOR, explaining that each year the Commission is required to collect data for transportation operations related to serving the Transportation Disadvantaged population in the state. This data is collected and submitted by CTCs within their AORs by September 15th of each year. The Commission then compiles the information for the Annual Performance Report (APR) and provides the information to the Governor and Legislature on January 1st each year. The AOR provides a high-level, system wide overview of various transportation services performed by the CTC and other Human Service Agencies, also known as Coordination Contractors, in each county of the state. The data is summarized in an aggregate format, representing services that were performed during the state fiscal year (July 1st through June 30th). Some data in the AOR includes service type, trip purpose, and passenger head count. In 2020, the Commissioners adopted a new funding formula which replaced the AOR data with the invoice data of services that the CTCs directly provide under the Trip and Equipment Grant Program.

The CTD held a public workshop on May 25, 2023, and requested stakeholder feedback. Between June 1 and 22, a web page was created to test an alternative approach with collecting data. A final report is anticipated to be presented at the CTD Annual Conference, which will be held in August 2023.

Casey Perkins, Thomas Howell Ferguson (THF), also shared some updated information on the AOR. He explained that the report consists of quantitative data which the CTCs report to the Commission every year. This includes trip totals broken down by variables such as funding source, trip type, trip purpose, and eligibility type. The report also includes financial and vehicle data. He stated that the data is currently collected in an aggregated format and explained the strengths and weaknesses of aggregated and disaggregated data collection. The AOR is a large piece of the Annual Performance Report (APR). The primary audience of the APR is the CTD, Governor and Legislature.

Mr. Perkins used Indian River 2021-2022 AOR report as an example, explaining that the aggregated format can tell us how many CTD trips there are, which in Indian River County is 13,834 and how many trips were for the purpose of employment (5,312). There is a simple website right now that they can go to, to see what is easier for collecting the data.

Chair Stevens encouraged CTCs to give their feedback before the Annual Conference in August where it will be further discussed.

Executive Director Report:

David Darm provided the following updates to the Commission:

The application package for the Shirley Conroy Rural Area Capital Assistance Program Grant was released on June 12, 2023. Applications are due to the Commission July 28, 2023.

The CTD Annual Conference will be held on August 29-30, 2023. The next Commission meeting will be held on August 28th in conjunction with the conference. Mr. Darm mentioned that results of the latest round of Quality Assurance Reviews and the Commission's Five-Year Transportation Disadvantaged Plan will be discussed at a future Commission meeting.

Mr. Darm explained that he is working with General Council, Rachelle Munson, on his Executive Director Performance Evaluation. A format will be sent to the Commissioners to fill out an evaluation for his performance review, with a goal to have as an action item at the next business meeting.

Mr. Darm thanked Charlotte County and their team for hosting the Commission meeting.

Commissioner and Advisor Reports

Ms. Gabe Matthews introduced herself as the Rail and Transit Manager with FDOT, stating that the Rail and Transit programs have been combined. Ms. Matthews shared that she wants to strengthen the relationship with the two organizations, and work together on any future projects.

Public Comments

Ms. Julie Davis, representing the Polk Transportation MPO, spoke about concerns with holding in-person meetings for the Local Coordinating Boards. Polk County Transportation MPO has a job vacancy for a Transportation Planner, which is available on the County's website. Ms. Davis spoke about the need for board members to attend meetings virtually and to have full voting rights at that time. She requested the Commission continue to include this as part of its Legislative Platform, which would be very helpful to the LCBs.

Online Comments and Questions

Ross Silvers, from Pinellas Suncoast Transit Authority, asked about the new AOR process. He wanted to know if the bus passes would be included in this AOR? David Darm explained nothing will be excluded and that this is just to test the concept of the aggregated format, but the study is specifically examining the trips and miles at this time. No determinations on what should stay and go are being made at this point.

Closing Remarks and Adjournment

No additional remarks or comments were received. Chair Stevens asked for a motion to adjourn.

ACTION TAKEN: Commissioner Tellez moved, and Commissioner Knight seconded the motion, to adjourn the meeting. The motion carried unanimously.

Minutes compiled by Brooke Haire.

Note: This meeting has been summarized to reduce paperwork in accordance with policies of State government. If an accessible format or more information than is provided herein is needed, please contact the Commission for the Transportation Disadvantaged at (850) 410-5700 or 1-800-983-2435 for assistance. A copying or printing fee may be charged to the requesting party.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

VI Fiscal Year 2023-24 Shirley Conroy Rural Area Capital Assistance Grant Recommendations

BACKGROUND

The Florida Department of Transportation (FDOT) authorizes a transfer of \$1.4 million to the Transportation Disadvantaged Trust Fund in its 5-year work program. The purpose of the allocation is to assist rural areas with the purchase of capital equipment.

The Fiscal Year 2023-24 Grant Application packages were emailed to eligible applicants on June 12, 2023, with a deadline of July 28, 2023. Seventeen applications were submitted, requesting a total of \$3.3 million in grant funding. Of these, there were five agencies who “resubmitted” applications for vehicles awarded in FY2022-23 which could not be purchased due to supply chain issues and the timing of certain vehicle vendor procurement/negotiations. These projects are prioritized for consideration before new projects are awarded.

The Shirley Conroy Rural Area Capital Assistance Program Grant Subcommittee met on August 15, 2023. In attendance were Commissioner Robin Tellez (Subcommittee Chair), Agency Advisors Tony Brandin and Carlton Allen (FDOT), and Diane Harris (DCF). CTD staff David Darm, Dan Zeruto, Sheri Powers, Kyle Mills, and Cecile Del Moral also participated in the meeting. The subcommittee reviewed all capital equipment requests and the award recommendations are attached.

ATTACHMENTS:

- Fiscal Year 2023-24 Shirley Conroy Rural Area Capital Assistance Grant Award Recommendations

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Recommend the Commission approve the grant award recommendations by the Shirley Conroy Rural Area Capital Assistance Grant Subcommittee.

2023-24 Shirley Conroy Rural Area Capital Assistance Program Grant Summary									
County(ies)	Applicant Name	Agency Type	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Rec. Funding Amounts	
Prioritized Projects from 2022-23 (vehicles that were awarded but could not be purchased due to contract issues and availability)									
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	Government	One 23' cutaway vehicle with lift and safety equipment. (Replacement vehicle)	\$ 153,729.00	\$ 153,729.00	\$0.00	Recommend Funding	\$153,729.00	
Dixie	Suwannee River Economic Council, Inc.	Non-Profit	One 23' cutaway vehicle with lift and safety equipment. (Replacement vehicle)	\$ 140,703.00	\$ 140,703.00	\$0.00	Recommend Funding	\$140,703.00	
Gulf	ARC on the Gulf, Inc.	Non-Profit	Two 26' cutaway vehicles with lifts and safety equipment. (Replacement vehicles)	\$ 322,512.00	\$ 322,512.00	\$0.00	Recommend funding with an option to designate one vehicle for Franklin County if the CTC requests.	\$322,512.00	
Okaloosa	Okaloosa County Board of County Commissioners	Government	Two 22' cutaway vehicles with lift and safety equipment. (Replacement vehicles)	\$ 244,096.00	\$ 219,686.40	\$24,409.60	Recommend Funding	\$219,686.40	
Union	Suwannee River Economic Council, Inc.	Non-Profit	One 23' cutaway vehicle with lift and safety equipment. (Replacement vehicle)	\$ 140,703.00	\$ 140,703.00	\$0.00	Recommend Funding	\$140,703.00	
Total Amount for Prioritized Projects								\$977,333.40	
New Project Applications								Available Funding to Award	\$422,666.60
Alachua	MV Contract Transportation, Inc.	For Profit	One 23' cutaway vehicle with lift and safety equipment. (Replacement vehicle)	\$ 151,194.00	\$136,074.60	\$15,119.40	Recommend funding as requested.	\$136,074.60	
Baker	Baker County Council on Aging, Inc.	Non-Profit	Seven (7) computers with dual monitors (14-27" monitors) with Microsoft Office 2021 Business software licenses. Includes installation and system migration. Requests waiver of match.	\$ 13,700.00	\$13,700.00	\$0.00	Recommend funding as requested.	\$13,700.00	

2023-24 Shirley Conroy Rural Area Capital Assistance Program Grant Summary								
County(ies)	Applicant Name	Agency Type	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Rec. Funding Amounts
Bay	Bay County Board of County Commissioners	Government	1) Uber module integration with Non-Emergency Transportation Software (NEMT) \$10,000 2) 23-Electronic Tablets \$13,777 3) 23-Docking Station (includes tablet case, charging station) \$25,070. (TOTAL = \$48,847 Application requested \$50,000)	\$ 48,847.00	\$43,962.00	\$0.00	Not recommended.	\$0.00
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit	One 23' Cutaway vehicle with lift and safety equipment. (Expansion of fleet)	\$ 133,607.00	\$120,246.30	\$13,360.70	Not recommended.	\$0.00
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	Government	One 23' cutaway vehicles with lift and safety equipment. (Replacement vehicle) Requests waiver of match.	\$ 153,729.00	\$153,729.00	\$0.00	Not recommended.	\$0.00
DeSoto/ Hardee/ Highlands/ Okeechobee	MTM Transit, LLC	For Profit	Three (3) ADA Chrysler Voyager LX Minivans (\$71,943.00 each). (Replacement vehicles)	\$ 215,829.00	\$194,246.10	\$7,194.00	Recommend funding one vehicle.	\$64,749.00
Franklin	ARC on the Gulf, Inc.	Non-Profit	Two (2) 26' cutaway vehicles with lifts and safety equipment at \$161,256 each. (Replacement vehicles) Requests waiver of match.	\$ 322,512.00	\$ 322,512.00	\$0.00	Not recommended.	\$0.00
Holmes/ Washington and Walton	Tri-County Community Council, Inc.	Non-Profit	One AngelTrax Vulcan V12 Digital Video Recording System for 35 vehicles and one base which would provide real time data. System includes all components required to run system including installation and shipping and handling.	\$ 200,458.25	\$180,412.42	\$20,045.83	Not recommended.	\$0.00

2023-24 Shirley Conroy Rural Area Capital Assistance Program Grant Summary								
County(ies)	Applicant Name	Agency Type	Capital Equipment Requested (Prioritized as listed)	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Required Match (10% or 0% REDI)	Committee Recommendations	Rec. Funding Amounts
Jackson	Jackson County Transportation	Non-Profit	1) One 23' cutaway with lift and safety equipment \$146,865. (Replacement vehicle). 2) One Ricoh Copier with Stapling (includes delivery, installation and training) \$6,124.08. Requests waiver of match.	\$ 152,989.08	\$152,989.08	\$0.00	Recommend funding available balance for copier.	\$4,638.00
Lake	Lake County Board of County Commissioners	Government	1) Spare Labs (TNC Brokerage) Software which will allow electronic scheduling, fare collection, real time trip monitoring and data collection \$45,654. 2) Two 23' cutaway vehicles with lift and safety equipment at \$173,650 each (Replacement Vehicles).	\$ 392,954.00	\$353,659.00	\$39,295.00	Not recommended.	\$0.00
Levy	Levy County Board of County Commissioners	Government	One 23' cutaway vehicle with lift and safety equipment. (Replacement vehicle) Requests waiver of match.	\$ 160,000.00	\$160,000.00	\$0.00	Recommend funding as requested.	\$160,000.00
Monroe	Guidance/Care Center, Inc.	Non-Profit	Two minivans at \$43,505.14 each. (Replacement vehicles).	\$ 87,010.28	\$78,309.25	\$8,701.03	Recommend funding one vehicle.	\$43,505.00
Putnam	Ride Solution, Inc.	Non-Profit	Three 23' cutaway vehicles with lift and safety equipment (Replacement vehicles). Requests waiver of match.	\$ 480,000.00	\$480,000.00	\$0.00	Not recommended.	\$0.00
Total Amount for New Projects								\$422,666.60
Totals					\$3,367,173.15	Total Amount Recommended		\$1,400,000.00
Available Funding =					\$1,400,000.00	Remaining Bal of Avail Funds		\$0.00

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

VII Review and Approval of 2023-24 Annual Regulatory Plan

BACKGROUND:

The Commission's Legal Counsel, Rachelle Munson, Office of Attorney General, will provide a review of Section 120.74(1)(d), Florida Statutes, and the attached Annual Regulatory Plan.

ATTACHMENTS:

2023-2024 Commission for the Transportation Disadvantaged Annual Regulatory Plan

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve the recommendations as provided in the plan.

**Commission for the Transportation Disadvantaged
2023-2024 Annual Regulatory Plan**

Section 1

Laws Enacted or Amended within the previous 12 months which create or modify the duties or authority of the Commission.

Law	Mandatory rulemaking? Yes/No	Is rulemaking necessary? Yes/No	Notice of Development Published? Yes/No If Yes, Citation	Expected publication date for NPRM	If rulemaking is not necessary? Explain
None					

Section 2

Laws not listed above that the agency expects to implement by rulemaking by the following July 1.

Law	Is rulemaking intended to:	Simplify	Clarify/ Update	Increase efficiency	Improve coordination with other agencies	Reduce regulatory costs	Delete obsolete, unnecessary or redundant rules
None							

Section 3: Updates to the prior year's regulatory plan.

(120.74(1)(c), Florida Statutes)

There are no updates to the prior year's regulatory plan.

Section 4: Certification.

Pursuant to Section 120.74(1)(d), Florida Statutes, I hereby certify that I have reviewed this Annual Regulatory Plan and that the Commission regularly reviews all of its rules to determine if the rules remain consistent with the Commission's rulemaking authority and the laws being implemented, with the most recent comprehensive review having been completed August 2022.

/s/ Phillip W. Stevens

Phillip W. Stevens, Chair

Commission for the Transportation Disadvantaged

August //, 2023

Date

/s/ Rachelle Munson

Rachelle Munson, Senior Assistant Attorney General

Office of Attorney General

Commission for the Transportation Disadvantaged

August //, 2023

Date

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

VIII. Annual Operating Report (AOR) Study

BACKGROUND

Each year, the Commission is required to collect data on transportation operations related to serving the Transportation Disadvantaged (TD) population in the State of Florida (s. 427.013(1), F.S.). These data are collected and submitted by Community Transportation Coordinators (CTCs) within their AOR (due September 15th), which the Commission then compiles within its Annual Performance Report submitted to the Governor and Legislature on January 1st, pursuant to s. 427.013(12), F.S.

In Fiscal Year 2022-23, the Commission contracted with Thomas Howell Ferguson (THF) to assist in facilitating a study to help improve the accuracy and analyses of performance data reported in the AOR. The objectives of the study were to:

1. **Assess** – Examine the current role of the AOR, including the process used to collect and report performance data each fiscal year. This will help identify both the strengths of the current system and the areas in need of future improvement.
2. **Verify** – Identify strategies that can assist CTCs in reporting accurate and consistent data within the AOR. This is critical to the third objective of performing analyses and capturing accurate service trends year-over-year.
3. **Analyze** – Explore ways AOR data can be used to evaluate coordination of TD services. For purposes of this study, “coordination” is defined as the services being delivered directly by CTCs (in addition to what are funded by the T&E Grant), including paratransit trips and bus pass programs serving TD riders.

STUDY DELIVERABLES AND ACTIVITIES

Between November 2022 and July 2023, the Commission facilitated an advisory workgroup to assist in implementing the study. The workgroup was chaired by Commissioner Renee Knight and included representatives from state agency advisors, CTCs, and a Planning Agency.

On May 25, 2023, the Commission held a virtual public workshop, which presented some of the challenges with the current process of summarizing (aggregated) data and explored an alternative approach of collecting this data in a more disaggregated format for future reports. On June 1, THF assisted in developing a temporary webpage for CTCs to voluntarily test uploading their disaggregated data on trips and miles, which was then summarized in a similar format as the current AOR [NOTE: no data was collected or analyzed as part of this testing]. Stakeholders were provided an opportunity to email their feedback on the test webpage and questions posed during the public workshop to Executive Director David Darm by June 22.

THF presented a DRAFT report to the CTD on June 30, and the study workgroup convened on July 18 to discuss the report’s recommendations and feedback received by stakeholders. THF

updated the report and presented the final version on August 18, 2023. The full report can be accessed at: [CTD Home \(fdot.gov\)](https://fdot.gov/ctd).

FINAL REPORT RECOMMENDATIONS

The study report recommends the Commission develop a detailed plan to conduct an official test run for the collection of disaggregated, individual trip level data, as well as individual bus pass level data, from CTCs as part of the 2023 AOR submission cycle. Though this study examined the conceptual benefits of collecting disaggregated data, a new process will be needed to collect such data in practice. The new process will require further testing and an examination of the infrastructure needed for the CTD to collect such information. The report recommends that this next test run function in addition to and separately from the existing processes in 2023 and not be integrated within them.

Further, the report recommends the Commission conduct a comprehensive review of its legal options and authorities pertaining to the collection of data on individual trips and bus passes. This should especially focus on the collection of sensitive information, such as personally identifiable details such as names and addresses.

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve the study report's recommendations of conducting a test run of collecting disaggregated data on trips and bus passes as part of the 2023 AOR submission cycle as well as reviewing the legal authorities pertaining to the collection of sensitive information.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

IX. Executive Director Performance Review for FY23-24

BACKGROUND:

Section 427.012(7), Florida Statutes, provides: "The commission shall appoint an executive director who shall serve under the direction, supervision, and control of the commission." David Darm has served in this role since July 2019.

On July 24, 2023, the Executive Committee convened via Microsoft Teams to discuss and approve a process for the Commission to conduct an annual performance review of the executive director. The committee was chaired by Commissioner Robin Tellez and included Chair Phil Stevens and Vice-Chair Christinne Gray. The committee approved an evaluation form and instructions for the Commissioners to complete prior to the August 28th Commission Business Meeting. The minutes of the Executive Committee meeting are attached to this packet.

Commissioners emailed their evaluations to David Darm and were compiled within this meeting packet. Director Darm also completed the form as a self-evaluation, which is also attached to this packet. Commissioner Tellez will provide an overview of the performance review at the August 28th Meeting.

ATTACHMENTS:

- Minutes of the July 24, 2023 CTD Executive Committee Meeting
- CTD Executive Director Performance Evaluations

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve the performance review of the executive director and provide any additional feedback on performance expectations.

MEETING SUMMARY

Commission for the Transportation Disadvantaged Executive Committee Meeting

Microsoft Teams Meeting

July 24, 2023
3:00 PM

<i>Commissioners Present</i>	<i>Commissioners Absent</i>
Chair Phillip Stevens	
Vice-Chair Christinne Gray	
Dr. Robin Tellez (Committee Chair)	

Others Present

Rachelle Munson, David Darm, Karen Somerset

Call to Order

Chair Tellez called the meeting to order. Executive Director David Darm called the roll. A quorum was present.

Public Comment

There were no public comments.

Proposed Process for Performance Review of Executive Director

Chair Tellez invited David Darm and Rachelle Munson, CTD General Counsel, to present a process for the Commission to conduct a performance review of Mr. Darm for the State Fiscal Year 2022-23. Mr. Darm explained that the Commission has not conducted a performance review of its Executive Director for many years. He wanted to present a process to the Executive Committee and get the members' feedback before sending out an evaluation form with instructions to the full board.

Chair Tellez asked Mr. Darm to provide the background on the Executive Committee. Mr. Darm said the Committee has in the past been led by the Vice-Chair and was responsible for interviewing, appointing, and reviewing the Executive Director position. But that process has not been implemented for many years. Commissioner Tellez was asked to chair this Committee to provide her expertise as a Human Resource (HR) professional.

Prior to this meeting, Mr. Darm provided a DRAFT evaluation form for the Committee's review and discussion. The form was based on a template provided by the Executive Director of the Metropolitan Planning Organization Advisory Council (MPOAC), with a scoring rubric of 1 to 4 (1 being "poor" and 4 being "outstanding"). Mr. Darm stated the MPOAC Executive Director functions similarly to the CTD's in that the position reports directly to a board and is independently housed within the Florida Department of Transportation. The performance measures are based on Mr. Darm's current position description, which was also provided to the Committee members prior to the meeting. Rachelle Munson explained her role was to help facilitate this process.

Based on the Committee's feedback and approval, Mr. Darm would revise the form and then send out to all five Commissioners to complete and return to him by August 14, 2023. The completed evaluation would then be included within the Commission Meeting Packet for August 28, 2023, where Commissioner Tellez would present a summary of the scores and comments.

Approval of Evaluation Form and Performance Review Process for Fiscal Year 2022-23

The Committee made the following recommendations to the DRAFT evaluation form:

- The scoring rubric should be on a scale from 1 to 5, similar to the process used by FDOT. Commissioner Stevens referred to FDOT Procedure 375-030-007:
 - 5 = Outstanding Performance
 - 4 = Above Satisfactory Performance
 - 3 = Satisfactory Performance
 - 2 = Below Satisfactory Performance
 - 1 = Unacceptable Performance
- The performance measures should be listed in numeric order.
- The form should include instructions on averaging the total score for the evaluation.
- Rather than provide the reviewer's name on the completed form, the Committee recommended assigning a random number for each reviewer. Ms. Munson said this would ensure the Commissioners' names are not published in the meeting packet, but their completed evaluation would be.

In addition to this feedback, the Committee asked if the form allows an option for reviewers to not score on some measures (i.e., leave blank or check as "not applicable") and if there was any guidance on how that would affect the total score. Mr. Darm said he would consult with the FDOT Personnel Office and incorporate such guidance within the instructions.

Chair Tellez also asked Mr. Darm to complete a self-evaluation using the same form to compare with the other reviewers.

Once Mr. Darm incorporates this feedback, the Committee approved the form being sent to the full Commission with instructions to complete and return to Mr. Darm by August 14, 2023. Mr. Darm will then publish all completed forms within the agenda packet prior the August 28th Commission Business Meeting. Chair Tellez will present the summary at the August meeting.

Chair Tellez asked for a motion to approve the process for the Commission to conduct a performance review of the Executive Director for FY 2022-23:

ACTION TAKEN: Chair Stevens moved, and Vice-Chair Gray seconded the motion, to approve the performance evaluation form, as amended, and for Mr. Darm to provide instructions for Commissioners to complete and return the form prior to the publication of the August 28, 2023 Commission Business Meeting Packet. The motion carried unanimously.

Adjournment

Chair Tellez asked for a motion to adjourn the meeting.

ACTION TAKEN: Chair Stevens moved, and Vice-Chair Gray seconded the motion, to adjourn. The motion carried unanimously.

Minutes compiled by David Darm.

Note: This meeting has been summarized to reduce paperwork in accordance with policies of State government. If an accessible format or more information than is provided herein is needed, please contact the Commission for Transportation Disadvantaged at (850) 410-5700 or 1-800-983-2435 for assistance. A copying or printing fee may be charged to the requesting party.

Commission for the Transportation Disadvantaged (CTD) Executive Director Performance Review

Employee Information

Name:	David Darm	Review Date: August 14, 2023
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Review Information

Reviewer:	846	Review Period: State Fiscal Year 2022-23
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Please complete this review using the following scale. Use the drop-down menu in the right-hand cell to rate each performance measure listed below. Cells that remain blank will not be counted in the average score. There is a window at the bottom to include additional comments in the evaluation.

5 = OUTSTANDING PERFORMANCE -- Consistently demonstrates exemplary performance, including in demanding situations or circumstances.

4 = ABOVE SATISFACTORY PERFORMANCE -- Demonstrates exemplary performance in most situations and circumstances.

3 = SATISFACTORY PERFORMANCE -- Demonstrates competent performance in most situations and circumstances.

2 = BELOW SATISFACTORY PERFORMANCE -- Shows capability, but in a variably manner. Improvement needed in key areas.

1 = UNACCEPTABLE PERFORMANCE -- Major or ongoing problems that negatively impact organization objectives.

Evaluation	Score
------------	-------

- | | |
|---|---|
| <p>1. Ensures Commissioners are fully informed on important factors influencing the CTD and Coordinated Transportation System</p> | 5 |
| <p>2. Establishes, for Commission’s approval, the program’s goals and objectives</p> | 5 |
| <p>3. Understands and maintains compliance with Chapter 427, F.S., Rule 41-2, F.A.C., and other statutes governing the program</p> | 5 |
| <p>4. Demonstrates knowledge of the Transportation Disadvantaged industry and policy development and implementation</p> | 5 |
| <p>5. Supervises the Quality Assurance Supervisor and Financial Auditor and plans the management of day-to-day operations of the Commission</p> | 5 |

6. Represents the CTD and Coordinated System before the general public and various organizations 5
7. Establishes sound relationships with stakeholders of the Coordinated System and encourages engagement in legislative initiatives 5
8. Monitors expenditures, maintains budgetary controls and prepares annual recommendations for the Commission's operating budget 5
9. Prepares the Annual Performance Report, presentations and position papers in an effective and timely manner 5
10. Assists the Chairperson and Committee Chairs with carrying out their responsibilities, including development of agenda items and recommendations 5
11. Supervises the statewide management of transit planning, training and technical assistance 5
12. Develops professional relationships with the Governor's Office, Legislature, and state agency leadership 5
13. Responds timely and appropriately to routine correspondence and inquiries from various stakeholders 5
14. Manages contract for general counsel services and represents the CTD in legal matters in conjunction with General Counsel 5
15. Negotiates and manages contractual agreements for research, work and studies mandated by the Commission, Legislature, and other entities 5
16. Serves as designated agency lobbyist for State and Federal legislative activities related to the program 5
17. Facilitates the development of the 5-Year Statewide Plan for the Transportation Disadvantaged Program 5

18. Exhibits excellent managerial skills and ability to direct and supervise staff	5
19. Adept at public affairs and governmental relations	5
20. Demonstrates excellent organization skills and planning of CTD activities	5
21. Ability to build consensus among diverse interests	5
22. Facilitates interaction with state agencies to increase their awareness of and participation in coordinated transportation	5
<hr/>	
Average Score:	5

Additional Comments:

Commission for the Transportation Disadvantaged (CTD) Executive Director Performance Review

Employee Information

Name:	David Darm	Review Date:	August 14, 2023
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Review Information

Reviewer:	278	Review Period:	State Fiscal Year 2022-23
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Please complete this review using the following scale. Use the drop-down menu in the right-hand cell to rate each performance measure listed below. Cells that remain blank will not be counted in the average score. There is a window at the bottom to include additional comments in the evaluation.

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3 = SATISFACTORY PERFORMANCE -- Demonstrates competent performance in most situations and circumstances.

2 = BELOW SATISFACTORY PERFORMANCE -- Shows capability, but in a variably manner. Improvement needed in key areas.

1 = UNACCEPTABLE PERFORMANCE -- Major or ongoing problems that negatively impact organization objectives.

Evaluation	Score
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- | | |
|---|----------|
| <p>1. Ensures Commissioners are fully informed on important factors influencing the CTD and Coordinated Transportation System</p> | 4 |
| <p>2. Establishes, for Commission’s approval, the program’s goals and objectives</p> | 4 |
| <p>3. Understands and maintains compliance with Chapter 427, F.S., Rule 41-2, F.A.C., and other statutes governing the program</p> | 4 |
| <p>4. Demonstrates knowledge of the Transportation Disadvantaged industry and policy development and implementation</p> | 4 |
| <p>5. Supervises the Quality Assurance Supervisor and Financial Auditor and plans the management of day-to-day operations of the Commission</p> | 3 |

6. Represents the CTD and Coordinated System before the general public and various organizations 4

7. Establishes sound relationships with stakeholders of the Coordinated System and encourages engagement in legislative initiatives 3

8. Monitors expenditures, maintains budgetary controls and prepares annual recommendations for the Commission's operating budget 4

9. Prepares the Annual Performance Report, presentations and position papers in an effective and timely manner 4

10. Assists the Chairperson and Committee Chairs with carrying out their responsibilities, including development of agenda items and recommendations 5

11. Supervises the statewide management of transit planning, training and technical assistance 3

12. Develops professional relationships with the Governor's Office, Legislature, and state agency leadership 4

13. Responds timely and appropriately to routine correspondence and inquiries from various stakeholders 4

14. Manages contract for general counsel services and represents the CTD in legal matters in conjunction with General Counsel

15. Negotiates and manages contractual agreements for research, work and studies mandated by the Commission, Legislature, and other entities

16. Serves as designated agency lobbyist for State and Federal legislative activities related to the program 4

17. Facilitates the development of the 5-Year Statewide Plan for the Transportation Disadvantaged Program

18. Exhibits excellent managerial skills and ability to direct and supervise staff	4
19. Adept at public affairs and governmental relations	
20. Demonstrates excellent organization skills and planning of CTD activities	4
21. Ability to build consensus among diverse interests	4
22. Facilitates interaction with state agencies to increase their awareness of and participation in coordinated transportation	4

Average Score: 3.88888889

Additional Comments:

In my role as a Commissioner, I do not have direct knowledge of some of the performance measures, therefore I left questions 14, 15, 17 and 19 blank.

Commission for the Transportation Disadvantaged (CTD) Executive Director Performance Review

Employee Information	
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Name: David Darm	Review Date: August 14, 2023
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Review Information	
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Reviewer: 295	Review Period: State Fiscal Year 2022-23
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Please complete this review using the following scale. Use the drop-down menu in the right-hand cell to rate each performance measure listed below. Cells that remain blank will not be counted in the average score. There is a window at the bottom to include additional comments in the evaluation.

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2 = BELOW SATISFACTORY PERFORMANCE -- Shows capability, but in a variably manner. Improvement needed in key areas.

1 = UNACCEPTABLE PERFORMANCE -- Major or ongoing problems that negatively impact organization objectives.

Evaluation	Score
------------	-------

- | | |
|---|---|
| <p>1. Ensures Commissioners are fully informed on important factors influencing the CTD and Coordinated Transportation System</p> | 5 |
| <p>2. Establishes, for Commission’s approval, the program’s goals and objectives</p> | 4 |
| <p>3. Understands and maintains compliance with Chapter 427, F.S., Rule 41-2, F.A.C., and other statutes governing the program</p> | 5 |
| <p>4. Demonstrates knowledge of the Transportation Disadvantaged industry and policy development and implementation</p> | 4 |
| <p>5. Supervises the Quality Assurance Supervisor and Financial Auditor and plans the management of day-to-day operations of the Commission</p> | 5 |

6. Represents the CTD and Coordinated System before the general public and various organizations	5
7. Establishes sound relationships with stakeholders of the Coordinated System and encourages engagement in legislative initiatives	5
8. Monitors expenditures, maintains budgetary controls and prepares annual recommendations for the Commission's operating budget	5
9. Prepares the Annual Performance Report, presentations and position papers in an effective and timely manner	5
10. Assists the Chairperson and Committee Chairs with carrying out their responsibilities, including development of agenda items and recommendations	5
11. Supervises the statewide management of transit planning, training and technical assistance	3
12. Develops professional relationships with the Governor's Office, Legislature, and state agency leadership	4
13. Responds timely and appropriately to routine correspondence and inquiries from various stakeholders	4
14. Manages contract for general counsel services and represents the CTD in legal matters in conjunction with General Counsel	4
15. Negotiates and manages contractual agreements for research, work and studies mandated by the Commission, Legislature, and other entities	5
16. Serves as designated agency lobbyist for State and Federal legislative activities related to the program	5
17. Facilitates the development of the 5-Year Statewide Plan for the Transportation Disadvantaged Program	3

18. Exhibits excellent managerial skills and ability to direct and supervise staff	3
19. Adept at public affairs and governmental relations	4
20. Demonstrates excellent organization skills and planning of CTD activities	5
21. Ability to build consensus among diverse interests	5
22. Facilitates interaction with state agencies to increase their awareness of and participation in coordinated transportation	5

Average Score: 4.454545455

Additional Comments:

David has done a incredible job in taking the Commission for the Transportation Disadvantaged (CTD) to new heights and directions to improve effectiveness and efficiency of its operations. His attention to detail eptomizes his engagement in the relationship with the board and determination to meet the goals and the specific legislation that governs the Commission for the Transportation Disadvantaged.

Commission for the Transportation Disadvantaged (CTD) Executive Director Performance Review

Employee Information

Name:	David Darm	Review Date: August 14, 2023
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Review Information

Reviewer:	617	Review Period: State Fiscal Year 2022-23
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Please complete this review using the following scale. Use the drop-down menu in the right-hand cell to rate each performance measure listed below. Cells that remain blank will not be counted in the average score. There is a window at the bottom to include additional comments in the evaluation.

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1 = UNACCEPTABLE PERFORMANCE -- Major or ongoing problems that negatively impact organization objectives.

Evaluation	Score
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- | | |
|--|----------|
| 1. Ensures Commissioners are fully informed on important factors influencing the CTD and Coordinated Transportation System | 3 |
| 2. Establishes, for Commission's approval, the program's goals and objectives | 3 |
| 3. Understands and maintains compliance with Chapter 427, F.S., Rule 41-2, F.A.C., and other statutes governing the program | 3 |
| 4. Demonstrates knowledge of the Transportation Disadvantaged industry and policy development and implementation | 5 |
| 5. Supervises the Quality Assurance Supervisor and Financial Auditor and plans the management of day-to-day operations of the Commission | 3 |

6. Represents the CTD and Coordinated System before the general public and various organizations	5
7. Establishes sound relationships with stakeholders of the Coordinated System and encourages engagement in legislative initiatives	4
8. Monitors expenditures, maintains budgetary controls and prepares annual recommendations for the Commission's operating budget	3
9. Prepares the Annual Performance Report, presentations and position papers in an effective and timely manner	3
10. Assists the Chairperson and Committee Chairs with carrying out their responsibilities, including development of agenda items and recommendations	4
11. Supervises the statewide management of transit planning, training and technical assistance	3
12. Develops professional relationships with the Governor's Office, Legislature, and state agency leadership	4
13. Responds timely and appropriately to routine correspondence and inquiries from various stakeholders	3
14. Manages contract for general counsel services and represents the CTD in legal matters in conjunction with General Counsel	3
15. Negotiates and manages contractual agreements for research, work and studies mandated by the Commission, Legislature, and other entities	3
16. Serves as designated agency lobbyist for State and Federal legislative activities related to the program	4
17. Facilitates the development of the 5-Year Statewide Plan for the Transportation Disadvantaged Program	3

18. Exhibits excellent managerial skills and ability to direct and supervise staff	3
19. Adept at public affairs and governmental relations	5
20. Demonstrates excellent organization skills and planning of CTD activities	3
21. Ability to build consensus among diverse interests	3
22. Facilitates interaction with state agencies to increase their awareness of and participation in coordinated transportation	3

Average Score:	3.454545455
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Additional Comments:

Commission for the Transportation Disadvantaged (CTD) Executive Director Performance Review

Employee Information

Name:	David Darm	Review Date: August 14, 2023
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Review Information

Reviewer	David Darm	Review Period:	State Fiscal Year 2022-23
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Please complete this review using the following scale. Use the drop-down menu in the right-hand cell to rate each performance measure listed below. Cells that remain blank will not be counted in the average score. There is a window at the bottom to include additional comments in the evaluation.

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2 = BELOW SATISFACTORY PERFORMANCE -- Shows capability, but in a variably manner. Improvement needed in key areas.

1 = UNACCEPTABLE PERFORMANCE -- Major or ongoing problems that negatively impact organization objectives.

Evaluation	Score
------------	-------

- | | |
|--|----------|
| 1. Ensures Commissioners are fully informed on important factors influencing the CTD and Coordinated Transportation System | 5 |
| 2. Establishes, for Commission’s approval, the program’s goals and objectives | 4 |
| 3. Understands and maintains compliance with Chapter 427, F.S., Rule 41-2, F.A.C., and other statutes governing the program | 4 |
| 4. Demonstrates knowledge of the Transportation Disadvantaged industry and policy development and implementation | 4 |
| 5. Supervises the Quality Assurance Supervisor and Financial Auditor and plans the management of day-to-day operations of the Commission | 3 |

6. Represents the CTD and Coordinated System before the general public and various organizations	3
7. Establishes sound relationships with stakeholders of the Coordinated System and encourages engagement in legislative initiatives	4
8. Monitors expenditures, maintains budgetary controls and prepares annual recommendations for the Commission's operating budget	4
9. Prepares the Annual Performance Report, presentations and position papers in an effective and timely manner	5
10. Assists the Chairperson and Committee Chairs with carrying out their responsibilities, including development of agenda items and recommendations	4
11. Supervises the statewide management of transit planning, training and technical assistance	3
12. Develops professional relationships with the Governor's Office, Legislature, and state agency leadership	4
13. Responds timely and appropriately to routine correspondence and inquiries from various stakeholders	3
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15. Negotiates and manages contractual agreements for research, work and studies mandated by the Commission, Legislature, and other entities	4
16. Serves as designated agency lobbyist for State and Federal legislative activities related to the program	4
17. Facilitates the development of the 5-Year Statewide Plan for the Transportation Disadvantaged Program	3

18. Exhibits excellent managerial skills and ability to direct and supervise staff	3
19. Adept at public affairs and governmental relations	4
20. Demonstrates excellent organization skills and planning of CTD activities	4
21. Ability to build consensus among diverse interests	3
22. Facilitates interaction with state agencies to increase their awareness of and participation in coordinated transportation	2

Average Score: 3.636363636

Additional Comments:

I had the honor of leading the Commission through one of our most successful state legislative sessions, where we received: \$2 million in additional recurring (year-over-year) revenue to the TD Trust Fund; increased funding for the Innovative Service Development (ISD) Grant program; and an increase in administrative budget to provide raises to our staff salaries and fund a new data analyst position. Other areas where I performed exceptionally well this year included: leading a study to explore ways of improving the use of data submitted in the Annual Operating Report (AOR); coordinating more training opportunities through the ISD Grant program; and facilitating the implementation of a new invoice template to improve accuracy of data submitted under the Trip & Equipment Grant program.

For areas in need of improvement, I look forward to strengthening relationships with our state and local partners, especially with our agency advisors (i.e., filling the vacant seats on the board). I would like to meet more frequently with CTCs, Planners, and Local Coordinating Boards and identify areas where we can assist in meeting their responsibilities. I also would like to improve my skills as a supervisor and team leader, including communicating clearer, more consistent expectations and supporting our team in meeting their own professional goals.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

X. Fiscal Year 2023-24 Goals and Executive Director Report

David Darm will discuss the following goals for the state fiscal year:

Goal 1 – Fill all CTD staff positions, implement salary raises, and adjust position descriptions as needed to better align employee strengths and responsibilities with program needs.

Goal 2 – Develop Five-Year Transportation Disadvantaged Plan pursuant to Section 427.013(15), Florida Statutes.

Goal 3 – Fill all CTD board seats and improve agency engagement.

Goal 4 – Contingent on Commission approval, test run the collection of disaggregated data as part of the Annual Operating Report (AOR).

Goal 5 – Assess Quality Assurance review process and identify changes needed to improve program performance.

Mr. Darm will also provide updates on the Commission's budget and other activities.

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

For information purposes only.

Budget FY23-24
Florida Commission for the Transportation Disadvantaged
August 28,2023 Business Meeting

Revenue Projections		Expenses	
HSMV (Reg. Fees)	25,435,733	Salaries & Benefits	\$ 1,197,434
HSMV (voluntary)	10,776	OPS	\$ 21,546
HSMV (parking permit)	363,670	Expenses	\$ 238,522
DOT (DDR)	3,000,000	Contracted Services	\$ 557,738
DOT (DPTO)	3,000,000	<i>Five Year TD Plan</i>	\$ 209,538
DOT (DPTO)	1,400,000	<i>Annual Training</i>	\$ 30,000
DOT (Block Grant)	17,452,272	<i>IT Support - ISF Inc.</i>	\$ 83,200
SB 1998	10,000,000	<i>AOR Study - Thomas Howell</i>	\$ 215,000
Interest	700,000	<i>Legal Support</i>	\$ 20,000
Total Projections	61,362,451	Lease	\$ 3,830
TD Trust Fund	3,017,651	Grants & Aides	\$ 62,356,668
		<i>Trip & Equip. (with Vol. \$10,776)</i>	53,076,058
		<i>Planning</i>	1,880,610
		<i>Shirley Conroy Grant</i>	1,400,000
		<i>Innovation Service Development</i>	6,000,000
		Admin Fee	\$ 4,364
 Total	 \$ 64,380,102	 Total	 \$ 64,380,102

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 15, 2023

AGENDA ITEM:

IIV. and XII. Public Comments

BACKGROUND INFORMATION:

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes.

The Commission facilitates two "Public Comments" segments on its agenda. For participants interested in providing public comments, the Commission requests speakers complete the attached public comment form and return to David Darm prior to the meeting date at David.Darm@dot.state.fl.us. The chairman will call on speakers in the order public comment cards are received.

Participants planning to speak during the first public comments segment (Item VI) of the agenda must direct their remarks to agenda items only. The Commission welcomes input on any topic during the second public comments segment (Item XIII) of the agenda. Pursuant to Commission Rule 41-2.018, F.A.C., all speakers are limited to five minutes per public comment.

ATTACHMENT:

Public Comment Form



Commission for the Transportation Disadvantaged PUBLIC COMMENT FORM

**Transportation
Disadvantaged**

Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to David.Darm@dot.state.fl.us or provide at Commission Business Meeting
3. The chairman will call on speakers in the order comment cards are received. Please indicate below whether you plan on participating via webinar or conference call.
4. Comments must be limited to five (5) minutes per speaker.

How will you be participating in this meeting? Webinar _____ Conference Call _____

Name _____

E-Mail _____

Phone _____

Address _____

City _____

Zip Code _____ County _____

Representing _____

Subject _____

Support _____ Oppose _____ Neutral _____