

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED



Business Meeting Agenda December 16, 2020 1:30PM until Completion

*Marion Hart, Chairman
Dr. Phillip Stevens, Vice-Chairman
Renee Knight, Commissioner
Christinne Rudd, Commissioner
Dr. Robin Tellez, Commissioner
Mike Willingham, Commissioner*

GoToMeeting Webinar:

<https://global.gotomeeting.com/join/709216101>

Alternative Conference Call-In Number:

888-585-9008; Conference Code: 837-653-349

Item #	Agenda Item	Speaker(s)
I.	Call to Order	Chairman Marion Hart
II.	Pledge of Allegiance	Chairman Marion Hart
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 October 28, 2020 Meeting Minutes	Chairman Marion Hart
VI.	Community Transportation Coordinator Designation for Monroe County	Venessa Naranjo, Health Council of South Florida
VII.	2020 Annual Performance Report	David Darm
VIII.	2021 Commission Business Meeting Calendar	Chairman Hart
Information Items		
IX.	Executive Director Report	David Darm

X.	Commissioner and Advisor Reports	Commissioners and Advisors
XI.	Public Comments	Public
XII.	Commissioner and Advisor Closing Comments	Commissioners and Advisors
XIII.	Adjournment	Chairman Hart

Next Meeting: March 29, 2021

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: December 16, 2020

AGENDA ITEM:

IV. and XI. 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 IV.) 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 XI.) of the agenda. All speakers are limited to five minutes per public comment.

ATTACHMENTS:

Public Comment Form



Commission for the Transportation
Disadvantaged
PUBLIC COMMENT FORM

Instructions:

1. Complete comment form, including your address. PLEASE TYPE OR PRINT
2. Email comment card to David.Darm@dot.state.fl.us
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 the public workshop? Webinar _____ Phone _____

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: December 16, 2020

AGENDA ITEM:

V Approval of Minutes – October 28, 2020

BACKGROUND INFORMATION:

The Commission held its business meeting via GoToMeeting webinar and teleconference on October 28, 2020.

ATTACHMENTS:

Minutes of the October 28, 2020 Commission Business Meeting

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve Minutes from the October 28, 2020 Commission Business Meeting.

ACTION TAKEN AT MEETING:

MEETING SUMMARY

Commission for the Transportation Disadvantaged Commission Business Meeting

GoToMeeting Webinar
Conference Call Meeting
Tallahassee, Florida 32399

October 28, 2020
1:00 PM

<i>Commissioners Present</i>	<i>Commissioners Absent</i>
Chairman Marion Hart (via teleconference)	
Vice-Chairman Dr. Phillip Stevens (via teleconference)	
Renee Knight (via teleconference)	
Christinne Rudd (via teleconference)	
Dr. Robin Tellez (via teleconference)	
Mike Willingham (via teleconference)	

<i>Advisors Present</i>	<i>Advisors Absent</i>
Liz Stutts, FDOT	Erica Floyd-Thomas, AHCA
Kent Carroll, APD	Dennis Latta, FDVA
	Krysta Carter, DOEA
	Diane Harris, DCF

Call to Order

Chairman Hart called the meeting to order. Executive Director David Darm called the roll. A quorum was present.

Pledge of Allegiance

Chairman Hart led the Pledge of Allegiance.

Welcome and Introductions

Chairman Hart appreciated working with an exceptional group of commissioners, agency advisors, staff, consultant support groups, local planning agencies, Local Coordinating Boards, system operators and various associations that support the TD Program. He appreciated their contributions, which enables the Commission to carry out its work.

The Commissioners introduce themselves and provided a summary of their connection with the TD Program.

Chairman Hart informed participants that the meeting is being recorded and all feedback received, including comments within the webinar chat box, will be reflected in the Meeting Minutes.

Deborah Hall, Commission staff, provided the webinar participants a tutorial on the features of GoToMeeting.

Public Comments

Chairman Hart recognized members of the public who requested to speak on agenda items.

Trish Fitzpatrick, the Vice President of Corporate Outreach for UZURV, spoke on the Fiscal Year 2020-21 Innovation and Service Development Grant Recommendations. She thanked the Commission for the opportunity for UZURV to re-apply and improve its application for a third round of grant funding. She requested the Commission approve the proposal as recommended by the Commission's review subcommittee.

Lisa Bacot, representing Florida Public Transportation Association (FPTA), spoke on the Americans with Disabilities Act (ADA) Complimentary Paratransit Services. She looked forward to working with the Commission on this issue and providing a presentation at a future public workshop.

Virginia Whittington, representing MetroPlan Orlando, spoke on the Quorum Requirements for Local Coordinating Boards (LCBs). She appreciated the Commission staff providing clarification on the requirements with the memorandum that was sent to planning agencies on October 15, 2020. She expressed concerns for LCBs to hold in-person meetings with the expiration of Executive Order 20-69, effective November 1, 2020. She said several of the members of the LCB have underlying health conditions that would present risks to attending in-person meetings. Ms. Whittington stated her LCB must move forward with facilitating an in-person meeting in November, but the location that would accommodate their needs will cost \$3,200. She expressed these concerns on behalf of other LCBs. She requested the Commission share these concerns with the Governor's Office.

Mr. Darm responded to Ms. Whittington's concerns. He said the Commission staff will follow-up with the planning agencies in November to assist in identifying strategies to help mitigate some of these concerns.

Carolyn Grawi, representing the Center for Independent Living of Northwest Florida, spoke on both items pertaining to ADA Complimentary Paratransit Services and Quorum Requirements for LCBs. Ms. Grawi is a person with a disability who uses transportation services to access activities within her community. She said she came from a community where complimentary paratransit did not exist before, where it provided complimentary standard line buses. But they did have services that existed on a 24/7 basis, for both persons with or without disabilities to access any part of the community. Ms. Grawi wanted to see ADA paratransit expanded in that way. She also wanted to see TD riders being treated the same as persons with disabilities. She discussed the distinction between ADA paratransit and TD services provided during certain hours of operation or to different locations. She believed there should be a single application for all services (eligibility for both TD and ADA). She said multiple applications is very complicated for both the rider and transportation provider and adds costs for the provider to review more documentation.

Ms. Grawi shared concerns about requiring LCBs to hold in-person meetings. She appreciated the Commission providing the GoToMeeting option for its meeting and wanted to see this option provided for LCB meetings as well. She said the LCBs have experienced an increase in public participation in their meetings due to providing electronic means to participate in response to the pandemic.

Approval of Meeting Minutes

Chairman Hart asked for a motion to approve the minutes from the August 26, 2020, Commission Business Meeting

ACTION TAKEN: Commissioner Willingham moved, and Vice-Chairman Stevens seconded the motion, to approve the minutes. The motion carried unanimously.

Community Transportation Coordinator (CTC) Designation for Martin County

Ricardo Vazquez, representing Martin County Metropolitan Planning Organization (MPO), presented the recommendation for Senior Resource Association (SRA) to serve as the CTC for Martin County. Mr. Vazquez provided a summary of the procurement process facilitated by Martin County MPO to recommend the CTC designation. SRA has served as an emergency CTC for Martin County for over two years.

Chairman Hart asked for a motion to approve the recommendation to award the CTC designation for Martin County.

ACTION TAKEN: Vice-Chairman Stevens moved, and Commissioner Rudd seconded the motion, to approve Senior Resource Association as the CTC for Martin County. The motion carried unanimously.

Fiscal Year 2020-21 Innovation and Service Development Grant Recommendations (Third Round Applications)

Commissioner Knight, who chaired the review subcommittee, provided an overview of the application and review process of the Commission's third round of grant funding. The Commission received two applications from Jacksonville Transportation Authority (JTA) and UZURV, both of which submitted similar proposals during the second round of grant funding. JTA proposed a partnership with Patriot Services Group to support transportation for veterans to access non-VA sponsored activities (such as employment) in the greater Jacksonville area. UZURV proposed a partnership with Tampa Bay Area Regional Transportation Authority (TBARTA) to support cross-county transportation for TD riders in Hernando, Pasco, Hillsborough, Pinellas, and Manatee counties. UZURV requested funding for a three-year grant project.

The review subcommittee convened on October 13, 2020, and included representatives from the Department of Transportation, Department of Elder Affairs, and Agency for Persons with Disabilities. Based on the subcommittee's review, both applicants addressed concerns cited during the previous round: JTA improved its budget proposal and clarified that non-ambulatory (wheelchair accessible vehicle) services would be provided; UZURV improved its budget proposal, clarified the eligibility determination process (including an alternative approach if a CTC elects not to provide the eligibility list), and included letters of support from stakeholders in the community. The subcommittee recommended the Commission approve \$864,309 for both projects. However, it recommended the UZURV proposal only be approved for the current fiscal year to evaluate the project before committing to future grant cycles.

Chairman Hart asked for a motion to approve the subcommittee's recommendations for the third round of funding for the Innovation and Service Development Grant. Vice-Chairman Stevens said he would abstain from a vote out of concern of a potential conflict of interest over a contractual relationship between his company and JTA (though the relationship did not impact the project proposed by JTA for this funding).

ACTION TAKEN: Commissioner Knight moved, and Commissioner Tellez seconded the motion, to approve the review subcommittee's recommendation to award \$864,309 for the third round of funding for the Innovation and Service Development Grant. The motion carried unanimously, with one abstention from Vice-Chairman Stevens.

Amendments to Rule Chapter 41-2.007 and 41-2.014, F.A.C. – Trip & Equipment Grant Allocation Formula

Vice-Chairman Stevens, who facilitated the rule development process, provided a background on the proposed amendments for Commission approval. The Commission conducted a study to explore changes to the Trip & Equipment Grant allocation methodology in Rule 41-2, F.A.C. The study concluded with a final report (approved at the August 26, 2020 Commission Business Meeting) that recommended a new formula to be implemented in rule, effective July 1, 2021. The Commission published proposed rule language for consideration on September 23 and facilitated two rule development workshops via GoToMeeting webinar for stakeholder input on September 30 and October 12, 2020. Vice-Chairman Stevens thanked all who participated in the workshops and provided feedback on the proposed rule language

Executive Director Darm provided an overview of the proposed rule language. The proposed language amends Rule 41-2.014(5), F.A.C., to implement the new allocation methodology recommended by the study. The proposed methodology consists of four variables:

1. **TD Population** – Using the U.S. Census Bureau’s American Community Survey, the proposed formula allocates funding more directly to the TD eligible population (persons with disabilities, individuals living below poverty, and adults 65 years or older);
2. **Centerline Miles** – As an alternative to square miles, the proposed formula allocates funds to a county’s total miles of public roads using data from the Federal Highway Administration;
3. **Trip & Equipment Grant Funded Services** – Instead of systemwide trips and miles captured in Annual Operating Report (AOR), the proposed formula allocates funds only for TD non-sponsored services using Trip & Equipment Grant invoice data; and
4. **Base Funding** – The proposed methodology adds the base as a variable within the formula (rather than being a separate component in the methodology) and allocates funds based on a percent of a county’s previous year allocation (instead of being an absolute amount from FY 1999-2000).

The proposed rule language proposes various weights to each of these variables, with a phase-in approach for the first year (where the base variable is weighted at 80%) to allow systems to transition into the new formula. The amendments also propose weights for the datasets used within each of the variables. The proposed language provides the Commission with flexibility in determining the year of data used to allocate funding each year in response to exceptional circumstances (such as the COVID-19 pandemic). And the proposed language amends Rule 41-2.007(6), F.A.C., to remove the AOR as part of the allocation methodology. The proposed language also includes technical revisions that update the rule to reflect current practices in administering the Trip & Equipment Grant program.

Mr. Darm concluded by addressing one of the public comments that was received during the rule development workshops: Paul Stobis, from Broward County, requested the Commission consider counting “overage” (trips that exceed the allocated amount) within the Trip & Equipment Grant invoice data – even though the county would not be reimbursed for those trips, it would count toward its allocation in future years. Mr. Darm said the Commission did consider this request within the study (which was discussed further in Appendixes C and D of the final report), but it became very complicated when drafting rule language. Further, Mr. Darm stated one of the goals of the proposed methodology is to promote cost-effective services. Rather than including the “overage,” Mr. Darm said the CTCs could consider lowering their rates to deliver more trips that would count toward their future allocations.

Chairman Hart asked for a motion to approve the amended language as presented.

ACTION TAKEN: Vice-Chairman Stevens moved, and Commissioner Knight seconded the motion, to approve the amendments to Rule 41-2.007 and 41-2.014, F.A.C. The motion carried unanimously.

Rachelle Munson, Commission General Counsel, asked a series of questions to the Commission to move forward with presenting the proposed rule language for the review and codification process. She asked the Commission if the proposed rule language: 1) would have an adverse impact on small businesses; or 2) directly (or indirectly) increase regulatory costs to any entity (including government) in excess of \$200,000 within the first year of implementation? Chairman Hart called the roll for Commissioners to respond.

ACTION TAKEN: The Commission voted “No” on the question on whether the proposed amendments would have an adverse impact on small business as well as increase regulatory costs within the first year of implementation. There were no objections.

Ms. Munson asked the Commission if a violation of the proposed rule should be designated as a minor violation? Chairman Hart called the roll for Commissioners to respond.

ACTION TAKEN: The Commission voted “No” on the question on whether a violation of the proposed amendments should be designated a minor violation. There were no objections.

Ms. Munson asked the Commission if the proposed amendments should include a sunset provision, where the amendments would expire after a certain date? Chairman Hart called the roll for Commissioners to respond.

ACTION TAKEN: The Commission voted “No” on adding a sunset provision to the proposed amendments. There were no objections.

Ms. Munson provided an overview of the next steps on presenting the proposed rule language for review by the Office of Financial Accountability and Regulatory Reform (OFARR) and the Joint Administrative Procedures Committee (JAPC). If JAPC requests additional information, Ms. Munson said they may need to hold a Commission Business Meeting to respond to such requests. She provided a projected timeline of the review process.

Upcoming Annual Performance Report and Other Analysis Reports

Mr. Darm discussed plans for the Commission’s upcoming Annual Performance Report (APR), which is due to the Governor and Legislature on January 1, 2021. The Commission will meet in December to discuss and approve the APR. Mr. Darm stated the Commission is contracting with Thomas Howell Ferguson (THF) to assist in the analysis of performance data for the APR as well as additional ad hoc reporting.

Jeff Barbacci and Casey Perkins, from THF, discussed their expertise with the TD Program. Mr. Barbacci discussed how the Trip & Equipment Grant invoice data will be incorporated into this year’s APR, which is in response to findings from the Funding Allocation Study. He said they are committed to the same transparency that was demonstrated during the allocation study. Mr. Barbacci also discussed how THF can assist the Commission with future analysis reporting, such as how they assisted the Commission in developing the COVID-19 Rescue Plan.

Mr. Perkins discussed their approach to the analysis for the APR. The report will include two datasets: the AOR and Trip and Equipment Grant invoice data. Mr. Perkins discussed the concerns with the integrity of the AOR data and how the invoice data demonstrated a more valuable alternative

during the Funding Allocation Study. He said the challenge is the invoice data was never considered in previous publications, so THF will need to compile it within a database to be presentable for this year's APR and future reports. For the AOR, Mr. Perkins said the data is well organized, but they will need to look at how to improve the integrity of the data in the future (such as comparison of similar data collected/reported by other state purchasing agencies).

Technical Assistance for the Innovation and Service Development Grant

Mr. Darm provided a background on the project. In FY 2020-21, the Commission received legislative authority to use a portion of the funding it administers through the Innovation and Service Development Grant program to provide technical assistance to eligible grant applicants. The technical assistance will serve to provide: 1) support for the Commission in administering the grant program, including designing of the application and evaluation process of applicant proposals for future grant cycles; and 2) training and resources for eligible grant applicants in developing proposals that fulfill the expectations of the grant program. The Commission is contracting with the Center for Urban Transportation Research (CUTR) at University of South Florida to deliver this technical assistance.

Martin Catala, from CUTR, provided an overview of their approach to this project. He introduced his colleagues, Dr. Victoria Perk and Jennifer Flynn, who will be assisting in this effort. Currently, CUTR assists in the implementation of the FDOT 5310 program in District 1, which includes facilitating training workshops and assessments of grant proposals. Additionally, CUTR has worked with the Federal Transit Administration (FTA) in supporting pilot projects, including the "Rides to Wellness" program and the Health Services and Coordination Research project. Mr. Catala said CUTR will establish a technical advisory group, which will be made up of Commissioner Knight and the agency representatives on the review subcommittee, to help facilitate the technical assistance of the Innovation and Service Development Grant. CUTR will conduct a comprehensive assessment of the applications that were received during the past two years of the grant program to help establish parameters for successful proposals for future grant cycles. CUTR will also conduct research of national best practices in similar grant programs that promote innovation within the transportation services industry. The project will conclude with a report with recommendations for program improvement in future fiscal years.

Commissioner Tellez looked forward to seeing this project support CTCs in their grant writing and identifying future opportunities to design projects. This has been a challenge for the system to accomplish.

Commissioner Willingham asked Mr. Catala if CUTR would include an exploration of strategies to promote partnerships with other organizations on a national and global scale to promote innovations, such as technology companies. Mr. Catala believed that would be a component of the project. With their experience with FTA program, he said partnerships were at the core of the challenge (and opportunity) for innovation grants.

Chairman Hart recognized Commissioner Knight for her continued commitment as the chair of the review subcommittee to support improvements to this program. Mr. Catala looked forward to working with Commissioner Knight and the other subcommittee members.

ADA Complimentary Paratransit Services

Mr. Darm provided an overview of the issue. He encouraged Commissioners and members of the public to review the information provided in the October 28, 2020 Commission Business Meeting Packet, which included correspondence between the Commission and FPTA. Mr. Darm stated the Commission was not able to take action on policies pertaining to the Trip & Equipment Grant program

until after the completion of the Funding Allocation Study. Now that the study has been completed, Mr. Darm said they could begin examining this issue.

The ADA requires transit entities that operate a fixed bus route to also provide complementary, door-to-door paratransit services to individuals with disabilities who live within the fixed bus route corridor. Unlike the TD Program, where local entities have autonomy to prioritize funding to support certain activities (such as medical appointments), the ADA is a civil rights mandate that prevents transit entities from denying paratransit trips to eligible riders to access activities within $\frac{3}{4}$ of a mile outside the corridor and during the hours of operation of the fixed route.

Though persons with disabilities fall within the “transportation disadvantaged” population, the TD Trust Fund was established by the Florida Legislature to support trips “not sponsored” or covered by another agency or program, such as Medicaid. The Commission has taken the position that ADA complimentary paratransit trips are considered “sponsored” as a service afforded under the federal government and, therefore, not eligible for reimbursement under the Trip & Equipment Grant program. However, FPTA and CTCs that are transit entities have contested this position on the basis that ADA complimentary services are an “unfunded mandate” on transit entities (not reimbursed by the federal government) and request the Commission re-consider these services as “non-sponsored” in order to be reimbursed under the Trip & Equipment Grant.

Mr. Darm said the Commission should, at minimum, establish a policy that is discussed, debated, and approved by Commissioners to clarify the expectations of the funding in this matter. This policy should include an understanding of the statutory requirements of the TD Trust Fund. Mr. Darm said if the TD Trust Fund did not exist, the transit entities would still be required by the ADA to provide complimentary paratransit services. However, he said there are limits in terms of access afforded under the ADA, which should be considered in the development of such a policy. Further, Mr. Darm said the TD Program serves older adults and persons with low-income in addition to individuals with disabilities, so (if there is a change in policy) the Commission should consider their needs in terms of access to TD services.

In terms of developing a policy, Mr. Darm proposed a similar approach that was used for the Funding Allocation Study, where the Commission would facilitate a dialogue with stakeholders to promote more understanding of the issue and reasons behind a certain decision. He recommended the Commission appoint a board member to facilitate a workgroup that would gather data and present information at a future public workshop with stakeholders. Mr. Darm also said the workgroup should engage the FDOT Transit Office, as this issue may impact its programs (such as 5311). In terms of timeline, Mr. Darm expected they could begin workshopping the issue following January 1, 2021, after the Commission submits its Annual Performance Report.

Chairman Hart asked Mr. Darm if he had a recommendation on which Commissioner should serve as the chair of the workgroup. Mr. Darm said Commissioner Tellez has volunteered and expressed interest in this issue as it relates to transportation services in her community, Miami-Dade County. Though he recommended Commissioner Tellez serve as the lead, Mr. Darm encouraged all Commissioners to participate and provide input in any public workshop, as was done with the Funding Allocation Study.

Chairman Hart asked if Commissioner Tellez was willing to serve in this role. Commissioner Tellez said yes. She emphasized that the Commission represents the interest of the state (not just one region or county), but this has been an issue that was brought to her attention approximately 3 years ago and she was interested in finding a resolution. Commissioner Tellez looked forward to taking a scientific approach to finding a solution and ensuring all stakeholders are educated in the process.

Quorum Requirements for LCBs

Mr. Darm stated the Commission received several inquiries from planning agencies regarding the requirements for Local Coordinating Boards to hold in-person meetings, following the expiration of Executive Order 20-69 on November 1, 2020. Commission staff worked with Rachele Munson, Commission General Counsel, to review these requirements and develop a memorandum to provide clarification and guidance to planning agencies on fulfilling these requirements. Although a minimum number of board members are required to be physically present in the same location, Mr. Darm clarified that the LCB could still provide a telephone number or web link for members of the public to access the meeting, so long as it is advertised pursuant to the requirements of the Sunshine Law. He said Commission staff will be working with planning agencies to identify strategies to help fulfill this requirement while practicing safety regulations to prevent the spread of COVID-19.

Commissioner/Advisor Reports

No reports were provided.

Public Comments

No additional public comments were received.

Closing Remarks and Adjournment

Chairman Hart asked for a motion to adjourn the meeting.

ACTION TAKEN: Commissioner Willingham moved, and Commissioner Tellez 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.

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 16, 2020

AGENDA ITEM:

VI. Community Transportation Coordinator Designation – Monroe County

BACKGROUND INFORMATION:

Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The Health Council of South Florida is the DOPA for Monroe County. Guidance Care Center, Inc. is currently CTC and is providing transportation services to the citizens of Monroe County.

A request for proposals (RFP) was issued on May 1, 2020. Guidance Care Center, Inc., was the only respondent. The Planning Agency has reviewed and confirmed the Guidance Care Center, Inc. met all the requirements of the RFP.

At the October 1, 2020 meeting, the Health Council of South Florida board approved the recommendation that Guidance Care Center, Inc. has the experience and qualifications to continue to serve as the CTC for Monroe County. This designation shall be effective January 1, 2021 through June 30, 2025.

ATTACHMENTS:

- October 1, 2020 Recommendation letter from Health Council of South Florida
- Resolution from Health Council of South Florida #20-21

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Approve the Designated Official Planning Agency's recommendation and designate Guidance Care Center, Inc., as the CTC for Monroe County, for the period beginning January 1, 2021 to June 30, 2025.

ACTION TAKEN AT MEETING:



October 15, 2020

Amadeo H. Cabral MD, MBA, CHCQM
Chair

Ann-Lynn Denker, PHD, ARNP
Vice Chair

Ela Alarcon-Cabrera
Treasurer

David Saltman, LCSW
Secretary

Eneida O. Roldan, MD, MPH, MBA
Immediate Past-Chair

Linda Carmona-Sanchez

Olveen Carrasquillo, MD, MPH

Jane Herron

Nicole A. Marriott, MBA
President & CEO

Mr. David Darm
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, FL 32960

Re: Monroe County Community Transportation Coordinator (CTC)

Dear Mr. Darm,

The Health Council of South Florida (HCSF), as the Designated Official Planning Agency (DOPA) for Monroe County hereby submits this letter as our formal recommendation of the Community Transportation Coordinator (CTC) for Monroe County.

On Thursday, October 1, 2020, the DOPA's Board of Directors unanimously approved Resolution #20-21 recommending the Guidance Care Center (GCC) to be the CTC for the Monroe County service area. Therefore, we ask the CTD to consider this request.

The Request for Proposal (RFP) process received one (1) application by the GCC. The Local Coordinating Board (LCB) will meet to review and approve the DOPA's recommendation on December 4, 2020 at which time the DOPA will advise the CTD of the outcome.

Should you have any questions, please feel free to reach out to Vanessa Naranjo at the Health Council of South Florida, the Monroe County Planning Agency.

Thank you in advance for your consideration.

Equal Opportunity Employer

7875 NW 12th Street, Suite 118 – Doral, FL 33126
Phone 305-592-1452 – Fax 305-592-0589 – www.healthcouncil.org – email: healthcouncil@healthcouncil.org

Our Mission is to be the source of unbiased health and quality of life data and analysis; the preferred partner for quality program planning, management, evaluation, and community services; the facilitator of collaboration and partnerships in Miami-Dade and Monroe counties; and the trusted champion for ethical and targeted healthcare policy at the local, state, and national levels.

RESOLUTION #20-21

**A RESOLUTION OF THE HEALTH COUNCIL OF SOUTH FLORIDA,
DESIGNATED OFFICIAL PLANNING AGENCY FOR MONROE COUNTY,
RECOMMENDING THE GUIDANCE CARE CENTER AS THE
COMMUNITY TRANSPORTATION COORDINATOR FOR MONROE
COUNTY SERVICE AREA**

WHEREAS, the Health Council of South Florida (HCSF) is the Designated Official Planning Agency (DOPA) for Monroe County under appointment from the Florida Commission for the Transportation Disadvantaged (CTD); and

WHEREAS, the DOPA is required to conduct a competitive procurement process for the selection of a Community Transport Coordinator for Monroe County every five years; and the current contract between the CTC and the CTD expires on December 31, 2020; and

WHEREAS, HCSF conducted a Request for Proposals and one proposal was submitted; and

WHEREAS, Guidance Care Center has been the Community Transportation Coordinator for Monroe County since 1997 and has received excellent evaluations; and

WHEREAS, the HCSF finds that Guidance Care Center has demonstrated the ability to perform the required coordination tasks of the Florida Commission for the Transportation Disadvantaged.

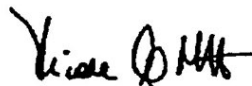
NOW, THEREFORE IT BE RESOLVED BY THE HEALTH COUNCIL OF SOUTH FLORIDA THAT:

In accordance with Chapter 427, Florida Statutes, the Health Council of South Florida recommends that the Florida Commission for the Transportation Disadvantaged designate the Guidance Care Center as the Community Transportation Coordinator in Monroe County, Florida for five years beginning January 1, 2021.

DULY PASSED AND ADOPTED THIS 1st DAY OF OCTOBER 2020

SIGNED:

ATTEST:



Amadeo H. Cabral
Chairman

Nicole A. Marriott
President and CEO

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 16, 2020

AGENDA ITEM:

VII 2020 Annual Performance Report

BACKGROUND:

Pursuant to s. 427.013(13), F.S., the Commission is required to submit an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report consists of performance data on services delivered by the Coordinated Transportation System from the previous state fiscal year (July 1, 2019 through June 30, 2020). Community Transportation Coordinators (CTCs) are required to submit this data within their Annual Operating Report (AOR) to the Commission by September 15 each year (s. 427.0155(2), F.S., and Rule 41-2.007(6), F.A.C.).

The DRAFT 2020 Annual Performance Report (APR) is being presented for discussion and approval at the December 16, 2020 Commission Business Meeting. The APR provides a **macro-level, systemwide** overview of the services provided by the Coordinated System in FY 2019-20, captured in the AORs submitted by CTCs. In addition, this year's APR includes a **micro-level, programmatic** overview of services funded by the CTD Trip & Equipment (T&E) Grant program in FY 2019-20, captured by the invoice data submitted by CTCs to be reimbursed under the grant. This new dataset (T&E Grant invoices) was added in response to findings from the Commission's 2020 Funding Allocation Study.

A DRAFT version of the 2020 APR was included with the publication of this meeting packet. Due to the time required to compile, review and analyze all data for publication of this report, the DRAFT version does not include all datasets and tables that will be represented in the final version. (NOTE: the content that has been **highlighted** within the DRAFT version serve as a placeholder and will be updated in the final version.) The Commission contracted with Thomas Howell Ferguson (THF) to assist in conducting the analysis of performance data within this year's APR, with a particular focus on the T&E Grant invoice data.

David Darm, Commission Executive Director, and Jeff Barbacci and Casey Perkins, representing THF, will provide an overview of the report's content, including a summary of the analysis of AOR and T&E Grant invoice data,

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

The Commission should discuss and approve the content of the 2020 Annual Performance Report, providing Commission staff authority to edit and make technical changes prior to its final submittal to the Governor and Legislature on January 1, 2021.

ACTION TAKEN AT MEETING:

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 16, 2020

AGENDA ITEM:

VIII. 2021 Commission Business Meeting Schedule

BACKGROUND INFORMATION:

Pursuant to Chapter 427.012(4), Florida Statutes, the Commission shall meet at least quarterly.

ATTACHMENTS:

- 2021 Meeting/Event Schedule

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Recommend Commission approval of the proposed 2021 Commission Business meeting schedule.

ACTION TAKEN AT MEETING:

DRAFT
Commission for the Transportation Disadvantaged
2021 Meeting/Event Schedule

<i>Date</i>	<i>Event</i>
March 29, 2021	Business Meeting
March 30, 2021	Public Transportation & Transportation Disadvantaged Legislative Awareness Day
May 25, 2021	Business Meeting
July 27, 2020	Business Meeting
October 25, 2021	Business Meeting Hilton Daytona Beach/Ocean Center Daytona, FL
October 24 – 27, 2021	Annual TD Conference Hilton Daytona Beach/Ocean Center Daytona, FL
December 15, 2021	Business Meeting

*All dates are tentative

State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: December 16, 2020

AGENDA ITEM:

IX Executive Director Report

BACKGROUND:

David Darm will provide an update on various activities and discuss goals for the upcoming year, including:

- Update on Proposed Rule Changes to Trip & Equipment Grant Allocation Methodology;
- Upcoming Public Workshops with Stakeholders;
- Legislative Session 2021; and
- Other Collaborative Initiatives

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

For information purposes only.

ACTION TAKEN AT MEETING: