



**AGENDA
NOVEMBER 19, 2018
LOCAL COORDINATING BOARD FOR
TRANSPORTATION DISADVANTAGED SERVICES**



**COMMISSION CHAMBERS
FIRST FLOOR
2725 JUDGE FRAN JAMIESON WAY
VIERA, FLORIDA 32940
10:15 A.M. CALL TO ORDER**

- I. INTRODUCTION OF MEMBERS (P. 5)
 - II. APPROVAL OF MEETING MINUTES, MAY 14, 2018 (P. 11)
 - III. REPORTS
 - A. COMMUNITY TRANSPORTATION COORDINATOR'S REPORT (P. 17)
 - B. TD PLANNING GRANT REPORT (P. 23)
 - C. SCAT TD PERFORMANCE REPORT CARD (P. 29)
 - D. VOLUNTEERS IN MOTION REPORT (P. 35)
 - IV. NEW BUSINESS
 - A. APPROVAL OF ANNUAL OPERATING REPORT (P. 37)
 - B. ANNUAL APPROVAL OF BY-LAWS (P. 51)
 - C. ANNUAL APPROVAL OF GRIEVANCE PROCEDURES (P. 67)
 - D. APPROVAL OF 2019 MEETING DATE CALENDAR (P. 69)
 - V. MEMBER REPORTS (P. 71)
 - VI. PUBLIC HEARING (P. 73)
 - VII. ADJOURNMENT
-

For recording purposes, please remember to speak directly into the microphone.

Public comments will be heard on items that do not appear on the agenda of this meeting. Please note that State Law and Administrative Rules prevent the Coordinating Board from taking any formal action on such items as discussed at this time. The Local Coordinating Board (LCB) may schedule such items as act upon them in the future. The Chairperson is authorized to limit discussion, as necessary, with each commentary limited to three (3) minutes.

Notice: If a person desires to appeal any decision made by the LCB with respect to any matter considered at this meeting, he or she will need a record of the proceedings and that, for such purposes, he or she may need to ensure that a verbatim record of this proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. Persons seeking to preserve a verbatim transcript of the record must make those arrangements at their own expense.

The needs of hearing or visually impaired persons shall be met if the Transit Services Department is contacted at 635-7815 at least 48 hours prior to the public meeting by any person wishing assistance.

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LISTING OF ACRONYMS

<u>Acronym</u>	<u>Title</u>
AASHTO	American Association of State Highway and Transportation Officials
ADA	American with Disabilities Act
AOR	Annual Operating Report
BOCC	Board of County Commissioners
BPAC	Bicycle and Pedestrian Advisory Committee
CAC	Citizen Advisory Council
CBD	Central Business District
CFR	Code of Federal Regulations
CMAQ	Congestion Management and Air Quality
CTC	Community Transportation Coordinator
CTD	Commission for Transportation Disadvantaged
DCA	Department of Community Affairs
DEP	Department of Environmental Protection
DOPA	Designated Official Planning Agency
DRI	Development of Regional Impacts
EPA	Environmental Protection Agency
F.A.C.	Florida Administrative Code
FAW	Florida Administrative Weekly
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FHWA	Florida Highway Administration
FR	Federal Register
FTA	Federal Transit Administration
FTP	Federal Transportation Plan
FVS	First Vehicle Services, Space Coast Area Transit's vehicle maintenance contractor
GIS	Geographic Information System
GPS	Global Positioning System
HOV	High Occupancy Vehicle
HUD	Housing and Urban Development
IU	Indiana University, Jewel of the Midwest
LCB	Local Coordinating Board
LEP	Limited English Proficiency
LOS	Level of Service
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MNET	Medicaid Non-Emergency Transportation
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NTD	National Transit Database
O&M	Operating and Maintenance
PD&E	Project Development and Environment
PIO	Public Information Office
PMP	Program Management Plan
RPC	Regional Planning Council
SAFETEA-LU	Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SHS	State Highway System
Space Coast TPO	The transportation planning organization in Brevard County.
SR	State Road

STIP	State Transportation Improvement Program
STTF	State Transportation Trust Fund
TAC	Technical Advisory Committee
TDTF	Transportation Disadvantaged Trust Fund
TDP	Transportation Development Plan
TDSP	Transportation Disadvantaged Service Plan
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMS	TMS of Brevard, Inc., the Medicaid Non-Emergency Transportation contractor
TOA	Tindale-Oliver and Associates, Inc.
TPO	Transportation Planning Organization
UA	Urbanized Area
UPWP	Unified Planning Work Program
USDOT	U.S. Department of Transportation
VDA	Volunteer Driver Agreement (for VPSI, Inc.)
VIM	Volunteers In Motion
VMT	Vehicle Miles Traveled
VPSI	VPSI, Inc., Space Coast Area Transit's vanpool management contractor
vRide	vRide, Inc., Space Coast Area Transit's vanpool management contractor



LCB AGENDA ITEM
11/19/2018
I

TITLE:

Introduction of Members

DISCUSSION:

REQUESTED ACTION:

None

ATTACHMENTS:

Updated Membership Listing

**BREVARD COUNTY
LOCAL COORDINATING BOARD FOR
TRANSPORTATION DISADVANTAGED PROGRAM
2018**

COMMUNITY TRANSPORTATION COORDINATOR (CTC)	DESIGNATED OFFICIAL PLANNING AGENCY (DOPA)	STATE MEDICAID OPERATOR
Scott Nelson, Director Transit Services Department Space Coast Area Transit 401 S. Varr Ave. Cocoa, FL 32922 Phone – (321) 635-7815 Fax - (321) 633-1905 E-mail- Scott.Nelson@brevardfl.gov	Sarah Kraum Multi-Modal Program Specialist Space Coast Transportation Plng Org 2725 Judge Fran Jamieson Wy Bld A Melbourne, FL 32940 Phone - (321) 690-6890 Fax - (321) 690-6827 E-mail – Sarah.Kraum@brevardfl.gov	
LCB ATTORNEY	COMMISSION FOR TRANS. DISADVANTAGED	SPACE COAST AREA TRANSIT
Melissa Powers Assistant County Attorney 2725 Judge Fran Jamieson Way Bldg. C Melbourne, FL 32940 Phone - (321) 633-2090 Fax - (321) 633-2096 E-mail Melissa.Powers@brevardfl.gov	John Irvine Area 6 Project Manager 605 Suwannee St., MS-49 Tallahassee, FL 32399-0450 Phone - (850) 410-5712 Fax - (850) 410-5752 TDD 1-800-983-2435 E-mail – John.Irvine@dot.state.fl.us	Terry Jordan, Planner Transit Services Department Space Coast Area Transit 401 S. Varr Ave. Cocoa, FL 32922 Phone – (321) 635-7815 Fax - (321) 633-1905 E-mail- Terry.Jordan@brevardfl.gov

Members

Name and Address	Representing	*Term	LCB Status
Rocky Randels Councilman, City of Cape Canaveral 308 East Central Blvd Cape Canaveral, FL 32920-2610 Phone – (321) 784-5694 E-mail – r.randels@cityofcapecanaveral.org	Chair	Indefinite	Chair
Diane Poitras Florida Department of Transportation 133 S. Semoran Blvd Orlando, FL 32807-3203 Phone - (407) 482-7860 Fax - (407) 275-4188 E-mail – Diane.Poitras@DOT.state.fl.us	Florida Dept. of Transportation	Indefinite	
VACANT	Florida Dept of Children & Families	Indefinite	
VACANT	Public Education Community	Indefinite	
Almetia Britton Vocational Rehabilitation 1970 Michigan Ave, Bldg A Cocoa, FL 32926 Phone – (321) 690-3280 Fax - (321) 690-3279 E-mail – Almetia.britton@vr.fldoe.org	Florida Dept. of Education	Indefinite	

Name and Address	Representing	*Term	LCB Status
Dennis Vannorsdall Veteran Services Office 2725 Judge Fran Jamieson Way Bldg. B Viera, FL 32940 Phone - (321) 633-2012 Fax - (321) 637-5432 E-mail – dennis.vannorsdall@brevardfl.gov	Florida Dept. of Veteran's Affairs	Indefinite	
VACANT	Florida Assoc. of Community Action Agencies rep. Economically Disadvantaged	Indefinite	
VACANT	Persons over Sixty Rep. Elderly of the County	Expires	
Felicia Wilson 1418 Brook Dr Titusville, FL 32780 Phone – (321) 298-5406 E-mail – FRW263@aol.com	Disabled Representative	Expires 10/20	
Linda Howard 946 Golden Beach Blvd. Indian Harbor Beach, FL 32937 Phone - (321) 773-2691 E-mail – lhoward@specialgatherings.com	Citizen Advocate	Expires 11/18	Vice-Chair
Sara Ann Conkling 1305 South Lakemont Dr Cocoa, FL 32922 Phone – (321) 307-2210 FAX – (321) E-mail – saraann7@gmail.com	Citizen Advocate/user	Expires 11/18	
VACANT	State Coordinating Council for Early Childhood Services Children at Risk	Indefinite	
Randy Hunt Senior Resource Alliance 988 Woodcock Road, Suite 200 Orlando, FL 32803 Phone – (407) 514-1802 Fax - (407) 228-1835 E-mail huntr@sraflorida.org	Florida Dept. of Elder Affairs	Indefinite	
VACANT	Private For Profit or Non-Profit Trans. Industry	Indefinite	
Calvin Smith Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32801 Phone - (407) 420-2482 FAX - (407) E-mail – Calvin.Smith@ahca.myflorida.com	Florida Agency for Health Care Administration	Indefinite	
VACANT	Regional Workforce Board	Indefinite	
VACANT	Representative Local Medical Community	Indefinite	

Alternates

Name and Address	Representing	*Term	LCB Status
Carlos M. Colón Florida Department of Transportation 133 S. Semoran Blvd Orlando, FL 32807-3203 Phone - (407) 482-7860 Fax - (407) 275-4188 E-mail – Carlos.Colon@DOT.state.fl.us	Florida Dept. of Transportation	Indefinite	
VACANT	Florida Dept. of Children & Families	Indefinite	
VACANT	Public Education Community	Indefinite	
Audrey Turner Division of Blind Services 1970 Michigan Ave, A-2 Cocoa, FL 32926 Phone – (321) 634-3680 E-mail – Audrey.Turner@dbs.fldoe.org	Vocational Rehabilitation or Division of Blind Services	Indefinite	
VACANT	Florida Dept. of Veteran Affairs Rep. Veterans	Indefinite	
VACANT	Florida Assoc. of Community Action Agencies rep. Economically Disadvantaged	Indefinite	
Fred McMillian 5008 N. Cocoa Blvd Sharpes, FL 32927 Phone – 321-806-3328 E-mail – mcmillian.freddie9@gmail.com	Persons over Sixty rep. Elderly of the County	Expires 10/20	
Camille Tate 2945 Kemblewick Dr, Apt 308 Melbourne, FL 32935 Phone – (321) 372-4899 E-mail – ctate2076@att.com	Disabled Representative	Expires 10/20	
VACANT	Citizen Advocate	Expires	
Robert Wise 2215 Capeview St Merritt Island, FL 32952 Phone – (321) 449-8673 E-mail – bobwise32952@bellsouth.net	Citizen Advocate/System User	Expires 10/20	
VACANT	Local Representative for Children at Risk	Indefinite	
Sarah Lightell Senior Resource Alliance 988 Woodcock Rd., Suite 200 Orlando, Fl. 32803 Phone – (407) 514-1816 Fax - (407) 228-1800 E-mail – lightells@sraflorida.org	Florida Dept. of Elder Affairs	Indefinite	
VACANT	Private for Profit or Non-Profit Trans. Industry	Indefinite	

Name and Address	Representing	*Term	LCB Status
Tamyika Young Agency for Health Care Admin. 400 W. Robinson St. S-309 Orlando, Fl. 32806 Phone - (407) 420-2496 FAX - (407) E-mail – Tamyika.young@ahca.myflorida.com	Designee Agency for Health Care Admin.	Indefinite	
VACANT	Regional Workforce Board	Indefinite	
VACANT	Representative Local Medical Community	Indefinite	

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LCB AGENDA ITEM
11/19/2018
II.

TITLE:

Approval of Meeting Minutes for May 14, 2018

DISCUSSION:

REQUESTED ACTION:

Approve the Meeting Minutes for May 14, 2018

ATTACHMENTS:

Draft Meeting Minutes, May 14, 2018

**MAY 14, 2018
LOCAL COORDINATING BOARD FOR
TRANSPORTATION DISADVANTAGED SERVICES**

**SPACE COAST ROOM
SECOND FLOOR
2725 JUDGE FRAN JAMIESON WAY
VIERA, FLORIDA 32940**

DRAFT

Meeting called to Order at 10:15 a.m.

Pledge of Allegiance

INTRODUCTION OF MEMBERS

Member	Representing	6/26/17		11/13/17		5/14/18	
		Present	Absent	Present	Absent	Present	Absent
Rocky Randels, Chair	Elected Official	X	-	X	-	X	-
Vacant	FL Dept of Children & Families	-	-	-	-	-	-
Diane Poitras	FL Dept of Transportation	X	-	-	X	X	-
William Crane	Public Education Community	X	-	X	-	-	X
Almetia Britton	FL Dept of Education	-	X	-	X	-	X
Dennis Vannorsdall	FL Dept of Veteran's Affairs	-	X	X	-	X	-
Vacant	FL Assoc of Comm Action Agencies	-	-	-	-	-	-
Vacant	Persons over 60 Representative	-	-	-	-	-	-
Felicia Wilson	Disabled Representative	X	-	X	-	X	-
Linda Howard Vice-Chair	Citizen Advocate	X	-	X	-	X	-
Vacant	State Services - Children at Risk	-	-	-	-	-	-
Randy Hunt	FL Dept of Elder Affairs	X	-	X	-	-	-
Milagros Chervoni	FL Agency for Health Care Admin	X	-	X	-	X	-
Sara Ann Conkling	Citizen Advocate / User	X	-	-	X	X	-
Vacant	Private Trans. Industry	-	-	-	-	-	-
Alternates		Present	Absent	Present	Absent	Present	Absent
Carlos Colon	FL Dept of Transportation	-	X	X	-	-	X

Fred McMillian	Persons over 60 Representative	-	X	-	X	-	X
Audrey Turner	FL Dept of Education	-	-	-	-	-	X
Vacant	Citizen Advocate	-	-	-	-	-	-
Sarah Lightell	FL Dept of Elders Affairs	-	X	-	X	-	X
Calvin Smith	Agency for Health Care Admin.	-	-	X	-	-	X
Robert Wise	Citizen Advocate / User	-	-	-	X	X	-
Camille Tate	Disable Representative	-	-	X	-	X	-

Others Present:

Scott Nelson, CTC/Space Coast Area Transit Interim Director
Sarah Kraum, Space Coast Transportation Planning Organization
Shannon Wilson, Deputy County Attorney
Terry Jordan, Space Coast Area Transit
Cathy Lively, Space Coast Area Transit
Colby Stallings, Space Coast Area Transit
Lance Parker, Space Coast Area Transit
Joe Lammon, Space Coast Area Transit
Lori Hamilton, Space Coast Area Transit VIM
Maria Rigogliosi, Citizen
Arlene M. Naulty, Citizen

Arlene McNaulty – National Federation of Blind. Concerned for everyone who needs good transit services, especially those people with special needs. Working with very closely Space Coast Area Transit and they have been very helpful. Concerned about funding and charter cap. Providing adequate funds for all those services that are out there that need assistance for transportation for those with Special Needs. Over 10,000 people with no or low vision with the inability to drive.

Marie Rigliosi – Melbourne, FL – Comes from an area with no transit, she is low vision, rides 29, works part time. Using the paratransit, fixed route and walking, crossing the street is very difficult. When she has to cross a lot of streets, she uses the paratransit. Concerned with the buses breaking down and making her late for work.

Sara Ann Conkling – Orange 34.35 per capita from GF, Volusia 22.44 per capita, IRC 7.42 per capita, Brevard 3.21 per capita. We need to commit to a several year plan to bring us up to enough adequacies then where we are now.

Rocky Randels – The Board is doing the best then can with the cap that Brevard voted in. We need to have more funding sources

APPROVAL OF MEETING MINUTES, REGULAR BOARD MEETING AND PUBLIC HEARING FROM NOVEMBER 13, 2017

There is a name change for the citizen in attendance; change Jay to James.

November 13, 2017 Regular Meeting Minutes – Motion Dennis Vannorsdall, Seconded by Millie Chervoni. Motion passed

November 13, 2017 Public Hearing Minutes – Motion by Linda Howard, seconded Sara Ann Conkling. Motion passed.

PUBLIC COMMENT

No other citizens in the audience had any comments.

REPORTS - COMMUNITY TRANSPORTATION COORDINATOR'S REPORT, Terry Jordan

Community Transportation Coordinator's Report was provided in the agenda packet.

Discussion ensued on the recent and upcoming changes to the fixed route system.

TD PLANNING GRANT REPORT

No questions or comments.

SCAT TD PERFORMANCE REPORT CARD

Discussion ensued on percentage of daily trips.

VOLUNTEERS IN MOTION REPORT

Discussion ensued on the number of trips provided.

NEW BUSINESS – ELECTION OF VICE-CHAIR

Rocky Randels – Current vice-chair is Linda Howard, Linda would you be willing to serve again?
Linda - Yes

Felicia Wilson nominated Linda Howard for the vice-chair, seconded by Millie Chervoni, no other candidates nominated. Motion approved.

NEW BUSINESS – TRANSPORTATION DISADVANTAGED RATE MODEL, Colby Stallings

Colby Stallings gave a presentation on the 2018-2019 TD Rate Model.

Sara Ann Conkling – ***Motion for this Board to craft an advocacy letter for this County to the Florida Commission for the Transportation Disadvantaged regarding concerns about our short funding and implore them to allocate our fair share of funding. Seconded by Linda Howard. Bring letter back to the Board before it is issued. Motion approved.*** Sara Ann requested that Shannon Wilson assist in the creation of the memo.

Motion to approve the TD Rate Model by Linda Howard, second by Sara Ann Conkling, motion approved.

NEW BUSINESS – TRANSPORTATION DISADVANTAGED MOBILITY ENHANCEMENT GRANT APPLICATION, Terry Jordan

Terry Jordan gave a brief description of what the grant application. This will help fund the service for extra demand response from these residents of Promise in Brevard community.

MEMBERS REPORT

Sara Ann Conkling – Appointed Chair for the committee Democratic Party. She will be giving a presentation to the Democratic Party for a more comprehensive approach for a larger structure over the years.

Dennis Vannorsdall – They assist veteran's compensation and benefits, over 6 million comes into Brevard County a year. Laws are changing constantly, Agent Orange, what we call Blue Water navy veterans, have been except, and the legislature looks like they will open up the benefits for these benefits.

Camille Tate – The Florida Instructional Materials Center for the Visually Impaired conducted a survey in 2015 states that there is approximately 10,984 and 7,000 and 9,000 between the ages of 18 and 64 which is the working age and going to school. Anything that can be done to increase transportation both fixed route and paratransit.

Meeting adjourned at 11:51 am.

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LCB AGENDA ITEM
11/19/2018
III.A.

TITLE:

Community Transportation Coordinator's (CTC) Report

DISCUSSION:

Scott Nelson or designee will present written and/or verbal information at the meeting.

REQUESTED ACTION:

None

ATTACHMENTS:

CTC Report

**COMMUNITY TRANSPORTATION COORDINATOR'S (CTC) REPORT
TO THE LOCAL COORDINATING BOARD (LCB) FOR THE TRANSPORTATION
DISADVANTAGED
November 19, 2018**

Our last meeting was on May 14, 2018. The August 13, 2018 meeting was cancelled. This report reviews the main activities of Space Coast Area Transit since the last meeting.

Personnel Changes

- In April, 2018 Jim Liesenfelt was officially named to be an Assistant County Manager.
- On May 8, 2018 Scott Nelson was named the permanent Transit Director, no longer Interim.
- June 8 Colby Stallings' last day as Finance Officer.
- June 30 Going away party for Jim Liesenfelt at South Terminal.
- July 9 New Finance Officer Karen Petters started.

Capital Projects

- June 25- 4 new 30' Gillig buses into service. They are on Rt. 7 in North, and Rts. 28B, and Contract Rts. 35 & 38 in the South.
- Building renovations: North Terminal: new outside paint, and inside paint, carpet, new cubicles in customer service area, new secure front desk, new lockers in drivers area. South Terminal: new outside paint, shop renovation with new bus lift (October 15), lighting, insulation on wall, paint, floor coating.
- October 22- submitted order for two new Gillig low floor trolley buses.

Route Changes

- June 2- Move to Titus Landing "super stop" in Titusville.
- September 17 started new Route 20 Heritage-West Melbourne.
- September - County Budget approval. Meetings with Federation for the Blind, Center for the Visually Impaired (CVI), and the Fountains to try to get more transportation for the disabled, especially visually impaired.
- October 6 annual route changes into effect. *

Special Events

- Continuation of Ride with Jim promotion: May 15 Melbourne, August 29 Titusville-Port St. John, October 29 Merritt Island-Cocoa Beach.
- June 21- Dump the Pump Day, 327 free rides.
- August 31/ September 3- Transportation to Camp Agape in Vero Beach for Special Gathering. 4 buses.
- October 29- November 2 Mobility Week, with reThink, FDOT, and TPO. November 1 Try Transit Thursday, 289 free rides.
- November 7- Annual Senior Day at the Fair.

State Training and Participation

- October 2- FDOT Grant Workshop in Orlando.
- October 14-17- Florida Public Transportation Association and Commission for the Transportation Disadvantaged (FPTA-CTD) Annual Conference, Daytona Beach.

New and Recurring Requirements and Initiatives

- New Drug and Alcohol Testing Policy approved by FDOT and FTA, still needs approval from Brevard County.
- September 28- Completed Transit Asset Management (TAM) Plan. To TPO for approval on December 13.
- ADA Bus Stop Assessment completed by Tindale-Oliver and Associates. To TPO for approval on December 13.
- Annual Operating Report (AOR).
- Annual LCB By Law and complaint process approval.
- Working on Intelligent Transportation Systems (ITS) Request for Proposals (RFP).

Effective Saturday, October 6, 2018
NORTH ROUTE CHANGES

Rt. 1

Weekday all trips to Titusville Government Center bypass Titus Landing both directions except last trip southbound at 20:05.

Saturday all trips to Titusville Government Center bypass Titus Landing both directions except last trip southbound at 18:00.

Rt. 2

Whole schedule changed to reflect more accurate run times from/to Titus Landing.

Rt. 3

Courtenay Palms loop changed direction to now travel northbound on Courtenay Pkwy., right on Skylark Ave., right on 1st St., right on Richland Ave., right on Courtenay. The time point is on Skylark at :58 after the hour. Other times have been adjusted because of the change. Southbound the bus travels south on Courtenay and bypasses the loop.

Rt. 5

Route extended north to Cape Canaveral National Cemetery at :25 after the hour. Turns around there. Other times adjusted accordingly.

Deleted deviation to South Lake Education Center.

Updated map for stop at Titus Landing.

Rt. 6

First trip on 6A Rockledge Loop will now service Cocoa City Hall stop at 6:38.

6C afternoon trip to Cocoa High School Monday, Tuesday, Wednesday, Thursday at 15:40. Now Fridays at 14:40.

SOUTH ROUTE CHANGES

Rt. 20

New route started Sept. 17.

Rt. 21

Monday-Friday start 21B one hour later at 9:45 at Trinity Towers South, end one hour later at 17:52 at Melbourne Library. (Lunch relief at 12:20 by Rt. 36.)

Meets Rts. 20, 25B, 28B at Melbourne Square Mall, departing at :25 after the hour.

Rt. 24

Change to map, left/rights. Outbound use Apollo Ave. Bridge to Eau Gallie Blvd., service Eau Gallie High School at :10 after the hour. Change some other bus stop times accordingly.

Rt. 25

Monday-Friday start 25B one hour later at 10:25 at Melbourne Square Mall, end one hour later at 18:37 at Sears. (Lunch relief at 13:20 by Rt. 36.)

Meets Rts. 20, 21B, 28B at Melbourne Square Mall, departing at :25 after the hour.

25B will travel south on Babcock St. to new stop at Andretti Thrill Park at :47 after the hour, right on Eber Blvd., left on Dairy Rd. to regular route. 25A will continue to service the regular route on Florida Ave. and Dairy Rd.

Route 25 services Promise in Brevard's residential complex on Norfolk Pkwy.

Rt. 28

Monday-Friday start 28B one hour later at 10:25 at Melbourne Square Mall, end one hour later at 18:20 at the Mall. (Lunch relief unchanged at 13:20 by Rt. 25A AM.)

Meets Rts. 20, 21B, 25B at Melbourne Square Mall, departing at :25 after the hour.

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LCB AGENDA ITEM
11/19/2018
III.B.

TITLE:

Transportation Disadvantaged Planning Grant Report

DISCUSSION:

The attached report is for the LCB member's information and review.

REQUESTED ACTION:

None

ATTACHMENTS:

TD Planning Grant Report

**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

Designate Official Planning Agency: Space Coast Area Transit

Invoice #: 3

County: Brevard

Contract #: G0N17

Reporting Period: 01/01/2018 to 03/31/2018

I. Program Management

- A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee.(Task 2)

Brevard County Board of County Commissioners, d/b/a Space Coast Area Transit was designated the Community Transportation Coordinator effective January 1, 2012 through June 30, 2018.

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

The Brevard LCB has maintained a process to appoint non-agency members to the LCB. When vacancies occur, a public notice is issued to solicit applications. A sub-committee then recommends their nominations to the TPO. The TPO recertifies the members yearly. The TPO recertified the LCB membership in July 2014.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

Agendas were prepared and were sent to the CTD. LCB meeting was cancelled.

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)

All required information is included in all the meeting packages.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).(Task 4)

Public Hearing was not held.

- F. Provide staff support for committees of the local coordinating board. (Task 3)
- G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)
- H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission.(Task 6)
- I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)

A membership roster and mailing list is up-to-date.
- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)
- K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)
- L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)
- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan.

Space Coast Area Transit works with the Space Coast TPO and the Brevard County Planning Department in the update of the comprehensive plans.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

Space Coast Area Transit works with the Career Source Brevard to provide transportation services.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

The quarterly reports are under number III from the LCB meetings agendas and minutes.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

Space Coast Area Transit staff regularly contacts CTD staff over local concerns.

- E. Provide training for newly-appointed local coordinating board members. (Task 3)

Space Coast Area Transit staff trains and orients new members as needed.

- F. Provide assistance to the community transportation coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss transportation disadvantaged needs, service evaluation and opportunities for service improvement.

Space Coast Area Transit is the planning agency and the CTC, technical assistance is provided to agencies and other organizations as part of our daily duties.

- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.

Space Coast Area Transit continues to be involved in any program that uses Transportation Disadvantaged funds to insure that programs are coordinated.

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2)

- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

- J. Ensure the local coordinating board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

Space Coast Area Transit continues to be involved in any programs that uses Transportation Disadvantaged funds to insure that programs are coordinated.

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

IV Special Considerations by Planning Agency:

N/A

V. Special Considerations by Commission:

N/A

Signature of Individual Submitting Report

Date

Colby E. Stallings, Finance Officer
Typed name of Individual Submitting Report



LCB AGENDA ITEM
11/19/2018
III.C.

TITLE:

Space Coast Area Transit Transportation Disadvantaged Performance Report Card

DISCUSSION:

The attached report is for the LCB member's information and review.

REQUESTED ACTION:

None

ATTACHMENTS:

Transportation Disadvantaged Performance Report Card

Transportation Disadvantaged Performance Report Card
(Includes Transportation Disadvantaged, Contract Routes, and Self Pay Passengers)

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Totals
Total trips	9371	9922	10495	10535	10345	10461	10747	10566	10626	11461	0	0	104529
% within window	73.1%	70.8%	67.9%	83.9%	83.2%	83.5%	84.2%	83.6%	83.8%	75.1%			80.2%
% early	18.2%	19.0%	20.1%	9.5%	10.1%	10.8%	9.3%	9.9%	10.6%	8.8%			12.5%
% late (1-15 min.)	8.0%	9.5%	11.0%	5.0%	4.8%	3.8%	4.9%	4.7%	3.7%	3.5%			5.8%
% late (16-30 min.)	0.6%	0.6%	0.7%	1.2%	1.4%	1.5%	1.2%	1.4%	1.5%	1.3%			1.1%
% late (>30 min.)	0.3%	0.2%	0.3%	0.4%	0.4%	0.4%	0.4%	0.4%	0.4%	0.6%			0.4%
% late	8.8%	10.3%	12.0%	6.6%	6.6%	5.7%	6.5%	6.5%	5.6%	5.4%			7.4%
Total Reservations	11379	12243	12807	12950	11906	12516	12308	12621	12472	13751			124953
% of cancels	10.8%	12.1%	11.1%	12.4%	6.4%	9.8%	6.2%	9.7%	8.3%	8.9%			9.6%
% of no-shows	6.8%	6.8%	6.9%	6.3%	6.7%	6.6%	6.5%	6.6%	6.5%	7.8%			6.8%
% of standby-by trips	0.03%	0.07%	0.01%	0.04%	0.04%	0.07%	0.04%	0.07%	0.09%	0.07%			0.1%
% of trips denied	0.01%	0.00%	0.00%	0.02%	0.03%	0.02%	0.03%	0.02%	0.02%	0.00%			0.0%
% of reservations fulfilled	82.4%	81.0%	81.9%	81.4%	86.9%	83.6%	87.3%	83.7%	85.2%	83.3%			83.7%
Purpose of trips:													
MEDICAL	8.7%	10.2%	10.0%	7.9%	8.4%	8.4%	8.7%	9.4%	8.2%	9.0%			8.9%
MEDICAL DIALYSIS	12.6%	10.9%	12.3%	12.9%	12.3%	12.3%	13.7%	13.0%	13.6%	12.5%			12.6%
MEDICAL PRESCRIPTION	0.0%	0.1%	0.1%	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.2%			0.1%
MEDICAL THERAPY	2.2%	2.9%	3.1%	2.4%	2.0%	2.0%	2.4%	2.0%	2.0%	2.7%			2.4%
FOOD SHOPPING	1.6%	0.5%	0.4%	0.6%	0.4%	0.3%	0.6%	0.4%	0.3%	1.3%			0.6%
SHOPPING FOR OTHER	1.5%	1.4%	1.7%	1.6%	1.7%	1.1%	1.6%	1.7%	1.1%	2.4%			1.6%
MEETINGS	5.1%	3.5%	2.7%	4.2%	4.7%	4.6%	4.1%	4.6%	4.6%	4.1%			4.2%
RECREATIONAL	0.7%	0.7%	0.8%	0.6%	0.5%	0.5%	0.5%	0.5%	0.5%	0.3%			0.6%
SCHOOL	1.8%	2.0%	1.5%	1.4%	1.6%	1.9%	1.3%	1.6%	1.9%	2.1%			1.7%
SOCIAL SERVICES	13.2%	14.2%	13.4%	15.4%	15.0%	13.1%	15.1%	14.6%	12.9%	10.5%			13.7%
CENTER CLIENTS	43.5%	43.9%	44.7%	43.2%	43.5%	44.8%	42.3%	42.6%	44.1%	45.8%			43.9%
HURRICANE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			0.0%
WORK	7.3%	7.4%	7.1%	7.8%	7.6%	7.9%	7.7%	7.5%	7.8%	6.5%			7.5%
OTHER	1.8%	2.2%	2.1%	2.0%	2.1%	3.0%	2.0%	2.1%	2.9%	2.6%			2.3%
													100.0%

Daily TD Ridership

Date: July 2018						
	Route	Trips	Revenue Hours	Slack Time	Trip/RH	Slack Time %
MI/Titusville	71	194	31.40	8.80	6.18	22%
Melbourne/South Beaches	72	68	15.70	7.50	4.33	32%
Palm Bay /Melbourne	73	99	14.40	7.40	6.88	34%
Titusville / Port St John	87	286	133.40	24.02	2.14	15%
Titusville / Port St John	88	345	143.70	23.60	2.40	14%
Titusville / Port St John	89	15	9.30	1.80	1.61	16%
Contract / MI /Cocoa/Rockledge	70	171	55.70	99.30	3.07	64%
Contract / MI /Cocoa/Rockledge	75	579	166.70	21.00	3.47	11%
Cocoa/ Rockledge/MI / Viera / Suntree/ Pt St John	76	200	140.90	16.00	1.42	10%
Cocoa/ Rockledge/MI / Viera/ Pt St John	77	251	166.60	14.70	1.51	8%
Central Beaches/ MI / Cocoa / Rockledge	78	182	125.70	12.70	1.45	9%
Central Beaches/ MI / Cocoa / Rockledge	79	172	119.30	13.00	1.44	10%
Melbourne/ North Melbourne/ Viera	59	212	150.40	13.20	1.41	8%
Bare Foot Bay / Palm Bay	20	25	18.40	7.60	1.36	29%
Melbourne/ North Melbourne/ South Beaches	60	301	161.00	12.60	1.87	7%
Melbourne/South Beaches/ Palm Bay	61	246	159.10	17.50	1.55	10%
Melbourne / West Melbourne	62	267	133.90	16.40	1.99	11%
Palm Bay /Melbourne	63	197	126.10	16.10	1.56	11%
North Melbourne/ Melbourne/ West Melbourne	64	359	177.00	17.70	2.03	9%
Palm Bay /Malabar	65	350	159.30	30.50	2.20	16%
South Beaches/ Melbourne/ Palm Bay	66	246	137.20	13.80	1.79	9%
Melbourne/ Palm bay/ West Melbourne	67	237	146.30	7.90	1.62	5%
Daily Total		5002	2491.50	403.12	2.01	14%
		Data	Percentage:			
No-Shows:		425	8%			
Cancellations:		912	18%			
Trips per Hour:		2.01				
Goal:		2	100%			
Phone Calls:						
Answered:			#DIV/0!			
Trip Purpose:						
Dialysis:		1470	29%			
Medical:		1191	24%			
Center Clients:		447	9%			
Employment/School:		968	19%			
Food Shopping:		215	4%			
Other:		222	4%			
Outtings		489	10%			
		5002	100%			

Includes MW FUNDING

Daily TD Ridership

Date: August 2018						
Route	Trips	Revenue	Hour	Slack Time	Trip/RH	Slack Time %
MI/Titusville	71	215	32.30	3.70	6.66	10%
Melbourne/South Beaches	72	59	13.80	1.30	4.28	9%
Palm Bay /Melbourne	73	108	14.80	2.10	7.30	12%
Titusville / Port St John	87	332	142.20	27.70	2.33	16%
Titusville / Port St John	88	342	135.30	26.90	2.53	17%
Titusville / Port St John	89	1	0.30	0.30	3.33	50%
Contract / MI /Cocoa/Rockledge	70	187	58.30	99.80	3.21	63%
Contract / MI /Cocoa/Rockledge	75	554	168.90	17.20	3.28	9%
Cocoa/ Rockledge/MI / Viera / Suntree/ Pt St John	76	235	143.80	17.90	1.63	11%
Cocoa/ Rockledge/MI / Viera/ Pt St John	77	248	158.90	15.20	1.56	9%
Central Beaches/ MI / Cocoa / Rockledge	78	196	146.40	11.60	1.34	7%
Central Beaches/ MI / Cocoa / Rockledge	79	233	129.30	12.10	1.80	9%
Bare Foot Bay / Palm Bay	20	13	8.90	7.80	1.46	47%
	59	221				
Melbourne/ North Melbourne/ South Beaches	60	226	175.80	13.50	1.29	7%
Melbourne/South Beaches/ Palm Bay	61	232	155.70	14.50	1.49	9%
Melbourne / West Melbourne	62	224	137.10	14.60	1.63	10%
Palm Bay /Melbourne	63	209	137.60	16.80	1.52	11%
North Melbourne/ Melbourne/ West Melbourne	64	321	159.20	16.00	2.02	9%
Palm Bay /Malabar	65	312	151.60	25.00	2.06	14%
South Beaches/ Melbourne/ Palm Bay	66	211	115.80	1340.00	1.82	92%
Melbourne/ Palm bay/ West Melbourne	67	189	114.50	946.00	1.65	89%
Daily Total		4868	2300.50	2630.00	2.12	53%
		Data	Percentage:			
No-Shows:		315	6%			
Cancellations:		745	15%			
Trips per Hour:			2.12			
Goal:			2	106%		
Phone Calls:		9756				
Answered:		9546	98%			
Trip Purpose:						
Dialysis:		1377	28%			
Medical:		1202	25%			
Center Clients:		372	8%			
Employment/School:		955	20%			
Food Shopping:		228	5%			
Other:		285	6%			
Outtings		449	9%			
		4868	100%			

Includes MW FUNDING

Daily TD Ridership

Date: September 2018						
	Route	Trips	Revenue Hours	Slack Time	Trip/RH	Slack Time %
MI/Titusville	71	191	31.60	3.50	6.04	10%
Melbourne/South Beaches	72	74	18.70	2.10	3.96	10%
Palm Bay /Melbourne	73	110	17.10	2.70	6.43	14%
Titusville / Port St John	87	290	132.30	26.20	2.19	17%
Titusville / Port St John	88	267	135.70	24.70	1.97	15%
Titusville / Port St John	89	35	10.80	5.20	3.24	33%
Contract / MI /Cocoa/Rockledge	70	183	54.60	94.20	3.35	63%
Contract / MI /Cocoa/Rockledge	75	622	165.80	17.50	3.75	10%
Cocoa/ Rockledge/MI / Viera / Suntree/ Pt St John	76	220	157.30	14.80	1.40	9%
Cocoa/ Rockledge/MI / Viera/ Pt St John	77	222	138.30	12.80	1.61	8%
Central Beaches/ MI / Cocoa / Rockledge	78	173	127.30	17.10	1.36	12%
Central Beaches/ MI / Cocoa / Rockledge	79	179	126.00	12.00	1.42	9%
Bare Foot Bay / Palm Bay	20	32	23.60	9.20	1.36	28%
	59	165	115.30	23.70	1.43	17%
Melbourne/ North Melbourne/ South Beaches	60	239	159.90	13.01	1.49	8%
Melbourne/South Beaches/ Palm Bay	61	233	160.10	18.10	1.46	10%
Melbourne / West Melbourne	62	240	122.60	22.80	1.96	16%
Palm Bay /Melbourne	63	194	124.60	14.40	1.56	10%
North Melbourne/ Melbourne/ West Melbourne	64	356	173.70	16.30	2.05	9%
Palm Bay /Malabar	65	316	178.80	27.80	1.77	13%
South Beaches/ Melbourne/ Palm Bay	66	347	136.10	14.80	2.55	10%
Melbourne/ Palm bay/ West Melbourne	67	224	136.90	10.30	1.64	7%
Daily Total		4912	2447.10	403.21	2.01	14%
	Data	Percentage:				
No-Shows:	380	8%				
Cancellations:	1001	20%				
Trips per Hour:	2.01					
Goal:	2	100%				
Phone Calls:						
Answered:		#DIV/0!				
Trip Purpose:						
Dialysis:	1450	30%				
Medical:	1091	22%				
Center Clients:	398	8%				
Employment/School:	1022	21%				
Food Shopping:	153	3%				
Other:	313	6%				
Outtings	485	10%				
	4912	100%				

Includes MW FUNDING

Daily TD Ridership

Date: October 2018						
	Route	Trips	Revenue Hours	Slack Time	Trip/RH	Slack Time %
MI/Titusville	71	145	32.00	3.30	4.53	9%
Melbourne/South Beaches	72	79	15.60	2.60	5.06	14%
Palm Bay /Melbourne	73	102	14.40	5.00	7.08	26%
Titusville / Port St John	87	389	116.50	28.30	3.34	20%
Titusville / Port St John	88	302	128.40	31.70	2.35	20%
Titusville / Port St John	89	246	16.60	8.00	14.82	33%
Contract / MI /Cocoa/Rockledge	70	265	34.70	87.30	7.64	72%
Contract / MI /Cocoa/Rockledge	75	415	148.30	18.30	2.80	11%
Cocoa/ Rockledge/MI / Viera / Suntree/ Pt St John	76	251	156.50	17.40	1.60	10%
Cocoa/ Rockledge/MI / Viera/ Pt St John	77	208	136.70	22.60	1.52	14%
Central Beaches/ MI / Cocoa / Rockledge	78	209	111.10	21.60	1.88	16%
Central Beaches/ MI / Cocoa / Rockledge	79	251	108.90	17.70	2.30	14%
Bare Foot Bay / Palm Bay	20	133	37.10	15.30	3.58	29%
Melbourne/ North Melbourne/ South Beaches	60	397	157.10	14.40	2.53	8%
Melbourne/South Beaches/ Palm Bay	61	301	160.00	27.20	1.88	15%
Melbourne / West Melbourne	62	256	119.50	21.60	2.14	15%
Palm Bay /Melbourne	63	257	109.90	13.50	2.34	11%
North Melbourne/ Melbourne/ West Melbourne	64	354	165.10	21.50	2.14	12%
Palm Bay /Malabar	65	301	143.60	28.40	2.10	17%
South Beaches/ Melbourne/ Palm Bay	66	354	119.80	18.80	2.95	14%
Melbourne/ Palm bay/ West Melbourne	67	215	125.30	12.60	1.72	9%
Daily Total		5430	2157.10	437.10	2.52	17%
		Data	Percentage:			
No-Shows:		171	3%			
Cancellations:		298	5%			
Trips per Hour:		2.52				
Goal:		2	126%			
Phone Calls:						
Answered:			#DIV/0!			
Trip Purpose:						
Dialysis:		1431	26%			
Medical:		1358	25%			
Center Clients:		158	3%			
Employment/School:		992	18%			
Food Shopping:		423	8%			
Other:		595	11%			
Outtings		473	9%			
		5430	100%			

Includes MW FUNDING



LCB AGENDA ITEM
11/19/2018
III.D.

TITLE:

Volunteers in Motion Report

DISCUSSION:

The updated Volunteers In Motion Quarterly Report will be distributed at the meeting.

REQUESTED ACTION:

None

ATTACHMENTS:

None

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LCB AGENDA ITEM
11/19/2018
IV.A.

TITLE:

Approval of Annual Operating Report

DISCUSSION:

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

Staff will provide a presentation at the meeting on this year's AOR.

REQUESTED ACTION:

LCB to certify the Annual Operating Report

ATTACHMENTS:

Draft Annual Operating Report

FLCTD

Annual Operations Report

Section I: Face Sheet

County: Brevard	Fiscal Year: July 1, 2017 - June 30, 2018
Status: Submitted to FLCTD	
Report Date:	09/05/2018
Period Covered:	July 1, 2017 - June 30, 2018
Coordinator's Name:	Space Coast Area Transit
Address:	401 South Varr Ave
City:	Cocoa
Zip Code:	32922
Service Area:	Brevard
Contact Person:	Scott Nelson
Title:	Transit Director
Phone:	(321) 635 - 7815
Fax:	(321) 633 - 1905
Email:	scott.nelson@brevardFL.gov
Network Type:	Partial Brokerage
Organization Type:	County
CTC Certification:	
<p>I, Scott Nelson, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</p>	
CTC Representative (signature)	

LCB Statement:	
<p>I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.</p>	
LCB Signature	

FLCTD

Annual Operations Report

Section II: General Info

County: **Brevard**

Fiscal Year: **July 1, 2017 - June 30, 2018**

Status: **Submitted to FLCTD**

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: 0

Number of Private For-Profits: 1

Public Entities:

School Board: 1

Municipality: 0

County: 1

Transit Authority: 0

Other: 0

Total: 3

2. How many of the providers listed in 1 are coordination contractors?

0

FLCTD
Annual Operations Report
Section III: Passenger Trip Info

County: Brevard		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Submitted to FLCTD			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		
Fixed Route/Fixed Schedule	Within	Outside	Total
Daily Trip Tickets	348715	0	348715
Weekly Passes	16203	0	16203
Monthly Passes	26232	0	26232
Deviated Fixed Route Service			
	0	0	0
Paratransit			
Ambulatory	450085	32749	482834
Non-Ambulatory	16347	0	16347
Stretcher	0	0	0
Other Services			
School Board Trips	9534	5037	14571
Total Trips	867116	37786	904902
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			0
1c. How many of the total trips were provided by coordination contractors?			0
2. One-Way Trips by Funding Source			
Agency for Health Care Administration			0
Agency for Persons with Disabilities			36515
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			68949
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			26232
Department of Elder Affairs			21401
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	262614
Local Government	277185
Local Non-Government	212006
Other Federal Programs	0
Total:	904902
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	yes
Elderly	
Low Income:	109226
Disabled:	97523
Low Income and Disabled:	101424
Other:	81919
Children	
Low Income:	34166
Disabled:	9461
Low Income and Disabled:	5256
Other:	3679
Other	
Low Income:	235745
Disabled:	134051
Low Income and Disabled:	55470
Other:	36982
Total:	904902
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	yes
Medical Purpose	101777
Employment Purpose	305392
Education/Training/Daycare Purpose	251374
Nutritional Purpose	19759
Life-Sustaining/Other Purpose	226600
Total:	904902
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	14796

5b. Fixed Route	1694
Total:	16490
6. Number of Unmet Trip Requests	
	20
Unmet Trip Requests by Type of Trip	
Unmet Medical	16
Unmet Employment	0
Unmet Education/Training/Daycare	2
Unmet Nutritional	0
Unmet Life-Sustaining/Other	2
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	
	10308
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	14
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	2
Complaint Total:	16
9. Commendations	
Commendations by CTC	53

Commendations by Transportation Providers	5
Commendations by Coordination Contractors	0
Total Commendations:	58

FLCTD
Annual Operations Report
Section IV: Vehicle Info

County: Brevard		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	878746		737147
Transportation Providers:	1227930		1169933
Coordination Contractors:	0		0
School Bus Utilization Agreement:	30174		22449
Total:	2136850		1929529
2. Roadcalls			
	34		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	6		8
Total Accidents Person & Vehicle:	0		0
Total Accidents:	6		8
Grand Total:	14		
4. Total Number of Vehicles			
	188		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		92	48.00%
b. Total vehicles that are stretcher equipped:		0	0.00%

FLCTD
Annual Operations Report
Section V: Employee Info

County: Brevard		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	43		58789
Part-Time Drivers	8		7654
Volunteer Drivers	139		57136
Total Hours:			123579
Maintenance Employees	0		
Dispatchers	2		
Schedulers	1		
Call Intake/Reserv./Cust. Serv.	7		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	6		
Management Employees	7		
Total	213		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
Total Hours:			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
Total	0	
		TOTAL HOURS: 123579

FLCTD
Annual Operations Report
Section VI: Revenue Sources

County: Brevard		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Submitted to FLCTD			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$0.00	\$0.00	\$0.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$0.00	\$0.00	\$0.00
Other (specify)Medwaiver	\$235,268.00	\$0.00	\$235,268.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$1,415,817.00	\$0.00	\$1,415,817.00
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)Planning	\$17,128.00	\$0.00	\$17,128.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00

Vocational Rehabilitation	\$10,460.00	\$0.00	\$10,460.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$0.00	\$0.00	\$0.00
Community Care for the Elderly	\$56,730.00	\$0.00	\$56,730.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$2,154,123.00	\$0.00	\$2,154,123.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$0.00	\$0.00	\$0.00
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$312,436.00	\$0.00	\$312,436.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00
Other DOT (Specify)Corridor Grants	\$174,422.00	\$0.00	\$174,422.00
Local Government			
School Board Service	\$122,610.00	\$0.00	\$122,610.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$614,921.00	\$0.00	\$614,921.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)Business Tax	\$10.00	\$0.00	\$10.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			
Farebox	\$375,614.00	\$0.00	\$375,614.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$133,117.00	\$0.00	\$133,117.00
Other Federal or State Programs			

(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:			
	\$5,622,656.00	\$0.00	\$5,622,656.00

FLCTD
Annual Operations Report
Section VII: Expense Sources

County: Brevard		Fiscal Year: July 1, 2017 - June 30, 2018	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$1,198,886.00	\$0.00	\$1,198,886.00
Fringe Benefits (502):	\$318,618.00	\$0.00	\$318,618.00
Services (503):	\$1,210,312.00	\$0.00	\$1,210,312.00
Materials and Supplies Cons. (504):	\$617,318.00	\$0.00	\$617,318.00
Utilities (505):	\$23,998.00	\$0.00	\$23,998.00
Casualty and Liability (506):	\$83,149.00	\$0.00	\$83,149.00
Taxes (507):	\$3,233.00	\$0.00	\$3,233.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$11,144.00	\$0.00	\$11,144.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$2,498.00	\$0.00	\$2,498.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$1,210.00	\$0.00	\$1,210.00
Annual Depreciation (513):	\$742,102.00	\$0.00	\$742,102.00
Contributed Services (530):	\$0.00	\$0.00	\$0.00
Allocated Indirect Expenses:	\$47,476.00	\$0.00	\$47,476.00
GRAND TOTAL:	\$4,259,944.00	\$0.00	\$4,259,944.00



LCB AGENDA ITEM
11/19/2018
IV.B.

TITLE:

Annual Approval of By-Laws

DISCUSSION:

The By-Laws of the Brevard County Local Coordinating Board for the Transportation Disadvantaged is required to be updated and approved by the LCB every year.

The SCTPO has to incorporate the TDLCB By-Laws into their policies. The SCTPO and County staff have revised the current TDLCB policy so that it does not conflict with the SCTPO policies.

As the County Attorney has not completed their review of the revised policies, a final version will be presented to the TDLCB at the time of the meeting.

Attached please find a copy of the draft along with a strikethrough/underline version.

REQUESTED ACTION:

Approval of the By-Laws for the Local Coordinating Board. If the LCB wishes to make significant changes, the By-Laws will be brought back to the next LCB Meeting.

ATTACHMENTS:

Draft and Strikethrough/Underline Version of By-Laws of the Brevard County Local Coordinating Board for the Transportation Disadvantaged

1.0 TRANSPORTATION DISADVANTAGES LOCAL COORDINATING BOARD (TDLCB).

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

- (1) Review and approve the coordinated community transportation disadvantaged service plan, including the Memorandum of Agreement between the Transportation Disadvantaged Commission and the Community Transportation Coordinator, prior to submittal to the Commission;
- (2) Evaluate services provided in meeting the approved plan;
- (3) Review and provide recommendations, in cooperation with the community transportation coordinator, to the State Transportation Disadvantaged Commission (hereinafter called "the Commission") on funding applications affecting the transportation disadvantaged;
- (4) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;
- (5) Evaluate multi-county or regional transportation opportunities; and
- (6) Assist the Community Transportation Coordinator in establishing priorities with regard to recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies.

(B) Membership. The membership of the Transportation Disadvantaged Local Coordinating Board, organizational structure, and specific responsibilities shall consist of the members as designated and in accordance with the Florida Administrative Code Rule 41-2.012. and Section 427.0157, Florida Statute.

- (1) The following agencies or groups shall be represented on the board as voting members:
 - (a) An elected official appointed by the TPO (The TPO shall appoint an elected official as the Chair);
 - (b) A local representative of the Florida Department of Transportation;
 - (c) A local representative of the Florida Department of Children and Family Services;
 - (d) A local representative of the public education community which could include, but not limited to, a representative of the Brevard County District School Board, School Board Transportation Office, or Headstart Program in areas if the School District is responsible;
 - (e) A local representative of the Florida Division of Vocational Rehabilitation, or the Division of Blind Services, representing the Department of Education;
 - (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
 - (g) A person over the age of sixty representing the elderly in Brevard County;
 - (h) A person with a disability representing the disabled in Brevard County;
 - (i) Two citizen advocate representatives in Brevard County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
 - (j) A local representative for children at risk;
 - (k) The chairperson, or said chairperson's designee, of the local mass transit or public transit system's board;
 - (l) A local representative of the Florida Department of Elderly Affairs;
 - (m) An experienced representative of the local private for profit transportation industry. If such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;
 - (n) A local representative of the Florida Agency for Health Care Administration;
 - (o) A local representative of the Agency for Persons with Disabilities;
 - (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and

(q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department, or other home and community based services.

(2) Technical Advisors. Upon majority vote of the quorum of the coordinating board, technical advisors may be approved for the purpose of providing the coordinating board with technical advice as necessary. The technical advisors shall not be considered as members of the board and shall not be permitted to vote.

(C) Appointment of Chair. An active member of the Space Coast TPO Governing Board shall be elected each year by the Governing Board to serve as the official Chair for all TDLCB meetings. If for any reason the appointed chair's is unable to fulfill said chair's term the SCTPO Governing Board will select a replacement.

(D) Appointment to the TDLCB: The SCTPO shall appoint the non-agency members of the Coordinating Board. In making appointments, the SCTPO shall consider membership and alternate membership nominations made by the Transportation Disadvantaged Local Coordinating Board Nominating Committee. The Transportation Disadvantaged Local Coordinating Board Nominating Committee shall not have jurisdiction to recommend membership and alternate membership appointments for agency positions to the TDLCB. Except for the chair's, the members and alternate members of the board shall be appointed for three (3) year staggered terms. The chair's shall serve until replaced by the Space Coast Transportation Planning Organization. No employee of the Community Transportation Coordinator shall serve as a voting member of the Coordinating Board. However, an elected official serving as chair of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation, shall not be precluded from serving as voting members of the Coordinating Board.

(E) TDLCB Nominating Committee. The committee shall consist of two (2) members appointed by the SCTPO Governing Board Chair from the SCTPO Governing Board, the Technical Advisory Committee, or the Citizens Advisory Committee and one (1) member of the Transportation Disadvantaged Local Coordinating Board appointed by the Transportation Disadvantaged Local Coordinating Board. The term of service on the committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members are eligible for reappointment. The SCTPO Governing Board Chair shall select a chair. The Chair of the committee shall call and preside at all meetings of the committee. At least two (2) of the voting members of the committee must be present for the committee to conduct business.

(1) The nominating committee shall meet as often as necessary to recommend nominations of members to the Transportation Disadvantaged Local Coordinating Board for appointment by the SCTPO Governing Board. Persons interested in an appointment should submit a letter of interest or resume to the SCTPO Executive Director, Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida 32940.

(2) The nominating committee shall review the letters of interest or resumes of interested persons and may interview interested persons. The committee shall also receive and consider recommendations by the SCTPO Executive Director. The committee will recommend nominees for appointment by the SCTPO Governing Board to the Transportation Disadvantaged Local Coordinating Board. All meetings of the committee shall be noticed, are open to the public, and are subject to the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes.

(F) Duties of the TDLCB.

(1) The board shall hold an organizational meeting each year for the purpose of electing a vice-chair. The vice-chair shall be elected by a majority vote of the members of the board voting at the organizational meeting. The vice-chair shall serve a term of one year starting with the next meeting after the election, or until a successor shall be elected, whichever event shall occur later in time. In the event of the chair absence, the vice-chair shall assume the duties of the chair and conduct the meeting.

(2) The Board shall meet at least quarterly as required by Chapter 427.0157, Florida Statutes, and shall perform the following duties as specified in Rule 41-2, Florida Administrative Code:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Transportation Disadvantaged Commission and the Chair of the Space Coast Transportation Planning Organization;

(b) Annual public hearing. The board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Brevard County;

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

(d) On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the Space Coast Transportation Planning Organization with an evaluation of the Coordinator's performance in general and relative to the Transportation Disadvantaged Commission standards and the completion of the annual service plan. Recommendations relative to performance and the renewal of the Coordinator's contract shall be included in the report;

(e) In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Transportation Disadvantaged Commission and the Space Coast Transportation Planning Organization on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner;

(f) Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;

(g) Appoint a grievance subcommittee to process and investigate complaints from agencies, users, potential users of the system and the Transportation Disadvantaged Coordinator, and make recommendations to the Transportation Disadvantage Local Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner;

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

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

(j) Prepare by October 1st an annual report, to be consolidated with the Community Transportation Coordinator's annual operating report, outlining the accomplishments and activities or other areas of interest to the Transportation Disadvantaged Commission and the Space Coast Transportation Planning Organization for the most recent operating year period;

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

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

(m) Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the Coordinating Board annual report to the Transportation Disadvantaged Commission; and

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

(G) Grievance Subcommittee. The grievance subcommittee shall be comprised of five (5) voting members of the Transportation Disadvantaged Local Coordinating Board. The term of service on the grievance subcommittee shall be for a period of time beginning on January 1st and ending on December 31st of each year, or until new committee members are appointed, whichever event shall occur later in time. Members are eligible for reappointment by the Coordinating Board. The officers of the subcommittee shall be the chair and the vice chair,

who shall be designated by the Coordinating Board. The chair of the subcommittee shall call and preside at all meetings of the subcommittee. The vice-chair shall serve as chair in the absence of the chair. At least three (3) of the voting members of the subcommittee must be present for the subcommittee to conduct business.

(H) Coordinating board procedures.

(1) A quorum consists of six (6) voting members. Roberts Rules of Order, as revised, latest edition, shall be used to govern proceedings of the Transportation Disadvantaged Local Coordinating Board and its subcommittees.

(2) *Continuance and Deferrals.*

(a) The TDLCB may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

(b) If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the SCTPO Executive Director, or said Director's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

(3) *Rescheduled meeting dates.* Prior to the advertised public hearing, if the SCTPO Executive Director, or the director's designee, determines that a quorum physically present at the meeting site cannot be obtained, the SCTPO Executive Director, the director's designee, may direct that the meeting will be continued until a specific date and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the date and time to which the meeting was continued, and prior to the meeting, notice must be conspicuously posted on the SCTPO's internet web-site.

(4) *Reliance on information presented by applicant.* The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(5) *Documents submitted at any public hearing.* The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The *original* public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.

(I) Staff. The TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in chapter 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

(J) Communication. The TPO authorizes the board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41 - 2 Florida Administrative Code (FAC).

The undersigned hereby certifies that he/she is the Chair of the Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true, and correct copy of the policies of this Board as adopted by the Brevard County Local Coordinating Board for the Transportation Disadvantaged the 19th Day of November, 2018.

TDLCB Chair

Policy: PLC-8

Title: Transportation Disadvantages Local Coordinating Board (TDLCB)

**Strikethrough/
Underline**

1.0 TRANSPORTATION DISADVANTAGES LOCAL COORDINATING BOARD (TDLCB).

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

- (1) Review and approve the coordinated community transportation disadvantaged service plan, including the Memorandum of Agreement between the Transportation Disadvantaged Commission and the Community Transportation Coordinator, prior to submittal to the Commission;
- (2) Evaluate services provided in meeting the approved plan;
- (3) Review and provide recommendations, in cooperation with the community transportation coordinator, to the State Transportation Disadvantaged Commission (hereinafter called "the Commission") on funding applications affecting the transportation disadvantaged;
- (4) Review the coordination strategies of service provision to the transportation disadvantaged in the designated service area;
- (5) Evaluate multi-county or regional transportation opportunities; and
- (6) Assist the Community Transportation Coordinator in establishing priorities with regard to recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies.

(B) Membership. The membership of the Transportation Disadvantaged Local Coordinating Board, organizational structure, and specific responsibilities shall consist of the members as designated and in accordance with the Florida Administrative Code Rule 41-2.012, and Section 427.0157, Florida Statute.

(1) The following agencies or groups shall be represented on the board as voting members:

- (a) An elected official appointed by the TPO (The TPO shall appoint an elected official as the Chair);
- (b) A local representative of the Florida Department of Transportation;
- (c) A local representative of the Florida Department of Children and Family Services;
- (d) A local representative of the public education community which could include, but not limited to, a representative of the Brevard County District School Board, School Board Transportation Office, or Headstart Program in areas if the School District is responsible;
- (e) A local representative of the Florida Division of Vocational Rehabilitation, or the Division of Blind Services, representing the Department of Education;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over the age of sixty representing the elderly in Brevard County;
- (h) A person with a disability representing the disabled in Brevard County;
- (i) Two citizen advocate representatives in Brevard County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (j) A local representative for children at risk;
- (k) The chairperson, or said chairperson's designee, of the local mass transit or public transit system's board;
- (l) A local representative of the Florida Department of Elderly Affairs;
- (m) An experienced representative of the local private for profit transportation industry. If such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;
- (n) A local representative of the Florida Agency for Health Care Administration;
- (o) A local representative of the Agency for Persons with Disabilities;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and

(q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department, or other home and community based services.

(2) Alternate members. Alternate representatives on the Board shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the Transportation Disadvantaged Local Coordinating Board, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend Board meetings and participate in debate.

(3) Technical Advisors. Upon majority vote of the quorum of the coordinating board, technical advisors may be approved for the purpose of providing the coordinating board with technical advice as necessary. The technical advisors shall not be considered as members of the board and shall not be permitted to vote.

(4) Non-Voting Members. Additional non-voting members may be appointed by the TPO.

(C) Appointment of Chair. An active member of the Space Coast TPO Governing Board shall be elected each year by the Governing Board to serve as the official Chair for all TDLCB meetings. If for any reason the appointed ~~chair's Chair's~~ is unable to fulfill said ~~chair's Chair's~~ term the SCTPO Governing Board will select a replacement.

(D) Appointment to the TDLCB: The SCTPO shall appoint the non-agency members of the Coordinating Board. In making appointments, the SCTPO shall consider membership and alternate membership nominations made by the Transportation Disadvantaged Local Coordinating Board Nominating Committee. The Transportation Disadvantaged Local Coordinating Board Nominating Committee shall not have jurisdiction to recommend membership and alternate membership appointments for agency positions to the TDLCB. Except for the ~~chair's Chair's~~, the members and alternate members of the ~~board Board~~ shall be appointed for three (3) year staggered terms. The ~~chair's Chair's~~ shall serve until replaced by the Space Coast Transportation Planning Organization. No employee of the Community Transportation Coordinator shall serve as a voting member of the Coordinating Board. However, an elected official serving as chair of the Coordinating Board, or other governmental employees that are not employed for the purpose of making provisions for transportation, shall not be precluded from serving as voting members of the Coordinating Board.

(E) TDLCB Nominating Committee. The committee shall consist of two (2) members appointed by the SCTPO Governing Board Chair from the SCTPO Governing Board, the Technical Advisory Committee, or the Citizens Advisory Committee and one (1) member of the Transportation Disadvantaged Local Coordinating Board appointed by the Transportation Disadvantaged Local Coordinating Board. The term of service on the committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members are eligible for reappointment. The SCTPO Governing Board Chair shall select a chair. The Chair of the committee shall call and preside at all meetings of the committee. At least two (2) of the voting members of the committee must be present for the committee to conduct business.

(1) The nominating committee shall meet as often as necessary to recommend nominations of members to the Transportation Disadvantaged Local Coordinating Board for appointment by the SCTPO Governing Board. Persons interested in an appointment should submit a letter of interest or resume to the SCTPO Executive Director, Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida 32940.

(2) The nominating committee shall review the letters of interest or resumes of interested persons and may interview interested persons. The committee shall also receive and consider recommendations by the SCTPO Executive Director. The committee will recommend nominees for appointment by the SCTPO Governing Board to the Transportation Disadvantaged Local Coordinating Board. All meetings of the committee shall be noticed, are open to the public, and are subject to the Government-in-the-Sunshine Act, Section 286.011, Florida Statutes.

(F) Duties of the TDLCB.

(1) The ~~board Board~~ shall hold an organizational meeting each year for the purpose of electing a ~~vice-chair Vice-Chair~~. The vice-chair ~~Vice-Chair~~ shall be elected by a majority vote of the members of the ~~board Board~~ voting at the organizational meeting. The ~~vice-chair Vice-Chair~~ shall serve a term of one year starting with the next meeting after the election, or until a successor shall be elected, whichever event shall occur later in time. In the

event of the ~~chair-Chair~~ absence, the ~~vice-chair Vice-Chair~~ shall assume the duties of the ~~chair-Chair~~ and conduct the meeting.

(2) The Board shall meet at least quarterly as required by Chapter 427.0157, Florida Statutes, and shall perform the following duties as specified in Rule 41-2, Florida Administrative Code:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Transportation Disadvantaged Commission and the Chair of the Space Coast Transportation Planning Organization;

(b) Annual public hearing. The board shall hold a minimum of one public hearing annually for the purpose of receiving input on unmet needs or any other services that relate to the local transportation system in Brevard County;

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

(d) ~~(c)~~ On a continuing basis, evaluate services provided under the designated service plan. Annually, prior to the Coordinator's annual evaluation, provide the Space Coast Transportation Planning Organization with an evaluation of the Coordinator's performance in general and relative to the Transportation Disadvantaged Commission standards and the completion of the annual service plan. Recommendations relative to performance and the renewal of the Coordinator's contract shall be included in the report;

(e) ~~(d)~~ In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Transportation Disadvantaged Commission and the Space Coast Transportation Planning Organization on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost effective and efficient manner;

(f) ~~(e)~~ Review coordination strategies for service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent designated service areas when it is appropriate and cost effective to do so;

(g) ~~(f)~~ Appoint a grievance subcommittee ~~Grievance Subcommittee~~ to process and investigate complaints from agencies, users, potential users of the system and the Transportation Disadvantaged Coordinator, and make recommendations to the Transportation Disadvantage Local Coordinating Board for improvement of service. The Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before such subcommittee and to resolve them in a timely manner;

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

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

(j) ~~(i)~~ Prepare by October 1st an annual report ~~Annual Report~~, to be consolidated with the Community Transportation Coordinator's annual operating report ~~Annual Operating Report~~, outlining the accomplishments and activities or other areas of interest to the Transportation Disadvantaged Commission and the Space Coast Transportation Planning Organization for the most recent operating year period;

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

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

(m) ~~(k)~~ Develop and maintain a vehicle inventory and utilization plan of those vehicles purchased with transportation disadvantaged funds for inclusion in the Coordinating Board annual report ~~Annual Report~~ to the Transportation Disadvantaged Commission; and

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

(G) Grievance Subcommittee. The grievance subcommittee shall be comprised of five (5) voting members of the Transportation Disadvantaged Local Coordinating Board. The term of service on the grievance subcommittee shall be for a period of time beginning on January 1st and ending on December 31st of each year, or until new committee members are appointed, whichever event shall occur later in time. Members are eligible for reappointment by the Coordinating Board. The officers of the subcommittee shall be the chair-Chair and the vice chair-Chair, who shall be designated by the Coordinating Board. The chair-Chair of the subcommittee shall call and preside at all meetings of the subcommittee. The vice-chair Vice-Chair shall serve as chair-Chair in the absence of the chair-Chair. At least three (3) of the voting members of the subcommittee must be present for the subcommittee to conduct business.

(H) Coordinating board Board procedures.

(1) A quorum consists of six (6) voting members. Roberts Rules of Order, as revised, latest edition, shall be used to govern proceedings of the Transportation Disadvantaged Local Coordinating Board and its subcommittees.

(2) Continuance and Deferrals.

(a) The TDLCB may continue or defer a scheduled public hearing to a date and time certain without further notice; provided, that the date and time of the continuance or deferral is announced at the originally scheduled hearing. Notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the date and time to which the public hearing has been continued.

(b) If a quorum physically present at the advertised public hearing location is not obtained at the time of the advertised public hearing, the SCTPO Executive Director, or said Director's designee, may publicly announce the continuance of the public hearing without further notice; provided, that the location, date and time of the continuance or deferral is announced at the originally scheduled hearing. In addition, notice in compliance with Florida's Government-in-the-Sunshine Law, s. 286.011, Florida Statutes, must be given prior to the continued public hearing date, and notice must be promptly posted in a conspicuous location on the SCTPO's internet web-site of the location, date, and time to which the public hearing has been continued.

(3) Rescheduled meeting dates. Prior to the advertised public hearing, if the SCTPO Executive Director, or the director's designee, determines that a quorum physically present at the meeting site cannot be obtained, the SCTPO Executive Director, the director's designee, may direct that the meeting will be continued until a specific date and time certain. Prior to the continued meeting, notice must be posted in a conspicuous location at the entrance to the meeting room where the meeting was scheduled to take place of the date and time to which the meeting was continued, and prior to the meeting, notice must be conspicuously posted on the SCTPO's internet web-site.

(4) Reliance on information presented by applicant. The SCTPO and its departments, boards, and agencies, shall have the right to rely on the accuracy of statements, documents, and all other information presented to them on any matter.

(5) Documents submitted at any public hearing. The public is hereby advised that any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, submitted at or before a public hearing as a part of said public hearing or with relation to any agenda item, is hereby declared to be a Public Record, and is automatically made a part of the record of the hearing at which it was submitted. The *original* public record may not be returned to the person submitting the document, and all public hearing participants are hereby so advised.

~~(I) Alternate members. Alternate representatives on the Board shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the Transportation Disadvantaged Local Coordinating Board, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend Board meetings and participate in debate.~~

(I) Staff. The TPO shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in chapter 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the board and assist in the scheduling of meetings, preparing meeting agenda packets, and minutes, including an attendance roster and other necessary administrative duties.

(J) Communication. The TPO authorizes the board to communicate directly with other agencies and entities as necessary to carry out its duties and responsibilities in accordance with Rule 41 - 2 Florida Administrative Code (FAC).

(K) Amendments. The policy may be amended by a two-thirds (2/3) vote of members present, if a quorum exists, provided the proposed change(s) is/are mailed to all members at least seven (7) days in advance of the meeting.

The undersigned hereby certifies that he/she is the Chair of the Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true, and correct copy of the policies of this Board as adopted by the Brevard County Local Coordinating Board for the Transportation Disadvantaged
the Day of _____, 2018.

TDLCB Chair

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LCB AGENDA ITEM
11/19/2018
IV.C.

TITLE:

Annual Approval of Grievance Procedures

DISCUSSION:

The Grievance Procedures of the Brevard County Local Coordinating Board for the Transportation Disadvantaged is required to be updated and approved by the LCB every year. The only change made to the Grievance Procedures was to update the FCTD Ombudsman contact information.

REQUESTED ACTION:

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

ATTACHMENTS:

Draft Grievance Procedures of the Brevard County Local Coordinating Board for the Transportation Disadvantaged

GRIEVANCE PROCEDURE
BREVARD COUNTY
LOCAL COORDINATING BOARD
FOR THE
TRANSPORTATION DISADVANTAGED

2019

**GRIEVANCE PROCEDURES OF THE
BREVARD COUNTY
LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED**

ARTICLE I: PREAMBLE

Section 1. Preamble: The following sets forth the grievance procedures, which shall serve to guide the Brevard County Local Coordinating Board for the Transportation Disadvantaged, serving to assist the Community Transportation Coordinator. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, and Rule 41-2.012 of the Florida Administrative Code (FAC), setting forth requirements for the establishment of grievance procedures and Grievance Subcommittee procedures to resolve grievances or complaints from agencies, users, potential users, subcontractors, and other interested parties. While the intent of this Subcommittee will be to resolve service issues, this procedure shall incorporate a multi-layered approach to problem resolution. The first notice of a grievance should go directly to the contracted Transportation Disadvantaged Provider. If the Transportation Disadvantaged Provider is unable to resolve the problem, the Community Transportation Coordinator and Grievance Subcommittee are given an opportunity to review.

ARTICLE II: GRIEVANCE SUBCOMMITTEE NAME AND PURPOSE

Section 1. Name: The name of the subcommittee to resolve grievances or complaints for the Brevard County Local Coordinating Board for the Transportation Disadvantaged shall be the GRIEVANCE SUBCOMMITTEE.

Section 2. Purpose: The primary purpose of the Grievance Sub-Committee is to process, investigate, resolve complaints, and make recommendation to the Local Coordinating Board for improvements of service from agencies, users, or potential users of the system in Brevard County. The Local Coordinating Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Subcommittee, which shall meet as often as necessary to resolve complaints in a timely manner.

ARTICLE III: DEFINITION OF GRIEVANCE

Section 1. Definition: For the purpose of the Local Coordinating Board and the Grievance Subcommittee, a grievance is defined as:

“a circumstance or condition thought to be unjust, and ground for complaint or resentment.”

ARTICLE IV: GRIEVANCE PROCEDURES

Section 1. General: The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Subcommittee.

Section 2. Filing a Grievance: It is assumed that a Complainant would direct any initial concern to the Transportation Disadvantaged Operator before initiating the Grievance Procedure. Should an interested party wish to file a grievance in order to receive improved service from the Transportation Disadvantaged Program, that grievance must be filed in writing to the Brevard County Community Transportation Coordinator (CTC). The Complainant should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Complainants may use the grievance form and mail to: Transit Director, Space Coast Area Transit, 401 S. Varr. Ave., Cocoa, Florida 32922.

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

Section 3. Appeal to the Local Coordinating Board: The decision of the Grievance Subcommittee may be appealed in writing to the Local Coordinating Board within five (5) working days from the date when the complainant receives written notice from the Grievance Subcommittee makes its decision.

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

Section 4. Appeal to the State Transportation Disadvantaged Commission Ombudsman Program: Should the complainant remain dissatisfied with the decision of the Brevard County Local Coordinating Board, an appeal may be made in writing to the Transportation Disadvantaged Commission. The appeal shall be addressed to:

Ombudsman Program
Florida Commission for the Transportation Disadvantaged

605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
Call 1-800-983-2435 or call 711 (Florida only) Florida Relay System
E-mail: CTDOmbudsman@dot.state.fl.us

ARTICLE V: GRIEVANCE SUBCOMMITTEE PROCEDURES

Section 1. Discussion Schedule: After receipt of the appealed grievance, the Transit Director shall schedule a discussion of the grievance at the next Grievance Subcommittee meeting.

Section 2. Notification: The Space Coast Area Transit Staff shall send notice of the scheduled discussion in writing to the complainant and other interested parties. The notices shall clearly state:

1. date, time, and location of the meeting;
2. purpose of the discussion and statement of issues involved.

Section 3. Written Decision: Written decisions shall include the following information:

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

ARTICLE VI: SCHEDULED MEETINGS

Section 1. General: When a meeting of the Grievance Subcommittee is necessary, staff to the Local Coordinating Board shall schedule a meeting for the Grievance Subcommittee to hear appealed grievances. Grievance Subcommittee meetings shall, if possible, meet on the third Monday of the month.

ARTICLE VII: AMENDMENTS

Section 1. General: The Coordinating Board Grievance Procedures may be amended by a simple majority of members present, if a quorum exists, providing the proposed change(s) is/are mailed to all members at least seven (7) days in advance of the meeting.

Section 2. Quorum: At all meetings of the Coordinating Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business.

ARTICLE VIII: CERTIFICATION

The undersigned hereby certifies that he/she is the Chair of the Brevard County Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true, and correct copy of the Grievance Procedures of this Coordinating Board as adopted by the Brevard County Local Coordinating Board for the Transportation Disadvantaged this 19 Day of November 2018.

Rocky Randels, Chair
Local Coordinating Board



LCB AGENDA ITEM
11/19/2018
IV.D.

TITLE:

Approval of 2019 Meeting Date Calendar for the Local Coordinating Board

DISCUSSION:

Review of the 2019 Meeting Date Calendar for the Local Coordinating Board

REQUESTED ACTION:

Approval of 2019 Meeting Date Calendar for the Local Coordinating Board

ATTACHMENTS:

Draft 2019 Meeting Date Calendar

2019

Meeting Dates Local Coordinating Board

Month	Date	Day	Time	Location	Topics
January	14	Monday	10:15 a.m.	Space Coast Room Bldg. C, 2 nd Floor	Board Appointments and CTC Evaluation
April	15	Monday	10:15 a.m.	Space Coast Room Bldg. C, 2 nd Floor	Transportation Disadvantaged Service Plan Update
August	12	Monday	10:15 a.m.	Space Coast Room Bldg. C, 2 nd Floor	Approval of Annual Operating Report
November	18	Monday	10:15 a.m.	Space Coast Room Bldg. C, 2 nd Floor	Approval of By-Laws and Grievance Procedures; Annual Public Hearing

11/19/2018



LCB AGENDA ITEM
11/19/2018
V.

TITLE:

Member Reports

DISCUSSION:

If any LCB member would like to make an announcement or ask if the LCB would address an item at the next meeting.

REQUESTED ACTION:

None

ATTACHMENTS:

None

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LCB AGENDA ITEM
11/19/2018
VI.

TITLE:

Public Hearing

DISCUSSION:

Even though the Board takes public comment at each LCB meeting and publicizes each LCB meeting. The Commission for the Transportation Disadvantaged requires that we hold a Public Hearing once per year.

REQUESTED ACTION:

The LCB must adjourn the regular meeting and then open the Public Hearing

ATTACHMENTS:

None

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