**Leon County**

**Transportation Disadvantaged**

**Coordinating Board**

 **Agenda**  

**October 14, 2015**

**2 PM**

**ANNUAL PUBLIC HEARING**

***FOLLOWED BY THE REGULAR QUARTERLY MEETING***

**Area Agency on Aging**

2414 Mahan Drive

Conference Room

Tallahassee

**NOTE: Your attendance is important. If you are not able to attend please contact Colleen Roland at 891-6812 no later than October 13, 2015 or Colleen.Roland@talgov.com**

**1. Call to Order Annual Public Hearing** – Hon. Mary Ann Lindley, Chair, presiding.

2. **Public Hearing** – any member of the public is welcome to speak to the Leon County Transportation Disadvantaged Coordinating Board (TDCB). Please keep your comments to no more than 5 minutes.

3**. Annual Operating Report Summary (Andrea Rosser, Community Transportation Coordinator, Star Metro)**

* Ms. Rosser will present the Annual Operating Report from the Florida Commission for the Transportation Disadvantaged. **Attachment 3**

**4. Adjourn Annual Public Hearing** – Hon. Mary Ann Lindley, Chair

Note: Upon completion of the Public Hearing, the chair is requested to adjourn the public hearing, and call the Regular Quarterly Meeting to order. Should members of the public arrive during the regular meeting and desire to be heard, the chair can reconvene the public hearing at her discretion.

**5. Call to Order Regular Quarterly Meeting – Hon. Mary Ann Lindley, Chair.**

**6. Items from Members**

**A. “Get to Know”**  A representative from the Area Agency on Aging will give a presentation on the role of the agency and its role in the aging network.

**7. Items from Staff**

(b) Minutes from the July meeting

The minutes are included as attachment 7.

Requested Action: Approval

**8. Meeting Adjournment** – Hon. Mary Ann Lindley, Chair

**Attachment 3**



**Leon County Community**

**Transportation Coordinator Report**

**FY15-16**

**Annual Operations Report Overview**

**Prepared by Andrea Rosser**

**Special Transportation Manager**

**Number of Trips Provided From All Funding Sources**

During the Fiscal Year 14/15 the Leon County CTC provided a total of 183,984 trips to 7,721 unduplicated passengers. 52,319 of these trips were paratransit trips. 44,256 of these trips were provided to ambulatory passengers, 8,063 trips were provided to wheelchair passengers and 131,665 trips were through the various bus pass programs.

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| **CTC-Wide Trip Type** | |
| Trip Type | Number of Trips |
| Ambulatory | 44,256 |
| Wheelchair | 8,063 |
| Bus Pass Trips | 131,665 |
| Total | 183,984 |

Approximately 72 percent of the trips were provided through the bus pass program, 24 percent were for ambulatory passengers, 4 percent of the trips were for wheelchair dependent customers.

**Trips by Funding Source**

A breakdown of trips by funding source shows 85,014 (46 percent) were through a combination of funding from Leon County and FDOT, 76,654 (42 percent) were funded by the CTD, 22,316 (12 percent) were APD clients.

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| **Funding Source** | **Number of Trips** |
| Agency for Persons with Disabilities | 22,316 |
| Commission for the Transportation Disadvantaged | 76,654 |
| FDOT/Leon | 85,014 |
| Total Trips | 183,984 |

**Trips by Purpose**

A breakdown of trips by purpose shows 95,672 (52 percent) were for education/training/daycare, 55,195 (30 percent) for medical appointments, 28,885 (16 percent) where for employment, and 4,232 (2 percent) for nutritional and life sustaining activities.

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| **Trip By Purpose** | **Number of Trips** |
| Medical | 55,195 |
| Employment | 28,885 |
| Education/Training/Daycare | 95,672 |
| Nutritional/ Life-Sustaining/Other | 4,232 |
| **TOTAL TRIPS** | 183,984 |

**Revenue Sources**

The Leon County CTC received a total of $1,206,472 in revenues from various funding sources including $39,714 in fares collected, $117,760 from Leon County and $176,145 of in-kind contributions from the City.

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| **Funding Sources** | |
| Agency for Persons with Disabilities | $270,507 |
| Consumer Directed Care | $5,699 |
| CTD | $513,610 |
| FDOT | $46,270 |
| Leon | $117,760 |
| City (salary, office, utilities, IT) | $36,767 |
| Farebox Revenues | $39,714 |
| City In-Kind | $176,145 |
| Total | $1,206,472 |

**Mileage**

During this fiscal year our vehicles travelled a total of which 342,693 revenue miles averaging 28,558 per month.

**Unmet Trip Requests**

We had 40 trip requests which we were not able to be provided because they failed to meet eligibility requirements.

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| Medical | 5 |
| Employment | 9 |
| Education/Training/Daycare | 8 |
| Nutritional | 12 |
| Life-Sustaining/Other | 6 |
| Total | 40 |

**Cancellations and No-Shows**

For the year, the CTC received a total of 664 no shows, averaging 55.3 no shows per month. In addition, 5,711 advanced cancellations were received.

**Complaints**

During this reporting period the CTC received a total of 49 complaints, averaging 4 complaints per month.

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| Services Provided | 32 |
| Policy | 8 |
| Vehicles | 9 |
| Total | 49 |

**Leon County**

**Attachment 7**

**Transportation Disadvantaged Coordinating Board**

 **Minutes**  

**July 22, 2015**

**Area Agency on Aging**

**2414 Mahan Drive**

**Tallahassee 32308**

|  |  |
| --- | --- |
| **Members Present** | **Representing** |
| Hon Mary Ann Lindley, Chair | Leon County BOCC |
| Kessla Stanley | Sessaly Rose Transit |
| Dottie Hinkle | Area Agency on Aging |
| William Benjamin | Seniors |
| Wanda Stokely and Cinderella | Division of Blind Services |
| Shawn Mitchell (ex-officio) | Big Bend Transit |

Guests Present: Ms. Ashley Marg, American Cancer Society

Staff Present: Andrea Rosser, Community Transportation Coordinator, Star Metro, Colleen Roland, staff, Capital Region Transportation Planning Agency

**1. Call to Order** – Hon. Mary Ann Lindley, Chair, presiding, called the meeting to order at 2:04 PM.

2. **Public Comment** – no comment was received from the public.

3. **Report from the Community Transportation Coordinator** (Star Metro – Andrea Rosser.) Attachment #3. In addition to the quarterly report Ms. Rosser discussed the consolidation of services with the City Utility Department.

4. **Items from Members –**

Mr. William Benjamin reviewed the proceedings of the annual National Association for the Blind Conference. Ms. Wanda Stokely discussed some of the issues for the vision-impaired rider.

5. **Items from Staff –** (Colleen Roland, CRTPA)

Presentation: “The Road to Recovery” by Ashley Marg CHES, MSW, American Cancer Society. Ms. Marg reviewed the benefits of the program, which provided volunteer transportation to cancer patients. She distributed literature and took questions from the members.

A. Grievance Procedure Update (*Attachment 5A)*

Ms. Roland discussed the Grievance Procedure for Non-Sponsored Transportation annual review. The purpose of the review is to add or delete any changes in state requirements. No changes have been made in the past 12 months. Staff recommendation was ratification of Grievance Procedures. Motion by Hinkle, second by Stanley unanimous vote to accept staff recommendation.

B. Bylaws Update*. (Attachment 5B*)

Ms. Roland discussed that the bylaws of each board must must be reviewed annual. The purpose of the review is to add or delete any changes in state requirements. No changes have been made in the past 12 months. Staff recommendation was to ratify the existing bylaws. Motion by Stokely, seconded by Benjamin. Vote unanimous.

C. Minutes of April 2015 Meeting *(Attachment 5C)*

The minutes were adopted as presented. Motion by Benjamin, seconded by Hinkle. Vote unanimous.

D. 2015-2016 Meeting Dates

Staff proposed the following dates for the upcoming meetings:

* + October 14, 2015
  + January 13, 2016
  + April 13, 2016
  + July 20, 2016

Motion to approve by Stokely, seconded by Hinkle. Vote unanimous.

6. Adjournment (Commissioner Lindley) The meeting adjourned at 3:35 PM