

# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

## Commission Business Meeting



### Agenda

#### February 3, 2012

#### The Capitol

#### Cabinet Meeting Room

#### Tallahassee, Florida 32399

#### 10:00 am - until completion of business

*David Darm, Chairman*  
*Mike Willingham, Vice-Chairman*  
*Walter Schoenig, Commissioner*  
*Charlotte Temple, Commissioner*  
*Jill Houghton, Commissioner*  
*Mike Horan, Commissioner*  
*Bryan F. Vaughan, Commissioner*

**Conference Call Number: 888-808-6959**  
**Conference Code: 34767**

Item #	Agenda Item	Speaker(s)
I	Call to Order	Chairman Darm
II	Pledge of Allegiance	Chairman Darm
III	Welcome from the Chair	Chairman Darm
IV	Introduction of Commissioners/Advisors and the Public	Commissioners/Advisors and Others
V	Welcome from Star Metro	Ron Garrison Star Metro
VI	Commissioner/Advisor Reports	Commissioners/Advisors
VII	Public Comments (Comments limited to the current agenda items)	Public
<b>Action Items</b>		
VIII	Approval of Minutes <ul style="list-style-type: none"> <li>October 28, 2011</li> <li>November 8, 2011</li> <li>December 7, 2011</li> </ul>	Chairman Darm
IX	Community Transportation Coordinator Designations: <ul style="list-style-type: none"> <li>Pasco County</li> <li>Taylor County</li> </ul>	Jim Edwards Pasco County MPO Melody Cox Taylor County BOCC
<b>Informational Items</b>		
X	Sunshine Law Overview	Tom Barnhart General Counsel
XI	Medicaid Reform Presentation	Beth Kidder Bureau Chief for Medicaid

XII	Managed Health Care Presentation	Services, AHCA Mike Garner President, Fla. Association of Health Plans, Inc.
XIII	Overview of Star Metro Transportation Services	Ron Garrison Star Metro
XIV	Single Agency Audit Update	David Copa
XV	Legislative Update	Steve Holmes
XVI	Executive Director's Report	Steve Holmes
XVII	Commissioner/Advisor Comments	Commissioners/Advisors
XVIII	Public Comment	Public
XIX	Adjournment	Chairman Darm

When operating under Florida's Government in the Sunshine Law, the Florida Supreme Court recognizes the importance of public participation in open meetings. The Commission provides that right of access at each public meeting and adheres to Chapter 286.011, Florida Statutes. A comment card for each speaker is required, and this limits public comment to five (5) minutes per speaker.

In accordance with the Americans with Disabilities Act (ADA), and Chapter 286.26, Florida Statutes, persons in need of special accommodation to participate in the meeting (including an agenda) shall contact our office, at least 48 hours before the meeting by email at [vicki.scheffer@dot.state.fl.us](mailto:vicki.scheffer@dot.state.fl.us) or by the following listed below:

Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450  
(850) 410-5703 or (800) 983-2435  
(850) 410-5708 (TDD/TTY).

This meeting is subject to change upon the chairman's request.

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

VIII. Approval of Minutes

**BACKGROUND INFORMATION:**

The Commission met on October 28, 2011 in Naples, Florida.  
The Commission met on November 8, 2011 by teleconference.  
The Commission met on December 7, 2011 by teleconference

**ATTACHMENTS:**

Minutes of the October 28, 2011 Commission Meeting  
Minutes of the November 8, 2011 Commission teleconference Meeting  
Minutes of the December 7, 2011 Commission teleconference Meeting

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend Commission approval of the October 28 minutes, November 8 minutes and December 7 minutes.



\_\_\_\_\_  
Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

# MEETING SUMMARY

## Commission for the Transportation Disadvantaged Commission Business Meeting

Hilton Naples  
5111 Tamiami Trail North  
Naples, FL 34103

October 28, 2011  
10:00 AM

<b><i>Commissioners Present</i></b>	<b><i>Commissioners Absent</i></b>
Chairman David Darm	
Vice-Chairman Mike Willingham	
Bryan F. Vaughan	
Charlotte Temple	
Mike Horan via phone	
Walter Schoenig via phone	
Jill Houghton via phone	

<b><i>Advisors Present</i></b>	<b><i>Advisors Absent</i></b>
David Ramga	Diane Harris
Ed Coven via phone	Kent Carroll
Buddy Cloud via phone	Holly Carson
	Beth Kidder

### **Others Present**

Karen Somerset, Tom Barnhart, David Copa, Vicki Scheffer, Floyd Webb, John Irvine, Senator Garrett Richter, Tommie Darm, Marva Roberts, Susan Vaughan, Julia Davis, Deborah Kooi, Brian Raimondo, Wendy Scott, Gene Klara, Michelle Arnold, Gary Bryant, Patrick Cavanaugh, Becky Kokkinos, Lorraine Lantz, Diane Slaybaugh, David McDonald, Edgar Martinez, Ed Lehman, Jim Scollei, Joseph Martinez, Thomas Stringer, Brian Squire, Alex Batista, Michele Ogilvie, Karen Smith, Kevin Murdy, Rosalie Berlin, Dave Lane, Michael Pierce, Harold Kurzman, Teresa Fortner, Peter Gajdjis

### **Call to Order**

Chairman Darm called the meeting to order. Karen Somerset called the roll. A quorum was present.

### **Welcome from the Chair**

Chairman Darm welcomed all in attendance.

**Pledge of Allegiance**

Chairman Darm led the Pledge of Allegiance.

**Introductions of Commissioners, Advisors and the Public**

Commissioners, Advisors and members of the public introduced themselves.

Chairman Darm presented Senator Richter with a plaque honoring him as CTD's Legislator of the Year.

**Public Comments**

Gary Bryant, President of Goodwheels, urged the Commission to make a decision on the Medicaid Funding Distribution Formula. He stated that he supports Option 4.

David McDonald, President of TMS Management Group, praised Chairman Darm, Karen Somerset and CTD staff for getting a distribution formula base ready to look at. He stated that he supports Option 4 with a 75/25 weighing option which is the spirit of Chapter 427; that is to be more creative in the modes of transportation to present a quality, efficient, safe transportation program.

Julia Davis welcomed the Commission to South Florida on behalf of the Florida Department of Transportation, District One.

**Welcome from Collier County**

Lorraine Lantz, Collier MPO, welcomed the Commission. She stated the LCB has had five meetings this calendar year. Another one is planned for December. Only four meetings are required. They are trying to go over and beyond to be responsive to their riders by providing services and listening to their concerns.

Ms. Lantz introduced Michelle Arnold, Director, Collier Area Transit, which runs both the paratransit and the fixed route services. Ms. Arnold welcomed the Commission, and thanked the commissioners and staff who went on a tour the day before to look at their facilities and program. Ms. Arnold stated that she was in support of the Medicaid Distribution Formula Option 4 with a 75/25 weighing option. Ms. Arnold gave an overview of Collier County and their transit program.

**Commissioner and Advisor Reports**

Tom Barnhart gave an overview of Executive Order 11-211 which replaces 11-72. Proposed rules or amendments are to be submitted to Governor Scott's Office of Fiscal Accountability and Regulatory Reform for review.

Vice-Chairman Willingham discussed his attendance at the ITS World Conference in Orlando. He would like to have some of the vendors that were at the conference come and present to the Commission. He stated that there were tremendous IT solutions to problems that we may or may not be aware of.

Ed Coven, FDOT, informed the Commission that he appreciated meeting with Karen Somerset to review the Medicaid Funding proposal. FDOT is currently holding district workshops regarding the Federal Funding Programs.

### **Approval of Minutes**

Chairman Darm called for the approval of the September 16, 2011 meeting minutes.

**ACTION TAKEN: Commissioner Temple moved and Vice-Chairman Willingham seconded to approve the September 16, 2011 minutes. The motion carried unanimously.**

### **Medicaid Funding Distribution Formula Proposal**

Chairman Darm thanked Karen Somerset, Floyd Webb and CTD staff for completing an equivalent of a two-year project folded down to two months.

Mrs. Somerset gave an update of how the workshops on the Medicaid Funding Distribution Formula went.

Floyd Webb gave an overview of the four different distribution formulas. He stated that once the formula voted on is implemented in the field, changes can be made if need be.

Vice-Chairman Willingham asked to be briefed on the different weighing options. Mr. Webb stated that 75/25 puts a higher level of importance on the spirit of Chapter 427. It gives a higher variable to performance than 80/20 and 85/15. Vice-Chairman Willingham requested that Gary Bryant and David McDonald come before the Commission and state why they favored the 75/25 weighing option.

Gary Bryant stated that the 75/25 formula affects his business more advantageously. The demand for service in Southwest Florida with the reduction of funding that went into effect September 1, 2011 is detrimental and because of his significant increase in demand, he favors the 75/25.

David McDonald stated that 75/25 gives incentive to the STP's and CTC's to be more creative and more efficient in how they use the funding formula to create an efficient transportation program.

Ed Griffin, MV Transportation, commented via phone that because of significant cuts to Medicaid Funding he would proceed cautiously. He supports the 80/15 or 80/20 to see how the coordinated transportation system does with the distribution formula.

Michelle Arnold briefly stated her agreement with the 75/25 formula.

Chairman Darm asked for a consensus from the Commissioners. Commissioners Willingham, Temple and Vaughan supported Formula 4, Option 75/25. Commissioners Horan and Houghton asked what formula the CTD staff recommended. Chairman Darm advised that it was formula 4, Option 75/25. Chairman Darm passed the Chair to Vice-

Chairman Willingham and gave a brief overview of his thoughts on the formulas. He stated that after listening to all the comments, he supported Formula 4, Option 75/25. Chairman Darm took the Chair back from Vice-Chairman Willingham and called a motion on the issue.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to adopt Formula 4, Option 75/25. The motion carried unanimously.**

Karen Somerset stated that the numbers in the charts presented today won't be the exact numbers in the contract amendments. There will be a small adjustment. It is anticipated that the contracts will be executed by January 1, 2012.

**Pinellas County Medicaid Subcontracted Transportation**

Pinellas County MPO has been the County's STP for Medicaid Non Emergency Transportation. They gave notice to the CTD the latter part of September requesting that the Medicaid contract be returned back to the CTD. A Declaration of Emergency was issued so the process could begin to find a replacement STP for Pinellas County.

**ACTION TAKEN: Commissioner Temple moved and Vice-Chairman Willingham seconded to give the Executive Director the authority to select a new STP for Pinellas County. The motion carried unanimously.**

**Community Transportation Coordinator Designations**

**Charlotte County** – Wendy Scott, Charlotte County MPO, presented.

**ACTION TAKEN: Commissioner Vaughan moved and Commissioner Temple seconded to accept Charlotte County Human Services Department, Transit Division, as the CTC for Charlotte County. The motion carried unanimously.**

**Duval County** – Elizabeth DeJesus, North Florida Transportation Planning Organization, presented.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to accept Jacksonville Transportation Authority as the CTC for Duval County. The motion carried unanimously.**

**Hillsborough County** – Michele Ogilvie, Hillsborough County MPO, presented.

**ACTION TAKEN: Commissioner Temple moved and Vice-Chairman Willingham seconded to accept Hillsborough County Board of County Commissioners as the CTC for Hillsborough County. The motion carried unanimously.**

**Polk County** – Diane Slaybaugh, Polk County Transportation Planning Organization, presented.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Temple seconded to accept Polk County Board of County Commissioners as the CTC for Polk County. The motion carried unanimously**

**Calhoun County** – No one was present to represent Apalachee Regional Planning Council so Karen Somerset presented.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Temple seconded to accept Calhoun County Senior Citizens Association, Inc., d/b/a Calhoun County Transit, as the CTC for Calhoun County. The motion carried unanimously.**

**Wakulla County** – No one was present to represent Apalachee Regional Planning Council so Karen Somerset presented.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Temple seconded to accept Wakulla County Senior Citizens Council, Inc., d/b/a Wakulla County Transportation, as the CTC for Wakulla County. The motion carried unanimously.**

**Columbia County** – Lynn Godfrey, North Central Florida Regional Planning Council, gave an overview of their recommendation for Suwannee Valley Transit Authority (SVTA) to continue to be the CTC. Before the Commission voted, Karen Somerset gave a brief overview of the new management at SVTA. She recommended the Commission approve the CTC designation with a six month probation period.

Gwen Pra, Director, SVTA, gave an overview of her experience and the plans that are being put in place to improve the SVTA's performance.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to accept Suwannee Valley Transit Authority as the CTC for Columbia County as presented with a six month probation period. The motion carried unanimously.**

**Hamilton County and Suwannee County** –

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to accept Suwannee Valley Transit Authority as the CTC for Hamilton County and Suwannee County as presented with a six month probation period. The motion carried unanimously.**

**Dixie County** - Lynn Godfrey, North Central Florida Regional Planning Council, presented.

**ACTION TAKEN: Commissioner Temple moved and Vice-Chairman Willingham seconded to accept Suwannee River Economic Council, Inc., as the CTC for Dixie County. The motion carried unanimously.**

**Gilchrist County** – Lynn Godfrey, North Central Florida Regional Planning Council, presented. MV Transportation had the highest cumulative score, but Suwannee Valley Transit Authority was chosen as the CTC. A discussion ensued regarding how the procurement process took place to select the CTC. Vice-Chairman Willingham requested that the CTC designation be postponed until the next business meeting so that further research could be conducted.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Temple seconded to table the CTC designation for Gilchrist County until the next business meeting. The motion carried unanimously.**

**Baker County** – Ed Lehman, Northeast Florida Regional Planning Council, presented.

**ACTION TAKEN: Commissioner Vaughan moved and Vice Chairman Willingham seconded to accept Baker County Council on Aging, Inc., as the CTC designation for Baker County. The motion carried unanimously.**

**Clay County** – Ed Lehman, Northeast Florida Regional Planning Council, presented.

**ACTION TAKEN: Commissioner Temple moved and Vice-Chairman Willingham seconded to accept Baker County Council on Aging, Inc., as the CTC designation for Clay County. The motion carried unanimously.**

**Putnam County** - Ed Lehman, Northeast Florida Regional Planning Council, presented.

**ACTION TAKEN: Commissioner Temple moved and Vice-Chairman Willingham seconded to accept Ride Solution as the CTC designation for Putnam County. The motion carried unanimously.**

**St. Johns County** - Ed Lehman, Northeast Florida Regional Planning Council, presented.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to accept St. Johns County Council on Aging, Inc., as the CTC designation for St. Johns County. The motion carried unanimously.**

Vanita Anderson, Apalachee Regional Planning Council, apologized for not being on the phone when the CTC designations came up for Calhoun and Wakulla counties. She stated that she was on the phone, but lost her connection. She asked if the Commission had any questions for her. There were none.

Chairman Darm acknowledged Commissioner Schoenig and wished him the best following surgery on his leg.

A twenty minute break was taken at this time.

Karen Somerset called the roll. A quorum was present.

**2011 Shirley Conroy Rural Area Capital Equipment Support Grant Award Recommendations**

Karen Somerset gave an overview of the funding for the Grant and how the awards recommendations were chosen. The Awards Committee consisted of Buddy Cloud, Diane Harris, Erin Schepers, and Vice-Chairman Willingham.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to approve the recommendations of the Shirley Conroy Rural Area Capital Equipment Support Grant Subcommittee. The motion carried unanimously.**

**2012 Legislative Platform**

Chairman Darm stated that the Legislative Session will start two months early this year and noted that the TD Trust Fund was not cut last Session. Karen Somerset gave an overview of the Legislative Platform. Chairman Darm encouraged providers and community stakeholders to get involved this session to encourage the legislative delegation to support the coordinated transportation system.

**ACTION TAKEN: Commissioner Vaughan moved and Commissioner Temple seconded to approve the 2012 Legislative Platform. The motion carried unanimously.**

**2012 Commission Meeting Schedule**

Karen Somerset gave an overview of the tentatively scheduled commission meetings for 2012.

**ACTION TAKEN: Vice-Chairman Willingham moved and Commissioner Vaughan seconded to approve the 2012 Commission Meeting Schedule. The motion carried unanimously.**

**2011 Commission Annual Performance Report Update**

Karen Somerset gave an overview of why and how the Annual Performance Report is prepared. It is anticipated that a draft report will be provided to the Commission for review at the November meeting. If not, it will be provided at the December meeting.

**Economic Impact Study Update**

Chairman Darm gave Commissioner Vaughan a brief update of how Medicaid Reform is taking non-emergency transportation and phasing it into a managed care system. He stated that the CTD has received ideas and input from providers and commissioners suggesting that the best course of action while the CTD is in a transitional state is to

look at an economical impact study. Chairman Darm stated that the University of Florida, Bureau of Economic and Business Research will provide a scope of services for the study hopefully by the next commission meeting.

### **Single Audit Update**

David Copa gave an update on the single audits. There are 12 outstanding from the OIG report and he feels staff is on track for completion by December 31. There are 7 outstanding from FY 09/10.

A scope of services has been developed to have a single audit conducted on the CTD. We are in the process of getting a legal opinion on it and hope to have the contract in place by the end of November.

Chairman Darm commended Mr. Copa, Mrs. Somerset and the CTD staff for their efforts in getting the single audits updated.

### **Budget Report Update**

David Copa gave an update of the budget. He brought attention to the Medicaid category noting that there was a reduction in the allocation by 7%. The budget report shows a huge surplus for the Medicaid Non-Emergency Transportation Program of over three million dollars. The allocation will be adjusted by the Budget Office. Mr. Copa stated that the budget is in good shape.

### **Executive Director Position Update**

Chairman Darm stated that 81 applications were received. FDOT's Personnel Office and the Governor's Office will screen the applications to get a short list. The interviews will be held on Wednesday, November 1, 2011, by the Executive Personnel Committee which is chaired by Vice-Chairman Willingham.

### **Public Comments**

Joseph Martinez, Area 8 Representative of AHCA, expressed his appreciation to the local area CTCs.

Vice-Chairman Willingham thanked Mrs. Somerset and her staff for doing a great job organizing the Business Meeting.

Commissioner Temple thanked Vice-Chairman Willingham for his hard work in the search for an executive director. She thanked the CTD staff for their hard work and Chairman Darm for his great work with the Commission. Commissioner Temple welcomed Commissioner Vaughan.

Commissioner Vaughan thanked the staff and the other Commissioners for making him feel welcome. He thanked Collier County Transit for the excellent tour.

Chairman Darm stated that it felt like two or three years worth of work has been accomplished during his six months as Chairman. He commended the staff for their hard work.

**Adjournment**

Commissioner Vaughan moved and Vice-Chairman Willingham seconded to adjourn the meeting.

*Minutes compiled by Vicki Scheffer.*

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

# MEETING SUMMARY

## Commission for the Transportation Disadvantaged Commission Business Meeting by Teleconference

Commission Headquarters  
2740 Centerview Drive  
Tallahassee, FL 32301

November 8, 2011  
10:00 AM

<b><i>Commissioners Present</i></b>	<b><i>Commissioners Absent</i></b>
Chairman David Darm	Jill Houghton
Mike Willingham via phone	Walter Schoenig
Charlotte Temple via phone	Bryan Vaughan
Mike Horan via phone	

<b><i>Advisors Present</i></b>	<b><i>Advisors Absent</i></b>
Kent Carroll via phone	Ed Coven
	Holly Carson
	Diane Harris
	David Ramga
	Beth Kidder

### **Others Present**

Karen Somerset, David Copa, Vicki Scheffer, Sheri Powers, Robert Craig, Tom Barnhart via phone, Elizabeth Rockwell via phone, Harry Rackard via phone, Lynn Godfrey via phone

### **Call to Order**

Chairman Darm called the meeting to order.

Karen Somerset called the roll. A quorum was present.

### **Welcome from the Chair**

Chairman Darm welcomed everyone.

### **Introduction of Commissioners/Advisors**

Chairman Darm asked if there were any comments from the Commissioners or Advisors. There were none. He asked if there were any introductions or updates. There were none.

### **Public Comments**

Chairman Darm asked for public comments. There were none.

### **Community Transportation Coordinator Designations**

**Gilchrist County** – This CTC designation was tabled at the last Commission business meeting so that further research could be conducted on the procurement process that took place by the North Central Florida Regional Planning Council (NCFRPC) to select Suwannee River Economic Council, Inc., (SREC) as the CTC.

Tom Barnhart, CTD General Counsel, stated that he reviewed the RFP that was used to select the CTC designation for Gilchrist County. The RFP was worded to award the contract to the vendor that was awarded the most points which was MV Transportation. He said there was some mention of oral interviews, but he could not find that in the RFP, therefore, they should not have affected the scoring process. Mr. Barnhart recommended that the Commission vote on Recommendation #3 which is “Reject NCFRPC’s recommendation and designate MV Transportation, Inc., as the Community Transportation Coordinator for Gilchrist County, based on the evaluation process that was conducted.”

Lynn Godfrey, NCFRPC, said the Selection Committee conducted oral interviews on each respondent. Three of the five Committee members ranked SREC first. The Gilchrist Local Coordinating Board also recommended that SREC continue to be the CTC. She gave an overview of the services that SREC has provided over the past five years that they have been the CTC. She stated that they had not had any bad evaluations during that time. She said the RFP did not state that cumulative scores would be what the Selection Committee would base their recommendation on.

Vice-Chairman Willingham asked Mr. Barnhart if the Commission desired could they go with Recommendation #2 which is “Extend the current Memorandum of Agreement with Suwannee River Economic Council, Inc., until March 31, 2012, so NCFRPC can reissue a request for proposal for Gilchrist County, clarifying the selection process.” A discussion ensued.

Chairman Darm asked for a quorum call. Karen Somerset called the roll. A quorum was present.

**ACTION TAKEN: Commissioner Willingham moved and Commissioner Horan seconded to approve Recommendation #2 with an emergency meeting as necessary to make the timetable work. The motion carried unanimously.**

**Miami-Dade County** – Elizabeth Rockwell, Miami-Dade Metropolitan Planning Organization presented.

**ACTION TAKEN: Commissioner Horan moved and Commissioner Temple seconded to accept Miami-Dade Transit as the CTC for Miami-Dade County. The motion carried unanimously.**

**Executive Director Position Update**

Vice-Chairman Willingham stated that interviews are scheduled for November 29 and a recommendation will be presented to the full Commission on December 7. The candidates are Steven Holmes, Thomas Rush, Douglas Conkey, Martina Brawer, Julia Davis and Karen Somerset.

Chairman Darm asked Tom Barnhart to give some highlights of the Sunshine Law as the Personnel Committee goes forward with the interviews. Mr. Barnhart stated that there was a link to the Sunshine Law on the Attorney General's website at myfloridalegal.com. He gave a brief overview of Conflict of Interest and discussed how all Commission actions must be carried out in public view; not just the final decision but the entire process including informal discussion.

Mr. Barnhart stated that the Attorney General's Office had a handbook on Government in the Sunshine. He thinks the handbook can be viewed on the internet and will send the link to the Commissioners.

**Commissioner/Advisor Comments**

Chairman Darm asked for comments. There were none.

**Public Comment**

Chairman Darm asked for comments. There were none.

**Adjournment**

Commissioner Temple moved and Vice-Chairman Willingham seconded to adjourn the meeting.

*Minutes compiled by Vicki Scheffer.*

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# MEETING SUMMARY

## **Commission for the Transportation Disadvantaged Commission Business Meeting by Teleconference**

Commission Headquarters  
2740 Centerview Drive  
Tallahassee, FL 32301

December 7, 2011  
10:00 AM

<b><i>Commissioners Present</i></b>	<b><i>Commissioners Absent</i></b>
Chairman David Darm	Walter Schoenig
Mike Willingham via phone	Bryan Vaughan
Charlotte Temple via phone	
Mike Horan via phone	
Jill Houghton via phone	

<b><i>Advisors Present</i></b>	<b><i>Advisors Absent</i></b>
Ed Coven	Kent Carroll
Diane Harris	Holly Carson
Doug Harper for Beth Kidder	Buddy Cloud
	David Ramga

### **Others Present**

Karen Somerset, Steve Holmes, David Copa, Vicki Scheffer, Robert Craig; via phone: Jim Liesenfelt, Jim Van Pelt, Julia Pearsall, Arabella Reeves, Elizabeth Rockwell, Beth Beltran, Nancy Lohr, David Levesque.

### **Call to Order**

Chairman Darm called the meeting to order.

Karen Somerset called the roll. A quorum was present.

### **Welcome from the Chair**

Chairman Darm welcomed everyone.

### **Introduction of Commissioners/Advisors**

Advisors introduced themselves.

### **Public Comments**

Chairman Darm asked for public comments. There were none.

### **Community Transportation Coordinator Designations**

**Brevard County** – Jim Liesenfelt, Transit Services Director, Space Coast Area Transit, presented.

**ACTION TAKEN:** Commissioner Horan moved and Commissioner Willingham seconded to accept Brevard County Board of County Commissioners d/b/a Space Coast Area Transit as the CTC for Brevard County. The motion carried unanimously.

**Manatee County** – Jim Van Pelt, Sarasota/Manatee Metropolitan Planning Organization presented.

**ACTION TAKEN:** Commissioner Horan moved and Commissioner Houghton seconded to accept Manatee County Board of County Commissioners, Manatee County Area Transit, as the CTC for Manatee County contingent upon the MPO's approval at their December 12, 2011 Board Meeting. The motion carried unanimously.

### **Annual Performance Report**

Robert Craig gave an overview of major highlights for the past year. Commissioner Horan raised a question regarding the shortfall between operating revenue and operating expense. A lengthy discussion ensued regarding how the Performance Report data is obtained.

**ACTION TAKEN:** Commissioner Willingham moved and Commissioner Temple seconded to approve the FY 10/11 Annual Performance Report with the caveat that the highest priority for staff would be to obtain the most accurate information as possible before submittal. The motion carried unanimously.

### **Executive/Personnel Committee Recommendation for Executive Director Position**

Chairman Darm stated that the Executive/Personnel Committee recommended that the Commission appoint Steve Holmes as the Executive Director. Chairman Darm gave an overview of Mr. Holmes' credentials.

**ACTION TAKEN:** Commissioner Horan moved and Commissioner Temple seconded to appoint Steve Holmes as the Executive Director of the CTD. The motion carried unanimously.

Chairman Darm commended Karen Somerset for doing an outstanding job as Interim Executive Director.

Steve Holmes thanked the Commissioners for their confidence in him and allowing him to serve Florida's most vulnerable citizens through the Executive Director position. He thanked Mrs. Somerset for her leadership during the interim period.

**Public Comment**

Chairman Darm asked for comments. There were none.

**Commissioner/Advisor Comments**

Commissioner Willingham thanked Mrs. Somerset for the great job she did. He stated that the Commission should look into doing meetings by web based access. He asked Mr. Holmes to look into this.

Commissioner Houghton thanked Mrs. Somerset for her service during the interim period and welcomed Mr. Holmes.

**Adjournment**

Commissioner Horan moved and Commissioner Temple seconded to adjourn the meeting.

*Minutes compiled by Vicki Scheffer.*

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**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Pasco County

**BACKGROUND INFORMATION:** Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The Pasco Board of County Commissioners is the DOPA as well as the designated CTC for Pasco County. Pasco County Public Transportation is currently providing both TD and Medicaid NET services to the citizens of Pasco County.

Pursuant to Chapter 287, Florida Statutes, Pasco County Board of County Commissioners, as a governmental entity, is able and willing to continue to provide transportation services. Pasco County Public Transportation has submitted the attached documents highlighting its ability to provide transportation.

The Pasco County Metropolitan Planning Organization (MPO), a division of the Pasco County BOCC, submitted its recommendation letter on October 13, 2011 and executed Resolution Number 12-24 recommending the Pasco County Board of County Commissioners to remain the CTC for Pasco County. In addition, the Local Coordinating Board (LCB) approved this recommendation at its December 1, 2011, meeting.

At its January 24, 2012, Commission meeting, the Pasco County Board of County Commissioners executed a letter stating its desire to remain the CTC for Pasco County. In addition, the Commission approved a resolution authorizing Pasco County to enter into a Memorandum of Agreement (as the CTC) with the Commission for the Transportation Disadvantaged for the period April 1, 2012 through June 30, 2016.

**ATTACHMENTS:**

- Letter from Pasco County MPO dated October 13, 2012
- Pasco County MPO Resolution #12-24
- Pasco County's Qualifications to be the CTC
- Pasco County's letter dated January 24, 2012

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Pasco County MPO's recommendation and designate Pasco County Board of County Commission as the CTC for Pasco County, for the period beginning April 1, 2012 to June 30, 2016.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**



PASCO COUNTY  
METROPOLITAN PLANNING ORGANIZATION

7530 Little Road • New Port Richey • Florida 34654  
Telephone: (727) 847-8140 Fax: (727) 847-8084

*"Bringing Opportunities Home"*

October 13, 2011

Ms. Sheri Powers, Project Administration Manager  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

Dear Ms. Powers:

The Pasco County Board of County Commissioners (BCC) has served as the Community Transportation Coordinator (CTC) since October 1990. During this time, the BCC assigned the responsibility of administering and managing transportation disadvantaged services to Pasco County Public Transportation (PCPT). Over this period, they have provided transportation to Pasco County citizens in an effective and cost efficient manner.

As you are aware, the Memorandum of Agreement between the Commission for the Transportation Disadvantaged and the BCC expires on December 31, 2011.

The Pasco County Metropolitan Planning Organization, at their October 13, 2011 meeting, recommended that the Pasco County BCC continue to serve as the CTC, conveyed through the attached resolution (Resolution No. 12-24). PCPT will remain responsible for the delivery of these services.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Rober", is written over a horizontal line.

Richard Rober  
MPO Chairman

RR/.....

Enclosure

*"Pasco County—Florida's premier county for balanced economic growth, environmental sustainability, and first-class services."*

**A RESOLUTION BY THE PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION RECOMMENDING THAT THE PASCO COUNTY BOARD OF COUNTY COMMISSIONERS CONTINUE TO SERVE AS THE COMMUNITY TRANSPORTATION COORDINATOR.**

WHEREAS, the Pasco County Board of County Commissioners (BCC) is the designated body responsible for overseeing and coordinating transportation efforts in the County for the transportation disadvantaged; and

WHEREAS, the BCC, the current Community Transportation Coordinator (CTC), accomplishes this effort through the guidance of the Pasco County Transportation Disadvantaged Local Coordinating Board (TDLCB); and

WHEREAS, the BCC has a Memorandum of Agreement (MOA) with the State Commission for the Transportation Disadvantaged (CTD) to serve as the CTC; and

WHEREAS, that MOA will expire on December 31, 2011; and

WHEREAS, Section 407.015, Florida Statutes, and Chapter 41-2.010(6), Florida Administrative Code (FAC), require that the Metropolitan Planning Organization (MPO) recommend a CTC to the State CTD; and

WHEREAS, the MPO has continually recommended retaining the BCC as the current CTC, which has demonstrated a continued commitment to improvement; and

WHEREAS, in accordance with Chapter 41-2.010(2), FAC, the MPO finds that it is in the best interest of the transportation disadvantaged to select the BCC as the CTC without competitive acquisition.

NOW, THEREFORE, BE IT RESOLVED that the MPO Board recommends to the State CTD that the BCC continue to serve as the CTC for Pasco County.

DONE AND RESOLVED this 13<sup>th</sup> day of October, 2011.



*Paula S. O'Neil*  
Paula S. O'Neil, Ph.D., Clerk and Comptroller

PASCO COUNTY METROPOLITAN  
PLANNING ORGANIZATION

*Richard Roher*  
RICHARD ROBER, CHAIRMAN

APPROVED AS TO LEGAL FORM AND SUFFICIENCY  
Office of the Pasco County Attorney

*Paul Polif*  
ATTORNEY

**PASCO COUNTY PUBLIC TRANSPORTATION'S QUALIFICATIONS TO BE THE  
COMMUNITY TRANSPORTATION COORDINATOR FOR PASCO COUNTY**

**(a) Provide the scope and nature of the transportation disadvantaged services and coordination required in the service area.**

Pasco County Public Transportation (PCPT) on behalf of the Pasco County Board of County Commissioners has been the Community Transportation Coordinator (CTC) since October 1990. PCPT and its contract operators provide trips for the Transportation Disadvantaged (TD) population; including persons that are disabled, unemployed, homeless, low-income, and individuals at-risk. PCPT is currently coordinating the TD services with all participating local for-profit and not-for-profit transportation providers operating in Pasco County.

PCPT's scope of service is to provide and assist the TD population with the provision of transportation services to required, referred, or related medical services, education and training activities, employment, grocery shopping and nutritional activities, and other life-sustaining services. PCPT currently works with agencies such as the Pasco-Pinellas Area Agency on Aging; the Community Aging & Retirement Services, Inc.; Vocational Rehabilitation; Pasco County Juvenile Justice; Goodwill Industries; Salvation Army Domestic Violence; BayCare Behavioral Health, Inc.; the Lighthouse for the Visually Impaired and Blind; and area hospitals, nursing homes and homeless shelters to provide transportation services to the transportation disadvantaged.

PCPT works with the Pasco County Local Coordinating Board (LCB) to determine local transportation service needs and to provide information, advice, and direction on the coordination of services to be provided in Pasco County. PCPT also works closely with the District Seven Florida Department of Transportation.

**(b) Identify the fiscal resources, and accounting system techniques to be used in the audit trail for these services.**

Pasco County uses the County's Financial Accounting System for Business and Education (FASBE) software to ensure an audit trail is provided for coordinated TD services. In addition, hard copy and electronic records are maintained for at least five (5) years as stipulated by State Statute.

The Division of Financial Services of the Clerk & Comptroller's Office is responsible for preparing financial reports and maintaining accounting records for Pasco County.

**(c) Identify the agency's organizational structure and key personnel, its financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant in accordance with Section 216.349, F.S.**

PCPT is the largest provider of public transportation in Pasco County and has served the transportation disadvantaged citizens of Pasco since 1972. As a Division under the Community Services Department, PCPT is a multi-funded agency providing both general public and specialized services throughout the 745 square miles of land in Pasco County.

PCPT operates the fixed route system in Pasco. It also operates the paratransit system with the aid of contracted operators for after hour and overflow service. PCPT procures its vehicles through federal grants, which includes 16 paratransit, 35 transit and 8 admin/relief vehicles. The Transportation Manager has been with PCPT since 1988 and has over 40 years of transportation experience. In addition, other members that make up the senior staff have 13-34 years of experience in the transportation industry.

The latest financial audit by a certified public accountant, KPMG, was presented September 30, 2010 (attached).

**(d) Demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.**

In October 1990, PCPT was designated the Community Transportation Coordinator (CTC) by the Pasco County Metropolitan Planning Organization (MPO). Since October 1993, PCPT has contracted with several private-for-profit companies to augment transportation service. Trips provided by these companies are funded through the TD Trust Fund, Medicaid, Community Development Block Grant and Older Americans Act, Title III-B.

In 1996, a limited fixed-schedule circulator transit system was initiated. By 2000, PCPT expanded and realigned its routes to operate five days per week. Saturday service was implemented in 2007. Its current nine routes operate from approximately 5:00 a.m. to 8:30 p.m. In early 2012, PCPT plans to implement a cross-county route with connections to Hillsborough and Pinellas Counties.

Following is a list of transportation services PCPT offers to the TD population:

- PCPT offers door-to-door advance reservation service to registered participants
- PCPT has a fixed-route transit service in West Pasco and East Pasco with the intention of adding a cross-county route in early 2012.
- PCPT contracts out, yet retains oversight of the Medicaid Non-Emergency Transportation (NET) program in Pasco.
- PCPT offers a Reduced-Fare Photo Identification card to all qualified participants, which is reciprocated in Hillsborough and Pinellas Counties.

- PCPT provides Americans with Disabilities (ADA) complementary paratransit services for those qualified individuals residing within ¾ mile of the fixed-route service.

**(e) Identify specific means by which the agency plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, Chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.**

PCPT complies with ADA rules and guidelines as a transit entity and as an entity that receives funding from federal, state and local resources for operations and capital grant programs and projects. The ADA requires that transit systems be accessible and user-friendly to all customers with disabilities.

PCPT transit vehicles are 100% accessible. Some of the smaller paratransit vehicles (station wagons) are used for ambulatory individuals, but all of the buses are accessible. Paratransit vehicles provide transportation throughout all of Pasco County.

PCPT has mandatory training for all personnel who work with and serve the disabled community. There are formal procedures on how to communicate and assist those with disabilities. PCPT complementary paratransit service is provided using six primary criteria, which includes service area; response time; fares; trip purpose restrictions; hours and days of service; and capacity constraints.

Staff ensures that all accessibility features are maintained and operational. This includes ramps, lifts, securement devices, signage, and systems to facilitate communication. Documented training and proficiency are required for drivers in the safe operation of accessibility equipment, as well as proper treatment of persons with disabilities.

Brochures are available on the process and procedures of those who utilize the ADA Paratransit services. This information is also available on the PCPT web site. PCPT also offers travel training upon request.

PCPT and Pasco County operate under the HIPAA rule whereby all medical and sensitive information is protected.

All contract operators and coordination contractors are bound by contract or agreement with Pasco County to comply with ADA guidelines and rules. Annual on-site inspections are part of the monitoring process to ensure all entities are in compliance.

As a provider of public transportation whose employees have extensive daily contact with the public, PCPT recognizes its responsibility to the community it serves and is committed to a policy of nondiscrimination. PCPT works to ensure nondiscriminatory transportation in support of our mission to provide effective and efficient management and delivery of public, specialized, and coordinated transportation services in Pasco County.

- (f) Provide plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.**

PCPT's Transportation Disadvantaged Service Plan (TDSP) is annually updated and reflects a tactical plan of development, service and quality assurance. It delineates the coordination between PCPT and its contract operators and coordination contractors. It also lists the locally developed service standards that are consistent with the needs and resources of the community.

PCPT successfully operates, coordinates or has a contract with the following programs:

- TD Program - PCPT provides demand response transportation to the TD population through TD/CDBG/III-B funding.
  - Medicaid Program - PCPT provides demand response transportation to the TD population for medically qualified appointments through Medicaid NET funding. The management and provision of trips for this program is contracted out. PCPT retains oversight of the program.
  - PCPT operates the fixed-route transit service in Pasco County with connections to Pinellas and Hillsborough Counties.
  - PCPT coordinates group field trips for TD school-aged children with the Pasco County School Board.
  - PCPT coordinates a sponsored-bus pass program for many of the TD population that live within ¾ miles of the fixed bus route.
  - PCPT currently has operator contracts with six private-for-profit companies that provide transportation services to the TD population
  - PCPT currently has coordination operator contracts with six not-for-profit agencies that provide transportation services to the TD population
- (g) Provide plans to comply with safety requirements as specified in Section 341.061, Florida Statutes.**

PCPT provides safe, reliable, and responsive transportation service to the citizens and visitors of Pasco County. PCPT strives to operate as safely as possible. All personnel are charged with the responsibility of ensuring the safety of employees, property, passengers, and those who come in contact with the system.

PCPT has devised, implemented, and administers a comprehensive and coordinated System Safety Program Plan (SSPP) with specific procedures and activities to prevent, control, and resolve unsafe conditions that may occur as a result of service operations. This authority includes the right to suspend an operation which may be determined potentially hazardous or unsafe. It is the duty of each PCPT employee to cooperate with management and provide them with requested information to help in any investigation or inspection they may undertake.

The SSPP describes the functions and responsibilities necessary to achieve and maintain the highest degree of safety possible. It provides a means of improving communication, documentation, and coordination within the entire system and can reduce actual and potential incidents of injuries, property damage, and delays in service. The SSPP applies to all areas of the transportation system, including design, procurement, administration, operations and maintenance.

The overall goal of PCPT is to provide nonemergency transportation services in a safe, effective and efficient manner. The objectives for attaining the safest operating conditions are as follows:

- Identify unsafe conditions.
- Develop methods to control or eliminate hazards.
- Determine the simplest, most effective means in controlling hazards.
- Estimate the cost to eliminate or control the hazard.
- Estimate losses as a result of the hazard.
- Determine or estimate the cost savings or benefits as a result of eliminating or controlling the hazard.

**(h) Provide plans to comply with any state, federal, or local laws relating to drug testing.**

PCPT has a formal Substance Abuse Policy in accordance with the U.S. Department of Transportation (USDOT) and Federal Transit Administration (FTA) Regulations. Federal regulations require that PCPT's policy be adopted by the Pasco County Board of County Commissioners (BCC) as official policy.

PCPT is dedicated to providing safe, dependable, and economical transportation services to its patrons. PCPT employees are a valuable resource and it is also our goal to provide a safe, healthy and satisfying working environment for our employees. In meeting these goals, it is our policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;

- Encourage employees to seek professional assistance when substance abuse adversely affects their ability to perform their assigned duties.

**(i) Provide a sample Memorandum of Agreement.**

The MOA and subsequent extension between the Pasco County BCC and the CTD are attached.

**(j) Provide a statement advising proposers of any local resources that exist or are planned that should be recognized.**

All potential local transportation providers who express interest in servicing the TD population are informed of the Request for Proposal (RFP) process that Pasco County and PCPT sends out every five years for contract operators to provide after hour and overflow service. If their proposal is accepted, they are contracted with the BCC for provision of services. Their vehicles are inspected and drivers are properly trained.



# PASCO COUNTY, FLORIDA

*"Bringing Opportunities Home"*

- 37918 Meridian Avenue - Dade City, Florida 33525  
(352) 521-4111 - FAX (352) 521-4105
- 8731 Citizens Drive- New Port Richey, Florida 34654  
(727) 847-8100 - FAX (727) 847-8969

Ann Hildebrand, Chairman  
Ted Schrader, Vice-Chairman  
Jack Mariano  
Pat Mulieri, Ed.D.  
Henry Wilson, Jr.

January 24, 2012

Mr. Steven Holmes, Executive Director  
Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450

RE: Letter of Desire to Remain the Community Transportation Coordinator

Dear Mr. Holmes:

The Pasco County Board of County Commissioners has served as the Community Transportation Coordinator (CTC) since October 1990. During this time, the Board assigned the responsibility of administering and managing transportation disadvantaged services to Pasco County Public Transportation (PCPT). Over this period, PCPT has provided transportation services to Pasco County citizens in an effective and cost efficient manner.

Based on this information, the Board recommends to the Florida Commission for the Transportation Disadvantaged that it continue as the CTC for Pasco County. PCPT will remain responsible for the delivery of the services.

Sincerely,

Ann Hildebrand, Chairman

BCC\MHC\tiw

Board of County Commissioners  
John J. Gallagher, County Administrator  
Daniel R. Johnson, Assistant County Administrator (Public Services)  
Adelaida D. Reyes, Community Services Director  
Michael H. Carroll, Transportation Manager

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

IX. CTC DESIGNATION – Taylor County

**BACKGROUND INFORMATION:** Chapter 427, Florida Statutes, tasks the Designated Official Planning Agency (DOPA) with recommending to the Commission a single Community Transportation Coordinator (CTC). The Taylor County Board of County Commissioners is the DOPA for Taylor County. Big Bend Transit, Inc., (BBT) is currently the appointed CTC for Taylor County providing both TD and Medicaid transportation services.

Pursuant to Chapter 287, Florida Statutes, the Taylor County Board of County Commissioners followed all procedures for selection as outlined in the Competitive procurement Guidebook prepared by the Florida Commission for the Transportation Disadvantaged. The Taylor County Board of County Commissioners advertised for Letters of Interests and Qualifications for the Taylor County Community Transportation Coordinator in both a local newspaper and the Florida Administrative Weekly. BBT was the only organization to respond.

The Taylor County Board of County Commissioners approved and adopted a Resolution on December 13, 2011, recommending BBT be re-appointed as the Community Transportation Coordinator for Taylor County for the period February 29, 2012 through June 30, 2016.

**ATTACHMENTS:**

- BBT's Letter of Interest and Qualifications for Taylor CTC
- Taylor County Board of County Commissioners' Resolution dated December 13, 2012
- TD and Medicaid Ombudsman Calls

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Approve the Taylor County Board of County Commissioners' recommendation and designate BBT as the Community Transportation Coordinator for Taylor County for the period beginning February 29, 2012 to June 30, 2016.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

LETTER OF INTEREST AND QUALIFICATIONS  
FOR  
TAYLOR COUNTY COMMUNITY TRANSPORTATION COORDINATOR

submitted by:

Big Bend Transit, Inc.  
Post Office Box 1721  
Tallahassee, Florida 32302

November 9, 2011

i:tayloi

# Big Bend Transit, Inc.

November 9, 2011

P.O. Box 1721  
Tallahassee, Florida 32302  
850/574-6266

Taylor County Board of Commissioners  
ATTENTION: Annie Mae Murphy, Clerk of Court  
P.O. Box 620 / 108 N. Jefferson Street # 102  
Perry, Florida 32348

Re: Letter of Interest and Qualifications for Taylor County Community  
Transportation Coordinator

Dear Ms. Murphy:

Big Bend Transit, Inc. is pleased to present this expression of interest and statement of qualification for the Community Transportation Coordinator (CTC) for Taylor County.

This letter of interest and qualifications proposes Big Bend Transit as the CTC and as a significant service provider, and as subcontracting transportation services to the extent necessary to fulfill the needs of funding agencies and the service standards of the Taylor County Transportation Disadvantaged Coordinating Board. We believe this approach to the continued provision of specialized paratransit services in Taylor County to be in the best interest of all involved. This opinion is based on the following:

- \* Big Bend Transit, as a CTC and an Operator, has been actively involved in the specialized paratransit industry for over thirty years.
- \* Big Bend Transit, as a CTC and an Operator, has demonstrated its ability to provide safe, efficient and quality transportation service to user agencies and transportation disadvantaged persons in Taylor County for over twenty years.
- \* Big Bend Transit, as a CTC and an Operator, has contributed significantly to the advancements and improvements to specialized community transportation services in Taylor County that have occurred over the past several years.
- \* Big Bend Transit, as a CTC and an Operator, has in place in and/or for Taylor County a committed staff of local personnel, knowledgeable of the area and its needs, and experienced in the management and operation of specialized paratransit services.

Big Bend Transit, Inc. is well qualified to continue as the CTC for Taylor County as demonstrated by the following:

- \* Big Bend Transit has been involved in the design, implementation, management, and operation of coordinated, specialized paratransit systems in North Florida since 1980. We currently manage four systems.

- \* Big Bend Transit has consistently complied with regulations of the State of Florida Commission for the Transportation Disadvantaged regarding services to the transportation disadvantaged; including, the development of Memorandum of Agreements and Service Plans, Purchase of Service Contracts, System Safety Program Plans, Security Program Plans, Coordination Agreements, and completion of Annual Operating Reports.
- \* Big Bend Transit employs state-of-the-art paratransit industry computer software, to accomplish or assist the reservation, eligibility determination, routing, scheduling, accounting, reporting and maintenance functions.
- \* Big Bend Transit has proposed a management/operations team for the Taylor County program that possesses and demonstrates experience and expertise in all areas of specialized paratransit services; including, coordination, contracting, communication, procurement, monitoring, insurance, maintenance, etc.

As further evidence of our qualifications for the Community Transportation Coordinator position for Taylor County, we have attached the following statements of qualifications:

- \* Statement of Qualification 1: Knowledge Of Chapter 427, Experience Contracting With Transportation Operators, Experience Contracting With Purchasing Agencies
- \* Statement of Qualification 2: Experience Applying For Grant Funding
- \* Statement of Qualification 3: A Description Of Scheduling and Routing Computer Software Used to Coordinate Transportation
- \* Statement of Qualification 4: A List Of Available Vehicles And Ability To Acquire Vehicles
- \* Statement of Qualification 5: Current Financial Condition
- \* Statement of Qualification 6: Organizational Description

Big Bend Transit, Inc. is committed to advancing the provision of specialized paratransit services in Taylor County. We view the formal selection of, and contracted term for, the CTC as enabling us to apply the financial and management resources required to expand and improve on the already solid foundation of the Taylor County Coordinated Transportation System.

We would appreciate the opportunity to continue in the advancement of mobility for the transportation disadvantaged in Taylor County.

Sincerely,

BIG BEND TRANSIT, INC.



Ted Waters  
General Manager

Statement of Qualification 1: Knowledge Of Chapter 427, Experience Contracting With Transportation Operators, Experience Contracting With Purchasing Agencies

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Big Bend Transit, Inc. (BBT) was chartered as a corporation not for profit under the Laws of the State of Florida in March 1978. The corporation was organized primarily to "coordinate, consolidate, plan for and/or provide paratransit services for the elderly, handicapped, and other transportation disadvantaged groups in Gadsden, . . . , Madison, Taylor, Wakulla, Jefferson and Leon Counties". The business affairs of the corporation are managed by a Board of Directors. BBT employs 65 persons, involved in the management and operation of paratransit programs for the transportation disadvantaged. These staff are located in Tallahassee, Perry, Quincy, Monticello and Madison, Florida.

BBT has been coordinating multi-agency and general public transportation needs since 1980, accomplishing the provision of transportation services for multi-agency users and riders for varying purposes. BBT has been formally selected for the coordination and operation of paratransit services by local governments and endorsed by the Florida Commission for the Transportation Disadvantaged (CTD) (formerly the Florida Transportation Disadvantaged Commission, formerly the Florida Coordinating Council for the Transportation Disadvantaged).

BBT has planned, implemented, and continues to manage and operate five paratransit programs in North Florida:

**Taylor County Transportation Disadvantaged Program** - BBT has operated paratransit services for the TD in Taylor County since 1983.

In 1990, BBT was first recommended for designation as the CTC by the Taylor County Transportation Disadvantaged Coordinating Board to the North Central Florida Regional Planning Council, and approved by the CTD. BBT continues as the CTC today.

The program involves the coordination of transportation for multiple service agencies as well as the general public, and the provision of transportation by BBT and other qualified carriers. In addition to demand response paratransit services, the program includes a fixed route, fixed schedule "in-town" shuttle service and commuter vanpool services. Currently the program experiences approximately 210 trips each day with funding from 20 local and State agencies and the general public.

**Madison County Transportation Disadvantaged Program** - BBT has operated paratransit services for the transportation disadvantaged in Madison County since 1983.

In 1990, BBT was first recommended for designation as the CTC by the Madison County Transportation Disadvantaged Coordinating Board to the North Central Florida Regional Planning Council, and approved by the CTD. BBT continues as the CTC today.

Statement of Qualification 1: Knowledge Of Chapter 427, Experience Contracting With Transportation Operators, Experience Contracting With Purchasing Agencies (continued)

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The program involves the coordination of transportation for multiple service agencies as well as the general public, and the provision of transportation by BBT and other qualified carriers. In addition to demand response paratransit services, the program includes a coordination agreement with the Senior Citizens Council of Madison County.

Currently the program experiences approximately 190 trips each day with funding from 17 local and State agencies and the general public.

Gadsden County Transportation Disadvantaged Program - BBT has operated paratransit services for the transportation disadvantaged in Gadsden County since 1981.

In 1990, BBT was first recommended for designation as the CTC by the Gadsden County Local Coordinating Board to the Apalachee Regional Planning Council, and approved by the CTD. BBT continues as the CTC today.

The program involves the coordination of transportation for multiple service agencies as well as the general public, and the provision of transportation by BBT and other qualified carriers. In addition to demand response paratransit service, the program includes a deviated fixed route/schedule "Express" inter-county service, a fixed route/schedule "In-Town" shuttle service and commuter vanpool services. Currently the program experiences approximately 260 trips each day with funding from 25 local and State agencies and the general public.

Jefferson County Transportation Disadvantaged Program - BBT has operated paratransit services for the transportation disadvantaged (TD) in Jefferson County since 1983.

In 1990, BBT was first recommended for designation as the CTC by the Jefferson County Local Coordinating Board to the Apalachee Regional Planning Council, and approved by the CTD. BBT continues as the CTC today.

The program involves the coordination of transportation for multiple service agencies as well as the general public, and the provision of transportation by BBT and other qualified carriers. In addition to demand response paratransit services, the program includes a coordination agreement with the Jefferson Senior Citizens Center. Currently the program experiences approximately 60 trips each day with funding from 15 local and State agencies and the general public.

Leon County - BBT has operated paratransit services for the transportation disadvantaged in Leon County since 1985. In 1991, BBT was selected to be the CTC by the Tallahassee-Leon County Transportation Disadvantaged Coordinating Board, and approved by the

Statement of Qualification 1: Knowledge Of Chapter 427, Experience Contracting With Transportation Operators, Experience Contracting With Purchasing Agencies (continued)

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Tallahassee-Leon County Metropolitan Planning Organization, and the CTD.

BBT continues to manage and operate efficient and effective paratransit services for the Tallahassee-Leon County Coordinated Transportation System and for private transportation disadvantaged persons and organizations. Currently the program experiences approximately 165 trips each day.

Big Bend Transit, Inc., arranges for all services to be provided in accordance with Chapter 427, Florida statutes, and Rule 41-2, FAC, and as may required by the CTD and purchasing agencies.

Further, in the management of the delivery of transportation disadvantaged services by carriers and in the provision of transportation disadvantaged services as an operator, BBT requires and complies with:

- \* Civil Rights requirements by complying with Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, the Age Discrimination Act of 1975, as amended, and the American with Disabilities Act of 1990, as amended,
- \* Safety requirements by complying with Section 341.060, F.S. and Rule 14-90, FAC, Chapter 234.051, F.S., and with local, state and federal laws, and CTD policies relating to drug and alcohol testing.

In the four coordinated transportation systems managed by BBT, our coordination activities and procedures, and operational efficiencies, have permitted the transportation disadvantaged services to expand availability, hours, days and capacity, and responsiveness.

In the five paratransit systems managed and/or operated by BBT, transportation services are provided to multiple funding agencies - each with particular requirements in client needs, reporting requirements, service parameters, client subsidy participation, etc. BBT's invoicing, accounting, and reporting procedures are proven to meet agency requirements, and stand the scrutiny of federal, state and independent audits. BBT's use of CTS Software, Inc. (CTS) as its operations and information management system provides excellent accountability of, and reporting capability for, agency/program expenses and revenues, statistical data and performance measures. BBT is currently managing twenty-four public and private agency contracts, transporting forty-three agency programs and two coordination agreements.

Statement of Qualification 2: Experience Applying For Grant Funding

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BBT has a long running and successful record of applying for, receiving, and managing FTA Section 5311 Operating and Capital Assistance grants, FTA Section 5310 Capital Assistance grants, FTA Section 5316 Job Access and Reverse Commute Program grants, FTA Section 5317 New Freedom Program grants, CTD Transportation Disadvantaged Trust Fund Trip/Equipment grants, CTD Rural Capital Assistance grants, FDOT Service Development Project grants, FDOT Rideshare Project grants, FDOT Commuter Assistance grants, and other local, state and federal grants. A two (2) year history of grant awards would include:

FY 09/10 -

Section 5311 Operating Assistance Grant for Taylor County, FDOT District 2, Federal funds, \$85,534;  
Section 5311 Operating Assistance Grant for Madison County, FDOT District 2, Federal funds, \$75,479;  
Section 5311 Operating Assistance Grant for Gadsden and Jefferson Counties, FDOT District 3, Federal funds, \$228,579;  
Section 5310 Capital Assistance Grant for Madison County, FDOT District 2, Federal funds, \$53,323, State funds, \$6,665;  
Section 5310 Capital Assistance Grant for Taylor County, FDOT District 2, Federal funds, \$53,323, State funds, \$6,665;  
Section 5310 Capital Assistance Grant for Gadsden, Jefferson and Leon Counties, FDOT District 3, Federal funds, \$178,086, State funds, \$22,261;  
Section 5316 Job Access and Reverse Commute Grant for Taylor County, FDOT District 2, Federal funds, \$40,270;  
Section 5317 New Freedom Grant for Taylor County, FDOT District 2, Federal funds, \$14,100;  
Section 5317 New Freedom Grant for Madison County, FDOT District 2, Federal funds, \$17,565;  
Transportation Disadvantaged Trust Fund Grant for Gadsden, Jefferson, Madison and Taylor Counties, CTD, State funds, \$742,001;  
Rideshare Grant for Madison and Taylor Counties, FDOT District 2, State funds, \$25,000;  
Miscellaneous Commuter Assistance Grants for Gadsden, Leon and Taylor Counties, FDOT Districts 2 and 3, State and private funds; and  
Miscellaneous Service Development Grants for Fixed Route/Schedule Services in Gadsden, Jefferson, Madison and Taylor Counties, FDOT Districts 2 and 3, State and local funds.

FY 10/11 -

Section 5311 Operating Assistance Grant for Taylor County, FDOT District 2, Federal funds, \$85,320;  
Section 5311 Operating Assistance Grant for Madison County, FDOT District 2, Federal funds, \$75,291;  
Section 5311 Operating Assistance Grant for Gadsden and Jefferson Counties, FDOT District 3, Federal funds, \$246,832;  
Section 5310 Capital Assistance Grant for Madison County, FDOT District 2, Federal funds, \$60,000, State funds, \$7,500;

Statement of Qualification 2: Experience Applying For Grant Funding  
(continued)

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Section 5310 Capital Assistance Grant for Gadsden, Jefferson and Leon Counties, FDOT District 3, Federal funds, \$69,534, State funds, \$8,692;  
Transportation Disadvantaged Trust Fund Grant for Gadsden, Jefferson, Madison and Taylor Counties, CTD, State funds, \$740,595;  
Rideshare Grant for Madison and Taylor Counties, FDOT District 2, State funds, \$25,100; and  
Miscellaneous Commuter Assistance Grant for Gadsden, Leon and Taylor Counties, FDOT Districts 2 and 3, State funds.

Statement of Qualification 3: A Description Of Scheduling and Routing  
Computer Software Used to Coordinate Transportation

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BBT utilizes CTS Software, Inc. (CTS) as its operations (including routing and scheduling) and management information system. The following narrative describes the CTS procedures used from the time a call requesting a trip is received by the CTC through mailing an invoice to the purchasing agency:

1. Customer or Agency representing a Client calls the CTC reservationist to request a trip. Trip request may be advanced day reservation (up to 30 days in advance) and, to a restricted extent, received on the same day. Subscription, standing order/repeat, trips need only be entered once, but are available for cancellation or alteration on any particular day.
2. CTC reservationist enters information pertinent to passenger registration into the system at this time, or in the case of a registered passenger, retrieves the passenger in the system by name or identification number. The reservationist questions the passenger for specific trip information, including day, time(s), origin, destination, one-way/roundtrip, and special instructions/conditions surrounding the trip. Upon completion of the reservation (entry into the system), the reservationist tells the passenger the time of earliest pick-up and the fare to be paid (if applicable), and gives the passenger a confirmation number which includes the date of the reservation and the time the reservation was taken. Passenger eligibility for the trip requested, including Medicaid eligibility and qualification, is accomplished at the time the trip is reserved.
3. Trips for the following day are scheduled to the appropriate driver/vehicle or assigned to the appropriate carrier.
4. Driver manifests and carrier assignments are generated by the system and distributed. Service is provided, to the extent possible, in accordance with the information on the manifest, with the driver/carrier entering actual pickup time and odometer reading, actual arrival time and odometer reading, and trip status code (completed, no-show, canceled, etc.) for each trip.
5. Completed driver manifests/carrier schedules are returned to the CTC, and vehicle and trip data is reconciled for accuracy and completeness.
6. Actual driver, vehicle and trip information is entered into the system. Each trip is brought up onto the computer screen and the trip is validated on things such as which passenger rode, cancelled, no-showed, or was not ready, pickup time, arrival time, and odometer readings. A second screen is used to capture vital trip information such as driver, vehicle beginning and ending odometer reading of the trip, driver times, and other information.
7. The validated system trip database is then use to generate the required agency invoices and reports, and carrier summaries.
8. Invoices and reports are forwarded to the appropriate agency or carrier.

Statement of Qualification 4: A List Of Available Vehicles And Ability To Acquire Vehicles

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BBT proposes to make available a fleet of 11 vehicles (not including vehicles available for exchange for scheduled and corrective maintenance) to the Taylor County Coordinated Transportation System, operating 9 in revenue service, in some combination of the below listed vehicles:

- \* (1) 2004 Ford/Champion Small Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 8 ambulatory passengers and 2 wheelchair passengers
- \* (2) 2005 Ford/Champion Small Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 8 ambulatory passengers and 2 wheelchair passengers
- \* (1) 2006 Ford/Champion Small Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 8 ambulatory passengers and 2 wheelchair passengers
- \* (1) 2007 Chevrolet/Champion Small Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 8 ambulatory passengers and 2 wheelchair passengers
- \* (1) 2008 Chevrolet/Champion Small Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 8 ambulatory passengers and 2 wheelchair passengers
- \* (1) 2009 Ford Van, capacity for 11 ambulatory passengers
- \* (1) 2009 Chevrolet/Champion Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 12 ambulatory passengers and 2 wheelchair passengers
- \* (1) 2009 Chevrolet/Champion Small Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 8 ambulatory passengers and 2 wheelchair passengers
- \* (2) 2010 Chevrolet/Champion Cutaway, raised roof, transit door, wheelchair lift equipped, wheelchair securements, capacity for 12 ambulatory passengers and 2 wheelchair passengers

All vehicles proposed have been purchased through the FDOT's Florida Vehicle Procurement Program, and meet the rigid specifications thereof. All vehicles proposed meet the requirements of ADA. All vehicles proposed have operable heating and air-conditioning, are two-way radio equipped, and are otherwise equipped in accordance with the System Safety Program Plan.

BBT, as the CTC, would additionally bring to the Taylor County Coordinated Transportation System the resources of one Transportation Operator:

- \* Capital Transit, Inc. (4 stretcher transport vehicles)

Statement of Qualification 5: Current Financial Condition

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In reference to fiscal solvency and net worth, the following demonstrates that BBT experiences continual positive growth, exceeding a net worth of \$9,200,000.

	Financial Assets -----	Capital Assets -----	Total Assets -----
FY 05/06	5,171,061	1,893,737	7,004,798
FY 06/07	5,339,226	1,783,541	7,122,767
FY 07/08	4,840,257	2,031,512	6,871,769
FY 08/09	5,735,816	2,144,388	7,880,204
FY 09/10	6,705,668	2,583,160	9,288,828

BBT currently manages public and private sector contracts in excess of \$4,500,000.

BBT has the financial ability to insure full performance of the Taylor County Coordinated Transportation System, including the ability to acquire additional vehicles that are required for the provision of transportation disadvantaged services.

hn N. Shannahan, III, Certified Public Accountant, completed an independent audit of Big Bend Transit, Inc., for the fiscal year ending September 30, 2010, dated December 22, 2010.

## Statement of Qualification 6: Organizational Description

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BBT is a respected human service transportation, non-profit organization that has qualitatively and cost-effectively designed, implemented, managed and operated specialized paratransit systems. BBT has over 31 years of experience in coordinating, managing and operating services for the transportation disadvantaged.

BBT is a private, not for profit corporation, incorporated in March 1978 with the primary mission of "coordinating, consolidating, planning for and/or providing efficient and effective paratransit services for the elderly, handicapped, and other transportation disadvantaged persons (and groups), and to further, by study, research, evaluation, publication, education, advocacy, and consultation, the public knowledge of paratransit needs, patterns and opportunities for elderly, handicapped, and other transportation disadvantaged persons (and groups)".

The business affairs of BBT are conducted by a Board of Directors that serves voluntarily, without compensation. The operations of the corporation are directed by the General Manager. BBT employs operations, maintenance, fiscal and administrative personnel to accomplish the objectives of the corporate mission. BBT contracts with qualified local service providers to expand the resources available to accomplish the transportation and transportation-related service requirements of the transportation disadvantaged.

BBT's experience in designing, implementing, managing and operating transportation disadvantaged programs is a significant factor in our understanding of the complexities of the transportation disadvantaged operations in Taylor County. The proposed staff understands and daily experiences the responsibility of providing paratransit services from notification by telephone for services through the reconciling of transportation records for the production of invoices and reports at the end of each month. Further, BBT staff has extensive experience with, and a thorough understanding of, the federal, state and local regulations that govern the provision of transportation and other transportation disadvantaged-related services in Taylor County and the State of Florida.

It is our opinion that the coordinated transportation system that is currently operating in Taylor County has progressed rapidly over the past 22 years in terms of quality, efficiency, and utilization, and provides a solid foundation upon which to continue to build. BBT's proposed staff and service delivery approach will utilize current transportation technology and compliance with federal, state and local regulations to enhance and broaden services to the area's transportation disadvantaged.

BBT proposes the following organizational structure and management for successfully managing and operating coordinated transportation disadvantaged services in Taylor County.

Ted Waters, will function as Contract Manager, and be responsible for the on-going supervision of the program. As BBT General Manager, he is very familiar with the Taylor County area, and has been directly

Statement of Qualification 6: Organizational Description (continued)

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involved with the current system since inception. He has extensive involvement in the transit and paratransit industry, establishing systems in Georgia and Florida. He will be responsible for the overall management and the quality assurance oversight of the program, and for coordination with, and reporting to, the Local Coordinating Board and the Taylor County Board of County Commissioners. His duties will include staff supervision, internal and fiscal control management, risk management, community and consumer liaison, contracting, grants, and resource fund development.

Willie Anne Dickey, is currently, and is proposed as, the BBT On-site Manager/Transportation Manager for the Taylor County program. As such, she will continue to be responsible for the day-to-day operational aspects of the coordinated system; including staff supervision, operations control, safety management, training, complaint investigation and resolution, services monitoring, client eligibility determination, trip reservation and assignment, record keeping and reporting, and other functions to ensure a smooth, efficient operation. Ms. Dickey has been involved in the provision of paratransit services for 30 years.

Tom Hudson, BBT's Maintenance Manager and Safety Director, will handle all fleet operations and maintenance, training on the use of equipment for specialized transportation service, and conduct monitoring to ensure compliance with the System Safety Program Plan (SSPP) by BBT and contract carriers. He has over 32 years in the performance and supervision of maintenance services for transportation and specialized transportation operations, including 23 years with BBT.

Sandra Mazza, Administrative Services Manager, handles all fiscal matters, including compensation statements, cost/revenue summaries, monthly financial reports, carrier payments, agency invoicing, audits, etc. She maintains the CTD's recognized chart of accounts defined in the "Transportation Accounting Consortium Model Uniform Accounting System for Rural and Specialized Transportation Providers". As Administrative Services Manager, she supervises the handling of all personnel matters, and serves as BBT's Substance Abuse Program Manager.

Support services will be provided by other BBT personnel as required. Personnel and responsibilities include:  
Eunice Lindsey, Reservations Coordinator (1 year experience)  
Barbara Bruton, Dispatch/Reservations (25 years experience)  
Robert Adams, Scheduling/Dispatch (2 years experience)  
Transit Operators (Drivers) (average experience, 13 years)



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

**ANNIE MAE MURPHY, Clerk**  
Post Office Box 620  
Perry, Florida 32348  
(850) 838-3506 Phone  
(850) 838-3549 Fax

**JACK R. BROWN, County Administrator**  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 Fax

**CONRAD C. BISHOP, JR., County Attorney**  
Post Office Box 167  
Perry, Florida 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

Upon motion of Commissioner Page with second by Commissioner Wiggins and a vote of 5-0 the Board of Taylor County Board of County Commissioners, adopt the following resolution:

### RESOLUTION

**A RESOLUTION** OF THE TAYLOR COUNTY BOARD OF COMMISSIONERS, HEREINAFTER BOARD. HEREBY APPROVES THE SELECTION OF BIG BEND TRANSIT, INC. AS THE COMMUNITY TRANSPORTATION COORDINATOR FOR TAYLOR COUNTY WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

**WHEREAS**, THIS BOARD IS THE DESIGNATED OFFICIAL PLANNING AGENCY AND HAS THE AUTHORITY TO RECOMMEND THE SELECTION OF THE COMMUNITY TRANSPORTATION COORDINATOR FOR APPROVAL BY THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED. THE BOARD HAS FOLLOWED ALL PROCEDURES FOR SELECTION AS OUTLINED IN THE COMPETITIVE PROCUREMENT GUIDEBOOK PREPARED BY THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

### THEREFORE BE IT RESOLVED:

1. THE BOARD RECOMMENDS THE DESIGNATION OF BIG BEND TRANSIT, INC. AS THE COMMUNITY TRANSPORTATION COORDINATOR.
2. THE BOARD AUTHORIZES PATRICIA PATTERSON TO FILE AND EXECUTE ANY CONTRACTS OR DOCUMENTS ASSOCIATED WITH THE SELECTION OF THE COMMUNITY TRANSPORTATION COORDINATOR ON BEHALF OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED.

**DONE AND ORDERED** IN REGULAR SESSION AT PERRY, FLORIDA THIS 13<sup>th</sup> DAY OF December 2011, A.D.

Board of County Commissioners  
Taylor County, Florida



Annie Mae Murphy  
Annie Mae Murphy, Clerk

By: [Signature]  
Patricia Patterson, Chairwoman

# TD Ombudsman Calls

Oct-11

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Alachua	2	0	0	0	2	0	2
Baker	0	0	0	0	0	0	0
Bay	2	0	0	0	2	0	2
Bradford	0	0	0	0	0	0	0
Brevard	5	0	0	0	5	0	5
Broward	6	0	0	0	6	0	6
Calhoun	0	0	0	0	0	0	0
Charlotte	3	1	0	0	4	0	4
Citrus	0	0	0	0	0	0	0
Clay	2	0	0	0	2	0	2
Collier	0	0	0	0	0	0	0
Columbia	2	0	0	0	2	0	2
DeSoto	0	0	0	0	0	0	0
Dixie	0	0	0	0	0	0	0
Duval	4	0	0	0	4	0	4
Escambia	3	0	0	0	3	0	3
Flagler	0	0	0	0	0	0	0
Franklin	0	0	0	0	0	0	0
Gadsden	0	0	0	0	0	0	0
Gilchrist	2	0	0	0	2	0	2
Glades	0	0	0	0	0	0	0
Gulf	0	0	0	0	0	0	0
Hamilton	2	0	0	0	2	0	2
Hardee	0	0	0	0	0	0	0
Hendry	1	0	0	0	1	0	1
Hernando	3	0	0	1	4	0	4
Highlands	0	0	0	0	0	0	0
Hillsborough	5	1	0	1	7	0	7
Holmes	0	0	0	0	0	0	0
Indian River	0	0	0	0	0	0	0
Jackson	2	0	0	0	2	0	2
Jefferson	0	0	0	0	0	0	0
Lafayette	0	0	0	0	0	0	0
Lake	3	0	0	1	4	0	4
Lee	5	0	0	0	5	0	5
Leon	0	0	0	0	0	0	0
Levy	0	0	0	0	0	0	0
Liberty	0	0	0	0	0	0	0

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Madison	0	0	0	0	0	0	0
Manatee	0	0	0	0	0	0	0
Marion	2	0	0	0	2	0	2
Martin	4	0	0	0	4	0	4
Miami-Dade	6	0	0	0	6	0	6
Monroe	0	0	0	0	0	0	0
Nassau	0	0	0	0	0	0	0
Okaloosa	0	0	0	0	0	0	0
Okeechobee	0	0	0	0	0	0	0
Orange	6	0	0	0	6	0	6
Osceola	0	0	0	0	0	0	0
Palm Beach	5	0	0	0	5	0	5
Pasco	3	0	0	0	3	0	3
Pinellas	5	0	0	0	5	0	5
Polk	5	0	0	0	5	0	5
Putnam	1	0	0	0	1	0	1
St. Johns	0	0	0	0	0	0	0
St. Lucie	5	0	0	0	5	0	5
Santa Rosa	0	0	0	0	0	0	0
Sarasota	5	0	0	0	5	0	5
Seminole	2	0	0	0	2	0	2
Sumter	0	0	0	0	0	0	0
Suwannee	1	0	0	0	1	0	1
Taylor	2	0	0	0	2	0	2
Union	0	0	0	0	0	0	0
Volusia	4	0	0	0	4	0	4
Wakulla	0	0	0	0	0	0	0
Walton	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0
<b>Totals</b>	<b>108</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>113</b>	<b>0</b>	<b>113</b>

# Medicaid Ombudsman Calls

Aug-11

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Alachua	3	0	0	0	3	0	3
Baker	0	0	0	0	0	0	0
Bay	0	0	0	0	0	0	0
Bradford	0	0	0	0	0	0	0
Brevard	5	0	0	0	5	0	5
Broward	7	1	0	0	8	0	8
Calhoun	0	0	0	0	0	0	0
Charlotte	0	0	0	0	0	0	0
Citrus	0	0	0	0	0	0	0
Clay	1	0	0	0	1	0	1
Collier	2	0	0	0	2	0	2
Columbia	3	1	0	0	4	0	4
DeSoto	1	1	0	0	2	0	2
Dixie	0	0	0	0	0	0	0
Duval	4	0	0	0	4	0	4
Escambia	3	0	0	0	3	0	3
Flagler	0	0	0	0	0	0	0
Franklin	0	0	0	0	0	0	0
Gadsden	0	0	0	0	0	0	0
Gilchrist	2	1	0	0	3	0	3
Glades	0	0	0	0	0	0	0
Gulf	0	0	0	0	0	0	0
Hamilton	0	0	0	0	0	0	0
Hardee	1	0	0	0	1	0	1
Hendry	0	0	0	0	0	0	0
Hernando	2	2	0	0	4	0	4
Highlands	4	1	0	0	5	0	5
Hillsborough	7	3	0	0	10	0	10
Holmes	0	0	0	0	0	0	0
Indian River	0	0	0	0	0	0	0
Jackson	1	0	0	0	1	0	1
Jefferson	0	0	0	0	0	0	0
Lafayette	0	0	0	0	0	0	0
Lake	5	0	0	0	5	0	5
Lee	5	2	0	0	7	0	7
Leon	2	0	0	0	2	0	2
Levy	0	0	0	0	0	0	0
Liberty	0	0	0	0	0	0	0

County	Service Availability	Quality of Service	Funding	Other	Total Closed	Total Open	Total
Madison	0	0	0	0	0	0	0
Manatee	2	0	0	0	2	0	2
Marion	4	1	0	0	5	0	5
Martin	5	1	0	0	6	0	6
Miami-Dade	5	1	0	0	6	0	6
Monroe	0	0	0	0	0	0	0
Nassau	0	0	0	0	0	0	0
Okaloosa	0	0	0	0	0	0	0
Okeechobee	0	0	0	0	0	0	0
Orange	5	1	0	0	6	0	6
Osceola	0	0	0	0	0	0	0
Palm Beach	4	1	0	0	5	0	5
Pasco	1	0	0	0	1	0	1
Pinellas	5	4	0	0	8	1	9
Polk	3	1	0	0	4	0	4
Putnam	0	0	0	0	0	0	0
St. Johns	0	0	0	0	0	0	0
St. Lucie	4	0	0	0	4	0	4
Santa Rosa	0	0	0	0	0	0	0
Sarasota	6	0	0	0	6	0	6
Seminole	0	0	0	0	0	0	0
Sumter	0	0	0	0	0	0	0
Suwannee	2	0	0	0	2	0	2
Taylor	0	0	0	0	0	0	0
Union	0	0	0	0	0	0	0
Volusia	3	0	0	0	3	0	3
Wakulla	0	0	0	0	0	0	0
Walton	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0
<b>Totals</b>	<b>107</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>128</b>	<b>1</b>	<b>129</b>

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**  
X. Sunshine Law

**BACKGROUND INFORMATION:** Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

Tom Barnhart will provide the Commission with an overview of the Sunshine Law and Open Government.

**ATTACHMENTS:**

- 2011 Sunshine Law Overview
- 2011 Open Government Update

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

# 2011 Open Government Update

Patricia R. Gleason

## SUNSHINE LAW

### A. Scope of the Sunshine Law

- Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.
- There are three basic requirements
  - 1) Meetings of public boards or commissions must be open to the public;
  - 2) Reasonable notice of such meetings must be given; and
  - 3) Minutes of the meetings must be taken, promptly recorded and open to public inspection.
- Advisory boards created pursuant to law or ordinance or otherwise established by public agencies are subject to the Sunshine Law, even though their recommendations are not binding upon the agencies that create them.
- Generally, the Sunshine Law does not apply to private organizations providing services to a state or local government, unless the private entity has been created by a public entity, there has been a delegation of the public entity's governmental functions, or the private organization plays an integral part in the decision-making process of the public entity.
- Neither Legislature nor the courts are subject to the Sunshine Law. There is a constitutional provision that provides access to legislative meetings but it is not as strict as the Sunshine Law. However, if legislators are appointed to serve on a board subject to the Sunshine Law, the legislator members are subject to the same Sunshine Law requirements as the other board members.
- Meeting of staff are not ordinarily subject to the Sunshine Law. However, when a staff member ceases to function in a staff capacity and is appointed to a committee which is delegated authority normally within the public board or commission, the staff member loses his or her identity as staff while working on the committee and the Sunshine Law is applicable to the committee. It is the nature of the act performed, not the makeup of the committee or the proximity of the act to the final decision, which determines whether a committee composed of staff is subject to the Sunshine Law.
- Only the Legislature can create an exemption to the Sunshine Law (by a 2/3 vote) and allow a board to close a meeting.

- Board members may not use e-mail or the telephone to conduct a private discussion about board business. Board members may send a “one-way” communication to each other as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting. Accordingly, any “one-way” communications (for example one board member wants to forward an article to the board members for information) should be distributed by the board office so that they can be preserved as public records and ensure that any response to the communication is made only at a public meeting.
- While a board member is not prohibited from discussing board business with staff or a nonboard member, these individuals cannot be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.

#### B. Board meetings

- Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.
- While boards may adopt reasonable rules and policies to ensure orderly conduct of meetings, the Sunshine Law does not allow boards to ban nondisruptive videotaping, tape recording, or photography at public meetings.
- Board meetings should be held in buildings that are open to the public. This means that meetings should not be held in private homes.
- The phrase “open to the public” means open to all who choose to attend. Boards are not authorized to exclude some members of the public (i.e. employees or vendors) from public meetings.

#### C. Penalties

- Any member of a board or commission or of any state agency or authority of a county, municipal corporation, or political subdivision who *knowingly* violates the Sunshine Law is guilty of a misdemeanor of the second degree. An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to \$500.
- The Sunshine Law provides that no resolution, rule, regulation or formal action shall be considered binding except as taken or made at an open meeting.
- Recognizing that the Sunshine Law should be construed so as to frustrate all evasive devices, the courts have held that action taken in violation of the law was

void *ab initio*.

- Where, however, a public board or commission does not merely perfunctorily ratify or ceremoniously accept at a later open meeting those decisions which were made at an earlier secret meeting but rather takes "independent final action in the sunshine," the board's decision may stand.

## **PUBLIC RECORDS**

### **A. Scope of Public Records Law**

- Section 119.011(12), Florida Statutes, defines "public records" to include:
  - all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- The Florida Supreme Court has interpreted this definition to encompass all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge.
- All such materials, regardless of whether they are in final form, are open for public inspection unless the Legislature has exempted them from disclosure.
- There is no "unfinished business" exception to the public inspection and copying requirements of the Public Records Act. If the purpose of a document prepared in connection with the official business of a public agency is to perpetuate, communicate, or formalize knowledge, then it is a public record regardless of whether it is in final form or the ultimate product of an agency.
- Although a right of access exists under the Constitution to all three branches of government, the Public Records Act, as a legislative enactment, does not apply to the Legislature or the judiciary.
- A "public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency" is also subject to the requirements of the Public Records Act.
- E-mail messages made or received by public officers or employees in connection with official business are public records and subject to disclosure in the absence of a statutory exemption from public inspection.

### **B. Providing public records**

- The Public Records Act requires no showing of purpose or "special interest" as a condition of access to public records.
- The custodian is not authorized to deny a request to inspect and/or copy public

records because of a lack of specifics in the request.

- A custodian of public records and his or her designee must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith.
- The Public Records Act does not contain a specific time limit (such as 24 hours or 10 days) for compliance with public records requests. The Florida Supreme Court has stated that the only delay in producing records permitted under Chapter 119, Florida Statutes, is the reasonable time allowed the custodian to retrieve the record and delete those portions of the record the custodian asserts are exempt.
- An agency is not authorized to establish an arbitrary time period during which records may or may not be inspected.
- Nothing in Chapter 119, Florida Statutes, requires that a requesting party make a demand for public records in person or in writing.
- A custodian is not required to give out *information* from the records of his or her office. The Public Records Act does not require a town to produce an employee, such as the financial officer, to answer questions regarding the financial records of the town.
- The fact that a particular record is also maintained by another agency does not relieve the custodian of the obligation to permit inspection and copying in the absence of an applicable statutory exemption.
- An agency may not refuse to allow public records made or received in the normal course of business to be inspected or copied if requested to do so by the maker or sender of the document.
- A custodian of a public record who contends that a record or part of a record is exempt from inspection must state the basis for the exemption, including the statutory citation to the exemption. Additionally, upon request, the custodian must state in writing and with particularity the reasons for the conclusion that the record is exempt from inspection.
- There is a difference between records the Legislature has determined to be exempt from the Public Records Act and those which the Legislature has determined to be exempt from the Act and confidential. If information is made confidential in the statutes, the information is not subject to inspection by the public and may be released only to those persons and entities designated in the statute. On the other hand, if the records are not made confidential but are simply exempt from the mandatory disclosure requirements in section 119.07(1)(a), Florida Statutes, the agency is not prohibited from disclosing the documents in all circumstances.
- The general rule is that records which would otherwise be public under state law are unavailable for public inspection only when there is an absolute conflict

between federal and state law relating to confidentiality of records. If a federal statute requires particular records to be closed and the state is clearly subject to the provisions of such statute, then pursuant to the Supremacy Clause of the United States Constitution, Article VI, section 2, United States Constitution, the state must keep the records confidential.

### C. Fees

- Providing access to public records is a statutory duty imposed by the Legislature upon all record custodians and should not be considered a profit-making or revenue-generating operation. Thus, public information must be open for inspection without charge unless otherwise expressly provided by law.
- Section 119.07(4)(d), Florida Statutes, authorizes the imposition of a special service charge to inspect or copy public records when the nature or volume of public records to be inspected is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance, or both. The charge must be reasonable and based on the labor or computer costs actually incurred by the agency.
- If no fee is prescribed elsewhere in the statutes, section 119.07(4)(a)1., Florida Statutes, authorizes the custodian to charge a fee of up to 15 cents per one-sided copy for copies that are 14 inches by 8 ½ inches or less. An agency may charge no more than an additional 5 cents for each two-sided duplicated copy.
- The courts have upheld an agency's requirement of a reasonable deposit or advance payment of the applicable statutory fees in cases where a large number of records have been requested. In such cases, the fee should be communicated to the requestor before the work is undertaken.

### D. Penalties

- A person who has been denied the right to inspect and/or copy public records under the Public Records Act may bring a civil action against the agency to enforce the terms of Ch. 119.
- In addition to judicial remedies, section 119.10(1)(b), Florida Statutes, provides that a public officer who knowingly violates the provisions of section 119.07(1), Florida Statutes, is subject to suspension and removal or impeachment and is guilty of a misdemeanor of the first degree, punishable by possible criminal penalties of one year in prison, or \$1,000 fine, or both.

## **Practical Tips for Agencies**

Here are some examples of things that should be avoided when processing Ch. 119 requests:

1. A reporter makes a request for copies of several letters and is told, "It is 3 o'clock and we close at 5, and all requests must go through the general counsel."

2. We cannot process your request unless you put it in writing.
3. We cannot process your request until you fill out this form.
4. We cannot process your request unless you first show us your driver's license.
5. Why do you want these records?
6. You can look at the records, but we are not going to make copies.
7. You have asked for the email you requested to be placed on a disc, but we are not going to do that; you can only get a written transcript.
8. You cannot have these records because the document you have requested is a draft and has not yet been approved by management.
9. You cannot have these records because you filed a lawsuit against this agency, and you must use the discovery process to obtain any records from this agency.
10. You cannot have these records because the employee who drafted them has stored them in his locked office, and he won't be back for 6 months.

### **III. Additional Resources**

1. Office of Attorney General Pam Bondi [www.myfloridalegal.com](http://www.myfloridalegal.com)
2. First Amendment Foundation [www.floridafaf.org](http://www.floridafaf.org)
3. Office of Governor Rick Scott Open Government Office [www.flgov.com](http://www.flgov.com)

September 2011

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Material\2010\2010 Open Government Update.doc



# **2011 SUNSHINE LAW OVERVIEW**

**Patricia R. Gleason  
Special Counsel for Open Government  
Attorney General Pam Bondi**

# SCOPE OF THE SUNSHINE LAW

- ✘ Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

# SCOPE OF THE SUNSHINE LAW

There are three basic requirements :

- 1) Meetings of public boards or commissions must be open to the public
- 2) Reasonable notice of such meetings must be given
- 3) Minutes of the meetings must be taken, promptly recorded and open to public inspection

# SCOPE OF THE SUNSHINE LAW

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- ✘ Advisory boards created pursuant to law or ordinance or otherwise established by public agencies are subject to the Sunshine Law, even though their recommendations are not binding upon the agencies that create them.

# SCOPE OF THE SUNSHINE LAW

- ✘ Neither Legislature nor the courts are subject to the Sunshine Law. There is a constitutional provision that provides access to legislative meetings but it is not as strict as the Sunshine Law. However, if legislators are appointed to serve on a board subject to the Sunshine Law, the legislator members are subject to the same Sunshine Law requirements as the other board members.

# SCOPE OF THE SUNSHINE LAW

- ✘ Meeting of staff are not ordinarily subject to the Sunshine Law. However, when a staff member ceases to function in a staff capacity and is appointed to a committee which is delegated authority normally within the public board or commission, the staff member loses his or her identity as staff while working on the committee and the Sunshine Law is applicable to the committee. It is the nature of the act performed, not the makeup of the committee or the proximity of the act to the final decision, which determines whether a committee composed of staff is subject to the Sunshine Law.

# SCOPE OF THE SUNSHINE LAW

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- ✘ Only the Legislature can create an exemption to the Sunshine Law (by a 2/3 vote) and allow a board to close a meeting. *Exemptions are narrowly construed.*

# SCOPE OF THE SUNSHINE LAW

- ✘ Board members may not use e-mail or the telephone to conduct a private discussion about board business. Board members may send a “one-way” communication to each other as long as the communication is kept as a public record and there is no response to the communication except at an open public meeting. Accordingly, any “one-way” communications (for example one board member wants to forward an article to the board members for information) should be distributed by the board office so that they can be preserved as public records and ensure that any response to the communication is made only at a public meeting.

# SCOPE OF THE SUNSHINE LAW

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- ✘ While a board member is not prohibited from discussing board business with staff or a nonboard member, these individuals cannot be used as a liaison to communicate information between board members.
  - ✘ For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.

# BOARD MEETINGS

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- ✘ Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act.

# BOARD MEETINGS

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- ✘ While boards may adopt reasonable rules and policies to ensure orderly conduct of meetings, the Sunshine Law does not allow boards to ban non-disruptive videotaping, tape recording, or photography at public meetings.

# BOARD MEETINGS

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- ✘ Board meetings should be held in buildings that are open to the public. This means that meetings should not be held in private homes.

# BOARD MEETINGS

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- ✘ The phrase “open to the public” means open to all who choose to attend. Boards are not authorized to exclude some members of the public (i.e. employees or vendors) from public meetings.

# PENALTIES

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- ✘ Any member of a board or commission or of any state agency or authority of a county, municipal corporation, or political subdivision who *knowingly* violates the Sunshine Law is guilty of a misdemeanor of the second degree. An unintentional violation may be prosecuted as a noncriminal infraction resulting in a civil penalty up to \$500.

# PENALTIES

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- ✘ The Sunshine Law provides that no resolution, rule, regulation or formal action shall be considered binding except as taken or made at an open meeting.

# PENALTIES

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- ✘ Recognizing that the Sunshine Law should be construed so as to frustrate all evasive devices, the courts have held that action taken in violation of the law was void *ab initio*.

# PENALTIES

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- ✘ Where, however, a public board or commission does not merely perfunctorily ratify or ceremoniously accept at a later open meeting those decisions which were made at an earlier secret meeting but rather takes "independent final action in the sunshine," the board's decision may stand.

# ADDITIONAL RESOURCES

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1. Office of Attorney General Pam Bondi website:  
<http://www.myfloridalegal.com>
2. Office of Governor Rick Scott website:  
<http://www.flgov.com>
3. Florida First Amendment Foundation website:  
<http://www.floridafaf.org>

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

XI. Medicaid Reform Overview

**BACKGROUND INFORMATION:**

Beth Kidder, Bureau Chief for Medicaid Services, will provide the Commission with an overview of Medicaid Reform.

**ATTACHMENTS:**

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

XII. Managed Care Overview

**BACKGROUND INFORMATION:**

Michael Garner, President and CEO of Florida Association of Health Plans, Inc., will provide the Commission with an overview of Managed Care. He will be addressing the following points:

- o How Managed Care sees the role of non-emergency transportation services
- o Why we believe that it is important to be included in the Medicaid reform bill from 2011
- o How the Managed Care industry envisions how we will work together under the new model

**ATTACHMENTS:**

None

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

XIII. Overview of Star Metro Transportation Services

**BACKGROUND INFORMATION:**

Ron Garrison, Executive Director of Star Metro, will provide the Commission with an overview of their Transportation Services.

**ATTACHMENTS:**

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

XIV. Single Agency Audit Updates

**BACKGROUND INFORMATION:**

David Copa, Commission Assistant Director, Finance & Administration will provide the Commission with a brief overview and update of Single Agency Audit process to date. In addition, he will provide the Commission with an update on the single agency audit required to be performed on the Commission, per the contract with the Agency for Health Care Administration.

**ATTACHMENTS:**

- Single Agency Audit Powerpoint Presentation
- January 9, 2012 Email from Helen Titoff, DOT Office of Inspector General

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

# Overview: Single Audit Background

- Requirements-Any agency that receives total state assistance equal to or in excess of \$500,000 per year.
- Purpose – establish uniform requirements and ensure accountability for projects utilizing states funds.

# Specifics: TD's Responsibility

- Identify- Which contracts require audits/exemption?
- Inform - Contact agency to ensure audits/exceptions are received in timely manner.
- Reconcile- Verify that agency has expended at a minimum the amount that was disbursed.
- Organize- Properly file electronic and hard copies of audits, along with in-house work papers.

# Background: TD's Single Audit History

- Past inventory- FDOT OIG Audit dated 1/13/2010 indentified 578 non-compliant audits outstanding.
- Current inventory - As of 12/31/11 there are no outstanding non-compliant audits.

**From:** Titoff, Helen  
**Sent:** Monday, January 09, 2012 4:21 PM  
**To:** Copa, David  
**Cc:** Maleszewski, Joseph; Gilboy, Joseph; Clift, Robert  
**Subject:** CTD - Checklists completed

David –

For your Transportation Disadvantaged Executive Committee meeting where you want to report on the status of outstanding checklists in the Single Audit System, I am happy to inform you that the Commission for Transportation Disadvantaged currently has **no outstanding checklists in the Single Audit System**.

Congratulations!

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*Helen Titoff*

Single Audit Coordinator, Intermodal Audit

Office of Inspector General

Florida Department of Transportation

☎ Ph: 850- 410-5827

✉ Email: [helen.titoff@dot.state.fl.us](mailto:helen.titoff@dot.state.fl.us)

🌐 <http://www.dot.state.fl.us/inspectorgeneral>

*How can we serve you better? Send your feedback to my supervisor, Joe Gilboy at [joseph.gilboy@dot.state.fl.us](mailto:joseph.gilboy@dot.state.fl.us)*

Do your part – report **FRAUD, WASTE and ABUSE**. . . 1-800-255-8099.

NOTICE: Florida has a broad public records law. Most written communications to or from state officials are public records that will be disclosed upon request.

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

XV. Legislative Update

**BACKGROUND INFORMATION:**

Executive Director Steve Holmes will provide an update on legislation that is being monitored.

**ATTACHMENTS:**

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**

**State of Florida**  
**Commission for the Transportation Disadvantaged**  
**Commission Business Meeting**

**MEETING DATE:** February 3, 2012

**AGENDA ITEM:**

XVI. Executive Director's Report

**BACKGROUND INFORMATION:**

Executive Director Steve Holmes will provide an update of staff activities.

**ATTACHMENTS:**

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information only.



Steve Holmes

Executive Director

Date: February 3, 2012

**ACTION TAKEN AT MEETING:**