

# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

## Commission Business Meeting

Florida Commission for the



Transportation  
Disadvantaged

### Agenda

March 13, 2014

Dept. of Transportation Auditorium

605 Suwannee Street

Tallahassee, Florida 32399

3:30 pm

*David Darm, Chairman*  
*Mike Willingham, Vice-Chairman*  
*Dane Grey, Commissioner*  
*Marion Hart, Commissioner*  
*Mike Horan, Commissioner*  
*Charlotte Temple, Commissioner*  
*Bryan Vaughan, Commissioner*

Conference Call Number: 888-670-3525

Conference Code: 1383090556

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/Public	Commissioners/Advisors/Others
V	Commissioner/Advisor Reports	Commissioners/Advisors
VI	Public Comments (Comments limited to the current agenda items)	Public
VII	Medicaid – Managed Medical Assistance Implementation	Steve Holmes
<b>Action Items</b>		
VIII	Approval of Minutes <ul style="list-style-type: none"><li>December 10, 2013</li><li>December 31, 2013</li></ul>	Chairman Darm
<b>Informational Items</b>		
IX	Executive Director's Report <ul style="list-style-type: none"><li>Legislative Budget Request</li></ul>	Steve Holmes
X	Commissioner/Advisor Comments	Commissioners/Advisors

- |     |                 |               |
|-----|-----------------|---------------|
| XI  | Public Comments | Public        |
| XII | Adjournment     | Chairman Darm |

Next Meeting: May 14 – Clearwater Beach

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:** March 13, 2014

**AGENDA ITEM:**

VII. Medicaid – Managed Medical Assistance Implementation

Steve Holmes will provide an update on transitioning Non Emergency Medicaid Transportation Services in the Managed Medical Assistance Program.

**ATTACHMENTS:**

- Transitioning Non Emergency Medicaid Transportation Services in the Managed Medical Assistance Program information sheet

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Information only.



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

Executive Director

Date: March 13, 2014

**ACTION TAKEN AT MEETING:**

## Transitioning Non Emergency Medicaid Transportation Services in the Managed Medical Assistance Program

In 2011, the Florida Legislature established the Managed Medical Assistance (MMA) program as part of the Statewide Medicaid Managed Care program in Part IV of Chapter 409, Florida Statutes. In part, the MMA program requires Managed Care Organizations to provide covered services, which includes Non Emergency Medicaid Transportation (NEMT), to Medicaid recipients enrolled in managed care plans. However, Managed Care Organizations do not provide services to all Medicaid recipients. The Commission for the Transportation Disadvantaged (CTD), through its Subcontracted Transportation Providers (STPs), will provide NEMT services to Medicaid recipients who are excluded from participating in managed care, authorized to voluntarily opt out of managed care, or have not yet enrolled in managed care.

On May 1, 2014 the Agency for Health Care Administration (AHCA) will begin phasing-in the implementation of the MMA program. See Table 1 below for the Implementation Schedule.

<b>Implementation Schedule</b>		
<b>Enrollment Date</b>	<b>Regions</b>	<b>Counties</b>
May 1	2	Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla, Washington
May 1	3	Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Hernando, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, Union
May 1	4	Baker, Clay, Duval, Flagler, Nassau, St. Johns, Volusia
June 1	5	Pasco, Pinellas
June 1	6	Hardee, Highlands, Hillsborough, Manatee, Polk
June 1	8	Charlotte, Collier, DeSoto, Glades, Hendry, Lee, Sarasota
July 1	10	Broward
July 1	11	Miami-Dade, Monroe
August 1	1	Escambia, Okaloosa, Santa Rosa, Walton
August 1	7	Brevard, Orange, Osceola, Seminole
August 1	9	Indian River, Martin, Okeechobee, Palm Beach, St. Lucie

Table 1

### **Contract Amendments**

On May 1, 2014, the CTD will begin implementing the MMA program. Before implementation, the CTD will amend the contracts of the STPs providing NEMT services in the counties making the transition on May 1. The CTD will continue to roll-out amended STP contracts before the various implementation dates until the transition is complete on August 1.

The AHCA will issue a new contract to the CTD effective September 1, 2014. This contract should contain changes to the terms and conditions, reporting requirements, performance measures, etc. Once the CTD receives the new contract, the CTD will write new contracts with

each STP incorporating information from the new contract with AHCA, as well as information contained in the amendment. The CTD will know more of these changes as we work with AHCA throughout the Spring and Summer of 2014.

Contract amendments will contain two major changes from the current fixed price (fixed fee) Agreement. First, the populations of Medicaid Beneficiaries are fewer and the numbers of potential Medicaid recipients needing NEMT services are significantly less. Under the amended contracts the STPs will provide NEMT services to transportation-eligible Medicaid recipients who are excluded from participating in, authorized to voluntarily opt out of, or have not yet enrolled in managed care. The eligibility categories with their respective Medicaid population are –

Excluded: PPEC – Children receiving services in a prescribed pediatric extended care center.

Excluded: Non PPEC

- Women who are eligible only for family planning services.
- Women who are eligible only for breast and cervical cancer services.

Voluntary:

- Medicaid recipients who have other creditable health care coverage, excluding Medicare.
- Medicaid recipients enrolled in the home and community based services waiver pursuant to chapter 393 needing transportation to a non-waiver Medicaid compensable service, and Medicaid recipients waiting for waiver services. (Persons with Developmental Disabilities)

Mandatory: Medicaid eligible persons not enrolled in a plan.

Gate keeping requirements from the current contract will remain the same. Using CTDFL, the STP will be responsible for determining if a Medicaid recipient is eligible for NEMT services through the CTD contract before providing a trip. The CTD is working with AHCA to determine what specific information will be available from CTDFL. If the information from CTDFL shows the person is not eligible for NEMT services through the CTD, then the STP shall refer the person to Choice Counseling. The number for Choice Counseling will be available in CTDFL.

The second major change in the amendment will be the method of payment. The amendment will change the current fixed price (fixed fee) Agreement to a capitated model that pays STPs based on per-member, per-month (PMPM) rates for each eligibility category. The eligibility categories will be Excluded (PPEC), Excluded (Non PPEC), Voluntary and Mandatory. The AHCA will annually adjust the rates based on historical utilization and spending data, projected

forward, and adjusted to reflect the eligibility category, region, and clinical risk profile of the recipients. So, the annual adjustments of rates will be based on utilization and cost information in the Encounter Data system. Therefore, future rates are dependent upon capturing accurate Encounter data.

The AHCA will provide the CTD PMPM rates for each eligibility category by AHCA region. The CTD, after assessing a five percent fee from each category to pay for administrative costs, will incorporate the PMPM rates into each STP's contract amendment.

As an example, the PMPM rate for the Excluded (PPEC) category in Region X is \$550.65. The CTD would assess a five percent fee ( $\$550.65 \times .05 = \$27.53$ ). Therefore, the PMPM rate in the Excluded (PPEC) category for the counties in Region X would be \$523.12.

To calculate payments, the CTD must have the total number of Medicaid recipients by county in each of the four eligibility categories. The AHCA will generate these numbers on the fourth Wednesday of each month and will provide them to the CTD. Upon receipt, the CTD will determine the amount of the payment to the STPs for the upcoming month. The amount paid to STPs monthly is calculated by using the number of Medicaid recipients in each category multiplied by the PMPM rate, then totaling the funds of all categories. The CTD will provide this revenue information to the STPs by the last business day of the month prior to the provision of services. It's important to note that monthly payment amounts will vary due to the changing numbers of Medicaid recipients in each category. An STP will request payment at the end of the month of service by submitting an invoice and Encounter data to the CTD.

Example Scenario #1: On April 23, 2014, AHCA identifies the number of Medicaid recipients who are residents of County A and who will be eligible for services in each of the four categories during May: Excluded – PPEC, 57 children eligible for services at a PPEC facility; Excluded – Non PPEC, 1,756 women who are eligible only for family planning services or breast and cervical cancer services; Voluntary, 168 persons with disabilities who have chosen not to participate in managed care; and Mandatory, 405 newly eligible Medicaid recipients who have not yet enrolled in a managed care plan. After applying the PMPM rate to the numbers of people in each category, the CTD notifies the STP providing NEMT services to County A by April 30 that it will receive \$41,031.04 for May 2014. After the end of May, the STP will submit an invoice to the CTD for \$41,031.04.

<b>Eligibility Category</b>	<b>PMPM Rate</b>	<b>Number of Medicaid Recipients</b>	<b>Total</b>
Excluded (PPEC)	\$696.50	57	\$39,700.50
Excluded (Non PPEC)	\$.16	1,756	\$280.96
Voluntary	\$4.56	168	\$766.08
Mandatory	\$.70	405	\$283.50
<b>Total</b>			<b>\$41,031.04</b>

Scenario

In Scenario #1, the CTD will pay the STP \$696.50 for each of the 57 children residing in County A and receiving services in a PPEC center. The STP, however, may only provide NEMT services to around 40 of those children. Also, the CTD will pay \$.70 for each Medicaid eligible person who is not yet enrolled in a managed care plan. An STP may provide very few NEMT services to this population. The AHCA estimates that new Medicaid recipients will enroll in a plan within 60 days of their eligibility date. New Medicaid recipients who are sick have an incentive to immediately enroll in a plan so they can receive their health care. Those Medicaid recipients who take 30-60 days to enroll are probably healthier individuals who will need fewer health care services and even fewer NEMT services.

### **Level of NEMT Service**

The STPs will ensure the provision of NEMT services in sufficient amount, duration, and scope reasonably expected to achieve the purpose for which they are furnished and will ensure the provision of Covered Services as defined in the current contract, such as urgent trips.

### **Encounter Data**

The CTD will continue to require STPs submit Encounter Data monthly, which will only include trips provided under contract with the CTD. The AHCA will use this Encounter Data to set future PMPM rates in each of the eleven regions. To ensure the rates reflect the cost of providing services, STPs will need to substantiate the rates they use for NEMT services. The STPs will use the unsubsidized rates developed in their rate models for inclusion in the Encounter data.

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

**MEETING DATE:** March 13, 2014

**AGENDA ITEM:**

VIII. Approval of Minutes

**BACKGROUND INFORMATION:**

The Commission met on December 10, 2013 in Bartow.  
The Commission met on December 31, 2013 by teleconference.

**ATTACHMENTS:**

Minutes of the December 10, 2013 Commission Meeting.  
Minutes of the December 31, 2013 Commission teleconference meeting.

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

Recommend Commission approval of the December 10 and December 31, 2013 minutes.



\_\_\_\_\_  
Steve Holmes  
Executive Director  
Date: March 13, 2014

**ACTION TAKEN AT MEETING:**

# MEETING SUMMARY

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

Polk County Board of County Commission Chambers  
330 West Church Street  
Bartow, Florida 32118

December 10, 2013  
9:00 AM

<b><i>Commissioners Present</i></b>	<b><i>Commissioners Absent</i></b>
Chairman David Darm	Dane Grey
Vice-Chairman Willingham	Bryan Vaughan
Marion Hart	
Mike Horan via phone	
Charlotte Temple	

<b><i>Advisors Present</i></b>	<b><i>Advisors Absent</i></b>
Beth Kidder	Buddy Cloud
Kent Carroll via phone	
Ed Coven via phone	
Diane Harris via phone	
Dennis Latta via phone	

### **Others Present**

Steve Holmes, Karen Somerset, Tom Barnhart, Vicki Scheffer, John Irvine, Sheri Powers, Robert Craig, Elmer Melendez, Victoria Carpenter, Brenda Likely, Dottie Keedy, Sandy Reifel, Karen Deigl, Jennifer Johnson, Thelma Williams, Bob Halpern, Wayne Martin, Mike Mason, Laura Raffane, Jan Malik, Dean Allen, James Sackor, Lisa Sanders, Nina Stampth, Rebecca Leng, Marcia Staszko, Sherry Carver, Shevaun Harris, Shawn Parsons, Kim Cardinali, Trinity Scott, Howard Vanselow, Sara Stroh, Steven Wolfe, Michelle Peronto, Sharon Peeler, Louis Minardi, Gary Dirda, Gwen Johnson, Paul Simmons, Edgar Urantubs, Tracy Faison, Donna Hersom, Jay Goodwill, Bill Hearndon, Diane Slaybaugh, Jane Hammond, Peggy Waters, Debbie Nelson, Kyle Mills, Sheryl Hartzog, Shawn Mitchell, Michael Griffin, Floyd Webb, Teresa Fortner, Gwen Pra, Bucky Nash, Tim Banks, Julia Davis, Nancy Valenzano, Mark Nelson, Jan Parham

### **Call to Order**

Chairman Darm called the meeting to order.

Steve Holmes called the roll. A quorum was present. He noted that Commissioner Grey had an excused absence.

### **Pledge of Allegiance**

Chairman Darm led the Pledge of Allegiance.

Chairman Darm thanked Polk County for hosting the Commission. He also thanked Polk County Transit for providing a tour of their facilities the day before. Chairman Darm stated that directly after the Commission meeting, a workshop would be held to discuss the transition of Medicaid non-emergency medical transportation to Managed Medical Assistance.

Chairman Darm recognized Commissioner Nash from Columbia County.

### **Introduction of Commissioners, Advisors and the Public**

Commissioners and Advisors introduced themselves.

### **Welcome from Polk County**

Chairman Darm introduced Paul Simmons, Manager, Polk County Transit Services, the Community Transportation Coordinator (CTC) for the County. Mr. Simmons welcomed the Commission to Polk County.

- Polk County is over 2,000 square miles and the population is over 602,000.
- Over 60,000 veterans reside in Polk County.
- 17.7% of the county's suburban population lives in poverty.
- 38% of the population is eligible at one time or another for transportation disadvantaged services.
- 553,000 trips were provided last year through the coordinated transportation system.
- A fuel card program was started in 2011 for Medicaid eligible clients. Last fiscal year 751 Medicaid trips were funded by this program at a cost of just over \$7,000. Had the trips been provided by traditional paratransit services, the cost would have been close to \$60,000.
- The CTC partnered with Jane Hammond of ElderPoint Ministries, to develop a volunteer driver network. The CTC assisted Ms. Hammond in securing grants and gave her access to Trapeze Software to schedule and perform trips. ElderPoint Ministries concentrates on the elderly, disabled and veterans.
- The county's mobility call center was opened in June, 2013. It houses the Lakeland Area Mass Transit (Citrus Connection), Winter Haven Area Transit, and Polk County Transit Services. There is one number to call for transportation information.

Chairman Darm asked Mr. Simmons to explain how the fuel card program works.

- The cards are for out of county trips.
- If eligible clients can provide transportation through a family member or friend, the fuel card is provided to pay for the amount of fuel used for the trip.

- There is a specific fuel company that has to be used, but they have plenty of gas stations so it's not inconvenient to the client to locate one.
- Polk County Transit Services has the capability in their office to put the actual dollar amount of the fuel on the card.
- Polk County learned about the fuel card program at one of the Transportation Disadvantaged Best Practices and Training Workshops. Another county was utilizing the program.

Mr. Holmes noted that Senator Bill Nelson, within the last several weeks, had mentioned in congressional testimony the volunteer driver network developed by Jane Hammond.

### **Commissioner/Advisor Reports**

Beth Kidder, Agency for Health Care Administration, gave a brief update on the implementation of the Medicaid Long Term Managed Care Program.

### **Public Comments**

There were none.

### **Approval of Minutes**

Chairman Darm called for the approval of the August 8, 2013 minutes.

**ACTION TAKEN: Commissioner Willingham moved and Commissioner Hart seconded to approve the August 8, 2013 minutes as written. The motion carried unanimously.**

Chairman Darm called for the approval of the October 16, 2013 minutes.

**ACTION TAKEN: Commissioner Temple moved and Commissioner Hart seconded to approve the October 16, 2013 minutes as written. The motion carried unanimously.**

### **Proposed Rule 41-2.018**

Tom Barnhart gave an overview of the Commission's proposed Rule 41-2.018. This rule will implement the requirements of Chapter 2013-227, that created Section 286.0114, Florida Statutes, which took effect October 1, 2013. This statute provides that members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission.

- Five minutes will be allowed for each public comment after an agenda item is introduced at a properly noticed Commission meeting. Agenda item refers to anything that requires a commission vote.
- A Statement of Estimated Regulatory Costs (SERC) checklist has been completed and signed by Mr. Holmes determining there is no economic impact from the rule. The Commissioners will have to approve the SERC checklist.

Commissioner Hart asked Mr. Barnhart to discuss Section 286.0114(7)(a), Florida Statutes. Mr. Barnhart stated that if a person was denied the opportunity to speak or make contact

with the board at a meeting, this Section would afford that person reasonable attorney fees if they had to file an action in court to enforce the right to speak at a public meeting. Mr. Barnhart also stated that if the court found such action was filed in bad faith or was frivolous, that person could be assessed reasonable attorney fees as well.

Chairman Darm asked if there was a motion to approve the SERC checklist which determined that there is no SERC statement required because there is no economic impact from the proposed rule.

**ACTION TAKEN: Commissioner Willingham moved and Commissioner Hart seconded to adopt the SERC checklist for Rule 41-2.018. The motion carried unanimously.**

Chairman Darm asked if there was a motion to approve the proposed language in Rule 41-2.018.

**ACTION TAKEN: Commissioner Hart moved and Commissioner Willingham seconded to approve the proposed language in Rule 41-2.018. The motion carried unanimously.**

Chairman Darm asked if there would be a workshop on the rule. Mr. Barnhart stated that he would put the proposed rule language in the Florida Administrative Register and that would provide people the opportunity to request a workshop. However, he did not think there would be a request.

### **2013 Annual Performance Report Update**

Steve Holmes gave an overview of the Annual Performance Report.

- The CTC is required to provide the numbers for their transportation system by September 15 of each year for the previous fiscal year.
- The Annual Performance Report is submitted to the Governor, President of the Senate and Speaker of the House on January 1 of each year.
- There has been an overall increase in trips in the coordinated transportation system between 2012 and 2013 of almost 2 million.
- The fixed route system has seen an increase of about 1.3 million; deviated fixed route a bit more; and an increase in ambulatory services.
- There has been a small reduction in non-ambulatory stretcher services.
- The Legislature increased the TD funding by \$10 million last year and the trips increased that this funding was provided for.
- Medicaid trips have been reduced over the last few years. The costs to provide these trips have increased and the gatekeeping continues to get tighter and tighter.
- The Agency for Persons with Disabilities has requested \$27 million in their legislative budget request this year for transportation for persons with disabilities. If it passes the Legislature, this will help the CTCs provide better services to those individuals.
- Elder Affairs has seen a reduction in funding so there's a reduction in the number of these trips.

- The Department of Education is primarily for vocational rehabilitation trips. CTD has made a concerted effort to get Voc Rehab more involved in the process and that has worked at the local level.
- Funding at the local level has picked up.
- Passenger no-shows dropped to 213,000 the past year.
- Costs per paratransit trip, driver hours and total miles has increased.

The Commission will meet by teleconference in a few weeks to approve the 2013 Annual Performance Report.

### **Unmet Need Study**

During the 2013 Legislative Session, Senator Gibson requested a study to quantify the true unmet need for transportation services to support individuals who are transportation disadvantaged. Jay Goodwill, Center for Urban Transportation Research (CUTR), University of South Florida, stated the four approaches used for the draft unmet need study and gave a brief overview of each one.

1. Unmet Trip Requests.
2. Travel Demand Estimation Methodology.
3. Unmet and Latent Travel Demand.
4. Incorporation of Unmet Travel Demand into the Trip and Equipment Grant Fund Allocation Formula.

Mr. Holmes stated that the study was in response to concerns about the funding allocation. The CTD contracted with CUTR to come up with a way to look at unmet need and then to answer the legislator's question, would we need to change our funding allocation to add that number. Discussions will take place with the legislators and their staff in the upcoming session. CTD staff will work with CUTR to make sure the report is as accurate as can be.

Commissioner Hart stated that inconsistencies in data reported to the CTD needed to be resolved so a credible document could be presented to the Legislature.

### **Executive Director's Report**

Mr. Holmes briefed the Commissioners on the legislative budget request for Fiscal Year 2014/2015.

- The increase in salaries and benefits is a result of the legislative approved pay increase from last year.
- The increase in expenses and Other Personnel Services (OPS) is a relationship to the grant that was received from the DOT (United We Guide) which will help keep the senior citizens safe and help with mobility management.
- The increase in contracted services is a reflection of the United We Guide grant and also reflects an effort to beef up the CTD quality assurance program which is contracted out to the firm of Thomas, Howell and Ferguson. Also included is the contract with CUTR to do the unmet need study.
- The increase in CTD grants is a reflection of revenue projections. Dollars in reserve are also being moved out to the field.

- The dollar amount for Medicaid grants will change as CTD works with AHCA and their Managed Medical Assistance rollout. The correct dollar amount will be known after this legislative session.

CTD 2014 Calendar.

- March 13                      Transportation Disadvantaged Day at the Capitol
- March 14                      Business Meeting – Tallahassee
- May 14                         Business Meeting – Clearwater Beach
- July 29 & 30                 22<sup>nd</sup> Annual TD Conference – Orlando
- July 31                         Business Meeting – Orlando
- December 11                Business Meeting – Destin

County Updates.

- A new CTC was recently approved for Bay County. The Bay County Board of County Commissioners will begin services on January 1<sup>st</sup>.
- Bluebird Transportation, Inc., is now the Medicaid non-emergency transportation provider in Collier County. They began services about two weeks ago.

**Public Comment**

There were none.

**Commissioner/Advisor Comments**

There were none.

**Adjournment**

Chairman Darm asked if there was a motion to adjourn the meeting.

**ACTION TAKEN: Commissioner Hart moved and Commissioner Temple seconded to adjourn the meeting. The motion carried unanimously.**

**NEXT MEETING:** March 14, in Tallahassee

*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. A 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, Suite 1-A  
Tallahassee, Florida 32399

December 31, 2013  
9:00 AM

<b><i>Commissioners Present</i></b>	<b><i>Commissioners Absent</i></b>
Chairman David Darm	Dane Grey
Vice-Chairman Willingham via phone	Mike Horan
Marion Hart	Bryan Vaughan
Charlotte Temple via phone	

<b><i>Advisors Present</i></b>	<b><i>Advisors Absent</i></b>
Ed Coven	David Hill
Beth Kidder	Buddy Cloud
	Holly Carson
	Kent Carroll

### ***Others Present***

Steve Holmes, Sheri Powers, Robert Craig, Vicki Scheffer

### ***Call to Order***

Chairman Darm called the meeting to order.

Steve Holmes called the roll. A quorum was not present.

It was decided to move through the agenda items until the action item was reached.

### ***Welcome from the Chair***

Chairman Darm welcomed everyone.

### ***Public Comments***

There were none.

Chairman Darm stated the purpose of the meeting was to approve the Annual Performance Report (APR) which is submitted at the end of the calendar year to the Governor, Senate President and Speaker of the House.

At this time, Commissioner Temple stated she was on the phone. Mr. Holmes announced a quorum was present.

**Approval of 2013 Annual Performance Report**

Steve Holmes stated the APR is a compilation of data from the coordinated transportation system. It's not a report of the Commission's work per se. On September 15<sup>th</sup> of each year, each county submits their coordinated transportation system information to the CTD. It's a report of the system. It includes far more revenues than what is just in the trust fund. If Medicaid non-emergency medical transportation (NEMT) trips are provided by a subcontractor who is not part of the coordinated system, those trips are not included in the report.

Mr. Holmes asked if there were any questions at this time.

Commissioner Hart questioned if the report definitions were statutorily. Mr. Holmes confirmed this.

Beth Kidder, with AHCA, asked how many areas were considered not part of the coordinated system and therefore not included in the report. Mr. Holmes stated there were eight counties in the report who have subcontracted Medicaid NEMT providers who are not part of the coordinated transportation system. They are Brevard, Collier, Duval, Miami-Dade, Palm Beach, Sarasota, St. Lucie and Volusia. That's an increase of two counties from last year's report. Ms. Kidder suggested including language stating the Medicaid data from those counties were not included in the report. Mr. Holmes agreed.

Commissioner Hart questioned some of the counties' numbers in the report (e.g., accidents, passenger no-shows, roadcalls). He stated the Commission needed to better understand those numbers because they may reflect something that could be drastic later on.

Mr. Holmes gave a summary of the 2013 APR.

- The coordinated system provided approximately 49.6 million trips (an increase of 1.9 million from 2012) to 658,000 people (a decrease of about 10,000 from 2012) at a cost of \$8.32 (an increase from \$7.70 from 2012). The increase in cost is primarily related to the cost of labor, fringe benefits, material and supplies.
- Trips paid for from the trust fund increased 1.1 million out of the total of 1.9 million trips. That's a direct relationship to the additional funding received from the Legislature to the trust fund.
- Almost 35 million of the trips were on the fixed route system. Ed Coven, FDOT Advisor, stated that fixed route ridership has been up over 10% in the last two years in Florida. Commissioner Hart asked how that compared to the National ridership. Mr. Coven responded Florida was ahead of the curve.
- Mr. Holmes brought attention to "Passenger Trips By Trip Purpose." He stated there was a significant difference in the numbers this year which is primarily a result of how a new team in Miami-Dade County is recording information. CTD staff will visit Miami-Dade County to review how they're doing the recording.

- Revenues were \$394 million within the coordinated system. That's an increase of \$48 million which is a direct relation to Miami-Dade who reported an increase of \$49 million in revenues. Revenues across the coordinated system remained about the same last year. Local government is the largest contributor to the coordinated system. They provided about 60% of all revenues.
- Expenses were \$412 million which is an increase of \$45 million. Labor and fringe benefits increased \$22 million. Materials and supplies increased \$21 million. Materials and supplies include the increased cost of gas prices and the cost of doing business. Certain counties that had a large increase in labor and fringe benefits are being looked at closely to ensure funds are not being used to have generous fringe benefit packages.

Commissioner Hart noted that some counties reflect a decrease or increase in CTD funds and asked if the formula was driving that. Mr. Holmes confirmed that it was, but the actual allocation for last year gave all counties an increase except for one or two whose data in previous years was not real good.

Chairman Darm asked if there were any questions or concerns. There were none.

Chairman Darm asked if there was a motion to approve the Annual Performance Report with the suggested change from AHCA.

**ACTION TAKEN: Commissioner Willingham moved and Commissioner Hart seconded to approve the Annual Performance Report with the suggested change from AHCA. The motion carried unanimously.**

**Commissioner/Advisor Comments**

Chairman Darm thanked everyone for their hard work.

Chairman Darm asked if there was a motion to adjourn the meeting.

**ACTION TAKEN: Commissioner Hart moved and Commissioner Temple seconded to adjourn the meeting. The motion carried unanimously.**

***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. A copying or printing fee may be charged to the requesting party.***

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

**MEETING DATE:** March 13, 2014

**AGENDA ITEM:**

IX Executive Director's Report

Steve Holmes will provide the following report to the Commission.

- Legislative Budget Request for FY 2014-15

**BACKGROUND INFORMATION:**

**ATTACHMENTS:**

- Legislative Budget Request for FY 2014-15

**EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:**

For information purposes only.



\_\_\_\_\_  
Steve Holmes  
Executive Director  
Date: March 13, 2014

**ACTION TAKEN AT MEETING:**

**Budget Authority Per Fiscal Year Comparison**

<b>Appropriation Categories</b>	<b>FY12-13</b>	<b>FY13-14</b>	<b>LBR 14-15</b>
Salaries & Benefits	854,493	864,470	905,865
OPS	26,600	69,600	37,350
Expenses	358,155	383,325	529,225
OCO	10,000	10,000	10,000
Contracted Srvcs.	306,530	584,530	563,050
TD grants	43,404,800	50,887,853	50,898,510
Lease			3,830
Medicaid Grants	<u>65,486,126</u>	<u>61,351,633</u>	<u>12,825,000</u>
<b>Total</b>	<b>110,446,704</b>	<b>114,151,411</b>	<b>65,772,830</b>