



**TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD
(TDLCB)**

Ronald Delevan
Kathleen Geyer
Bonnie Roberts
Harry Hurst
Thomas Buchanan
Catherine Viggiano

James Granse
Barbara Patten
Cindy Barnes
William Parden
Corine Williams

Sandra Bowden-Commissioner, Chairman

AGENDA

The TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) will meet at 10:00 a.m. on THURSDAY, FEBRUARY 23, 2006 in the First Floor Conference Room "A", County Administration Building, 1840 25th Street, Vero Beach.

1. Call to Order
2. Approval of minutes –
- November 17, 2005
Action Required
3. TDLCB Chairman's Report
4. Planning Status Report
5. Election of Vice-Chairman and confirmation of yearly calendar of meetings
6. Designation of the Community Transportation Coordinator (CTC) Evaluation Subcommittee
7. Review of Progress Report and Reimbursement Invoice #4 for the 2004 and 2005 Planning Grant
8. Community Transportation Coordinator Status Report

9. Other New Business
10. Adjournment

If you cannot attend the meeting please call Reta Smith, (772) 226-1440

Note: **The next meeting of the Transportation Disadvantaged Local Coordinating Board will be on May 25, 2006 at 10:00am** in the First Floor Conference Room "A" of the County Administration Building.

IF YOU HAVE ANY QUESTIONS CONCERNING THE ITEMS ON THIS AGENDA, PLEASE CONTACT MPO STAFF AT (772) 226-1254.

ANYONE WHO MAY WISH TO APPEAL ANY DECISION WHICH MAY BE MADE AT THIS MEETING WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE ON WHICH THE APPEAL IS BASED.

ANYONE WHO NEEDS A SPECIAL ACCOMMODATION FOR THIS MEETING MUST CONTACT THE COUNTY'S AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AT 772-226-1223 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING.

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

The Transportation Disadvantaged Local Coordinating Board (TDLCB) met at 10:00 a.m. on Thursday, November 17, 2005 in the First Floor Conference Room "A", County Administration Building, 1840 25th Street, Vero Beach, Florida.

Present were Vice Chairman Ronald Tesnow, Florida Department of Veteran's Affairs Representative; Ron Delevan, Florida Department of Children and Families (FDC&F) Representative; Larry Merritt, (for Corine Williams), State of Florida Department of Transportation (DOT) Representative; Dr. Harry Hurst and Jim Granse, Citizen Advocate Representatives; Tom Buchanan, Elderly Representative (10:21 a.m.); Deborah Wethington, (for Kathleen "Cookie" Geyer), Public Education Community Representative; William Lundy Parden, Handicapped Representative; and Jackie Jennings (for Barbara Patten), Florida Association of Community Action (FACA) Representative.

Absent were Chairman Sandra Bowden, County Commissioner; Cindy Barnes, Florida Agency for Health Care Administration (FAHCA) Representative; Cathy Viggiano, Florida Department of Labor and Employment Security (FDLES) Representative (all excused) and Bonnie Roberts, Florida Department of Elder Affairs (FDEA) Representative (unexcused)

Let the record show, at this time there are no Representatives of the State Coordinating Council of Early Childhood Services (CCECS), the Private Transportation Industry, or the Mass/Public Transit Industry.

Also present were Indian River County (IRC) staff: Joe Baird, County Administrator; Mike Zito, Assistant County Administrator; Bill DeBaal, Assistant County Attorney; Bob Keating, Community Development Director; Phil Matson, Metropolitan Planning Organization (MPO) Assistant Staff Director; Beth Knight, MPO Staff Assistant III; Robert Jacobsen and Karen Wood, Council on Aging (COA)/Community Coach; Art Perotti and Larry Wapnick, IRC Veterans Council; Beverly O'Neill, Interested Citizen; and Reta Smith, Assistant to the Executive Aide.

Call to Order

Vice Chairman Tesnow called the meeting to order.

Approval of Minutes of the August 25, 2005 Meeting

ON MOTION BY Dr. Hurst, SECONDED BY Mr. Granse, the Board voted unanimously (9-0) to approve the minutes of August 25, 2005 as presented.

Unfinished Business

There was none.

TDLCB Chairman's Report

Mr. Matson explained this was a dual purpose meeting consisting of the regular quarterly meeting and the Annual Public Hearing. He said he wanted to merge the Planning Status Report and the Annual Report together in a PowerPoint presentation

Planning Status Report

Mr. Matson gave a PowerPoint presentation, a copy of which is on file in the Commission office. He gave the background of the Transportation Disadvantaged (TD) population in the County and noted currently people over the age of 60 made up 35% of the population, with 26% of the total population being in the disabled and low income category. He reviewed the COA's record for paratransit and fixed route trips, noting the Annual Customer Survey showed overall satisfaction as excellent (4.7 out of 5.0) out of 133 respondents.

Mr. Matson related the County had a design and a contract for modification to the Gifford Health Center for use as a transfer point in Gifford, which was the area of highest use. He indicated the goal was to work on marketing and promotion of the transit system, and it was hoped the vacant position of Transit Planner would be filled to help in that regard.

Review of Progress Report and Reimbursement Invoice #3 for 2005 Planning Grant

Mr. Matson clarified this invoice was for administrative operations covering the period from July 1, 2005 to September 30, 2005 in the amount of \$1,197.07, as outlined on page 18 of the backup on file in the Commission office. He asked if there were any questions, and there were none.

ON MOTION BY Mr. Delevan, SECONDED BY Mr. Granse, the Board voted unanimously (9-0) to approve the Planning Grant Progress Report and Reimbursement Invoice #3 in the amount of \$1,197.07, and direct staff to forward them to the Metropolitan Planning Organization as the Designated Official Planning Agency for approval and transmittal to the state.

Review of the Community Transportation Coordinator (CTC) Evaluation Report

Mr. Matson reviewed the information starting on page 20 of the backup on file in the Commission office.

Dr. Hurst asked Mrs. Wood to explain the COA's drug testing policy to the members. Mrs. Wood said the COA was in the state consortium for drug testing, which meant on a quarterly basis the state sent out a list with names of who would be pulled for testing, and those people were told they had to be tested within one hour of being notified. She clarified sometimes the state came into the COA facility and did the testing and other times employees were sent to an outside laboratory to have it done. Mrs. Wood added anytime there was an accident, she or the fleet manager went to the scene, and if it was determined a drug test was needed the persons involved would be escorted to a drug testing site.

ON MOTION BY Mr. Delevan, SECONDED BY Mr. Merritt, the Board voted unanimously (9-0) to approve the Community Transportation Coordinator Evaluation Report, recommend retaining the Council on Aging as the County's Community Transportation Coordinator, and direct staff to forward the report to the Metropolitan Planning Organization as the Designated Official Planning Agency for its approval, prior to submittal to the state Commission for the Transportation Disadvantaged.

Mr. Buchanan left the meeting at 10:21 a.m.

Community Transportation Coordinator Status Report

Mrs. Wood reported the third quarter of 2005 had been a little slower in the CTC's transportation office during the summer hours. She indicated in September and October, 2005 the Community Coach had received ten new replacement vans to be used for door-to-door medical and shopping trips. She mentioned some of the used vehicles would be sent to the Association of Retarded Citizens.

Mrs. Wood reviewed other items in her report, a copy of which is on file in the Commission office. She mentioned Hurricane Wilma came through town on October 24, 2005 and took off over half of the COA's transportation building roof again. She said they were fortunate to save most of the equipment, furniture and paperwork, but the building had to be completely gutted and would be rebuilt with a pitched roof design, instead of flat.

The cost of replacement of the roof was discussed.

Other New Business

There was none.

Adjournment

Vice Chairman Tesnow adjourned the regular meeting of the TDLCB at 10:25 a.m.

PUBLIC HEARING

Call to Order, Introductory Remarks and Welcome

Vice Chairman Tesnow opened the Annual Public Hearing at 10:26 a.m. and welcomed those members of the public who were present.

Designated Official Planning Agency Staff Presentation

Mr. Matson gave a PowerPoint presentation, a copy of which is on file in the Commission office. He reviewed the Executive Summary provided by the state, noting the number of trips provided through the coordinated network had increased to over 57 million, which was a 7% increase. Mr. Matson mentioned a major contract had been signed by the CTD for Medicaid non-emergency transportation, which was a \$72 million program statewide, of which the County would receive \$180,000.

Mr. Matson referred the members to the Local Coordinating Board Learner's Workbook contained in the backup and on file in the Commission office. He reviewed the basic duties of the local coordinating board as outlined in the workbook and suggested the members read it at their leisure and bring back any questions at a future meeting.

Community Transportation Coordinator Presentation

Mr. Matson felt this had been covered in the first section of the regular meeting.

Vice Chairman Tesnow asked if the public had any questions up to this point, and no one did.

Open Discussion/Public Input

Mr. Larry Wapnick, IRC Veterans Council, thanked the Board for their help in replacing two buses for his organization. He related the IRC Veterans Council had extended the range of their stops and had changed their bus routes to give more service to their community. He was happy to report one of the Community Coach trolleys had been used on Veterans Day for people who came to the Veterans Memorial Island Sanctuary, and it was wonderful. Mr. Wapnick expressed concern about the rising cost of gasoline making it more prohibitive for those on a fixed income to afford a car. He said the IRC Veterans Council was working on getting a small van in order to take care of people's needs.

Mr. Wapnick thought what happened after he aired his views during the meeting of August 25, 2005 showed everyone could work together. He related Vice Chairman Tesnow had offered to have the IRC Veterans Service do all of the IRC Veterans Council's scheduling, which was very much appreciated. He thanked the TDLCB members for working together with his group for the good of the County.

Mr. Wapnick presented an award to Mrs. Wood on behalf of the IRC Veterans Council. He discussed an upcoming prayer breakfast in honor of four chaplains who went down with the USS Dorchester in 1943.

Mr. Buchanan mentioned he had occasion to visit the veterans' office in Vero Beach and it was very unkempt. He wondered if the IRC Veterans Council was doing anything to improve things so the veterans did not have to go all the way to West Palm Beach. Mr. Wapnick related the clinic in Vero Beach was not under either the IRC Veterans Council or the Veterans Service, but was a state run facility.

A discussion followed.

Mrs. Beverly O'Neill, 9790 61st Place, Sebastian, Florida, stated on November 18, 1999, when she was with the United Way, she had spoken to the TDLCB about problems the bulk of United Way agencies were having with transportation in all their service areas. She reported since that time many of the agencies had purchased their own vans, but were still having problems getting clients to their services and coordination of transportation between agencies was sorely lacking. She wanted the COA to try to work with the social agencies in the community to coordinate services for people who were without.

Mrs. Wood indicated on December 14, 2005 she would be giving a presentation at the IRC Health Department and would then be setting up appointments with all the agencies afterwards. She acknowledged there was a problem, however funding constraints came into play and she thought the agencies needed to look at including transportation costs into their programs when they set them up. Mrs. O'Neill stated a lot of the agencies had done that, but through Children's Services those dollars were not considered program dollars, and transportation was a significant problem in the County for services agencies.

Mrs. Wood mentioned she had distributed a survey to the new low income apartment development and the New Hope building in Fellsmere and had no return on the surveys. She pointed out Fellsmere was a very difficult area and a lot of times people booked rides for medical trips and never showed up. She added even though none of her dispatchers spoke Spanish, the COA had a telephone line that translated into 150 different languages, so it was not a language barrier. Mrs. O'Neill noted a lot of people in Fellsmere worked all day and needed to go places after the buses stopped running.

Adjournment

There being no further business, the meeting was adjourned at 10:53 p.m.

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INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip J. Matson *Matson*
MPO Staff Director

DATE: February 2, 2006

RE: ELECTION OF VICE CHAIRMAN AND CONFIRMATION OF YEARLY
CALENDAR OF MEETINGS

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 23, 2006.

DESCRIPTION AND CONDITIONS

On February 21, 1991, the Transportation Disadvantaged Local Coordinating Board (TDLCB) adopted a set of by-laws. These by-laws were structured to be consistent with the "LCB's Operating Guidelines" adopted by the State Commission for Transportation Disadvantaged on January 10, 1990. Subsequently, the county revised the TDLCB by-laws several times to reflect changes made by the State Commission for Transportation Disadvantaged to its rule.

Section 109 of the by-laws states that "The LCB voting membership shall hold an organizational meeting as part of their first calendar year meeting for the purpose of electing a Vice Chair from its voting membership. The LCB shall also confirm the yearly calendar of meetings at the first meeting." Unlike other boards, the TDLCB does not elect a new chairman every year. LCB Operating Guidelines state that at least one elected official, representing the Designated Official Planning Agency (DOPA), shall be appointed to serve on the TDLCB and that that appointee will serve as chair until replaced by the DOPA.

ANALYSIS

The procedure for election of a Vice Chair, as stated in Section 109 of the by-laws, is as follows:

- The Chair shall accept nominations either in written or verbal form at the meeting.
- If a quorum (one half of the total membership, plus one) is in attendance, the Vice Chair shall be elected by a majority of the members present at the organizational

meeting and shall serve until the February, 2006 meeting.

Also, the TDLCB must discuss and confirm the yearly calendar of meetings. A copy of the TDLCB calendar of meetings and a copy of the Transportation Disadvantaged duties and deadlines matrix which specifies 2006 calendar year deadlines is enclosed.

RECOMMENDATION

The staff recommends that the TDLCB elect a Vice Chair and review and confirm the 2006 calendar of meetings.

Attachments

1. Calendar of meetings for 2006
2. 2006 Transportation Disadvantaged duties and deadlines matrix

Attachment 1:

**TRANSPORTATION DISADVANTAGED LOCAL COORDINATION BOARD
2006 CALENDAR MEETING**

The first floor conference room "A" is reserved for the following dates for the Transportation Disadvantaged Local Coordinating Board meetings.

Confirmed Meetings

<u>MONTH</u>	<u>DATE</u>	<u>YEAR</u>	<u>TIME</u>
February	23	2006	10:00 a.m.
May	25	2006	10:00 a.m.
August	24	2006	10:00 a.m.
November	16	2006	10:00 a.m.

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

QUARTERLY - 4TH THURSDAY (EXCEPT NOV.) 10:00 AM FIRST FLOOR CONF. ROOM "A"

2006

January 2006

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2006

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2006

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2006

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2006

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2006

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2006

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2006

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2006

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2006

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2006

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2006

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**2006 Transportation Disadvantaged Duties and Deadlines Matrix
Indian River County**

TASK	REFERENCE	2006 DEADLINE					RESPONSIBILITY FOR PREPARATION OF REPORT/DOCUMENT
		CTD* DUE DATES	DOPA** (MPO) MEETINGS	TDLCB*** MEETINGS	PLANNING STAFF REPORTS DUE DATES	CTC (COA) REPORTS DUE DATES	
Annual Budget Estimates	41-2.007(3) 41-2.007(4) 41-2.009(5) 41-2.0162(2)	June 30		May 25	May 2	April 14 CTC and all service providers	MPO Staff
CTC Evaluation	41-2.012(5) (b)	Annually	December	Nov. 16	Oct 27	October 19	Evaluation Sub-Committee
Annual Operating Report	41-2.007(7) 41-2.007(8) 41-2.0011(4) 41-2.0162(3)	Sept. 15		August 24	-----	August 4	CTC Staff
MOA & TD Service Plan	41-2.011(3) 41-2.011(9) 41-2.009(4) 41-2.008(1)	Annually (July 1)		May 25	May 2	May 4	CTC Staff/ MPO staff
Operator Contract	41-2.008(2)	Annually (Oct. 1)		August 24		August 4	CTC Staff
Coordination Contract	41-2.008(3)	Annually (Oct. 1)		August 24		August 4	CTC Staff
Progress Report & Reimbursement Invoice		Quarterly Report	March 2005 June 2005 September 2005 December 2005 March 2006	Feb. 23 May 25 Aug. 24 Nov. 16 Feb. 2007	Feb. 4 May 2 Aug. 4 Oct. 26 Feb. 2006	-----	MPO Staff
Annual Public Hearing		Annually (November)	-----	Nov. 16	October 26 Advertisement	Oct. 14	CTC Staff/ MPO Staff
Annual Actual Budget Expenditures	41-2.007(5) 41-2.0162(6)	September 15		Aug. 24	Aug. 4	August 4	CTC Staff/ MPO Staff
Transportation Improvement Program (TIP)	41-2.009(2) 41-2.0162(4)	September 15	July	May 25	May 2	-----	MPO Staff

TASK	REFERENCE	2006 DEADLINE					RESPONSIBILITY FOR PREPARATION OF REPORT/DOCUMENT
		CTD* DUE DATES	DOPA** (MPO) MEETINGS	TDLCB*** MEETINGS	PLANNING STAFF REPORTS DUE DATES	CTC (COA) RBPORTS DUE DATES	
Maintenance & Update of:							
*By-Laws	-----	Annually		Annually (Aug. 24)	August 4		MPO Staff
*Membership List	-----	Ongoing		Annually (Aug. 24)	August 4		MPO Staff
*Grievance Comm.	41-2.012(5)(c)	Annually	-----	Annually (Aug. 24)	August 4	-----	MPO Staff
*CTC Evaluation Sub-Committees Appointments	41-2.012(5)(b)	Annually		Annually (Feb. 23)	Feb. 3		MPO Staff
Trip/Equipment Grant Application	41-2.014(2)(a)	Annually		May 25	-----	May 2	CTC Staff
Planning Grant Application	41-2.014(2)(b)	Annually	September	Aug. 24	Aug. 4	-----	MPO Staff
Elect the Vice Chairperson/ Confirmation of yearly calendar of meetings	41-2.012(2)	Annually (February)	-----	Feb. 23	Feb. 3	-----	-----
Local, State or Federal Fund Applications	41-2.011(6)	Ongoing		Ongoing	Ongoing	Ongoing	MPO Staff/CTC Staff
CTC Selection	41-2.010	Every five years			Every five years		MPO Staff/CTD Staff

* CTD = State Commission for the Transportation Disadvantaged. Deadlines as outlined in Rule 41-2 F.A.C.

** DOPA = Designated Official Planning Agency (Indian River County Metropolitan Planning Organization)

*** TDLCB = Transportation Disadvantaged Local Coordinating Board

TDLCB confirmed meetings: February 24, 2005; May 26, 2005; August 25, 2005; and November 17, 2005, at 10:00 a.m., in the first floor conference room A, County Administration Building, 1840 25th Street, Vero Beach, FL 32960.

69

INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip Matson *Matson*
MPO Staff Director

DATE: February 6, 2006

RE: DESIGNATION OF COMMUNITY TRANSPORTATION COORDINATOR (CTC)
EVALUATION SUB-COMMITTEE

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 23, 2006.

DESCRIPTION AND CONDITIONS

One requirement of the county's transportation disadvantaged service plan is that "the Transportation Disadvantaged Local Coordinating Board (TDLCB) shall evaluate the performance of the Community Transportation Coordinator and provide a recommendation to the DOPA for continuation or replacement of the Community Transportation Coordinator". To facilitate this evaluation process, the TDLCB developed a set of criteria for the coordinator evaluation. On September 11, 1992, the Board of County Commissioners, acting as the county's Designated Official Planning Agency (DOPA), approved the CTC's evaluation procedures and standards.

According to state requirements, the county can utilize its own CTC evaluation criteria to evaluate the performance of the CTC (Council on Aging). The state, however, requires that a portion of the state CTD's evaluation workbook be used as part of the CTC's performance evaluation. The appropriate portion of the state CTD's evaluation workbook is attached.

To conduct the annual CTC evaluation, the Transportation Disadvantaged Local Coordinating Board (TDLCB) must designate an evaluation subcommittee. The purpose of the subcommittee is to meet with the coordinator and evaluate the coordinator's performance, using both local and state evaluation criteria.

ANALYSIS

As stated in the Evaluation Procedures and Standards for Community Transportation Coordinator

(copy attached), the TDLCB shall designate an evaluation sub-committee on an annual basis consisting of at least three voting members of the TDLCB to evaluate the previous year's performance of the Community Transportation Coordinator and to provide a written report to the TDLCB.

The evaluation report must cover the period from July 1, 2005 to June 30, 2006, the period corresponding to the timeframe of the Annual Operating Report (AOR). Since the TDLCB meets on a quarterly basis (February, May, August, November), the CTC's evaluation subcommittee written report must be submitted to planning staff by October 10, 2006; that will allow the TDLCB to consider the evaluation report at the November 16, 2006, meeting.

RECOMMENDATION

The staff recommends that the TDLCB designate a CTC evaluation subcommittee consisting of at least three voting members of the TDLCB to evaluate the CTC's performance and provide a written evaluation report to the TDLCB for consideration at the November 2006 TDLCB meeting.

Attachment

1. County's CTC evaluation procedures and standards
2. Appropriate portion of the state CTD's evaluation workbook

**EVALUATION PROCEDURES AND STANDARDS
FOR COMMUNITY TRANSPORTATION COORDINATOR
INDIAN RIVER COUNTY**

Florida Rule Chapter 41-2, implementing the provisions of Chapter 427, Florida Statutes, places upon the Community Transportation Coordinator (CTC) the responsibility for the overall planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged (TD) services within its designated service area. This rule also requires that the Local Coordinating Board (LCB) on a continuous basis evaluate the services provided by the County Transportation Coordinator and provide an evaluation of the Coordinator's performance in general and relative to Transportation Disadvantaged Commission's standards. The state is requiring that the following modules from the CTD's evaluation workbook be used as part of CTC performance evaluation.

- Competition
- Cost effectiveness
- Availability of Services

RESPONSIBILITIES AND TIMEFRAME

The Transportation Disadvantaged Local Coordinating Board (TDLCB) must evaluate the performance of the Community Transportation Coordinator (CTC) on an annual basis and provide a recommendation to the Designated Official Planning Agency (DOPA) for continuation or replacement of the Community Transportation Coordinator.

EVALUATION SUBCOMMITTEE

The TDLCB shall designate an Evaluation Subcommittee on an annual basis consisting of three voting members of the TDLCB to evaluate the previous year's (July 1 - June 30) performance of the Community Transportation Coordinator and to provide a written report to the TDLCB.

TIMEFRAME

- a) The evaluation report must cover the period from July 1 to June 30, corresponding to the timeframe of the Annual Operating Report (AOR). The evaluation subcommittee's report must be submitted for the TDLCB's consideration at the July meeting of the TDLCB.
- b) One additional evaluation report per year may be requested by the TDLCB members. The request for additional evaluation reports must be approved by the majority vote of the TDLCB members.

EVALUATION CRITERIA

The following evaluation standards have been developed to allow the Local Coordinating Board to assess the performance of the Coordinator using locally developed criteria which incorporate those performance criteria provided by the Transportation Disadvantaged Commission. These standards address four areas: coordination/planning, operation, costs/financial management, and utilization. Attached also is a copy of the state evaluation modules for competition, cost effectiveness and efficiency, and availability of services.

COORDINATION/PLANNING

Coordination is defined by Chapter 427, Florida Statutes, as "the arrangement for the provision of transportation service to the transportation disadvantaged in a manner that is cost effective, efficient, and reduces fragmentation and duplication of services". These standards are intended to measure how well the County Transportation Coordinator (CTC) manages to bring together operators and consumers to ensure quality transportation for transportation disadvantaged persons at a reasonable cost.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's work toward implementation of the County's Transportation Disadvantaged Service plan					
2) CTC's effort toward expansion of the coordinated system (signing additional contract with providers)					
3) CTC's effort to make the most effective use of existing TD services					
4) CTC's effort for obtaining additional funding					

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
5) CTC's reservation and scheduling system					
6) CTC's promotional and marketing campaign					
7) CTC's effort to coordinate participation in inter-county trips					
8) Others (please specify)					

Reporting Period: July 1, _____ - June 30, _____ Date: _____

CTC evaluation sub-committee's chairman initials: _____

OPERATION

Operation involves the actual delivery of services to the transportation disadvantaged. It is considered to be the aspect of the overall evaluation most indicative of the coordinator's performance. The standards in this area measure what service is available to the TD public and how well it is provided. Many of the standards in this section are specific requirements required within Rule Chapter 41-2.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's safety plan as measured annually by a declining number of no fault accidents per mile					
2) CTC's effort to provide services on a 24 hours per day, seven days per week basis					
3) CTC's available insurance					
4) CTC's accessibility (how easy it is to contact CTC)					
5) CTC's method of recording, resolving complaints and reporting to the TDLCB					
6) CTC's system to ensure that all equipment used complies with federal, state, TD Commission and local policies					

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
7) CTC's system to ensure that contractors' performance meets required specifications					
8) CTC's system of performing client satisfaction surveys and reporting to the TDLCB					
9) CTC's effort on reducing the clients waiting time consistent with the plan					
10) CTC's on time performance record					
11) CTC's effort to avoid missing scheduled trips					
12) CTC's system of recording all refusals caused by system limitation and reporting to the TDLCB					
13) CTC's employee training program					
14) CTC's system to ensure that service is provided on a non-discriminatory basis					
15) CTC's effort to prioritize trips					

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
16) CTC's data base regarding routes, schedules, facilities, vehicles, locations, and number of clients					
17) CTC's effort to identify unmet needs					
18) CTC's vehicle inventory and maintenance system					
19) CTC's record for submittal of the MOA to the CDT on time					
20) Others (please specify)					

Reporting period: July 1, _____ - June 30, _____ Date: _____

CTC evaluation sub-committee's chairman initials: _____

COST/FINANCIAL MANAGEMENT

Costs and Financial Management standards reflect requirements for proper methods of calculating, recording and reporting of service costs. Standards contained in this section reflect guidance contained in Rule Chapter 41-2.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's fully allocated one-way passenger trip cost compared to the previous year					
2) CTC's system of cost/revenue allocation and reporting to the TDLCB					
3) CTC's account system concurrence with a uniform accounting system for rural and specialized transportation providers					
4) CTC's effort to raise local funds					
5) CTC's effort to develop an equitable fare structure and solicit client contributions as appropriate					
6) CTC's effort to utilize all federal, state, and local funds					
7) CTC's effort to reduce one-way passenger trip cost					

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
8) Others (please specify)					

Reporting period: July 1, _____ - June 30, _____ Date: _____

CTC evaluation sub-committee's chairman initials: _____

UTILIZATION REVIEW

Utilization, like Operation, represents the practical aspect of the Coordinator's responsibilities. These standards are intended to measure the degree to which the Coordinator has provided coordinated transportation services which include the greatest possible involvement of local agencies and the most effective use of resources and funding.

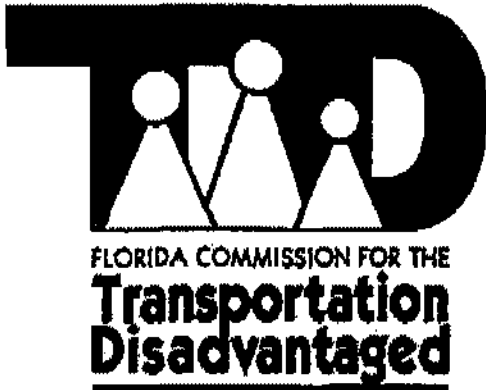
Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's system to ensure provision of most effective and efficient service					
2) CTC's effort to utilize volunteers' time and vehicles					
3) CTC's effort to utilize the vehicles of all non-profit organizations					
4) CTC's system of matching clients with appropriate vehicles					
5) CTC's flexibility to rotate vehicles based on the number of reservations and the clients' origins and the destinations					
6) CTC's system for regular review of its organization and equipment					
7) CTC's efforts to utilize school buses					
8) Others (please specify)					

Reporting Period: July 1, _____ - June 30, _____ Date: _____

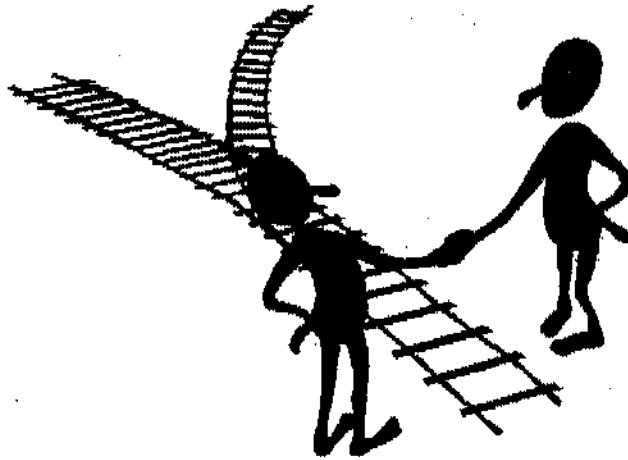
CTC evaluation sub-committee's chairman initials: _____

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For the TDLCB Review
of the CTC



**QAPE/LCB
CTC EVALUATION
WORKBOOK**



CTC BEING REVIEWED: _____

COUNTY: _____ **TYPE OF REVIEW:** _____

ADDRESS: _____

CONTACT: _____ **PHONE:** _____

EMAIL: _____ **REVIEW DATES:** _____

PERSON CONDUCTING THE REVIEW: _____

CONTACT INFORMATION: _____

LOCAL COORDINATING BOARD: _____

REVISED SEPTEMBER 2003

CTC EVALUATION SCHEDULE

Agency	MONTH					
	6	9	15	21	27	33
LCB *	X		X		X	
QAPE			X			
FDOT			X			
Other						

The LCB, CTD, and FDOT will evaluate the CTC on a regular basis. LCB Evaluations occur annually. QA and FDOT will perform evaluations triennially, unless otherwise noted. The recommended schedule above allows concurrent evaluations (LCB, QA, FDOT) each second year. This schedule reduces the burden on the CTC and fulfills the Commissions goal to perform evaluations in cooperation with the LCB and FDOT. In addition, this schedule allows sufficient time in the third year to issue an RFP for CTC when appropriate.

Notes:

1. The 6 month evaluation is designed to set benchmarks.
2. Allows nine (9) months for third LCB evaluation before RFP.
3. Complete cycle is five (5) years and three (3) months.
4. The cycle starts over when a new CTC is selected.

*The LCB should use, but is not limited to the following pages:

1	Cover Page
11	Chapter 427.0155 (3) Review the CTC's monitoring of contracted operators
12	Chapter 427.0155 (4) Review TDSP to determine utilization of school buses and public transportation services
18	Insurance
22	Rule 41-2.011 (2) Evaluation of cost-effectiveness of Coordination Contractors and Transportation Alternatives
26	Local Standards
41	On-Site Observation
42	Level of Cost - Worksheet 1
43	Level of Competition - Worksheet 2
45	Level of Coordination - Worksheet 3

COMPLIANCE WITH CHAPTER 427, F.S.

Review the CTC's monitoring of its contracted operators in compliance with 427.0165(3).

[Review all transportation operator contracts annually.]

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

Is a written report issued to the operator? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT TYPE OF MONITORING DOES THE CTC PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

Is a written report issued? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.

COMPLIANCE WITH CHAPTER 427, F.S.

☒ Review the TDSP to determine the utilization of school buses and public transportation services [Chapter 427.0155(4)]
[Approve and coordinate the utilization of school bus and public transportation services in accordance with the TDSP.]

HOW IS THE CTC USING SCHOOL BUSES IN THE COORDINATED SYSTEM?

Rule 41-2.012(5)(b): *"As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit."*

HOW IS THE CTC USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM?

N/A

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT? Yes No

If YES, what is the goal?

Is the CTC accomplishing the goal? Yes No

IS THE CTC IN COMPLIANCE WITH THIS REQUIREMENT? Yes No

Comments:

COMPLIANCE WITH 41-2, F.A.C.

☛ Compliance with 41-2.006(1), Minimum Insurance Compliance
[...ensure compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident...]

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

HOW MUCH DOES THE INSURANCE COST?

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

Yes No

If yes, was this approved by the Commission? Yes No

IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

COMPLIANCE WITH 41-2, F.A.C.

☛ Compliance with 42-2.011(2), Evaluating Cost-Effectiveness of Coordination Contractors and Transportation Alternatives.

[...contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts.]

1. IF THE CTC HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS.

Cost [CTC and Coordination Contractor (CC)]

	CTC	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

2. DO YOU HAVE TRANSPORTATION CHOICES? Yes No

(Those specific transportation services that are approved by rule or the Commission as a service that is not normally arranged by the Community Transportation Coordinator but is provided by the purchasing agency. example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)]

	CTC	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

- IS THE CTC IN COMPLIANCE WITH THIS SECTION? Yes No

COMPLIANCE WITH 41-2, F.A.C.

☛ Compliance with Local Standards
[...shall adhere to Commission approved standards...]

Review the TDSP for the Local standards.

Local Standards	Comments
Transport of Escorts and dependent children policy	
Use, Responsibility, and cost of child restraint devices	
Out-of-Service Area trips	
Passenger No-shows	
CPR/1st Aid	
Driver Criminal Background Screening	
Rider Personal Property	

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Local Standards
[...shall adhere to Commission approved standards...]

<i>Measurable Standards/Goals</i>	<i>Standard/Goal</i>	<i>Latest Figures</i>	<i>Is the Operator meeting the Standard?</i>
On-time performance	Operator A	Operator A	Operator A
	Operator B	Operator B	Operator B
	Operator C	Operator C	Operator C
	Operator D	Operator D	Operator D
Accidents	Operator A	Operator A	Operator A
	Operator B	Operator B	Operator B
	Operator C	Operator C	Operator C
	Operator D	Operator D	Operator D
Roadcalls	Operator B	Operator B	Operator B
	Operator C	Operator C	Operator C
	Operator A	Operator A	Operator A
	Operator D	Operator D	Operator D
Complaints	Operator A	Operator A	Operator A
	Operator B	Operator B	Operator B
	Operator C	Operator C	Operator C
	Operator D	Operator D	Operator D

ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM.
REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation:

Please list any special guests that were present:

Location:

Number of Passengers picked up/dropped off:

Ambulatory

Non-Ambulatory

Was the driver on time?

Yes

No, how many minutes late/early?

Did the driver provide any passenger assistance?

Yes

No

Was the driver wearing any identification?

Yes:

Uniform

Name Tag

ID Badge

No

Did the driver render an appropriate greeting?

Yes

No

Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?

Yes

No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?

Yes

No

Is there a sign posted on the interior of the vehicle with a local phone number for comments/complaints/commendations?

Yes

No

Does the vehicle have working heat and air conditioning?

Yes

No

Does the vehicle have two-way communications in good working order?

Yes

No

If used, was the lift in good working order?

Yes

No

Was there safe and appropriate seating for all passengers?

Yes

No

Did the driver properly use the lift and secure the passenger?

Yes

No

If no, please explain:

**Level of Cost
Worksheet 1**

Insert Cost page from the AOR.

<h2 style="margin: 0;">Level of Competition Worksheet 2</h2>
--

1. Inventory of Transportation Operators in the Service Area

	Column A Operators Available	Column B Operators Contracted in the System.	Column C Include Trips	Column D % of all Trips
Private Non-Profit				
Private For-Profit				
Government				
Public Transit Agency				
Total				

2. How many of the operators are coordination contractors? _____

**3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? _____
Does the CTC have the ability to expand? _____**

4. Indicate the date the latest transportation operator was brought into the system. _____

**5. Does the CTC have a competitive procurement process? _____
_____**

6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators?

	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

Which of the methods listed on the previous page was used to

Level of Coordination Worksheet 3

Planning – What are the coordinated plans for transporting the TD population?

Public Information – How is public information distributed about transportation services in the community?

Certification – How are individual certifications and registrations coordinated for local TD transportation services?

Eligibility Records – What system is used to coordinate which individuals are eligible for special transportation services in the community?

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

Trip Allocation – How is the allocation of trip requests to providers coordinated?

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip J. Matson *PM*
MPO Staff Director

DATE: February 5, 2006

SUBJECT: PROGRESS REPORT & REIMBURSEMENT INVOICE #4
FOR 2005 PLANNING GRANT

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 23, 2006.

DESCRIPTION AND CONDITIONS:

It is required, as part of the Transportation Disadvantaged (TD) Planning Grant contract between the Indian River County Metropolitan Planning Organization (MPO) as the Designated Official Planning Agency (DOPA) and the State of Florida Commission for the Transportation Disadvantaged (CTD), that periodic progress reports and reimbursement invoices be submitted. To comply with the CTD's requirements, staff has prepared a progress report and invoice for the period from October 1, 2005 to December 31, 2005.

The attached invoice and progress report represent the fourth quarter of the 2005 planning grant period and invoice #4 for the 2005 planning grant period. This progress report and applicable finished products, such as the Local Coordinating Board (LCB) meeting agenda items, CTC reports, etc., are required to accompany all reimbursement invoices.

Attached is a copy of draft invoice #4 and the quarterly progress report. This report, along with the appropriate supporting documents, will be submitted to the CTD upon Metropolitan Planning Organization/DOPA approval.

RECOMMENDATION:

The staff recommends that the TDLCB approve the Planning Grant Progress Report and Invoice #4, and direct staff to forward the report and invoice to the MPO/DOPA for its concurrence prior to submittal to the state CTD.

ATTACHMENTS:

1. Progress Report and Reimbursement Invoice #4, 2005 Planning Grant.

PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT

IRC Metropolitan Planning Organization
(Agency Name)

Invoice # 4

Indian River County
(County)

FDOTFM # 23704021401
Contract # ANN91

Reporting Period: 10/1/2005 to 12/31/2005

I. Program Management

- A. Where necessary and in cooperation with the Local Coordinating Board, solicit and recommend a community transportation coordinator, in conformity with Chapter 287 and 427, Florida Statutes.

N/A

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

Reporting Period and Year to Date:

Consistent with the requirements of Rule 41-2, F.A.C. the county maintained its TDLCB appointment and reappointment process.

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

Reporting Period:

In this period, staff prepared the agenda and agenda items for the November 17, 2005 TDLCB meeting.

Year to Date:

Staff prepared agendas and agenda items for the February 26, 2004, May 20, 2004, August 26, 2004, and November 18, 2004 TDLCB meetings.

- D. Prepare official minutes of local coordinating board meetings. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least three years.

Reporting Period:

Official minutes for the November 17, 2005 TDLCB meeting were prepared.

Year to Date:

Official minutes for the February 25, 2005, May 26, 2005, August 25, 2005, and November 17, 2005 TDLCB meetings were prepared.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings.

Reporting Period and Year to Date:

A public hearing was held on November 17, 2005. The public hearing meeting was advertised in the local newspaper (Press Journal).

- F. Provide staff support for committees of the local coordinating board.

Reporting Period and Year to Date:

Staff support was provided as needed. Staff closely worked with and supported the CTC evaluation sub-committee.

- G. Annually develop and update by-laws for local coordinating board approval.

Reporting Period and Year to Date:

By-Laws of the local coordinating board were maintained. By-laws reviewed by the TDLCB at its May 26, 2005 meeting as part of the TDSPlan update and submitted to the CTD.

- H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines, which includes a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the commission's Ombudsman program.

Reporting Period and year to date:

The TDLCB grievance procedure was maintained. Grievance procedures reviewed by the TDLCB at its May 25, 2005 meeting as part of the TDSPlan update and submitted to the CTD.

- I. Maintain a current membership roster and mailing list of local coordinating board members.

Reporting Period:

TDLCB membership list was updated as needed.

Year to Date:

The TDLCB membership list was updated as needed.

- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*.

Reporting Period:

Public notices were provided. For this period, the TDLCB meeting date was published in the local newspaper on November 10, 2005.

Year to Date:

Public notice was published in the local newspaper on February 18, 2005, May 19, 2005, August 18, 2005, and November 10, 2004.

- K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged.

Reporting Period and Year to Date:

The annual operating report was reviewed by the TDLCB at its August 25, 2005 meeting.

- L. Review the transportation disadvantaged service plan (TDSP), and recommend action to the local coordinating board.

Reporting Period and Year to Date:

The county's TDSPlan was updated by planning staff and CTC staff. It was then reviewed at the TDLCB meeting of May 26, 2005 and was transmitted to the CTD.

- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th.

Reporting Period and Year to Date:

Report of actual expenditures was prepared and submitted to the CTD during the reporting period.

- N. Report the annual budget estimates of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th and as required by Chapter 427, Florida Statutes.

Reporting Period and Year to Date:

Annual budget estimates were reported to the CTD during the reporting period.

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the Community Transportation Coordinator and the Local Coordinating Board, develop the transportation disadvantaged service plan (TDSP) by preparing the planning section following Commission guidelines.

Reporting Period and Year to Date:

Updated the Planning section of the TDSP and presented the plan to the TDLCB on May 26, 2005. The TDSP was then submitted to the CTD.

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

Reporting Period and Year to Date:

TD staff coordinated with county staff to ensure that the TDSP was consistent with the comprehensive plan.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with local WAGES coalitions established in Chapter 414, Florida Statutes, and provides assistance in development of innovation transportation services for WAGES participants.

TD staff encouraged CTC to work with local WAGES coalition.

III. Technical Assistance, Training, and Evaluation

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

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

Reporting Period:

Quarterly progress report and invoice #3 for 2005 were provided to the TDLCB at their November 17, 2005 meeting.

Year to Date:

Quarterly progress reports and invoices were provided to the TDLCB at their February 25, 2005, May 26, 2005, August 25, 2005, and November 17, 2005 meetings.

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

Reporting Period and Year to Date:

N/A

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

Reporting Period and Year to Date:

Staff participated in a CTD conference call meeting.

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

Reporting Period and Year to Date:

Planning Staff coordinated with the CTD staff as needed.

- E. Provide training for newly-appointed local coordinating board members.

Reporting Period and Year to Date:

General training for all members was provided as part of the annual public hearing meeting on November 17, 2005. In addition to the distribution of training materials and workbooks, staff developed a powerpoint presentation for the public hearing. Individual training was provided as needed.

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

Reporting Period and Year to Date:

Planning staff coordinated with the CTC on a regular basis and provided technical assistance as needed.

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

Reporting Period and Year to Date:

Applicable TD funding applications completed and submitted to the appropriate agencies.

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

Reporting Period and Year to Date:

The TDLCB designated a CTC Evaluation Subcommittee at its February 25, 2005 meeting. The CTC evaluation subcommittee met on August 25, 2005 and conducted a review of the CTC's performance during FY 2004/05. The TDLCB considered the evaluation subcommittee's evaluation report at its November 17, 2005 meeting. At that time, the TDLCB unanimously approved the report and recommended the MPO (DOPA) retain the Council on Aging as the county's CTC. The MPO will approve the evaluation report at its February 8, 2005 meeting.

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

Reporting Period:

N/A

Year to Date:

Same as Above

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

Reporting period and Year to Date:

Coordination contracts have been reviewed by the TDLCB as needed.

- K. Implement recommendations identified in the Commission's QAPE reviews.


Reporting period and Year to Date:

No recommended changes are submitted to the county.

IV. Special Consideration by Planning Agency:

V. Special Consideration by Commission:

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:



Signature of Individual Submitting Report

1/31/2005
Date

Phillip J. Matson
Typed name of Individual Submitting Report

INVOICE SUMMARY - Invoice Number: 4

**ATTN: Commission for the Transportation Disadvantaged
605 Suwannee Street, MS 49
Tallahassee, FL 32399-0450**

In accordance with a Grant Agreement and any Supplemental Agreements dated

October 1, 2004 between the Commission for the
Transportation Disadvantaged and Indian River County Metropolitan Planning
Organization

1840 25th Street, Vero Beach, FL 32960 (Agency)
(Address)

The Agency has incurred the indebtedness listed below between the dates of:

10/31/2005 and 12/31/2005
(Date) (Date)

TOTAL ESTIMATED PROJECT COST	\$10,000.00
MAXIMUM COMMISSION PARTICIPATION PER AGREEMENT 100%	\$10,000.00
TOTAL ELIGIBLE PROJECT COSTS INCURRED TO DATE	\$9,422.04
COMMISSION PARTICIPATION IN ELIGIBLE COSTS INCURRED TO DATE	\$9,422.04
PREVIOUSLY BILLED	\$8,205.57
THIS BILLING - Commission costs incurred to date minus the amount previously billed.	\$1,216.47

I certify, under penalties of perjury, that the aforesaid listing is true and correct, and the Agency has complied with the provisions of the Agreement.

CERTIFIED BY:
Phillip J. Matson
Authorized Agency Individual

MPO Staff Director F.D.O.T. FM# 23704021401
Title
1/31/06 GRANT AGREEMENT # ANN91
Date

Number of One-Way Passenger Trips **Capital Equipment Purchases**

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED USE ONLY	
Approved as meeting terms of Agreement	Approved
Transportation Disadvantaged Specialist	Executive Director/Designee
Date	Date

PLANNING RELATED GRANT AGREEMENT EXPENSE SUMMARY

IRC Metropolitan Planning Organization
(Agency Name)

Invoice # 4

Indian River County
(County)

FDOTFM# 23704021401
Contract# ANN91

Project Expenditures Breakdown for Billing Period 10/01/2005 to 12/31/2005
(DATE) (DATE)

		BUDGET AMOUNT	TOTAL Y-T-D*	TOTAL PREVIOUSLY BILLED	BILLING FOR THIS PERIOD
I. Direct Costs:					
	Personnel (salaries)	\$10,000.00	\$6,458.92	\$5,624.98	\$833.94
	Fringe Benefits	\$4,000.00	\$2,869.12	\$2,486.59	\$382.53
	Contractual	-----	-----	-----	-----
	Travel				
	One day Travel/Meals	-----	-----	-----	-----
	Other Travel				
	Supplies	\$800.00	\$94.00	\$94.00	\$0.00
	Other	\$3,800.00	-----	-----	0
ii. Indirect Costs		-----	-----	-----	-----
iii. In Kind		-----	-----	-----	-----
Total Costs		\$18,600.00	\$9,422.04	\$8,205.57	\$1,216.47

*Attach explanation for amounts over budget.