



Transportation Disadvantaged Local Coordinating Board (TDLCB) Meeting
Growth Services Training Room 2710 E. Silver Springs Blvd., Ocala, FL 34470
Cisco WebEx
October 15, 2020
10:00 AM

MINUTES

Members Present:

Michelle Stone
Tamyika Young
Susan Hanley
Kathleen Woodring
Andrea Melvin

Members Not Present:

Jeffrey Askew
Charmaine Anderson
Tracey Sapp
Carlos Colon
Carissa Hutchinson
Jeff Aboumrad
James Haynes

Others Present:

Rob Balmes, TPO
Derrick Harris, TPO
Shakayla Irby, TPO
Elizabeth Mitchell, TPO
Tom Wilder, Marion Transit

Item 1. Call to Order and Roll Call

Chairwoman Stone called the meeting to order at 10:00am. Secretary Shakayla Irby called the roll and a quorum was not present.

Ms. Woodring made a motion to move forward with five board members to participate as a quorum. Ms. Melvin seconded, and the motion passed unanimously.

Item 2. Pledge of Allegiance

Chairwoman Stone lead the board members in the Pledge of Allegiance.

Item 3. Proof of Publication

Secretary Shakayla Irby stated that the meeting had been published online on the TPO website and Facebook and Twitter pages, the City of Ocala, Belleview, and Dunnellon websites. The meeting was also published to the September 17, 2020 edition of the Star Banner.

Item 4a. Presentation: Ms. Tracey Sapp- Department of Health

Ms. Sapp was unable to attend the meeting. The presentation was postponed.

Item 5a. Proposed 2021 Meeting Schedule

Ms. Mitchell presented a proposed meeting schedule for the year 2021. The meeting schedule included four proposed meeting dates:

- **March 18, 2021**
- **June 17, 2021**
- **September 16, 2021**
- **December 16, 2021**

The meeting dates were accepted by the board and Chairwoman Stone suggested keeping the meetings start time at 10am and the board was in agreement.

Item 5b. Selection of Grievance Subcommittee Members (sign-up sheet)

Ms. Mitchell said that Members of the Grievance Subcommittee would serve on a voluntary basis and the Subcommittee would consist of at least five (5) voting members. Each member of the Grievance Subcommittee would serve at the discretion of the TDLCB.

Grievance Subcommittee members would meet if a grievance was brought before the committee. When a meeting of the Grievance Subcommittee is necessary, the TPO staff would schedule the meeting. Meetings would be held at the time and place as the Grievance Subcommittee would determine.

Members would serve a term of one year, with allowances for multiple terms. The Grievance Subcommittee would elect a Chairperson and Vice-Chairperson. A simple majority would be present in any official action and no voting member would have a vote on an issue that was deemed a conflict of interest.

There was only a list of four members and five was needed:

Jeffrey Askew

Tracey Sapp

Andrea Melvin

Dennis Yonce (no longer on the board)

Andrea Melvin said she was willing to continue to serve on the Grievance Committee.

Ms. Stone said that staff would continue to reach out for participants for the Grievance Committee.

Item 6a. Approval of Transportation Disadvantaged Service Plan (TDSP)

Ms. Mitchell presented and said that the plan covered a five year period with three main components.

1. Development Section

- TD program background, with an overview of the program on a local level
- Explains the background and history of the CTC and the planning agency's selection process
- Organizational chart
- *Review of other plans (Appendix A)
- Public participation process
- Service Area profile
- Demographics
 - land use
 - population composition
 - employers
 - education and age
 - major trip generators
 - housing
 - household income and vehicles
- Service analysis
- Needs assessment
- Barriers to coordination

-Goals, objectives and strategies

2. Service Plan

Developed in its entirety by the CTC- encompasses the operations of the CTC.

- Types of service
- Days and hours of operation
- Accessing services
- Trip eligibility and prioritization
- *Vehicle inventory (Appendix B)
- *Safety- (Safety Program Certificate in Appendix D)
- Emergency preparedness
- Service standards
- *Grievance Procedures (Appendix C)
- Implementation schedule

3. Quality Assurance

*Evaluation process of the CTC (Appendix E)

Performance Standards

- Policies and Procedures
- Reliability –vehicle operation and maintenance
- Service, Safety, and Training Standards
- Quality Assurance

- drug and alcohol policy
- billing requirements
- adequate seating
- child restraints
- riders and trip data
- proper signage on vehicles
- vehicle cleanliness
- driver identification
- training
- passenger assistance
- smoking and eating on vehicles
- no-show policies
- communication equipment
- vehicle A/C and heating equipment
- first aid policy
- pick up windows and reservation requirements
- on-time performance
- complaints
- accidents

*Cost Revenue Allocation and Rate Structure (Appendix F)

Ms. Hanley made a motion to approve the Transportation Disadvantaged Service Plan (TDSP). Ms. Melvin seconded, a roll-call vote was called and the motion passed unanimously.

Item 6b. Approval of Grievance Procedures

Ms. Woodring made a motion to approve the Grievance Procedures as presented. Ms. Hanley seconded, and the motion passed unanimously.

Item 7. Consent Agenda

Ms. Melvin made a motion to approve the Consent Agenda. Ms. Woodring seconded, and the motion passed unanimously.

Item 8. Comments by TDLCB Board Members

Ms. Hanley said that the Department of Elderly Affairs was still being conservative and not assessing patient's in-person due to the high risk population for Covid.

Ms. Melvin said that Center for Independent Living was still closed and not seeing many at all in-person and application processes was over the phone.

Chairwoman Stone mentioned to the board that it would be Kathleen Woodrings' last meeting with the TDLCB as she was retiring in December and moving out of the area.

Iris Pozo would be the replacement on the board for Ms. Woodring.

Item 9. Comments by TPO Staff

Ms. Mitchell said that she would be seeking the help of the TDLCB to conduct ride-a-longs and surveys for Marion Transit in the next coming year. The evaluation time-span would hopefully be two to three weeks with assistance of the board.

Mr. Derrick Harris said the Long Range Transportation Plan (LRTP) was in the public review process and wanted to let the board know it was posted for review and comments.

Item 10. Comments by Transportation Coordinator (CTC)

Mr. Wilder said that Marion Transit was working at a 27% decrease in trips year to date and operating 25-28 buses.

Marion Transit was also working with CTD to complete the Annual Operating Report (AOR).

Marion Transit would be looking at a deviated route called the Gold Line in the Marion Oaks area. A bus would be in the area on a fixed route and could deviate to take citizens to appointments. The Gold Line would be implemented within the next few weeks.

Mr. Wilder said that in January Marion Transit would be setup for another Triennial Review and he would work with Ms. Mitchell to make sure the schedules do not conflict.

Marion Transit sent out some Satisfaction Surveys and received a 93% satisfaction report.

Item 11. Public Comment

There was no public comment.

Item 12. Adjournment

Chairwoman Stone adjourned the meeting at 10:52am.

Respectfully Submitted By:

Shakayla Irby, TPO Administrative Assistant