



Transportation Disadvantaged Local Coordinating Board (TDLCB) Meeting

Marion County Growth Services Training Room
2710 E. Silver Springs Blvd., Ocala, FL 34470

December 8, 2022

10:00 AM

MINUTES

Members Present:

Michelle Stone
Jeffrey Askew (*arrived at 10:10am*)
Glorybee Perez (*Emilio Santiago arrived at 10:13am and attended as an alternate*)
Tracey Sapp (*Monica DaSilva attended as an alternate*)
Susan Hanley
Andrea Melvin
Carressa Hutchinson (*arrived at 10:27am*)
Keith Fair

Members Not Present:

Glorybee Perez
Lauren Debik
Carlos Colon
Iris Pozo
Anissa Pieriboni
Steven Neal
Jeff Aboumrad
Ronald Graham

Others Present:

Rob Balmes, TPO
Shakayla Irby, TPO
Elizabeth Mitchell, TPO

Clayton Murch, Marion Senior Services
Karen Williams, Marion Senior Services
Herman Schulz, Marion Senior Services
Ken McKelvy, Marion Senior Services

Item 1. Call to Order and Roll Call

Chairwoman Michelle Stone called the meeting to order at 10:05am. Secretary Shakayla Irby called the roll and a quorum was present with a special quorum of at least four voting member's present in-person.

Ms. Melvin made a motion to proceed with the special quorum. Mr. Fair seconded, and the motion passed unanimously.

An in-person quorum was met with the arrival of Mr. Askew at 10:10am.

Item 2. Pledge of Allegiance

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

Item 3. Proof of Publication

Secretary Shakayla Irby stated that the meeting had been published December 1, 2022 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 December 1, 2022 edition of the Ocala Star Banner.

Item 4a. Grievance Procedures

TPO staff annually reviewed and/or amended the TDLCB Grievance Procedures to assure that all elements of the Grievance Procedures were in alignment with Florida statutes, regulations and codes. The Grievance Procedures serve to guide the TDLCB in satisfying any concerns or issues by any person(s) regarding the services provided by Marion Transit in its role as the Community Transportation Coordinator (CTC).

The Grievance Procedures were provided to the board to review and the board members had no changes at the time.

Ms. Hanley made a motion to accept the Grievance Procedures as presented. Mr. Fair seconded, and the motion passed unanimously.

Item 4b. Bylaws

TPO staff annually reviewed and/or amended the TDLCB Bylaws to assure that all elements of the Bylaws are in alignment with Florida statutes, regulations and codes. The Bylaws guide the TDLCB in assisting Marion Transit in its role as Community Transportation

Coordinator (CTC) deliver quality service to the Transportation Disadvantaged (TD) community.

There was noted a phrasing change to the Bylaws in Article VII of the document. The change is listed below:

Previously read: Work cooperatively with local Welfare Transition Program (WTP) coalitions established in Chapter 445, FS, to provide assistance in the development of innovative transportation services for WTP participants.

Changed to read: Work cooperatively with local workforce development boards established in Chapter 445, to provide assistance in the development of innovative transportation services for participants in the welfare transition program.

The board reviewed the Bylaws and had no additional changes at the time.

Ms. Melvin made a motion to approve the Bylaws as presented. Ms. Hanley seconded, and the motion passed unanimously.

Item 4c. Board Elections – Vice Chair

Per the TDLCB Bylaws, a Vice-Chair shall be elected at the last regular meeting of the calendar year. The Officer may be elected by a majority of the present voting members. The term shall be for one full calendar year. The current Vice-Chair was Andrea Melvin, Center for Independent Living.

Mr. Askew made a motion for Ms. Melvin to continue as Vice-Chair. Ms. Hanley seconded, and the motion passed unanimously.

Item 4d. Board Elections – Grievance Subcommittee

Ms. Mitchell said that Members of the Grievance Subcommittee would serve on a voluntary basis. 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.

The board had discussion and agreed that the current four Grievance Subcommittee members would remain: Jeffrey Askew, Steven Neal, Keith Fair, and Anissa Pieriboni.

Ms. Melvin made a motion for the four current Grievance Subcommittee members to remain. Ms. Hanley seconded, and the motion passed unanimously.

4e. Meeting Schedule for 2023

It was a requirement that TDLCB members met quarterly, at a minimum. A total of four (4) Transportation Disadvantaged Local Coordinating Board (TDLCB) meetings had been proposed during calendar year 2023 in March, June, September, and December.

Meetings would take place quarterly on the second Thursday of the coordinating month at 10:00 AM except for December which would take place on the first Thursday of the month to accommodate holiday schedules.

The board reviewed and no changes were made to the 2023 meeting schedule.

Mr. Fair made a motion to approve the 2023 meeting schedule. Ms. Melvin seconded, and the motion passed unanimously.

Item 5. Consent Agenda

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

Item 6a. Volunteers for CTC Evaluation

Ms. Mitchell asked for volunteers to assist with the CTC evaluation.

Pursuant to Chapter 427 Florida Statutes 427.015(2), the performance of the Community Transportation Coordinator (CTC) shall be evaluated annually based on the Commission for the Transportation Disadvantaged's (CTD) approved evaluation criteria.

The evaluation would include an analysis of all relevant elements within the operations of Marion Transit Services. Examples include:

- Policies & Procedures
- Vehicle Operations & Maintenance
- Grievance Procedures
- Budget
- Contracts and Contract Management
- Driver Certification & Training
- Performance Standards
- Safety Standards
- Quality Assurance

The evaluation would begin mid-January 2023.

The following board members offered to be a volunteer with the CTC evaluation:

Jeffery Askew
Michelle Stone
Susan Hanley
Andrea Melvin (Brandon Palermo)

6b. 2023 Discussion Topics for Presentations

Chairwoman Stone opened the floor for board members to offer topics for presentations in the upcoming year board meetings and the following topics were suggested:

- Update from SunTran on new routes and information- Steven Neal
- How affordable housing tied into public transportation- Keith Fair
- Services provided by the Salvation Army
- Veteran Services- Jeffrey Askew
- The Census Updates- Rob Balmes

Item 7. Comments by TDLCB Members

Emilio Santiago introduced himself to the board and said that he was temporarily filling in on behalf of the Agency for Health Care Administration.

Mr. Fair inquired about the percentage of growth with Marion Transit riders.
Mr. Murch responded that Marion Transit was still feeling the effects of Covid and estimated a growth of 10% for the year.

FAAST Training flyers were provided by Ms. Andrea Melvin with the Center for Independent Living of North Central Florida. *See the flyers on pages 7-8 for reference.*

Item 8. Comments by TPO Staff

Mr. Balmes provided a brief update on the Safety Action Plan.

On November 29, 2022, the TPO Board adopted Commitment to Zero: An Action Plan for Safer Streets in Ocala Marion. The final plan and appendices were viewable on the TPO's project page: <https://ocalamariontpo.org/safety-plan>.

Mr. Balmes said that the participation by TDLCB members throughout the process was greatly appreciated and helped lead to the development of a comprehensive plan document.

Specifically, the feedback and guidance shared at the June 16, 2022 Workshop helped greatly with the development of safety strategies and emphasis areas. The TPO looked forward to continued work with TDLCB members related to transportation safety in Ocala/Marion County.

Item 10. Comments by CTC

Mr. Clayton Murch gave the following comments and updates.

- Marion Transit received additional tablets that would allow drivers to utilize Google maps for directions.
- Spot mirrors for the front of the Marion Transit buses would be installed as a safe guard for the non-riding public and riders safer.
- In November 2022, the Marion Senior Services parking lot paving had been completed.
- The roof of Marion Senior Services had been replaced and completed on December 7, 2022.
- All the Marion Transit drivers had completed Defensive Driving Courses with part of the course being Commentary Drives to help drivers identify obstacles while they are driving.
- During weather events, Marion Transit partnered with the Emergency operations Center (EOC) to help with evacuations to and from shelters.
- Ridership had exceeded the 2020 Covid numbers.
- Marion Transit increased wages in August 2022 from \$13 to \$15 and that enabled Marion Transit to attract a better caliber of drivers and they were in a good place with staffing.

Item 11. Public Comment

There was no public comment.

Item 12. Adjournment

Chairwoman Stone adjourned the meeting at 10:56am.

Respectfully Submitted By:

Shakayla Irby, TPO Administrative Assistant



**In collaboration with Mobility Express AND Florida Alliance for Assistive Services and Technology
The Center for Independent Living presents:**

Mobility Express Presentation

This training will cover information and equipment that helps accommodate for lift chairs, power chairs, vehicle modifications, and more!

January 17, 2023, 9:30am to 10:30am

Please call to reserve a seat, space is limited!



**The Center for Independent Living
2760 SE 17th Street, Suite 300 Ocala, FL 34471
(352) 368-3788**



In collaboration with Thera-mate AND Florida Alliance for Assistive Services and Technology

The Center for Independent Living presents:

THERA-MATE™ **PRO**
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This virtual training will cover Thera-Mate Pro, which helps those with limited mobility better take care of their health and personal hygiene

Monday, December 19th, 2022 at 10:00 am

Zoom Meeting ID: 870 2708 5029

Passcode: cilncf2022



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