

**MEETING MINUTES
BROWARD METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED
Monday, May 19, 2025, 2:00 p.m.
100 West Cypress Creek Road, Suite 850
Fort Lauderdale, FL 33309**

Members and Alternates Present

Chair Caryl Shuham, Commissioner of Hollywood
Vice Chair Charlotte Mather-Taylor, Area Agency on Aging
Hugh Chen, Private Transportation
Maria Chiari, Florida Department of Children and Families
Sam Cox, Alternate, Persons over 60
Manny Fuentes, Alternate, Broward County Elderly and Veterans' Services Division
Jerome Hill, Agency for Health Care Administration
Jake McEntyre, System User
Vera Sharitt, Persons over 60
Lisa VanVoorhis, Citizen Advocate
Owen Walker, Broward County Elderly and Veterans' Services Division

Members and Alternates Absent

Torey Alston, Broward County School Board
Barbara Bateman, Florida Department of Health
Vish Deonarine, Alternate, Career Source Broward
Marie Dorismond, Alternate, Florida Department of Transportation
Hazel Dumervil, Alternate, Private Transportation
Sue Gallagher, Children's Services Council
Alexis Harrison, Alternate, FDOE/Vocational Rehabilitation
Lori Mandke, Alternate, Area Agency on Aging
Ruth Masters, Alternate, Broward County School Board
Prudence Mollica, FDOE/Vocational Rehabilitation
Natasha Parks, Alternate, Florida Department of Children and Families
Denise Payne, Alternate, Citizen Advocate
Shatara Piedrasanta, Alternate, Community Action Agency
Michelle Ramirez, Career Source Broward
Ismir Ripley, Florida Department of Transportation
Nancy Scott, Alternate, System User
Milory Senat, Disabled Community
Reginald Shagoury, Alternate, Florida Department of Health
Pauline Spence, Alternate, Disabled Community

MPO Staff

Rebecca Schultz, Transportation Disadvantaged (TD) Administrator

Also Present

John Escobar, Inktel

Paul Strobis, Paratransit Manager, Broward County Transit (BCT)

Nancy Weizman, Paratransit Administrator, Broward County Transit (BCT)

REGULAR ITEMS

(All Items Open for Public Comment)

1. Call to Order, Roll Call and Recognition of Quorum

Chair Shuham called the meeting to order at 2:17 p.m.

2. Approval of Minutes – January 27, 2025

Motion made by Mr. Chen, seconded by Ms. VanVoorhis, to approve. In a voice vote, the **motion** passed unanimously.

3. Approval of Agenda

Motion made by Mr. Walker, seconded by Mr. Hill, to approve. In a voice vote, the **motion** passed unanimously.

4. Public Comments

None.

ACTION ITEMS

1. MOTION TO APPROVE the 2024-2025 Transportation Disadvantaged Service Plan (TDSP) Update

Paul Strobis, Paratransit Manager for Broward County Transit (BCT), explained that the Transportation Disadvantaged Service Plan (TDSP) is produced every five years and updated annually. This year's update primarily involved no significant changes.

In a roll call vote, the 2024-2025 TDSP was unanimously approved.

2. MOTION TO APPROVE the LCB By-laws

Chair Shuham noted that there have been no changes to the Local Coordinating Board (LCB) By-laws from the previous year.

Motion made by Vice Chair Mather-Taylor, seconded by Mr. Hill, to approve. In a voice vote, the **motion** passed unanimously.

3. MOTION TO APPROVE the LCB Complaint & Grievance Procedures

Chair Shuham advised that there were no recommended changes from the previous year.

Mr. Strobis stated that there has been a legislative change which requires Community Transportation Coordinators (CTCs) to report to the state on a quarterly basis; however, this did not require a change to the By-laws. BCT has submitted its first quarterly report.

Motion made by Ms. VanVoorhis, seconded by Mr. Hill, to approve. In a voice vote, the **motion** passed unanimously.

4. MOTION TO APPROVE:

A. The Community Transportation Coordinator's (CTC's) Performance Evaluation

Motion made by Vice Chair Mather-Taylor, seconded by Mr. Hill, to approve. In a voice vote, the **motion** passed unanimously.

Chair Shuham thanked the members of the Review Committee for their work.

B. Broward County (through Broward County Transit/BCT) to Continue in Its Role as the CTC for Broward County

Motion made by Mr. Hill, seconded by Vice Chair Mather-Taylor, to approve. In a voice vote, the **motion** passed unanimously.

5. MOTION TO APPROVE the Community Transportation Coordinator (CTC) Rate Model for 2025-2026

Mr. Strobis explained that funding for the annual Trip and Equipment Grant comes from the Transportation Disadvantaged (TD) Trust Fund, which is approved by the Florida Legislature. Allocation of these funds is formula-driven, based on demographic information regarding the disadvantaged population from each of the state's counties. The formula also considers service statistics from the previous year.

The rate model is calculated using anticipated upcoming expenses and revenues, as well as an estimated level of service based on the number of trips the CTC expects to provide in the upcoming year. This rate fluctuates every year based on the value of the grant. This year's Trip and Equipment Grant increased by approximately \$65,000 over the previous year. BCT anticipates providing 275,000 TD trips in the current year.

The CTC then participates in an application process in order to be awarded the Trip and Equipment Grant. Approval of the rate model, which has been vetted by the state's Commission for the Transportation Disadvantaged (CTD), will allow the CTC to begin

using these rates in the submittal of its grant application, which requests \$5.9 million to fund the TD program, effective July 1, 2025.

Chair Shuham asked if expenditures are audited at the end of the fiscal year. Mr. Strobis replied that if the CTC is too aggressive in its forecasting of trips, they may not draw down all their allocated funds; if they are too conservative, they may draw down all their funds too soon. BCT generally falls within 1% of its ridership estimates and performs month-to-month analysis to arrive at these figures.

Chair Shuham also asked why there was a much higher increase in grant funds in 2024-2025 than in 2025-2026. Mr. Strobis reiterated that allocations are based on the Florida Legislature's recommended budget, which funds the TD Trust Fund as part of its overall appropriations bill. In 2024-2025, a large increase was requested because many smaller and more rural counties needed additional funding for their services; however, due to anticipated revenue cuts in 2025-2026, a less robust amount was requested.

Motion made by Mr. Walker, seconded by Ms. VanVoorhis, to approve. In a voice vote, the **motion** passed unanimously.

6. MOTION TO RECOMMEND BROWARD MPO APPROVE LCB Membership Appointments and Reappointments – Florida Department of Transportation

TD Administrator Rebecca Schultz explained that LCB membership must be approved by the Broward MPO Board. Today's appointments include the appointment of incoming regular member Ismir Ripley from the Florida Department of Transportation (FDOT) and the appointment of incoming alternate Demetria Rawls from the Children's Services Council.

Motion made by Vice Chair Mather-Taylor, seconded by Mr. Hill, to approve. In a voice vote, the **motion** passed unanimously.

NON-ACTION ITEMS

1. Paratransit Update and Transportation Disadvantaged Grant Tracking Report – Paul Strobis, BCT Paratransit Manager

Mr. Strobis reported that BCT has submitted monthly reports for the Board's review, including a summary statistical report which reflects its year-to-date drawing down of grant funds. BCT is currently running \$200,000 over budget with local matching funds in order to maintain 100% service delivery for the TD program. Ridership continues to grow, as does the number of bus passes provided annually to assist individuals and households with low incomes. Additional statistics show the number of calls to BCT's call center, as well as response times, which continue to improve.

Mr. Strobis continued that since the January 2025 LCB meeting, Broward County has begun both its capital and operating budget seasons. The next budget year will begin on October 1, 2025. All parties are proceeding with caution due to some of the bills originating from the Florida Legislature and the federal government which may affect local revenue streams and the ability to maintain existing levels of service.

Mr. Strobis advised that Paratransit services differ from TD, as these services are expected to grow. These services will be funded, with cuts realized elsewhere within the transportation budget to offset this growth. No issues in meeting demand are expected for the upcoming year.

BCT has submitted its capital budgets for vehicle replacement, growth, and propane conversion. One upcoming request is the purchase of an additional 61 Paratransit vehicles, including a number of replacements for older vehicles.

A \$65,000 increase in the Trip and Equipment Grant is expected over last year's grant, which will allow service to accommodate additional TD trips. Current ridership is the highest ever seen by the program, which continues to grow at a rate of approximately 9%.

Mr. Strobis recalled that transportation providers are now required to report all complaints to the CTD on a quarterly basis. BCT has submitted this information from January through March 2025 and has had no response thus far.

On May 2, 2025, BCT held exit interviews with the CTD and its consultant for biannual quality review, which ensures CTC compliance with the terms of the Trip and Equipment Grant. The CTD also considers areas where improvements can be recommended and documents the results of the CTC's monitoring and oversight processes in a written report. BCT had neither findings nor recommendations for improvement.

Hurricane season begins on June 1, 2025. Mr. Strobis encouraged the LCB members to reach out to their respective organizations to request assistance for any members who may need help. Individuals may access www.broward.org/atrisk for information on shelter options, special needs registration, resources for animals, checklists, and more. He emphasized the importance of having a plan in place in advance of storms. Transportation Options (TOPS) is BCT's primary evacuation service for Broward County's senior and disadvantaged populations.

The top 10 weeks of BCT service since 2018 have all occurred since the week of October 1, 2024. This reflects continuing growth in ridership. On-time performance for the program is currently 88.2%, including all services. Vendors are responsible for being on time not only for pickup windows but on-time arrival at appointment destinations. Mr. Strobis emphasized that the overall goal of 92% is still not being met, primarily due to staffing. BCT averages 3.5 complaints for every 1000 trips delivered.

BCT's TD Grant application will go before the Broward County Board of County Commissioners at their May 20, 2025 meeting. The new vehicle order will be on the June 10, 2025 Board of County Commissioners Agenda. No date has been posted thus far for the annual CTD Training Workshop.

Chair Shuham asked if other CTCs which submit their complaints to the CTD qualify those complaints in any way, as well as how BCT's 3.5 complaints per 1000 trips measures against other providers in the area. Mr. Strobis replied that he did not know if other CTCs qualify complaints, nor if they report complaints in the same manner.

Chair Shuham asked if the 9% growth rate is tied to population growth or to greater use of services. Mr. Strobis advised that this rate is a combination of the two. The fastest-growing demographic in Broward County is the transportation disadvantaged population, including households earning low incomes, senior citizens, and others. In addition to new applicants, current residents are traveling more often.

ADMINISTRATIVE ITEMS

1. Member Comments

None.

2. Monthly LCB Operating Reports (December 2024 – March 2025)

3. Planning Related Grant Agreement Tasks Quarterly Progress Report

4. Attendance Roster – Members and Alternates

There being no further business to come before the Board at this time, the meeting was adjourned at 2:55 p.m.

NEXT MEETING: September 15, 2025