



REVISED AGENDA
Broward Metropolitan Planning Organization
**Transportation Disadvantaged Local
Coordinating Board (LCB)**
Regular Business Meeting
Monday, February 2, 2026, 3:00 p.m.
**100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309-2181**
Items revised denoted with " ** "

REGULAR ITEMS
(All Items Open for Public Comment)

1. Call to Order, Roll Call, and Recognition of Quorum
2. **Approval of Minutes - October 15, 2025**
3. Approval of Agenda
4. Public Comments
Please submit to info@browardmpo.org at least 24 hours prior to the start of the meeting.

ACTION ITEMS

1. ****MOTION TO RECOMMEND BROWARD MPO APPROVE LCB Membership Appointments - Broward County School Board, Broward County Elderly & Veterans Services Division, and Private Transportation**
2. **MOTION TO ELECT LCB Vice Chair**
3. **MOTION TO SELECT LCB Members to Serve on the LCB Review Committee**

NON-ACTION ITEMS

1. Paratransit Update and Transportation Disadvantaged Grant Tracking Report - Paul Strobis, BCT Paratransit Director

ADMINISTRATIVE ITEMS

1. Member Comments
2. Monthly LCB Operating Reports - October through November 2025
3. Planning Related Grant Agreement Tasks Quarterly Progress Report
4. Attendance Roster - Members and Alternates

NEXT MEETING: Review Committee - April 20, 2026; Regular Business Meeting - May 18, 2026

***MOTION TO ADJOURN**

* Motion Requested

Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Carl Ema, Title VI Coordinator at (954) 876-0033/0052 or emac@browardmpo.org (or via Florida Relay at 711) at least seven days prior to the meeting.



Regular Items 2.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

SUMMARY:

Approval of Minutes - October 15, 2025

Attachments

Minutes - October 15, 2025

**MEETING MINUTES
BROWARD METROPOLITAN PLANNING ORGANIZATION
LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED
Monday, October 20, 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
Sue Gallagher, Children's Services Council
Jake McEntyre, System User
Shatara Piedrasanta, Community Action Agency
Tatiana Gillyard, Florida Department of Transportation
Natasha Parks, Florida Department of Children and Families
Nancy Scott, Alternate, System User
Milory Senat, Agency for Persons with Disabilities
Vera Sharitt, Persons Over 60
Owen Walker, Broward County Elderly & Veterans' Services Division

MPO Staff

Rebecca Schultz, Transportation Disadvantaged (TD) Administrator
Jennipher Tucey, Government Relations

Also Present

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 2:20 p.m.

2. Approval of Minutes – September 15, 2025

Motion made by Ms. Gallagher, seconded by Ms. Piedrasanta, to approve. [The **motion** was approved by consent.]

3. Approval of Agenda

Motion made by Ms. Piedrasanta, seconded by Mr. Chen, to approve. [The **motion** was approved by consent.]

4. Public Comments

None.

ACTION ITEMS

1. MOTION TO RECOMMEND BROWARD MPO APPROVE LCB Membership Appointments – Florida Department of Transportation

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

2. MOTION TO APPROVE the Fiscal Year (FY) 2024-2025 Annual Operating Report (AOR)

Broward County Transit (BCT) Paratransit Administrator Nancy Weizman explained that the Annual Operating Report (AOR) is a compilation of all actions taken by the Community Transportation Coordinator (CTC) and other entities to provide transportation services in Broward County.

A question was asked regarding an increase of approximately 10% in total trips. Ms. Weizman advised that demand for Paratransit services is growing, including applications for both door-to-door service and bus passes. She added that BCT provides an accurate count of its bus pass trips rather than the estimate provided in other counties.

Motion made by Vice Chair Mather-Taylor, seconded by Ms. Piedrasanta, to approve the AOR. In a roll call vote, the **motion** passed 12-0.

NON-ACTION ITEMS

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

Ms. Weizman reiterated that the Paratransit program continues to grow in terms of both TD and ADA ridership and bus pass applications. 8% growth is estimated during the new fiscal year.

A question was asked regarding how on-time performance is measured. Ms. Weizman replied that on-time performance is based on statistical information and is more strictly measured than in other jurisdictions, as it considers on-time performance for both departures and arrivals.

Ms. Weizman continued that there are no age requirements for services, as they are based on financial eligibility. It was noted that Broward County has a strong track record of providing additional funding if it is needed by BCT.

2. Broward MPO Grants & Intergovernmental Monthly Meeting

Jennipher Tucz of Broward MPO Staff explained that the MPO holds a monthly Grants and Intergovernmental meeting, which allows them to coordinate with both partner agencies and municipalities regarding grants. While these meetings typically focus on federal grants, there can also be discussion of state and local grant opportunities.

The monthly meetings are typically attended by city managers and grant writers from a variety of partner municipalities. This allows MPO members and partners to coordinate in a way that ensures not all entities are applying for too many grants at once.

ADMINISTRATIVE ITEMS

1. Member Comments

Chair Shuham wished happy holidays to all present, as the next meeting is scheduled for February 2026.

Mr. Walker stated that today's meeting is his last as a Board member, as he is retiring from his position with Broward County. All present wished him a happy retirement.

2. Attendance Roster – Members and Alternates

3. Monthly LCB Operating Reports – July-September 2025

4. Planning Related Grant Agreement Tasks Quarterly Progress Report

5. TD-LCB Board Member Guidebook

There being no further business to come before the Board at this time, the meeting was adjourned at 2:41 p.m.

NEXT MEETING: February 2, 2026

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

REQUESTED ACTION:

****MOTION TO RECOMMEND BROWARD MPO APPROVE LCB Membership Appointments - Broward County School Board, Broward County Elderly & Veterans Services Division, and Private Transportation**

WHY THIS ACTION IS NECESSARY:

Rule 41-2 of the Florida Administrative Code (FAC) establishes membership positions on the LCB. This action is ministerial and is necessary to comply with Rule 41-2, FAC.

SUMMARY EXPLANATION/BACKGROUND:

The following member positions are new appointments and will need to be appointed to the LCB:

- Broward County School Board:
 - Rebecca Thompson appointment as the primary member
- Broward County Elderly & Veterans Services Division
 - Manny Fuentes appointment as the primary member
 - Phelicia James appointment as the alternate member
- Private Transportation
 - Ray Croteau appointment as the alternate member

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about LCB membership, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.

Attachments

Florida Administrative Code Chapter 41-2
Appointment Notice for School Board Member Rebecca Thompson
Appointment Letter for Manny Fuentes and Phelicia James
Appointment Notice for Ray Croteau

CHAPTER 41-2
COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

41-2.001	Purpose (Repealed)
41-2.002	Definitions
41-2.003	Commission Organization and Personnel (Repealed)
41-2.005	Member Department Responsibilities (Repealed)
41-2.006	Insurance, Safety Requirements and Standards
41-2.007	Reporting Requirements
41-2.008	Contractual Arrangements
41-2.009	Designated Official Planning Agency
41-2.010	Selection of Community Transportation Coordinator
41-2.011	Community Transportation Coordinator Powers and Duties
41-2.012	Coordinating Board Structure and Duties
41-2.013	Transportation Disadvantaged Trust Fund
41-2.014	Grants Program
41-2.015	Expenditure of Local Government, State, and Federal Funds for the Transportation Disadvantaged
41-2.016	Accessibility (Repealed)
41-2.0161	Program Monitoring of Performance (Repealed)
41-2.0162	Chronological Listing of Report Dates
41-2.018	Public Comment

41-2.001 Purpose.

Rulemaking Authority 427.013(9) FS. Law Implemented 120.53(1), 427.011-427.017 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, Repealed 7-15-12.

41-2.002 Definitions.

For purposes of this rule chapter, the following definitions will apply:

(1) “Americans with Disabilities Act” is a federal law, P.L. 101-336, signed by the President of the United States on July 26, 1990.

(2) “Coordination Contract” means a written contract between the Community Transportation Coordinator and an agency who receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies who perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the community transportation coordinator.

(3) “Designated Official Planning Agency” means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

(4) “Designated Service Area” means a geographical area recommended by a designated official planning agency, subject to approval by the Commission, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

(5) “Emergency” means any occurrence, or threat thereof, whether accidental, natural or caused by man, in war or in peace, which results or may result in substantial denial of transportation services to a designated service area for the transportation disadvantaged population.

(6) “Emergency Fund” means transportation disadvantaged trust fund monies set aside to address emergency situations and which can be utilized by direct contract, without competitive bidding, between the Commission and an entity to handle transportation services during a time of emergency.

(7) “Florida Coordinated Transportation System” (FCTS) means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in chapter 427, F.S.

(8) "Local Government" means an elected and/or appointed public body existing to coordinate, govern, plan, fund and administer public services within a designated, limited geographic area within the state.

(9) "Local Government Comprehensive Plan" means a plan that meets the requirements of sections 163.3177 and 163.3178, F.S.

(10) "Memorandum of Agreement" is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Commission and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

(11) "Public Transit" means the transporting of people by conveyances or systems of conveyances, traveling on land or water, local or regional in nature, and available for use by the public. Public transit systems may be governmentally or privately owned. Public transit specifically includes those forms of transportation commonly known as "paratransit."

(12) "Regional Planning Council (RPC)" means the organization created under the provisions of section 186.504, F.S.

(13) "Reserve Fund" means transportation disadvantaged trust fund monies set aside each budget year to insure adequate cash is available for incoming reimbursement requests when estimated revenues do not materialize.

(14) "State Fiscal Year" means the period from July 1 through June 30 of the following year.

(15) "Transportation Disadvantaged Service Plan" means an annually updated plan jointly developed by the designated official planning agency and the Community Transportation Coordinator which contains a development plan, service plan, and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

(16) "Transportation Operator" means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a coordinated transportation development plan.

(17) "Transportation Operator Contract" means a written contract between the Community Transportation Coordinator and the Transportation Operators, as approved by the Commission, that outlines the terms and conditions for any services to be performed.

(18) "Trust Fund" means the Transportation Disadvantaged Trust Fund authorized in section 427.0159, F.S., and administered by the Commission.

Rulemaking Authority 427.013(10) FS. Law Implemented 427.011-427.017 FS. History--New 5-2-90, Amended 6-17-92, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 8-10-09.

41-2.003 Commission Organization and Personnel.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012 FS. History--New 5-2-90, Amended 6-17-92, 3-10-98, Repealed 7-15-12.

41-2.005 Member Department Responsibilities.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0135 FS. History--New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 3-10-98, Repealed 1-7-16.

41-2.006 Insurance, Safety Requirements and Standards.

(1) The Community Transportation Coordinator, shall ensure compliance with the minimum liability insurance requirement of \$200,000 per person and \$300,000 per incident, which are comparable to section 768.28(5), F.S., limits, for all transportation services purchased or provided for the transportation disadvantaged through the Community Transportation Coordinator. The Community Transportation Coordinator will indemnify and hold harmless the Local, State, and Federal governments and their entities, departments, and the Commission from any liabilities arising out of or due to an accident or negligence on the part of the Community Transportation Coordinator and all Transportation Operators under contract to them.

(2) Each Community Transportation Coordinator, and any Transportation Operators from whom transportation service is purchased with local government, state or federal transportation disadvantaged funds, shall ensure the purchaser that their operations and services are in compliance with the safety requirements as specified in section 341.061(2)(a), F.S. and chapter 14-90, F.A.C.

(3) Each Community Transportation Coordinator, and any Transportation Operators from whom service is purchased or funded by local government, state or federal transportation disadvantaged funds shall assure the purchaser of their continuing compliance

with the applicable state or federal laws relating to drug testing.

(4) The Community Transportation Coordinator and any Transportation Operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Commission approved standards. These standards include:

(a) Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration;

(b) An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Transportation Disadvantaged Service Plan;

(c) Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan;

(d) Passenger property that can be carried by the passenger and/or driver in one trip and can safely be stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices;

(e) Vehicle transfer points shall provide shelter, security, and safety of passengers;

(f) A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The TD Helpline phone number 1(800)983-2435 shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) will include the TD Helpline phone number;

(g) Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips;

(h) Interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger;

(i) Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with section 287.0585, F.S.;

(j) Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system;

(k) Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time;

(l) Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle;

(m) The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheel chair securement devices, storage of mobility assistive devices, and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver;

(n) Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the

local Transportation Disadvantaged Service Plan;

(o) The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan;

(p) All vehicles providing service within the coordinated system, shall be equipped with two-way communications in good working order and audible to the driver at all times to the base;

(q) All vehicles providing service within the coordinated system, shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible;

(r) First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan;

(s) Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan;

(t) Driver background screening shall be determined locally, dependent upon purchasing agencies' requirements, and provided in the local Transportation Disadvantaged Service Plan;

(u) In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the Local Coordinating Board (LCB) a percentage of total trips that will be placed on the fixed route system;

(v) The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers;

(w) The Community Transportation Coordinator and the LCB should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies, and passengers. This measure should also be included as a part of the Community Transportation Coordinator's evaluation of its contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(x) The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers;

(y) The Community Transportation Coordinator and the LCB should jointly establish and address in the service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(z) The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator;

(aa) This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the LCB should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the LCB's evaluation of the Community Transportation Coordinator;

(bb) The Community Transportation Coordinator and the LCB should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators, and the LCB's evaluation of the Community Transportation Coordinator.

Rulemaking Authority 427.013(9) FS. Law Implemented 287.0585, 427.011(11), 427.013, 427.0155, 427.0157, 768.28 FS. History—New 5-2-90, Amended 6-17-92, 5-1-96, 10-1-96, 3-10-98, 6-3-01, 7-3-03, 9-3-18.

41-2.007 Reporting Requirements.

(1) Each state agency shall, by September 15 of each year, provide the Commission with an accounting of the actual amount of funds expended and the total number of trips purchased during the previous fiscal year.

(2) Each Designated Official Planning Agency shall provide to the Commission prior to each state fiscal year, an estimate of all transportation disadvantaged funds anticipated to be available for the upcoming state fiscal year budget. The estimate shall include the following information:

(a) Each local government agency within jurisdiction of the Official Planning Agency shall report an estimate of the direct federal funds and local government transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year to the Official Planning Agency, and

(b) The Official Planning Agency shall request from each federal government agency within its jurisdiction, an estimate of the direct federal transportation disadvantaged funds anticipated to be available through the coordinated system for the upcoming state fiscal year.

(3) The estimate mentioned in subsection (2), above, shall include the following information identified by county:

(a) A brief description of the project or program;

(b) The dollar amount of transportation disadvantaged funds reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable; and

(c) The estimated number of one-way passenger trips to be provided reported by categories of Coordinated, Non-Coordinated, Transportation Alternatives, or Other if applicable.

(4) Each Metropolitan Planning Organization or designated official planning agency shall annually compile a report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction, and forward this report by September 15 to the Commission.

(5) Upon receipt of the state agency and Official Planning Agency combined annual budget estimates, the Commission shall develop and distribute a statewide report outlining the expected expenditures for all transportation disadvantaged services through the coordinated system for the state fiscal year.

(6) Each Community Transportation Coordinator shall by September 15 of each year report required operating statistics to the Commission. The operational statistics will be compiled into a report by the Commission and utilized as a part of the analysis of the Community Transportation Coordinator's performance evaluation and the trip and equipment grant distribution. The Community Transportation Coordinator's report shall be reviewed by the Coordinating Board with a copy provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(7) Each Community Transportation Coordinator shall utilize the Chart of Accounts defined in the American Association of State Highway and Transportation Officials, Inc., Comprehensive Financial Management Guidelines For Rural and Small Urban Public Transportation Providers, dated September 1992, incorporated herein by reference, for its financial management. A copy of this document may be obtained from the Commission office located at 2740 Centerview Drive, Suite 1A, Tallahassee, Florida 32301. A copy of the document may also be viewed at Comprehensive Financial Management Guidelines on the Commission's website at www.dot.state.fl.us/ctd/, Community Transportation Coordinators with existing and equivalent accounting systems will not be required to adopt this Chart of Accounts but will be required to prepare all reports, invoices, and fiscal documents relating to the transportation disadvantaged functions and activities using the chart of accounts and accounting definitions as outlined in the above referenced manual.

(8) The Commission shall make an annual report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 1 of each year. The report will contain a summary of the Commission's accomplishments for the preceding state fiscal year, the most current operational statistics for transportation disadvantaged services, identified unmet needs and a financial status of the Transportation Disadvantaged Trust Fund. Copies of the report will also be made available to member departments, Metropolitan Planning Organizations, Designated Official Planning Agencies and Community Transportation Coordinators, and others upon request.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.012(8), 427.013(3), (7), (8), (9), (12), (13), (16), 427.0135(1), 427.015(1) FS. History—New 5-2-90, Amended 6-17-92, 11-17-92, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 12-6-09, 3-5-13.

41-2.008 Contractual Arrangements.

The following contractual arrangements will be required of the Community Transportation Coordinator:

(1) A Memorandum of Agreement will be required and shall be a binding contract between the Commission and a Community Transportation Coordinator. It shall be utilized as the contract recognizing the Community Transportation Coordinator as a State contract vendor for a designated service area. The format of the Memorandum of Agreement will contain the Commission's

minimum requirements and shall be utilized by the Community Transportation Coordinator. The Coordinating Board shall approve the Memorandum of Agreement prior to submittal to the Commission.

(2) Transportation Operator Contract. The Community Transportation Coordinator shall enter into a standard contract, as approved by the Commission, with each Transportation Operator as to specific terms and conditions that apply to each Transportation Operator for services to be performed. The contract shall include the minimum requirements contained in the Memorandum of Agreement and other local requirements for local service delivery. The Community Transportation Coordinator will be responsible for monitoring the terms of the contract.

(3) Coordination Contract. The Community Transportation Coordinator shall enter into a Coordination Contract to show the specific terms and conditions, as outlined in the Memorandum of Agreement with those agencies who receive transportation disadvantaged funds and who, from a total system approach, can perform more effectively and more efficiently their own transportation under those conditions not covered in rule 41-2.015, F.A.C., herein. The contract shall include the requirements of reporting, insurance, safety, and other terms that apply equally to any transportation operator. The contract also shall include any relative information regarding joint utilization and cost arrangements for the provision of transportation services to and from the coordinator. The Community Transportation Coordinator will be responsible for monitoring the terms of the contract. The contract shall be approved by the Coordinating Board and shall be reviewed annually to determine whether the continuation of said contract arrangement is the most cost effective and efficient utilization that is possible.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157(1) FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98.

41-2.009 Designated Official Planning Agency.

(1) Metropolitan Planning Organizations shall serve as the designated official planning agency in urbanized areas. In areas not covered by a Metropolitan Planning Organization, agencies eligible for selection as Designated Official Planning Agencies include County or City governments, Regional Planning Councils, Metropolitan Planning Organizations from other areas, or Local Planning Organizations who are currently performing planning activities in designated service areas. Eligibility for continued designation by the Commission will be conditioned on the agency's resources, capabilities and actual performance in implementing the responsibilities and requirements of chapter 427, F.S.

(2) Metropolitan Planning Organizations and Designated Official Planning Agencies shall include a Transportation Disadvantaged element in their Transportation Improvement Program (TIP). Such element shall include a project and program description, the planned costs and anticipated revenues for the services, identification of the year the project or services are to be undertaken and implemented, and assurances that there has been coordination with local public transit and local government comprehensive planning bodies, including input into the mass transit or other elements of local and regional comprehensive planning activities. Areas not required to develop a federally-required TIP shall report equivalent information in the Transportation Disadvantaged Service Plan.

(3) Each Designated Official Planning Agency shall provide each Coordinating Board with sufficient staff support and resources to enable the Coordinating Board to fulfill its responsibilities. In areas where a Metropolitan Planning Organization or Designated Official Planning Agency serves as the Community Transportation Coordinator and desires to utilize the same staff for the Coordinating Board, such agency shall abstain from any official actions that represent a conflict of interest, specifically in the evaluation process of the Community Transportation Coordinator.

(4) In consultation with the Community Transportation Coordinator and Coordinating Board, each Metropolitan Planning Organization or Designated Official Planning Agency shall develop and annually update, a Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan shall be developed in a manner which assures that local planning agencies, responsible for preparing comprehensive plans, have the opportunity to review and comment on it, and shall not be inconsistent with applicable local government comprehensive plans, MPO long range comprehensive plans, transit development plans, and other local, regional, and state transportation plans. The Transportation Disadvantaged Service Plan shall be reviewed for final disposition by the Coordinating Board and the Commission.

(5) Consolidate the annual budget estimates of local and directly funded federal government transportation disadvantaged funds and forward to the Commission no later than the beginning of each state fiscal year.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(21), 427.015 FS. History—New 5-2-90, Amended 6-17-92, 1-4-94, 3-10-98.

41-2.010 Selection of Community Transportation Coordinator.

(1) Designation, selection, or revocation of designation of any Community Transportation Coordinator shall be subject to the approval of the Commission.

(2) Selection of agencies as Community Transportation Coordinators or Transportation Operators may be negotiated without competitive acquisition, upon the recommendation of the Metropolitan Planning Organization or Designated Official Planning Agency that it is in the best interest of the transportation disadvantaged. This includes circumstances such as emergencies, or insufficient competition availability.

(3) Selection of the Community Transportation Coordinator will be accomplished through public competitive bidding or proposals in accordance with applicable laws and rules.

(4) In cases where selection is accomplished by a request for proposal (RFP), the RFP shall, at a minimum, identify the following information:

(a) The scope and nature of the services and coordination required, and a request for the proposer's plan to provide same.

(b) A request that the proposer identify the resources, and accounting system techniques to be used in their audit trail for all services.

(c) A request that the proposer identify their organizational structure and key personnel, their financial capacity, equipment resources, and experience and qualifications, including the most recent financial audit by a certified public accountant.

(d) A request that the proposer demonstrate the ability to coordinate a multitude of funding and service provisions, in addition to serving the needs of the general public or other transportation disadvantaged.

(e) A request that the proposer identify specific means by which it plans to comply with the provisions of the Americans with Disabilities Act, P.L. 101-336, chapter 760, F.S., and any applicable local regulations governing disabled accessibility requirements, access to transportation, and discrimination.

(f) A demonstration by the proposer of plans for the provision of the most economically cost effective, quality services to the transportation disadvantaged, and plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged within the designated service area.

(g) A demonstration by the proposer of plans to comply with safety requirements as specified in section 341.061, F.S.

(h) An indication by the proposer of plans to comply with any state, federal, or local laws relating to drug testing.

(i) A sample Memorandum of Agreement for review by the respondent.

(j) A statement advising proposers of any local resources that exist or are planned that should be recognized in the bidders proposal.

(5) The announcement of the request for proposal shall be published in at least the largest general circulation newspaper in the designated service area and in the Florida Administrative Register. The advertised announcement shall include the time, date and place of a public meeting to provide information and answer questions about the request for proposal.

(6) Upon evaluation of the proposals, each Metropolitan Planning Organization or Designated Official Planning Agency, upon consultation with the Coordinating Board, shall recommend to the Commission a Community Transportation Coordinator.

(7) Upon resignation or termination of any Community Transportation Coordinator, the Metropolitan Planning Organization or Designated Official Planning Agency shall complete the recommendation process for a new Community Transportation Coordinator within 90 days after termination date for non-bid Community Transportation Coordinators and within 150 days after termination date for bid/RFP Community Transportation Coordinators. In the absence of these circumstances, the requirements of subsection 41-2.010(8), F.A.C., below shall apply.

(8) In cases of termination of the Community Transportation Coordinator, or in unforeseen emergencies, the Commission shall work with the Metropolitan Planning Organization or Designated Official Planning Agency and the Coordinating Board in an expeditious manner to provide for the continuation of services to the transportation disadvantaged in the designated service area, by providing or arranging the necessary technical assistance.

(9) The utilization of firms defined as minority business enterprises shall be encouraged to the extent possible utilizing the most recent certified minority business listing published by the Florida Department of Management Services.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(10), (15), 427.015(2), 427.0155(7), 427.0157 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 10-1-96, 3-10-98, 4-8-01, 1-29-18.

41-2.011 Community Transportation Coordinator Powers and Duties.

(1) Each Community Transportation Coordinator shall be responsible for the short-range operational planning, administration, monitoring, coordination, arrangement, and delivery of transportation disadvantaged services originating within their designated service area on a full-time basis. Local management personnel with day-to-day decision making authority must be physically located in each designated service area, unless otherwise authorized by the Commission.

(2) Where cost effective and efficient, the Community Transportation Coordinator shall subcontract or broker transportation services to Transportation Operators. The Coordinating Board is authorized to recommend approval or disapproval of such contracts to the Community Transportation Coordinator, providing the basis for its recommendation. Within 30 days of its receipt of the Coordinating Board's recommendation, the Community Transportation Coordinator shall accept or reject the recommendation, providing written reasons for its rejection. All Transportation Operator 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 previously approved. Each Community Transportation Coordinator will ensure the terms set forth for monitoring said Transportation Operators and Coordination Contractors are in compliance with standards pursuant to rule 41-2.006, F.A.C.

(3) Pursuant to the conditions set forth in the Memorandum of Agreement, the Community Transportation Coordinator shall develop, implement, and monitor an approved Transportation Disadvantaged Service Plan. This plan shall be approved by the Coordinating Board and forwarded to the Commission for review and final disposition.

(4) Each Community Transportation Coordinator shall submit a report on operational statistics by September 15, each year to the Commission. A copy should also be provided to the Metropolitan Planning Organization or Designated Official Planning Agency.

(5) The Community Transportation Coordinator shall maximize the utilization of school bus and public transit services in accordance with section 427.0158, F.S. Any utilization data shall be included in operational statistics provided to the coordinated system.

(6) In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area. If funds are recommended for approval, the Community Transportation Coordinator, in cooperation with the Coordinating Board, will develop and implement cost-effective coordination strategies for their use and integration into the coordinated system.

(7) Funding to support the Community Transportation Coordinator's functions associated with documented coordination activities may be obtained from a coordination fee as part of each trip arranged, from subsidies received or both and upon approval by the Coordinating Board.

(8) Each Community Transportation Coordinator shall be aware of all of the transportation disadvantaged resources available or planned in their designated service area in order to plan, coordinate, and implement the most cost effective transportation disadvantaged transportation system possible under the conditions that exist in the designated service area.

(9) Contractual administration of Community Transportation Coordinators shall be accomplished through a Memorandum of Agreement between the Commission and the Community Transportation Coordinator in accordance with the procedures of the Commission. Transportation services purchased from or arranged by the Community Transportation Coordinator will be billed to purchasing agencies by the Community Transportation Coordinator at the rates identified in the approved Transportation Disadvantaged Service Plan or Coordination Contract and recognize any special conditions as specified by the purchasing agency. Payment for services will be made directly to the Community Transportation Coordinator unless otherwise agreed upon, in writing, by the purchaser and the Community Transportation Coordinator. Other contractual arrangements shall be followed as specified in this rule chapter.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0155 FS. History—New 5-2-90, Amended 6-17-92, 6-15-93, 7-11-95, 5-1-96, 10-1-96, 3-10-98.

41-2.012 Coordinating Board Structure and Duties.

The purpose of the Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged through the Florida Coordinated Transportation System (FCTS). Each Coordinating Board is recognized as an advisory body to the

Commission in its service area. The members of the Coordinating Board shall be appointed by the Metropolitan Planning Organization or the Designated Official Planning Agency. A Coordinating Board shall be appointed in each county. However, when agreed upon in writing, by all Boards of County Commissions in each county to be covered in the service area, multi-county Coordinating Boards may be appointed. The structure and duties of the Coordinating Board shall be as follows:

(1) The Metropolitan Planning Organization or Designated Official Planning Agency shall appoint one elected official to serve as the official chairperson for all Coordinating Board meetings. The appointed chairperson shall be an elected official from the county that the Coordinating Board serves. For a multi-county Coordinating Board, the elected official appointed to serve as Chairperson shall be from one of the counties involved.

(2) The Coordinating Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Coordinating Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

(3) In addition to the Chairperson, except for multi-county Coordinating Boards which shall have as a representative an elected official from each county, including the Chairperson, one of whom shall be elected Vice-Chairperson, the following agencies or groups shall be represented on the Coordinating Board, in every county as voting members:

- (a) A local representative of the Florida Department of Transportation;
- (b) A local representative of the Florida Department of Children and Family Services;
- (c) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office, or Headstart Program in areas where the School District is responsible;
- (d) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (e) A person recommended by the local Veterans Service Office representing the veterans of the county;
- (f) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the county;
- (g) A person over sixty representing the elderly in the county;
- (h) A person with a disability representing the disabled in the county;
- (i) Two citizen advocate representatives in the county; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (j) A local representative for children at risk;
- (k) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (l) A local representative of the Florida Department of Elderly Affairs;
- (m) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator;
- (n) A local representative of the Florida Agency for Health Care Administration;
- (o) A local representative of the Agency for Persons with Disabilities;
- (p) A representative of the Regional Workforce Development Board established in chapter 445, F.S.; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.

(4) Except for the Chairperson, the non-agency members of the Board shall be appointed for three year staggered terms with initial membership being appointed equally for one, two, and three years. The Chairperson shall serve until elected term of office has expired or otherwise replaced by the Designated Official Planning Agency. No employee of a community transportation coordinator shall serve as a voting member of the coordinating board in an area where the community transportation coordinator serves. However, community transportation coordinators and their employees are not prohibited from serving on a coordinating board in an area where they are not the coordinator. However, an elected official serving as Chairperson of the coordinating board, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the community transportation coordinator shall not be precluded from serving as voting members of the coordinating board.

(5) The Board shall meet at least quarterly and shall perform the following duties in addition to those duties specifically listed in section 427.0157, F.S.:

(a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

(b) Annually, provide the Metropolitan Planning Organization or Designated Official Planning Agency with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. 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. The Commission shall provide evaluation criteria for the local Coordinating Board to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission upon approval by the local coordinating board.

(c) Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The Coordinating Board shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Members appointed to the committee shall be voting members of the Coordinating Board.

(d) All coordinating board members should be trained on and comply with the requirements of section 112.3143, F.S., concerning voting conflicts of interest.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.0157 FS. History—New 5-2-90, Amended 6-17-92, 11-16-93, 1-4-94, 7-11-95, 5-1-96, 10-1-96, 3-10-98, 4-8-01, 12-17-02, 7-3-03, 6-14-18.

41-2.013 Transportation Disadvantaged Trust Fund.

The Commission shall annually evaluate and determine each year's distribution of the Transportation Disadvantaged Trust Fund. Funds available through the Transportation Disadvantaged Trust Fund for non-sponsored transportation services and planning activities shall be applied only after all other potential funding sources have been used and eliminated. Grant funds shall not be used to supplant or replace funding of transportation disadvantaged services which are currently funded to a recipient by any federal, state, or local governmental agency. Monitoring of this mandate will be accomplished as needed by the Commission and all agencies funding transportation disadvantaged services. The use of minority-owned businesses is encouraged, utilizing the most recent certified companies published by the Department of Management Services. Funds deposited and appropriated into the Trust Fund will be utilized for:

(1) Commission administrative and operating expenses, including financial assistance, through a grant agreement, to designated official planning agencies to assist the Commission in implementing the program in each local area.

(2) A Grants Program to provide for the funding of non-sponsored trips, including the purchase of capital equipment.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History—New 5-2-90, Amended 6-17-92, 1-5-93, 6-26-94, 7-11-95, 3-10-98, 2-20-13.

41-2.014 Grants Program.

(1) Eligible Applicants. Grant funds will be allocated annually to the following entities:

(a) Community Transportation Coordinators who have an executed Memorandum of Agreement.

(b) Metropolitan Planning Organizations or Designated Official Planning Agencies approved by the Commission.

(2) Types of Grants.

(a) Trip and Equipment Related. Trip and equipment related grant funds may be used for the provision of non-sponsored transportation disadvantaged services and for the purchase of capital equipment to be used for services provided to the transportation disadvantaged. Capital equipment expenditures will be limited to no more than 25% of the Commission participation and the required match.

(b) Planning Related. Planning related grant funds may be used by an eligible Metropolitan Planning Organization or Designated Official Planning Agency to assist the Commission in their responsibilities at the local level as identified in chapter 427, F.S., including support to the local Coordinating Board.

(c) Innovation and Service Development. Innovation and service development related grant funds may be awarded competitively to support projects that:

1. Enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and recreation;
2. Assist in the development, improvement, and use of transportation systems in non-urbanized areas;
3. Promote the efficient coordination of services;
4. Encourage private transportation provider participation.

(3) Match Requirement. Eligible grant recipients for the trip and equipment grants only, must provide at least 10% of the total project cost as a local match. The match must be cash generated from local sources. Voluntary dollar collections do not require a match.

(4) Distribution of Grant Funds. On or about December 15 of each year, the Commission shall allocate a portion identified as the Grants Program of the Transportation Disadvantaged Trust Fund in the following manner:

(a) An annual amount of \$1,372,060 of the Grants Program shall be designated for planning grants to assist the Commission with implementation and maintenance of the program at the local level. Beginning with the 2002/2003 grant cycle, the annual cap will be adjusted by the same percentage increase equivalent to state employees as set by the Legislature.

(b) The voluntary dollar collections will be returned to the county where said funds were collected. The voluntary dollar collections shall be designated for additional trips at the local level.

(c) The remaining portion of funds, except as specified in paragraph 41-2.014(4)(b), F.A.C., will be appropriated for the Grants Program and designated for trip and equipment related grants, subject to limitations of paragraphs 41-2.014(1)(a) and (2)(a), F.A.C.

(5) Distribution of Trip and Equipment Related Grant Funds. Each eligible applicant's allocation will be determined for the county or counties within the designated service area for which the applicant provides coordinated transportation disadvantaged services.

(a) In order to maintain system and service stability, the Commission's Fiscal Year 99/00 Allocation of Trip and Equipment Grant Funds, dated 02/99, incorporated herein by reference, shall be the base allocation for each subsequent year's distribution for trip and equipment related grant funds. No county shall receive less than the base allocation unless the Commission's five year cash-flow forecast falls below the Fiscal Year 99/00 levels allocated to the trip and equipment grant related program.

(b) If the level of funding available for distribution to the trip and equipment grant program falls below the base as stated in paragraph 41-2.014(5)(a), F.A.C., a proportionate adjustment to the base allocation will be made. Such adjustment will be based on the five year cash-flow forecast of the Commission, and each county's share of the Fiscal Year 99/00 trip and equipment related grant allocation.

(c) Allocation of additional trip and equipment grant funds above the amount used in the base allocation will be allocated to eligible applicants based on a comparative ranking of all eligible applicants in each of the following four categories:

1. The applicant's total county area in square miles as a percentage of the total square miles of all eligible applicants.
2. Total system passenger trips provided as a percentage of all eligible applicant trips reported.
3. Total system vehicle miles traveled as a percentage of all eligible applicants vehicle miles traveled and reported.
4. Total county population as a percentage of the total population of all eligible applicants.

(d) Each category will represent one fourth of the trip related grant funds.

(e) The latest required operational statistics report which is submitted by September 15 of each year will be used for obtaining the applicant's coordinated vehicle miles and coordinated passenger trips data. For purpose of this section, coordinated vehicle miles or passenger trips shall not include those services provided through an approved transportation alternative.

(6) Distribution of Planning Related Grants. Planning related grant funds will be apportioned for distribution to the planning agencies as follows:

(a) 25% of the planning allocation shall be divided into shares equal to the percentage of population each county has relative to the total state population, with each planning agency receiving a share for each county within its jurisdiction;

(b) 75% of the planning allocation shall be divided into shares equal to the number of counties throughout the state, with each planning agency receiving no more than one share for each county within its jurisdiction. Eligible applicants not requiring the total

amount of funding available may recommend to the Coordinating Board that any excess funds be allocated to the Community Transportation Coordinator for additional non-sponsored trip needs. The Commission shall reallocate any eligible excess funds to that particular county or service area's normal allocation. A local cash match of at least 10% shall be required to obtain this additional allocation.

(7) Distribution of Innovation and Service Development Grant Funds. Innovation and service development related grant funds will be awarded competitively to support such projects based upon available funding identified by the Commission.

(8) All grant applicants will provide their request for funds to the Commission no later than October 1 each year, unless otherwise approved by the Commission.

(9) Prioritization of Non-sponsored Transportation Services. The Community Transportation Coordinator, with approval of the Coordinating Board, shall have the authority to prioritize trips for non-sponsored transportation disadvantaged services which are purchased with Transportation Disadvantaged Trust Funds. Any prioritization of trips or eligibility criteria which is developed shall consider all of the following criteria:

- (a) Cost Effectiveness and Efficiency.
- (b) Purpose of Trip.
- (c) Unmet Needs.
- (d) Available Resources.

Rulemaking Authority 427.013(9), 427.013(10) FS. Law Implemented 427.013, 427.0159, 427.016 FS. History—New 5-2-90, Amended 6-17-92, 7-21-93, 6-26-94, 10-1-96, 3-10-98, 1-13-04, 8-5-18.

41-2.015 Expenditure of Local Government, State, and Federal Funds for the Transportation Disadvantaged.

(1) Any agency purchasing transportation services or providing transportation funding for the transportation disadvantaged with transportation disadvantaged funds shall expend all transportation disadvantaged funds through a contractual arrangement with the community transportation coordinator or an approved coordination provider except as provided in subsections (2) and (3), below.

(2) When it is better suited to the unique and diverse needs of a transportation disadvantaged person, the sponsoring agency may purchase or provide transportation by utilizing the following alternatives:

- (a) Privately owned vehicle of an agency volunteer or employee;
- (b) State owned vehicles;
- (c) Privately owned vehicle of a family member or custodian;
- (d) Common carriers, such as commercial airlines or bus; and
- (e) Emergency medical vehicles.

(3) The sponsoring agency may utilize other modes of transportation when the community transportation coordinator determines it is unable to provide or arrange the required service. Information pertaining to these denials for service shall be reported by the community transportation coordinator on a quarterly basis or more frequently as specified by the local coordinating board.

(4) All agency applications for transportation disadvantaged operating and capital assistance funds beyond those identified in the normal state legislative budget process shall be made available to the Coordinating Board for such review.

(5) The Commission shall request all funding requests containing a transportation disadvantaged fund component from the Florida State Clearinghouse. Said funding request shall be reviewed by the Commission. The Commission will respond when there are funding requests that conflict with the intent and provisions of chapter 427, F.S., and the rules thereof.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(16), 427.016 FS. History—New 5-2-90, Amended 6-17-92, 7-11-95, 3-10-98.

41-2.016 Accessibility.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013(4) FS. History—New 5-2-90, Amended 6-17-92, Repealed 7-15-12.

41-2.0161 Program Monitoring of Performance.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013 FS. History—New 6-17-92, Amended 5-1-96, Repealed 1-7-16.

41-2.0162 Chronological Listing of Report Dates.

The following reports are listed in chronological order by due date and the recipient of the report:

- (1) January 1 – Commission Annual Report due to Governor and Legislature.
- (2) September 15 – Annual Operating Report of Community Transportation Coordinator due to Commission.
- (3) September 15 – Transportation Improvement Programs in urbanized areas due to Commission.
- (4) September 15 – Annual report of the actual amount of funds expended and trips purchased due from each state agency.
- (5) September 15 – Annual report accounting for all local government and direct federal funds for transportation for the disadvantaged expended in its jurisdiction due from each designated official planning agency or metropolitan planning organization.

Rulemaking Authority 427.013(9) FS. Law Implemented 427.013, 427.0135, 427.015, 427.0155, 427.016 FS. History--New 6-17-92, Amended 6-15-93, 1-4-94, 7-11-95, 5-1-96, 3-10-98, 8-10-09.

41-2.018 Public Comment.

The Commission for the Transportation Disadvantaged invites and encourages all members of the public to provide comment on matters or propositions before the Commission or a committee of the Commission. The opportunity to provide comment shall be subject to the following:

(1) Members of the public will be given an opportunity to provide comment on subject matters before the Commission after an agenda item is introduced at a properly noticed Commission meeting.

(2) Members of the public shall be limited to five (5) minutes to provide comment. This time shall not include time spent by the presenter responding to questions posed by Commission members, staff or Commission counsel. The chair of the Commission may extend the time to provide comment if time permits.

(3) Members of the public shall notify Commission staff in writing of his or her interest to be heard on a proposition or matter before the Commission. The notification shall identify the person or entity, indicate its support, opposition, or neutrality, and identify who will speak on behalf of a group or faction of persons.

Rulemaking Authority 286.0114 FS. Law Implemented 286.0114 FS. History--New 2-13-14.



SCHOOL BOARD APPOINTED REPRESENTATIVES TO AGENCIES, ORGANIZATIONS, AND COMMITTEES

2025-2026

November 18, 2025, Annual Organizational Meeting



AGENCIES, ORGANIZATIONS, AND COMMITTEES LIST

Broward County Arts Education Committee (<i>Companion item to Broward Cultural Council</i>)	3	Early Learning Coalition of Broward County, Inc. (ELC)	20
Broward County Children’s Services Board (CSB)	4	Florida School Boards Association (FSBA) Advocacy Committee	21
Broward County Climate Change Task Force	5	Florida School Boards Association, Inc. (FSBA)	22
Broward County Comprehensive School Health Advisory Committee (BSHAC)	6	Fort Lauderdale Chamber of Commerce	23
Broward County Coordinating Board of Transportation Disadvantaged Services	7	Friends of Birch State Park, Inc.	24
Broward County Housing Council	8	Greater Florida Consortium of School Boards	25
Broward County Performing Arts Center Authority (BCPACA)	9	Greater Fort Lauderdale Alliance	26
Broward County Planning Council	10	Head Start/Early Head Start Program	27
Broward County Public Schools Wellness and Learning Support Committee	11	Legal Services Committee	28
Broward County Racial Equity Task Force	12	Legislative Liaison –Federal/ Legislative Liaison	29
Broward County Value Adjustment Board (VAB)	13	Legislative Liaison – State/Legislative Liaison	30
Broward Cultural Council (<i>Companion item to Broward County Arts Education Committee</i>)	14	Museum of Discovery & Science, Inc. (MODS)	31
Broward Education Foundation, Inc.	15	Oversight Committee for the Implementation of the Third Amended and Restated Interlocal Agreement	32
Broward League of Cities	16	Seventeenth Judicial Circuit Family Law Advisory Group (FLAG)	33
Broward Metropolitan Planning Organization (MPO)	17	Take Stock in Children Leadership Council	34
Children’s Services Council of Broward County (CSC)	18	United Way of Broward County Commission on Behavioral Health and Drug Prevention	35
Council of the Great City Schools	19	Financial Auditor Selection Committee	36
		Appendix – Contact List	37

Broward Metropolitan Planning Organization Committee (MPO)

2025/2026 Representative	Representative:
2024/2025 Representative	Representative: Rebecca Thompson
Agency/Org. Goals and Objectives	<p>Pursuant to Florida Statute 339.175: Metropolitan Planning Organizations shall develop, in cooperation with the state, transportation plans and programs for metropolitan areas. The membership of the Broward County Metropolitan Planning Organization Technical Coordinating Committee shall consist of staff members with expertise in matters related to transportation planning from various Broward County governmental agencies. Further, The School Board of Broward County, Florida, shall appoint one member and may also appoint an alternate. An alternate may vote only when the regular voting representative is not present at the meeting.</p>
Appointment Details	<p>Appoint one (1) School Board Member to serve either as a voting member or, if that is unavailable under that planning body's governing laws, as a non-voting liaison to the planning body. Service as a member on an independent planning body created under federal law and Section 339.175, Florida Statutes, to provide transportation planning in the Broward County urbanized area.</p>
Notes	<p>The current version of Section 339.175(3), Fla. Stat., provides that "all voting members shall be elected officials of general-purpose local governments" and then states that such elected officials "shall exclude constitutional officers." As School Board Members are constitutional officers under Article IX, Section 4(b), of the Fla. Constitution, Section 339.175(3), Fla. Stat., may limit the role served by a School Board Member about the MPO.</p>



Human Services Department

ELDERLY AND VETERANS SERVICES DIVISION

1 North University Drive, Suite 4108B • Plantation, Florida 33324 • 954-357-6622 • FAX 954-357-8815

Rebecca Schultz, Communications Specialist
Strategic Initiatives
Local Governmental Services
Broward Metropolitan Planning Organization
100 West Cypress Creek Road, Suite 650
Fort Lauderdale, Florida 33309-2181

Re: Member and Alternate Member of the Transportation Disadvantaged Local Coordinating Board (LCB) - Veterans

Dear Ms. Schultz,

In light of Mr. Owen Walker's retirement, I am formally requesting that Mr. Manuel "Manny" Fuentes, Human Services Administrator, be promoted from alternate member to primary member for Veterans issues.

I am also formally requesting that Ms. Phelicia James, Veterans Services Officer, be appointed as the alternate member.

Should you have any questions, please contact me at abusada@broward.org or 954-357-8818.

Best regards,

ANDREA BUSADA Digitally signed by ANDREA BUSADA
Date: 2025.11.24 17:15:19 -05'00'

Andrea Busada, Director

Alternate Voting Member for Transportation America

From Hugh Chen <hchen@transportationamerica.com>

Date Tue 2026-01-27 1:54 PM

To Rebecca N. Schultz <schulzr@browardmpo.org>

Good afternoon, Rebecca:

I am requesting the Board's approval to replace Hazel Dumervil with Ray Croteau as the alternate voting member for Transportation America on the LCB. Hazel is no longer with Transportation America. Ray is the new General Manager.

Thanks.

Hugh

Hugh W. Chen, P.E.
Transportation America
2000 North State Road 7
Lauderdale Lakes, Florida 33313

(954) 395-8311 (Office) / (305) 778 9049 (Cell)



TRANSPORTATION AMERICA

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Action Items 2.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

REQUESTED ACTION:

MOTION TO ELECT LCB Vice Chair

WHAT THIS ACTION ACCOMPLISHES:

This action is necessary to satisfy section IV of the Local Coordinating Board and Planning Agency Operating Guidelines and section 1.05 of the LCB Bylaws.

SUMMARY EXPLANATION/BACKGROUND:

IV. LOCAL COORDINATING BOARD MEMBERSHIP

A. OFFICERS

2. VICE-CHAIRPERSON

The LCB shall hold an annual organizational meeting for the purpose of electing a Vice-Chairperson (41-2.012(2) FAC). The Vice Chairperson shall be elected by a majority vote of a quorum of the members of the LCB members. The Vice Chairperson shall serve a term of one year starting with the first meeting after the election. For a multi-county board, an elected official not serving as the Chairperson shall serve as Vice Chairperson. In the event of the Chairperson's absence, the Vice Chairperson shall assume the duties of the Chairperson and conduct the meeting. The Vice Chairperson may serve more than one term.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.



Action Items 3.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

REQUESTED ACTION:

MOTION TO SELECT LCB Members to Serve on the LCB Review Committee

WHAT THIS ACTION ACCOMPLISHES:

This action is necessary to satisfy sections VII and VIII of the Local Coordinating Board and Planning Agency Operating Guidelines (41-2.008(3) FAC) which requires an annual review and update, if necessary, of the LCB Bylaws and LCB Complaint & Grievance Procedures, as well as an evaluation of the Community Transportation Coordinator (CTC).

SUMMARY EXPLANATION/BACKGROUND:

The LCB Review Committee may make recommendations to the LCB for action on the LCB Bylaws, the LCB Complaint & Grievance Procedures, and the CTC, which includes consideration of Broward County to continue as the CTC. The Committee members will be responsible for reviewing the LCB Bylaws, LCB Complaint & Grievance Procedures, and the CTC Evaluation Workbook prior to the meeting. MPO staff will ensure that these documents are provided to the Committee Members in advance of the meeting.

The Committee meeting is currently scheduled for **April 20, 2026, at 2:00 p.m.** The Committee will be reviewing the LCB Bylaws, LCB Complaint & Grievance Procedures, and the CTC at this meeting. An agenda with a breakdown of the items for review will be provided prior to the meeting.

MPO staff recommends that the Committee be comprised of three to six LCB Members and that one Member be a citizen advocate Member of the LCB.

ADDITIONAL INFORMATION/PREPARER:

If you have any questions about this item, please contact Rebecca Schultz at (954) 876-0047 or schultzr@browardmpo.org.



Non-Action Items 1.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

SUMMARY:

Paratransit Update and Transportation Disadvantaged Grant Tracking Report - Paul Strobis, BCT Paratransit Director

Attachments

Paratransit Update and Transportation Disadvantaged Grant Tracking Report



Administrative Items 2.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

SUMMARY:

Monthly LCB Operating Reports - October through November 2025

Attachments

Monthly LCB Operating Report - October 2025

Monthly LCB Operating Report - November 2025



INVOICE

8200 N.W. 33rd Street
Suite 100
Doral FL, 33122 ✓
Phone 305-523-1000

Invoice #103318 ✓
DATE: 11/19/2025 ✓

To:
Paul Strobis
Broward County Paratransit Division
1 N. University Drive
Suite 2400B ✓
Plantation FL, 33324
954-357-8321

For:
Call Center
P.O. # MTD2600055 ✓

DESCRIPTION	AMOUNT
Paratransit Call Center Services – October 1-31, 2025 ✓	\$ 410,943.74 ✓

TOTAL: \$ 410,943.74 ✓

Received 11.19.25

DESCRIPTION	QUANTITY	RATE	AMOUNT
Service: BCT/TOPS Inbound			
Operations			
Fixed Cost (Schedulers Hrs = 1706.47)	1	\$86,260.87	\$86,260.87
Agent Service Hours	10862.13	\$30.08	\$326,732.87
Performance Disincentives			
Complaint Response greater than 5 days	0	(\$25.00)	\$0.00
Loss of Power/System Malfunction	0	(\$5,000.00)	\$0.00
Failure to Maintain Call Management Level (98%):			
- First Month	0	(\$5,000.00)	\$0.00
- Second Month	0	(\$10,000.00)	\$0.00
- Beyond Second Month	0	(\$20,000.00)	\$0.00
OTP			
- < 90%	0	(\$500.00)	\$0.00
- < 88%	0	(\$750.00)	\$0.00
- < 86%	1	(\$1,000.00)	(\$1,000.00)
Failure to Attend Meeting	0	(\$500.00)	\$0.00
Productivity < 1.50	0	(\$1,000.00)	\$0.00
Employee Utilization < 65%	1	(\$1,000.00)	(\$1,000.00)
Failure to Meet Reporting Requirements	0	(\$500.00)	\$0.00
Discourteous/Unprofessional Employee	2	(\$25.00)	(\$50.00)
Vacancy of Key Personnel			
- 30 Days	0	(\$1,000.00)	\$0.00
- > 30 Days	0	(\$250.00)	\$0.00
TOTAL			\$410,943.74

Agent Name	Reg	OT	Total
Acosta, Maribel	183.10	61.27	244.37
Aguilera, Arianna	164.58	0.00	164.58
Amaya, Alex	116.67	0.00	116.67
Atencio, Gustavo	111.83	0.00	111.83
Augustin, Tatiana	160.43	0.67	161.10
Barbour, Kathy	104.80	0.00	104.80
Barcelo, Jessica	191.48	5.78	197.26
Barillas, Doris	171.97	0.00	171.97
Barr, Natalie	183.45	6.42	189.87
Beaujour, Byron	105.93	0.00	105.93
Brooks, Brandi	163.45	0.13	163.58
Bustillo, Stephany	156.20	0.22	156.42
Castano, Giosvany	170.72	0.03	170.75
Cintron, Christian	175.98	0.58	176.56
Colon, Hellery	98.78	0.00	98.78
Cuadra, Giovanni	148.08	0.00	148.08
Cuervo, David	173.18	1.77	174.95
Daceus, Sabrina	104.30	0.00	104.30
Daniel, Christopher	85.50	0.00	85.50
De La Cruz, Nadia	162.93	0.00	162.93
Delgado, Kassandra	177.98	14.13	192.11
Diquez, Marsha	181.23	0.58	181.81
Exavier, Pat	161.53	0.00	161.53
Falcon, Margarita	175.80	2.87	178.67
Ferguson, Mario	169.63	0.03	169.66
Fonseca-Valdes, Diamond	104.93	0.00	104.93
Gallo-Hernandez, Luis	56.35	0.00	56.35
Gamble, Rocio	166.70	16.90	183.60
Garcia, Ernesto	99.13	0.00	99.13
Garcia, Guillermo	106.23	0.00	106.23
Garcia, Yessenia	47.57	0.00	47.57
Gattereau, Rose	165.98	0.00	165.98
Gonzalez, Lilliam	184.77	5.77	190.54
Gonzalez, Shelsey	102.25	0.00	102.25
Greene, Keyana	111.97	0.00	111.97
Gutierrez, Michael	182.43	0.10	182.53
Hardaway, Leneshia	164.83	0.27	165.10
Hernandez, Christine	167.20	0.00	167.20
Holmes, Patrice	183.27	7.12	190.39
Joseph, Steve	175.33	3.63	178.96
Kelly, Monica	147.37	0.00	147.37
Leuridan, Lennie	69.52	0.00	69.52
Lewis-Francis, Jassette	173.87	0.00	173.87
Malcolm, Kiara	181.82	9.80	191.62
Martin, Michael	191.77	4.82	196.59
Martinez, Sandra	105.88	0.00	105.88
Montalvo, Amaury	183.43	0.18	183.61
Moore, Gwendolyn	177.13	17.83	194.96
Morales-Osorio, Yennyffer	173.73	0.87	174.60
Nordlund, Maria	175.93	3.10	179.03
Peralta-Miranda, Katerine	183.78	1.15	184.93
Perez, Erick	183.88	20.55	204.43
Perez, Mario	173.52	0.83	174.35
Pierre-Louis, Barbara	145.88	0.00	145.88
Quintero-Quinones, Paola	126.03	0.00	126.03
Ramirez, Pablo	106.38	0.00	106.38
Rolo, Sophia	116.55	0.00	116.55
Rothberg, Joy	177.23	9.30	186.53
Saint Louis, Alceline	166.70	0.00	166.70
Sandoval, Justin	183.07	13.52	196.59
Sariol, Samantha	141.02	0.00	141.02
Silva, Eliana	102.70	0.00	102.70
Soles, Michelle	176.97	7.97	184.94
St. John, Liam	7.90	0.00	7.90
Torres, Angeliqque	183.23	22.08	205.31
Valdes, Diana	149.50	0.00	149.50
Valdes, Rolando	175.92	3.83	179.75
Williams, Maria	177.47	22.67	200.14
Williams, Samantha	169.68	5.58	175.26
Williams, Taryn	179.68	5.12	184.80
Williamson, Emperorist	158.40	0.25	158.65
Grand Total	10584.41	277.72	10862.13

Scheduler Name	Reg	OT	Total
Barillas, Martin	177.00	7.28	184.28
Evans, Tandra	148.70	0.00	148.70
Martinez, Jose	177.07	19.98	197.05
Rodriguez, Ernesto	175.20	8.87	184.07
St.Valiere, Sasha	167.72	4.52	172.24
Stephen, Clarence	167.65	0.15	167.80
Taylor, Millicent	161.95	1.10	163.05
Tiexeira, Michael	172.75	1.52	174.27
Valerie, Deniza	131.47	0.00	131.47
Valerie, Skelfina	182.62	0.92	183.54
Grand Total	1662.13	44.34	1706.47

Broward County Transit MOR
Monthly Operating Report

Metric/Month	Oct-25
Total Passenger Trips Request	109,116
Total Capacity Denials	90
Total Eligibility Denials	189
Total Trip Refusals by Clients	135
Total trips scheduled	94,081
Total advance cancellations	9,633
Total late cancellations	6,929
Total no-shows	4,985
Total trips provided to clients	94,081
Total client will-call trips	97
Number and percentage of trips up to 10 miles with travel times greater than 60 min	11,221 total trips/ 11.93%
Number and percentage of trips up to 10 miles with travel times greater than 90 min	1,688 total trips/ 1.79%

Telephone Service Details

Total number of calls handled	95,368
Total number of calls received	96,961
Total number of calls by type:	
BCT Reservations	82,643
BCT Spanish Reservations	13,945
BCT Creole	33
BCT Supervisor Call	340
Total number of calls answered	95,368
Total number of calls abandoned	1,593
Percent Total of calls abandoned	1.64%
Average speed of answer time	0:14
Average handle time with hold	3:30
Maximum hold times for all calls by hour for each day	See Longest Call In Queue
Average talk time	2:35
Employee Utilization	61.06%
Total number of agents on duty by hour of each day	See Staff by Day
Total number of contractor complaints	77
Total number of contractor commendations	32

On Time Performance	83.64%
Passenger Trips per Hour	1.54
Call Management	98.11%

Complaint Response greater than 5 days (per occurrence)	0
Unprofessional/Discourteous (per occurrence)	2
Loss of Power/System Malfunctions (per occurrence)	0
Call Management <98% (monthly)	98.11%
On-Time Performance <90% (monthly)	83.64%
Meeting Attendance (per occurrence)	0
Productivity >1.5 (monthly)	1.54
Employee Utilization < 65%	61.06%
Data Administration & Reporting Requirements (per occurrence)	0
Invoice/Payment (per day > 5 days)	0
Vacancy of Key Personnel	0

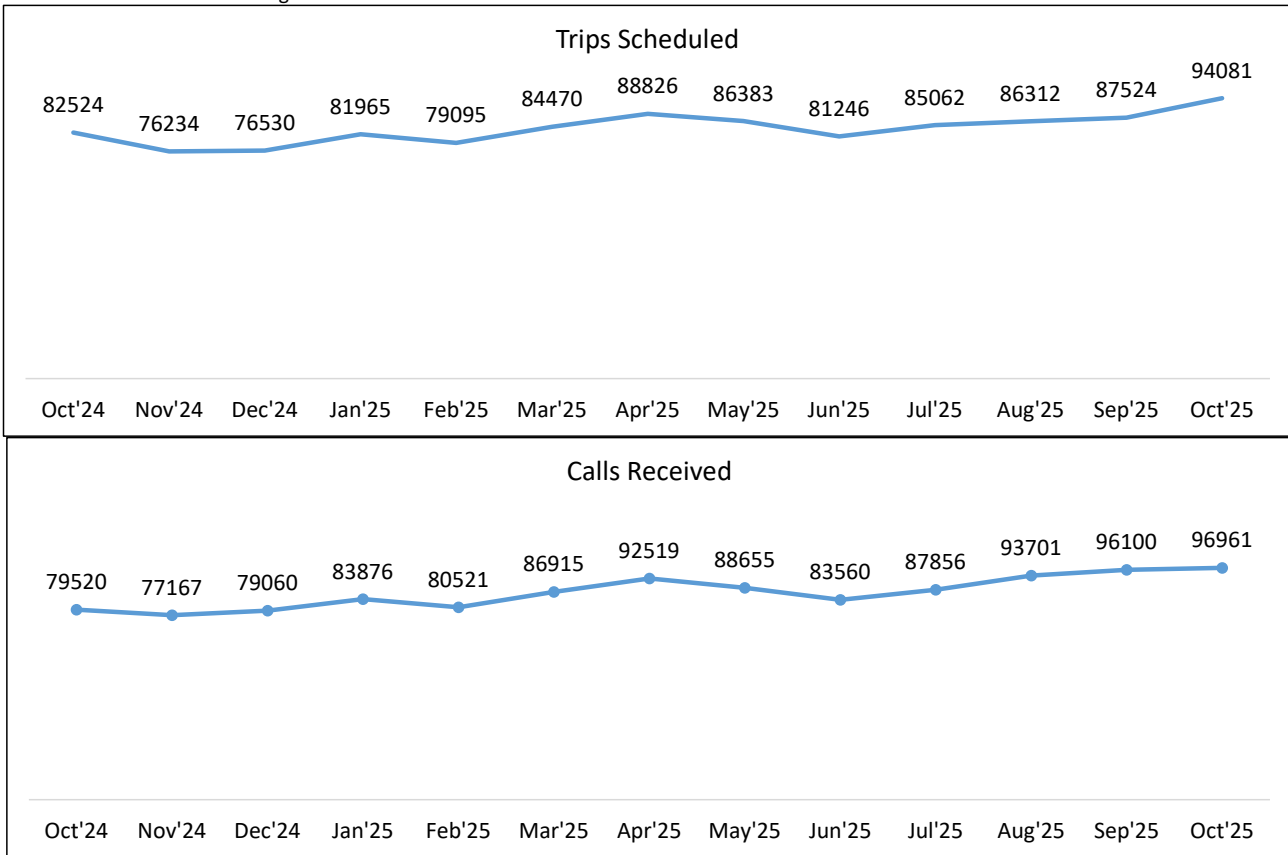
Monthly Management Report

Achievements

Productivity goal was achieved at 1.54, meeting target expectations.
 Service level was achieved at 98.11% this month - a nice improvement from September at 96.59%.
 Average speed of answer improved by 4 seconds - 18 seconds in September to 14 seconds in October.
 We received and handled 21.9% more calls this month than October 2024!

Challenges

Utilization was under the 65% goal this month at 61.06%.



Measures	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct
Longest Call In Queue	00:05:32	00:02:32	00:02:12	00:02:35	00:05:24	00:03:23	00:04:11

8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct
00:05:19	00:08:23	00:02:43	00:01:57	00:05:47	00:03:07	00:03:30

15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct
00:04:03	00:03:33	00:01:53	00:02:29	00:05:53	00:03:24	00:04:44

22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct
00:04:46	00:02:54	00:02:49	00:03:29	00:04:22	00:03:20	00:02:55

29-Oct	30-Oct	31-Oct
00:01:50	00:05:49	00:02:10

Measures	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct
Staff by Day	54	51	47	30	33	54	53

8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct
56	48	44	32	35	54	52

15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct
57	49	48	32	34	58	62

22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct
68	63	57	31	38	62	62

29-Oct	30-Oct	31-Oct
66	61	59



INVOICE

8200 N.W. 33rd Street
Suite 100
Doral FL, 33122
Phone 305-523-1000

Invoice #103322 ✓
DATE: 12/29/2025 ✓

To:
Paul Strobis ✓
Broward County Paratransit Division
1 N. University Drive
Suite 2400B
Plantation FL, 33324
954-357-8321

For:
Call Center
P.O. # MTD2600055 ✓

DESCRIPTION	AMOUNT
Paratransit Call Center Services – November 1-30, 2025 ✓	\$ 376,698.56 ✓

TOTAL: \$ 376,698.56 ✓

Received 12.29.25

DESCRIPTION	QUANTITY	RATE	AMOUNT
Service: BCT/TOPS Inbound			
Operations			
Fixed Cost (Schedulers Hrs = 1617.30)	1	\$86,260.87	\$86,260.87
Agent Service Hours	9723.66	\$30.08	\$292,487.69
Performance Disincentives			
Complaint Response greater than 5 days	0	(\$25.00)	\$0.00
Loss of Power/System Malfunction	0	(\$5,000.00)	\$0.00
Failure to Maintain Call Management Level (98%):			
- First Month	0	(\$5,000.00)	\$0.00
- Second Month	0	(\$10,000.00)	\$0.00
- Beyond Second Month	0	(\$20,000.00)	\$0.00
OTP			
- < 90%	0	(\$500.00)	\$0.00
- < 88%	0	(\$750.00)	\$0.00
- < 86%	1	(\$1,000.00)	(\$1,000.00)
Failure to Attend Meeting	0	(\$500.00)	\$0.00
Productivity < 1.50	0	(\$1,000.00)	\$0.00
Employee Utilization < 65%	1	(\$1,000.00)	(\$1,000.00)
Failure to Meet Reporting Requirements	0	(\$500.00)	\$0.00
Discourteous/Unprofessional Employee	2	(\$25.00)	(\$50.00)
Vacancy of Key Personnel			
- 30 Days	0	(\$1,000.00)	\$0.00
- > 30 Days	0	(\$250.00)	\$0.00
TOTAL			\$376,698.56

Agent Name	Reg	OT	Total
Acosta, Maribel	154.93	15.38	170.31
Adriazola, Jose	56.22	0.00	56.22
Aguilera, Arianna	139.23	0.00	139.23
Amaya, Alex	3.03	0.00	3.03
Augustin, Tatiana	166.62	2.15	168.77
Barbour, Kathy	155.05	0.42	155.47
Barcelo, Jessica	135.20	0.02	135.22
Barillas, Doris	165.72	0.00	165.72
Barr, Natalie	165.58	4.23	169.81
Brooks, Brandi	140.75	0.00	140.75
Bustillo, Stephany	15.75	0.00	15.75
Castano, Giosvany	163.17	0.07	163.24
Cespedes, Luis	56.07	0.00	56.07
Cintron, Christian	143.37	0.15	143.52
Colon, Hellery	153.08	0.00	153.08
Cuadra, Giovanni	111.12	0.00	111.12
Cuervo, David	139.37	10.98	150.35
Daceus, Sabrina	118.83	0.00	118.83
Daniel, Christopher	75.52	0.00	75.52
De La Cruz, Nadia	146.08	0.73	146.81
Delgado, Kassandra	143.75	11.32	155.07
Diquez, Marsha	155.10	1.25	156.35
Dodier, Brianna	54.98	0.00	54.98
Estrada, Maribel	56.10	0.00	56.10
Exavier, Pat	158.65	0.07	158.72
Falcon, Margarita	152.48	0.80	153.28
Ferguson, Mario	161.78	0.00	161.78
Fonseca-Valdes, Diamond	60.83	0.00	60.83
Gallo-Hernandez, Luis	20.92	0.00	20.92
Gamble, Rocio	152.23	0.00	152.23
Garcia, Guillermo	159.65	0.65	160.30
Gattereau, Rose	159.53	0.00	159.53
Gonzalez, Lilliam	167.07	5.53	172.60
Gonzalez, Shelsey	103.83	0.05	103.88
Greene, Keyana	11.85	0.00	11.85
Gutierrez, Michael	162.78	0.00	162.78
Hardaway, Leneshia	161.48	0.20	161.68
Hernandez, Christine	149.15	0.00	149.15
Holmes, Patrice	156.33	0.60	156.93
Joseph, Steve	168.08	1.37	169.45
Kelly, Monica	122.93	0.00	122.93
Leuridan, Lennie	2.78	0.00	2.78
Lewis-Francis, Jassette	151.28	0.00	151.28
Malcolm, Kiara	146.93	0.18	147.11
Martin, Michael	156.28	10.05	166.33
Martinez, Sandra	144.10	0.43	144.53
Montalvo, Amaury	165.67	1.48	167.15
Moore, Gwendolyn	167.43	9.43	176.86
Morales-Osorio, Yennyffer	164.38	1.55	165.93
Nordlund, Maria	167.90	1.73	169.63
Peralta-Miranda, Katerine	160.00	1.08	161.08
Perez, Claudio	12.85	0.00	12.85
Perez, Erick	147.77	8.03	155.80
Perez, Mario	167.88	0.88	168.76
Pierre-Louis, Barbara	148.85	0.00	148.85
Quintero-Quinones, Paola	166.28	0.00	166.28
Ramirez, Pablo	155.95	0.55	156.50
Rios, Bianca	56.03	0.00	56.03
Rolo, Sophia	138.73	0.00	138.73
Rothberg, Joy	166.35	7.32	173.67
Saint Louis, Alceline	159.17	0.00	159.17
Sanchez, Leilani	55.98	0.00	55.98
Sandoval, Justin	158.48	9.53	168.01
Sariol, Samantha	134.73	0.00	134.73
Silva, Eliana	138.45	0.00	138.45
Soles, Michelle	165.70	6.42	172.12
Torres, Angelique	158.00	15.03	173.03
Valdes, Diana	167.88	0.38	168.26
Valdes, Rolando	160.07	5.03	165.10
Williams, Maria	166.25	11.20	177.45
Williams, Samantha	171.78	3.17	174.95
Williams, Taryn	149.15	1.25	150.40
Williamson, Emperorist	155.70	0.00	155.70
Grand Total	9572.97	150.69	9723.66

Scheduler Name	Reg	OT	Total
Barillas, Martin	166.98	8.47	175.45
Beaujour, Byron	160.00	3.88	163.88
Evans, Tandra	141.35	1.07	142.42
Martinez, Jose	163.12	27.03	190.15
Rodriguez, Ernesto	156.00	8.93	164.93
St.Valiere, Sasha	165.87	8.07	173.94
Stephen, Clarence	165.35	0.00	165.35
Taylor, Millicent	147.15	0.95	148.10
Tiexeira, Michael	157.22	1.63	158.85
Valerie, Deniza	94.03	0.00	94.03
Valerie, Skelfina	40.00	0.20	40.20
Grand Total	1557.07	60.23	1617.30

Broward County Transit MOR
Monthly Operating Report

Metric/Month	Nov-25
Total Passenger Trips Request	92,907
Total Capacity Denials	55
Total Eligibility Denials	142
Total Trip Refusals by Clients	118
Total trips scheduled	80,094
Total advance cancellations	10,050
Total late cancellations	6,202
Total no-shows	4,768
Total trips provided to clients	80,094
Total client will-call trips	81
Number and percentage of trips up to 10 miles with travel times greater than 60 min	9,237 total trips/ 11.53%
Number and percentage of trips up to 10 miles with travel times greater than 90 min	1,364 total trips/ 1.70%

Telephone Service Details

Total number of calls handled	87,623
Total number of calls received	88,805
Total number of calls by type:	
BCT Reservations	75,759
BCT Spanish Reservations	12,750
BCT Creole	38
BCT Supervisor Call	257
Total number of calls answered	87,623
Total number of calls abandoned	1,182
Percent Total of calls abandoned	1.33%
Average speed of answer time	0:11
Average handle time with hold	3:25
Maximum hold times for all calls by hour for each day	See Longest Call In Queue
Average talk time	2:32
Employee Utilization	58.27%
Total number of agents on duty by hour of each day	See Staff by Day
Total number of contractor complaints	45
Total number of contractor commendations	40

On Time Performance	85.88%
Passenger Trips per Hour	1.52
Call Management	98.26%

Complaint Response greater than 5 days (per occurrence)	0
Unprofessional/Discourteous (per occurrence)	2
Loss of Power/System Malfunctions (per occurrence)	0
Call Management <98% (monthly)	98.26%
On-Time Performance <90% (monthly)	85.88%
Meeting Attendance (per occurrence)	0
Productivity >1.5 (monthly)	1.52
Employee Utilization < 65%	58.27%
Data Administration & Reporting Requirements (per occurrence)	0
Invoice/Payment (per day > 5 days)	0
Vacancy of Key Personnel	0

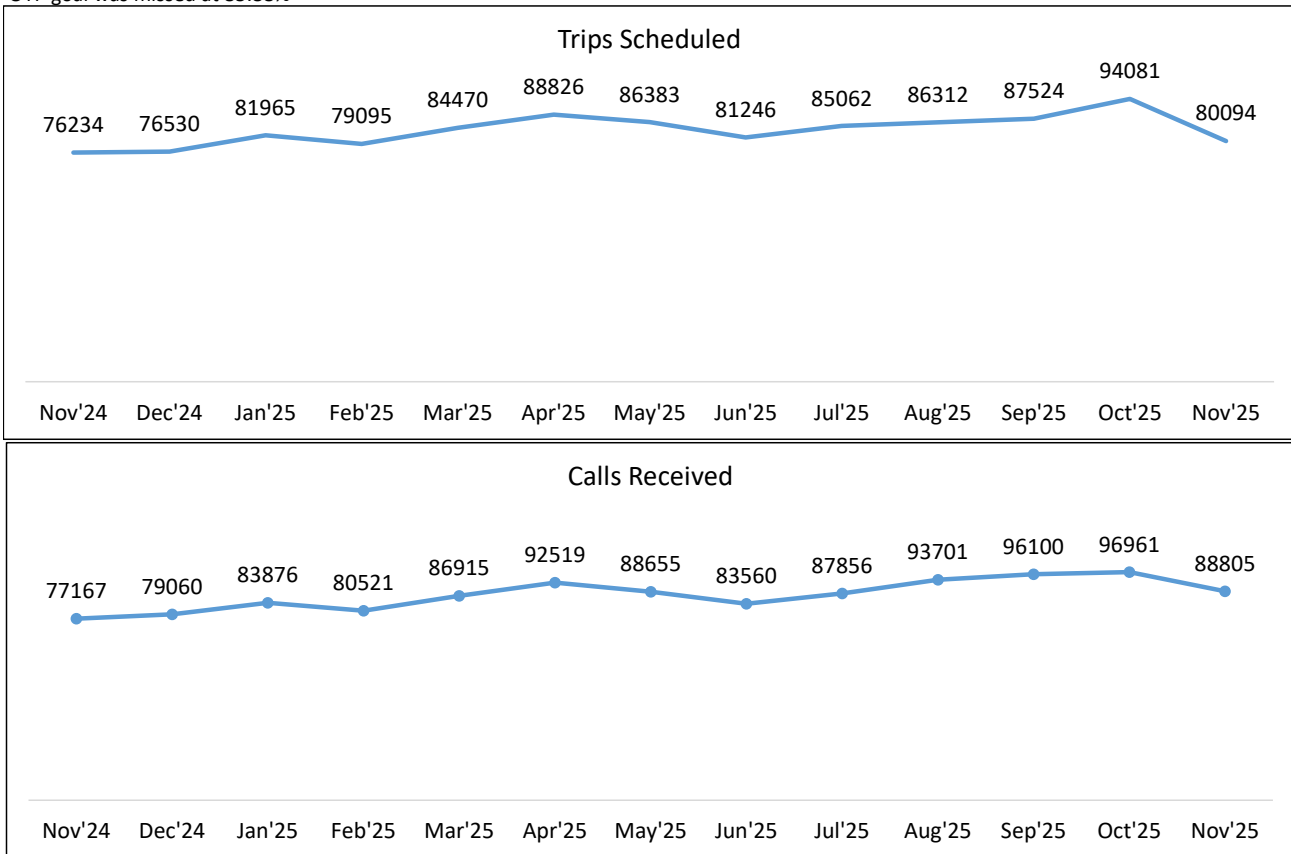
Monthly Management Report

Achievements

Met productivity goal at 1.52
 Service level was achieved organically with no waiver necessary
 Successfully onboarded a great group of new talent

Challenges

Utilization was under the 65% goal this month at 58.27%.
 OTP goal was missed at 85.88%



Measures	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov
Longest Call In Queue	00:05:53	00:05:00	00:05:20	00:03:09	00:01:53	00:03:26	00:02:30

8-Nov	9-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov
00:03:04	00:04:22	00:02:55	00:01:05	00:06:01	00:01:55	00:03:25

15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov
00:12:51	00:06:21	00:05:14	00:02:51	00:02:40	00:01:35	00:03:12

22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov
00:05:33	00:02:50	00:02:29	00:03:51	00:00:54	00:02:47	00:01:35

29-Nov	30-Nov
00:03:30	00:03:21

Measures	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov
Staff by Day	26	32	65	60	62	57	46

8-Nov	9-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov
30	38	57	56	60	56	45

15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov
32	37	56	58	56	56	46

22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov
30	35	59	60	61	39	38

29-Nov	30-Nov
30	34



Metropolitan Planning Organization

Administrative Items 3.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

SUMMARY:

Planning Related Grant Agreement Tasks Quarterly Progress Report

Attachments

Planning Related Grant Agreement Tasks Quarterly Progress Report



SERVICE AREA/COUNTIES:

Broward

INVOICE NUMBER:

G3C93 Q2

INVOICE DATE: *November 6, 2025*

QUARTER SERVICE DATES:

October 1 - December 31, 2025

AGENCY

Broward Metropolitan Planning Organization

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity this quarter.
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	No activity this quarter.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	The agenda for the October 20, 2025 regular business meeting was prepared consistent with the Local Coordinating Board and Planning Agency Operating Guidelines.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. 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 five years. (Task 3)	Official minutes are submitted with every quarterly report to the Commission, as well as with each agenda that is sent to all members, related staff and the CTD. LCB records are kept for all meetings for a minimum of five years. Support staff provides brief summary minutes and recommendations to the full board and CTD of all committee meetings. All meeting minutes, once approved, are available online at this link: http://browardmpo.org/index.php/agendas-minutes .
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	No activity this quarter.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity this quarter.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current membership roster, mailing list and attendance record is attached with this quarterly report.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice of all LCB meetings and public workshops are noticed in accordance with the Local Coordinating Board and Planning Agency Operating Guidelines through inclusion in the major circulation newspapers (Sun Sentinel, Telemundo, South Florida Times), through posting on the MPO's website and outreach communications and through being sent electronically to all MPO Board/committee members and partners, including health and human services organizations.

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. (Task 7)	The AOR was reviewed by Broward MPO staff and the LCB. A record of the LCB's roll-call vote on this item is on a recording of the meeting and is available at upon request. The AOR was approved unanimously.
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	No activity this quarter.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
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 and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	MPO staff to the LCB are employees of the Broward MPO, which collaborates closely with the Broward County planning staff on the Broward County Comprehensive Plan. This ensures integration and consistency with local, regional and state comprehensive planning activities. Staff attends and participates in Florida Department of Transportation and South Florida Regional Transportation Authority meetings, as well as Broward County Transit activities.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	MPO staff to the LCB continue to coordinate with other DOPA staff to identify best practices and resources to assist with workforce development. As appropriate, resources from the Florida Department of Economic Opportunity and other funding and grant opportunities are shared with workforce staff/LCB Members.

III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	MPO staff provides the LCB with copies of Planning Grant deliverables, quarterly progress reports and notifications of area activities related or beneficial to the TD program and community. The CTC reports consultant contracts, studies/surveys and marketing activities to the LCB.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity this quarter.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	The CTD Business meeting was held in as a hybrid (both virtual and in-person) meeting on September 25, 2025.
D. Notify CTD staff of local TD concerns that may require special investigations.	Support staff notifies Commission staff of any local TD concerns or issues that may require CTD assistance.
E. Provide training for newly-appointed LCB members. (Task 3)	Staff provides a comprehensive LCB Guidebook and CTD training material to new members, and provides updates as needed to all members, along with other relevant information that may be helpful. All the updated material is available on the MPO website at https://www.browardmpo.org/major-initiatives/transportation-disadvantaged-services .
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	Staff assists the CTC as needed, participates in MPO public and community outreach efforts, attends meetings of the South Florida Regional Transportation Authority's ADA Advisory Committee, and for effective regional collaboration coordinates with the 211-Broward 1-Click grant program and Palm Beach and Miami-Dade partners.
G. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	Staff is instrumental in providing coordination information to health and human services agencies, enabling them to include coordination requirements in the contracts they have with transportation operators and participate in the 5310 Grant Program. Staff participates annually on FDOT's 5310 Grant Application Review Panel to allocate funding for vehicles for non-profit agencies that provide transportation to the elderly and disabled. Staff communicates with the CTC on Innovation and Service Development Grant opportunities and provides status updates on the Grant to the LCB.

H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (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. (Task 2B)	No activity this quarter.
I. Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	No activity this quarter.
K. Implement recommendations identified in the CTD's QAPE reviews.	No Quality Assurance Performance Evaluation (QAPE) activity this quarter.

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

NA.

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Rebecca Schultz

Representative

Date: 11/6/2025

Revised: 06/30/2021



Administrative Items 4.

TD Local Coordinating Board (LCB) - Revised 2/2/26

Meeting Date: 02/02/2026

SUMMARY:

Attendance Roster - Members and Alternates

Attachments

Attendance Roster - Members and Alternates

BROWARD MPO | LCB-TD MEETINGS: MEMBERS & ALTERNATES 2025-2026 PARTICIPATION RECORD

Member Alternate	Sep 15 2025	Oct 20 2025	Feb 2 2026	April 20 2026	May 19 2025
Commissioner Caryl Shuham Chair	MP	MP			
Charlotte Mather-Taylor, Vice Chair Area Agency on Aging - ADRC	MP	MP			
Lori Mandke Area Agency on Aging - ADRC	A	A			
Citizen Advocate	V	V			
Denise Payne, Ctr. for Indep. Living Citizen Advocate	A	A			
Milory Senat Agency for Persons with Disabilities	MP	MP			
Pauline Spence Agency for Persons with Disabilities	A	A			
Vera Sharitt Persons Over 60	E	MP			
Sam Cox Persons Over 60 Alternate	AP	A			
Jake McEntyre System User	MP	MP			
Nancy Scott System User Alternate	A	AP			
Owen Walker Veterans' - Broward County Elderly & Veterans Services Div.	A	MP			
Manny Fuentes Veterans' – Broward County Elderly & Veterans Services Div.	AP	E			
Community Action Agency	V	V			
Shatara Piedrasanta Community Action Agency	AP	AP			
Torey Alston Broward County School Board	A	A			
Ruth Masters Broward County School Board	A	A			
Ismir Ripley Florida Dept. of Transportation	MP	MP			
Marie Dorismond Florida Dept. of Transportation	A	A			

Maria Chiari FL Dept. of Children & Families	MP	A			
Natasha Parks Florida Dept. of Children & Families	A	AP			
Prudence Mollica Florida Dept. of Education – Voc. Rehab	A	A			
Alexis Harrison Florida Dept. of Education – Voc. Rehab	A	A			
Jerome Hill Agency for Health Care Administration	MP	E			
Agency for Health Care Administration	V	V			
Sue Gallagher Children’s Services Council	MP	MP			
Demetria Rawls Children’s Services Council	A	A			
Hugh Chen Private Transportation	MP	MP			
Hazel Dumervil Private Transportation	A	A			
Barbara Bateman Florida Dept. of Health - Broward	MP	A			
Reginald Shagoury Florida Dept. of Health	A	A			
Michelle Ramirez Career Source Broward	A	A			
Vish Deonarine Career Source Broward	A	A			

NA: New Appointment | MP: Member Present | AP: Alternate Present | E: Excused | A: Absent | V: Vacant