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June 1, 2022

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Meeting Announcement

The Gilchrist County Transportation Disadvantaged Coordinating Board will hold a business meeting **Wednesday, June 8, 2022 at 1:30 p.m. or as soon thereafter the public workshop** in the meeting room of Suwannee River Economic Council, Inc. Client/Senior Services Center located at 1439 SW CR 307A in Trenton, Florida. The meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

****Please note that at least two (2) Board members must be present in person in addition to at least four (4) Board members present via communications media technology to establish a quorum in order to vote on agenda items that require formal action.****

Per the Centers for Disease Control and Prevention guidelines, to reduce the risk of becoming infected with the virus that causes COVID-19 and potentially spreading it to others, fully vaccinated people should wear a mask indoors in public if they are in an area of substantial or high transmission; if someone in their household is immunocompromised or at increased risk for severe disease; or if someone in their household is unvaccinated.

Attached is the meeting agenda and supporting materials. If you have any questions concerning the meeting, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

Attachments

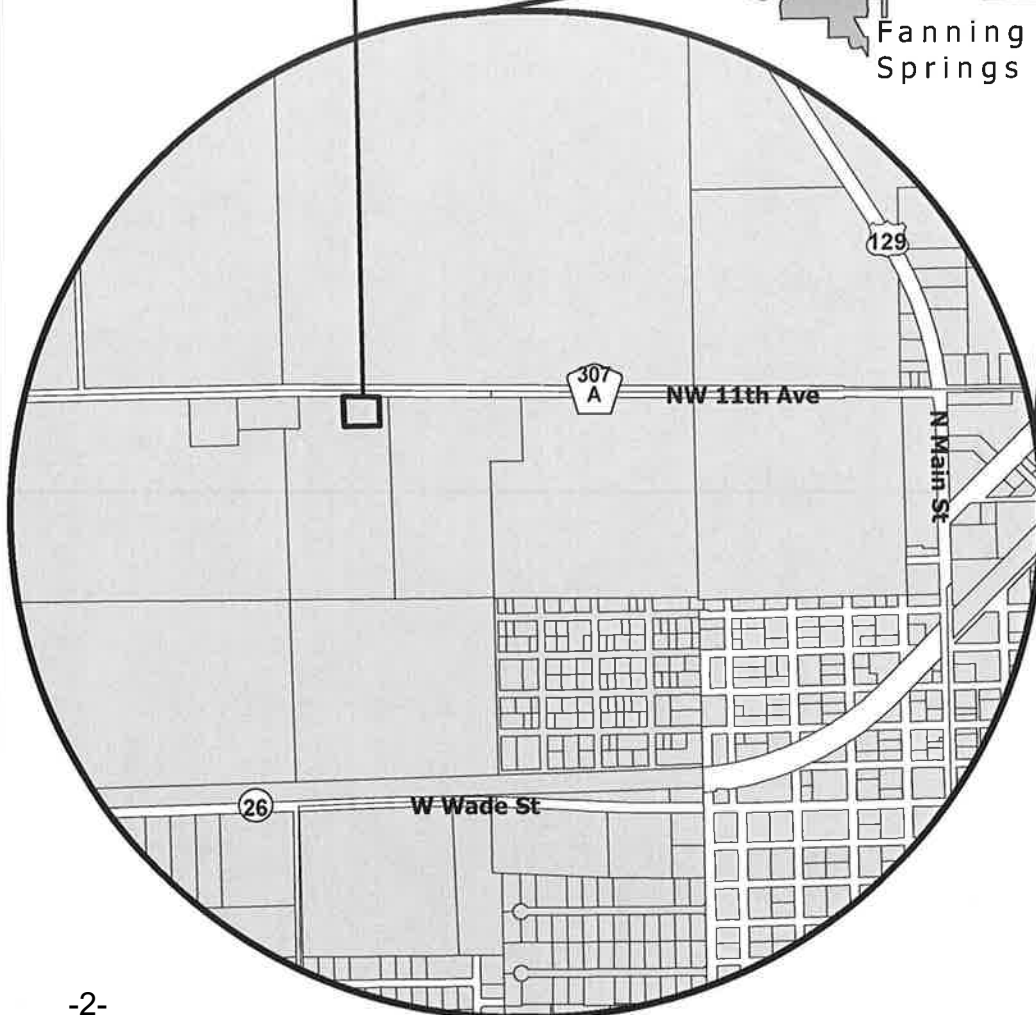
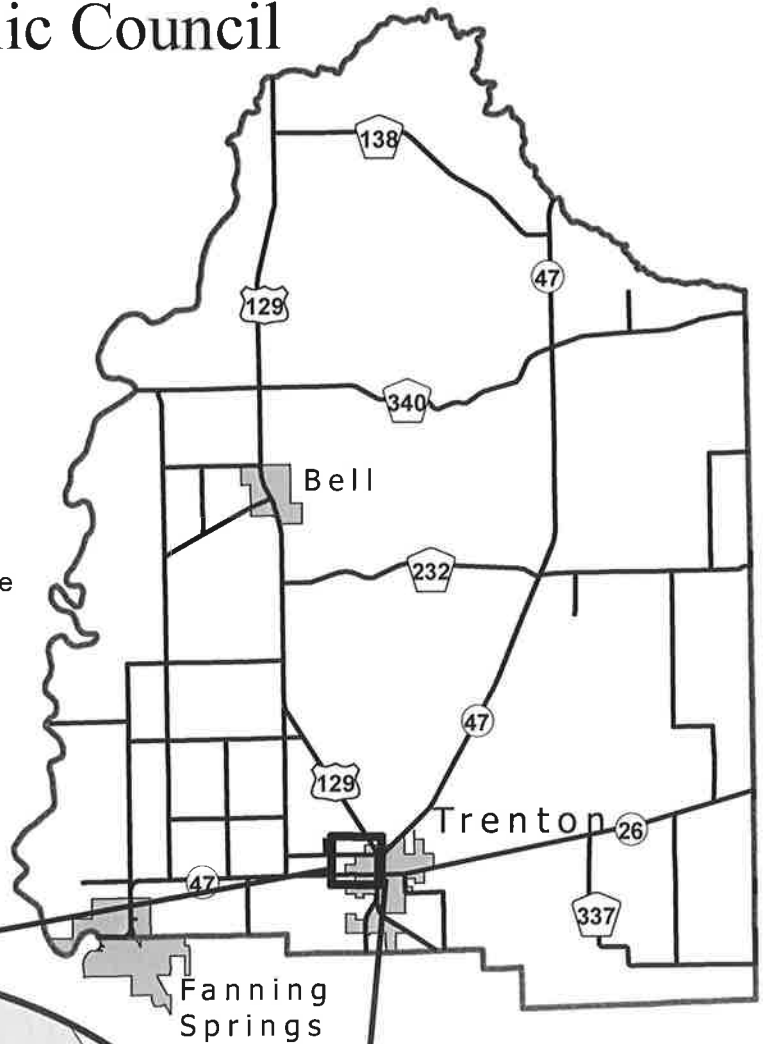
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Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.

Suwannee River Economic Council Meeting Facility 1439 SW CR 307A Trenton, Florida 32693

Directions: From the intersection of U.S. Highway 129 (also known as Main St) and SW County Road 307A (also known as NW 11th Ave) in the City of Trenton, head West onto SW County Road 307A (also known as NW 11th Ave), travel approximately 0.7 miles, and the Suwannee River Economic Council Meeting Facility will be on the left, on the South side of SW County Road 307A (also known as NW 11th Ave).

Suwannee River
Economic Council
Meeting Facility



1 inch = 1,250 feet





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**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

Meeting Room
Suwannee River Economic Council, Inc.
Client/Senior Service Center
1439 SW CR 307A
Trenton, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
June 8, 2022
1:30 p.m. or as soon
thereafter the public
workshop

I. BUSINESS MEETING – CALL TO ORDER

II. CONSENT AGENDA

ACTION REQUIRED

- A. Approval of the Meeting Agenda Page 3**
- B. Approval of the March 9, 2022 Minutes Page 7**

III. NEW BUSINESS

- A. 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Annual Update Page 11 ACTION REQUIRED**

The Board needs to review and approve the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Annual Update

- B. Elect Vice-Chair Page 85 ACTION REQUIRED**

The Board needs to re-elect Richard Esseck as Vice-Chair or elect a new Vice-Chair

- C. Suwannee River Economic Council, Inc. Operations Reports Page 87 NO ACTION REQUIRED**

IV. OTHER BUSINESS

Comments

V. FUTURE MEETING DATES

- A. July 13, 2022 at 1:30 p.m.**
- B. October 12, 2022 at 1:30 p.m.**
- C. January 11, 2023 at 1:30 p.m.**
- D. April 12, 2023 at 1:30 p.m.**

* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the meeting agenda, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Marion Poitevint Local Elected Official/Chair	Not Applicable
Geanelly Reveron Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
John Wisker Florida Department of Children and Families	Amy Burton Florida Department of Children and Families
Jeff Aboumrad Florida Department of Education	Florida Department of Education
Pastor Ralph Williams Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Reeda Harris Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Dick-Stanford Florida Agency for Persons with Disabilities	Sylvia Bamburg Florida Agency for Persons with Disabilities
Elizabeth Wetherington Regional Workforce Board	Vacant Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2023	Vacant Florida Association for Community Action Term ending June 30, 2023
Michelle Walker-Crawford Public Education	Vacant Public Education
Vacant Veterans Term ending June 30, 2023	Vacant Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2024	Vacant Citizen Advocate Term ending June 30, 2024
Vacant Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2024
Leslie Esseck Persons with Disabilities Grievance Committee Member Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2024
Richard Esseck, Vice-Chair Elderly Grievance Committee Member Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
Brittney Keeling Medical Community Term ending June 30, 2022	Krishna Stemple Medical Community Term ending June 30, 2022
Sandra Woodard Children at Risk Grievance Committee Member Term ending June 30, 2022	Brooke Ward Children at Risk Term ending June 30, 2022
Vacant Private Transit Term ending June 30, 2022	Vacant Private Transit Term ending June 30, 2022

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.

**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Meeting Room
Suwannee River Economic Council, Inc.
1439 SW CR 307A
Trenton, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Wednesday
March 9, 2022
1:30 p.m.

VOTING MEMBERS PRESENT IN PERSON

Leslie Esseck, Persons with Disabilities Representative
Richard Esseck, Vice-Chair, Elderly Representative, Vice-Chair
Brittney Keeling, Medical Community Representative
John Wisker, Florida Department of Children and Families Representative

VOTING MEMBERS PRESENT VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

Jeff Aboumrad, Florida Department of Education Representative
Lauren Adams, Florida Department of Transportation Representative
Reeda Harris, Florida Agency for Health Care Administration Representative
Sheryl Dick-Stanford, Florida Agency for Persons with Disabilities Representative
Sandra Woodard, Early Childhood Services Representative

VOTING MEMBERS ABSENT

Commissioner Marion Poitevint, Chair
Michelle Walker-Crawford, Public Education Representative
Pastor Ralph Williams, Florida Department of Elder Affairs Representative

OTHERS PRESENT IN PERSON

Matthew Pearson, Suwannee River Economic Council, Inc.

OTHERS PRESENT VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

Geanelly Reveron, Florida Department of Transportation

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Vice-Chair Esseck called the meeting to order at 1:30 p.m.

A. Invocation

Mr. Matthew Pearson, Suwannee River Economic Council, Inc. Executive Director, gave the invocation.

B. Pledge of Allegiance

Vice-Chair Esseck led the Board in reciting the Pledge of Allegiance.

C. Roll Call

Vice-Chair Esseck did not request a roll call. He stated that a quorum was present.

D. Approval of the Meeting Agenda

ACTION: Brittny Keeling moved to approve the meeting agenda. Leslie Esseck seconded; motion passed unanimously.

E. Approval of the October 13, 2021 Minutes

ACTION: Sheryl Stanford moved to approve the October 13, 2021 meeting minutes. Brittny Keeling seconded; motion passed unanimously.

II. NEW BUSINESS

A. Introduction to Florida's Coordinated Transportation System

Ms. Godfrey discussed the organization of Florida's Coordinated Transportation System and the requirements of Chapter 112, Florida Statutes concerning conflicts of interest and Florida's Sunshine Law.

B. 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Amendment

Ms. Godfrey stated that applicants for funding under the 49 U.S.C. Grant Programs must certify to the Florida Department of Transportation that the grant projects are included in the current Transportation Disadvantaged Service Plan. She said Suwannee River Economic Council, Inc. applied for funding under the 49 U.S.C. Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program. She staff recommends that the Board approve adding this grant project to the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan.

ACTION: Lauren Adams moved to approve amending the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan to add the 49 U.S.C. Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program project. Brittany Keeling seconded; motion passed unanimously.

C. Appoint Grievance Committee Member

Vice-Chair Esseck appointed Lauren Adams to the Grievance Committee.

D. Suwannee River Economic Council, Inc. Operations Reports

Mr. Pearson discussed the quarterly operations reports. He said the Senior Center mealsite is still closed, but, will open in the next few weeks. He said transportation will not be available to take seniors to the mealsite due to the need for drivers being available for medical transportation.

E. 2022 Florida Legislative Session

Ms. Godfrey stated that the Governor recommended \$10 million in additional budget authority to the Transportation Disadvantaged Trust Fund for Fiscal Year 2022-23. She said the additional funding would expand existing Transportation Disadvantaged Program services around the state and provide transportation grants for innovative transportation projects. She said the House and Senate both included additional funding in their budgets. She said she will provide the Board with information concerning whether additional funding will be provided to the Transportation Disadvantaged Program.

III. OTHER BUSINESS

Comments

There were no comments.

IV. FUTURE MEETING DATES

Vice-Chair Esseck stated that the next meeting of the Board will be held Wednesday, May 4, 2022 at 1:30 p.m.

ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Coordinating Board Chair

Date



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June 1, 2022

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Annual Update

STAFF RECOMMENDATION

Approve the 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Annual Update.

BACKGROUND

Chapter 427, Florida Statutes requires Suwannee River Economic Council, Inc. prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the Board’s approval. This plan provides information needed by the Board to continually review and assess transportation disadvantaged needs for Gilchrist County. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft 2021/26 Gilchrist County Transportation Disadvantaged Service Plan Annual Update. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

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Gilchrist County Transportation Disadvantaged Service Plan Annual Update

July 1, 2021 - June 30, 2026

Gilchrist County Transportation Disadvantaged
Coordinating Board



2021/26 Gilchrist County Transportation Disadvantaged Service Plan Annual Update

Approved by the

Gilchrist County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Marion Poitevint, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

and



Suwannee River Economic Council, Inc.
P.O. Box 70
Live Oak, FL 32060
386.362.4115

June 8, 2022

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Chapter I: Development Plan

A. Introduction to The Service Area

The purpose of this section is to provide information about the organization and development of Florida's Transportation Disadvantaged Program in Gilchrist County. This Plan shall serve as the Coordinated Public Transit-Human Services Transportation Plan under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21). The Coordinated Public Transit-Human Services Transportation Plan identifies the transportation needs of individuals with disabilities, older adults and people with low incomes.

1. Background of Florida's Transportation Disadvantaged Program

Florida's Transportation Disadvantaged Program began in 1979 with the adoption of Chapter 427, Florida Statutes. The Florida Legislature adopted this legislation to provide transportation disadvantaged services in a coordinated fashion.

The transportation disadvantaged are defined in Chapter 427, Florida Statutes, as:

"those persons who because of physical or mental disability, income status, age are unable to transport themselves or purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or children who are handicapped or high-risk or at-risk as defined in s. 411.202, Florida Statutes."

In 1989, the Florida Legislature reviewed Chapter 427, Florida Statutes according to the State's Regulatory Sunset Act (Section 11.61, Florida Statutes). During this legislative review, the Legislature decided to reenact Chapter 427, Florida Statutes with several revisions.

In 1990, Rule 41-2 of the Florida Administrative Code was adopted to implement the provisions of Chapter 427, Florida Statutes. In addition, Rule 41-2 of the Florida Administrative Code assigns the Florida Commission for the Transportation Disadvantaged with the responsibility to accomplish the coordination of transportation services provided to the transportation disadvantaged.

The following sections discuss each of the major components of the Transportation Disadvantaged Program.

a. Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged is independent and reports to the Governor and the Legislature. Chapter 427, Florida Statutes states that:

"the purpose of the Commission is to accomplish the coordination of transportation services to the transportation disadvantaged."

The Governor appoints seven members to the Florida Commission for the Transportation Disadvantaged. Five of the members must have significant experience in the operation of a business and two of the members must have a disability and use the transportation disadvantaged system. The Chair is appointed by the Governor and Vice-Chair is elected annually from the membership of the Florida Commission for the Transportation Disadvantaged.

b. Designated Official Planning Agency

The Designated Official Planning Agency is responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations. In the rural areas of the state, organizations which are eligible to be planning agencies are:

- county or city governments
- regional planning councils
- metropolitan planning organizations
- local planning organizations who are currently performing planning activities in the service area

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Gilchrist County. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

- Appointment of members to the local coordinating boards.
- Provision of staff support to the local coordinating boards.
- Provide a recommendation to the Florida Commission for the Transportation Disadvantaged regarding the initial selection or re-designation of the Community Transportation Coordinator.

c. Local Coordinating Boards

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county. The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.

According to Rule 41-2 of the Florida Administrative Code, the Designated Official Planning Agency appoints an elected official, to serve as the official chairperson for all local coordinating board meetings. The Board shall elect a Vice-Chair.

In addition to the Chair, the following agencies or other groups serve on the local coordinating boards as voting members:

- An elected official from Gilchrist County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.

- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person recommended by the local Veterans Service Office representing veterans of the county.
- A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged.
- A person over age sixty representing the elderly.
- A person with a disability representing the disabled.
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation services of the system as their primary means of transportation.
- A local representative for children at risk.
- In areas where they exist, the Chairperson or designee of the local mass transit or public transit system's Board.
- A representative of the Florida Department of Elderly Affairs.
- An experienced representative of the local private for profit transportation industry.
- A representative of the Florida Agency for Health Care Administration.
- A representative of the Regional Workforce Development Board.
- A representative of the local medical community.

The following are some of the duties of the local coordinating board:

- Approving the Transportation Disadvantaged Service Plan.
- Annually evaluating the Community Transportation Coordinator's performance.
- Reviewing all applications for local, state and federal transportation disadvantaged funds.
- A local representative of the Florida Agency for Persons with Disabilities.

d. Community Transportation Coordinator

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Gilchrist County.

Suwannee River Economic Council, Inc. may provide all or a portion of transportation service in a designated service area. Suwannee River Economic Council, Inc. may subcontract or broker services if it is cost effective and efficient. The following are some responsibilities of Suwannee River Economic Council, Inc.:

- In cooperation with the planning agency, develop and implement a Transportation Disadvantaged Service Plan.
- Execute contracts for service with transportation operators.
- Review all applications for federal, state and local funding (in conjunction with the local coordinating board).
- Prepare an annual operating report.

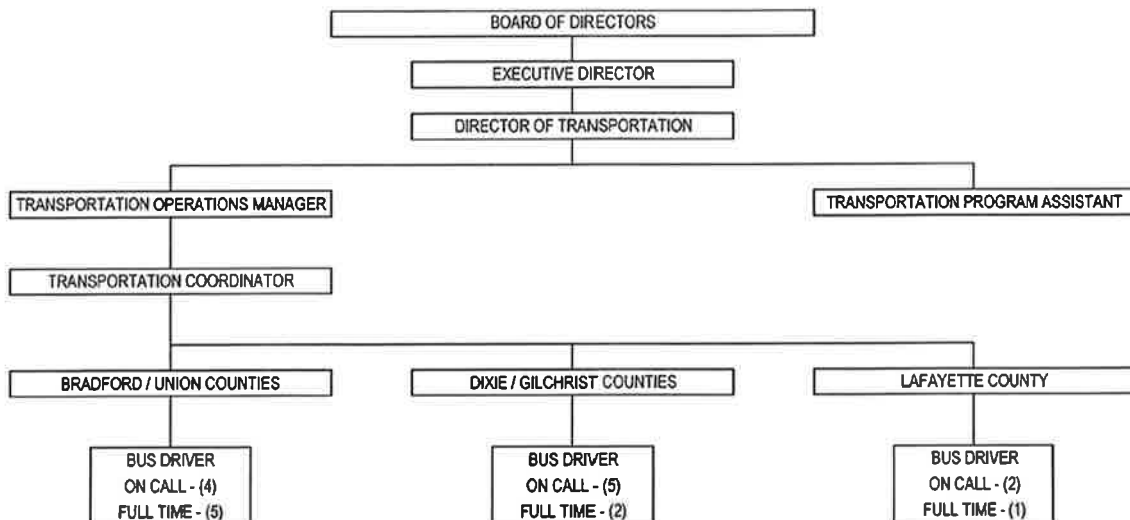
2. Designation Date/History

Suwannee River Economic Council, Inc. is a private non-profit corporation, chartered by the State of Florida in 1966. In 1972, Suwannee River Economic Council, Inc. began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created to serve Columbia, Hamilton and Suwannee Counties. Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Bradford, Dixie, Gilchrist, Lafayette and Union Counties.

The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council, Inc.'s designation as the Community Transportation Coordinator for Gilchrist County on January 9, 1992. Suwannee River Economic Council, Inc. was selected as the Community Transportation Coordinator through a request for proposals process.

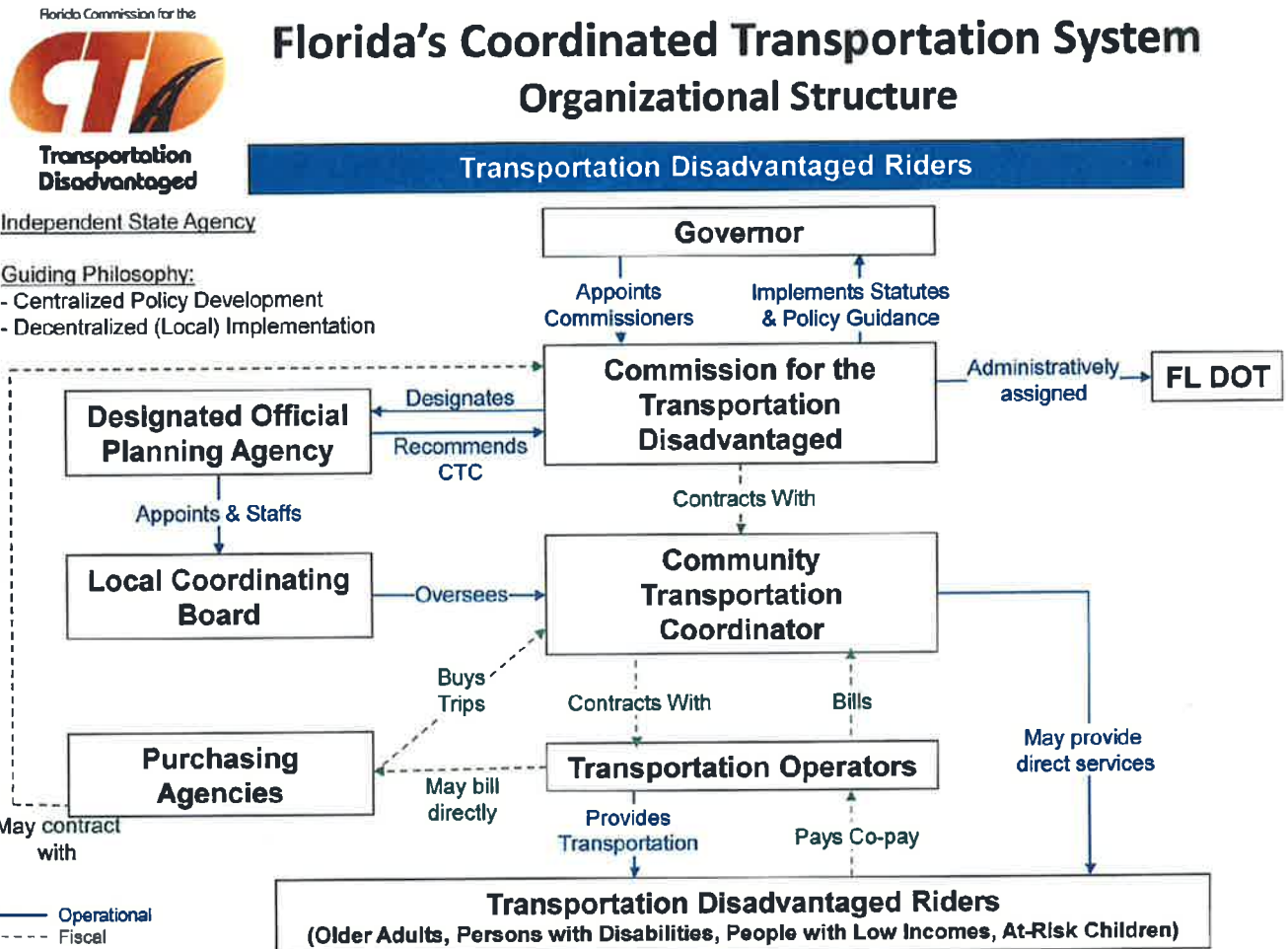
The Florida Commission for the Transportation Disadvantaged requires that the North Central Florida Regional Planning Council conduct the selection process and recommend a Community Transportation Coordinator for Gilchrist County at the end of each contract period (every five years). In 2021, the North Central Florida Regional Planning Council recommended that Suwannee River Economic Council, Inc. be re-designated the Community Transportation Coordinator for Gilchrist County. The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council, Inc. as the Gilchrist County Community Transportation Coordinator effective July 1, 2021. The following chart identifies Suwannee River Economic Council, Inc., Inc.'s organizational structure.

**Suwannee River Economic Council, Inc.
Transportation Department Organizational Chart**



3. Florida's Coordinated Transportation System Organization Chart

The following chart identifies the partners involved in Florida's Transportation Disadvantaged Program.



4. Consistency Review of Other Plans

a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

1. the collection and analysis of pertinent data concerning the physical and socio-economic characteristics of the study area;
2. the formulation of goals for future growth and development;
3. the development of objectives and policies guided by the goals which are the essence of the Comprehensive Plan;
4. the implementation of the Comprehensive Plan.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Gilchrist County Comprehensive Plan.

b. Regional Policy Plans

The North Central Florida Strategic Regional Policy Plan adopted in August 2018 is a long-range guide for the physical, economic, and social development of a planning region which identifies regional goals and policies. The plan contains regional goals and policies designed to promote a coordinated program of regional actions directed at resolving problems identified in the trends and conditions statements contained within each strategic regional subject area.

The following policies are included in the Strategic Regional Policy Plan:

REGIONAL GOAL 5.6. Reduce the unmet general trip demand of the north central Florida Transportation Disadvantaged population.

Policy 5.6.1. Improve mobility options for low-income, elderly and disabled citizens.

Policy 5.6.2. Increase funding for coordinated transportation systems for the transportation disadvantaged.

Policy 5.6.3. The Council and/or the Metropolitan Transportation Organization for the Gainesville Urbanized Area should provide technical assistance to designated north central Florida local transportation coordinating boards and community transportation coordinators.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Strategic Regional Policy Plan.

c. Transit Development Plans

Not applicable.

d. **Florida Commission for the Transportation Disadvantaged
5-Year/20-Year Plan**

The Florida Commission for the Transportation Disadvantaged 5-Year/20-Year Plan establishes goals, objectives and a plan of action for the Florida Commission for the Transportation Disadvantaged. The plan presents forecasts of demand for transportation disadvantaged services, the cost of meeting the forecasted demand, forecasts of future funding for transportation disadvantaged services and approaches to balancing the supply and demand for these services. The plan also provides forecasts of the transportation disadvantaged population, demand for trips, number of trips supplied, unmet demand for trips and operating expenses.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Florida Commission for the Transportation Disadvantaged 5-Year/20-Year Plan.

e. **Metropolitan Planning Organization Long-Range Transportation
Plans**

Not applicable.

f. **Transportation Improvement Program**

Not applicable.

5. Public Participation

The Gilchrist County Transportation Disadvantaged Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Gilchrist County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Gilchrist County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

6. Gilchrist County Transportation Disadvantaged Coordinating Board Membership Certification

GILCHRIST COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

Name: North Central Florida Regional Planning Council
 Address: 2009 N.W. 67th Place
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: _____ Date: _____
 Thomas Demos, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Commissioner Poitevint		No Term
Elderly	Richard Esseck	Vacant	6/30/2023
Disabled	Leslie Esseck	Vacant	6/30/2024
Citizen Advocate	Vacant	Vacant	6/30/2024
Citizen Advocate/User	Vacant	Vacant	6/30/2024
Children at Risk	Sandra Woodard	Brooke Ward	6/30/2022
Florida Association for Community Action	Vacant	Vacant	6/30/2023
Public Education	Michelle Walker-Crawford	Vacant	No Term
Florida Agency for Persons with Disabilities	Sheryl Stanford	Sylvia Bamberg	No Term
Florida Department of Transportation	Christina Nalsen	Lauren Adams	No Term
Florida Department of Children and Families	Vacant	Vacant	No Term
Florida Department of Elder Affairs	Pastor Ralph Williams	Vacant	No Term
Florida Department of Education	Jeff Aboumrad	Vacant	No Term
Florida Agency for Health Care Administration	Reeda Harris	Pamela Hagley	No Term
Regional Workforce Development Board	Elizabeth Wetherington	Vacant	No Term
Veteran Services	Vacant	Vacant	6/30/2023
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Vacant	Vacant	6/30/2022
Local Medical Community	Brittany Keeling	Krishna Stemple	6/30/2022

7. Gilchrist County Transportation Disadvantaged Coordinating Board Membership

GILCHRIST COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Marion Poitevint Local Elected Official/Chair	Not Applicable
Christina Nalsen Florida Department of Transportation Grievance Committee Member	Lauren Adams Florida Department of Transportation
John Wisker Florida Department of Children and Families	Amy Burton Florida Department of Children and Families
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Vacant Private Transit Term ending June 30, 2022	Vacant Private Transit Term ending June 30, 2022

B. Service Area Profile and Demographics

1. Gilchrist County Service Area Description

Gilchrist County has a land area of approximately 349 square miles. The County is located in the north central portion of the State of Florida and is bordered on the north by Columbia and Suwannee Counties, on the east by Alachua County, on the south by Levy County and on the west by Dixie and Lafayette Counties.

2. Demographics

a. Land Use

The purpose of this section is to provide information concerning Gilchrist County's existing land use. This information was obtained from Gilchrist County's Comprehensive Plan.

The land use for approximately 89 percent of the acreage within the unincorporated area of the County has been designated as agricultural and approximately 5 percent is residential.

Within the unincorporated areas of the County, four types of growth have occurred. The first type of land use pattern is concentrated within existing public facility service areas immediately surrounding the municipal urban areas. The second form of development concentrates around the unincorporated market centers which, although they do not provide public facilities, have developed over time into urbanizing settlements. The third type of land use pattern is the development of residential lots along the Santa Fe and the Suwannee Rivers within the County. This type of rural residential development has occurred in varying degrees with lot sizes ranging from one-half acre to 10 acre lots. The fourth pattern is radial growth along major roadways throughout the County.

b. Population/Composition

According to the 2020 Bureau of the Census Gilchrist County's total population was 17,864 in 2020. The Bureau of Economic and Business Research estimates the population of Gilchrist County 18,126, the City of Trenton as 2,065, the Town of Bell as 515, the City of Fanning Springs 521 as and the unincorporated area as 15,025 in 2021.

According to the Bureau of Economic and Business Research, 715 individuals are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

TABLE 1
POPULATION COUNTS AND ESTIMATES
GILCHRIST COUNTY

AREA	POPULATION COUNT 2020	POPULATION ESTIMATE 2021
Gilchrist County	17,864	18,126
Town of Bell	518	515
City of Fanning Springs	478	521
City of Trenton	2,015	2,065
Unincorporated Area	14,853	15,025

Source: Bureau of Economic and Business Research, University of Florida

TABLE 2
POPULATION
GILCHRIST COUNTY

2020 U.S. CENSUS POPULATION	HOUSEHOLDS 2020	PERCENT OF PERSONS IN POVERTY 2020
17,864	6,121	14.5%

Source: U.S. Census Bureau, Census 2010 State and County QuickFacts

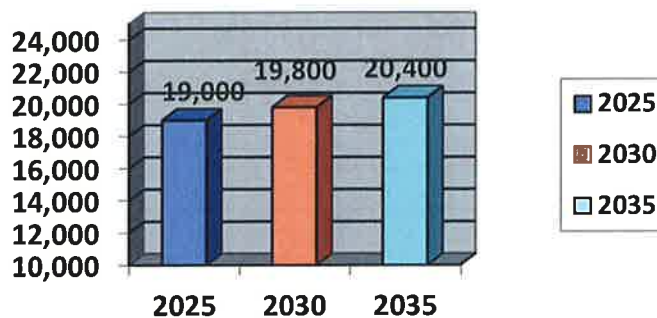
c. Population Densities

With approximately 350 square miles of land area, the County population density in 2021 was approximately 51.8 persons per square mile.

d. Population Projections

According to the Bureau of Economic and Business Research, Gilchrist County will have a total population of approximately 19,000 in the year 2025 and by 2035, the total County population will be approximately 20,400. Illustration I shows population projections for 2025, 2030 and 2035.

ILLUSTRATION I



Source: Bureau of Economic and Business Research, University of Florida

e. Population Age Distribution

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of the County's population by age group. The 25-54 year-old age group is the largest age group within the County. The 80 and over population is the smallest age group within the County.

**TABLE 3
Population Estimates By Age Group
Gilchrist County**

Age Group	Estimated 2020 Population
0-4	977
5-17	2,620
18-24	2,048
25-54	5,785
55-64	2,773
65-79	3,061
80+	1,005

Source: Bureau of Economic and Business Research, University of Florida

f. Disability and Self Care Limitations

According to the 2010 Bureau of the Census American Fact Finder, 2013-2017 Gilchrist County had a disabled population of 3,192.

g. Employment

According to the U.S. Department of Labor, Bureau of Labor Statistics, the estimated labor force in December 2021 was 7,447. The estimated unemployment rate for Gilchrist County in December 2021 was 3.2 percent.

h. Income

According to the Florida Legislature Office of Economic and Demographic Research, the per capita personal income for Gilchrist County in 2020 was \$37,425 and the median household income was \$47,381. Table 4 characterizes the levels of household income in Gilchrist County. Table 5 shows income levels that are currently used to define the federal poverty level.

**TABLE 4
INCOME AND POVERTY STATUS
GILCHRIST COUNTY**

MEDIAN HOUSEHOLD INCOME 2020	PERSONS BELOW POVERTY LEVEL, PERCENT, 2020
\$47,381	14.5%

Source: Florida Legislature Office of Economic and Demographic Research

TABLE 5
2022 Poverty Guidelines For The 48 Contiguous States
And The District of Columbia

Persons In Family/Household	2022 Poverty Guideline
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630

* For families/households with more than 8 persons, add \$4,720 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

According to the Florida Agency for Health Care Administration, Medicaid Data Analytics, the total Medicaid eligibles for Gilchrist County as of January 31, 2022 was 5,075. Table 6 shows individuals who received Supplemental Security Income.

TABLE 6
SUPPLEMENTAL SECURITY INCOME
GILCHRIST COUNTY

RECIPIENTS	2020
Aid to the Blind and Disabled	486
Aged	30

Source: Social Security Administration, Master Beneficiary Record and Supplemental Security Record

i. Housing

According to the Florida Legislature Office of Economic and Demographic Research, the total number of households in Gilchrist County in 2010 was 6,121 and that the average household size was 3.02.

TABLE 8
HOUSING
GILCHRIST COUNTY

HOUSING UNITS 2020	OCCUPIED HOUSING UNITS 2020
7,493	6,551

Source: 2010 U.S. Bureau of the Census, Quick Facts

j. Health

Gilchrist County does not have a hospital. According to the Physician Workforce Annual Report, in 2019/20, there were 4 licensed physicians of medicine practicing in Gilchrist County.

k. Transportation

According to the 2010 Bureau of the Census 2013-2017 American Community Survey 5-Year Estimates, 316 occupied housing units in Gilchrist County had no vehicle available.

l. Major Trip Generators/Attractors

Being a rural area, there are a limited number of trip generators in the County. Trips are distributed from the outlying areas to and from the county seat for business, shopping and recreational activities. Travel to Gainesville continues to be necessary for many County residents, particularly for medical purposes. Approximately 41 percent of Gilchrist County's employed residents work in Alachua County, 7.8 percent work in Levy County, 3.6 percent work in Gilchrist County, 1.8 percent work in Suwannee County, 1.7 percent work in Duval County and 1.5 percent work in Putnam County.

C. Service Analysis

1. General and Critical Need Transportation Disadvantaged Populations

The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are "high-risk" or "at-risk."

The critical need Transportation Disadvantaged population includes individuals who, due to severe physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

The following tables show general and critical need Transportation Disadvantaged population estimates for Gilchrist County.

CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION

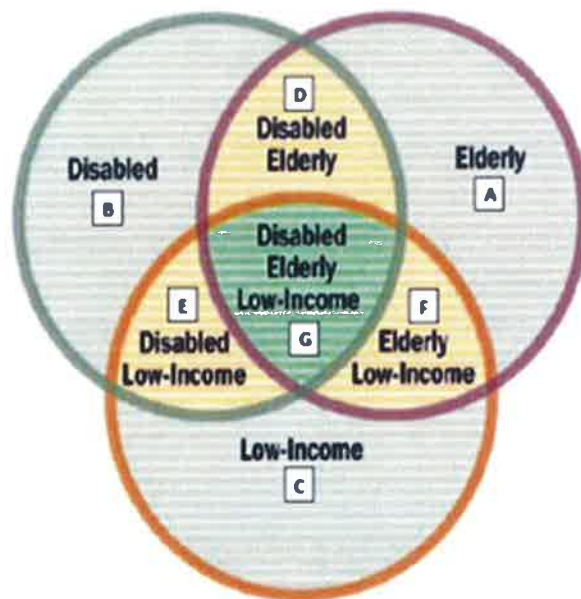
Gilchrist County

Census Data from **2018**

County Pop. By Age	Total Pop by Age	% of Total Pop (136,400)	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
<18	3,631	21.4%	1,077	6.4%	251	6.9%	58	1.60%
18-64	10,452	61.7%	1,842	10.9%	1,986	19.0%	585	5.60%
Total Non Elderly	14,083	83.1%	2,919	17.2%	2,236	15.9%	643	4.57%
65+	2,856	16.9%	205	1.2%	1,262	44.2%	234	8.20%
Total Elderly	2,856	16.9%	205	1.2%	1,262	46.3%	234	8.20%
Total	16,939	100%	3,124	18.4%	3,499	20.7%	878	5.18%

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I9)	643
B - Estimate non-elderly/ disabled/not low income	Subtract I9 from G9	1,593
G - Estimate elderly/disabled/low income	From Base Data (I11)	234
D- Estimate elderly/ disabled/not low income	Subtract I11 from G11	1,028
F - Estimate elderly/non-disabled/low income	Subtract I11 from E11	(29)
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C11	1,623
C - Estimate low income/not elderly/not disabled	Subtract I9 from E9	2,276
Total - Non-Duplicated		7,368

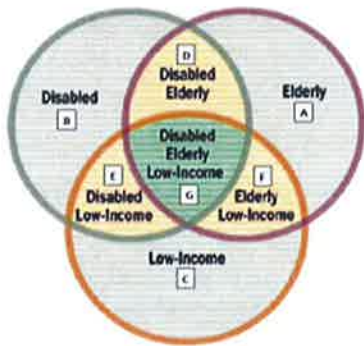
General TD Population	% of Total	
Non-Duplicated General TD Population Estimate	7,368	43.5%



FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

Gilchrist County

General TD Population Forecast	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
<i>Overlapping Circle Component</i>											
E - Estimate non-elderly/disabled/low income	643	651	658	665	673	681	688	696	704	712	720
B - Estimate non-elderly/disabled/not low income	1,593	1,611	1,629	1,648	1,666	1,685	1,704	1,723	1,743	1,763	1,782
G - Estimate elderly/disabled/low income	234	237	240	242	245	248	251	253	256	259	262
D - Estimate elderly/disabled/not low income	1,028	1,040	1,052	1,063	1,075	1,088	1,100	1,112	1,125	1,138	1,150
F - Estimate elderly/non-disabled/low income	-29	-30	-30	-30	-31	-31	-31	-32	-32	-32	-33
A - Estimate elderly/non-disabled/not low income	1,623	1,641	1,660	1,678	1,697	1,717	1,736	1,756	1,775	1,796	1,816
C - Estimate low income/not elderly/not disabled	2,276	2,301	2,327	2,354	2,380	2,407	2,434	2,462	2,490	2,518	2,546
TOTAL GENERAL TD POPULATION	7,368	7,451	7,535	7,621	7,707	7,794	7,882	7,971	8,061	8,152	8,244
TOTAL POPULATION	16,939	17,130	17,324	17,520	17,718	17,918	18,121	18,325	18,532	18,742	18,954



Gilchrist County

Critical Need TD Population Forecast	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Total Critical TD Population											
Disabled	878	888	898	908	918	928	938	948	960	971	982
Low Income Not Disabled No Auto/Transit	611	618	625	632	639	646	654	661	668	676	684
Total Critical Need TD Population	1,489	1,505	1,522	1,540	1,557	1,575	1,592	1,610	1,629	1,647	1,666
Daily Trips - Critical Need TD Population											
Severely Disabled	43	43	44	44	45	45	46	47	47	48	48
Low Income - Not Disabled - No Access	1,160	1,173	1,187	1,200	1,214	1,227	1,241	1,255	1,269	1,284	1,298
Total Daily Trips Critical Need TD Population	1,203	1,224	1,244	1,265	1,267	1,310	1,333	1,356	1,380	1,405	1,427
Annual Trips	312,866	318,153	323,530	328,998	334,558	340,480	346,506	352,639	358,881	365,233	370,967

3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida’s Coordinated Transportation System in Gilchrist County. In May 2014, the Florida Agency for Health Care Administration implemented Florida’s Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, “Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services.”

Other barriers to the coordination of transportation services in Gilchrist County include the following:

- low density, rural population limits the ability to multi-load vehicles while maintaining an acceptable level of service; and
- limited availability of medical services/facilities in Gilchrist County requires out-of-county trips.

4. Needs Assessment

United States Code Section 5311 Coronavirus Response & Relief Supplemental Appropriations Act and American Rescue Plan Grant Program

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED COST	FUNDING SOURCE
Suwannee River Economic Council, Inc.	Provide transportation services to Gilchrist County residents.	2022/23	Gilchrist County	\$279,514.00	United States Code Section 5311

Transportation Disadvantaged Program - Trip and Equipment Grant

APPLICANT	PROJECT	PROJECT YEAR	PROJECT LOCATION	ESTIMATED PROJECT COST	PROJECT FUNDING SOURCE
Suwannee River Economic Council, Inc.	Provide trips to transportation disadvantaged individuals.	2022/23	Gilchrist County	\$160,481.00 \$17,831.00	Transportation Disadvantaged Trust Fund Suwannee River Economic Council, Inc.

2. Paratransit Service Demand Estimation

The National Center for Transit Research Center for Urban Transportation Research developed a paratransit service demand estimation tool based on the most current U.S. Census Bureau demographic and socio-economic data available. The following table shows trip demand for the critical Transportation Disadvantaged population.

CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Gilchrist County

Census Data from: 2018

County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age
< 18	251	6.90%	58	1.60%
18-64	1,986	19.00%	585	5.60%
Total Non Elderly	2,236	15.88%	643	4.57%
65+	1,262	44.20%	234	8.20%
Total Elderly	1,262	44.20%	234	8.20%
Total	3,499	20.66%	878	5.18%

% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
28.60%	184
11.70%	27
	211

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
<i>Non-Elderly</i>	459	184	643
<i>Elderly</i>	207	27	234
TOTAL	666	211	878

TRIP RATES USED	
Low Income Non Disabled Trip Rate	
Total	2.400
Less	
Transit	0.389
School Bus	0.063
Special Transit	0.049
	1.899
Severely Disabled Trip Rate	
Special Transit	0.049

Low Income & Not Disabled = C + F			
<i>Assumes</i>			
27.2%	xxx % without auto access	2,246	
		611	
100%	xxx % without transit access	611	
		611	
Calculation of Daily Trips			
		Rates	Total
		Per Person	Daily Trips
Total Actual Critical TD Population			
<i>Severely Disabled</i>	878	0.049	43
<i>Low Income ND</i>	611	1.899	1,160
Totals	1,489		1,203

**CALCULATION OF DAILY TRIPS
FOR THE
CRITICAL NEED TD POPULATION**

5. Goals, Objectives and Strategies

- GOAL I:** **Coordinate public transportation services that are funded with local, state and/or federal government funds.**
- OBJECTIVE:** Identify agencies that receive local, state and/or federal government transportation funds to provide transportation services to their clients.
- Strategy a:** Identify agencies in Gilchrist County that receive local, state and/or federal funds to transport clients or purchase vehicles.
- Strategy b:** Contact agencies to obtain information about coordination opportunities.
- Strategy c:** Determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.
- GOAL II:** **Identify unmet transportation needs in Gilchrist County.**
- OBJECTIVE:** Identify unmet transportation needs and discuss ways to meet these needs at each local Coordinating Board meeting.
- Strategy:** The Community Transportation Coordinator shall report quarterly the number and types of transportation services that are requested which it is unable to provide.
- GOAL III:** **The Community Transportation Coordinator shall provide transportation services that are consumer oriented and effectively coordinate trips.**
- OBJECTIVE:** Provide transportation services that maximize the use of all vehicles to eliminate duplication of service without unduly inconveniencing the rider.
- Strategy a:** The Community Transportation Coordinator shall report on a quarterly basis the number of single passenger trips provided.
- Strategy b:** The Community Transportation Coordinator shall work with purchasing agencies and service providers (doctors' offices, hospitals, etc.) to arrange appointments to group trips.
- Strategy c:** The Community Transportation Coordinator shall document the reduction of single passenger trips.
- Strategy d:** The local Coordinating Board shall measure the total passenger trips per vehicles quarterly.
- GOAL IV:** **The Community Transportation Coordinator shall develop creative ways to provide additional trips.**
- OBJECTIVE:** Identify additional funding opportunities to provide transportation.
- Strategy:** Using information concerning unmet needs, the Community Transportation Coordinator shall determine the level of demand and cost of providing additional service.

GOAL V: **The Community Transportation Coordinator shall ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of transportation services offered to individuals without disabilities.**

OBJECTIVE: The Community Transportation Coordinator shall comply with the requirements of the *Americans with Disabilities Act (ADA)* regarding the access to and provision of transportation services.

Strategy a: The Community Transportation Coordinator shall eliminate physical barriers preventing the use of transportation services by persons who are elderly and/or disabled.

Strategy b): The Community Transportation Coordinator shall train its staff members regarding the utilization of special equipment for persons with disabilities as well as the abilities of persons with disabilities.

GOAL VI: **The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance based on specific criteria.**

OBJECTIVE: The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance in general and relative to Commission standards as referenced in *Rule 41-2.006 of the Florida Administrative Code*.

GOAL VII: **The Community Transportation Coordinator shall utilize the Transportation Disadvantaged Trust Fund allocation in the most cost efficient manner.**

OBJECTIVE: The Community Transportation Coordinator shall adhere to a strict budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner.

Strategy a: The Community Transportation Coordinator and Local Coordinating Board shall determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.

Strategy b: The Community Transportation Coordinator shall inform the Local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.

GOAL VIII: **The Community Transportation Coordinator shall comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board.**

OBJECTIVE: The Community Transportation Coordinator shall complete all reports which require Local Coordinating Board review and/or approval.

Strategy: The Community Transportation Coordinator shall complete and submit all final reports to the planning agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.

- GOAL IX: The Community Transportation Coordinator shall provide quality service.**
- OBJECTIVE:** The local Coordinating Board shall monitor the quality of service provided by the Community Transportation Coordinator.
- Strategy:** The Community Transportation Coordinator shall report complaints to the Local Coordinating Board.
- OBJECTIVE:** **The Community Transportation Coordinator shall provide courteous and professional service.**
- Strategy:** Reservationists and other office staff shall receive sensitivity and courtesy training annually.
- GOAL X: The Community Transportation Coordinator shall promote cost and service efficiency through efficient routing, scheduling and operation procedures.**
- OBJECTIVE:** The local Coordinating Board shall encourage the Community Transportation Coordinator to provide the greatest number of trips using the most cost effective methods possible.
- Strategy:** The Community Transportation Coordinator shall maintain a database with pertinent information relative to clients' needs and limitations.
- GOAL XI: The Community Transportation Coordinator shall insure the provision of safe transportation services.**
- OBJECTIVE:** The Community Transportation Coordinator shall insure the safety and well being of passengers through inspection and maintenance of all vehicles in the coordinated system and driver training.
- Strategy:** The System Safety Program Plan shall meet all established requirements and adhere to *Chapter 341 Florida Statutes* and *Rule and 14-90, Florida Administrative Code*.

6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Gilchrist County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests.	(1) Quarterly (2) Quarterly

STRATEGIES	IMPLEMENTATION DATE
<p>(1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Work with purchasing agencies and service providers to arrange appointments to group trips. (3) Document the reduction of single passenger trips. (4) Measure total passenger trips per vehicle.</p>	<p>(1) Ongoing (2) Ongoing (3) 2022/23 (4) 2022/23</p>
<p>(1) Identify additional funding opportunities to provide trips. (2) Report the types of funding opportunities that may be available for additional trips.</p>	<p>(1) Ongoing (2) Ongoing (3) Ongoing</p>
<p>(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities. (2) Provide alternative methods for accessing transportation services for individuals with disabilities. (3) Train staff members regarding the utilization of special equipment for persons with disabilities.</p>	<p>(1) Ongoing (2) Ongoing (3) Ongoing</p>
<p>Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.</p>	<p>2022/23</p>
<p>(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner. (2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds. (3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.</p>	<p>(1) Ongoing (2) 2022/23 (3) Quarterly</p>
<p>(1) Complete all reports for review and/or approval. (2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.</p>	<p>(1) Ongoing (2) Ongoing</p>
<p>(1) Monitor the quality of service. (2) Make recommendations to improve the quality of service. (3) Provide courteous and professional service. (4) Provide sensitivity and courtesy training annually. (5) Collect on-time performance data.</p>	<p>(1) Ongoing (2) Ongoing (3) Ongoing (4) Ongoing (5) Ongoing</p>
<p>(1) Maintain a data base with pertinent information relative to clients needs and limitations.</p>	<p>(1) Ongoing</p>
<p>The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.</p>	<p>Annually</p>

Chapter II: Service Plan

A. Operations

The operations element is a profile of the Gilchrist County coordinated transportation system. This element is intended to provide basic information about the daily operations of Suwannee River Economic Council, Inc.

1. Types, Hours and Days of Service

Ambulatory	Wheelchair	Advance Reservation	Subscription	Door to Door
✓	✓	✓	✓	✓

a. Bariatric Transportation

Suwannee River Economic Council, Inc. is required to transport all “common wheelchairs.” A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported.

b. Hours and Days of Service

Transportation Disadvantaged Program: Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding holidays (see below).

c. Holidays

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays.

- Veteran’s Day
- Thanksgiving Day
- Christmas Day
- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- Memorial Day
- Independence Day
- Labor Day

2. Accessing Services

a. Office Hours

Suwannee River Economic Council, Inc.'s office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

b. Phone Number

352.498.7366 (Cross City office) or 1.800-597.7579.

c. Advance Notification Time

Transportation Disadvantaged Program: Twenty-four hours advance notification must be given for trips provided Tuesday through Friday. Seventy-two hours advance notification must be given for trips provided on Mondays.

d. Trip Cancellation Process

Trips must be cancelled a minimum of two hours before the scheduled pick-up time.

e. No-Show Policy

Trips must be cancelled a minimum of two hours before the scheduled pick-up time. If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. If an individual is charged with frequent no-shows, they may be temporarily suspended from service. A no-show will not be credited to a rider if the cancellation is received before the vehicle is dispatched.

On the first "no-show," the driver will leave a "no-show" notice on the client's door. On the second "no-show" occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

f. After Hours Service

After hours service is not sponsored by the Transportation Disadvantaged Program.

g. Passenger Fares

Suwannee River Economic Council, Inc. does not charge fares to passengers sponsored by Florida's Transportation Disadvantaged Program.

h. Transportation Disadvantaged Program Eligibility

Individuals must apply for Transportation Disadvantaged Program eligibility certification. Recertification will be conducted annually. Recertification is not required of individuals who have permanent disabilities. The Transportation Disadvantaged Program Eligibility Certification Application is shown as Exhibit A.

Suwannee River Economic Council, Inc. will use the following criteria to determine eligibility:

1. Determine if the applicant is unable to transport themselves because they do not have an operational vehicle or the ability to operate a vehicle.
2. Determine if the applicant is sponsored by any agency for transportation services; is unable to purchase transportation; is unable to find transportation from other sources.

Individuals who are not travelling to a Medicaid Managed Medical Assistance Program compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

Suwannee River Economic Council, Inc. will notify Transportation Disadvantaged Program applicants of eligibility approval or denial within 15 working days after receipt of application. Applicants determined to be ineligible for Transportation Disadvantaged Program sponsored services may file appeals with Suwannee River Economic Council, Inc.

EXHIBIT A
TRANSPORTATION DISADVANTAGED PROGRAM
ELIGIBILITY CERTIFICATION APPLICATION

Last Name _____ First Name _____

Middle Initial _____

Street Address _____ City _____

State _____

Zip Code _____ County _____

Date of Birth ____/____/____ Male _____ Female _____

Telephone Number (____) _____ - _____

Emergency Contact Name _____

Relationship _____

Telephone Number (____) _____ - _____

1. How many people reside in your household Including parents, caregivers, relatives or others involved in your living functions?

2. Does your household have an operational vehicle(s)?

Yes (a) Are you or another household member able to operate the vehicle(s)? Yes No
| (b) Can you afford to operate the vehicle(s)? Yes No

No

3. Are you enrolled in any assistance programs:

Managed Medical Care Program (Medicaid)

Aging Program

Other _____



4. What other means of transportation are available for you to use?

5. Do you have a physical or mental disability as outlined in the Americans With Disabilities Act of 1990?
 Yes
 No

6. Is your disability permanent?
 Yes
 No

Please check or list any special needs, services or modes of transportation you require:

- | | | |
|---|--|---|
| <input type="checkbox"/> Powered Wheelchair | <input type="checkbox"/> Manual Wheelchair | <input type="checkbox"/> Powered Scooter/Cart |
| <input type="checkbox"/> Stretcher | <input type="checkbox"/> Walker | <input type="checkbox"/> Leg Braces |
| <input type="checkbox"/> Cane | <input type="checkbox"/> Respirator | <input type="checkbox"/> Oxygen CO2 |
| <input type="checkbox"/> Personal Care Attendant/Escort | | <input type="checkbox"/> Service Animal |

Other:

CERTIFICATION AND ACKNOWLEDGEMENT

I understand and affirm that the information provided in this application will be used to determine if I am eligible for non-emergency transportation services sponsored by Florida's Transportation Disadvantaged Program. I understand that the information contained in this application is confidential and will be shared only with professionals involved in evaluating and determining eligibility for transportation services provided under Florida's Transportation Disadvantaged Program. I certify that, to the best of my knowledge, the information in this application is true, correct, complete and made in good faith and any material omissions, falsifications, misstatements or misrepresentations in the above information could disqualify me from receiving services under Florida's Transportation Disadvantaged Program.

APPLICANT SIGNATURE _____

DATE _____

Suwannee River Economic Council, Inc. will notify you whether your application has been approved or denied within 15 business days. If your application is denied, you may file an appeal with Suwannee River Economic Council, Inc. within 15 working days.



APPLICATION PROCESSED BY: _____
SIGNATURE _____
DATE _____



i. Transportation Disadvantaged Program and Trip Priorities

Transportation Disadvantaged Program: Trips sponsored with Trip & Equipment Grant funds provided through Florida's Transportation Disadvantaged Program will be provided in the following ranking order based on funding availability:

- 1) Prescheduled Medical Appointments
 - Dialysis appointments
 - Cancer Care appointments
 - Urgent Care appointments

- 2) Prescheduled Medical Appointments as defined by the American Board of Medical Specialties:
 - Allergy and Immunology
 - Colon & Rectal Surgery
 - Dermatology
 - Family Medicine
 - Neurological Surgery
 - Obstetrics & Gynecology
 - Ophthalmology
 - Orthopaedic Surgery
 - Otolaryngology - Head and Neck Surgery
 - Pediatrics
 - Physical Medicine & Rehabilitation
 - Plastic Surgery
 - Psychiatry & Neurology
 - Radiology
 - Surgery
 - Thoracic Surgery
 - Urology

- 3) Other Medical Appointments
 - Dental appointments
 - Pharmacy

- 4) Mental Health Services provided by physicians, nurses who provide mental health services, licensed social workers, chemical dependency counselors, licensed professional counselors and licensed marriage and family counselors

- 5) Nutritional (within Gilchrist County)
 - Adult congregate meal programs
 - Food stamp procurement
 - Grocery shopping

- 6) Social Service Agency (within Gilchrist County)
 - Public agency support services
 - Senior programs

Medical trips sponsored by the Transportation Disadvantaged Program will only be provided outside of Gilchrist County if the medical service is not available in Gilchrist County.

3. Transportation Operators And Coordination Contractors

Not applicable.

4. Public Transit Utilization

Not applicable. There is no fixed route, public transit system operating in Gilchrist County.

5. School Bus Utilization

Currently, there is no need to use school buses at this time. If Suwannee River Economic Council, Inc. determines a need to use school buses in the future, the Gilchrist County School Board will be contacted for assistance.

6. Vehicle Inventory

Suwannee River Economic Council, Inc.'s vehicle inventory is shown as Appendix C.

7. System Safety Program Plan Certification

Suwannee River Economic Council, Inc.'s System Safety Program Plan Certification is shown as Appendix D.

8. Inter-County Services

Suwannee River Economic Council, Inc. does not have any inter-county agreements with other Community Transportation Coordinators at this time.

9. Natural Disaster/Emergency Preparedness

The Gilchrist County Emergency Management Department does not have a formal agreement with Suwannee River Economic Council, Inc. to provide transportation during natural disasters.

10. Marketing

Currently, there are no efforts to market the availability of transportation services sponsored by Transportation Disadvantaged Trust Funds due to the limited availability of these funds.

11. Acceptable Alternatives

There have been no acceptable alternatives for the provision of transportation service identified in Gilchrist County.

12. Service Standards

The Community Transportation Coordinator and any transportation operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

a. Drug and Alcohol Policy

Rule 41-2.006 (4) (a), F.A.C.: 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.

Suwannee River Economic Council, Inc. shall comply with this standard.

b. Transport of Escorts and Dependent Children

Rule 41-2.006 (4) (b), F.A.C.: An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

Local Policy: Children under age 16 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

c. Use, Responsibility and Cost of Child Restraint Devices

Rule 41-2.006 (4) (c), F.A.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.

Local Policy: All children 5 years of age or younger must be properly restrained no matter where they are sitting in the vehicle. Children through age 3 must be secured in a separate carrier or a vehicle manufacturer's integrated child safety seat. For children aged 4 through 5 years, a separate carrier, an integrated child safety seat, or a safety belt may be used. (FS 316.613). Device shall be provided and installed by the passenger.

d. Passenger Property

Rule 41-2.006 (4) (d), F.A.C.: Passenger property that can be carried by the passenger and/or driver in one trip and can be safely 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.

Local Policy: Passengers shall be allowed to have two pieces of personal property which they can place in their lap or stow under the seat. Passengers must be able to independently carry all items brought onto the vehicle.

e. Vehicle Transfer Points

Rule 41-2.006 (4) (e), F.A.C.: Vehicle transfer points shall provide shelter, security and safety of passengers.

The Community Transportation Coordinator shall comply with this standard.

f. Local Toll Free Phone Number

Rule 41-2.006 (4) (f), F.A.C.: A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged 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 Transportation Disadvantaged Helpline phone number.

The Community Transportation Coordinator shall comply with this standard.

g. Out-Of-Service Area Trips

Rule 41-2.006 (4) (g), F.A.C.: 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.

Local Policy:

Transportation Disadvantaged Program: Medical provider verification may be required for trips requested outside of Gilchrist County.

h. Vehicle Cleanliness

Rule 41-2.006 (4) (h), F.A.C. Interior of all vehicles shall be free of 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.

Local Policy: All vehicles shall be cleaned (interior and exterior) on a regular schedule (minimum once a week).

i. **Billing Requirements**

Rule 41-2.006 (4) (I), F.A.C. 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 seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

Local Policy: If the Community Transportation Coordinator without reasonable cause fails to make payments to the subcontractors and suppliers within seven (7) working days after the receipt by the Community Transportation Coordinator of full or partial payment, the Community Transportation Coordinator shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. (F.S. 2000/ Ch 287/Part I/287.0585 Late payments by contractors to subcontractors and suppliers; penalty.)

j. **Passenger/Trip Database**

Rule 41-2.006 (4) (j), F.A.C.: Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

The Community Transportation Coordinator shall comply with this standard.

k. **Adequate Seating**

Rule 41-2.006 (4) (k), F.A.C.: 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.

The Community Transportation Coordinator shall comply with this standard.

l. **Driver Identification**

Rule 41-2.006 (4) (I), F.A.C.: 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 specific passengers, 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.

Local Policy: The Community Transportation Coordinator shall comply with this standard.

m. Passenger Assistance

Rule 41-2.006 (4) (m), F.A.C.: 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 wheelchair 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 wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

Local Policy: The Community Transportation Coordinator shall comply with this standard.

n. Smoking, Eating, and Drinking

Rule 41-2.006 (4) (n), F.A.C.: 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.

Local Policy: Eating and drinking on board the vehicle will not be allowed. Stops may be made to accommodate the needs of the passengers at the discretion of the driver.

o. Passenger No-Shows

Rule 41-2.006 (4) (o), F.A.C.: 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.

Local Policy - The Community Transportation Coordinator shall attempt to reduce the number of no-shows annually.

p. Two-Way Communications

Rule 41-2.006 (4) (p), F.A.C.: 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.

The Community Transportation Coordinator shall comply with this standard.

q. Air Conditioning/Heating

Rule 41-2.006 (4) (q), F.A.C.: 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.

The Community Transportation Coordinator shall comply with this standard.

r. First Aid

Rule 41-2.006 (4) (r), F.A.C.: First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: All vehicles will be equipped with first aid kits and bio-hazard kits as required by state and federal regulations.

s. Cardiopulmonary Resuscitation

Rule 41-2.006 (4) (s), F.A.C.: Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: Drivers are not required to be trained in cardiopulmonary resuscitation.

t. Driver Criminal Background Screening

Rule 41-2.006 (4) (t), F.A.C.: Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

Local Policy: Suwannee River Economic Council, Inc. requires Level II background screenings for all employees. The Level II background screening includes Florida Department of Elder Affairs and Florida Law Enforcement criminal history checks. All drivers are fingerprinted and results are submitted to the Florida Department of Elder Affairs and Florida Department of Children and Families. Driver screenings updated every five years.

u. Fixed Route Transit Utilization

Rule 41-2.006 (4) (u), F.A.C.: In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.

Local Policy: Not applicable.

v. Pick-Up Window

Rule 41-2.006 (4) (v), F.A.C.: 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.

Local Policy:

Transportation Disadvantaged Program: Thirty (30) minute pickup window based on the pick-up time given to the passenger at the time of scheduling their ride. Passengers using on demand service will be picked up within one hour of their scheduled pick-up time.

w. On-Time Performance

Rule 41-2.006 (4) (w), F.A.C.: The Community Transportation Coordinator and local Coordinating Board 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 part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: The Community Transportation Coordinator will have an 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

x. Advance Reservation Requirement

Rule 41-2.006 (4) (x), F.A.C.: 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.

Local Policy:

Transportation Disadvantaged Program: Thirty (30) minute pickup window based on the pick-up time given to the passenger at the time of scheduling their ride. On demand trips must be scheduled one hour in advance.

y. Safety

Rule 41-2.006 (4) (y), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local 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 local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 1 accident per 100,000 miles during the evaluation period.

z. Reliability

Rule 41-2.006 (4) (z), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board 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 local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than 5 roadcalls during the evaluation period.

aa. Call-Hold Time

Rule 41-2.006 (4) (aa), F.A.C.: This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board 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 local Coordinating Board's evaluation of the Community Transportation Coordinator.

This standard is not applicable to this service area.

bb. Quality of Service

Rule 41-2.006 (4) (bb), F.A.C.: The Community Transportation Coordinator and the local Coordinating Board 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 contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

Local Policy: There shall be no more than one complaint per 1,000 trips during the evaluation period.

cc. Safety Belt Usage

Chapter 316.614 (4), Florida Statutes: It is unlawful for any person: (a) To operate a motor vehicle in this state unless each passenger and the operator of the vehicle under the age of 18 years are restrained by a safety belt or by a child restraint device pursuant to s. 316.613, if applicable; or (b) To operate a motor vehicle in this state unless the person is restrained by a safety belt. (5) It is unlawful for any person 18 years of age or older to be a passenger in the front seat of a motor vehicle unless such person is restrained by a safety belt when the vehicle is in motion. (6)(a) Neither a person who is certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous nor an employee of a newspaper home delivery service while in the course of his or her employment delivering newspapers on home delivery routes is required to be restrained by a safety belt.

Local Policy: Passengers whose transportation is sponsored by Florida's Transportation Disadvantaged Program shall wear a safety belt while being transported unless they are certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous.

13. Local Grievance Procedure/Process

The Transportation Disadvantaged Program Grievance Procedures are shown in Appendix A.

14. Passenger Code of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Suwannee River Economic Council, Inc.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

a. Verbal Abuse

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

b. Physical Abuse

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

c. Substance Abuse

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior exists, a suspension of transportation privileges shall be invoked.

d. Penalties

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program. Service suspension for Medicaid NET sponsored passengers must follow the Medicaid Program guidelines.

Verbal Abuse

- First offense – written warning
- Second offense – one week suspension of services
- Third offense – 30 day suspension of services
- Fourth offense – 90 day suspension of services
- Fifth offense – permanently removed from service

Physical Abuse

First offense - Suwannee River Economic Council, Inc. will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Suwannee River Economic Council, Inc. intends to suspend his or her riding privileges and the reason for such action.

Second offense – 180 day suspension of services

Third offense - permanently removed from service

e. Appeals

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

Suwannee River Economic Council, Inc.
P.O. Box 70
Live Oak, FL 32060

And

Transportation Disadvantaged Program
Coordinating Board Grievance Committee
2009 N.W. 67 Place, Suite A
Gainesville, Florida 32653-1603

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, the Grievance Committee shall hold a hearing within 30 working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by Suwannee River Economic Council, Inc. to the person requesting the hearing.

15. Evaluation Processes

Suwannee River Economic Council, Inc. in cooperation with the local Coordinating Board will determine whether agencies, from a total system approach, can perform more effectively and more efficiently their own transportation.

B. Cost/Revenue Allocation and Rate Structure Justification

See Appendix B.

Chapter III: Quality Assurance

This section contains the steps the local Coordinating Board will take to monitor and evaluate the services provided by or coordinated through the Community Transportation Coordinator, based on the Florida Commission for the Transportation Disadvantaged standards and the locally established service standards.

A. Community Transportation Coordinator Evaluation Process

The local Coordinating Board will evaluate the Community Transportation Coordinator's performance on an annual basis using the Commission for the Transportation Disadvantaged Quality Assurance Program Evaluation/Local Coordinating Board, Community Transportation Coordinator Evaluation Workbook. This evaluation workbook was created to provide a formal process for evaluating the performance of the Coordinator (and its operators). The Commission requires worksheets regarding Cost, Competition and Coordination be completed during this review.

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Appendix A: Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Procedures

Grievance Procedures

July 14, 2021

Gilchrist County
Transportation Disadvantaged Coordinating Board



Gilchrist County Transportation Disadvantaged Coordinating Board

Grievance Procedures

Approved by the

Gilchrist County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000


Marion Poitevint, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
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July 14, 2021

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

Chapter I: Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Gilchrist County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Gilchrist County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

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.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

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 Florida Commission for the Transportation Disadvantaged 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.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

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.

D. Purpose

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

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- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

F. Officers

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill its responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (5) **Conflict of Interest.** In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) **Proxy Voting.** Proxy voting is not permitted.
- (7) **Parliamentary Procedures.** The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.
- (8) **Public Comment.** Public comments shall be limited to three (3) minutes and directed to the Chair. Additional time may be given at the Chair's discretion. The Chair may impose a cumulative time limit for all public comment on any specific agenda item.

Members of the public shall be allowed to address the Committee following the making of a motion that has been properly seconded concerning a proposition before the Committee. Such comments shall be directed to the Chair.

All comments made by Committee members, Committee staff, guests and members of the public during any public meeting of the Grievance Committee shall be governed by the City, County and Local Government Law Section of the Florida Bar Civility Pledge, as follows:

1. We will be respectful of one another even when we disagree;
2. We will direct all comments to the issues; and
3. We will avoid personal attacks.

H. Administration

- (1) **Staff Support.** The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.
- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.
- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Gilchrist County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."
- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. Suspension Reconsideration

- (1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 30 (30) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether

Gilchrist County Transportation Disadvantaged Coordinating Board
Grievance Procedures

or not to uphold the suspension. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

M. Prohibition Against Retaliation

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

N. Alternative Recourse

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Gilchrist County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Gilchrist County Transportation Disadvantaged Coordinating Board the 14th day of July 2021.



Marion Poltevirt, Chair
Gilchrist County Transportation Disadvantaged Coordinating Board

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Appendix B: Cost/Revenue Allocation and Rate Structure Justification



Transportation Disadvantaged Trust Fund Service Rates Form

Community Transportation Coordinator (CTC)	Suwannee River Economic Council, Inc.
Service Rate Effective Date	7/1/2022

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Passenger Mile	\$1.80
* Wheel Chair	Passenger Mile	\$3.09

Preliminary Information Worksheet Version 1.4

CTC Name: Suwannee River Economic Council, Inc.

County (Service Area): Gilchrist County

Contact Person: Matt Pearson, Executive Director

Phone #: 386-362-4115 ext. 223

Check Applicable Characteristic:

<p>ORGANIZATIONAL TYPE:</p> <p><input type="radio"/> Governmental</p> <p><input checked="" type="radio"/> Private Non-Profit</p> <p><input type="radio"/> Private For Profit</p>	<p>NETWORK TYPE:</p> <p><input type="radio"/> Fully Brokered</p> <p><input checked="" type="radio"/> Partially Brokered</p> <p><input type="radio"/> Sole Source</p>
---	---

Gilchrist County
Transportation Disadvantaged Service Plan

	Prior Year's ACTUALS from July 1st of 2020 to June 30th of 2021	Current Year's APPROVED Budget, as amended from July 1st of 2021 to June 30th of 2022	Upcoming Year's PROPOSED Budget from July 1st of 2022 to June 30th of 2023	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Gov

Farebox						
Medicaid Co-Pay Received						
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 10,826	\$ 17,578	\$ 18,648	62.4%	6.1%	
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 97,433	\$ 158,202	\$ 167,840	62.4%	6.1%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307						Other DOT is 5339 vehicle grant
49 USC 5310						
49 USC 5311 (Operating)	\$ 287,992	\$ 120,200	\$ 80,017	-55.1%	-33.4%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)	\$ 75,738			-100.0%		
Bus Pass Program Revenue						

AHCA

Medicaid	\$ 59,537	\$ 68,100	\$ 64,784	14.4%	-4.9%	
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act		\$ 6,335	\$ -		-100.0%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

Balancing Revenue is Short By =		None			
Total Revenues =	\$511,526	\$370,415	\$331,289	-27.6%	-10.6%

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures						
Labor	\$ 127,975	\$ 158,024	\$ 134,668	21.9%	-13.7%	
Fringe Benefits	\$ 61,818	\$ 67,285	\$ 66,800	9.2%	-0.7%	
Services	\$ 12,371	\$ 15,483	\$ 14,161	25.2%	-8.5%	
Materials and Supplies	\$ 46,845	\$ 77,108	\$ 58,923	64.8%	-23.6%	
Utilities	\$ 9,470	\$ 10,494	\$ 10,671	10.8%	1.7%	
Casualty and Liability	\$ 20,636	\$ 20,499	\$ 21,839	-0.7%	6.5%	
Taxes	\$ 317	\$ 465	\$ 325	46.7%	-30.1%	
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous	\$ 1,032	\$ 1,787	\$ 1,091	73.2%	-38.9%	
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund	\$ 10,826	\$ 3,691	\$ 4,163	-55.9%	12.8%	
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect		\$ 17,578	\$ 18,648		6.1%	
Capital Expenditures						
Equip. Purchases with Grant Funds	\$ 79,770			-100.0%		
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
ACTUAL YEAR GAIN	\$182,651					
Total Expenditures =	\$370,858	\$370,414	\$331,289	-0.1%	-10.6%	

	Upcoming Year's BUDGETED Revenues		What amount of the <u>Budgeted Revenue</u> in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate <u>Subsidy Revenue</u> EXcluded from the Rate Base	What amount of the <u>Subsidy Revenue</u> in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
REVENUES (CTC/Operators ONLY)					
Local Non-Govt					
Farebox	\$ -		\$ -		
Medicaid Co-Pay Received	\$ -		\$ -		
Donations/ Contributions	\$ -		\$ -		
In-Kind, Contributed Services	\$ -		\$ -		
Other	\$ 18,648		\$ 18,648		
Bus Pass Program Revenue	\$ -		\$ -		
CTD					
Non-Spons. Trip Program	\$ 167,840		\$ 167,840	\$ -	\$ -
Non-Spons. Capital Equipment	\$ -		\$ -	\$ -	\$ -
Rural Capital Equipment	\$ -		\$ -	\$ -	\$ -
Other TD	\$ -		\$ -		
Bus Pass Program Revenue	\$ -		\$ -		
USDOT & FDOT					
49 USC 5307	\$ -		\$ -		
49 USC 5310	\$ -		\$ -		\$ -
49 USC 5311 (Operating)	\$ 80,017		\$ 80,017		
49 USC 5311(Capital)	\$ -		\$ -		\$ -
Block Grant	\$ -		\$ -		
Service Development	\$ -		\$ -		
Commuter Assistance	\$ -		\$ -		
Other DOT	\$ -		\$ -		
Bus Pass Program Revenue	\$ -		\$ -		
AHCA					
Medicaid	\$ 64,784		\$ 64,784	\$ -	
Other AHCA	\$ -		\$ -		
Bus Pass Program Revenue	\$ -		\$ -		
Balancing Revenue to Prevent Deficit					
Actual or Planned Use of Cash Reserve	\$ -		\$ -		
Total Revenues =	\$ 331,289		\$ 251,272	\$ 80,017	\$ -

EXPENDITURES (CTC/Operators ONLY)	
Operating Expenditures	
Labor	\$ 134,668
Fringe Benefits	\$ 66,800
Services	\$ 14,161
Materials and Supplies	\$ 58,923
Utilities	\$ 10,671
Casualty and Liability	\$ 21,839
Taxes	\$ 325
Purchased Transportation:	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 1,091
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ -
Contrib. to Capital Equip. Replacement Fund	\$ 4,163
In-Kind, Contributed Services	\$ -
Allocated Indirect	\$ 18,648
Capital Expenditures	
Equip. Purchases with Grant Funds	\$ -
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with Rate Generated Rev.	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
Total Expenditures =	\$ 331,289
<i>minus</i> EXCLUDED Subsidy Revenue =	\$ 80,017
Budgeted Total Expenditures INCLUDED	
in Rate Base =	\$ 251,272
Rate Base Adjustment ¹ =	
Adjusted Expenditures Included in Rate	
Base =	\$ 251,272

PROGRAM-WIDE RATES¹	
Total Projected Passenger Miles =	119,750
Rate Per Passenger Mile =	\$ 2.10
Total Projected Passenger Trips =	3,850
Rate Per Passenger Trip =	\$ 65.27

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile =	\$ 2.77
Rate Per Passenger Trip =	\$ 86.05

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Form C: Current Vehicle and Transportation Equipment Inventory Form (for Entire Fleet – include FDOT and Non-FDOT Vehicles) *
Vehicle Inventory

Model Year ¹	Make/Size/Type	FDOT Control #	VIN # ²	Ramp or lift?	Seats & W/C positions (i.e. 12+2) As designed by manufacturer	Current Mileage	Previous Mileage (1 year ago)	Current Mileage – Previous Mileage = Mileage from the past year	Vehicle Status (Active/Spare/Other)	Expected Retirement Date	Donated? (Yes/No) If yes, when was the vehicle donated to your agency?	Funding Source ³
2009	Ford Cutaway	80205	1FDPE45S79DA88334	Y	12+2	76,848	76,848	0	Active	2014	N	FDOT 5311
2010	Ford	90273	1FTNE2ELXADA75692	N	2	64,362	64,362	0	Active	2015	N	FDOT 5310
2010	Chevy Cutaway	90276	1GBJG31K791172605	Y	8+1	131,840	126,902	4,938	Active	2015	N	FDOT 5310
2011	Chevy Cutaway		1GB3G2BG4B1171589	Y	8+2	119,365	110,265	9,100	Active	2016	N	TD-RC
2013	Chevy Cutaway	91216	1GB3G2BG0D1175402	Y	8+2	192,243	170,963	21,280	Active	2018	N	FDOT 5310
2015	Ford Turtle Top	91261	1FDPE4FS0FDA35288	Y	12+2	101,697	90,286	11,411	Active	2020	N	FDOT 5339
2016	MOVT		57WMD2C62GM100049	Y	4+2	50,128	31,054	19,074	Active	2021	N	TD-RC
2012	Ford		1FDXE4FL5BDA29977	Y	10+2	155,219	149,635	5,584	Active	2017	N	TD
2020	Ford	20040	1FDPE4FSXKDC49575	Y	12+2	35,458	6,917	28,541	Active	2025	N	FDOT 5339
2020	Champion		1FDPE4FS0KDC65214	Y	12+2	16,273		16,273	Active	2025	N	TD-RC
2021	Ford	20066	1FDPE4FN8MDC20440	Y	12+2	2,510		2,510	Active	2026	N	5339
2010	Chevy Cutaway	90275	1GBJG31K191172261	Y	8+2	149,061	147,831	1,230	Active	2015	N	FDOT 5310
2013	Chevy Cutaway	91217	1GB3G2BG7D1175852	Y	8+2	188,297	177,780	10,517	Active	2018	N	FDOT 5310
2015	Ford Turtle Top	91260	1FDPE4FS9FDA35287	Y	12+2	128,980	110,099	18,881	Active	2020	N	FDOT 5339
2015	Ford Turtle Top		1FDPE4FS2FDA35292	Y	12+2	136,965	106,276	30,689	Active	2020	N	TD-RC
2017	Ford Turtle Top	91289	1FDPE4FS8GDC55330	Y	12+2	134,313	117,589	16,724	Active	2022	N	FDOT 5339
2016	MOVT		57WMD2C6XGM100509	Y	4+2	109,822	95,226	14,596	Active	2021	N	TD-RC
2019	Champion	20018	1FDPE4FS2KDC07265	Y	12+2	85,128	47,963	37,165	Active	2024	N	FDOT 5339
2019	Champion	20026	1FDPE4FS2KDC10439	Y	12+2	40,569	16,413	24,156	Active	2024	N	FDOT 5339
2020	Champion		1FDPE4FS2KDC65215	Y	12+2	38,447		38,447	Active	2025	N	TD-RC
2020	Champion		1FDPE4FS4KDC65216	Y	12+2	27,079		27,079	Active	2025	N	TD-RC
2021	Ford	20068	1FDPE4FN1MDC21803	Y	12+2	33,298		33,298	Active	2026	N	5339
2020	Ford		1FDPE4FNXMDC21802	Y	12+2	2,915		2,915	Active	2025	N	5339
2013	Chevy Cutaway		1GB3G2BG2D1175725	Y	8+2	113,790	102,623	11,167	Active	2018	N	TD-RC
2014	MOVT		57WMD1A68EM100938	Y	4+2	48,219	41,147	7,072	Active	2019	N	TD-RC

2015	Chevy Cutaway	91228	1GB3G2BGXE1198073	Y	8+2	156,940	142,180	14,760	Active	2020	N	FDOT
2018	Champion		1FDFE4FS0JDC06341	Y	12+2	63,751	42,120	21,631	Active	2023	N	TD-RC
2021	Ford	20067	1FDFE4FN1MDC02751	Y	12+2	1,394		1,394	Active	2026	N	5339
2014	Ford (No Lift)	91232	1FTNE2EL1EDA67826	N	8	37,595	29,526	8,069	Active	2019	2016	FDOT 5316
2011	Chevy Cutaway	90296	1GB3G2BG7B1161526	Y	8+2	110,840	104,951	5,889	Active	2016	N	FDOT 5310
2014	MOVT		57WMD2A63EM101999	Y	4+2	96,517	88,059	8,458	Active	2019	N	TD-RC
2015 *	Ford Turtle Top		1FDFE4FS4FDA35293	Y	12+2	144,965	119,250	25,715	Active	2020	N	TD-RC
2018	Champion		1FDFE4FS9JDC07505	Y	12+2	94,192	53,350	40,842	Active	2023	N	TD-RC
2020	Ford		1FDFE4FS6KDC65217	Y	12+2	20,293		20,293	Active	2025	N	TD-RC
2020	Ford	20061	1FDFE4FN8MDC18364	Y	12+2	5,526		5,526	Active	2025	N	5339

*Applicants MUST use this form. If you need more space, add more rows.

1 Include an asterisk next to model year for the vehicle(s) being replaced.

2 VIN must be provided regardless of funding type

3 Identify the grant or other funding source used for purchasing the vehicle/equipment

Appendix D: Bus Transit System Annual Safety and Security Certification



Bus Transit System Annual Safety and Security Certification

*Certifying Compliance with Rule 14-90, FAC to the
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2020

Certification Year: (Previous): 2019

Name and Address of Bus Transit System: **Suwannee River Economic Council, Inc.**

The Bus Transit System (Agency) named above hereby certifies the following:

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
- 2. The Agency is in compliance with its adopted SSPP and SPP.*
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature:  Date: 1/2/20
(Individual Responsible for Assurance of Compliance)

Name: Matt Pearson Title: Executive Director

North Central Florida Regional Planning Council

Transportation Disadvantaged Service Plan Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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Transportation Disadvantaged Coordinating Board**

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June 1, 2022

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Elect Vice-Chair

RECOMMENDATION

Re-elect Richard Esseck as the Board’s Vice-Chair or elect a new Vice-Chair.

BACKGROUND

Chapter I. F. of the Board’s Bylaws requires the Board to hold an organizational meeting each year for the purpose of electing a Vice-Chair. The Vice-Chair shall serve a term of one year starting with the next meeting. In the event of the Chair’s absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting.

If you have any questions concerning this matter, please contact me at extension 110.



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June 1, 2022

TO: Gilchrist County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Suwannee River Economic Council, Inc. - Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports for the Board's review:

1. Quarterly Operations Report;
2. 2021/22 Trip & Equipment Grant Report;
3. Quarterly Complaint/Commendation Report; and
4. Quarterly Trip Denial Report.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

Attachments

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**QUARTERLY OPERATING REPORT
GILCHRIST COUNTY
JANUARY 2022 - MARCH 2022**

OPERATING DATA	Suwannee River Economic Council, Inc.
NUMBER OF INVOICED TRIPS	1,319
Florida Department of Elder Affairs	0
Florida Transportation Disadvantaged Program	577
Florida Managed Medical Care Program (Medicaid)	650
Community Trips	92
TOTAL VEHICLE MILES	22,155
TOTAL DOLLARS INVOICED	\$51,434.67
Florida Department of Elder Affairs	\$0.00
Florida Transportation Disadvantaged Program	\$28,425.14
Florida Managed Medical Care Program (Medicaid)	\$23,009.53
Community Trips	\$0.00
AVERAGE COST PER TRIP	\$39.00
Florida Department of Elder Affairs	#DIV/0!
Florida Transportation Disadvantaged Program	\$49.26
Florida Managed Medical Care Program (Medicaid)	\$35.40
Community Trips	\$0.00
AVG. COST PER VEHICLE MILE	\$2.32
TRIP PURPOSE	-
Medical	1,265
Employment	0
Education/Training	0
Shopping	23
Meal Site	0
Recreation	31
CHARGEABLE ACCIDENTS	0
NUMBER OF VEHICLES	11
AVERAGE MILES PER TRIP	17
NUMBER OF ROADCALLS	0

**QUARTERLY OPERATING REPORT
GILCHRIST COUNTY
JANUARY 2021 - MARCH 2021**

OPERATING DATA	Suwannee River Economic Council
NUMBER OF INVOICED TRIPS	745
Aging Program - Title III-B	0
Florida Transportation Disadvantaged Program	370
Florida Managed Medical Care Program (Medicaid)	317
Community Trips	58
TOTAL VEHICLE MILES	22,374
TOTAL DOLLARS INVOICED	\$35,795.79
Aging Program - Title III-B	\$0.00
Florida Transportation Disadvantaged Program	\$23,304.96
Florida Managed Medical Care Program (Medicaid)	\$12,490.83
Community Trips	\$0.00
AVERAGE COST PER TRIP	\$48.05
Aging Program - Title III-B	#DIV/0!
Florida Transportation Disadvantaged Program	\$62.99
Florida Managed Medical Care Program (Medicaid)	\$39.40
Community Trips	\$0.00
AVG. COST PER VEHICLE MILE	\$1.60
TRIP PURPOSE	-
Medical	726
Employment	6
Education/Training	4
Shopping	0
Meal Site	0
Recreation	9
CHARGEABLE ACCIDENTS	0
NUMBER OF VEHICLES	10
AVERAGE MILES PER TRIP	30
NUMBER OF ROADCALLS	0

Source: Suwannee River Economic Council, Inc.

**TRANSPORTATION DISADVANTAGED PROGRAM
2021/22 TRIP & EQUIPMENT GRANT SUMMARY
GILCHRIST COUNTY**

MONTH/YEAR	FUNDING ALLOCATION	TOTAL DOLLARS SPENT	TOTAL AMOUNT REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-21	\$175,787.00	\$9,283.74	\$166,503.26	155	\$59.90
Aug-21	-	\$6,521.22	\$159,982.04	115	\$56.71
Sep-21	-	\$6,828.80	\$153,153.24	92	\$74.23
Oct-21	-	\$5,562.32	\$147,590.92	88	\$63.21
Nov-21	-	\$9,451.72	\$138,139.20	153	\$61.78
Dec-21	-	\$8,567.68	\$129,571.52	152	\$56.37
Jan-22	-	\$9,321.70	\$120,249.82	188	\$49.58
Feb-22	-	\$9,540.80	\$110,709.02	197	\$48.43
Mar-22	-	\$9,562.64	\$101,146.38	192	\$49.81
Apr-22	-		\$101,146.38		#DIV/0!
May-22	-		\$101,146.38		#DIV/0!
Jun-22	-		\$101,146.38		#DIV/0!
TOTAL	-	\$74,640.62	-	1,332	\$56.04

Source: Suwannee River Economic Council, Inc.

Total Contract Amount: \$175,787.00

**GILCHRIST COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JANUARY 2022 - MARCH 2022**

TYPE OF COMPLAINT	Suwannee River Economic Council, Inc.	Resolved
Vehicle Condition	0	-
Driver's Behavior	0	-
Client Behavior	0	-
Tardiness - Late pickup	0	-
Tardiness - Late dropoff	0	-
No Show by Operator	0	-
Dispatch/Scheduling	0	-
Service Denial	0	-
Other	0	-
TOTALS	0	0
COMMENDATIONS	0	

Source: Suwannee River Economic Council, Inc.

**GILCHRIST COUNTY
UNMET TRANSPORTATION NEEDS
JANUARY 2022 - MARCH 2022**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other	0
TOTALS	0

Source: Suwannee River Economic Council, Inc.

ATTENDANCE RECORD

**GILCHRIST COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	4/14/2021	7/14/2021	10/13/2021	3/9/2022
Chair	Commissioner Marion Poitevint	A	A	A	A
Florida Department of Transportation Alternate Member	Geanelly Reveron Lauren Adams	A	P	P	P
Florida Department of Children and Families Alternate Member	John Wisker Amy Burton				
Florida Agency for Health Care Administration Alternate Member	Reeda Harris Pamela Hagley			P A	P A
Florida Department of Education Alternate Member	Jeffrey Aboumrad (Vacant)	P	P	P	P
Florida Department of Elder Affairs Alternate Member	Pastor Ralph Williams (Vacant)	P	P	P	A
Florida Agency for Persons with Disabilities Alternate Member	Sheryl Dick-Stanford Sylvia Bamburg	P A	P A	P A	P A
Florida Association for Community Action Alternate Member	(Vacant) (Vacant)				
Public Education Alternate Member	Michelle Walker-Crawford (Vacant)	A	A	A	A
Citizen Advocate Alternate Member	(Vacant) (Vacant)				
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Alternate Member	Richard Esseck (Vacant)	P	P	P	P
Veterans Alternate Member	(Vacant) (Vacant)				
Persons with Disabilities Alternate Member	Leslie Esseck (Vacant)	P	P	P	P
Children at Risk Alternate Member	Sandra Woodard Brooke Ward	P A	P A	P A	P A
Local Medical Community Alternate Member	Brittney Keeling Krishna Stemple	P P	A P	A A	P A
Regional Workforce Board Alternate Member	Elizabeth Wetherington (Vacant)				

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws:

"The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member on the Board who fails to attend three consecutive meetings."

