



## MEETING NOTICE & AGENDA

Please be advised that a meeting of the River to Sea Transportation Planning Organization (R2CTPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) **QUALITY ASSURANCE COMMITTEE (QAC)** will be held on:

**Date:** Wednesday, January 10, 2024  
**Time:** 9:30 a.m. (EST)  
**Place:** Volusia County Mobility Management Center (Votran)  
950 Big Tree Road  
South Daytona, FL 32119

**Microsoft Teams has been established for remote participation.**

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### QAC Meeting

Wednesday, January 10, 2024 at 9:30 am EST

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 403765518# United States, West Palm Beach

Phone Conference ID: 403 765 518#

[Find a local number](#) | [Reset PIN](#)

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**Volusia County Council Member Matt Reinhart, Chairperson**

### **AGENDA**

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM**
- II. PUBLIC COMMENT/PARTICIPATION**  
*(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- III. ACTION ITEMS**
  - A. REVIEW AND APPROVAL OF THE JULY 12, 2023 QUALITY ASSURANCE COMMITTEE MEETING MINUTES** *(Contact: Donna King) (Enclosure, pages 4-5)*
  - B. REVIEW AND RECOMMEND APPROVAL OF VOTRAN'S FY 2023/24 EVALUATION**  
*(Contact: Stephan Harris) (Enclosure, page 6)*
- IV. STAFF COMMENTS** *(page 1)*
- V. QAC CHAIRPERSON COMMENTS** *(page 1)*

**VI. QAC MEMBER COMMENTS** (page 2)

**VII. ADJOURNMENT** (page 2)

Quality Assurance Committee Members:

Volusia County Council Member Matt Reinhart, Chairperson

Carlos Colon, FDOT

Doug Hall

Cassandra Jessie

Patricia A. Lipovsky

Mary Tyson

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NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days before the meeting date.

NOTE: If any person decides to appeal a decision made by this board concerning any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

NOTE: The River to Sea TPO does not discriminate in its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.R2CTPO.org](http://www.R2CTPO.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org).

**SUMMARY SHEET  
QUALITY ASSURANCE COMMITTEE  
JANUARY 10, 2024**

**III. ACTION ITEMS**

**A. REVIEW AND APPROVAL OF THE JULY 12, 2023 QUALITY ASSURANCE COMMITTEE MEETING MINUTES**

**BACKGROUND INFORMATION**

Minutes are prepared for each meeting and must be approved by the Quality Assurance Committee. The July 12, 2023 Quality Assurance Committee meeting minutes are provided with this agenda packet for your review. The October 18, 2023 Quality Assurance Committee meeting was canceled due to lack of a quorum.

***ACTION REQUESTED:***

***MOTION TO APPROVE THE JULY 12, 2023 QUALITY ASSURANCE COMMITTEE MEETING MINUTES***

**Quality Assurance Committee  
Meeting Minutes  
July 12, 2023**

Volusia County Mobility Management Center  
950 Big Tree Road, South Daytona, FL 32119

**Quality Assurance Committee Members Physically Present:**

Patricia Lipovsky, Vice Chairperson  
Doug Hall  
Cassandra Jessie  
Mary Tyson  
Carlos Colón  
Matt Reinhart, Chairperson

**Representing:**

Citizens Advocate, System User  
Elderly Citizens  
Elderly Citizens - Alternate  
Disabled Citizens - Alternate  
FDOT  
Volusia County Council District 2

**Quality Assurance Committee Members Absent**

**Others Physically Present:**

Pamela Blankenship, Recording Secretary  
Stephan Harris  
Colleen Nicoulin  
Bobbie King  
Ralf Heseler  
Jacob Lunceford

**Representing:**

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
Volusia County Transit Services Division  
Volusia County Transit Services Division  
Volusia County Transit Services Division

**Others Virtually Present:**

**Representing:**

**I. Call to Order / Roll Call / Determination of Quorum/Pledge of Allegiance**

The meeting of the Quality Assurance Committee (QAC) was called to order at 9:33 a.m. by Chairperson Reinhart. The meeting was held in a hybrid format with six (6) voting members physically present.

**MOTION:**     *A motion was made by Mr. Hall to allow members attending virtually to participate and vote. The motion was seconded by Ms. Lipovsky and carried unanimously.*

**II. Public Comment/Participation**

There were no public comments.

**III. Action Items**

**A. Review and Approval of the January 11, 2023 (QAC) Meeting Minutes**

**MOTION:**     *A motion was made by Mr. Hall to approve the January 11, 2023 Quality Assurance Committee (QAC) meeting minutes. The motion was seconded by Ms. Lipovsky and carried unanimously.*

**B. Review and Recommend Approval of the 2023 Transportation Disadvantaged Service Plan (TDSP) Minor Update (Roll Call Vote Required)**

Mr. Harris stated that the TDSP is a five-year document developed by Votran and reviewed by the TPO. The plan consists of minor updates completed on an annual basis. The last major update was in 2021. All changes are highlighted and underlined, and any text being removed is shown as stricken.

Chairperson Reinhart added that the dates and a name change from Volusia Transit Management to Volusia County Services Transit Division are included in the TDSP.

Mr. Harris included that there is a new rate model worksheet in Appendix B. The new rates are for passenger miles set at \$3.17 for ambulatory services and \$5.43 for wheelchairs. Those rates are used in Volusia County's TRIP and Equipment Grant that they approved yesterday (July 11, 2023.)

**MOTION:**            *A motion was made by Mr. Hall to recommend approval of the Transportation Disadvantaged Service Plan (TDSP) Minor Update. The motion was seconded by Ms. Tyson and carried unanimously by roll call vote.*

**IV.    Staff and Member Comments**

There were no staff or member comments.

**V.    Chairperson Comments**

There were no Chairperson comments.

**VI.   Adjournment**

The meeting was adjourned at 9:39 a.m.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**VOLUSIA COUNTY COUNCIL MEMBER MATT REINHART, CHAIRPERSON  
QUALITY ASSURANCE COMMITTEE**

**CERTIFICATE:**

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the July 12, 2023 regular meeting of the Quality Assurance Committee approved and duly signed this 18<sup>th</sup> day of October 2023.

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**DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**\*\* A recording of the July 12, 2023 QAC meeting is available upon request.**

**SUMMARY SHEET  
QUALITY ASSURANCE COMMITTEE  
JANUARY 10, 2024**

**III. ACTION ITEM**

**B. REVIEW AND RECOMMEND APPROVAL OF VOTRAN'S FY 2023/24 EVALUATION**

**BACKGROUND INFORMATION**

Votran's FY 2023/24 Evaluation was conducted with criteria developed by the Commission for the Transportation Disadvantaged (CTD). The evaluation team consisted of Carlos Colon (FDOT), Cassandra Jessie (TDLCB), and Stephan Harris (TPO staff). The team performed a paratransit vehicle inspection, driver inspection, and trip evaluation on November 14, 2023. A manifest for the evaluated trip and Votran's FY 2023/24 Evaluation are documented in the CTC Evaluation Workbook which is provided at the link below:

[CTC Evaluation Workbook](#)

***ACTION REQUESTED:***

***MOTION TO RECOMMEND APPROVAL OF VOTRAN'S FY 2023/24 EVALUATION***