

**Transportation Disadvantaged Local Coordinating Board (TDLCB)
Meeting Minutes
January 12, 2022**

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

TDLCB Members Physically Present:

Jean Cerullo
Beverly Johnson
Doug Hall
Todd Banks
Mary Tyson
Barbara Girtman, Chairperson
Kathy Spencer

Representing:

Citizens Advocate
Children at Risk
Elderly Citizens
Department of Children and Families – Alternate
Disabled Citizens - Alternate
Volusia County Council, District 1
Workforce Development Board - Alternate

TDLCB Members Virtually Present:

Patricia Lipovsky
Victoria Anderson
Susan Pauley

Representing:

Citizens Advocate, Systems User
Health Care Administration
Vocational Rehab Services

TDLCB Members Absent:

Clayton Jackson (excused)
Sheryl Dick-Stanford
Christy Gillis (excused)
Judy Craig, Vice Chairperson
Gladys Lacen
Carlos Colón
Ethan Johnson (excused)
Steve Jack
Bill Hinkle, Jr.
Robert Watson (excused)

Representing:

Association of Community Action
Agency for Persons with Disabilities
Department of Children and Families
Disabled Citizens
Elder Affairs
Florida Department of Transportation
Medical Community - Alternate
Private for Profit
Public Education
Veterans Services Group

Others Physically Present:

Debbie Stewart, Recording Secretary
Stephan Harris
Anne Ruby
Big John
Ralf Heseler
Kelvin Miller
Jacob Luncford

Representing:

TPO Staff
TPO Staff
Citizen
Press
Votran Staff
Votran Staff
Votran Staff

Others Virtually Present:

Pam Blankenship

Representing:

TPO staff

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

TDLCB Chairperson Barbara Girtman called the meeting of the River to Sea Transportation Planning Organization (TPO) Transportation Disadvantaged Local Coordinating Board (TDLCB) to order at 11:02 a.m. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with seven voting members physically present and three voting members virtually present.

MOTION: *A motion was made by Mr. Hall to allow TDLCB members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Ms. Tyson and carried unanimously.*

II. Public Comment/Participation

Mr. Big John, press, provided comments regarding the bus driver shortage. He announced the Volusia County Council put out a bid for bus stop benches; two bids were received. The County Council will choose one or both companies to install free bus benches and shelters and they will pay the county. The benches and shelters must be Americans with Disabilities Act (ADA) accessible. He noted the city of Daytona Beach has received 60 to 70 free bus benches by having a similar contract. He has requested a Votran representative come on his radio show but no one has agreed to do so yet; he asked Chairperson Girtman for assistance.

Chairperson Girtman asked if the county staff were the ones that would not come on the radio

Mr. John replied they have not decided to yet. EVAC has problems so he has the Medical Director, Mr. Springer coming on the radio. He would like a Votran representative to come on and discuss the bus driver shortage; it would be good publicity for the county regarding the bus stops and would help get the word out that Votran is hiring.

III. Action Items

A. Review and Approval of the October 13, 2021 TDLCB Meeting Minutes

MOTION: *A motion was made by Mr. Hall to approve the October 13, 2021 TDLCB meeting minutes. The motion was seconded by Ms. Cerullo and carried unanimously.*

B. Review and Approval of the October 13, 2021 TD Public Hearing Minutes

MOTION: *A motion was made by Ms. Spencer to approve the October 13, 2021 TD Public Hearing minutes. The motion was seconded by Mr. Hall and carried unanimously.*

C. Review and Approval of the Community Transportation Coordinator's (CTC) Monthly Paratransit Reports

Mr. Heseler reviewed the Community Transportation Coordinator's (CTC) reports for September, October and November 2021; total passenger trips increased over 2020 each month even with the difficulty of being able to provide service due to the bus driver shortage.

Chairperson Girtman asked how the numbers compared to 2019.

Mr. Heseler replied that 2019 was pre-pandemic so the numbers were higher at that time; the numbers went dramatically down in 2020 and they are still recovering. Pre-pandemic, the daily passenger trips were approximately 900; they are approximately 700 now.

Chairperson Girtman stated it would be helpful to not only compare last year's number but also the pre-pandemic numbers in order to get a better idea of where we are and if the needs are shifting.

Mr. Heseler replied that the numbers from 2019 would be added to the reports

MOTION: *A motion was made by Mr. Hall to approve the Community Transportation Coordinator's (CTC) Paratransit Reports. The motion was seconded by Ms. Cerullo and carried unanimously.*

D. Review and Approval of Votran's Paratransit Trip Prioritization Process

Mr. Heseler explained that due to the current conditions of COVID-19 and the rising new strain, every transit agency in Florida and throughout the country is suffering from a driver shortage. Votran has managed to hold on up to this point but now has to make a change to provide respite to the drivers they have. Votran has been making gallant efforts to recruit drivers with Volusia County's help. They have had to implement temporary measures; the first part is prioritizing transportation disadvantaged (TD) trips which they are able to do under the policy of the Commission for the Transportation Disadvantaged (CTD). He reviewed the prioritization

schedule. Up through today, they have not had to implement the prioritization schedule but Votran has released these changes in the event they exceed the services they are able to provide then they will begin to prioritize trips; it is a day-by-day basis.

Chairperson Girtman asked if this was the only change or if Votran is changing any routes.

Mr. Heseler replied the fixed route has temporarily reduced Saturday service from a 30-minute headway to a one-hour headway; five routes on the east side are affected including Routes 3,4, 7, 10 and 11; Route 20 on the west side; and the cross-county Route 60 is impacted. As soon as they are able to, Votran will restore the prior service.

MOTION: *A motion was made by Mr. Hall to approve Votran's Paratransit Trip Prioritization Process. The motion was seconded by Ms. Johnson and carried unanimously.*

E. Review and Approval of a Letter of Support for Votran's Re-Designation as the Community Transportation Coordinator (CTC)

Mr. Harris referred to the draft letter of support for Votran's re-designation as the Community Transportation Coordinator (CTC) and stated that with this letter, Votran will have all the documentation needed to submit to the Commission for the Transportation Disadvantaged (CTD) for re-designation at one of their next two meetings; either February or May.

Ms. Tyson asked for an explanation of what this letter is for.

Mr. Harris replied that Volusia County doing business as Votran operates under a contract with the CTD; it is a five-year contract and they are in the fifth year which ends June 30, 2022. This is for the next contract that will begin July 1, 2022 for the next five years.

MOTION: *A motion was made by Mr. Hall to approve a letter of support for Votran's re-designation as the Community Transportation Coordinator (CTC). The motion was seconded by Ms. Cerullo and carried unanimously.*

IV. Presentations and Discussion Items

A. Presentation and Discussion of the Transportation Disadvantaged Program and Parliamentary Procedures

Mr. Harris gave a PowerPoint presentation of the annual TDLCB member training and gave an overview of the statewide coordinated transportation system. The Commission for the Transportation Disadvantaged (CTD) designates the official local planning agency which is the River to Sea TPO. The TPO appoints and staffs the TDLCB. The TDLCB oversees the Community Transportation Coordinator (CTC) which is Votran. He explained the purpose of the TDLCB is to identify local service needs, provide information, advice and direction to Votran, serve as an advisory body to the CTD and advocate for represented groups. He reviewed the duties of the TDLCB including assisting Votran in establishing eligibility guidelines, designating the CTC every five years, appointing the Grievance Committee and Quality Assurance Committee (QAC), reviewing TD funding applications, annually developing and updating the TDLCB Bylaws and Grievance Procedures. The TDLCB meets quarterly and conducts an annual public hearing. He reviewed the TDLCB structure and membership.

Ms. Blankenship gave a PowerPoint presentation on Parliamentary Procedures and Robert's Rules of Order and stated their purpose is to conduct meetings that allow everyone to be heard and make decisions without confusion. She reviewed the different types of motions, amendments to motions, the steps to a motion and how to withdraw a motion. She explained a quorum is the majority of committee members; however, the TDLCB bylaws define a quorum as six voting members. A quorum must be met in order to take action. She explained the only reason members may abstain from voting is when there is a conflict of interest; an economic benefit or harm that affects a member or relative personally or monetarily. Members must complete an abstention form within 15 days of abstaining from a vote.

V. Staff Comments

→ FPTA/CTD Annual Conference Awards

Mr. Harris announced Votran won several awards at the Florida Public Transportation Association's annual conference; the 2021 Bus Safety Excellence Gold Award and Outstanding System of the Year Award. Votran also received awards for marketing its safety and internal COVID-19 information campaigns. Several Votran employees received awards individually; Mr. John Foderaro as Technician of the Year; bus operator Ms. Patricia Speranza as the Transit Hero of the Year as well as a few others.

Mr. Heseler added that everything Votran does is for the sake of the customer and they plan to continue in this way.

→ Paratransit Service Analysis – FPZA Outstanding Planning Study Award

Mr. Harris announced the R2CTPO received the Outstanding Planning Study Award from the Florida Planning and Zoning Association for its Paratransit Service Analysis.

→ Public Transportation and TD Legislative Awareness Day – February 16, 2022

Mr. Harris stated TD Legislative Awareness Day is an annual event; it was held virtually last year due to COVID-19 but is expected to be held in-person this year. The tentative schedule was provided in the agenda. This event was deliberately set while legislators are in session so that members of the public can discuss transportation issues with the elected officials. The event is open for one or two TDLCB members to attend and the R2CTPO will pay for expenses; Votran will provide transportation with a paratransit vehicle.

Chairperson Girtman asked if any members have attended previously and if they found it to be of value.

Mr. Hall replied yes; those that attend are able to speak on transportation issues as well as any other issues that are important.

Mr. Harris asked that if any members are interested in attending to please let him know within the next two weeks so that arrangements can be made.

→ Mr. Miller stated Mr. Heseler addressed the TD trip prioritization and changes to the fixed route service earlier; these service changes were implemented on Saturday, January 8, 2022 and the ridership stayed the same. To date, there have been no complaints or service problems with the changes.

Chairperson Girtman asked what efforts for hiring Votran is implementing and if they are contracting with other transportation companies.

Mr. Miller replied the Volusia County Council approved a \$1,000 hiring bonus for bus drivers and technicians; Votran is also participating in various job fairs. It is a very extensive hiring process; Votran receives applications but many do not meet the background or medical requirements. They also have an internal referral bonus program. They are constantly looking at service and how it is provided. Drivers have to have a CDL license but Votran can train for that.

Discussion continued and members provided comments.

VI. TDLCB Member Comments

There were no TDLCB member comments.

VII. TDLCB Chairperson Comments

Chairperson Girtman provided comments regarding changes that will make a long-term difference; she envisions a service that is an alternative to driving for everyone.

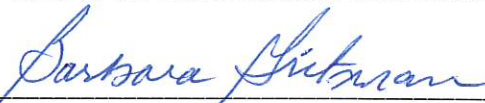
VIII. Information Item)

- Grievance Committee Meeting Minutes – October 4, 2021
- Paratransit Service Analysis – FPZA Outstanding Planning Study
- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Outreach & Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Interest Form
- TDLCB Membership List
- 2021 Bipartisan Infrastructure Law
- 2022 R2CTPO Meeting Schedule

IX. Adjournment

The meeting was adjourned at 11:56 a.m.

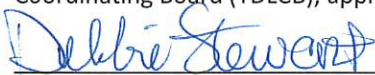
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



VOLUSIA COUNTY COUNCIL MEMBER BARBARA GIRTMAN, CHAIRPERSON
TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

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 January 12, 2022 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 13th day of April 2022.



DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION