

MEETING AGENDA

QUALITY ASSURANCE COMMITTEE (QAC)

Volusia County Council Member Matt Reinhart, TDLCB Chairperson

DATE: Wednesday, January 14, 2026

TIME: 9:30 a.m. (EST)

PLACE: VoTran Conference Room
950 Big Tree Road
South Daytona, FL 32119

Microsoft Teams Information:

[Join the QAC meeting](#)

By phone: +1 561-484-5911 ID: 680 873 71#

QAC AGENDA

1. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT/PARTICIPATION *(Length of time at the discretion of the Chairperson)*

Anyone wishing to make a public comment should fill out a speaker card and hand it to a TPO staff member or the Chairperson. You will be called on when the item is discussed. If you wish to speak on an item not on the agenda you will be called during public comment/participation.

3. ACTION ITEMS

A. Review and Approval of the October 8, 2025 QAC Meeting Minutes (pgs. 2-4)

B. Review and Recommend Approval of the VoAccess FY 2025/26 Evaluation (pg. 5)

4. STAFF COMMENTS

5. QAC MEMBER COMMENTS

6. ADJOURNMENT

The next QAC meeting will be on July 8, 2026

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

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia-Flagler TPO office, 1540 Cornerstone Boulevard, Suite 240, Daytona Beach, Florida 32117; (386) 271-0249, extension 1, at least five (5) working days before the meeting date.

The Volusia-Flagler TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.vftpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-271-0254, extension 1, or pblankenship@vftpo.org.

Persons who require translation services, which are provided at no cost, should contact the Volusia-Flagler TPO at (386) 271-0249 or by email at PBlankenship@vftpo.org at least five (5) business days before the meeting.

ACTION ITEM 3A

Review and Approval of the October 8, 2025 QAC Meeting Minutes

Contact: Melanie Pruneau, MPruneau@vftpo.org

SUMMARY BACKGROUND:

Minutes are prepared for each meeting and must be approved by the QAC. The October 8, 2025 QAC meeting minutes are provided with this agenda packet for your review.

RECOMMENDED ACTION:

MOTION to approve the October 8, 2025 QAC Meeting Minutes

ATTACHMENT:

Draft October 8, 2025 QAC Meeting Minutes

Volusia-Flagler Transportation Planning Organization
Quality Assurance Committee
Meeting Minutes
October 8, 2025

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

QAC Members Physically Present:

Council Vice Chair Matt Reinhart, Chairperson
Mary Tyson, Vice Chairperson
Doug Hall

Representing:

Volusia County
Disabled Citizens - Alternate
Citizens Advocate, System User

QAC Members Absent:

Carlos Colon
Patricia Lipovsky

Representing:

FDOT
Elderly Citizens

Others Physically Present:

Melanie Pruneau, Recording Secretary
Pamela Blankenship
Stephan Harris
Bobbie King
Ralf Heseler
Siva Persad
Jacob Lunceford
Dawne Weekley

Representing:

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

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

The meeting of the Quality Assurance Committee (QAC) was called to order at 9:32 a.m. by QAC Chairperson Reinhart. The meeting was held in a hybrid format with three voting members physically present.

2. Public Comment/Participation

There were no public comments.

3. Action Items

A. Review and Approval of the July 9, 2025 QAC Meeting Minutes

MOTION: A motion was made by Ms. Tyson to approve the July 9, 2025 QAC meeting minutes. The motion was seconded by Mr. Hall and carried unanimously.

B. Review and Recommend Approval of the FY 2024/25 Annual Operating Report (AOR)

Chairperson Reinhart explained that the Annual Operating Report has been prepared by Volusia County's Transit Services Division, reviewed by the TPO, and forwarded to the Florida Commission for the Transportation Disadvantaged. Mr. Heseler pointed out a typo on page 13 of the AOR document regarding vehicle inventory; 800 wheelchair accessible vehicles should be 80, and 690 drivers should be 69. He stated that the corrected report has already been submitted to the state.

MOTION: *Mr. Hall made a motion to recommend approval of the FY 2024/25 Annual Operating Report (AOR) with the changes requested. The motion was seconded by Ms. Tyson and carried unanimously.*

4. Staff Comments

There were no staff comments.

5. Chairperson Comments

There were no Chairperson comments.

6. Member Comments

There were no member comments.

7. Adjournment

The meeting was adjourned at 9:36 a.m.

VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION

**VOLUSIA COUNTY COUNCIL VICE CHAIR MATT REINHART, CHAIRPERSON
QUALITY ASSURANCE COMMITTEE**

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the Volusia-Flagler TPO certifies that the foregoing is a true and correct copy of the minutes of the October 8, 2025 regular meeting of the Quality Assurance Committee approved and duly signed this 14th day of January 2026.

**MELANIE PRUNEAU, RECORDING SECRETARY
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION**

***** A recording of the October 8, 2025 QAC meeting is available upon request.***

ACTION ITEM 3B

Review and Recommend Approval of the VoAccess FY 2025/26 Evaluation

Contact: Stephan Harris, SHarris@vftpo.org

SUMMARY BACKGROUND:

The VoAccess FY 2025/26 Evaluation was conducted using criteria developed by the Commission for the Transportation Disadvantaged (CTD). The evaluation team consisted of Carlos Colon (FDOT), Deanna “Dee” Wilson (TDLCB), and Stephan Harris (TPO staff). On November 19, 2025, the team performed a paratransit vehicle inspection, driver inspection, and trip evaluation. On December 18, 2025, the purchasing agency survey (Pages 50-51) was completed by Heather Haroldson (TDLCB). The evaluation report and trip manifest are documented in the CTC Evaluation Workbook, which is available at the link below:

RECOMMENDED ACTION:

MOTION to recommend approval of the VoAccess FY 2025/26 Evaluation

LINK:

[2026 Draft CTC Evaluation Workbook](#)

Revised pages: 8, 10, 11, 12, 13, 15, 16, 17, 19, 20, 23, 25, 26, 29, 30, 38, 39, 40, 42, 45, 46, Operator Manifest, 47, 48, 49, 50, 51, AOR Cost Pages, 53, 55, 57, 58, 59.