

**Transportation Disadvantaged Local Coordinating Board (TDLCB)**

**Meeting Minutes**

**June 17, 2020**

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

**TDLCB Members Present:**

Clayton Jackson  
DJ Lebo  
Doug Hall  
Marina Villena  
Patricia Lipovsky  
Carlos Colon  
Shelisha Coleman  
Patricia Boswell  
Ethan Johnson  
Steve Jack  
Robert Watson  
Susan Pauly  
Barbara Girtman, Chairperson

**Representing:**

Association of Community Action  
Children at Risk  
Citizens Advocate, System User  
Citizens Advocate, System User – Alternate  
Elderly Citizens  
Florida Department of Transportation  
Health Care Administration  
Medical Community  
Medical Community - Alternate  
Private for Profit  
Veterans Services Group  
Vocational Rehab Services  
Volusia County Council, District 4

**TDLCB Members Absent:**

Sylvia Bamburg  
Jean Cerullo  
Julia Marshall  
Judy Craig, Vice Chairperson  
Gladys Lacen  
Robin King

**Representing:**

Agency for Persons with Disabilities  
Citizens Advocate  
Department of Children and Families  
Disabled Citizens  
Elder Affairs, Alternate  
Workforce Development Board

**Others Present:**

Debbie Stewart, Recording Secretary  
Stephan Harris  
Pam Blankenship  
Edie Biro  
Frank Alvarez  
John Cotton  
Jake Lunceford

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
Votran Staff  
Votran Staff  
Votran Staff  
Votran Staff

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

Due to the COVID-19 virus, the meeting was held online and via teleconference pursuant to Florida Governor's Executive Orders 20-62 and 20-114 which suspended the Florida Statutes that require a physical quorum to be present in person and allows the use of telephone and video conferencing. The roll was called and it was determined that a quorum was present.

**II. Public Comment/Participation**

There were no public comments.

### III. Action Items

#### A. Review and Approval of the May 13, 2020 TDLCB Meeting Minutes

**MOTION:** *A motion was made by Mr. Hall to approve the May 13, 2020 TDLCB meeting minutes. The motion was seconded by Mr. Colon and carried unanimously.*

#### B. Review and Approval of the Community Transportation Coordinator's (CTC) FY 2019/20 Evaluation

Mr. Harris stated a link to the Community Transportation Coordinator's (CTC) FY 2019/20 Evaluation was provided in the agenda; the document is approximately 60 pages. In the evaluation, Votran was found to be in compliance with the CTC guidelines and policies. He noted a recommendation that a cooperative agreement to provide transit services with CareerSource Flagler/Volusia be established as CareerSource Flagler/Volusia does provide transit assistance in the form of bus passes. Earlier, the Quality Assurance Committee (QAC) discussed the eligibility process (page 10) as that process is not spelled out. They took a sample of transportation disadvantaged (TD) customers who have an application on file and verified the information; whether they are disabled, etc. Those applications were current and are what is used to determine eligibility for TD services.

Ms. Lipovsky referred to the eligibility requirements and asked if the visually impaired are required to see a doctor.

Mr. Harris replied yes; a doctor needs to certify that they are visually impaired.

Ms. Lipovsky asked if someone with a permanent condition that will never improve could provide a letter from a doctor to keep on file permanently rather than having to be re-verified every three years.

Ms. Biro replied everything has to be redone every three years.

Ms. Lipovsky asked if the letter states it is a permanent condition and will never change if that would be acceptable to Votran.

Mr. Harris replied the letter would have to be brought up to date every three years even if the diagnosis does not change.

Ms. Boswell asked if that is a federal or local requirement for someone with a permanent, visual impairment to have to recertify every three years.

Mr. Harris replied his knowledge is that it is a state requirement.

Chairperson Girtman asked staff to provide the documentation to members so that the language can be understood.

Mr. Harris replied he will research and obtain that documentation.

Mr. Hall commented he thought that in the past certification from a Division of Blind Services (DBS) counselor was sufficient rather than having to see a doctor.

Ms. Biro replied yes, as well as from mobility instructors.

Chairperson Girtman asked if that is defined in the policy.

Ms. Biro replied it must be a licensed professional and does not necessarily have to be a doctor.

**MOTION:** *A motion was made by Ms. Lipovsky to approve the Community Transportation Coordinator's (CTC) FY 2019/20 Evaluation. The motion was seconded by Mr. Hall and carried unanimously.*

#### **IV. Staff Comments**

→ Revised 2020 Transportation Disadvantaged Service Plan (TDSP)

Mr. Harris stated the revised 2020 Transportation Disadvantaged Service Plan (TDSP) provided in the agenda is the same plan that was approved in May but there have been changes which are highlighted on pages 27 and 38. At the request of the TDLCB, the on-time performance standards apply to Votran and all contractors providing paratransit services to Volusia County; that statement has been added on page 27. On page 38, a statement was added that in June 2020, 59 riders participated in the Commute with Enterprise Program.

Mr. Harris announced the Governor's executive order that allows virtual meetings to be held will expire on June 30, 2020 and the next TDLCB meeting scheduled for July 8, 2020 is expected to be an in-person meeting.

Ms. Boswell asked if the meeting space was large enough to accommodate everyone and still allow for social distancing for a face-to-face meeting.

Mr. Cotton replied they could make it work.

Ms. Pauley stated the Vocational Rehabilitation currently has travel restrictions that she is unsure of when they will be lifted; she asked if there would be a virtual option as well.

Mr. Harris replied no, there will not be a virtual option if the Governor does not extend the executive order's deadline.

Ms. Lipovsky asked how many members the TDLCB has.

Ms. Stewart replied 16 members plus Votran staff, TPO staff and alternates; seven members must be physically present to make a quorum.

Chairperson Girtman asked if physical quorum could be met and the other members could participate virtually.

Mr. Harris replied as long as we have an in-person quorum that is acceptable.

Ms. Boswell suggested members because of age or underlying medical conditions be permitted to participate virtually.

Chairperson Girtman agreed.

#### **V. TDLCB Member Comments**

There were no member comments.



**VI. TDLCB Chairperson Comments**

Chairperson Girtman thanked members for their participation and added it is important to her to provide a level of service to Votran riders and those persons with challenges. She looks forward to working with the TDLCB.

**VII. Information Items**

- River to Sea TPO Board Meeting Summaries
- River to Sea TPO Outreach and Activities
- River to Sea TPO Planning Grant Quarterly Progress Report
- TDLCB Attendance Record
- TDLCB Interest Form
- TDLCB Membership List

**VIII. Adjournment**

The meeting was adjourned at 11:25 a.m.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



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**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 June 17, 2020 regular meeting of the Transportation Disadvantaged Local Coordinating Board (TDLCB), approved and duly signed this 8<sup>th</sup> day of July 2020.



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**DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**