

**MARTIN METROPOLITAN PLANNING ORGANIZATION  
LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED  
(LCB-TD)**

Martin County Administration Building  
4<sup>th</sup> Floor Workshop Room  
2401 SE Monterey Road, Stuart, FL 34996  
[www.martinmpo.com](http://www.martinmpo.com)  
(772) 221-1498

**Monday, March 2, 2020 at 10:00 A.M.  
MINUTES**

1. **CALL TO ORDER** – The Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Regular Meeting of March 2, 2020 was called to order at 10:00 A.M. by Mr. Merritt Matheson, Chair.

2. **ROLL CALL**

**Members in Attendance:**

Merritt Matheson, Chair  
Phyl Weaver, Representative for Persons over 60  
Anthony Reese, Veteran's Affairs Representative  
Gayle McArdle, Representative for Persons with Disabilities  
Mary Jo Pirone, Citizen's Advocate (Rider Rep.)  
Michelle Miller, Representative for Children At-Risk  
Marie Dorismond, Florida Department of Transportation **arrived 10:04am**  
Milory Senat, Representative Agency for persons with Disabilities **arrived 10:12am**  
Steven Wolfberg, Local Medical Community Representative  
Monique Coleman, Representative for Children at Risk  
Angel-Leah Young, Alt. FL. Division Vocational Rehabilitation

**Members Excused:**

Donna Mihok, Department of Children & Families  
Raymond Rotruck, Citizens Advocate  
Shelly Batton, CareerSource Research Coast  
Kim Thorne, Public Education Community Representative

**Members Absent:**

Dalia Dillon, Department of Elder Affairs

**Staff in Attendance:**

Bolivar Gomez, Senior Planner  
Joy Puerta, Planner  
Ricardo Vazquez, Associate Planner  
Florence Allen, Administrative Assistant III

**Others in Attendance:**

Chris Stephenson, Senior Resource Association  
Lisa Peterson-Sanders, Mona & Company  
Ashley Ford, FL. Division Vocational Rehabilitation

**A quorum was present for the meeting.**

**Merritt Matheson, Chair, introduced himself to the committee.**

### **3. APPROVE AGENDA**

**A motion was made by Ms. Phyl Weaver to approve the March 2, 2020 LCB-TD Regular Meeting Agenda. A second was provided by Ms. Gayle McArdle. The motion passed unanimously.**

### **4. APPROVE MINUTES**

**A motion was made by Ms. Mary Jo Pirone to approve the December 2, 2019 LCB-TD Regular Meeting Minutes. A second was provided by Ms. Phyl Weaver. The motion passed unanimously.**

### **5. AGENDA ITEMS**

#### **A. ELECTION OF VICE CHAIR**

**A motion was made by Mr. Steven Wolfberg to re-elect Ms. Phyl Weaver as the LCB-TD Vice Chair. A second was provided by Ms. Monique Coleman. The motion passed unanimously.**

#### **B. QUARTERLY PERFORMANCE REPORT**

Chris Stephenson with Senior Resource Association (SRA) provided the Community Transportation Coordinator CTC Quarterly Performance Report for the period covering July 1, 2019 through February 29, 2020 to include the number of trips taken and locations. The company has a new employee Chelsea Taylor who will be assisting with answering phone calls to eliminate the wait time for patrons. The automated phone service is up and running and the company has a new fax number (772) 324-7110. The Indiantown Shuttle to Stuart is scheduled to start on the first Saturday in April. A 5310 grant was approved to start that service. Mr. Stephenson informed the committee that Kim Thorne will be holding a Transition Fair on Saturday, March 7, 2020 at Keiser University. There was discussion on buses not showing up for pickups, Saturday trip schedules, the amount of time allotted for no shows for vendors, and more training for employees to teach them how to properly secure a wheelchair driver and more wheelchair accessible vehicles.

**A motion was made by Ms. Gayle McArdle to approve the Quarterly Performance Report. A second was provided by Ms. Mary Jo Pirone. The motion passed unanimously.**

#### **C. LOCAL COODRINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB-TD) BYLAWS**

Mr. Ricardo Vazquez provided an update on the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Bylaws that are updated annually. Changes were made to regarding the method that meetings will be advertised.

**A motion was made by Ms. Phyl Weaver to approve the Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Bylaws. A second was provided by Ms. Marie Dorismond. The motion passed unanimously.**

#### **D. COMPLAINT & GRIEVANCE PROCEDURES**

Mr. Ricardo Vazquez provided an update on the Complaint & Grievance Procedures. The procedures come before the committee every year in March. There have been no changes to the procedures and the information for grievances is posted in vehicles for riders to see.

**A motion was made by Mr. Steven Wolfberg to approve the Complaint and Grievance Procedures. A second was provided by Ms. Monique Coleman. The motion passed unanimously.**

#### **E. TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) ANNUAL UPDATE**

Mr. Ricardo Vazquez stated that the 2018-2023 TDSP is a five-year plan that is updated annually. Changes were made to the names and membership roster, rate model sheets were updated, and goals and objectives were reviewed and an implementation schedule was added. Mr. Vazquez stated that the he will monitor the level at which the LCB and the CTC is reaching goal. Everything is in compliance and accomplishment dates have been added.

**A motion was made by Ms. Phyl Weaver to approve the Transportation Disadvantaged Service Plan (TDSP) Annual Update. A second was provided by Ms. Gayle McArdle. The motion passed unanimously.**

### **6. COMMENTS FROM BOARD MEMERS**

Ms. Mary Jo Pirone inquired about actions being taken to scan buses for the COVID-19 virus. Mr. Stephenson informed the committee that the buses are cleaned regularly, and they are taking the necessary steps to avoid contact. To minimize exposure, they will have travelers ride together who are going to the same

location. Chair Merritt Matheson suggested that everyone prepare in the same manner as with a hurricane and practice handwashing.

**7. COMMENTS FROM FDOT**

Ms. Marie Dorismond informed the committee that the FDOT Plan is being updated and they are asking for input from partners the information is accessible online. FDOT will do a presentation at the central office. The grant is for any agencies who serve seniors, or those who are disabled and there is \$80,000 available. She stated that the deadline is March 2, 2020. Ms. McArdle inquired if the funds could go to the Transportation Disadvantaged. Ms. Dorismond informed her that the funds could not be transferred.

**8. COMMENTS FROM PUBLIC – None**

**9. NOTES - None**

**10. NEXT MEETING**

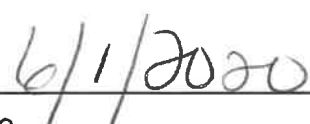
- June 1, 2020 at 10:00 am (4<sup>th</sup> Floor Workshop, Administration Bldg.)

**11. ADJOURN**

**Seeing no other business items remaining on the Agenda and no additional comments, the Vice Chair adjourned the meeting at 10:40 AM. RONR (10<sup>th</sup> ed.), p.233, c.(9).**

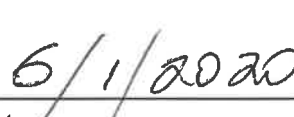
**Prepared by:**

  
\_\_\_\_\_  
Florence Allen, Administrative Specialist III

  
\_\_\_\_\_  
Date

**Approved by:**

  
\_\_\_\_\_  
Meritt Matheson, Chair

  
\_\_\_\_\_  
Date

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