



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

Martin County Board of County Commission Chambers  
2401 SE Monterey Road, Stuart, FL 34996

[www.martinmpo.com](http://www.martinmpo.com)

(772) 221-1498

**PUBLIC WORKSHOP**  
**Monday, September 11, 2023 @ 9:30 AM**

**AGENDA**

<u>ITEM</u>		<u>ACTION</u>
1. CALL TO ORDER – 9:30 A.M.		
2. ROLL CALL		
3. COMMENTS FROM THE PUBLIC (PLEASE LIMIT YOUR COMMENTS TO THREE MINUTES, COMPLETE CARD TO COMMENT)		
4. AGENDA ITEMS		
A. ANNUAL PUBLIC WORKSHOP	(PG.2)	PUBLIC COMMENTS
B. LCB-TD MEMBER TRAINING	(PG.6)	INFORMATION
5. COMMENTS FROM COMMITTEE MEMBERS		
6. ADJOURN		

The Martin MPO solicits public participation without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require language translation services (free of charge) should contact Ricardo Vazquez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or [rvazquez@martin.fl.us](mailto:rvazquez@martin.fl.us) in advance of the meeting. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



**MARTIN METROPOLITAN PLANNING ORGANIZATION  
LOCAL COORDINATING BOARD (LCB-TD) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> September 11, 2023	<b>DUE DATE:</b> September 1, 2023	<b>UPWP#:</b> 6
<b>WORDING:</b> ANNUAL PUBLIC WORKSHOP		
<b>REQUESTED BY:</b> Commission for Transportation Disadvantaged (CTD)	<b>PREPARED BY:</b> Lucine Martens / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> None

**BACKGROUND**

Annually, a Public Workshop is held to allow all interested citizens the opportunity to provide input on transportation disadvantaged transit services for the disabled, elderly, children at risk, low-income and any other citizens of Martin County.

The Local Coordinating Board members are the voice of the transportation disadvantaged in Martin County. The Board exists to identify local transportation service needs, and to give information, advice, and direction to the Community Transportation Coordinator (CTC), who coordinates the Transportation Disadvantaged (TD) service in Martin County, and to the Florida Commission for the Transportation Disadvantaged (CTD) in Tallahassee. Comments from this Public Workshop will be forwarded to the Florida Commission for the Transportation Disadvantaged.

Senior Resource Association (SRA) currently serves as CTC of Martin County.

**ISSUES**

Chapter 427, F.S. requires that a Public Workshop be conducted annually.

**RECOMMENDED ACTION**

N/A

**FISCAL IMPACT**

This Public Workshop is required so that Martin County’s TD coordinated system continues to receive funding from the Florida Commission for the Transportation Disadvantaged.

**APPROVAL**

MPO

**ATTACHMENTS**

- a. Notice of Public Workshop
- b. Comment Card

**NOTICE OF TRANSPORTATION  
DISADVANTAGED  
PUBLIC WORKSHOP AND  
MEETING**

**FOR SEPTEMBER 11, 2023**

Notice is hereby given of the following Meeting scheduled to be held at the stated dates, times and places shown, by the Martin Metropolitan Planning Organization (MPO). The MPO is located at 3481 SE Willoughby Blvd., Suite 101, Stuart, FL 34994. The Meeting listed below is scheduled for September 11, 2023. The Martin MPO is responsible for planning and programming of Federal, State and local transportation planning, services and project funds. All interested persons are invited to attend and be heard. Written comments may be sent to the Martin MPO, 3481 SE Willoughby Blvd., Suite 101, Stuart, FL 34994. Comments may also be submitted through the MPO's website at [www.martinmpo.com](http://www.martinmpo.com). Meeting calendars, agendas and other MPO plans and documents may be obtained from the MPO's website [www.martinmpo.com](http://www.martinmpo.com). Items not included on the agenda may also be heard in consideration of the best interests of the public's health, safety, welfare and as necessary to protect every person's right of access.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons with questions or concerns about nondiscrimination, or who require special accommodations under the Americans with Disabilities Act or language translation services (free of charge) should contact Ricardo Vazquez, Senior Planner (Title VI/Non-discrimination Contact) at (772) 223-7983 or [rvazquez@martin.fl.us](mailto:rvazquez@martin.fl.us). Hearing impaired individuals are requested to telephone the Florida Relay System at #711. Transportation assistance for disabled persons may be arranged by calling 772-469-2063. An agenda of items to be considered will be available to the public in the MPO's Office, 3481 SE Willoughby Blvd., Suite 101, Stuart, FL 34994.

If any person decides to appeal any decision made with respect to any matter considered at the Meeting or hearings of any board, committee, agency, council, or advisory group, that person will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record should include the testimony and evidence upon which the appeal is to be based.

**Martin Metropolitan Planning Organization Meeting(s):**

- LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB-TD) PUBLIC WORKSHOP

Date: Monday, September 11, 2023, at 9:30 AM

Location: Martin County Administrative Center, Commission Chambers, 2401 SE

Monterey Road, Stuart, Florida  
**LCB-TD WORKSHOP 9/11/23**

Topic: Transportation Disadvantaged Service Program Review

(LCB-TD) REGULAR MEETING

Date: Monday, September 11, 2023, at 10:00 AM or soon thereafter

Location: Martin County Administrative Center, Commission Chambers, 2401 SE Monterey Road, Stuart, Florida

Topic: Consideration of Transportation Services for the Transportation Disadvantaged.

Español: Si usted desea recibir esta información en español, por favor llame al 772-223-7983

Pub: August 23, 2023.

TCN5783364

## Transportation Disadvantaged Public Workshop September 11, 2023

*Are you a user of the Transportation Disadvantaged (TD) system?*

*What is important to you regarding the TD system or Transportation in general?*

Yes

No

*If so, when was your last trip?*

*Comments?*

A) Within 1 week.      C) Within 1 year.

B) Within 1 month.      D) I have never used the TD system.

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LOCAL COORDINATING BOARD (LCB-TD) MEETING  
AGENDA ITEM SUMMARY**

<b>MEETING DATE:</b> September 11, 2023	<b>DUE DATE:</b> September 1, 2023	<b>UPWP#:</b> 6
<b>WORDING:</b> LCB-TD MEMBER TRAINING		
<b>REQUESTED BY:</b> Commission for Transportation Disadvantaged (CTD)	<b>PREPARED BY:</b> Lucine Martens / Beth Beltran	<b>DOCUMENT(S) REQUIRING ACTION:</b> N/A

**BACKGROUND**

The Florida Commission for the Transportation Disadvantaged recommends that the Designated Official Planning Agency (DOPA), which is the Martin MPO in Martin County, provide program training for Local Coordinating Board members.

**ISSUES**

None.

**RECOMMENDED ACTION**

This is an information item.

**ATTACHMENT**

LCB-TD Member Training PowerPoint

# **LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED (LCB-TD)**

Florida Commission for the



**Transportation  
Disadvantaged**

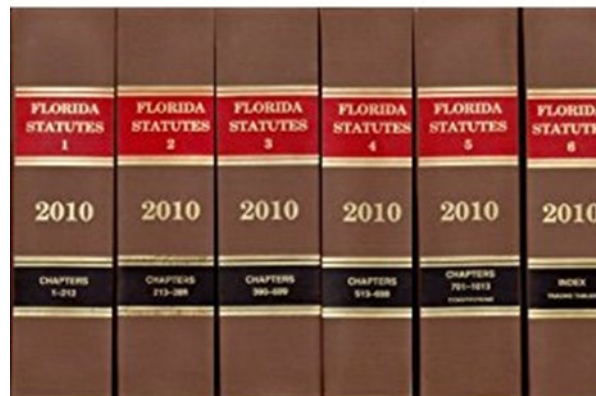
## **MEMBERSHIP TRAINING**

## **SEPTEMBER 11, 2023**

# TRANSPORTATION DISADVANTAGED

Florida Statute 427.011(1) defines TD as:

“Those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk.”





# WHO DO WE SERVE?

- Older Adults
- Persons with disabilities
- People with low income
- At-Risk Children



# THEY COULD NEED A RIDE TO...

- Medical Services



- Work



- School



- Grocery Store



- Life Sustaining/Other



# COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD)

- **The CTD is assigned to the Florida Department of Transportation (FDOT)**
  - Functions as an independent agency responsible for the coordination of transportation services for the Transportation Disadvantaged.
  - Develops policies and procedures for the TD Program
  - Designates and appoints the Planning Agency
  - Approves the appointments of CTCs
  - Provides funding for TD services

Florida Commission for the



**Transportation  
Disadvantaged**

# DESIGNATED OFFICIAL PLANNING AGENCY (DOPA)

- **Martin Metropolitan Planning Organization (MPO) is the Designated Official Planning Agency for Martin County.**
  - Martin MPO assists the Commission at the local level in accomplishing the coordination of transportation services to the TD population.
  - Martin MPO Tasks include:
    - Appoint members to the LCB-TD
    - Performs administrative tasks – Schedules/Advertises Quarterly LCB meetings, transcribes meeting minutes and provides staff support to the TD Program
    - Recommends CTC to the CTD



# COMMUNITY TRANSPORTATION COORDINATOR (CTC)

- **Community Transportation Coordinator plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area**
  - Operates centralized call center
  - Determines transportation eligibility
  - Schedules and coordinates trips
  - Develops a Transportation Disadvantaged Service Plan with Local Coordinating Board.



# LCB MEMBERSHIP

**The Chair of the LCB must be a local elected official. Vice Chair is elected by the LCB members.**

**According to the LCB By-Laws, LCB members represent the following agencies or groups:**

- Florida Department of Transportation
- Florida Department of Children and Family Services
- Public Education Community
- Florida Division of Vocational Rehabilitation or Division of Blind Services.
- Veterans Service Office
- Florida Association for Community Action (economically disadvantaged)
- Person over 60
- Person with a disability
- Two citizen advocates (One must be a user of the system)
- Representative for children at-risk
- Florida Department of Elderly Affairs
- For profit transportation industry
- Regional Workforce Development board
- Local Medical Community
- Agency for People with Disabilities





# PURPOSE AND DUTIES OF THE LCB-TD

## Purpose

- Identify local service needs
- Provide information, advice and direction to the CTC on the coordination of services

## Duties

- Hold one annual public workshop
- Annually evaluate the CTC's performance
- Annually review and approve the Transportation Disadvantaged Service Plan (TDSP), LCB By-Laws, Complaint and Grievance Procedures, Trip-Rate model, Annual Operating Report, and the CTC Trip & Equipment Grant
- Review and approve of the CTC's Quarterly Progress Reports
- Participate in a minimum of four quarterly meetings
- Works with the CTC to establish trip priorities



got purpose?

# **SUNSHINE AMENDMENT, PUBLIC RECORDS AND ETHICS LAW**

- **Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law (s. 286.011, F.S.), provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels.**
- **The law is equally applicable to elected and appointed boards; and applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.**
- **There are 3 basic requirements of the Sunshine Law:**
  - **meetings of public boards or commissions must be open to the public;**
  - **reasonable notice of such meetings must be given; and**
  - **minutes of the meetings must be taken and promptly recorded.**



# **SUNSHINE AMENDMENT, PUBLIC RECORDS AND ETHICS LAW**

- **The Sunshine Law was designed to protect the public from closed-door decision making.**
- **Board members are not allowed to discuss business related items with each other outside of a regularly scheduled meeting.**
- **It applies to communications between two or more individuals on the same board or committee relating to matters that may foreseeably come before them for a vote.**
- **These communications include face-to-face communications, faxes, email, social media, texts messages, hand-written messages, etc...**

# **SUNSHINE AMENDMENT, PUBLIC RECORDS AND ETHICS LAW**

- **The LCB is also responsible for obeying the Public Records Law.**
- **It covers any document that relates to the business of the LCB, whether it be an email, social media, text message, word processing documents, letter or anything that can be portrayed as a document that can be provided and read in the course of business.**
- **Any and all documents that are shared between the LCB and MPO Staff can be made available upon a public records request.**



# **SUNSHINE AMENDMENT, PUBLIC RECORDS AND ETHICS LAW**

**Regarding Code of Ethics, there are two main items:**

- You are prohibited from soliciting or accepting anything of value, such as a gift, reward, promise of future employment, favor, or service.**
- You are required to vote on all matters that come before the Board so long as you are present and have no voting conflicts with the item being voted on.**
  - You are prohibited from voting in an official capacity on any item which you are aware of would inure to your own special private gain or loss. (Voting conflict)**

# CTC EVALUATION

“With their upbeat attitude the kind MMC drivers are a very welcoming interaction to someone who lives alone.”

“It is a big deal; I don’t drive so this transportation service helps me get to my job.”

- Collection/evaluation of TD rider surveys
- Collection of contractor surveys
- On-site observation of the system
- Vehicle inspections
- Driver Information
- Drug and Alcohol Policy
- And more...



# COMPLAINT & GRIEVANCE PROCEDURES

LCB develops the Complaint and Grievance Procedures and reviews/updates it annually

- Complaint – Customer complaining about service.
  - Examples – Late trips, driver behavior, unclean vehicles
- Grievance – Unresolved complaint
- Rider Grievances must be in writing
- LCB must make known to whom & where grievances are to be sent

Complaint and Grievance Procedures can be found online at:  
[martinmpo.com/transportation-disadvantaged/](http://martinmpo.com/transportation-disadvantaged/)



# TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP)

The Transportation Disadvantaged Service Plan (TDSP) serves as a comprehensive operational plan, defining the framework that governs Transportation Disadvantaged services in Martin County, Florida.



# CTD ELIGIBILITY CRITERIA GUIDELINES

Adopted May 22, 1997

## At a minimum:

- No other funding available
- No other means of transportation is available
- Cannot utilize public transit
- Physical or mental disability
- Age (As specified by the CTC and the LCB)
- Income status is a specified percent of the poverty level
- No self-declarations allowed
- Ability to pay



LCB-TD WORKSHOP 9/11/23

**MCC**  
MARTIN COMMUNITY COACH

UNLIMITED  
Door-to-Door Rides  
For Eligible Riders

Only \$1 Per Ride  
Throughout Martin County

Rides Are Provided  
Monday-Friday 6:00 AM-7:00 PM  
Saturday 8:00 AM-5:00 PM

To Qualify to Ride:  
Call: 772.469.2063  
Visit: [www.MartinCommunityCoach.com](http://www.MartinCommunityCoach.com)  
Email: [martincc@sramail.org](mailto:martincc@sramail.org)

Operated By  
**Senior Resource ASSOCIATION**  
Promoting Independence in our Community

ELIGIBILITY IS BASED ON AGE, DISABILITY OR INCOME

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# LCB ELIGIBILITY CRITERIA

**At a minimum, an applicant must meet one of the following criteria:**

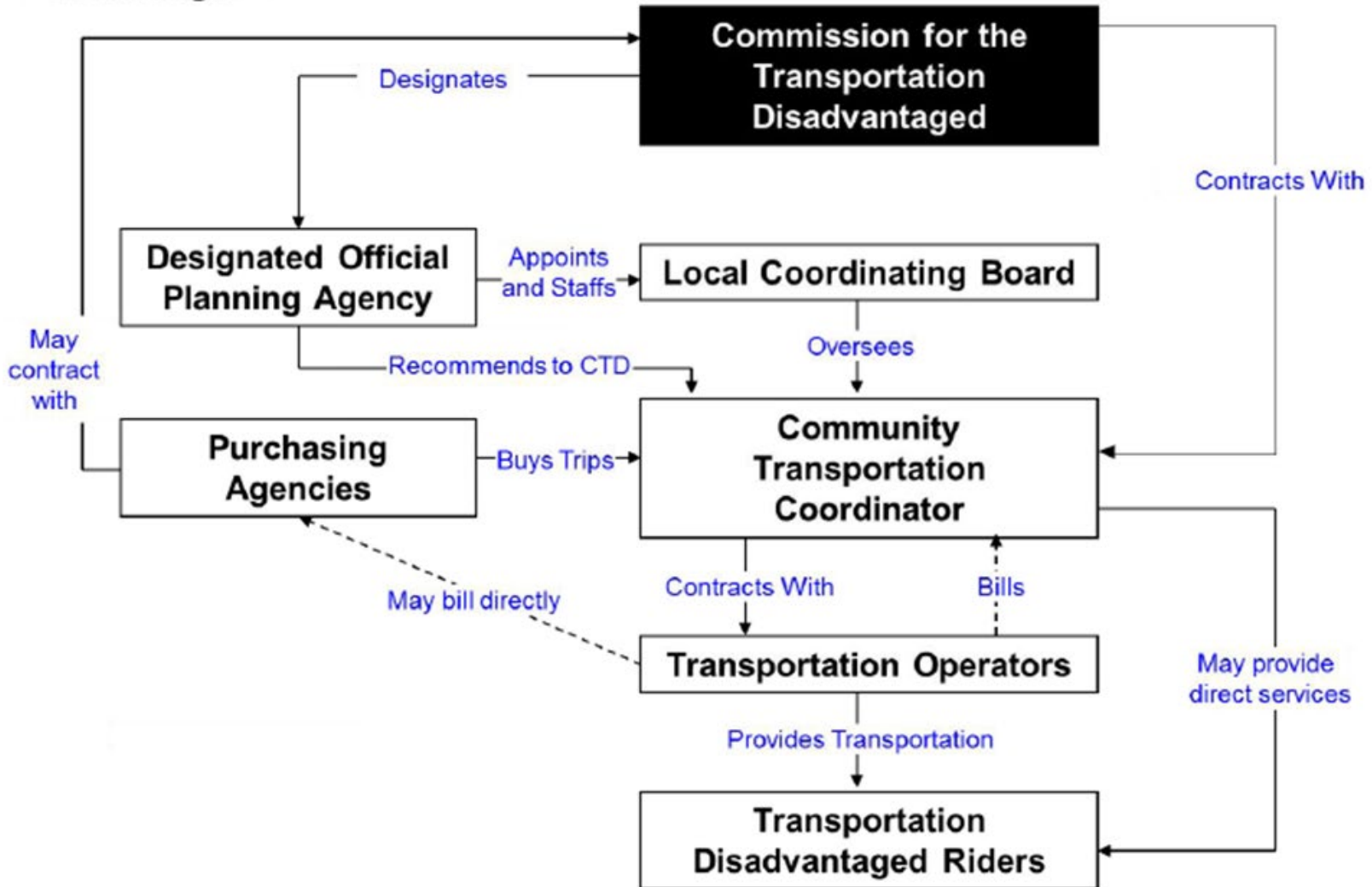
- Member must be 65 or older
- Member must be at or below 100% of the Federal Poverty Level Scale
- Member must have a physician document the disability (and assistive devices required when transporting the member)
- A child with a documented disability or “at risk”







# Coordinated Transportation System Organization



# CTD CONTACT

**John Irvine**

**Project Manager Area 6**

605 Suwannee Street, MS 49

Tallahassee, FL 32399

(850) 410-5712

[john.irvine@dot.fl.us](mailto:john.irvine@dot.fl.us)

# MPO CONTACT

**Lucine Martens**

**Planner**

3481 SE Willoughby Boulevard,

Suite 101, Stuart, FL 34994

(772) 288-5412

[lmartens@martin.fl.us](mailto:lmartens@martin.fl.us)

# CTC CONTACT

**Senior Resource Association**

**Community Transportation Coordinator**

694 14<sup>th</sup> Street

Vero Beach, FL 32960

(772) 569-0760