



**Citrus County Transportation Disadvantaged Local Coordinating Board
Thursday, February 10, 2022 at 10:30 a.m.**

MEETING LOCATION:

Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461

AGENDA

A CALL TO ORDER

1. Moment of Silence
2. Pledge of Allegiance
3. Introduction of Committee Members and Staff
4. Declaration of Quorum / Reading of the Public Notice into the public record.

B APPROVAL/MODIFICATION OF AGENDA

(Limited to Board and Staff comment only)

C REVIEW/APPROVAL OF MINUTES – 11/18/2021

D. CORRESPONDENCE/INFORMATION ITEMS

1. Member Conflict of Interest
2. Vacant Positions
3. Quarterly Report

E. ACTION ITEMS

1. Election of a Vice Chair
2. Letter from the Citrus BOCC to the Hernando/Citrus MPO, and Resolution from the MPO to the Commission for the Transportation Disadvantaged (CTD)
3. By-laws Adoption
4. Election of a Grievance Committee

F CITIZEN COMMENTS

G COMMITTEE MEMBER COMMENTS/UPDATES

H MPO STAFF COMMENTS/UPDATES

I ADJOURNMENT AND NEXT MEETING – The annual public workshop and regular meeting of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) will be held on Thursday, May 12, 2022, at 10:30 a.m. and 10:45 a.m. respectively, at the Lecanto Government Building 3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461

The meeting agenda and back-up materials are available online at:

www.hernandocounty.us/hernandocitrusmpo.

AGENDA ITEM C

C. REVIEW OF MINUTES

The minutes from the Thursday, November 18, 2021 Meeting are attached for review and approval.

Attachment: Meeting Minutes from Thursday, November 18, 2021

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Regular Meeting

Thursday, November 18, 2021, at 10:30 a.m.

MINUTES

The Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) held a public meeting on November 18, 2021, in-person at the Citrus County Transit building. The meeting was advertised in the Citrus Chronicle and the agenda was available on the MPO Website.

MEMBERS PRESENT:

Ruthie Davis Schlabach, Citrus County Commissioner, Chair
Beverly Isabelle, Daystar Life Center
Tracy Noyes, Florida Department of Transportation
David Douglas, Citrus County, Public Transit User
Elizabeth Watson, Persons with Disabilities Agency
Katie Lucas, Local Representative Medical Community
Stephen Brown, Citrus County Resident, Disabled
Ivonne Perez, Florida Agency for Healthcare Administration
William Burda, Citrus County Citizen Advocate
Cara Brunk, Florida Department of Elder Affairs
Walter “Bud” Osborn, Citrus County Veterans Services

MEMBERS ABSENT:

Christine Mestrovich, Career Source, Regional Workforce Development Board
Ginger West, Florida Association for Community Action
Jeffrey Aboumrad, Florida Division of Vocational Rehabilitation
Deirdre Barrett-LaBelle, Local Alternate Children at Risk

OTHERS PRESENT:

Cayce Dagenhart, Transportation Planner II
Carlene Riecsc, Transportation Planner III
Theresa Flick, Key Center
Joanne Granger, Citrus County Transit Director
Erin Kluis, Citrus County Grant Administration
Alene Denise Ray, Citizen
Mariselle Rodriguez, Citrus County Community Services

A. CALL TO ORDER

- Chair Davis- Schlabbach called the meeting to order at 10:31 a.m.
- Notice of Meeting publication was read into the record.
- A quorum was declared.

B. APPROVAL/MODIFICATION OF AGENDA (LIMITED TO BOARD AND STAFF COMMENT)

Motion: A Motion to approve the agenda was made by Mr. Dave Douglas and seconded by Mr. Bud Osborn. The motion passed unanimously.

C. REVIEW OF MINUTES

Regular Meeting Minutes August 12, 2021

Motion: A motion to approve the draft minutes from August 12, 2021, was made by Mr. William Burda and seconded by Mr. Stephen Brown. The motion passed unanimously.

D. CORRESPONDENCE / INFORMATION ITEMS

1. Commission for the Transportation Disadvantaged (CTD) Business Meeting

Ms. Cayce Dagenhart explained that the agenda from the June 3, 2021, CTD business meeting and reviewed a few highlights from the meeting which included: Phase Down of COVID-19 Rescue Plan, The Innovation and Service Development (ISD) Grant, Legislative Budget Requests FY 2022-2023, and Upcoming Initiatives for the CTD in 2022.

2. Annual CTD Workshop Highlights

Ms. Dagenhart stated that the Florida Commission for the Transportation Disadvantaged (CTD) 2021 Annual Conference held in Daytona Beach Florida, October 24-27, 2021. The CTD conducts these annual workshops for Transportation Disadvantaged partners to provide information regarding any changes or developments in the TD program. Ms. Dagenhart provided highlights from several sessions she attended including: The Future of Transportation Session, The Future of the Coordinated Disadvantaged System Session, and Reimagining Community Transportation Session.

3. Key Training Center Update

Ms. Theresa Flick provided an update for the Key Training Center.

4. Quarterly Report – Joanne Granger

Ms. Joanne Granger provided the members with a synopsis of the Citrus Transit TD quarterly report.

Monthly Trips:

- July - 2,490
- Aug 1,439
- Sept 2,727

5. CTC Letter from the MPO

Ms. Dagenhart presented information about the renewal of the MOA between the CTD and Citrus Transit; explaining that the MPO is the designated planning agency for the Transportation Disadvantaged (TD) programs in both Hernando and Citrus County providing administrative support to the Community Transportation Coordinator (CTC), the Local Coordinating Board (LCB) and the Commission for the Transportation Disadvantaged (CTD).

Citrus County is the CTC for Citrus County's TD program. The current memorandum of agreement (MOA) for services between the CTD and Citrus County will expire on June 30, 2022, and a new 5-year contract is required under Rule 41-2 F.A.C.

The letter that was prepared requesting Citrus County to advise whether they are interested in continuing as the CTC so that we may ensure coordination of a new MOA in a timely manner was presented to the board.

E. ACTION ITEMS

1. Annual Operations Report for Fiscal Year 2020-2021

Each county is required to prepare and submit an Annual Operating Report to the Commission for the Transportation Disadvantaged (CTD) by September 15. This report includes information from the CTC, contractors and Coordinated Contractors regarding trips, mileage, vehicle, employees, revenue, and expenses. Once these reports are reviewed and approved by the CTD, an Annual Performance Report is prepared. This report is published to meet the statutory requirements outlined in Section 427-.13 (12), Florida Statutes to provide an overview of the program and a summary of trends statewide.

Motion: A motion to approve the Annual Operations Report (AOR) for FY 2020-2021 for submittal to the CTD was made by Mr. Burda and seconded by Mr. Douglas. The motion passed unanimously.

2. Transportation Disadvantaged Service Plan - adjustment of the Bus Service Schedule to conform to the current bus schedule

To keep the Transit Disadvantaged Service Plan up to date with the most current bus information, MPO Staff requests your approval of an updated transit schedule to replace the current schedule that is in the TDSP.

Motion: A motion to the transit schedule update to the TDSP was made by Mr. Douglas and seconded by Mr. Osborn. The motion passed unanimously.

3. 2022 Calendar Meeting Dates

Staff reminded the members that the location for the 2022 meetings has changed to the Lecanto Government Building, 3600 Sovereign Path, Room 166, Lecanto, Florida at 10:30 a.m. Masks are not currently required for entrance to the building.

Staff asked the Board to approve the proposed 2022 LCB meeting dates which were:

- Thursday, February 10, 2022
- Thursday, May 12, 2022 for the annual workshop and regular meeting.
- Thursday, August 11, 2022

- Thursday, November 10, 2022

Motion: A motion was made to approve the 2022 meeting dates by Mr. Burda and seconded by Mr. Douglas. The motion passed unanimously.

F. RIDE THE LINE CHALLENGE

At the August 12, 2021, meeting Chair Davis-Schlabach challenged the board members to take a trip on the Bus to gain experience and a greater understanding of the Public Transportation service. Not many board members were able to do this. Ms. Davis Schlabach scheduled a ride right after the meeting and invited all board members to join her.

G. CITIZEN COMMENTS

The Chair opened the floor for general citizen comments. Ms. Alene Denise Ray commented to the Board that the Transit Disadvantaged program is a lifeline for her and that she is tremendously appreciative for it, and for all the board members who take the time to volunteer to be present and to help make the program successful. Ms. Ray stated that when the service was suspended due to COVID, she was unable to get to work, and unable to do other life sustaining activities. She expressed how essential this program is for people in the County and how much she appreciates living in a place where this is available.

H. ADJOURNMENT AND NEXT MEETING:

The Chair adjourned the meeting, noting that the next regular meeting of the LCB is scheduled for Thursday, February 10, 2022, at 10:30 a.m. at the Lecanto Government Building, 3600 Sovereign Path, Room 166, Lecanto, Florida

D. CORRESPONDENCE/INFORMATION ITEMS

1. Member Conflict of Interest

Section 112.3143, Florida Statutes outlines requirements relating to voting conflicts by the Board members.

No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.

Per the Statutes, the term "public officer" includes any person elected or appointed to hold office in any agency including any person serving on an advisory body.

No action is required.

Attachments: Chapter 112.3143, Florida Statutes

THE 2021 FLORIDA STATUTES

TITLE X

PUBLIC OFFICERS, EMPLOYEES, AND RECORDS

CHAPTER 112

PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS

112.3143 Voting conflicts.

(1) As used in this section:

- (a) "Principal by whom retained" means an individual or entity, other than an agency as defined in s. [112.312\(2\)](#), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one's client, employer, or the parent, subsidiary, or sibling organization of one's client or employer.
- (b) "Public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
- (c) "Relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.
- (d) "Special private gain or loss" means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:
 1. The size of the class affected by the vote.
 2. The nature of the interests involved.
 3. The degree to which the interests of all members of the class are affected by the vote.
 4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

(2)

- (a) A state public officer may not vote on any matter that the officer knows would inure to his or her special private gain or loss. Any state public officer who abstains from voting in an official capacity upon any measure that the officer knows would inure to the officer's special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the officer is retained or to the parent organization or subsidiary of a corporate principal by which the officer is retained other than an agency as defined in s. [112.312\(2\)](#); or which the officer knows would inure to the special

private gain or loss of a relative or business associate of the public officer, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the state public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

- (b) A member of the Legislature may satisfy the disclosure requirements of this section by filing a disclosure form created pursuant to the rules of the member's respective house if the member discloses the information required by this subsection.
- (3)
- (a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. [112.312](#)(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.
 - (b) However, a commissioner of a community redevelopment agency created or designated pursuant to s. [163.356](#) or s. [163.357](#), or an officer of an independent special tax district elected on a one-acre, one-vote basis, is not prohibited from voting, when voting in said capacity.
- (4) No appointed public officer shall participate in any matter which would inure to the officer's special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer, without first disclosing the nature of his or her interest in the matter.
- (a) Such disclosure, indicating the nature of the conflict, shall be made in a written memorandum filed with the person responsible for recording the minutes of the meeting, prior to the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.
 - (b) In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and

shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

- (c) For purposes of this subsection, the term "participate" means any attempt to influence the decision by oral or written communication, whether made by the officer or at the officer's direction.
- (5) If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.
- (6) Whenever a public officer or former public officer is being considered for appointment or reappointment to public office, the appointing body shall consider the number and nature of the memoranda of conflict previously filed under this section by said officer.

History.—s. 6, ch. 75-208; s. 2, ch. 84-318; s. 1, ch. 84-357; s. 2, ch. 86-148; s. 5, ch. 91-85; s. 3, ch. 94-277; s. 1408, ch. 95-147; s. 43, ch. 99-2; s. 6, ch. 2013-36.

AGENDA ITEM D

2. Vacant Positions

If you would like to nominate someone from the community, please have them contact us and we will send them an application and submit it to the MPO Board.

- a. A local representative of the **Public Education Community** which could include, but not be limited to, a representative of the Citrus County District School Board, School Board Transportation Office, or Head Start Program in areas where the Citrus County School District is responsible. If the representative is from any of the agencies listed, they are considered an Agency appointment and appointment expiration does not apply. If they are a member of the local community then they would be considered a Local Representative and the appointment would be for three (3) years.
- b. An experienced representative of the **local private for profit transportation industry**. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator. Local Representative Appointment – appointment is three (3) years.
- c. A local representative of the **Florida Department of Children and Family Services**. Agency Appointment – appointment expiration does not apply.

No action is needed.

3. Quarterly Report

Quarterly Reports for the period from October 1, 2021, through December 2021 are attached for LCB review.

No action is needed.

Attachments: Quarterly Report.

County:	Citrus			
CTC:	Citrus County Transit			
Contact:	Joanne Granger			
Email:	Joanne.Granger@citrusbocc.com			
	2021			
Trips By Type of Service	Oct	Nov	Dec	Average
Deviated Fixed Route*	988	1,078	1,268	1,111
Ambulatory	1,609	1,594	1,719	1,641
Wheelchair	169	179	208	185
Total Trips By Type of Service	2,766	2,851	3,195	2,937
Passenger Trips By Purpose				
Education/Training/Daycare	152	117	98	122
Employment	335	340	337	337
Medical	406	364	380	383
Nutritional	508	536	630	558
Life-Sustaining/Other	377	416	482	425
Total Trips by Purpose	1,778	1,773	1,927	
Passenger Trips by Funding Source				
CTD-Commission for the Transportation Disadvantaged	1,482	1,511	1,611	1,535
CTD-VA Hospital (Tampa/Gainesville/The Villages)	28	34	46	36
Disabilities	0	0	0	0
DOEA-Department of Elderly Affairs-Veterans	0	0	0	0
DOEA-Department of Elderly Affairs-Congregate Dining	0	0	0	0
Other-Public	268	228	270	255
Total Trips By Funding Source	1,778	1,773	1,927	1,826

*Deviated Fixed Route Service Suspended

*March 30, 2020 - August 31, 2021

E. ACTION ITEMS

1. Election of a Vice Chair

Pursuant to the Transportation Disadvantaged Local Coordinating Board Bylaws, the Board shall hold a meeting at the beginning of the calendar year for the purpose of electing a Vice-Chairman by a majority vote from the quorum present. The Chairman is appointed by MPO Board. The Citrus County Board of County Commissioners has requested Commissioner Ruthie Davis Schlabach continue to serve as the LCB Chairman for 2022.

In the event of the Chairman's absence, or at the direction of the Chairman, the Vice-Chairman shall assume the duties of the Chairman and conduct the meetings.

The 2021 Vice-Chairperson was David Douglas.

Staff Recommendation: It is recommended that the LCB elect a Vice-Chair to serve as Chair in his/her absence.

2. Letter from the Citrus BOCC to the Hernando/Citrus MPO, and Resolution from the MPO to the Commission for the Transportation Disadvantaged (CTD)

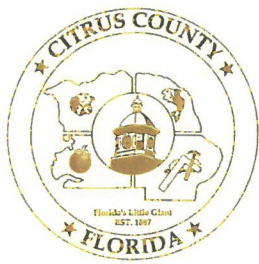
Citrus County is the designated CTC providing transportation disadvantaged services to citizens of the County. As the CTC, Citrus County provides these services pursuant to a Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged (CTD). The MOA covers a five year period and will expire on June 30, 2022.

The Hernando/Citrus MPO as the Designated Official Planning Agency (DOPA) for Citrus County is tasked with recommending to the CTD a single CTC to provide transportation services (Chapter 427, Florida Statutes). Because the CTC is a governmental agency, a formal bid process is not required if the CTC is able and willing to continue to provide the services. On January 4, 2022, the Citrus County Board of County Commissioners provided a Letter of Intent to the MPO to continue as the CTC for Citrus County.

Citrus County has the appropriate personnel, financial capacity, vehicle and equipment resources, experience, and qualifications to serve the transportation disadvantaged population. A resolution was prepared recommending Citrus County continue as the CTC for another 5 year time period (July 1, 2022-June 30, 2027) for consideration by the MPO at their February 3, 2022, meeting.

Staff Recommendation: It is recommended that the LCB support the MPO's recommendation to the CTD that Citrus County continue as the CTC providing transportation disadvantaged services to the citizens of Citrus County

Attachments: Citrus County Letter of Intent to the CTC; Hernando/Citrus MPO Resolution 2022-2



Board of County Commissioners Executive Office

110 N. Apopka Ave., New Courthouse, Inverness, Florida 34450
(352) 341-6560 • Toll Free From Citrus Springs/Dunnellon • (352) 489-2120
Fax (352) 341-6584 • Website: www.citrusbocc.com

Our Vision

"We are a user-friendly and common sense organization dedicated to responsive citizen services."

LETTER OF INTENT

January 4, 2022

Jeff Kinnard, D.C., Hernando/Citrus MPO Chairman

RE: Referencing your letter to County Administrator Randy Oliver dated November 18, 2021 regarding the Citrus County – Community Transportation Coordinator for Transportation Disadvantaged Services.

Dear Chairman Kinnard,

Citrus County Board of County Commissioners is currently the Community Transportation Coordinator (CTC) for Citrus County and has been the CTC since August 1990. The current Memorandum of Agreement as of July 1, 2017, with the Florida Commission for Transportation Disadvantaged (CTD) will expire June 30, 2022.

On behalf of Citrus County's Board of County Commissioners please accept this letter as Citrus County's desire to continue to serve in the role of the Community Transportation Coordinator. This letter of intent is subject to the County negotiating an acceptable Memorandum of Agreement or extension of the current agreement with the Florida Commission for the Transportation Disadvantaged.

Should you have any questions or need additional information please contact Doug Wright at (352) 341-6561.

Sincerely,

Ronald E. Kitchen, Jr.
Chairman, Board of County Commissioners

CC: Robert Esposito
Carlene Reiss
Cayce Dagenhart

RESOLUTION 2022-2

A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION RECOMMENDING THAT CITRUS COUNTY CONTINUE AS THE COMMUNITY TRANSPORTATION COORDINATOR PROVIDING TRANSPORTATION DISADVANTAGED SERVICES IN CITRUS COUNTY

WHEREAS, the Hernando/Citrus Metropolitan Planning Organization is designated by the Governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Hernando/Citrus Planning Area; and

WHEREAS, the Hernando/Citrus Metropolitan Planning Organization is the Designated Official Planning Agency (DOPA) for the Citrus County Transportation Disadvantaged service area; and

WHEREAS, Citrus County serves as the Community Transportation Coordinator (CTC) and provides transportation services pursuant to a Memorandum of Agreement with the Commission for the Transportation Disadvantaged (CTD); and

WHEREAS, the Memorandum of Agreement between Citrus County and the Commission for the Transportation Disadvantaged (CTD) services will expire on June 30, 2022; and

WHEREAS, Per Section 427.015(2) F.S. the Metropolitan Planning Organization is the organization that “shall recommend to the commission a single community transportation coordinator” eligible to receive a Transportation Disadvantaged Planning Grant and undertake a transportation disadvantaged service project as authorized by Section 427.0159, F.S., and Rule 41-2, F.A.C.

WHEREAS, on January 4, 2022, Citrus County Board of County Commissioners approved sending a “Letter of Intent” to the Metropolitan Planning Organization to continue as the Community Transportation Coordinator for Citrus County; and

WHEREAS, Citrus County has the appropriate personnel, financial capacity, vehicle and equipment resources, experience, and qualifications to serve the transportation disadvantaged population; and

NOW, THEREFORE, BE IT RESOLVED THAT the Hernando/Citrus Metropolitan Planning Organization recommends Citrus County continue to serve as the single designated Community Transportation Coordinator for Citrus County’s Transportation Disadvantaged program for the period July 1, 2022 - June 30, 2027.

ADOPTED in Regular Session this 3rd Day of February 2022

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION**

Attest:

MPO Chairman

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 
County Attorney’s Office

AGENDA ITEM E

3. By-laws Adoption

The Commission for the Transportation Disadvantaged requires that the LCB review and approve their bylaws on an annual basis.

Staff is proposing several changes that can be seen in the redline strikethrough version attachment. These changes are as follows:

- The “Terms of Appointment” has been changed to include the attendance information. A new procedure for addressing unexcused agency absences has been included. The procedure for handling unexcused citizen representative absences has been clarified.
- “Member Resignation” has changed to require written notice to the Planning Agency instead of the Chair.
- In the “Board Responsibilities” section, the CTD’s language for the formation of a Medicaid Expedited Appeal Committee has been replaced by a statement saying that the CTC does not provide Medicaid Non-Emergency Transportation and therefore does not address any Medicaid related grievances.

The following articles were inadvertently omitted during last year’s update. They are being added back in for this year’s approval.

- “Article VI Bylaws and Parliamentary Procedures” has information added to clarify how the Bylaws may be amended outside of the annual adoption, in case this is needed.
- “Article VIII Committees” has been added to provide information about the responsibilities of the grievance committee and its membership.
- “Article IX Grievance Procedures” has been added to direct the reader to the accurate location for the procedures.
- “Article X Certification” has been added to confirm that the by-laws are being signed by the Chair.

Staff Recommendation: It is recommended that the LCB review the Annual By-laws and authorize the Chairman’s signature thereon.

Attachment: Redline Strikethrough of By-laws, and a clean copy of the By-laws.

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Bylaws

Approved February 10, 2022

Metropolitan Planning Organization
1661 Blaise Drive
Brooksville, FL 34601
352-754-4082

ARTICLE I. PREAMBLE

The following sets forth the bylaws, which shall serve to guide the proper functioning of the coordination of transportation services provided to the transportation disadvantaged through the Citrus County Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Rule 41-2, Florida Administrative Code (F.A.C.), setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II. NAME AND PURPOSE

The name of the Coordinating Board shall be the “CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)”.

The purpose of the LCB is to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. In general, the LCB is considered an advisory body. (Section 427.0157, Florida Statutes)

ARTICLE III. ADMINISTRATION OF THE LCB

PLANNING AGENCY RESPONSIBILITIES:

The Hernando/Citrus Metropolitan Planning Organization (MPO) is the Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the Local Coordinating Board (LCB) with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. This responsibility includes providing sufficient staff to manage and oversee the responsibilities of the LCB. This includes, but is not limited to, assistance in the scheduling of meetings, training board members, evaluating cost effectiveness of the coordinated system in the designed service area, reviewing the local Transportation Disadvantaged Service Plan, preparing, duplicating and distributing meeting packets, and other necessary administrative duties and cost, as appropriate.

REGULAR MEETINGS

The Board shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, F.S., the Board shall meet at least quarterly with a quorum of its membership. All meetings, including committee meetings, will function under the “Government in the Sunshine Law”. All meetings will provide opportunity for public comments on the agenda.

QUORUM

At all meetings of the Board, the presence in person of at least seven (7) of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may cancel the meeting and reschedule the meeting at a later date.

MEETING NOTICES

Section 1. Full Board Meeting Notice

- A All LCB meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting.
- B Meeting notice shall include date, time, location, general nature/subject of the meeting, a contact person and number to call for additional information and request accessible formats.
- C Planning agency staff shall provide the agenda meeting package to the Commission for the Transportation Disadvantaged (Commission), LCB members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the TDSP, shall be given for additional review time. The agenda shall include a public participation opportunity.

Section 2. Emergency Meeting Notices and Committee Meeting Notices

- A The Planning Agency shall give LCB members and others one-week notice, if possible, of the date, time, and proposed agenda for the LCB committee meetings as soon as possible for all emergency meetings.
- B Meeting materials shall be provided as early as possible. Emergency/Committee meetings shall be advertised in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

Section 3. Minutes

Planning Agency staff is responsible for preparing and maintaining official set of minutes for each LCB meeting. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency or organization or position each member represents and reflect a summary of official actions taken by the LCB. The record of official actions shall include who made and seconded the motion(s), as well as who voted for and against motions. Meeting Minutes shall be provided at the next regularly scheduled LCB meeting for approval. Copies of approved minutes shall be sent to the Commission in the Quarterly Report. Committee meeting minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board.

ARTICLE IV. MEMBERSHIP

OFFICERS

Section 1. Chairman

The DOPA shall appoint one of the Board of County Commissioners of Citrus County to serve as the official Chairperson for all Board meetings.

The DOPA will replace the Chairperson before the two-year term is completed if the Chairperson is no longer in office. The Chairperson may serve more than one consecutive term.

The Chairperson shall preside at all meetings, and in the event of his/her absence, or at his/her discretion; the Vice-Chairperson shall assume the powers and duties of the Chairperson. The Chairperson is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The DOPA staff shall assist the Chairperson with the preparation, duplication, and distribution of all materials necessary for Board members.

Section 2. Vice Chairperson

At the first quarterly business meeting each year, the Board will elect a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of the Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one (1) year. The Vice-Chairperson may serve more than one consecutive term. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.

VOTING MEMBERS

All members of the Board shall be appointed by the DOPA. The DOPA is the Hernando/Citrus Metropolitan Planning Organization (MPO).

The following agencies and groups shall be represented as voting members on the ~~H~~LDCB

1. An elected official from the Board of County Commissioners of the service area, serving as the chairperson.
2. A local representative of the Florida Department of Transportation.
3. A local representative of the Florida Department of Children and Family Services.
4. A local representative of the Public Education Community which could include, but not be limited to, a representative of the ~~Hernando~~ Citrus County District School Board, School Board Transportation Office, or Head Start Program in areas where the ~~Hernando~~ Citrus County School District is responsible.

5. To the extent existing within ~~Hernando~~ Citrus County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
6. A person recommended by the ~~Hernando~~ Citrus County Veterans Service Office representing the veterans of the county.
7. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in ~~Hernando~~ Citrus County.
8. A person over sixty representing the elderly in ~~Hernando~~ Citrus County.
9. A person with a disability representing the disabled in ~~Hernando~~ Citrus County.
10. Two citizen advocate representatives in ~~Hernando~~ Citrus County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
11. A local representative for children at risk.
12. To the extent existing within ~~Hernando~~ Citrus County, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator (the General Manager or designee of the County's Transit System (TheBus).
13. A local representative of the Florida Department of Elder Affairs.
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.
15. A local representative of the Florida Agency for Health Care Administration.
16. A representative of the Regional Workforce Development Board established in Chapter 445, F.S.
17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.; and,
18. Such other voting members as may be designated under Rule 41-2.012(3), F.A.C., as such rule may be amended or renumbered from time to time.

It is the intent of the Commission for the membership of every LCB to not only consist of individuals who represent the appropriate governmental agencies and groups of people as defined above, but also for the membership to represent, to the maximum degree possible, a cross section of their local community/service area.

No employee of a CTC shall serve as a voting member of the LCB. However, an elected official serving as Chairperson of the LCB, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the CTC shall not be precluded from serving as voting members of the LCB.

TECHNICAL ADVISORS

Upon majority vote of a quorum of the LCB, technical advisors may be approved for the purpose of providing the LCB with technical advice, as necessary.

ALTERNATE MEMBERS.

Governmental Agencies having representation on the Board may appoint an alternate-voting representative as necessary to assure their respective agency representation at Board meetings. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.

1. Each alternate may vote only in the absence of that member on a one vote per member basis.
2. LCB member alternates must be a representative of the same interest as the primary member.

ARTICLE V. TERMS, RESIGNATION AND TRAINING

TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the LCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one (1), two (2), and three (3) years. The Chairperson shall serve until replaced by the Board of County Commissioners. All members of the Board may be reappointed for more than one term.

Each LCB member is expected to demonstrate his or her interest in the LCB activities through regular attendance at scheduled meetings. If any voting member misses three (3) consecutive meetings for unexcused reasons, the LCB Chairman shall review and determine if a recommendation for removal should be provided to the DOPA. If that voting member is an agency representative rather than a citizen member, the DOPA shall send written communication to the agency head to report the three consecutive un-excused absences and request a recommendation for a replacement to be appointed by that agency.

MEMBER RESIGNATION

Any member of the Board may resign at any time by a written notice to the ~~Chairperson~~ **DOPA**. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the ~~Chairperson~~ **Planning Agency**. ~~The DOPA shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three (3) meetings in one (1) year.~~

TRAINING LCB MEMBERS

All LCB members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest.

~~ARTICLE VI. ATTENDANCE~~

~~The Board shall review, and consider rescinding, the appointment of any member of the LCB who fails to attend three meetings in one year. The LCB shall notify the Commission if any state agency voting member, or their alternate fails to attend three consecutive meetings. The LCB must complete the attendance roster for each local coordinating board meeting. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature~~

ARTICLE ~~VI~~ ~~VII~~ BYLAWS AND PARLIAMENTARY PROCEDURES

BYLAWS

The LCB shall develop and adopt a set of bylaws. Citrus County Code of Ordinances Section 2-41 to 2-49 shall govern the proceedings at the meeting of the LCB. The bylaws shall be reviewed, updated, approved annually, and submitted to the Commission for the Transportation Disadvantaged (CTD).

~~Outside of the regular annual adoption the bylaws may be recommended for amendment or restatement by a two-thirds (2/3) vote of members present, if a quorum exists, providing the proposed change(s) are mailed to all members at least seven (7) days in advance of the meeting. Any amendment or restatement must be consistent with Rule 41-2 F.A.C. and Chapter 427 F.S. and must be approved by the LCB.~~

VOTING

At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these bylaws, shall be decided by the vote of a majority of the members of the Board present. All members present at any given meeting shall vote as required unless said member has a conflict of interest by Florida Law.

ARTICLE VII. BOARD RESPONSIBILITIES

The LCB Shall:

1. Review and approve the Memorandum of Agreement including the Coordinated Community Transportation Disadvantaged Service Plan, between the Coordinator and the State Commission for the Transportation Disadvantaged (Commission).
2. Annually review, make recommendations, and approve the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process.

3. Annually, provide the MPO/planning agency with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b) FAC). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation Tool and Summary will be submitted to the Commission upon approval by the LCB. In areas where a planning agency serves as the CTC, the planning agency shall abstain from any official actions that represent a conflict of interest, especially in the evaluation process of the CTC.
4. In cooperation with the CTC, review and provide recommendations to the Hernando/Citrus Metropolitan Planning Organization (MPO) and the Commission for the Transportation Disadvantaged (CTD) on all applications for local, state, or federal funds relating to transportation of the transportation disadvantaged in the county to ensure that any expenditures within the county are provided in the most cost effective and efficient manner. The accomplishment of this requirement shall include the development and implementation of a process by which the LCB and CTC have an opportunity to become aware of any federal, state, or local government funding requests and provide recommendations regarding the expenditure of such funds. Such funds may include expenditures for operating, capital or administrative needs. Such a process should include at least:
 - A. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
 - i. The need for the requested funds or services.
 - ii. Consistency with local government comprehensive plans.
 - iii. Coordination with local transit agencies, including the CTC.
 - iv. Consistency with the TDSP.
 - v. Whether such funds are an adequately budgeted amount for the services expected; and,
 - vi. Whether such funds will be spent in a manner consistent with the requirements of coordinated transportation laws and regulations.
 - B. Notify the Commission of any unresolved funding requests without delays in the application process.
5. Review coordination strategies or service provision to the transportation disadvantaged in the designated service area to seek innovative ways to improve cost effectiveness, efficiency,

safety, working hours and types of service in an effort to increase ridership to a broader population (427.0157(5) FS). Such strategies should include:

- A. Supporting inter-county and intra-county agreements to improve coordination as a way to reduce costs for service delivery, maintenance, insurance, or other identified strategies.
 - B. Seeking the involvement of the private and public sector, volunteers, public transit, school districts, elected officials and others in any plan for improved service delivery.
6. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTC's in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance.

Guidelines: Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by a citizen. Members appointed to the committee shall be voting members of the LCB pursuant to (41-2.012(5) (c), FAC).

The CTD does not provide Medicaid Non-Emergency Transportation and therefore does not handle Medicaid Expedited Appeals.

~~If the CTC provides Medicaid Non-Emergency Transportation through a contract with the Commission, the LCB's Grievance Committee shall be responsible for responding to Grievances and Appeals through the Medicaid Grievance System.~~

~~A Medicaid Expedited Appeal Committee must also be established to address expedited appeals. The Expedited Appeal Committee should be at a minimum of three members, should not include more than one LCB Member, and no person who was involved in the original decision on the action taken. All expedited appeals must be resolved within 72 hours of receiving the appeal request.~~

7. Annually review coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available (41-2.008(3) FAC).
8. Annually hold at a minimum, one Public Hearing for the purpose of receiving input regarding unmet needs or any other areas that relate to the local transportation services. The public

hearing will be held at a place and time that is convenient and accessible to the general public. In order that additional funding is not used or needed to accommodate this requirement, it is recommended that the public hearing be held in conjunction with a regular business meeting of the Coordinating Board (immediately following or prior to the LCB meeting). A public hearing held jointly with the Commission will satisfy this annual requirement.

9. All coordinating board members should be trained and should comply with the requirements of Section 112.3145, Florida Statutes concerning voting conflicts of interest (41-2.012(5)(d)FAC).
10. Work cooperatively with regional workforce boards established in chapter 445 to provide assistance in the development of innovative transportation services for participants in the welfare transition program (427.0157(7), FS).
11. Evaluate multi-county or regional transportation opportunities (427.0157(6), FS).

ARTICLE VIII. COMMITTEES

The Grievance Committee shall serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTC's in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service.

GRIEVANCE COMMITTEE

The Grievance Committee shall be comprised of five (5) members of the LCB, with one (1) of the five serving as an alternate in case any of the four are unable to participate (four regular voting members and one member alternate). Members of this committee shall be elected by the LCB at the first meeting of the calendar year. A Chair and a Vice-Chair shall also be elected during this time. Members of this committee shall serve for one (1) year and may serve more than one consecutive term. If at any time a grievance committee member is no longer able to serve, a new member shall be elected as a replacement as soon as possible. There does not need to be a public notification period between the resignation announcement and the election of a replacement.

ARTICLE IX. GRIEVANCE PROCEDURES

Grievance procedures are incorporated into the Transportation Disadvantaged Service Plan (TDSP).

ARTICLE X. CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the LCB and that the foregoing is a full, true, and correct copy of the Bylaws of the LCB as adopted by the LCB on the 10th day of February 2022.

Ruthie Davis Schlabach, Chairperson
Citrus County Local Coordinating Board

Dated: _____
February 10, 2022

DRAFT

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Bylaws

Approved February 10, 2022

Metropolitan Planning Organization
1661 Blaise Drive
Brooksville, FL 34601
352-754-4082

ARTICLE I. PREAMBLE

The following sets forth the bylaws, which shall serve to guide the proper functioning of the coordination of transportation services provided to the transportation disadvantaged through the Citrus County Transportation Disadvantaged Local Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Rule 41-2, Florida Administrative Code (F.A.C.), setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

ARTICLE II. NAME AND PURPOSE

The name of the Coordinating Board shall be the “CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)”.

The purpose of the LCB is to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within their local service area. In general, the LCB is considered an advisory body. (Section 427.0157, Florida Statutes)

ARTICLE III. ADMINISTRATION OF THE LCB

PLANNING AGENCY RESPONSIBILITIES:

The Hernando/Citrus Metropolitan Planning Organization (MPO) is the Designated Official Planning Agency (DOPA), also uniformly referred to as the Planning Agency, shall provide the Local Coordinating Board (LCB) with sufficient staff support and resources to enable the LCB to fulfill its responsibilities as set forth in Chapter 427, Florida Statutes. This responsibility includes providing sufficient staff to manage and oversee the responsibilities of the LCB. This includes, but is not limited to, assistance in the scheduling of meetings, training board members, evaluating cost effectiveness of the coordinated system in the designed service area, reviewing the local Transportation Disadvantaged Service Plan, preparing, duplicating, and distributing meeting packets, and other necessary administrative duties and cost, as appropriate.

REGULAR MEETINGS

The Board shall meet as often as necessary in order to meet its responsibilities. However, as required by Chapter 427.0157, F.S., the Board shall meet at least quarterly with a quorum of its membership. All meetings, including committee meetings, will function under the “Government in the Sunshine Law”. All meetings will provide opportunity for public comments on the agenda.

QUORUM

At all meetings of the Board, the presence in person of at least seven (7) of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may cancel the meeting and reschedule the meeting at a later date.

MEETING NOTICES

Section 1. Full Board Meeting Notice

- A All LCB meetings, public hearings, committee meetings, etc., shall be advertised, at a minimum, in the largest general circulation newspaper in the designated service area prior to the meeting.
- B Meeting notice shall include date, time, location, general nature/subject of the meeting, a contact person and number to call for additional information and request accessible formats.
- C Planning agency staff shall provide the agenda meeting package to the Commission for the Transportation Disadvantaged (Commission), LCB members and all other interested parties prior to the meeting. Special consideration to the advanced delivery time of certain technical or detailed documents, such as the TDSP, shall be given for additional review time. The agenda shall include a public participation opportunity.

Section 2. Emergency Meeting Notices and Committee Meeting Notices

- A The Planning Agency shall give LCB members and others one-week notice, if possible, of the date, time, and proposed agenda for the LCB committee meetings as soon as possible for all emergency meetings.
- B Meeting materials shall be provided as early as possible. Emergency/Committee meetings shall be advertised in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.

Section 3. Minutes

Planning Agency staff is responsible for preparing and maintaining official set of minutes for each LCB meeting. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency or organization or position each member represents and reflect a summary of official actions taken by the LCB. The record of official actions shall include who made and seconded the motion(s), as well as who voted for and against motions. Meeting Minutes shall be provided at the next regularly scheduled LCB meeting for approval. Copies

of approved minutes shall be sent to the Commission in the Quarterly Report. Committee meeting minutes may be in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board.

ARTICLE IV. MEMBERSHIP

OFFICERS

Section 1. Chairman

The DOPA shall appoint one of the Board of County Commissioners of Citrus County to serve as the official Chairperson for all Board meetings.

The DOPA will replace the Chairperson before the two-year term is completed if the Chairperson is no longer in office. The Chairperson may serve more than one consecutive term.

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Transportation Office, or Head Start Program in areas where the Citrus County School District is responsible.

5. To the extent existing within Citrus County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
6. A person recommended by the Citrus County Veterans Service Office representing the veterans of the county.
7. A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in Citrus County.
8. A person over sixty representing the elderly in Citrus County.
9. A person with a disability representing the disabled in Citrus County.
10. Two citizen advocate representatives in Citrus County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
11. A local representative for children at risk.
12. To the extent existing within Citrus County, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator (the General Manager or designee of the County's Transit System (TheBus).
13. A local representative of the Florida Department of Elder Affairs.
14. An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.
15. A local representative of the Florida Agency for Health Care Administration.
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17. A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.; and,
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It is the intent of the Commission for the membership of every LCB to not only consist of individuals who represent the appropriate governmental agencies and groups of people as defined above, but also

for the membership to represent, to the maximum degree possible, a cross section of their local community/service area.

No employee of a CTC shall serve as a voting member of the LCB. However, an elected official serving as Chairperson of the LCB, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the CTC shall not be precluded from serving as voting members of the LCB.

TECHNICAL ADVISORS

Upon majority vote of a quorum of the LCB, technical advisors may be approved for the purpose of providing the LCB with technical advice, as necessary.

ALTERNATE MEMBERS

Governmental Agencies having representation on the Board may appoint an alternate-voting representative as necessary to assure their respective agency representation at Board meetings. Alternates are to be appointed in writing to the Planning Agency by an agency representative. Non-agency alternates may be appointed by the Planning Agency, if desired.

1. Each alternate may vote only in the absence of that member on a one vote per member basis.
2. LCB member alternates must be a representative of the same interest as the primary member.

ARTICLE V. TERMS, RESIGNATION AND TRAINING

TERMS OF APPOINTMENT

Except for the Chairperson and state agency representatives, the members of the LCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one (1), two (2), and three (3) years. The Chairperson shall serve until replaced by the Board of County Commissioners. All members of the Board may be reappointed for more than one term.

Each LCB member is expected to demonstrate his or her interest in the LCB activities through regular attendance at scheduled meetings. If any voting member misses three (3) consecutive meetings for unexcused reasons, the LCB Chairman shall review and determine if a recommendation for removal should be provided to the DOPA. If that voting member is an agency representative rather than a citizen member, the DOPA shall send written communication to the agency head to report the three consecutive un-excused absences and request a recommendation for a replacement to be appointed by that agency.

MEMBER RESIGNATION

Any member of the Board may resign at any time by a written notice to the DOPA. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Planning Agency.

TRAINING LCB MEMBERS

All LCB members should be trained on and comply with the requirements of Section 112.3143, Florida Statutes, concerning voting conflicts of interest.

ARTICLE VI BYLAWS AND PARLIAMENTARY PROCEDURES

BYLAWS

The LCB shall develop and adopt a set of bylaws. Citrus County Code of Ordinances Section 2-41 to 2-49 shall govern the proceedings at the meeting of the LCB. The bylaws shall be reviewed, updated, approved annually, and submitted to the Commission for the Transportation Disadvantaged (CTD).

Outside of the regular annual adoption the bylaws may be recommended for amendment or restatement by a two-thirds (2/3) vote of members present, if a quorum exists, providing the proposed change(s) are mailed to all members at least seven (7) days in advance of the meeting. Any amendment or restatement must be consistent with Rule 41-2 F.A.C. and Chapter 427 F.S. and must be approved by the LCB.

VOTING

At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these bylaws, shall be decided by the vote of a majority of the members of the Board present. All members present at any given meeting shall vote as required unless said member has a conflict of interest by Florida Law.

ARTICLE VII BOARD RESPONSIBILITIES

The LCB Shall:

1. Review and approve the Memorandum of Agreement including the Coordinated Community Transportation Disadvantaged Service Plan, between the Coordinator and the State Commission for the Transportation Disadvantaged (Commission).
2. Annually review, make recommendations, and approve the Transportation Disadvantaged Service Plan (TDSP). The LCB shall ensure that the TDSP has been developed by involving all appropriate parties in the process.
3. Annually, provide the MPO/planning agency with an evaluation of the CTC's performance in general and relative to Insurance, Safety Requirements and Standards as referenced in Rule 41-2.006, FAC, and the performance results of the most recent TDSP (41-2.012(5)(b) FAC). As part of the CTC's performance, the LCB shall also set an annual percentage goal increase (or establish a percentage) for the number of trips provided within the system to be on public transit. The LCB shall utilize the Commission's Quality Assurance Performance Evaluation Tool to evaluate the performance of the CTC. This evaluation Tool and Summary will be submitted to the Commission upon approval by the LCB. In areas where

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 - A. The review of applications to ensure that they are consistent with the TDSP. This review shall consider:
 - i. The need for the requested funds or services.
 - ii. Consistency with local government comprehensive plans.
 - iii. Coordination with local transit agencies, including the CTC.
 - iv. Consistency with the TDSP.
 - v. Whether such funds are an adequately budgeted amount for the services expected; and,
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-

6. Appoint a Grievance Committee to serve as a mediator to hear and investigate grievances, from agencies, users, transportation operators, potential users of the system, and the CTC's in the designated service area, and make recommendations for the local Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedure to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner in accordance with the Commission's Local Grievance.

Guidelines: Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by a citizen. Members appointed to the committee shall be voting members of the LCB pursuant to (41-2.012(5) (c), FAC).

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The Grievance Committee shall be comprised of five (5) members of the LCB, with one (1) of the five serving as an alternate in case any of the four are unable to participate (four regular voting members and one member alternate). Members of this committee shall be elected by the LCB at the first meeting of the calendar year. A Chair and a Vice-Chair shall also be elected during this time. Members of this committee shall serve for one (1) year and may serve more than one consecutive term. If at any time a grievance committee member is no longer able to serve, a new member shall be elected as a replacement as soon as possible. There does not need to be a public notification period between the resignation announcement and the election of a replacement.

ARTICLE IX. GRIEVANCE PROCEDURES

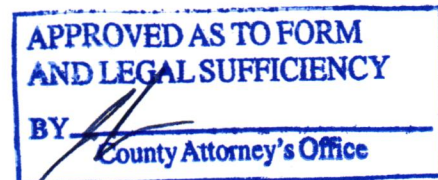
Grievance procedures are incorporated into the Transportation Disadvantaged Service Plan (TDSP).

ARTICLE X. CERTIFICATION

The undersigned hereby certifies that he/she is the Chairperson of the LCB and that the foregoing is a full, true, and correct copy of the Bylaws of the LCB as adopted by the LCB on the 10th day of February 2022.

Ruthie Davis Schlabach, Chairperson
Citrus County Local Coordinating Board

Dated: _____
February 10, 2022



4. Election of a Grievance Committee

A Grievance Committee is appointed at the first meeting of the new calendar year. The committee would meet on an as-needed basis to address service or policy issue grievances. The amended by-laws state that there should be five members on the Grievance Committee, with one of the five serving as an alternate. A Chair and a Vice-Chair should also be designated for this committee.

The current membership is listed below:

- David Douglas, citizen advocate/System User for Citrus County
- William Burda, citizen advocate
- Stephen Brown, citizen advocate for those with a disability
- Jeffrey Aboumrad, representing the Florida Division of Vocational Rehabilitation
- Sandra Woodard, representing Agency Services for Children at Risk

Staff Recommendation: It is recommended that the LCB appoint/reappoint committee members as appropriate for the 2022 calendar year, being sure to designate a chair, vice-chair and one person as the alternate.