



# **Volusia-Flagler TPO**

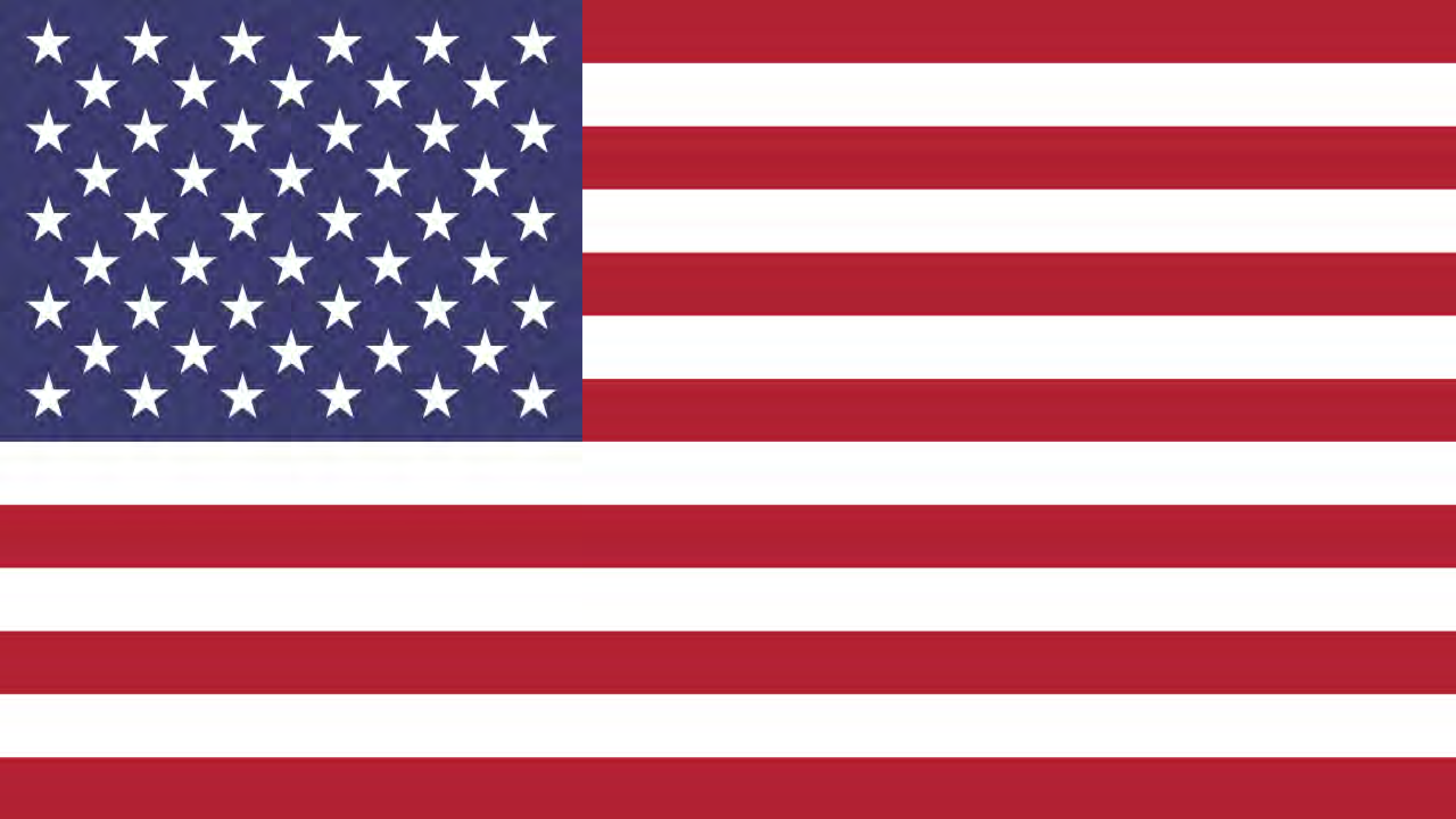
## **QAC Meeting**

**January 8, 2025**  
**9:30 am**

QAC Meeting  
January 8, 2025

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





QAC Meeting  
January 8, 2025

## 2. Public Comment/Participation



QAC Meeting  
January 8, 2025

### **3. Action Items**

#### **A. Review and Approval of the January 10, 2024 QAC Meeting Minutes**



QAC Meeting  
January 8, 2025

### **3. Action Items**

#### **B. Review and Approval of Votran's FY 2024/25 Evaluation**



QAC Meeting  
January 8, 2025

## 4. Staff Comments



QAC Meeting  
January 8, 2025

## 5. QAC Member Comments





QAC Meeting  
January 8, 2025

## 6. Adjournment

**The next QAC meeting will be on  
July 9, 2025**





# **Volusia-Flagler TPO**

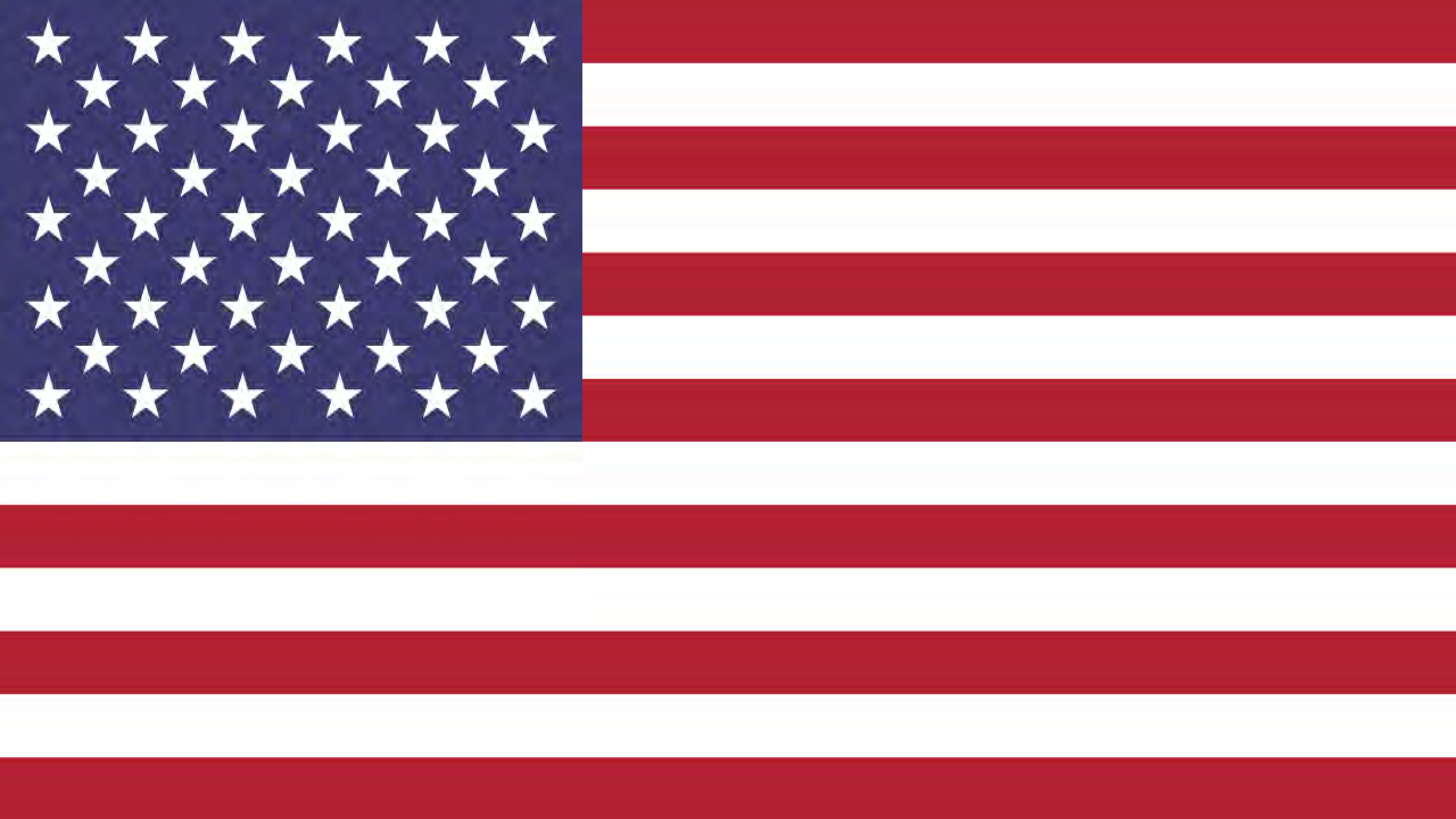
## **TDLCB Meeting**

**January 8, 2025**  
**10:00 am**

**TDLCB Meeting  
January 8, 2025**

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





**TDLCB Meeting  
January 8, 2025**

## **2. Public Comment/Participation**



**TDLCB Meeting  
January 8, 2025**

### **3. Action Items**

#### **A. Review and Approval of the October 30, 2024**

#### **TDLCB Meeting Minutes**



TDLCB Meeting  
January 8, 2025

### **3. Action Items**

#### **B. Review and Recommend Approval of Votran's Monthly Paratransit Reports**



MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	Oct-24 VOTRAN	Oct-23 VOTRAN	Oct-24 CONTRACTED	Oct-23 CONTRACTED	Oct-24 TOTAL	Oct-23 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>9,475</b>	<b>11,232</b>	<b>7,596</b>	<b>8,798</b>	<b>17,071</b>	<b>20,030</b>
<b>TRIP PURPOSE</b>						
Medical	3,498	3,883	2,689	3,277	6,187	7,160
Nutrition	1,242	1,370	150	101	1,392	1,471
Other	163	192	157	239	320	431
Education	2,180	2,889	1,773	1,832	3,953	4,721
Shopping	593	815	661	675	1,254	1,490
Work	1,799	2,083	2,166	2,674	3,965	4,757
<b>PASSENGER TYPE</b>						
Disabled	9,053	10,880	7,391	8,793	16,444	19,673
Elderly	96	352	19	5	115	357
Child	326	0	186	0	512	0
<b>TRIP TYPE</b>						
Ambulatory	7,176	7,875	5,921	6,946	13,097	14,821
Wheelchair	2,299	2,505	1,675	1,852	3,974	4,357
<b>TOTAL COMPLAINTS</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>13</b>
Discourtesy	1				1	0
Safety					0	0
Early				3	0	3
Late	5	2		1	5	3
Driver					0	0
Schedule/Routes					0	0
Vehicle/Equipment					0	0
Other		5		2	1	7
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	1	0	0	0	1	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>689</b>	<b>749</b>	<b>391</b>	<b>536</b>	<b>1,080</b>	<b>1,285</b>
<b>NO SHOWS</b>	<b>552</b>	<b>499</b>	<b>278</b>	<b>441</b>	<b>830</b>	<b>940</b>
<b>REVENUE MILES</b>	<b>84,496</b>	<b>99,153</b>	<b>63,198</b>	<b>66,120</b>	<b>147,694</b>	<b>165,273</b>
<b>REVENUE HOURS</b>	<b>5,117</b>	<b>5,458</b>	<b>4,165</b>	<b>4,235</b>	<b>9,282</b>	<b>9,693</b>



MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	Sep-24 VOTRAN	Sep-23 VOTRAN	Sep-24 CONTRACTED	Sep-23 CONTRACTED	Sep-24 TOTAL	Sep-23 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>9,475</b>	<b>10,380</b>	<b>7,596</b>	<b>8,218</b>	<b>17,071</b>	<b>18,598</b>
<b>TRIP PURPOSE</b>						
Medical	3,498	3,642	2,689	3,012	6,187	6,654
Nutrition	1,242	1,242	150	124	1,392	1,366
Other	163	203	157	220	320	423
Education	2,180	2,527	1,773	1,781	3,953	4,308
Shopping	593	722	661	689	1,254	1,411
Work	1,799	2,044	2,166	2,392	3,965	4,436
<b>PASSENGER TYPE</b>						
Disabled	9,003	10,046	7,350	8,218	16,353	18,264
Elderly	108	334	23	0	131	334
Child	364	0	223	0	587	0
<b>TRIP TYPE</b>						
Ambulatory	7,176	7,875	5,921	6,404	13,097	14,279
Wheelchair	2,299	2,505	1,675	1,814	3,974	4,319
<b>TOTAL COMPLAINTS</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>13</b>
Discourtesy	1				1	0
Safety					0	0
Early				3	0	3
Late	5	2		1	5	3
Driver					0	0
Schedule/Routes					0	0
Vehicle/Equipment					0	0
Other		5		2	1	7
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGEABLE:</b>						
Person Only	1	0	0	0	1	0
Vehicle Only	1	0	0	0	1	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	3	0	0	0	3	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>689</b>	<b>749</b>	<b>391</b>	<b>536</b>	<b>1,080</b>	<b>1,285</b>
<b>NO SHOWS</b>	<b>552</b>	<b>499</b>	<b>278</b>	<b>441</b>	<b>830</b>	<b>940</b>
<b>REVENUE MILES</b>	<b>84,496</b>	<b>99,153</b>	<b>63,198</b>	<b>66,120</b>	<b>147,694</b>	<b>165,273</b>
<b>REVENUE HOURS</b>	<b>5,117</b>	<b>5,458</b>	<b>4,165</b>	<b>4,235</b>	<b>9,282</b>	<b>9,693</b>

MONTHLY TRANSPORTATION DISADVANTAGED REPORT						
	AUGUST, 2024 VOTRAN	AUGUST, 2023 VOTRAN	AUGUST, 2024 CONTRACTED	AUGUST, 2023 CONTRACTED	AUGUST, 2024 TOTAL	AUGUST, 2023 TOTAL
<b>TOTAL PASS TRIPS</b>	<b>9,702</b>	<b>10,498</b>	<b>7,943</b>	<b>7,854</b>	<b>17,645</b>	<b>18,352</b>
<b>TRIP PURPOSE</b>						
Medical	3,604	4,019	2,957	2,953	6,561	6,972
Nutrition	1,205	1,240	140	117	1,345	1,357
Other	178	168	151	171	329	339
Education	2,037	2,091	1,569	1,574	3,606	3,665
Shopping	698	861	742	714	1,440	1,575
Work	1,980	2,119	2,384	2,325	4,364	4,444
<b>PASSENGER TYPE</b>						
Disabled	9,582	10,152	7,930	7,854	17,512	18,006
Elderly	120	346	13	0	133	346
Child	0	0	0	0	0	0
<b>TRIP TYPE</b>						
Ambulatory	7,279	7,796	6,060	6,181	13,339	13,977
Wheelchair	2,423	2,702	1,841	1,673	4,264	4,375
<b>TOTAL COMPLAINTS</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>15</b>
Discourtesy	0	0	0	0	0	0
Safety	0	0	1	0	1	0
Early	0	0	0	0	0	0
Late	1	3	2	6	3	9
Driver	0	0	0	0	0	0
Schedule/Routes	0	4	0	2	0	6
Vehicle/Equipment	0	0	0	0	0	0
Other	1	0	2	0	3	0
<b>TOTAL ACCIDENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>NON-CHARGEABLE:</b>						
Person Only	0	0	0	0	0	0
Vehicle Only	0	0	0	0	0	0
Person & Vehicle	0	0	0	0	0	0
<b>CANCELLATIONS</b>	<b>675</b>	<b>695</b>	<b>554</b>	<b>524</b>	<b>1,229</b>	<b>1,219</b>
<b>NO SHOWS</b>	<b>502</b>	<b>412</b>	<b>413</b>	<b>310</b>	<b>915</b>	<b>722</b>
<b>REVENUE MILES</b>	<b>88,495</b>	<b>101,759</b>	<b>66,929</b>	<b>64,280</b>	<b>155,424</b>	<b>166,039</b>
<b>REVENUE HOURS</b>	<b>5,323</b>	<b>5,556</b>	<b>4,497</b>	<b>3,977</b>	<b>9,820</b>	<b>9,533</b>

**TDLCB Meeting  
January 8, 2025**

### **3. Action Items**

#### **C. Review and Approval of Votran's FY 2024/25 Evaluation**



TDLCB Meeting  
January 8, 2025

### **3. Action Items**

#### **D. Appointment of Vision Zero Comprehensive Safety Action Plan Task Force Members**



# What is Vision Zero?

Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. First implemented in Sweden in the 1990s, Vision Zero has proved successful across Europe — and now it’s gaining momentum in major American cities.

## The Problem

Each year, more than 42,000 people — the population of a small city — are needlessly killed on American streets and thousands more are injured. We call this suffering traffic “accidents” — but, in reality, we have the power to prevent traffic collisions.

For too long, we’ve considered traffic deaths and severe injuries to be inevitable side effects of modern life. While often referred to as “accidents,” the reality is that we can prevent these tragedies by taking a proactive, preventative approach that prioritizes traffic safety as a public health issue.

The significant loss of life exacts a tragic toll, extending beyond personal loss to deep community impacts, including: personal economic costs and emotional trauma to those suffering; and significant taxpayer spending on emergency response and long-term healthcare costs. And because so many fear for their safety on our streets, there is no true freedom of mobility, and, as a result, we compromise our public health with increasing rates of sedentary diseases and higher carbon emissions.

## A New Vision for Safety



Vision Zero is a significant departure from the status quo in two major ways:

1. Vision Zero recognizes that people will sometimes make mistakes, so the road system and related policies should be designed to ensure those inevitable mistakes do not result in severe injuries or fatalities. This means that system designers and policymakers are expected to improve the roadway environment, policies (such as speed management), and other related systems to lessen the severity of crashes.
2. Vision Zero is a multidisciplinary approach, bringing together diverse and necessary stakeholders to address this complex problem. In the past, meaningful, cross-disciplinary collaboration among local traffic planners and engineers, policymakers, and public health professionals has not been the norm. Vision Zero acknowledges that many factors contribute to safe mobility -- including roadway design, speeds, behaviors, technology, and policies -- and sets clear goals to achieve the shared goal of zero fatalities and severe injuries.

### Taking the Lead for Safe Streets

## Safe Systems = Safe Mobility



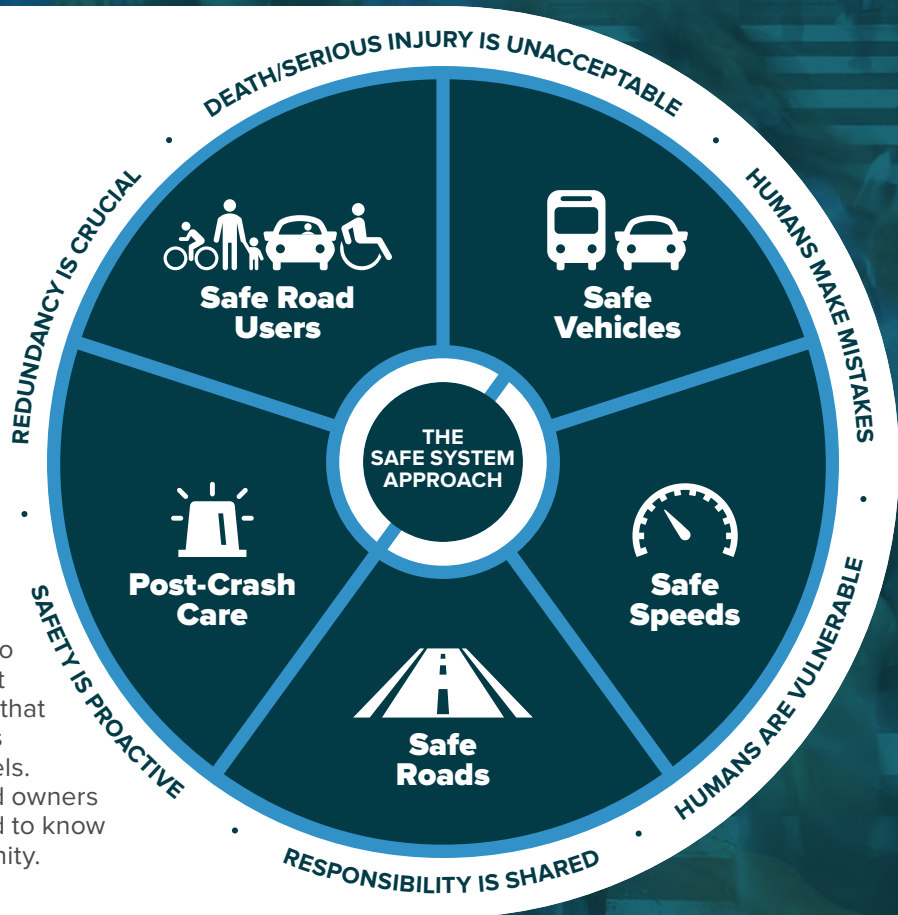
*Vision Zero is not a slogan, not a tagline, not even just a program. It is a fundamentally different way to approach traffic safety.*

# THE SAFE SYSTEM

## APPROACH

**Zero is our goal. A Safe System is how we will get there.**

**Imagine a world where nobody has to die from vehicle crashes.** The Safe System approach aims to eliminate fatal & serious injuries for all road users. It does so through a holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels. Safety is an ethical imperative of the designers and owners of the transportation system. Here's what you need to know to bring the Safe System approach to your community.



## SAFE SYSTEM PRINCIPLES



### Death/Serious Injury is Unacceptable

While no crashes are desirable, the Safe System approach prioritizes crashes that result in death and serious injuries, since no one should experience either when using the transportation system.



### Humans Make Mistakes

People will inevitably make mistakes that can lead to crashes, but the transportation system can be designed and operated to accommodate human mistakes and injury tolerances and avoid death and serious injuries.



### Humans Are Vulnerable

People have limits for tolerating crash forces before death and serious injury occurs; therefore, it is critical to design and operate a transportation system that is human-centric and accommodates human vulnerabilities.



### Responsibility is Shared

All stakeholders (transportation system users and managers, vehicle manufacturers, etc.) must ensure that crashes don't lead to fatal or serious injuries.



### Safety is Proactive

Proactive tools should be used to identify and mitigate latent risks in the transportation system, rather than waiting for crashes to occur and reacting afterwards.



### Redundancy is Crucial

Reducing risks requires that all parts of the transportation system are strengthened, so that if one part fails, the other parts still protect people.



## SAFE SYSTEM ELEMENTS

**Making a commitment to zero deaths means addressing every aspect of crash risks through the five elements of a Safe System, shown below.** These layers of protection and shared responsibility promote a holistic approach to safety across the entire transportation system. The key focus of the Safe System approach is to reduce death and serious injuries through design that accommodates human mistakes and injury tolerances.



### Safe Road Users

The Safe System approach addresses the safety of all road users, including those who walk, bike, drive, ride transit, and travel by other modes.



### Safe Vehicles

Vehicles are designed and regulated to minimize the occurrence and severity of collisions using safety measures that incorporate the latest technology.



### Safe Speeds

Humans are unlikely to survive high-speed crashes. Reducing speeds can accommodate human injury tolerances in three ways: reducing impact forces, providing additional time for drivers to stop, and improving visibility.



### Safe Roads

Designing to accommodate human mistakes and injury tolerances can greatly reduce the severity of crashes that do occur. Examples include physically separating people traveling at different speeds, providing dedicated times for different users to move through a space, and alerting users to hazards and other road users.



### Post-Crash Care

When a person is injured in a collision, they rely on emergency first responders to quickly locate them, stabilize their injury, and transport them to medical facilities. Post-crash care also includes forensic analysis at the crash site, traffic incident management, and other activities.

## THE SAFE SYSTEM APPROACH VS. TRADITIONAL ROAD SAFETY PRACTICES

### Traditional

- Prevent crashes →
- Improve human behavior →
- Control speeding →
- Individuals are responsible →
- React based on crash history →

### Safe System

- Prevent deaths and serious injuries
- Design for human mistakes/limitations
- Reduce system kinetic energy
- Share responsibility
- Proactively identify and address risks

Whereas traditional road safety strives to modify human behavior and prevent all crashes, the Safe System approach also refocuses transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.

WHERE ARE  
**YOU** ON THE  
SAFE SYSTEM  
JOURNEY?

Implementing the Safe System approach is our shared responsibility, and we all have a role. It requires shifting how we think about transportation safety and how we prioritize our transportation investments. Consider applying a Safe System lens to upcoming projects and plans in your community: put safety at the forefront and design to accommodate human mistakes and injury tolerances. Visit [safety.fhwa.dot.gov/zerodeaths](https://safety.fhwa.dot.gov/zerodeaths) to learn more.



# S | S Safe Streets and Roads for All 4 | A (SS4A) Program Facts



The U.S. Department of Transportation (USDOT) **Safe Streets and Roads for All (SS4A)** program provides grants to local, regional, and Tribal communities for implementation, planning, and demonstration activities as part of a systematic approach to prevent deaths and serious injuries on the nation's roadways.

This roadway safety program was created by the **Biden-Harris Administration's Bipartisan Infrastructure Law**. It provides \$5 billion over 5 years to fund community-led projects that address the preventable crisis of deaths on our nation's roads, streets, and highways through safer people, roads, and vehicles; appropriate vehicle speeds; and improved post-crash care.

The SS4A program funds two types of grants:

- **Planning and Demonstration Grants** for Comprehensive Safety Action Plans, including supplemental safety planning and demonstration activities to inform an Action Plan. These can help build a pipeline of projects for future funding.
- **Implementation Grants** to implement strategies or projects identified in an existing Action Plan.

**SS4A is exclusively designed to help local communities.** DOT offers extensive technical assistance to potential applicants, especially first-time federal funding applicants.

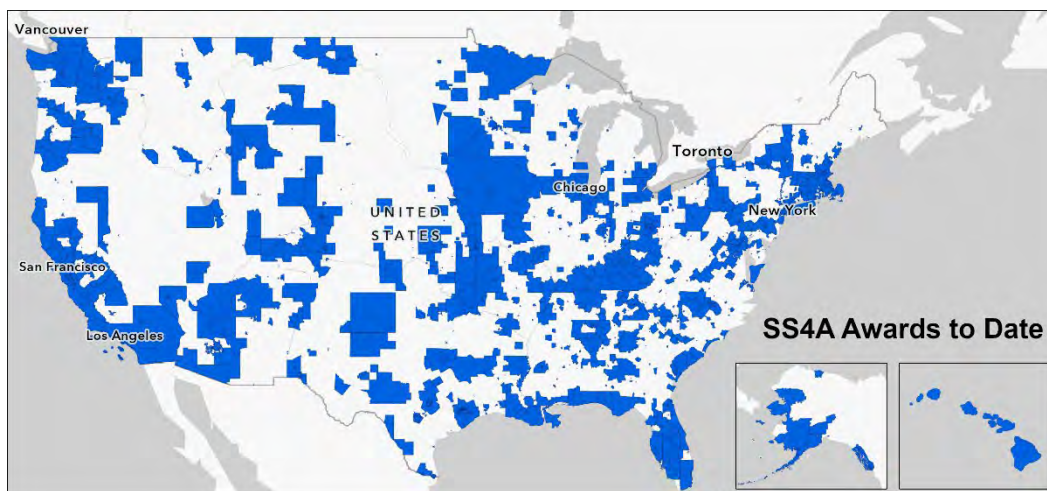
For more information, use the QR code above or visit the [SS4A website](#).

## SS4A grants are already making an impact nationwide

- In the first three years of funding, USDOT awarded **\$2.9 billion** to over **1,600 communities** across **all 50 states and Puerto Rico**.
- SS4A funds to improve roadway safety planning have been awarded to communities that comprise about **77% of the nation's population**.
- Awarded funds go to localities that make up **70% of all roadway fatalities**.
- Projects and activities will significantly **improve safety for all people using the road** in those communities, including drivers, passengers, pedestrians, bicyclists, people using transit, and people with disabilities.

Awards reach communities of all different sizes and safety needs:

- **Rural communities** comprise around half of all grant award recipients to date.
- 816 communities (44% of award recipients) have **populations under 50,000**.
- **64 Tribal communities** were awarded SS4A funding.
- About 50% of award recipients are **new direct Federal funding recipients to USDOT**.
- Around 60% of funds will **benefit underserved communities**, providing equitable investment to places that need funding the most.



TPO Board Meeting  
January 8, 2025

**4. Presentation and Discussion Items**  
**A. Presentation and Discussion of the Transportation  
Disadvantaged Program**





# An Overview of the Transportation Disadvantaged Program



January 8, 2025





Transportation  
Disadvantaged

# Who Do We Serve?

## Transportation Disadvantaged Riders

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children





Transportation  
Disadvantaged

## They Could Need A Ride To...



- Medical Services
- Work or Job Training
- School
- Grocery Store



# *TD Program Foundation*

In 1979, Legislature created the program to be “fully responsive to the needs” of this population.

Legislature created CTD and TD Trust Fund in 1989.

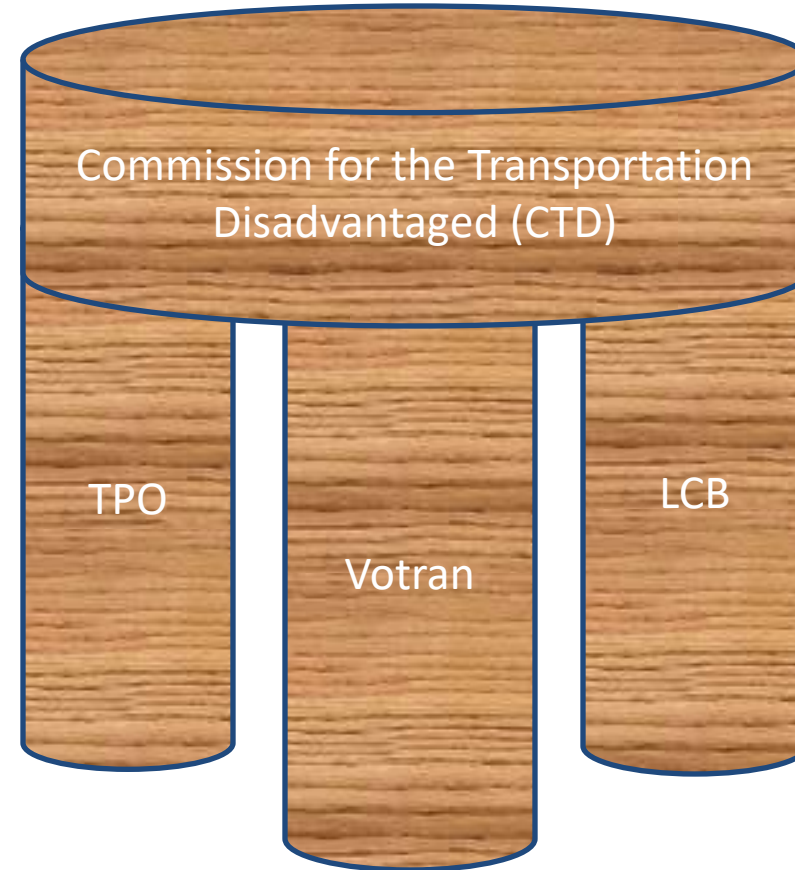
The purpose was to “coordinate” transportation services in each county in Florida.

Implemented by three primary entities at local level:

- Community Transportation Coordinator (CTC/Votran) – Oversees the delivery of TD services in designated county or multi-county area.
- Planning Agency (TPO) – Coordinates planning activities for local TD program.
- Local Coordinating Board (LCB) – Represents stakeholders and advises on the delivery of TD services.

CTD also works with state/local partners or “purchasing agencies” to coordinate funding for these services.

## The “Three-Legged Stool” of Coordination



# Governing Documents



Chapter 427, Florida Statutes –  
Legislative Authority

Rule Chapter 41-2, Florida  
Administrative Code –  
Implementing Regulations



# What is “Coordinated Transportation”?

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“Coordination” is the arrangement of transportation “in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services” (s. 427.011, F.S.).

For example, an individual may have access to medical transportation through Medicaid but requires another funding source to access employment.

Paratransit (demand-response) trips that are not “sponsored” by any other agency or provided as an extension of the fixed-route system may be purchased under the TD Trust Fund.

If TD riders are physically able to access the fixed-route system, TD funds may be used to purchase bus passes (more cost-effective than paratransit services).



# CTD Responsibilities

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Independent state government agency, administratively housed within the Florida Department of Transportation (FDOT).

Consists of eleven board members, appointed by the Governor, including two county administrators and advisors representing state agencies, including FDOT.

Administers the Transportation Disadvantaged Trust Fund and distributes funding through its grant programs.

Develops rules and policies governing the Coordinated System.

Approves and contracts with CTCs to support the delivery of TD services.

Designates the planning agency to implement program at local level, including staffing the Local Coordinating Boards.

Submits an annual performance report to the Governor and Legislature.

Florida Commission for the



**Transportation  
Disadvantaged**

# Transportation Disadvantaged Trust Fund Revenues FY23-24

## \$61,693,461



- HSMV - Registration, Parking, Donations
- SB 1998 - State Transportation Trust
- FDOT Trust Fund - Capital Equipment
- FDOT Public Block Grant (15%)
- FDOT Trust Fund
- Interest

# CTD Grant Programs

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Trip & Equipment Grant – Annually allocates funding to 67 counties for CTCs to purchase trips, bus passes, and capital equipment.

- Legislature appropriated \$53 million for State Fiscal Year (FY) 2023-24

Planning Grant – Annually allocates approximately \$1.8 million to support planning activities for local TD programs.

“Shirley Conroy” Rural Area Capital Assistance Grant – Competitive funding for CTCs to purchase capital equipment for TD services.

- FDOT transfers \$1.4 million each year for CTD to award funding.

Innovative Service Development Grant – Competitive funding for CTCs to test new services that increase access for TD riders, enhance cross-county mobility, or reduce barriers to fixed-route system.

- CTD awarded \$4.9 million for 12 projects for FY 2023-24



# Planning Agency Responsibilities

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May be a TPO, regional planning council, or other local organization performing planning activities for a service area.

Assists the CTC and LCB to implement local TD program.

Staffs and appoints members to the LCB.

Facilitates the procurement of the CTC and recommends approval by the CTD.

Works with CTC and LCB in developing the TD Service Plan.

Reviews the CTC's Annual Operating Report and submits to the LCB each year.



# LCB Responsibilities

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Represents local stakeholders of the TD program, including:

Local elected officials (LCB Chair)

Purchasing agencies (FDOT, Agency for Persons with Disabilities, etc.)

Transportation provider organizations

Rider advocates

Assists in establishing eligibility guidelines and trip priorities.

Assists CTC and TPO staff with developing the TD Service Plan.

Evaluates the performance of the CTC.

Appoints grievance and quality assurance committees.



# CTC Responsibilities

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May be a transit agency, non-profit organization, for-profit company, or local governmental entity.

Provides and/or contracts with transportation companies to deliver trips to TD customers in county or multi-county area.

Determines rider eligibility based on state and local guidelines.

Invoices agencies for trips “purchased” for TD customers.

Assists LCB in developing the TD Service Plan.

Submits performance data to the CTD, compiled within the Annual Operating Report (AOR).



# Partnering Agencies

State agencies that serve as advisors to the CTD and voting members to the LCB, including:

- FDOT
- Agency for Persons with Disabilities (APD)
- Agency for Health Care Administration (Medicaid)
- Department of Elder Affairs (DOEA)

Purchase trips or support the transportation operations that serve segments of the TD population.

Assist communities in designing transportation systems that meet the needs of TD customers.

Ensure their rules, procedures and guidelines are supportive of the TD population.





Data on  
TD  
Program

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# Coordinated Transportation Services in FY22-23 (AOR)

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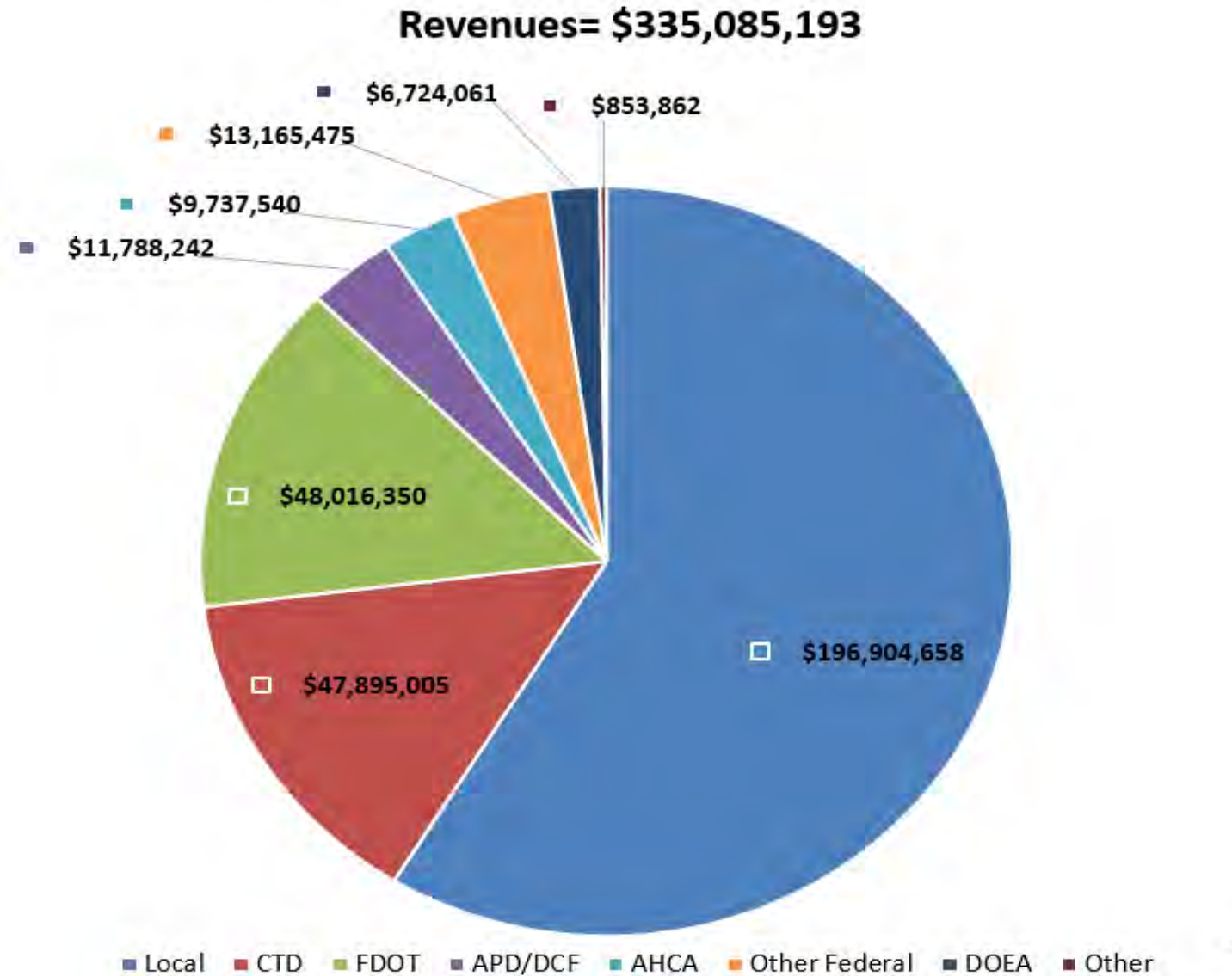
**Ridership** – Approximately 11.6 million trips were provided to nearly 193,000 riders within the TD population.

**Trips by Purpose** – 4 million (35%) of all reported trips supported life-sustaining activities and 2.5 million (22%) trips supported medical activities.

**Trips by Service Type** – 6.6 million (57%) of all reported trips were delivered by the fixed-route system and the remaining 5 million (43%) were paratransit trips.

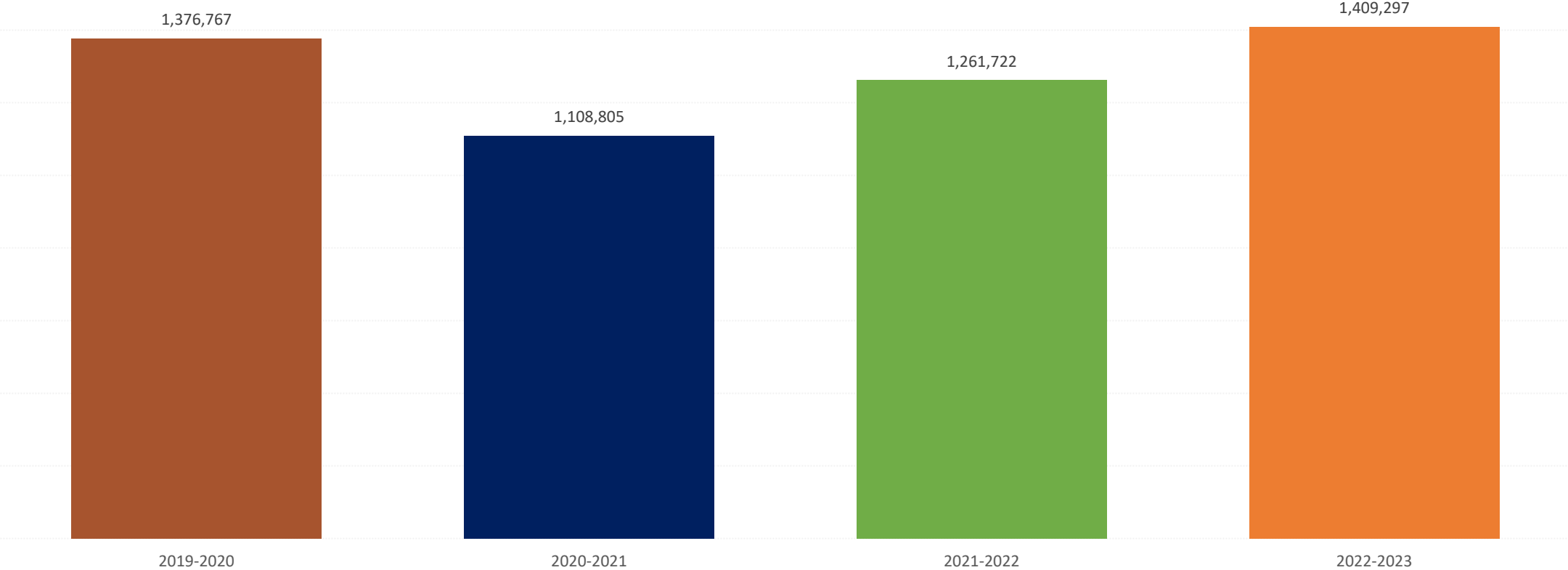
- 203,814 of reported trips were delivered by Taxicab or Transportation Network Companies (TNCs), such as Uber and Lyft.

# Coordinated System Reported Revenues FY22-23



# Statewide TD “Non-Sponsored” Paratransit Trips

Total Passenger Trips by Fiscal Year



# Before and After COVID-19 Pandemic

Passenger Trips by Month: 2019-2020 vs 2022-2023



CHECK THE BOX

# It Takes So Little To Help So Much!

You can easily help provide transportation  
for children at risk, seniors, disabled and  
low-income residents in **YOUR** community!

*"I rely on this service to transport me to and from work on a daily basis—I wouldn't be employed without it."*  
—James C.  
Palm Beach County, FL

*"I have been in a nursing home for three years and this is my only means of transportation."*  
—Michael E.  
Baker County, FL

*"Going to the doctor's office, grocery shopping, church and other activities makes my quality of life worth living."*  
—Bobbi V.  
Palm Beach County, FL

*"It is critical that I have this transportation assistance to my dialysis three times a week."*  
—Leroy M.  
Nassau County, FL

*"We don't drive. We would not be able to get anywhere."*  
—Loretta B.  
Flagler County, FL

**CHECK THE BOX** and donate \$1 or MORE to the Transportation Disadvantaged Voluntary Trust Fund when you register or renew the tag on your car, truck or boat.

**100% of All  
Donations Go To  
Assist People In  
YOUR Community.**

For additional information please contact:  
Florida Commission for the  
Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, Florida 32399-0450  
1-800-983-2435  
[www.dot.state.fl.us/cto](http://www.dot.state.fl.us/cto)

## How You Can Serve Our Customers

- Be a voice for riders and your community on the LCB.
- Donate a dollar or more to the TD Trust Fund when renewing your auto tags.
- Inform elected officials and other local leaders about the importance of the TD program.
- Work with CTC and other partners to identify areas of need in the community.

TPO Board Meeting  
January 8, 2025

**4. Presentation and Discussion Items**  
**B. Presentation and Discussion of Florida Sunshine  
Law Refresher**





# Florida Sunshine Law

Presentation to the TDLCB  
January 8, 2025



# Four Basic Requirements

- 1 Meetings of boards or commissions must be open to the public
- 2 Reasonable notice of such meetings must be given
- 3 Meeting minutes must be taken
- 4 Venue must be accessible



# SUNSHINE LAW PURPOSE

The purpose of the Sunshine Law is to ensure that decisions by public bodies are made in an open forum accessible to members of the public.

*Myers v. News-Press Publishing Company, Inc.*, 514 So.2d 408 (Fla. 2nd DCA 1987).

“Decisions” are official actions which may include, but are not limited to:

- \* Recommendations
- \* Discussions
- \* Deliberations

# Florida Sunshine Law

## **PUBLIC MEETINGS:**

(F.S. 286.011)

“All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation...at which official acts are to be taken.”



# Florida Sunshine Law

## WHAT IS A MEETING:

1. Any gathering, formal or informal, of two or more members of the same body to discuss some matter on which it is foreseeable that action will be taken by the body at some future point
2. Discussions and deliberations, as well as formal action taken by a body (Interactive communication)
3. No requirement that a quorum be present

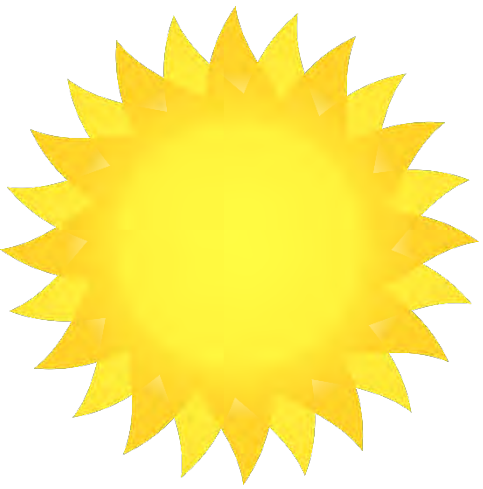




# Volusia-Flagler TPO Board and Advisory Committees

**Advisory Boards (committees)** created pursuant to law or ordinance or otherwise established by public agencies **are subject to the Sunshine Law**

This applies equally to elected or appointed boards or commissions



# Florida Sunshine Law

- ▶ Discussions between two or more members about topics that might come up for action must take place in a **public meeting setting**
  - ✓ No discussions about potential action items in person, by phone, by email, by text messages, on social media, or by any other means of communication
- ▶ DO NOT USE “REPLY ALL”
- ▶ Must declare conflicts of interest

# Florida Sunshine Law

While an individual board member is not prohibited from discussing board business with staff or a non-board member, these individuals may not be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.



# Florida Sunshine Law

## Penalties

Any member of a board, commission, committee, or agency who **knowingly violates** the Sunshine Law is guilty of a misdemeanor of the second degree:

- ✓ Persons convicted of this may be sentenced to jail for up to 60 days and/or fined up to \$500
- ✓ An **unintentional violation** in a non-criminal infraction punishable by a fine of not more than \$500



# Questions?

**Pamela Blankenship**  
TPO Community Outreach  
Coordinator/Title VI Coordinator  
[Pblankenship@r2ctpo.org](mailto:Pblankenship@r2ctpo.org)  
386.226.0422 ext. 20416



**TPO Board Meeting  
January 8, 2025**

**5. Staff Comments**

**A. TDLCB Annual Public Hearing (TODAY at 11:00 a.m.)**

**B. TD Legislative Awareness Day (Week of March 10, 2025)**



**TDLCB Meeting  
January 8, 2025**

## **6. TDLCB Member Comments**



**TPO Board Meeting  
January 8, 2025**

**7. Information Items**

- A. TDLCB Attendance Record**
- B. TDLCB Interest Form**
- C. TDLCB Meeting Summary – October 30, 2024**
- D. TDLCB Membership List**
- E. TPO Board Meeting Summary**
- F. 2025 TPO Meeting Schedule**
- G. TPO Outreach & Activities**
- H. TPO Planning Grant Quarterly Progress Report**
- I. Upcoming Events**



**Planning Grant Agreement Tasks  
Quarterly Progress Report**



<b>Planning Agency</b>	Volusia-Flagler TPO	<b>County</b>	Volusia
		<b>Invoice #</b>	G3045 Q2
<b>Reporting Period</b>	10/01/2024 - 12/31/2024	<b>Grant #</b>	G3045

I	<b>PROGRAM MANAGEMENT</b>	<b>PROGRESS</b>
A.	When necessary and in cooperation with the LCB, <b>solicit and recommend a CTC</b> . The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)	No activity for the specified reporting period.
B.	Develop and maintain a process for the <b>appointment and reappointment of voting and non-voting members</b> to the local coordinating board. (41-2.012, FAC)	Appointment and reappointment of voting and non-voting members is conducted under the established Bylaws of the TDLCB.
C.	Prepare <b>agendas</b> for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Agenda preparation and dissemination for the TDLCB meetings is consistent with Local Coordinating Board and Planning Agency Operating Guidelines.
D.	Prepare official <b>minutes</b> of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Official minutes are prepared and records of all meetings are maintained for no less than five years in accordance with established Bylaws of the TDLCB. Minutes of the October 30, 2024 TDLCB Meeting are attached.
E.	Provide at least one <b>public workshop</b> annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity for the specified reporting period.
F.	Provide staff support for <b>committees</b> of the local coordinating board. (Task 3)	Staff support is provided for both the Quality Assurance and Grievance Committees.
G.	Develop and update annually <b>by-laws</b> for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Bylaws were reviewed and approved by the TDLCB at their July 10, 2024 meeting.
H.	Develop, annually update, and implement local coordinating board <b>grievance procedures</b> in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	No activity for the specified reporting period.
I.	Provide the Commission with a current <b>membership roster and mailing list</b> of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	The current TDLCB membership roster and mailing list are attached.

J.	Provide <b>public notice</b> of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice of the October 30, 2024 TDLCB Meeting is attached.
K.	Review and comment on the <b>Annual Operating Report</b> for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	The FY 2023/24 Annual Operating Report was reviewed and approved by the TDLCB at their October 30, 2024 meeting.
L.	Report the <b>actual expenditures</b> (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	No activity for the specified reporting period.

II.	SERVICE DEVELOPMENT	PROGRESS
A.	Jointly, with the community transportation coordinator and the local coordinating board, develop the <b>Transportation Disadvantaged Service Plan (TDSP)</b> following CTD guidelines. (Task 1)	No activity for the specified reporting period.
B.	Encourage integration of “transportation disadvantaged” issues into <b>local and regional comprehensive plans</b> . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	The TDLCB actively seeks opportunities to integrate "transportation disadvantaged" issues into local and regional comprehensive plans.
C.	Encourage the local community transportation coordinator to work cooperatively with <b>regional workforce boards</b> established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	The local workforce development board (d.b.a. – CareerSource Flagler Volusia) has both a member and alternate assigned to the TDLCB. Clients of CareerSource are educated on the services provided by Votran.

III.	TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A.	Provide the LCB with <b>quarterly reports</b> of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	The FY 2024/25 first quarterly report was provided to the TDLCB at their October 30, 2024 meeting.
B.	Attend at least one <b>Commission-sponsored training</b> , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 10)	No activity for the specified reporting period.
C.	Attend at least one <b>CTD meeting</b> each year within budget/staff/schedule availability.	Volusia-Flagler TPO staff attended the CTD Business Meeting via Microsoft TEAMS on December 11, 2024.
D.	Notify CTD staff of local <b>TD concerns</b> that may require special investigations.	No activity for the specified reporting period.
E.	Provide <b>training</b> for newly-appointed LCB members. (Task 3)	No activity for the specified reporting period.
F.	Provide <b>assistance</b> to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity for the specified reporting period.
G.	To the extent feasible, collect and review <b>proposed funding applications</b> involving “TD” funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity for the specified reporting period.
H.	Ensure the local coordinating board conducts, as a minimum, an <b>annual evaluation</b> of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission’s <i>Evaluation Workbook for Community Transportation</i>	No activity for the specified reporting period.

	<i>Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	
I.	Assist the CTD in <b>joint reviews</b> of the CTC.	No activity for the specified reporting period.
J.	Ensure the LCB annually reviews <b>coordination contracts</b> to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	No activity for the specified reporting period.
K.	Implement recommendations identified in the CTD's <b>QAPE</b> reviews.	No activity for the specified reporting period.

**Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:**

none

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

\_\_\_\_\_  
Representative

01/08/2025

Date

DRAFT

TDLCB Meeting  
January 8, 2025

## 8. Adjournment

**The next TDLCB meeting will be on April 9, 2025**

**THE VOLUSIA COUNTY TRANSPORTATION  
DISADVANTAGED PROGRAM'S ANNUAL  
PUBLIC HEARING WILL BEGIN AT 11:00 A.M.**





# **Transportation Disadvantaged**

## **Public Hearing**

**January 8, 2025**

**11:00 am**