

**DATE:** Wednesday, November 10, 2021

**Time:** 10:00 a.m.

**LOCATION:** **Sarasota/Manatee MPO**  
8100 15<sup>th</sup> Street East  
Sarasota, Florida 34243



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Commissioner Carol Whitmore, Chair, Manatee County

### **MANATEE LCB MEETING MINUTES**

Chair Carol Whitmore called the meeting to order at 10:00 a.m. Chair Whitmore explained the meeting was being recorded and will be available with other materials on the MPO's website at [www.mympo.org](http://www.mympo.org).

Mr. Slade Downs, Staff, noted a quorum was present.

#### **Members Present**

Kim Gonzalez, CareerSource Suncoast  
Brett Gottschalk, Agency for Persons with Disabilities  
Emily Hughart, Medicaid  
Kristina Melling, Dept. of Elder Affairs

#### **Community Transportation Coordinator (CTC)**

Jim Van Pelt, MCAT  
Jonathan Roberson, MCAT  
Katie Sheffer, MCAT  
Benita Zarr, MCAT

#### **MPO Staff Present**

Slade Downs  
Nanette Eubanks  
Rachel McClain

#### **Virtual Participation**

Lee Washington, Veterans Affairs  
David Hutchinson, MPO

#### **Others Present**

Sarah Goolsby, Tindale Oliver

#### **Public Comment**

No one from the public wished to speak.

Mr. Slade Downs, MPO, announced MPO Multi Modal Planner, Ms. Corinne Tucker, is now a Transportation Planner with the City of Sarasota. Chair Carol Whitmore entertained a motion for Staff to draft a "Thank You" letter to Ms. Tucker on behalf of the Manatee LCB. Ms. Kim Clayback made a motion for Staff to draft a thank you letter. Mr. Brett Gottschalk second the motion. Motion carried unanimously.

Chair Carol Whitmore noted Ms. Maurice Sardo recently had a stroke and directed Staff to reach out to Ms. Sardo to ask if wishes to continue to serve on the Manatee LCB.

#### **Action Items**

- a. Approval of Minutes for September 1, 2021 Manatee LCB Meeting and October 11, 2021 Executive Committee  
Mr. Brett Gottschalk made a motion to approve the minutes for the LCB Meeting and Executive Committee. Ms. Emily Hughart second the motion. Motion carried unanimously.
- b. Approval of the New 5 Year Transportation Disadvantaged Service Plan (TDSP)  
Mr. Jonathan Roberson, MCAT, and Ms. Sarah Goolsby, Tindale Oliver, presented an overview of the Final Draft of the New 5 Year Transportation Disadvantaged Service Plan (TDSP) 2022-2026:

- The TDSP is developed by the Community Transportation Coordinator (CTC) and the Planning Agency under the guidance and approval of the Local Coordinating Board.
- The TDSP is an annually updated tactical plan with components of development, service, and quality assurance.
- Developed every 5 years with annual updates in between.
- Through the Local Coordinating Board's involvement in the review and approval of the TDSP, the Local Coordinating Board guides and supports the Coordinator in implementing coordination efforts and locally developed service standards that are consistent with the needs and resources of the community.

Chair Carol Whitmore noted approval of the New 5 Year Transportation Disadvantaged Service Plan (TDSP) required a roll call vote.

Ms. Dale Hanson made a motion to approve the New 5 Year Transportation Disadvantaged Service Plan (TDSP). Ms. Emily Hughart second the motion.

**Roll Call Vote:**

Chair Commissioner Carol Whitmore	Yes
Kim Gonzalez	Yes
Brett Gottschalk	Yes
Dale Hanson	Yes
Emily Hughart	Yes
Kristina Melling	Yes

Motion carried unanimously.

c. Approval of the Annual Operating Report (AOR)

Ms. Benita Zarr, MCAT, presented the Annual Operating Report (AOR):

- The AOR Performance Report provides an overview of the program and a summary of performance trends statewide.
- All the information reported is collected and compiled from each county systems annual operating report for state fiscal year starting in July and ending in June.
- The annual operating information is collected and reported in the CTD Data Collection System (DCS).
- The AOR report is completed on January 1st each year and delivered to the Governor, Legislature and Commission.
- The annual operating information is collected and reported in the CTD Data Collection System (DCS).

Mr. Brett Gottschalk made a motion to approve the minutes for the AOR. Ms. Emily Hughart second the motion. Motion carried unanimously.

d. Election of 2022 Vice Chair

Chair Carol Whitmore opened the floor for nominations.

Ms. Kim Gonzalez moved to nominate Mr. Brett Gottschalk for 2022 Vice Chair. Mr. Gottschalk accepted the nomination. Ms. Dale Hanson second the nomination.

Hearing no further nominations, Chair Carol Whitmore closed the floor. Motion carried unanimously.

**Reports and Presentations**

a. Community Transportation Coordinator's (CTC) Report

Ms. Benita Zarr, MCAT, Mr. Jonathan Roberson, MCAT, Mr. Jim Van Pelt, and Ms. Katie Sheffer, provided updates on the quarterly activities for MCAT for July-September 2021.

b. FDOT Report

Ms. Dale Hanson, FDOT, reported on the following:

- FTA Section 5310, 5311, and 5339 applications - Notification of Grant Awards for 5310 and 5339 have been sent to all agencies.
- Public Transportation Grant Agreements will be sent to Agencies between October and March.

- FTA Section 5310, 5311, and 5339 applications - Grant applications for this cycle are due Friday, December 17, 2021.

Due to a previous commitment, Chair Carol Whitmore turned the meeting over to Vice Chair Brett Gottschalk.

c. MPO Staff Report

Mr. Slade Downs, MPO, reported on the following:

- Attended the Joint Florida Public Transportation Association (FPTA)/Commission for Transportation Disadvantaged (CTD) Annual Conference and Expo that was held in Daytona Beach, where the MCAT team received two awards:
  1. Every year the (CTD) honors an Operator who has performed in an outstanding manner and has shown care and concern for the TD passenger(s). On October 27, 2021, the CTD selected MCAT's Ms. Janine McDonald as the "2021 CTD Operator of the Year!"
  2. Every year the Florida Commission for the Transportation Disadvantaged (CTD) honors a Dispatcher/Scheduler who has performed in an outstanding manner and has shown care and concern for the TD passenger(s). On October 27, 2021, the CTD selected MCAT's Ms. Farrah Goff as the "2021 CTD Operator of the Year!"

**Adjournment**

Having no further business, Vice Chair Brett Gottschalk adjourned the Manatee LCB meeting at 11:23 a.m.