



## Polk Transportation Disadvantaged Local Coordinating Board (TD LCB)

### *Final LCB Quarterly Meeting Minutes*

Date: Monday, December 15, 2025

Time: 1:30 p.m.

Location: Polk County Administration Building Commission Board Room  
 330 West Church Street  
 Bartow, FL 33830

<b>Members Present:</b>	<b>Representing:</b>
Vice Mayor Jeremy Clark, Chair	Polk TPO
Dale Hanson	FDOT
Kevin Gilds	Florida Dept. of Elder Affairs
Mayor Nat Birdsong	Mass Transit (Polk Transit Authority)
Maia Watson	FL Agency for Health Care Admin (AHCA)
Jeannette Estes	Person with Disabilities
Joy Johnson (Zoom)	Local Medical Community
Joe Lesniewics (Zoom)	Veterans Services
Tonya Akwetey (Zoom)	Local Representative for Children at Risk

<b>Others Present:</b>	<b>Representing:</b>
Marcia Roberson	Citrus Connection
Kelly Suazo	Citrus Connection
Candis Deking	TLC Comfort Care
Cindy Mitchell	Polk TPO
Ryan Kordek	Polk TPO Executive Director

## **TD LCB Meeting**

### **1. Call to Order**

The meeting was brought to order at 1:30 p.m. by Chairman, Vice Mayor Jeremy Clark.

### **2. Confirmation of Quorum**

Roll Call was taken by KC Rivera, and a quorum was confirmed.

### **3. Opportunity for Public Comment**

Chairman Clark opened the Floor to public comments. There were no public comments. The Floor was closed for public comments.

### **4. Approval of Meeting Minutes –September 15, 2025.**

Motion to approve TD LCB Annual Public Workshop and TD LCB meeting draft minutes.

**Motion:** Motioned by Mayor Nat Birdsong and seconded by Dale Hanson. Motion was approved unanimously.

### **5. Agenda Review**

Cindy Mitchell, Polk TPO Staff, provided the agenda review.

## **CTC Report**

### **6. CTC Report on Operating Data and Performance Measures – September 2025**

Kelly Suazo, Citrus Connection, presented an overview of the operating data and performance measures for July, August, and September in the CTC Report.

A long discussion occurred between the board, Kelly Suazo, and Marcia Roberson.

## **Action Items**

### **7. Redesignation of the CTC for Polk County**

Cindy Mitchell, TPO Staff, presented the process of designating the CTC for Polk County. Ms. Mitchell asked the board to approve the designation to remain with the LAMTD. This item will then be forwarded to the Polk County TPO Board for final approval and endorsement of Resolution 2026-01 along with the MOA for the next term of July 01, 2026 through June 30, 2030.

**Motion:** Motioned by Mayor Nat Birdsong and seconded by Jeannette Estes. Motion was approved unanimously.

### **8. Training: Performance Measure Reporting – The CTC Report**

Cindy Mitchell, TPO staff, provided training on the performance measures, including an overview of the CTC report and a breakdown of each reporting requirement.

Dale Hanson expressed her gratitude and affirmed Citrus Connection was doing a great job with the reduction of road calls.

### **9. Review and Approve of the CTCs Annual Operating Report (AOR) covering FY 2024-25**

Kelly Suazo, Citrus Connection, provided a summary of the Annual Operating Report (AOR).

**Motion:** Motioned by Mayor Nat Birdsong and seconded by Jeannette Estes. Motion was approved unanimously.

**10. Review of Federal Transit Administration (FTA) grant application(s) received from the CTC and from Coordination Contractors, if available, for the 26-27 cycle**

Cindy Mitchell, TPO staff, introduced Candance Ducking from TLC Comfort Care, the recipient of an FTA grant. Ms. Ducking provided an overview of her company.

Dale Hanson stated she is unable to vote.

Jeanette Estes asked if it was a 5311 grant.  
Ms. Mitchell confirmed it was a 5311 grant.

The board consented unanimously.

**11.(A) Discuss Annual Schedule of Polk TD Program**

**(B) Review and Approve of the proposed Polk TD-LCB Meeting Schedule for 2026**

Cindy Mitchell, TPO staff, presented the 2026 meeting calendar.

**Motion:** Motioned by Mayor Nat Birdsong and seconded by Jeannette Estes. Motion was approved unanimously.

Marcia Roberson asked if the September 14<sup>th</sup> date can be changed to September 21<sup>st</sup>.

Mayor Nat Birdsong advised coordinating with TPO staff before finalizing the dates.

Motion of meeting dates carries.

**(C) Appoint subcommittee members to assist with Annual Evaluation of CTC (Jan-March 2026) and TDSP (March-May 2026). Subcommittee members will review the Draft document and provide comments back to TPO staff**

Cindy Mitchell, TPO staff, presents and asks for a subcommittee to assist with Annual Evaluation of CTC (Jan-March 2026) and TDSP (March-May 2026).

Annual Evaluation of CTC Committee

1. Jeanette Estes
2. Tonya Akwetey
3. Jeremy Clark

TDSP Committee

1. Maia Watson
2. Kevin Gilds
3. Tonya Akwetey

**Motion:** Motioned by Mayor Nat Birdsong and seconded by Dale Hanson. Motion was approved unanimously.

**Information Items, Communications and Reports**

**12. TPO Distribution Items and Comments**

None

**13. CTC's Comments**

None

**14. Board Members Comments and Announcements**

Dale Hanson reported that during the last federal fiscal year, Citrus Connection was awarded funding through the 5311 program and is in process. She noted that there were 37 applications submitted for the annual grants, and that TLC Comfort Care Industries received funding through the 5310 program for both capital and operating expenses. She added that Citrus Connection also received capital and operating funding through the 5311 off-cycle application process. Ms. Hanson announced that a TDP Workshop will be held on January 21 in Bartow to provide guidance on preparing and reviewing Transit Development

Plans, and that registration is open. Lastly, she stated that Peace River Center has completed its triennial review and that Polk Training Center will no longer have FDOT assets.

Jeanette Estes states in August the Governor appointed a new leader, Director Bob Askolos, and is offering pre-enrollment has opened for services in seven areas.

Tonya Akwetey asked for the next steps for Polk Vision Action Plan.

Ryan Kordek stated that the Safe Streets for All Action Plan is a two-year process and that, in the coming year, additional corridor-focused meetings will be held.

### **15. Next meeting date – March 16, 2026**

### **16. Adjournment**

With no further business the meeting, Chair Clark adjourned at 2:31pm

**Motion:** Motioned by Mayor Nat Birdsong and seconded by Jeannette Estes.

Respectfully transcribed by KC Rivera, TPO Office Manager IV.

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.