



Polk Transportation Disadvantaged Local Coordinating Board (TD LCB)

Draft LCB Quarterly Meeting Minutes

Date: Monday, March 17, 2025

Time: Immediately Following the LCB's Annual Public Workshop which started at 1:30 p.m.

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

Members Present:	Representing:
Vice Mayor Jeremy Clark, Chair	Polk TPO
Stacy Campbell-Domineck, Vice Chair	Regional Workforce Development
Dale Hanson	Florida Department of Transportation, FDOT
Kevin Gilds	Florida Dept. of Elder Affairs
Mayor Nat Birdsong	Mass Transit (Polk Transit Authority)
Sheryl Brown	Representing people with Disabilities
Riley Larsen	Florida Agency for Health Care Administration (AHCA)
Connie Miller	Agency for Person with Disabilities (APD)
Joy Johnson	Local Medical Community
Amy Beascoechea (Zoom)	A local representative for Children at Risk
Diane Durr (Zoom)	Representing Economically Disadvantaged people
Jacqueline Craft (Zoom)	Department of Children and Families (DCF)
Brenda Grella (Zoom)	Citizen Advocate

Others Present:	Representing:
Marcia Roberson	Citrus Connection
Ana Ervin	Citrus Connection
Kelly Suazo	Citrus Connection
Delisia Drayton	Citrus Connection (Zoom)
Tracy Kiley	Citrus Connection (Zoom)

Nicole McCleary	Citrus Connection (Zoom)
Julia Davis	Polk TPO
Angela Kaufman	Polk TPO
Cindy Mitchell	Polk TPO
KC Rivera	Polk TPO
Isia Chavez	Polk TPO
Marcia Andersen	Polk County (Zoom)

TD LCB Meeting

1. Call to Order

The meeting was brought to order at 1:49 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 – December 16, 2024

Motion to approve TD LCB meeting draft minutes.

Motion: Motioned by Sheryl Brown and seconded by Stacy Cambell Domineck. Motion was approved unanimously

5. Agenda Review

Julia Davis, Polk TPO Staff, provided the agenda review.

Action Item

6. Amend page 80 of the June 2024 Polk Transportation Disadvantaged Service Plan (TSDP) by adding the CTC's new procedures on reporting

adverse incidents

Ana Ervin, Citrus Connection, presented the Standard Operating Procedures (SOP) for the CTD's new policy on reporting adverse incidents. She asked that this information be amended into the TDSP on page 80.

-Stacy Campbell Domineck asked we are putting in writing what has been implemented. Ana Ervin confirmed.

Motion: Motioned by Vice Chair Stacy Campbell Domineck and seconded by Sheryl Brown to amend the TDSP by adding this new procedure. Motion was approved unanimously.

7. Review/Approve Proposed Change to Performance Measure "Average Cost per Paratransit Trip" in Table 27, page 117 of the June 2024 Polk Transportation Disadvantaged Service Plan (TDSP)

Julia Davis, Polk TPO Staff, explained from previous years data the performance measure cost must be updated from \$35 to \$50 per paratransit trips.

-Sheryl Brown asked how other counties pay \$5. Julia explained that \$5.00 is what the passenger pays, when they get on the vehicle. (That is also called the 'co-payment.') The change from \$35.00 to \$50.00 is "cost per trip," for internal record-keeping purposes. Sheryl asked what the client will pay. Julia answered it would depend on the client's agreed upon Co-Pay.

Motion: Motioned by Sheryl Brown and seconded by Vice Chair Stacy Campbell Domineck to amend the TDSP with the new performance measure. Motion was approved unanimously.

CTC Quarterly Report

8. CTC Quarterly Report

Kelly Suazo, Citrus Connection, provided the CTC Report on Operating Data and Performance Measures for March 2025.

-Vice Chair Stacy Campbell Domineck asked how do you receive complaints and complements. Kelly explained that clients call with all comments.

-Dale Hansen asked if the number of accidents were all from Citrus Connection or just Paratransit. Kelly confirmed these were from Citrus Connection.

-Chair Vice Mayor Jeremy Clark asked why are there twenty complaints in this quarter compared to previous quarters. Marcia Roberson explained this quarter we hired an employee for collecting the complaints compared to the previous quarters.

-Vice Chair Stacy Campbell Domineck asked is communication only via phone or in person. Marcia Roberson answered we also have employees on the buses with tablets for surveys and on the streets.

Information Items, Communication and Reports

9. TPO Announcements & Distribution Items

Julia Davis Polk TPO Staff answered Mayors Birdsong's previous question – who makes up the TD Commission. Julia listed the members' names and informed the board she would send the information to the LCB..

Then she listed the informative items in the agenda packet, and introduced Cindy Mitchell new Senior Planner for TPO.

Marcia Roberson from Citrus Connection informed the LCB that the Bartow office will be moving to the new location -- 1120 George Jenkins Blvd Lakeland, FL 33815. With no confirmed moving date.

10. Board Member Comments and Announcements

-Dale Hanson from FDOT informed the LCB that FDOT is still reviewing (Federal Transit Administration) grant applications, she announced the upcoming training for professional development workshop in Tampa in June, and mentioned that the Department had contacted compliance reviews for some agencies in District One.

11. Next meeting date – June 16, 2025

Julia mentioned what is to be on the agenda for the next meeting, June 16, 2025. She observed that June is the “big meeting,” and encouraged everyone to attend.

12. Adjournment

With no further business the meeting, Chair Clark adjourned at 2:24pm

Motion: Motioned by Vice Chair Stacy Campbell Domineck

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.