



**JACKSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

Thursday, September 10th, 2026

10:00 AM Central Time

JTrans

3988 Old Cottondale Road, Marianna, FL 32448



MEMORANDUM

TO: Transportation Disadvantaged Coordinating Board Members and Interested Parties

FROM: Austin Britt, Staff to the Local Coordinating Board

SUBJECT: Transportation Disadvantaged Coordinating Board Meeting, September 10th, 2026

The Jackson County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the first quarter meeting of FY 2026-2027. If there are any questions, please contact Austin Britt at 850-312-1862, or by email at abritt@arpc.org.

BOARD AGENDA

Call to Order, Prayer, Pledge, Introductions	Edward Crutchfield
Public Comment/Pick up Speaker's card	Chairperson
Roll Call & Welcome New Members	Austin Britt
	ARPC Staff
1. Approval of Meeting Minutes – June 2026	Chairperson
a. Approval of Minutes	Mr. Britt
* <u>Action Item</u>	
2. Old Business:	
3. New Business:	
a. Election of Vice-Chairperson	Mr. Britt
* <u>Action Item</u>	

- | | |
|---|-----------|
| b. Bylaws | Mr. Britt |
| * <u>Action Item</u> | |
| c. Selection of Administrative Committee | Mr. Britt |
| * <u>Action Item</u> | |
| d. Selection of Grievance Committee | Mr. Britt |
| * <u>Action Item</u> | |
| e. Complaint & Grievance Procedures | Mr. Britt |
| * <u>Action Item</u> | |
| f. Community Transportation Coordinator (CTC) Report | CTC Staff |
| <u>Information Only</u> | |
| g. ARPC Staff Quarterly Report | Mr. Britt |
| <u>Information Only</u> | |
| h. Commission for the Transportation Disadvantaged Update | Mr. Britt |
| <u>Information Only</u> | |
| i. Grant Review (if applicable) | Mr. Britt |
| <u>Information Only</u> | |
4. Other Business
- | | |
|---|-----------|
| a. Records Update | Mr. Britt |
| <u>Information Only</u> | |
| b. New Member Training/Public Workshop Announcement | Mr. Britt |
| <u>Information Only – November 12th</u> | |
5. **Public Comments:** Any individual who wishes to address the board is requested to fill out a Speaker Request Form obtained from ARPC staff.
6. Board Member Comments
7. Adjourn

The next LCB meeting is scheduled for Thursday, November 12th, 2026 at 10:00AM Central Time

VISIT OUR WEBSITE AT: <https://www.arpc.org/transportation-disadvantaged>
FOR AGENDA PACKETS, MEETING CALENDARS,
TRANSPORTATION DISADVANTAGED SERVICE PLANS, AND
OTHER TRANSPORTATION PLANNING INFORMATION

TRANSPORTATION DISADVANTAGED DECODER

ABE	Annual Budget Estimate
ADA	Americans with Disabilities Act
AER	Actual Expenditure Report
AHCA	Agency for Health Care Administration
AOR	Annual Operating Report
APR	Annual Performance Report
ARPC	Apalachee Regional Planning Council
BOCC	Board of County Commissioners
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged (Commission)
CTS	Coordinated Transportation System
DCF	Department of Children & Families
DEA	Department of Elder Affairs
DOE/VR	Department of Education/Vocational Rehabilitation
DOPA	Designated Official Planning Agency
DOT	Department of Transportation
DVA	Department of Veteran Affairs
FAC	Florida Administrative Code
FS	Florida Statutes
FTA	Federal Transit Administration
FY	Fiscal Year
LCB	Local Coordinating Board
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
PE	Public Education
RFP	Request for Proposal
RFQ	Request for Qualifications
SSPP	Safety System Program Plan
TD	Transportation Disadvantaged
TDCB	Transportation Disadvantaged Coordinating Board
TDSP	Transportation Disadvantaged Service Plan
TDTF	Transportation Disadvantaged Trust Fund

AGENDA ITEM: 1a

SUBJECT: Approval of the minutes from the last quarter's Local Coordinating Board (LCB) Meeting.

BACKGROUND: The Board shall... Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.
Florida Administrative Code Rule 41-2.012(5)(a).

ATTACHMENTS: Minutes from the June 2026 LCB meeting

REQUESTED ACTION: A motion and vote to approve the June 2026 Board Meeting minutes.

ACTION TAKEN AT MEETING:



**JACKSON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES**

Thursday, June 11th, 2026

10:00 AM Central Time

JTrans

3988 Old Cottondale Road, Marianna, FL 32448



Call to Order

Chairperson Edward Crutchfield called the meeting to order, and led the Prayer and the Pledge of Allegiance. Austin Britt, staff to the Board, called the roll.

Roll Call & Welcome New Members

Representation	Member's Name Alternate's Name	Sept. 2025	Nov. 2025	Mar. 2026	June 2026
Chairperson	Edward Crutchfield	A	A	A	P
Elderly	Charlotte Gardner	A	A	A	A
Disabled	(Vacant)	(Vacant)	(Vacant)	(Vacant)	(Vacant)
Citizen Advocate	Heather Sanders	(Vacant)	(Vacant)	(Vacant)	A
Citizen Advocate/User	Eric Lovely	P	P	A	A
Veterans	Susan Blount	P	P	P	P
Community Action	(Vacant) Shareta Wright-Green, alt. 1	(Vacant)	(Vacant)	(Vacant)	(Vacant)
Public Education	Michael "MJ" Jackson Chris Johnson, alt. 1	P	A	P	P
Children at Risk	Valery Lawton Derek Rumler, alt. 1	P	A	P	P
Workforce Dvp Bd	Richard Williams Debby Wood, alt. 1 Clarence Pittman, alt. 2	A	ALT 2	A	A
Medical	Katrice Davis Emily Bass, alt. 1	P	ALT 1	ALT 1	ALT 1
FDOT	Debbie "Toni" Prough Zach Balassone, alt. 1	A	ALT 1	P	A
FDCF	Mylisa Lee Kayla Williams, alt. 1	(Vacant)	(Vacant)	P	ALT 1
FDOE/VR	Paula Wynn Darlene Boykin, alt. 1	A	P	A	P
FDEA	Denease Rhynes Mindy Feathers, alt. 1	P	P	P	P
AHCA	Ashlee Barton Latarsha Hampton, alt. 1	P	P	P	P
APD	Mariah Evans Dwayne Jones, alt. 1	P	A	A	A

P=Present, A=Absent, ALT=Alternate attended, R=Resigned

Others Present

JTrans	Sharon Peeler
JTrans	Russell Register
Apalachee Regional Planning Council	Austin Britt
Apalachee Regional Planning Council	Mary O'Brien

The Chairperson requested that the minutes show a quorum was present.

1. Approval of March 2026 Board Meeting Minutes

a. Approval of Minutes

As required by the Commission for the Transportation Disadvantaged (CTD) and Florida Administrative Code, Rule 41-2.012(5)(a), the minutes from the March 2026 TD Coordinating Board (LCB) meeting were submitted for approval by the TD board.

Action: A motion was made to approve the minutes as presented. The motion passed and the minutes were approved as presented.
(Motion: Jackson, Second: Rhynes)

2. Old Business

Mr. Britt informed the board that there was no old business for discussion.

3. New Business

a. Membership Certification

Mr. Britt presented the draft membership certification of the LCB and petitioned recommendations to fill any vacant positions. He also made note of board members that have missed three or more consecutive meetings and requested what action the board would like him to take. The board instructed Mr. Britt to reach out and fill any vacant positions, offering suggestions if they had any. Furthermore, contact any board member who hasn't been to at least 3 consecutive meetings, identify if they are still willing and able to serve on the board, and if not, find a suitable replacement and appoint them to the board.

Mr. Britt also informed board members that they could assign alternates to attend meetings in their stead so long as the alternate was a representative of the same entity as the primary board member.

Mr. Britt took note of suggested updates to the draft membership certification.

Action: A motion was made to approve the draft membership certification, for ARPC staff to fill vacant positions, contact board members with 3 consecutive absences, and update replacements as necessary. The motion was passed unanimously.
(Motion: Barton, Second: K. Williams)

b. Transportation Disadvantaged Service Plan (TDSP)

Mr. Britt presented the annual update to the TDSP. He reviewed the TDSP page by page making note of any changes that were made to the previous adoption/revision. He presented the rate model and subsequent new rates for Fiscal Year 2026-2027. With no further questions he informed the LCB that the TDSP must be adopted by a roll call vote.

Action: A motion was made to adopt the TDSP by Roll Call Vote. The motion was passed and the LCB held a Roll Call Vote to adopt the TDSP.
(Motion: Barton, Second: Blount)

The TDSP was unanimously adopted by those in attendance.

c. Community Transportation Coordinator (CTC) Report

Ms. Peeler presented the reports from January 1, 2026 to March 31, 2026. She reported that the CTC had 8,801 total trips, 2,880 of which were CTD/TDTF funded trips. She reported a total of 160,907 vehicle miles, 96,756 revenue miles, 157,669 passenger miles, 167 no-shows, and 371 unduplicated passengers. It was also noted that they spent \$350,029 of their \$420,033 allocation for FY 25-26.

Action: Information Only

d. ARPC Quarterly Report

Mr. Britt presented the quarterly report and stated that the reports have been submitted to the CTD. Major tasks completed this quarter included conducting the annual CTC evaluation, conducting the quarterly TD LCB Board meeting, and drafting minutes from that meeting.

Action: Information Only

e. FY 2026-2027 TDCB Meeting Calendar

Mr. Britt presented the draft calendar for FY 26-27 meetings and asked the board to review the dates for conflicts. Staff wants to make sure that each TDCB meeting will have a quorum present, and to provide the board members with meeting dates as early as possible.

Action: A motion was made to approve the FY 2026 – 2026 TDCB Meeting Calendar. The motion was passed and the meeting calendar was approved.
(Motion: Barton, Second: K. Williams)

f. Commission for the Transportation Disadvantaged (CTD) Update

Mr. Britt provided a short summary of the previous CTD business meeting on April 8, 2026, and informed the LCB of the new FY 26-27 Innovative Service Development grant allocations and FY 26-27 Trip and Equipment grant allocations.

Action: Information Only

g. Grant Review

Ms. Peeler presented to the board the CTC's Shirley Conroy grant application for a funding request amount (90%) of \$127,929.

Action: A motion was made to approve the Chairperson to sign the Shirley Conroy grant. The motion was passed and the grant was signed by the Chairperson.
(Motion: Barton, Second: Blount)

4. Other Business

There was no other business at this time.

5. Public Comments

There were no members of the public present.

6. Board Member Comments

Board member Valery Lawton provided handouts for the Board regarding community access events, as well as information for parents referring to best practices for child safety and health information for men in the local community. She also informed the Board of a community-wide baby shower event hosted by the Chipola Healthy Start Coalition this coming Summer, which provides education and gift opportunities for low-income families that are new parents or are expecting a child.

7. Adjourn

There being no further business, the motion to adjourn was passed unanimously.

Action: A motion was made to adjourn the meeting. The motion was passed and the meeting was adjourned.
(Motion: Barton, Second: K. Williams)

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 10th day of September 2026.

Signed:

Attest:

Edward Crutchfield, Chairperson
Michael Jackson, Vice Chairperson

Austin Britt,
TD Program Coordinator, ARPC

AGENDA ITEM: 3a

SUBJECT: Election of a Vice-Chairperson.

BACKGROUND: The Coordinating Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chairperson. The Vice-Chairperson shall be elected by a majority vote of a quorum of the members of the Coordinating Board present and voting at the organizational meeting. The Vice-Chairperson shall serve a term of one year starting with the next meeting. In the event of the Chairperson's absence, the Vice-Chairperson shall assume the duties of the Chairperson and conduct the meeting.
Florida Administrative Code, Rule 41-2.012(2)

ATTACHMENTS: NONE

REQUESTED ACTION: A motion and vote to elect a Vice-Chairperson.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3b

SUBJECT: Review, update, and adoption of the Bylaws.

BACKGROUND: The planning agency's contract with the Commission for the Transportation Disadvantaged requires an annual review of the bylaws for any necessary changes. The September Board meeting is considered the organizational meeting, as it is the first meeting of the new fiscal (grant) year. As part of the organizational meeting the Draft Bylaws are presented to the board for review and approval.

ATTACHMENTS: Draft Bylaws
(provided as a separate handout document)

REQUESTED ACTION: A motion and vote to approve the Bylaws.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3c

SUBJECT: Selection of an Administrative Committee

BACKGROUND: The Board will appoint the following committees:
Administrative Committee – The Administrative Committee shall be composed of three members. This committee will assist the Planning Agency staff in any requested assistance with administrative duties of the Board or staff.
Transportation Disadvantaged Coordinating Board (TDCB) Bylaws: (II.H.Committees)

ATTACHMENTS: NONE

REQUESTED ACTION: A motion and appointment of three TDCB members to the Administrative Committee.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3d

SUBJECT: Selection of a Grievance Committee

BACKGROUND: The Board shall... Appoint a Grievance Committee to process and investigate complaints, from agencies, users, transportation operators, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Coordinating Board or to the Commission, when local resolution cannot be found, for improvement of service.
Florida Administrative Code Rule 41-2.012(5)(c).

The Board will appoint the following committees:
Grievance Committee – The Grievance Committee shall be composed of three members, include a minimum of one minority representative. The Board's Grievance Procedures shall complement the Community Transportation Coordinator's Grievance Procedures. This committee is further explained in Section VI, Local Coordinating Board Duties.
Transportation Disadvantaged Coordinating Board (TDCB) Bylaws: (II.H.Committees)

ATTACHMENTS: NONE

REQUESTED ACTION: A motion and appointment of three TDCB members to the Grievance Committee.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3e

SUBJECT: Review, update, and adoption of the Grievance Procedures.

BACKGROUND: The planning agency's contract with the Commission for the Transportation Disadvantaged requires an annual review of the Grievance Procedures for any necessary changes. The September Board meeting is considered the organizational meeting, as it is the first meeting of the new fiscal (grant) year. As part of the organizational meeting the Draft Complaint and Grievance Procedures are presented to the board for review and approval.

ATTACHMENTS: Draft Grievance Procedures
(provided as a separate handout document)

REQUESTED ACTION: A motion and vote to approve the Grievance Procedures.

ACTION TAKEN AT MEETING:

AGENDA ITEM: 3f

SUBJECT: Community Transportation Coordinator Report

BACKGROUND: The Local Coordinating Board serves as an advisory Board to the CTC and evaluates their services and seeks innovative ways to improve cost-effectiveness, efficiency, and safety. To fulfill this requirement the CTC provides a quarterly summary of coordination activities and a financial report of sponsored and non-sponsored trip costs.

ATTACHMENTS: CTC Quarterly Report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:

COMMUNITY TRANSPORTATION COORDINATOR OPERATIONAL REPORT

COUNTY/CTC	Jackson/JTrans
REPORTING PERIOD	April - June 2026
NAMES OF OTHER OPERATORS	

TRIP PURPOSE	# TRIPS	VEHICLES	<u>23</u>
Medical	<u>5825</u>	VEHICLE MILES	<u>164,254</u>
Employment	<u>1337</u>	REVENUE MILES	<u>144,072</u>
Education/Training	<u>828</u>	PASSENGER MILES	<u>160,490</u>
Shopping	<u>380</u>		
Nutrition	<u>423</u>	ACCIDENTS	<u>0</u>
Other	<u>146</u>	Persons Only	<u>0</u>
TOTAL TRIPS	<u>8939</u>	Vehicles Only	<u>0</u>
		Veh & Persons	<u>0</u>
PURCHASERS	# TRIPS	ROADCALLS	<u>0</u>
<i>List all purchasers -</i>			
CTD/Non-Sponsored	<u>2593</u>	COMMENDATIONS	<u>0</u>
MMA	<u>4656</u>	SUGGESTIONS	<u>0</u>
APD	<u>1000</u>	CONCERNS	<u>3</u>
AAA	<u>432</u>	GRIEVANCES	<u>0</u>
Other	<u>258</u>		
OOD	<u>0</u>	UNMET REQUESTS	<u>0</u>
		DEFERRED TRIPS	<u>1</u>
TOTAL TRIPS	<u>8939</u>	NO-SHOWS	<u>191</u>
		UNDUP PASSENGERS	<u>391</u>

CONTRACTS	CONTR ACT PERIOD	ANNUAL AMOUNT OF ALLOCATION	AMT SPENT YTD
CTD/Non-Sponsored	July-June	\$420,033.00	\$416,686.12

AGENDA ITEM: 3g

SUBJECT: ARPC Quarterly Report

BACKGROUND: The Designated Official Planning Agency (DOPA) submits a quarterly report to the Commission for the Transportation Disadvantaged as part of the planning grant deliverables. The **fourth quarter** report is provided for review.

ATTACHMENTS: ARPC fourth quarter report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:



SERVICE AREA/COUNTIES:

JACKSON

INVOICE NUMBER: G3D15 Q4

INVOICE DATE: July 8, 2026

QUARTER SERVICE DATES: April 1 - June 30, 2026

AGENCY

Apalachee Regional Planning Council

I PROGRAM MANAGEMENT	PROGRESS
A. When necessary and in cooperation with the LCB, solicit and recommend a CTC . 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 this quarter.
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	No activity this quarter.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Prepared and submitted June LCB agenda to CTD and LCB members. A copy of the agenda is attached.
D. Prepare official minutes 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)	Final minutes of the March 2026 LCB meeting are attached. Draft minutes of the June 2026 LCB meeting are attached.

E. Provide at least one public workshop 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 this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	No activity this quarter.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	No activity this quarter.
H. Develop, annually update, and implement local coordinating board grievance procedures 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 this quarter.
I. Provide the Commission with a current membership roster and mailing list 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)	No activity this quarter.

J. Provide public notice 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 was mailed to the local newspaper announcing the June 2026 LCB meeting. A copy of the notice is attached.
K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	No activity this quarter.
L. Report the actual expenditures (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 this quarter.
II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	Jointly the Planning Agency, CTC and LCB developed/updated the TDSP to include the rate model for the new fiscal year.
B. Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans . 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)	Ongoing.

C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards 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)	Ongoing.
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	January-March 2026 Quarterly Report was emailed to the CTD in April 2026 and was provided to the LCB at the June 2026 meeting.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)	No activity this quarter.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	Planning Agency staff virtually attended the CTD business meeting held on April 8, 2026.
D. Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.

E. Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide assistance 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 this quarter.
G. To the extent feasible, collect and review proposed funding applications 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 this quarter.
H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission’s <i>Evaluation Workbook for Community Transportation 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)	No activity this quarter.
I. Assist the CTD in joint reviews of the CTC.	No activity this quarter.

J. Ensure the LCB annually reviews coordination contracts 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 this quarter.
K. Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.

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

- 1) Presented TD information at ARPC board meetings.
- 2) Updated ARPC website as needed.

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



Representative

Date: 7/8/2026