

**Local Program Administrative Support Grant Agreement Tasks
Quarterly Progress Report**

Local Program Administrative Support Program Agency	Lake County Board of County Commissioners	County	Lake
		Invoice #	Q3
Reporting Period	January 1, 2019 through March 31, 2019	Grant #	GOY17

I	PROGRAM MANAGEMENT	PROGRESS
A.	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.
B.	Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 2)	Agenda and meeting packet was prepared as outline by the LCB Planning Agency Operating Guidelines for the March 11, 2019 TDCB meeting.
C.	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 2)	March 11, 2019 Agenda and Meeting Minutes prepared and attached.
D.	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 3)	No activity this quarter.
E.	Provide staff support for committees of the local coordinating board. (Task 2)	Staff provided support to the LCB during the 3 rd quarter by appointing members to the Bylaws and Grievance committee.
F.	Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 4)	The TDCB reviewed and approve the Lake County TDCB Bylaws at the March 11, 2019 meeting.
G.	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 5)	The TDCB reviewed and apporval the Lake County TDCB Grievance Procedures at the March 11, 2019 meeting.
H.	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 2)	No activity this quarter.
I.	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 2)	Public Notice of the March 11, 2019 TDCB Meeting was published in the Lake Sentinel and a copy is being provided for your review.
J.	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 6)	No activity this quarter.

K.	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 7)	No activity this quarter.
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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)	No activity this quarter.
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)	No activity this quarter.
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)	No activity this quarter.

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 8)	MPO staff provided a copy of the third quarter progress report in the meeting agenda packet for review and discussion.
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 9)	No activity this quarter.
C.	Attend at least one CTD meeting each year within budget/staff/schedule availability.	No activity this quarter.
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 2)	The MPO attorney provided the annual Sunshine Law and Ethics training to the Lake County TDCB at the March 11, 2019 meeting. .
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.	Assist the CTD in joint reviews of the CTC.	No activity this quarter.
I.	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.
J.	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:

No activity this quarter.

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



Representative

5/20/2019
Date