



**CITRUS COUNTY TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD (LCB)**

**REGULAR MEETING**

**Thursday, November 13, 2025, at 9:30 a.m.**

**MEETING LOCATION: Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, FL**

**AGENDA - Revised**

**A. CALL TO ORDER**

1. Moment of Silence
2. Pledge of Allegiance
3. Introduction of Board Members and Staff
4. Declaration of Quorum
5. Enter Proof of Publication into the Record

**B. APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff comment only)**

**C. REVIEW AND APPROVAL OF MINUTES – SEPTEMBER 11, 2025, LCB REGULAR PUBLIC MEETING**

**D. ACTION ITEM**

Annual Review and Approval of the LCB Bylaws

**E. REPORTS**

1. Quarterly Report for July 1 through September 30, 2025, by the Community Transportation Coordinator (CTC) - Joanne Granger, Transit Director
2. Key Training Center Quarterly Report for July 1 through September 30, 2025 – Theresa Flick, Programs and Services Director

**F. FEATURE PRESENTATION**

**G. CITIZEN COMMENTS**

**H. BOARD MEMBER COMMENTS**

**I. MPO STAFF COMMENTS**

**J. ADJOURNMENT AND NEXT MEETING – The annual public workshop of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) is scheduled for Thursday, February 12, 2026, beginning at 9:30 a.m., followed by the LCB regular meeting which will begin no earlier than 10:00 a.m. at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida.**

The meeting agenda and back-up materials are available online at:

[www.hernandocounty.us/hernandocitrusmpo](http://www.hernandocounty.us/hernandocitrusmpo).

**REVIEW AND APPROVAL OF MINUTES – SEPTEMBER 11, 2025, LCB REGULAR PUBLIC MEETING**

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Attached for approval are the Regular Public Meeting Minutes of the Thursday, September 11, 2025, meeting of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB).

**Staff Recommendation:** It is recommended the LCB review and approve the Minutes of the September 11, 2025, meeting.

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Attachment: Minutes from Thursday, September 11, 2025, Regular Public Meeting

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## CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)

Thursday, September 11, 2025

### MINUTES

The Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) held a regular quarterly meeting on September 11, 2025, at 9:30 a.m. at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting was advertised in the Citrus Chronicle newspaper, on the Hernando-Citrus MPO website and the Citrus County website. The agenda was available on the Hernando-Citrus MPO website.

### MEMBERS PRESENT

Janet Berek, Chair, Citrus County Commissioner  
David Douglas, Vice Chair, Citizen Advocate – Transit User as Primary Means  
Michelle Sikavitsas, Florida Department of Transportation, District 7  
David Knazar, Florida Department of Children and Family Services  
Deirdre Barrett LaBelle, Local Representative for Children at Risk  
Gisela Ruiz, Florida Department of Health Care Administration  
Jeannette Estes, State of Florida Agency for Persons with Disabilities  
Debbie Letterman, Regional Workforce Development Board  
Joanne Granger, Transit Services Director, Mass Transit Coordinator, non-voting representative of the CTC

### MEMBERS ABSENT

Stephen Brown, Person with a Disability  
Katie Lucas, Local Medical Community Representative  
Casey Ladd, Florida Department of Elder Affairs

### OTHERS PRESENT

Bob Esposito, MPO Executive Director  
Mary Elwin, MPO Coordinator  
Joy Turner, MPO Executive Assistant  
Theresa Flick, Director, Key Training Center

### MEETING CALLED TO ORDER

- Chair Berek called the meeting to order at 9:32 a.m.
- The Pledge of Allegiance and the introductions of Board and staff followed the Invocation.
- A quorum was declared, and the affidavit of publication was read into the record.

### APPROVAL/MODIFICATION OF AGENDA

**Motion:** A motion was made by Mr. Douglas to approve the agenda. The motion was seconded by Ms. LaBelle and the motion passed 8-0.

### REVIEW AND APPROVAL OF MINUTES – MAY 8, 2025, REGULAR PUBLIC MEETING

**Motion:** A motion was made by Mr. Douglas to approve the May 8, 2025, Minutes of the LCB's Regular Public meeting. The motion was seconded by Ms. LaBelle and the motion passed 8-0.

### ACTION ITEMS

1. Review and Approval of the FY 2026 Annual Update to the Adopted Transportation Disadvantaged Service Plan (TDSP)  
Ms. Elwin presented key updates to the FY 2026 TDSP Annual Update. She noted that Appendix F, which outlines the current fare structure and was not included in the agenda packet, but will be added to the final document. Additionally, the Complaint and Grievance Process has been relocated to an

appendix to enhance user accessibility. Population figures in Tables 2, 3, 5, and 7 have been updated to reflect 2024 data. Transportation services to Veterans Administration offices and hospitals, as well as the Social Security Administration Office, have been added to page 25 of the agenda packet.

Ms Elwin continued to review edits to the document and highlighted that on page 37, the inclusion of language stating that individuals living within ¾-mile of a fixed-route who are unable to ride due to a disability cannot be charged more than twice the standard fixed-route fare, in accordance with federal law. Ms. Estes requested a revision to the bullet point under “Developmental Services” on page 29, proposing the updated language: “This program is sponsored by the Key Training Center for persons with developmental disabilities.” Ms. Elwin also confirmed, in response to Ms. Sikavitsas’ inquiry, that the Bus Transit System Annual Safety and Security Certification on page 54 will be updated to reflect the most recent certification dated February 15, 2025.

**Motion:** A motion was made by Ms. Letterman to approve the FY 2026 Annual Update to the Adopted Transportation Disadvantaged Service Plan (TDSP) with aforementioned amendments and for submittal to the Florida Commission for the Transportation Disadvantaged (CTD). The motion was seconded by Mr. Douglas and the motion passed 8-0.

2. Annual Expenditure Report (AER) of the Community Transportation Coordinator (CTC)

**Motion:** A motion was made by Ms. LaBelle to approve the Annual Expenditure Report (AER) for submittal to the Commission of the Transportation Disadvantaged (CTD). The motion was seconded by Ms. Sikavitsas and the motion passed 8-0.

3. Annual Operating Report (AOR) of the Community Transportation Coordinator (CTC)

Mr. Esposito reviewed the agenda item.

**Motion:** A motion was made by Ms. La Belle to approve the Annual Operating Report (AOR), authorize the Chair’s signature thereon, and submittal of the executed AOR to the Commission of the Transportation Disadvantaged (CTD). The motion was seconded by Mr. Douglas and the motion passed 8-0.

## REPORTS

Quarterly Report for April 1 through June 30, 2025, by the Community Transportation Coordinator (CTC)-  
Joanne Granger, Transit Director

Ms. Granger, Transit Services Director, representing the CTC, reported that the quarterly report has been updated to include both quarterly figures and cumulative year-to-date totals. Between April 1 and June 30, 2025, deviated fixed-route trips remained relatively stable, averaging 2,459 trips per month. Door-to-door trip volumes were recorded as follows: 2,935 in April, 2,859 in May, and 2,591 in June. The decline in June was attributed to the conclusion of GED-related transportation to Withlacoochee Technical College (WTC), which paused for summer break in early June and is scheduled to resume in early August.

The majority of trips continue to serve medical, nutritional, and employment needs. Year to date, a total of 31,257 door-to-door trips have been provided, with 23,876 of those trips serving transportation disadvantaged individuals.

Key Training Center Quarterly Report for April 1 through June 30, 2025 – Theresa Flick, Programs and  
Services Director

Theresa Flick, Director of Program Operations for The Key Training Center, reported that the majority of transportation services are utilized for travel to and from the day program, followed by trips for medical appointments, recreational activities, and community engagement. She expressed sincere appreciation to the Florida Department of Transportation (FDOT) for awarding three years’ worth of 5310 grant funding during the past quarter. As a result, The Key Training Center was able to place orders for four transit vans, two modified minibuses, and one cut-away bus. Ms. Flick emphasized that the Center’s ability to provide these essential services is made possible through its partnership with FDOT, Citrus County Transit, and the Hernando-Citrus Metropolitan Planning Organization (MPO).

In response to a question from Ms. Estes regarding whether any clients served by The Key Training Center through the State of Florida Agency for Persons with Disabilities are gainfully employed and why the quarterly report reflects zero under Employment, Ms. Flick clarified that clients with part-time employment utilize Citrus County Transit for their transportation needs. She noted that the Center's mission is to promote community involvement and strives to align employment opportunities with the resources available within the community to best support each client.

### **CITIZEN COMMENTS**

There were no citizens comments.

### **MPO STAFF COMMENTS**

Mr. Esposito shared the following updates:

- Mr. Esposito reported that Mary Elwin, MPO Coordinator, attended the Transportation Disadvantaged Training Session on September 3 in St. Petersburg. The session was held as part of the Florida Public Transportation Association (FPTA) Annual Conference and is a mandatory training required by the Florida Commission for Transportation Disadvantaged (CTD) to support continued education and regulatory compliance.
- The MPO will issue a purchase order for traffic counts at 71 locations in both Hernando and Citrus Counties, along with a level-of-service analysis.
- The Notices to Proceed have been issued for Complete Streets and Congestion Management and the kick-off meetings were conducted August 28<sup>th</sup>.
- Mr. Esposito thanked FDOT for their partnership.

### **BOARD MEMBER COMMENTS**

Ms. Estes enthusiastically announced the appointment of Robert "Bob" Asztalos as Director of the Agency for Persons with Disabilities (APD), as designated by the Governor. Asztalos has served as Deputy Executive Director of the Florida Department of Veterans' Affairs (FDVA) since 2021, overseeing Florida's eight state veteran nursing homes and one state veterans domiciliary. He previously served as interim Chief Operating Officer for a veteran-owned medical equipment company and spent decades in health care policy and advocacy at both the state and federal level. In Tallahassee, Asztalos served as Chief Lobbyist for the Florida Health Care Association and Government Relations Consultant for Easter Seals Florida. In Washington, D.C., he worked for the American Health Care Association, the American Physical Therapy Association, and the law firm Wilmer, Cutler & Pickering.

A Navy and Navy Reserve veteran with 29 years of service, Asztalos also served 17 years in the U.S. Coast Guard Auxiliary. He holds bachelor's and master's degrees from George Washington University and serves on several boards, including the Florida Veterans Foundation, Fleet Reserve Association Branch 34, Ladies Learning to Lead, and the Pines of Sarasota Rehabilitation & Senior Care Community. (2025, August 5) Governor Ron DeSantis Appoints Robert "Bob" Asztalos as Director of the Agency for Persons with Disabilities. <https://flgov.com/eoq/news/press>

### **ADJOURNMENT AND NEXT MEETING**

The next regular meeting of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) is scheduled for Thursday, November 13, 2025, beginning at 9:30 a.m., at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting agenda and back-up materials are available online at: [www.hernandocounty.us/hernandocitrusmpo](http://www.hernandocounty.us/hernandocitrusmpo).

Chair Barek adjourned the meeting at 10:09 a.m.

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**ANNUAL REVIEW AND APPROVAL OF THE LCB BYLAWS**

Pursuant to the grant award requirements, the Commission for the Transportation Disadvantaged (CTD) requires that the Transportation Disadvantaged Local Coordinating Board (LCB) review and approve their Bylaws on an annual basis. The Bylaws were last updated on November 14, 2024, during the prior grant award period. Staff is proposing the following update:

- Incorporate “adverse incident” as part of the complaint process (Item G8, C).

**Staff Recommendation:** It is recommended the LCB review and approve the LCB Bylaws and authorize the Chair’s signature thereon.

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Attachment: Current Adopted LCB Bylaws with edit tracking, Updated Draft LCB Bylaws

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**BYLAWS OF THE  
CITRUS COUNTY  
TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD (LCB)**

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION  
789 Providence Boulevard  
Brooksville, FL 34601  
Contact: 352-754-4082  
[www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)  
email: [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)**

Approved February 10, 2022  
Amended February 9, 2023, February 8, 2024, November 14, 2024, November 13, 2025

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A. PREAMBLE

The following sets forth the Bylaws which shall serve to guide the functioning of the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB). The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes (F.S.), and Rule 41-2, Florida Administrative Code (F.A.C.), governing the coordination of transportation services provided to the transportation disadvantaged within Citrus County.

B. NAME AND PURPOSE

The name of the Coordinating Board shall be the "Citrus County Transportation Disadvantaged Local Coordinating Board (LCB)."

The purpose of the LCB is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation disadvantaged within Citrus County, through the Florida Coordinated Transportation System (FCTS), in accordance with 427.0157, F.S., and Rule 41-2.012, F.A.C.

C. MEMBERSHIP

1. APPOINTMENT OF MEMBERS

Pursuant to Chapter 427.0157, Florida Statutes and Rule 41-2.012, F.A.C., the directors of the public agencies and local government departments and/or divisions identified shall each appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation system. Each member will have one (1) vote.

Non-agency members of LCB shall be appointed by the Hernando/Citrus Metropolitan Planning Organization ("MPO")<sup>1</sup> Board. Each volunteer member will have one (1) vote.

2. VOTING MEMBERS

The MPO Board shall appoint individuals to serve as voting members on the LCB as follows:

- a. Chair - the MPO Board shall appoint one elected official from Citrus County who shall serve as the Chair for the LCB at all its meetings.
- b. The following agencies and groups shall be represented as voting members on the LCB:
  - (1) A local representative of the Florida Department of Transportation.
  - (2) A local representative of the Florida Department of Children and Family Services.
  - (3) A local representative of the Public Education Community which could include, but not be limited to, a representative of the Citrus County District School Board, School Board Transportation Office, or Head Start Program in areas where the Citrus County School District is responsible.

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<sup>1</sup> The Hernando/Citrus Metropolitan Planning Organization is the Designated Official Planning Agency (DOPA) for Citrus County for purposes of Chapter 427, F.S.

- (4) To the extent existing within Citrus County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
- (5) A person recommended by the Citrus County Veterans Service Office representing the veterans of the county.
- (6) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in Citrus County.
- (7) A person over sixty representing the elderly in Citrus County.
- (8) A person with a disability representing the disabled in Citrus County.
- (9) Two citizen advocate representatives in Citrus County; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation.
- (10) A local representative for children at risk.
- (11) The Chair or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator .
- (12) A local representative of the Florida Department of Elder Affairs.
- (13) An experienced representative of the local private for-profit transportation industry. In areas where such representative is not available, a local private non-profit representative will be appointed, except where said representative is also the Community Transportation Coordinator.
- (14) A local representative of the Florida Agency for Health Care Administration.
- (15) A local representative of the Florida Agency for Persons with Disabilities.
- (16) A representative of the Regional Workforce Development Board established in Chapter 445, F.S.
- (17) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services, etc.; and,
- (18) Such other voting members as may be designated under Rule 41-2.012(3), F.A.C., as such rule may be amended or renumbered from time to time.

### 3. ALTERNATE MEMBERS

Alternate representatives should be designated to act on behalf of represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate agency representatives must be employed or designated by the represented agency. Alternates would not be required to attend a meeting if the primary member is able to be present at the meeting.

The MPO Board shall appoint non-agency alternate members to serve in the absence of the primary member of the agencies.

Each alternate may vote in the absence of the primary member representative on a one vote per member basis.

### NON-VOTING MEMBERS

The MPO Board may appoint non-voting members to the LCB.

4. TERMS OF APPOINTMENT

Except for the Chair and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one, two, and three years. Upon expiration of a member's term, the individuals may be reappointed to serve an additional term or terms unless otherwise prohibited by statute or governing administrative rule.

5. RESIGNATION; TERMINATION OF MEMBERSHIP

A member of the LCB may resign at any time by providing written notice to the MPO staff. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the MPO staff. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities by attending the scheduled meetings. If a voting non-agency member has three (3) or more un-excused consecutive absences, the LCB may remove such member upon a majority vote of the voting members. If that voting member is an agency representative rather than a citizen member, the MPO staff shall notify the Florida Transportation Disadvantaged Commission (CTD).

D. OFFICERS AND DUTIES

The LCB shall have a Chair and a Vice Chair as its officers.

1. CHAIR

The Chair is appointed by the MPO Board in accordance with Section C above. The Chair shall preside at all meetings and review the official meeting minutes. The Chair shall serve until replaced by the MPO Board or until the individual is no longer in office, in accordance with Rule 41-2.012(4), F.A.C.

2. VICE CHAIR

The LCB shall hold an organizational meeting each year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of the voting members where a quorum is present. The Vice Chair shall serve a term of one year starting with the first meeting after his/her election. In the event of the Chair's absence or at the direction of the Chair, the Vice Chair shall assume the duties of the Chair and conduct meetings.

3. ABSENCE OF CHAIR OR VICE CHAIR

If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.

E. MEETINGS

1. REGULAR MEETINGS AND ANNUAL PUBLIC WORKSHOP

The LCB shall meet at least quarterly as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., but may meet more often as necessary to meet its responsibilities.

2. NOTICE OF MEETINGS

Meetings will be noticed in accordance with the Hernando/Citrus MPO Public Participation Plan (PPP). The meeting notice and associated agendas will be transmitted to the Transportation Disadvantaged Local Coordinating Board Members and posted to the MPO website approximately one week prior to meetings.

3. QUORUM

At all meetings of the LCB, the presence in person of a majority of the voting members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

4. VOTING

At all meetings of the LCB, at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the LCB present.

F. STAFF

The LCB utilizes the staff of the Hernando/Citrus MPO to assist it in fulfilling its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. The LCB may also utilize volunteers to assist it.

G. DUTIES OF THE LCB

Pursuant to F.S. 427.0157 and Rule 41-2 the LCB shall perform the following duties:

1. Review and approve the coordinated community Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission for the Transportation Disadvantaged (also referred to as the "Commission").
2. Evaluate services provided in meeting the approved plan.
3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission on funding applications affecting the transportation disadvantaged.
4. Assist the Community Transportation Coordinator in establishing priorities with the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Funds.
5. Evaluate multi-county or regional transportation opportunities.
6. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to assist in the development of innovative transportation services for participants on public assistance.
7. Upon request by the MPO Board, review and make recommendations to the MPO Board on those matters so designated; and,
8. The LCB shall have the following duties as set forth in Rule 41-2.012, F.A.C., as may be amended :
  - a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for Transportation Disadvantaged.
  - b. Annually provide the Hernando/Citrus MPO Board with an evaluation of the

Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in Rule 41-2.006, F.A.C., and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the LCB shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the LCB shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the LCB to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission for Transportation Disadvantaged upon approval by the LCB.

- c. Appoint a Grievance Committee to process and investigate complaints or adverse incidents, 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 LCB or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint or adverse incident and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Only voting members of the LCB may be appointed to the Grievance Committee. Appointments to the Grievance Committee shall be for one year unless otherwise provided.
- d. Receive training on, and comply with, the requirements of Chapter 112.3143, F.S., concerning voting conflicts of interest.

## H. COMMITTEES

In addition to the Grievance Committee, the LCB may appoint such other committees necessary to fulfill its responsibilities. The designation and appointment of any committee shall be based upon a majority vote of the voting members where a quorum is present.

## I. AMENDMENTS TO THESE BYLAWS

These bylaws serve as the rules of procedure for the Board and may be amended by a majority vote of the voting members where a quorum is present provided all members have received written copies of proposed amendments with the regular agenda prior to the meeting.

J. CERTIFICATION

The Citrus County Transportation Disadvantaged Local Coordinating Board certifies these Bylaws were approved by a majority of the voting members where a quorum was present on the date shown below.

\_\_\_\_\_  
Janet Berek, Chairman  
Citrus County Local Coordinating Board

Dated: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY \_\_\_\_\_  
MPO Attorney



**BYLAWS OF THE  
CITRUS COUNTY  
TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD (LCB)**

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION  
789 Providence Boulevard  
Brooksville, FL 34601  
Contact: 352-754-4082  
[www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us)  
email: [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us)**

Approved February 10, 2022  
Amended February 9, 2023, February 8, 2024, November 14, 2024, November 13, 2025

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C. MEMBERSHIP

1. APPOINTMENT OF MEMBERS

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Non-agency members of LCB shall be appointed by the Hernando/Citrus Metropolitan Planning Organization ("MPO")<sup>1</sup> Board. Each volunteer member will have one (1) vote.

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- (4) To the extent existing within Citrus County, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education.
- (5) A person recommended by the Citrus County Veterans Service Office representing the veterans of the county.
- (6) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in Citrus County.
- (7) A person over sixty representing the elderly in Citrus County.
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- (15) A local representative of the Florida Agency for Persons with Disabilities.
- (16) A representative of the Regional Workforce Development Board established in Chapter 445, F.S.
- (17) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long-term care facilities, assisted living facilities, hospitals, local health department or other home and community-based services, etc.; and,
- (18) Such other voting members as may be designated under Rule 41-2.012(3), F.A.C., as such rule may be amended or renumbered from time to time.

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Each alternate may vote in the absence of the primary member representative on a one vote per member basis.

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Except for the Chair and state agency representatives, the non-agency members of the LCB shall be appointed for three (3) year staggered terms with the initial membership being appointed equally for one, two, and three years. Upon expiration of a member's term, the individuals may be reappointed to serve an additional term or terms unless otherwise prohibited by statute or governing administrative rule.

5. RESIGNATION; TERMINATION OF MEMBERSHIP

A member of the LCB may resign at any time by providing written notice to the MPO staff. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the MPO staff. Each member of the LCB is expected to demonstrate his/her interest in the LCB's activities by attending the scheduled meetings. If a voting non-agency member has three (3) or more un-excused consecutive absences, the LCB may remove such member upon a majority vote of the voting members. If that voting member is an agency representative rather than a citizen member, the MPO staff shall notify the Florida Transportation Disadvantaged Commission (CTD).

D. OFFICERS AND DUTIES

The LCB shall have a Chair and a Vice Chair as its officers.

1. CHAIR

The Chair is appointed by the MPO Board in accordance with Section C above. The Chair shall preside at all meetings and review the official meeting minutes. The Chair shall serve until replaced by the MPO Board or until the individual is no longer in office, in accordance with Rule 41-2.012(4), F.A.C.

2. VICE CHAIR

The LCB shall hold an organizational meeting each year for the purpose of electing a Vice Chair. The Vice Chair shall be elected by a majority vote of the voting members where a quorum is present. The Vice Chair shall serve a term of one year starting with the first meeting after his/her election. In the event of the Chair's absence or at the direction of the Chair, the Vice Chair shall assume the duties of the Chair and conduct meetings.

3. ABSENCE OF CHAIR OR VICE CHAIR

If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.

E. MEETINGS

1. REGULAR MEETINGS AND ANNUAL PUBLIC WORKSHOP

The LCB shall meet at least quarterly as required by Section 427.0157, F.S. and Rule 41-2.012(5), F.A.C., but may meet more often as necessary to meet its responsibilities.

2. NOTICE OF MEETINGS

Meetings will be noticed in accordance with the Hernando/Citrus MPO Public Participation Plan (PPP). The meeting notice and associated agendas will be transmitted to the Transportation Disadvantaged Local Coordinating Board Members and posted to the MPO website approximately one week prior to meetings.

3. QUORUM

At all meetings of the LCB, the presence in person of a majority of the voting members currently seated shall be necessary and sufficient to constitute a quorum for the transaction of business.

4. VOTING

At all meetings of the LCB, at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the LCB present.

F. STAFF

The LCB utilizes the staff of the Hernando/Citrus MPO to assist it in fulfilling its responsibilities as set forth in Chapter 427, F.S., and Chapter 41-2, F.A.C. The LCB may also utilize volunteers to assist it.

G. DUTIES OF THE LCB

Pursuant to F.S. 427.0157 and Rule 41-2 the LCB shall perform the following duties:

1. Review and approve the coordinated community Transportation Disadvantaged Service Plan, including the memorandum of agreement, prior to submittal to the Commission for the Transportation Disadvantaged (also referred to as the "Commission").
  2. Evaluate services provided in meeting the approved plan.
  3. In cooperation with the Community Transportation Coordinator, review and provide recommendations to the Commission on funding applications affecting the transportation disadvantaged.
  4. Assist the Community Transportation Coordinator in establishing priorities with the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Funds.
  5. Evaluate multi-county or regional transportation opportunities.
  6. Work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, to assist in the development of innovative transportation services for participants on public assistance.
  7. Upon request by the MPO Board, review and make recommendations to the MPO Board on those matters so designated; and,
  8. The LCB shall have the following duties as set forth in Rule 41-2.012, F.A.C., as may be amended :
    - a. Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission for Transportation Disadvantaged.
    - b. Annually provide the Hernando/Citrus MPO Board with an evaluation of the Community Transportation Coordinator's performance in general and relative to Commission and local standards as referenced in Rule 41-2.006, F.A.C.,
-

and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the coordinator's performance, the LCB shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the LCB shall set an annual percentage of the number of trips to be provided on public transit. The Commission shall provide evaluation criteria for the LCB to use relative to the performance of the Community Transportation Coordinator. This evaluation will be submitted to the Commission for Transportation Disadvantaged upon approval by the LCB.

- c. Appoint a Grievance Committee to process and investigate complaints or adverse incidents, 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 LCB or to the Commission, when local resolution cannot be found, for improvement of service. The LCB shall establish a process and procedures to provide regular opportunities for issues to be brought before such committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint or adverse incident and grievance process including the publishing of the Commission's TD Helpline service when local resolution has not occurred. All materials shall be made available in accessible format, upon request by the citizen. Only voting members of the LCB may be appointed to the Grievance Committee. Appointments to the Grievance Committee shall be for one year unless otherwise provided.
- d. Receive training on, and comply with, the requirements of Chapter 112.3143, F.S., concerning voting conflicts of interest.

#### H. COMMITTEES

In addition to the Grievance Committee, the LCB may appoint such other committees necessary to fulfill its responsibilities. The designation and appointment of any committee shall be based upon a majority vote of the voting members where a quorum is present.

#### I. AMENDMENTS TO THESE BYLAWS

These bylaws serve as the rules of procedure for the Board and may be amended by a majority vote of the voting members where a quorum is present provided all members have received written copies of proposed amendments with the regular agenda prior to the meeting.

J. CERTIFICATION

The Citrus County Transportation Disadvantaged Local Coordinating Board certifies these Bylaws were approved by a majority of the voting members where a quorum was present on the date shown below.

\_\_\_\_\_  
Janet Barek, Chairman  
Citrus County Local Coordinating Board

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: *Natasha López Perez*  
MPO Attorney

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**QUARTERLY REPORT FOR JULY 1 THROUGH SEPTEMBER 30, 2025, BY THE COMMUNITY  
TRANSPORTATION COORDINATOR (CTC) – Joanne Granger, Transit Director**

As an informational item, attached is the Community Transportation Coordinator (CTC) Quarterly Report for the period of July 1, 2025, through September 30, 2025.

This is an informational item; no action is required.

**Staff Recommendation:** It is recommended the LCB review the quarterly report and provide comments as desired. No action is required by the LCB at this time.

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Attachment: CTC Quarterly Report

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**KEY TRAINING CENTER QUARTERLY REPORT FOR JULY 1 THROUGH SEPTEMBER 30, 2025 –  
Theresa Flick, Programs and Service Director**

As an informational item, attached is the Key Training Center Quarterly Report for the period of July 1, 2025, through September 30, 2025.

This is an informational item; no action is required.

**Staff Recommendation:** It is recommended the LCB review the quarterly report and provide comments as desired. No action is required by the LCB at this time.

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Attachment: Key Training Center Quarterly Report

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**Key Training Center**



**KEY TRAINING CENTER**

Kindness, Love, Dignity and Respect

*Chester V. Cole  
Forever in our hearts*

**Corporate Officers**

*Carolyn Zemanik  
President, Board of Directors*

*Melissa Walker  
Executive Director  
(352) 795-5541 ext 203  
kcenter@tampabay.rr.com*

**Programs and Services**

*Theresa Flick, Director  
(352) 795-5541 ext 224  
pdtkc@keytrainingcenter.org*

**Social Services**

*Bill Rutterman, Supervisor  
(352) 795-5541 ext 219  
sss@keytrainingcenter.org*

**Day Services**

*Barbara Branch, Director  
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bbranchres@keytrainingcenter.org*

**Residential Services**

*Brian Kantorczyk, Director  
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**Fiscal Management**

*Leo Doucette, Director  
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**Human Resources**

*Stephen Arena, Director  
(352) 795-5541 ext 308  
hrdir@keytrainingcenter.org*

**Key Center Foundation**

*Tinker Bowen, Director KCF  
(352) 795-5541 ext 106  
tinker@keytrainingcenter.org*

**Community Relations**

*Amanda Oestreich, Development &  
Community Relations Manager  
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foundation@keytrainingcenter.org or  
amanda@keytrainingcenter.org*

**Retail Operations**

*Mo Brown, Manager  
(352) 795-5541 ext 101  
ROM@keytrainingcenter.org  
Inverness (352) 726-0271  
Lecanto (352) 527-0037  
Crystal River (352) 564-9477  
Wildwood (352) 661-3049  
Labels / Inverness (352) 419-7591  
Delivery/Pickup (352) 726-0271*

**Maintenance**

*Chris Linhart, Director Fleet &  
Facilities  
(352) 795-5541 ext 230  
clinhart@keytrainingcenter.org*

To: Joanne Granger, CCT  
From: Theresa Flick, KTC  
Re: Quarterly data (July, Aug, Sept. 2025)

Trips by type of service:

Demand response	16,840
Ambulatory	14,906
Wheelchair	1,934

Passenger types by purpose:

Medical	7,410
Educational	8,588
Shopping	168
Other (Recreational)	674

CC: File  
Day file

5399 W. Gulf to Lake Hwy. • Lecanto, Florida 34461  
Phone: (352) 795-5541 • Fax: (352) 795-1805 • TDD: 1-800-545-1833, Ext. 347  
[www.keytrainingcenter.org](http://www.keytrainingcenter.org) • [www.facebook.com/KeyTrainingCenter](https://www.facebook.com/KeyTrainingCenter)

REVISED 4/8/2020

## Transportation Operating Report

### Section I: Face Sheet

Agency/Organization Name: CCARC, Inc., dba Key Training Center

Address: 5399 W Gulf to Lake Hwy

City: Lecanto Zip: 34461

Contact Person/Title: Theresa Flick/ Director of Program Operations

Telephone Number: (352) 795-5541 ext 224

Type of Contractor:

Contracted Transportation Operator

Coordination Contractor

Reporting Period: (Check one and enter year(s))

Quarterly Reports

July 1, 2025 through September 30,2025

October 1, \_\_\_\_\_ through December 31, \_\_\_\_\_

January 1, \_\_\_\_\_ through March 31, \_\_\_\_\_

April 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

Annual Report

July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

**Section II: Operating Data**

A. Organization Type (check one)

- Private Non-Profit
- Private For Profit
- Government
- Other: \_\_\_\_\_

B. Certified Minority Business Enterprise? (Check one)

- YES
- NO

C. One Way Passenger Trip Information: **For Coordination Contractors ONLY**

1. One Way Passenger Trips – by Type and Area (Enter a Number)

Within Citrus County	Outside Citrus County	
<u>16,840</u>	_____	Demand Response
_____	_____	Advance Reservation
<u>16,840</u>	_____	TOTAL One Way trips

2. One Way Passenger Trips – by Area and Mode of Transportation (Enter a Number)

Within Citrus County	Outside Citrus County	
14,906	_____	Ambulatory
1,934	_____	Wheelchair
<u>0</u>	_____	Stretcher



G. System Complaints:

\_\_\_\_\_ Service  
 \_\_\_\_\_ Employee  
 \_\_\_\_\_ Vehicle  
 \_\_\_\_\_ Other: Annual Satisfaction Surveys  
 0\_\_\_\_\_ TOTAL System Complaints

H. System Commendations:

- Service  
 - Employee  
 - Other: Annual Satisfaction Surveys  
 0 TOTAL System Commendations

I. Vehicle Information

1. Mileage Information

79,831 Vehicle Miles  
 \_\_\_\_\_ Revenue/Passenger Miles

2. Total Road Calls: 1

3. Accidents

Chargeable	NOT Chargeable
_____	_____ Person Only
_____	<u>1</u> Vehicle Only
<u>1</u>	_____ Person/Vehicle
<u>1</u>	<u>1</u> TOTALS

4. Number of Vehicles currently in use:

Total Number of Vehicle	<u>37</u>
a. Number of Wheelchair Lift Equipped	<u>12</u>
b. Number of Stretcher Equipped	<u>0</u>

5. Attach Current Vehicle Inventory

J. Employee Information

Operations Employees:

Type of Employee	Number of Full time Equivalents
_____ Full Time Drivers	_____
<u>42.0</u> Part Time Drivers	<u>21.0</u>
_____ Volunteer Drivers	_____
_____ Other Volunteers	_____
_____ Trainees	_____
<u>2</u> Maintenance Employees	<u>1.0</u>
<u>.5</u> Dispatcher	<u>.25</u>
_____ Schedulers	_____
_____ Call Intake/Reservations	_____
_____ Other	_____
<u>44.5</u> Subtotal	<u>22.25</u> Subtotal

Administrative Employees

<u>2</u> Administrative Employees	<u>1.0</u>
<u>3</u> Management Employees	<u>1.5</u>
<u>5</u> Subtotal	<u>2.5</u> Subtotal
<u>49.5</u> GRAND TOTAL	<u>44.75</u> GRAND TOTAL