

COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
STAFF PRIMARY DUTIES AND RESPONSIBILITIES

Executive Responsibilities

Steve Holmes, Executive Director

(850) 410-5700 steven.holmes@dot.state.fl.us

- Provides management, oversight and implementation of TD Program
- Oversees the implementation of law and rule
- Serves on boards, groups, etc for the Commission on the state and federal level
- Hires/terminates and ensure evaluations of all staff
- Represents Commission in legal matters
- Works with all Commissioners and Committee Members
- Develops Commission meeting agenda and materials, in coordination with Chairperson
- Serves as staff contact for the Executive/Personnel Committee
- Works with Legislature to address TD issues, serve as registered lobbyist
- Represents Commission at national level

Vicki Scheffer, Administrative Assistant

(850) 410-5703 vicki.scheffer@dot.state.fl.us

- Makes all Commission and committee meeting arrangements
- Completes all Commissioner travel reimbursement requests
- Prepares Commission and committee meeting minutes
- Makes all travel arrangements for Commissioners and staff
- Maintains Commissioner profiles
- Serves as Administrative Assistant for Executive Director

Financial and Administrative Responsibilities

Vacant, Assistant Director for Finance and Administration

(850) 410-5711 vacant@dot.state.fl.us

- Maintains all CTD Financial Information
- Develops and maintains TDTF Grant funding based on allocation formula
- Develops and maintains Medicaid Non-Emergency funding based on allocation formula
- Coordinates the review of single agency audits
- Oversees Annual Budget Estimates (ABE) and Actual Expenditure Report (AER)
- Provides Financial technical assistance
- Provides Financial reviews and audits of grant recipients
- Serves as staff contact for the Allocation Technical Working Group
- Serves as staff contact for the Finance Committee
- Supervises Elmer Melendez, Terry McCue, Ray Anderson and Janie Brannon

Elmer Melendez, Financial Services Manager

(850) 410-5707 elmer.melendez@dot.state.fl.us

- Processes and maintains all TDTF Invoices
- Reviews rate increase requests
- Responds to payment confirmation requests for all grant recipients
- Provides financial technical assistance

Ray Anderson, Financial Accountant (Contract)

(850) 410-5722 ray.anderson@dot.state.fl.us

- Processes and maintains all Medicaid Non-Emergency Subcontracted Transportation Provider Invoices
- Provides accounting support to Financial Services Manager and Single Audit OPS staff.

Terry McCue, Information Technology Manager (Contract)

(850) 410-5714 terry.mccue@dot.state.fl.us

- Serves as Commission Webmaster
- Provides Non-Emergency Transportation Encounter Data Database Management
- Provides IT Support to Commission Staff
- Manages IT Vendor Contracts
- Serves as Liaison with FDOT OIS
- Develops SQL Reports for CTD Regional Managers and Executive Staff.

Marcus Mack, Single Audit Accountant (Contract)

(850) 410-5718 marcus.mack@dot.state.fl.us

- Provides Single Audit Accounting Support.

Program Administration And Oversight Responsibilities

Karen Somerset, Assistant Director for Program Administration and Oversight

(850) 410-5701 karen.somerset@dot.state.fl.us

- Oversees program policies and procedures
- Oversees TD Grant Program
- Oversees Annual Performance Report content
- Assists with Procurement Process for Subcontracted Transportation Providers
- Provides technical assistance
- Maintains capital equipment Inventory
- Maintains rule changes
- Represents TD Program during emergency preparedness and response
- Serves as lead United We Ride project manager
- Serves as staff contact for the Program Performance Committee
- Oversees Community Transportation Coordination designations
- Supervises Sheri Powers, Robert Craig, John Irvine, Floyd Webb, Shawn Daniel & Dan Zeruto

Sheri Powers, Project Administration Manager

(850) 410-5710 sheri.powers@dot.state.fl.us

- Regional Manager (Click [Here](#) for County Information)
- Assists with preparation and management of Trip/Equipment Grants
- Assists with preparation and management of Planning Grants
- Assists with management of Memorandum of Agreements (MOA)
- Assists with the review of Transportation Disadvantaged Service Plans (TDSP)
- Assists with review and preparation of Annual Operating Reports

September 19, 2012

Page 2 of 4

- Provides Medicaid Non-Emergency Transportation Training and Technical Assistance
- Oversees Subcontracted Transportation Provider contracts and amendments
- Prepares AHCA Reports
- Serves as Lead staff for Annual TD Conference
- Serves as Lead staff for the Shirley Conroy Rural Capital Equipment Subcommittee
- Serves as Lead staff for the Conference Awards Subcommittee

Floyd Webb, Project Administration Manager

(850) 410-5702 floyd.webb@dot.state.fl.us

- Regional Manager (Click [Here](#) for County Information)
- Assists with preparation and management of Trip/Equipment Grants
- Assists with preparation and management of Planning Grants
- Assists with management of Memorandum of Agreements (MOA)
- Assists with the review of Transportation Disadvantaged Service Plans (TDSP)
- Provides Medicaid Non-Emergency Transportation Training and Technical Assistance
- Oversees Subcontracted Transportation Provider contracts and amendments

John Irvine, Project Administration Manager

(850) 410-5712 john.irvine@dot.state.fl.us

- Regional Manager (Click [Here](#) for County Information)
- Assists with preparation and management of Trip/Equipment Grants
- Assists with preparation and management of Planning Grants
- Assists with management of Memorandum of Agreements (MOA)
- Assists with the review of Transportation Disadvantaged Service Plans (TDSP)
- Lead staff for TD Legislative Day
- Provides Medicaid Non-Emergency Transportation Training and Technical Assistance
- Oversees Subcontracted Transportation Provider contracts and amendments

Robert Craig, Project Administration Manager

(850) 410-5713 robert.craig@dot.state.fl.us

- Regional Manager (Click [Here](#) for County Information)
- Assists with preparation and management of Trip/Equipment Grants
- Assists with preparation and management of Planning Grants
- Assists with management of Memorandum of Agreements (MOA)
- Assists with the review of Transportation Disadvantaged Service Plans (TDSP)
- Provides Medicaid Non-Emergency Transportation Training and Technical Assistance
- Oversees Subcontracted Transportation Provider contracts and amendments

Angela Cavanaugh, Project Administration Manager

(850) 410-5713 angela.cavanaugh@dot.state.fl.us

- Regional Manager (Click [Here](#) for County Information)
- Assists with preparation and management of Trip/Equipment Grants
- Assists with preparation and management of Planning Grants
- Assists with management of Memorandum of Agreements (MOA)
- Assists with the review of Transportation Disadvantaged Service Plans (TDSP)
- Provides Medicaid Non-Emergency Transportation Training and Technical Assistance
- Oversees Subcontracted Transportation Provider contracts and amendments

Terry Goodwin, Project Administration Manager

(850) 410-5713 terry.goodwin@dot.state.fl.us

- Regional Manager (Click [Here](#) for County Information)
- Assists with preparation and management of Trip/Equipment Grants
- Assists with preparation and management of Planning Grants
- Assists with management of Memorandum of Agreements (MOA)
- Assists with the review of Transportation Disadvantaged Service Plans (TDSP)
- Provides Medicaid Non-Emergency Transportation Training and Technical Assistance
- Oversees Subcontracted Transportation Provider contracts and amendments

Shawn Daniel Customer Service Representative

(850) 410-5709 shawn.daniel@dot.state.fl.us

- Provides Ombudsman Helpline assistance
- Manages Toll Permit Program
- Maintains contact information (Community Transportation Coordinators, Planning Agencies and, Local Coordinating Board Chairpersons)
- Opens and distributes office mail
- Answers incoming calls

Medicaid Non-Emergency Transportation (NET) Responsibilities

Dan Zeruto, Administrative Assistant, Medicaid (OPS)

(850) 410-5721 dan.zeruto@dot.state.fl.us

- Provides contract management of Subcontracted Transportation Provider Contracts and Amendments
- Prepares Encounter Data report for AHCA
- Provides Medicaid NET customer service assistance