



MINUTES

Meeting of the Board of Directors

February 9 2022, at 10:00 A.M. EST

Voting Member	Present In person	Present virtual	Absent
Randy Parker [President], Louisa	X		
Hal Morgan [Vice President], Fluvanna		X	
Christine Appert [Secretary], Charlottesville		X	
Raymond East [Treasurer], Albemarle		X	
Jacob Sumner, Albemarle		X	
Fran Hooper, Albemarle		X	
William Wuensch, Albemarle		X	
Lucas Ames, Charlottesville		X	
Erik Larson, Charlottesville		X	
Ray Heron, Charlottesville		X	
Pamela Blevins, Fluvanna		X	
Willie Gentry, Louisa	X		
Brad Burdette, Nelson		X	
Dian McNaught, Nelson		X	
Non-voting Members			
Kevin Hickman, Buckingham		X	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Christine Jacobs, TJPD		X	
Staff			
Ted Rieck, CEO	X		
Karen Davis, Deputy CEO	X		
Robin Munson, CFO	X		
Mike Mills, Procurement Specialist		X	
Jody Saunders, Director of Public Relations	X		
Stephen Johnson, Planning Director		X	
Kyle Trissel, Transportation Safety Manager		X	
Matt Anderson, Information Technology Manager		X	
Alex Arce, Human Resources		X	
Ben Nemeck, Chief Mechanic		X	
Mariah Powell, Administrative Assistant	X		
Public			
None			

- I. Call to Order—Randy Parker, President
 - A. Randy calls to order at 10:01 AM.

- II. Roll Call—Christine Appert, Secretary | Mariah Powell, Board Assistant
 - A. Christine calls roll and Mariah confirms a quorum is made.

- III. Introductions—Randy Parker, President
 - A. None.

- IV. Public Comments—Randy Parker, President
 - A. None.

- V. Action Items
 - i. January 12, 2022 Board of Directors Meeting Minutes Adoption—Randy Parker, President
 - No additions or corrections needed.

Motion by Jacob, seconded by Willie. Passed unanimously, with no abstentions.

 - ii. Equal Employment Opportunity Plan—Alex Arce, Human Resources
 - Alex noted that the reason why the EEO policy was not presented in June 2021 at the typical 3-year mark, was because a DRPT consultant assisted on the revision and had only recently gotten back in touch with Jaunt to proceed. The updated EEO policy was introduced as one with a purpose of having a workforce that reflects the community it serves. Per the policy statement: *“No person is unlawfully excluded from employment...based on race, color, religion...sexual orientation, age...”* Alex then highlighted important components in the EEO program:
 - a. A utilization analysis conducted using an EEO census based on the counties Jaunt provides service to which is subsequently compared to Jaunt’s current employee population.
 - b. The policy’s goals, to be fulfilled by 2024, that resulted from the utilization analysis –
 - 1. Augmenting the Job Group 2 workforce by 2 Hispanic/Latino males and 6 Hispanic/Latino females.
 - 2. Augmenting the Job Group 6 workforce by 3

Hispanic/Latino males and 10 Hispanic/Latino females.

3. Augmenting the Job Group 8 workforce by 3 American Indian/Alaska Native males, 19 Hispanic/Latino males, 1 American Indian/Alaska Native female, and 19 Hispanic/Latino females.

- Erik was appreciative of the in-depth data. He had several commentaries he felt more appropriate to bring forth within a smaller group setting, thus recommending tabling the adoption until March 9, 2022. Mike Mucha was asked for his input on this recommendation - he informed board members and staff that since the current plan was adopted in 2018, and lasts 4 years, tabling adoption of the updated one was fine. Upon receiving no objections from the board, Randy agreed to table the EEO plan until March 9, 2022. Erik will work with Ted and Karen to schedule said discussion; Randy welcomed anyone else who was also interested in joining to notify Ted or Karen.

iii. Reformation of Finance Committee— Ted Rieck, CEO

- Ted complimented Robin, Karen, and Stephen on their involvement in improving Jaunt's service and financial record keeping.
- Reformatting the finance committee will provide closer board oversight of Jaunt finances. Ted proposed the committee have a 2-board member limit (previous was 3), meet monthly with senior staff, and appoint Ray East and Jacob Sumner. Ray East thought a committee would save future board meeting time, as their recommendations would be in presentation form. Jacob voiced his support to happily serve on it.
- Ray Heron was concerned about finance committee meetings appearing dishonest to the public. Erik, concurring with Ray Heron, thought the public could misconstrue "*premature public discussion could be counterproductive*" (Meeting of the Board of Directors February 9, 2022, pg. 38). Randy thought putting public meeting requirements - such as minute taking - on the committee would be cumbersome and atypical. He acknowledged that he was aware of the possibility of negative perceptions, but assured board members the committee's duty is to report to the board, and no actions would be taken during their meetings. Ray Heron thought minutes should be taken during finance committee meetings to demonstrate transparency. Ted also reassured board members that the goal of the finance committee is to create a more efficient process to consider financial issues, and in addition to the CFO's report the committee would be another channel of communication to the board. Lucas

Ames thought the committee could help supplement monthly board financial reporting with its overview/notes and is worth trying.

Motion by Erik, seconded by Hal. Passed unanimously, with no abstentions.

VI. Standing Committee Reports

A. Finance Report—Ray East, Treasurer | Robin Munson, CFO

i. Financial Reporting

- Robin summarized the December finance report:
 - a. Expenses in total continue to be lower than income.
 - b. Contract (agency) revenue income is approximately 7% underbudget.
 - c. Federal grants are significantly underbudget (due to federal income being reimbursement based).
 - d. Spending has slightly risen in January (due to technological capital awards) which will be reflected in next month's (March 9, 2022) agenda.
 - e. Vehicle orders will be placed in March 2022 for 20 buses. Anticipated to be received in a year.
- Erik asked about a budget for training and a budget for safety. Robin let him know training is under staff development in fringe benefits. Karen and Kyle said although there is no safety specific budget, safety is factored in as is drug and alcohol testing
 - f. Commonwealth Transportation board has approved additional FY22 funding; \$684,000.00 granted to Jaunt - available in April 2022.
 - g. Local government income on target.
 - h. Salaries and fringe are under budget (due to driver shortage, unfulfilled positions, and eliminated positions).
 - i. Travel and meetings are limited due to COVID.
 - j. Facilities, supplies, and materials are under budget.
 - k. Marketing expense is over budget (due to Jaunt's website getting redesigned); complexity of services increased complexity of website, therefore causing additional charges.
 - l. Insurance and bonding on target.
 - m. Professional services are over budget (due to yearly audit).
 - n. Capital is 0.
 - o. Agency net loss is \$145,000.

- ii. CEO's Submitted Expenses
 - This is a new feature in the Jaunt board packet that will be reported on every month. It is for any expenses submitted by Ted. Activities seen will be incurred via Ted's Jaunt issued credit card or from a Jaunt reimbursement check. All travel by CEO and senior staff will require pre-approval from the board president.
 - After speaking with Jacob, Ted has decided to include a balance sheet in the finance report and modify the budget presentation to include annualized budget totals.
 - Randy would like future statement cash flow reports altered to read "month ending".
 - Willie would like more Jaunt public relations outreach in Louisa.
 - Ray East would like a fiscal year bar graph to monitor budget spending for simplification purposes. Robin and Ted will investigate this.

- B. Operations and Safety Reports—Karen Davis, Deputy CEO | Kyle Trissel, Safety Manager
 - Karen opened the operations and safety report by giving the board a review of the productivities that resulted from the first operations and safety meeting:
 - a. Staff assembled a first draft of the glossary of Jaunt terminology that was requested in last month's (January 12, 2022) meeting.
 - b. ADA compliance report is underway.
 - c. A COVID recovery timeline, which showed a gradual increase in public and agency ridership aside from the usual seasonal decrease in January and February.
 - e. Inclusion of an accident trendline in the board agenda that was requested in last month's (January 12, 2022) meeting. Kyle addressed the accident spike in October. The board was also informed that the parking lot study had been bid out.
 - Erik thanked Kyle and Karen for the safety meeting. He asked for additional information on the month of December 2021; he thought the decrease in transportation metrics (passenger trips, revenue miles, revenue hours) were incongruous to the increased amount of ADA no shows, denials, and extended trip lengths. Karen explained that inclement weather was a factor in trips declining, ADA denials were a result of driver shortages, and ADA no shows were a combination of diligent data tracking and short notice cancellations. Christine Appert speculated holidays and last-minute trip requests

from clients were key influences in Jaunt denials and decreased trips. Karen predicted ADA denials should go dramatically down in February, as resources are being reallocated to ADA trips with the intention of bringing the denial number to 0. Stephen added that during his investigation of December he discovered holiday and vacation rates for drivers were higher – at 17% of payroll hours – during that month. He concluded December to truly be an anomaly after comparing it to preceding and succeeding months' data. Erik said he understood these challenges, but emphasized the importance of meeting contractual requirements to keep CAT in accordance of ADA regulations. Ted assured board members of Jaunt's dedication to diminish denials to 0. Ray Heron asked what a reasonable number of denials per the legislation numerically looks like. Erik said the legislation requirements were recommendation based, whilst acknowledging the reasonability of the ADA denials, given the driver shortage and current pandemic. Randy, in respect for the rest of presentations, assigned Karen as a contact point for further questions.

C. Regional Transit Partnership Update— Lucas Ames | Christine Jacobs | Hal Morgan

- Hal reported an RTP meeting was held on January 27. A resolution was made to support a grant for reasonable transit governance study. This will start in FY23.
- Christine Jacobs reported consultants will be presenting their Albemarle Transit Expansion study in the next February meeting. It will contain their final recommendations and their final report.

D. Executive Report— Ted Rieck, CEO

- A meeting is in place for February 22,2022 with the directors of CAT, UTS, and Albemarle Public Schools. Ted and the directors will strategize means of joint collaborations. Ted recognized Garland for being a valuable resource during scheduling this.
- i. Use of Surplus Funds Presentation
- The presentation detailed distribution ideas regarding Jaunt's budget surplus. Jaunt is projecting to end FY22 with a \$1.7 million surplus. The surplus resulted mainly from a lower demand for operations, driver shortage, and COVID funding that has allowed Jaunt to avoid spending local monies. Ted broke the surplus down by service provided to jurisdictions and noted deficits. A possibility of federal funding being available for agency travel is being analyzed. Options to dispense surplus included:
 - a. Returning to jurisdictions (in a cash payment, or credit for FY23)
 - b. Reinvesting (capital investments, corporate or staff development, to pilot new service(s))
 - c. Rainy day fund (a reserve for future financial problems)

d. A combination of above.

- Ray Heron apprised staff that in the past Jaunt had offered surplus monies back to localities and had been turned down. Jacob Sumner liked the idea of using a combination to set up a reserve fund and create finance and reserve policies to dictate how funds can be used. Willie Gentry liked the idea of using a combination to set up a reserve fund and investing in Jaunt projects, such as an express route between the town of Louisa and Zion's Crossroads.
 - Garland inquired if Jaunt's employee bonus amounts matched the cities'. Ted/Robin will look into this and will get amount to him.
 - Randy wants the amount in Jaunt's fund balance account, including amounts from previous years, addressed. Jacob thought having a fund balance policy would provide clarity, with plans to bring to attention in the next Jaunt finance committee meeting. Ted suggested coming back to the board next month (March 9, 2022) with ideas for feasible projects and an amount to be placed in a reserve fund. When asked by Ted on their opinion regarding offering the surplus back to jurisdictions, Randy thought the surplus should be offered back with a meaningful alternative, Willie thought timing was not ideal at the moment. Randy asked Ray East and Jacob to explore aforementioned meaningful alternative option. Bill Wuensch, Garland, Hal, and Erik would like the bonus option kept in mind particularly for drivers. Hal would also like Jaunt to provide a balance sheet to understand pieces (such as accounts receivable) of Jaunt funds. Karen will bring her wage increase proposal for staff to the board for consideration next month (March 9, 2022).
- ii. Parking Lot Workflow Study
- Ted's parking lot presentation consisted of an aerial of Jaunt's facility – circling its shape, photographs of the narrow lots within it which attested to the several parking lot accidents. In order to make the workflow pattern more efficient, Ted plans to engage an architect/engineer consultant that specializes in transportation facilities to give observations and repave the parking lot. Erik suggested surplus funds go towards purchasing additional land. As a short-term solution, Lucas suggested sharing parking space in localities. Garland thought having a parking lot study done is a good precautionary measure, before looking into purchasing land.
- iii. Board Talking Points
- Jody's presentation consisted of listing the positive impacts Jaunt delivers to the community, a testimonial from a client's spouse, a spotlight on operator Amanda Snead for compiling emergency care packages for Nelson residents after the January blizzard, and a recognition piece in *The Central Virginian* for James Shelton, Joyce Morris, and Mark Shelton for providing extraordinary service to

Louisa dialysis patients after the January blizzard. Willie and Erik will share these pieces in their respective local meetings.

VII. New Business—Randy Parker, President

- Erik would like bylaws for the board; Lucas emailed him the most up to date bylaws during the meeting, as Randy was still waiting on bylaw revisions from the attorney.

VIII. Announcements and Board Member Comments

- Hal asked Jody to review banquet plans with the board. After Jody reviewed Dian asked about the feasibility of board members attending via Zoom. Jody said she will look into virtual participation with IT Manager, Matt Anderson.

Ray East moved and Dian seconded. The meeting was adjourned at 11:59 AM.

ADJOURNED: *NEXT MEETING: 10:00 AM, FEBRUARY MARCH 9, 2022*