

## Board Attendance Roster

**Month: September      Year: 2023**

Directors	Present In person	Present virtual	Absent
Brad Burdette, [President], Nelson	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville	X		
Jacob Sumner [Treasurer], Albemarle (Arrived at 10:14)	X		
Mike Murphy, Albemarle	X		
William Wuensch, [Immed. Past President], Albemarle			X
Caetano de Campos Lopes, Albemarle	X		
Lucas Ames, Charlottesville	X		
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker Louisa		X	
Willie Gentry, Louisa	X		
Dian McNaught, Nelson	X		
Iscella Wittich, Fluvanna	X		
<b><i>Ex Officio</i> Directors</b>			
Christine Jacobs, TJPDC		X	
Kevin Hickman, Buckingham County			X
Garland Williams, CAT		X	
Katy Miller, DRPT		X	
Steve Bowman, Greene County BofS		X	
<b>Staff</b>			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Jacquelyn Spence Director of Operations	X		
Mike Mills, Dir of Procurement		X	
Cassy Kelly, Market/Comm Coord (Juliana Scott)		X	
Ben Rutherford, Sys Admin	X		
Zadie Lacy, Transit Planner			X
Janet Jackson, Director of HR		X	
Amanda Powell, Admin Assist	X		
Jordan Bowman (Legal Counsel)	X		
<b>Public</b>			
John Ertl, ATU Collective Bargaining		X	
Judy Tillman, Jaunt Employee	X		
Dan Sutton, Wiley Wilson		X	
Jen Fleisher, Department of Health		X	



## Minutes

### Meeting of the Board of Directors

September 13, 2023 at 10:00 AM EST

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

- Webinar: <https://us02web.zoom.us/j/82077207859>
- Or One tap mobile: US: +19292056099, 82077207859#
- Or Telephone Only: +1 312 626 6799
- Webinar ID: 820 7720 7859

*Do not use both computer and phone audio together: use one only to avoid audio distortion.*

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I. **Call to Order** – *Brad Burdette, President*

TIME: 10:03am

II. **Roll Call** – *Christine Appert, Secretary*

See roster.

III. **Introductions** – *Brad Burdette, President*

None.

IV. **Public Comments** – *Brad Burdette, President*

Our first speaker was John Ertl who is the collective bargaining administrator for the Amalgamated Transit Union (ATU). ATU represent more than 200,000 transit members at more than 400 local unions in the United States and Canada, ATU is one of the biggest transit unions in North America. The city bus system, CAT, is currently represented by their local 1220 union, and they want Jaunt to follow the example set by the City of Charlottesville by passing a strong collective bargaining ordinance that would allow Jaunt employees the full right to form a union and bargain collectively. Mr. Ertl concluded by letting the Board know that he would love to be put on the agenda for the following board meeting so he could elaborate on his model resolution, which he had written for Jaunt and distributed to the board members.

The second speaker was Judy Tillman who is a Jaunt employee. The first thing she said when she addressed the board was that she had been with Jaunt for nearly 25 years and that she loved working for Jaunt. She explained that she is requesting that the board grant permission for Jaunt employees to organize a union and that her goal is not to harm Jaunt but rather to give the employees more of a voice over how things are carried out.

## V. Action Items

A. July 12, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary*

Motion: Dian M. 2<sup>nd</sup>: Lucas A. Vote: Unanimous to accept

B. Call for Annual Shareholder Meeting-- *Brad Burdette, President*

Motion: Christine A. 2<sup>nd</sup>: Dian M. Vote: Unanimous to accept

## VI. Standing Committee Reports

1. Finance Committee--*Jacob Sumner, Treasurer & Robin Munson, CFO*

- [Compliance Audit](#)

DRPT conducted a compliance review to ensure that Jaunt complies with DRPT agreements and policies for the funding that they provide. The review was done for FY 2018 through FY 2021 period. After the compliance review was complete, it was found that Jaunt materially complied with the various agreements, policies, and procedures, however there were 4 instances of noncompliance found. There were vehicle identification numbers (VIN) discrepancies found for 2 revenue vehicles that were originally obtained from Greene County. The VIN numbers did not match DRPT's TransAm Asset inventory system and Jaunt's fleet roster. While this was found and fixed prior to the onsite visit, it was not in time to be removed from the audit review as a finding. Another discovery involved an invoice from April 2017 that was assigned to the incorrect capital award; it should have been applied to a building rehab award but instead was placed on a vehicle award. To lessen the likelihood of anything like this happening, Robin created a method to better track awards and activity at the end of the same year. Currently, the director of procurement and two members of the accounting department check each and every invoice. A refund in the amount of \$5,400 was made to DRPT in July to correct this finding. The third discovery was that multiple award reimbursements were processed in the same month. According to DRPT policy, you are only permitted to submit one refund request per award every month unless special circumstances apply, such as the simultaneous arrival of new vehicles. In such cases, DRPT must be notified and given permission before you may submit additional reimbursement requests. The last discovery was that a credit card reimbursement was made at the end of 2016, four days ahead of the start of the grant term. Reimbursement invoices must be submitted no earlier than the award period itself. Regarding this discovery, DRPT was given back \$479.99. The full compliance report can be found as a hyperlinked document in the board packet.

- Financial Audit

The financial reports for both June 2023 and July 2023 were summarized by Robin M. The majority of the figures on the income statement for June 2023, she said, were set with the audit being completed, but there were a few that might alter; in that case, she would update and inform the board. She notified the board that the capital and operating reports were now completely independent as of July.

2. Operations and Safety Reports—*Jacquelyn Spence, Sr. Director of Operations and Zadie Lacy, Transit Planner*

Before moving into the operations and safety reports, Ted made a brief announcement to inform the board that Brooke S. who was responsible for helping to put some of the reports together was no longer with us and that Zadie Lacy was stepping in to help with this department. Due to a bit of a learning curve in some of the software that we use to generate the data for these reports, some information was not correct and would be submitted at a later time. The June and July safety reports were then reviewed by Jacquelyn S. She informed the board that customer-related incidents have now been divided into customer-related preventable and customer-related non-preventable incidents on the safety reports. She continued by stating that the safety blitz AM & PM was finished and that the annual refresher training will start in September for safety. She also mentioned that the annual wheelchair training and active shooter training were both completed. CPR recertifications are still in process, and behind the wheel certifications for safety members and anyone assisting with the training of new drivers will begin. There will also be an inclement weather training scheduled to take place on October 23.

### 3. Regional Transit Partnership Update-- *Christine Jacobs/Hal Morgan/Lucas Ames*

Presentations on their transit and transportation efforts were made during the August meeting by Blue Ridge Health District and Charlottesville Area Alliance. There are two future committee sessions for the Regional Transit Government Study, one on September 22 and the other on November 1. By the end of the year, the study's concluding recommendations should be ready. The Mobility Management Program is still not under contract with DRPT and they have selected JABA as partner to help staff the call center. The next RP meeting will be held on September 28 and will include presentations from UVA staff on the partnership of the Who's Driving Program with CAT.

### 4. Executive Director Report--*Ted Rieck, CEO*

Ted presented a quick rundown of recent events. He told the board that we are still working with the Texas A&M Transportation Institute to put the suggestions they provided into practice in order to enhance the reservations, scheduling, dispatching, and supervisory operations of Jaunt. As part of our ongoing efforts to enhance communication and problem-solving with our employees, Jaunt also held a Town Hall meeting and our first labor/management committee meeting.

- Facility Master Plan Presentation
  - [Facility Master Plan](#)
  - [Facility Master Plan Presentation](#)

After giving a brief recap, he introduced Wiley Wilson's Dan Sutton, who had been hired to assist in developing a facility master plan that would address upgrading Jaunt's parking lot, lighting, etc. This plan would assist match facility funds to needs, carry out grant requirements, set a timeline for future enhancements, and get DRPT approval before moving forward with these plans. In an email, Katy Miller from DRPT stated that they would be pleased to see the facilities enhancements take place and that they would cooperate with Jaunt to get the necessary financing. The full master plan and presentation can be viewed through a hyperlinked document in the board packet.

## **VII. New Business**

None

**VIII. Announcements and Board Member comments**

None

**CLOSED SESSION**

“Motion to enter into a closed session pursuant to Va. Code Section 2.2-3711 (A) (7) to discuss probable and current litigation where such consultation in an open meeting would adversely affect the Jaunt in regards to ATU Collective Bargaining.”

Motion: Mike M.                      2<sup>nd</sup>: Hal M.                      Vote: Unanimous to move to closed session

Following the closed session, Jordan Bowman, legal counsel for Jaunt, read the following certification, which was certified by roll call vote:

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Executive Committee of the Board of Directors of Jaunt, Inc.

**Record of Roll Call Vote of the Certification**

AYE	NAY	Abstain	Not Present	Member
X				Mr. Burdette--President
X				Mr. Ames
X				Mr. Hal Morgan –Vice President
X				Ms. Appert- Secretary
X				Mr. Murphy
X				Mr. Sumner- Treasurer
			X	Mr. Wuensch
X				Mr. Lopes
X				Mr. Larson
X				Mr. Heron
X				Mr. Gentry
X				Ms. McNaught
X				Ms. Wittich
			X	Mr. Parker

**Adjourn to next meeting: October 11, 2023, at 10:00 AM EDT**

Time: 11:35am