

## Board Attendance Roster

Month: February      Year: 2024

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	X		
William Wuensch, [Immed. Past President], Albemarle		X	
Caetano de Campos Lopes, Albemarle (Arrived at 10:09)	X		
Lucas Ames, Charlottesville	X		
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker, Louisa	X		
Dian McNaught, Nelson	X		
Iscella Wittich, Fluvanna	X		
Ex Officio Directors			
Christine Jacobs, TJPDC		X	
Garland Williams, CAT		X	
Katy Miller, DRPT		X	
Staff			
Mike Murphy, Interim CEO	X		
Robin Munson, CFO	X		
Levine Hedgepeth, Safety & Training Manager			X
Mike Mills, Dir of Procurement		X	
Ben Rutherford, Sys Admin	X		
Janet Jackson, Director of HR	X		
Amanda Powell, Executive Asst	X		
Jason Espie, Director of Planning	X		
Jordan Bowman (Legal Counsel)	X		
Public			



## Minutes

### Meeting of the Board of Directors

February 14, 2024 at 10:00 AM EST

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#### I. Call to Order — Brad Burdette, President

Time: 10:05am

#### II. Roll Call — Christine Appert, Secretary

See Roster

#### III. Introductions — Brad Burdette, President

None

#### IV. Public Comments — Brad Burdette, President

None

#### V. Action Items

##### A. January 10, 2024 Board of Directors Meeting Minutes— Christine Appert, Secretary

Motion: Dian M.                      Second: Randy P.                      Vote: Unanimous to accept

##### B. Approve Changes to Drug & Alcohol Policy -- Mike Murphy, CEO

Motion: Randy P.                      Second: Jacob S.                      Vote: Unanimous to accept

##### C. Approve Appeals Process Policy -- Mike Murphy, CEO

There was a brief discussion about the appeals procedure policy, which was presented to the board for approval. Randy P. wanted some clarification on what happens to the client's service while under appeal. Jaunt's legal counsel, Jordan B., responded that if someone applied through CAT for ADA transit and was denied, they could appeal but would not be able to use service pending the appeals decision. However, if a current client is suspended due to no shows, they would be allowed to continue services with Jaunt pending the decision of the appeal. Erik L. expressed that he would like to see members outside of the operations team be on the appeals committee.

Motion: Randy P.                      Second: Hal M.                      Vote: Unanimous to accept

##### D. Approve No Show / Suspension Letter Template -- Mike Murphy, CEO

It was determined by the board that no vote was needed to approve the No Show/Suspension letter

E. Approve 2023 Excess Working Capital Strategy -- *Mike Murphy, CEO*

With the new policy adopted last year, the board can now decide how much of the Excess Working Capital to distribute back to the localities. He pointed out that this year's numbers differed slightly from the previous years since they were calculated using their contributions whereas last year was calculated by their expenses. He presented the board with three calculated and assembled options and asked the board to consider the middle option, which would return a portion of the money to each locality while also allowing us to retain what we anticipated will cover half of the local match for future capital projects.

Motion: Jacob S.

Second: Hal M.

Vote: Unanimous to accept middle option

**VI. Standing Committee Reports**

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

Robin M. presented a summary of the financial reports for December 2023. She advised the board that contract revenue was declining and would most likely continue to decline. This is due in large part to one of our largest agencies, PACE, informing us that they are currently only using us as back up transportation and not for their primary source of transportation.

B. Operations and Safety Reports—*Levine Hedgepeth, Safety and Training Manager*

Mike M. presented the board with the December 2023 safety reports. There were one preventable accident and three non-preventable accidents reported in December, as well as one customer related incident and one staff related incident. There were no safety concerns during the month, and no site visits were conducted. He also notified the board that during our Safety Meeting on January 25, 2024, all operators received refresher training on safe wheelchair securement. He also presented the board with a new report prepared by Jaunt's Director of Planning, Jason E. This report provides a breakdown of each locality and its specific ridership.

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

Christine J. reported that at the most recent Regional Transit Partnership meeting, they welcomed some new members. RTP will convene on February 22, 2024, and they will hear from the consultants about their final presentation on the Governance Study and recommendations. TJPDC has also begun a soft launch on its new Mobility Management Program, which has so far received 44 calls, 26 of which were referred to Jaunt for their transit needs.

D. Executive Director Report--*Mike Murphy, CEO*

Mike M. informed the board that there are multiple staff vacancies that we are seeking to fill. He also informed the board that he plans on traveling to Louisa near the end of February to meet with Rachel Jones, who will be the new board member representing Louisa. Mike M. was in Greene County the earlier part of the week meeting with their new county executive and finance director about budget requests. He intends to attend any budget work session they invite him to, which should be sometime in early March. He also stated that Jaunt is working on creating an employee highlight page with pictures and insights from employees to help build a stronger sense of community throughout. He informed the

board that he would be delighted to conduct a 10-minute interview with any members who would also like to volunteer for this highlight page.

#### **VII. New Business –**

Mike M. presented a draft of Jaunt’s history to the board, stating that this is an ongoing project that will include any further information discovered from the past as well as new information as it becomes available. Caetano appreciated this information and requested that it be shared with all new board members during onboarding. Mike M. then reviewed the survey findings from Jaunt’s January Safety Meeting, which were collected from all staff. Erik L. offered two requests that he would like to be considered, the first to reconvene the Safety and Operations Committee that Jaunt used to have, and the second was to reassemble the Jaunt Friends Board.

#### **VIII. Announcements and Board Member comments**

Erik L. offered two requests that he would like to be considered, the first to reconvene the Safety and Operations Committee that Jaunt used to have, and the second was to reassemble the Jaunt Friends Board.

**Adjourn to next meeting: March 13, 2024, at 10:00 AM EST**

Time: 11:51am