

Board Attendance Roster

Month: May 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 (Arrived at 10:16am)	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		
Rachel Jones, 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		
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
Melissa Michelsen (Legal Counsel)	X		
Angla Jones, Call Center Supervisor		X	
Phyllis Williams, Operator, Training, and Performance		X	
Public			

**People****Service****Connection****Minutes****Meeting of the Board of Directors**May 8, 2024, at 10:00 AM EST

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

10:01am

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.** April 10, 2024, Board of Directors Meeting Minutes— *Christine Appert, Secretary*

Motion: Dian M.

Second: Iscella W.

Vote: Unanimous to accept minutes

B. Establish Board Nominating Committee — *Brad Burdette, President*

Mike M. mentioned to the board that with the new fiscal year approaching a nominating committee needed to be established in order to propose candidates for the board's officers. Hal M. and Randy P. both offered their services as members of the nominating committee.

Motion: Iscella W.

Second: Ray H.

Vote: Unanimous to accept volunteers

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

Robin M. gave the board a quick rundown of the March 2024 financial reports. While expenses are currently only making up 59% of the FY2024 budget, she pointed out that operating revenue is currently at 73% and close to being on target for the year. With fewer agency trips, contract revenue is still coming in under budget at 36%. When Randy P. questioned why the Farebox Fee was still being included in the operating financial reports, Robin clarified that it was merely a placeholder for now but could be removed from the report if needed. Randy P. was also curious about what the financial reports' other

revenue category contained. According to Robin, this category is essentially only for interest. Randy P. suggested that in the future, the Farebox line might be removed from the reports and perhaps an interest line added. Robin also presented the board with the projection for the end of the 2024 fiscal year. Based off of this projection, Jaunt is looking at around 1.5 million in surplus, and that while we are hoping to spend our awards before the close of FY2024, any excess could be carried into FY2025 if needed.

B. Safety Committee-- Mike Murphy / Jason Espie / Erik Larson / Hal Morgan

Regarding safety, Mike M. met with Erik L., Hal M., and Jason E. in a subcommittee meeting. In this meeting safety-related statistics that would be covered at the board meeting was discussed. Additionally, Mike M. reported to the safety committee some of the equipment malfunctions and electrical failures that our newest vehicles – which arrived this year – have been experiencing over the last few months.

C. Operations and Safety Reports—Jason Espie, Senior Director Planning

Jason E. provided an overview of the safety report for March 2024. He reported that in March, there was one customer related incident and 0 staff related incidents. He also reported that there were 0 preventable and 0 non-preventable accidents for the month of March. Jason continued his report by going over the performance statistics for March. He started by informing the board that some figures were different between this report and previous reports. The reason for this change is due to him noticing a spike in Septembers' figures. After some research it was found that there were duplicate entries made for that month. The numbers were corrected and the information being reported for March was accurate.

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

Garland W. and his consulting team gave a presentation on CAT's Transit Strategic Plan to TJPDC in April's meeting. The May RTP meeting has been canceled due to the Virginia Transit Associations Conference that multiple staff members would be attending. The Regional Transit Authority Work Group, which consists of representatives from the City of Charlottesville, Albemarle County, and TJPDC personnel, will present to the TJPDC in June. Christine concluded by announcing that their Mobility Management Program is now officially branded as PATH.

E. CEO Report--Mike Murphy, CEO

Mike M. informed the board that during the last few weeks, Jaunt has identified certain issues with our phone system. There have been hold periods for reservation; calls are not going through even when a reservationist is available. Jaunt has been working diligently with Ring Central to find a solution for this problem. Additionally, he informed the board that himself and a few other staff members met with the Greene County operators to gain insight on their thoughts and ideas on how to improve service in that area.

VII. New Business –

A. Jaunt Friends - *Brad Burdette, President; Dian McNaught*

In order to learn more about the goals and by-laws of Jaunt Friends, Dian M. and Erik L. met with Donna Shaunesy, who had initially helped create Jaunt Friends. It was discovered that any member of the Jaunt board could serve on the Jaunt Friends board if they wished to do so, in addition individuals outside of board members could be invited to serve. Although they currently do not have a clear vision for where they want Jaunt Friends to go, they do believe it is a valuable organization and intend to collaborate on creating a plan for its future.

B. Organizational Chart - *Mike Murphy, CEO*

Mike M. redesigned the organizational chart in response to the board's request during the April board meeting. He included a key and indicated which vacant positions are either under recruitment or will be under recruitment in the near future in white on the chart.

C. Unaccompanied Minors - *Mike Murphy, CEO*

Mike M. looked into unaccompanied minors using the Jaunt bus after Rachel Jones called the board's attention to a social media post in April regarding a parent who was suggesting to other parents to contact Jaunt if their child was kicked off of the school bus. The inquiry revealed that, for school purposes, we do have riders under the age of 18 in Greene, Louisa, Charlottesville, and Albemarle. Based on these results, Mike M. intends to consult with legal and transit partners to establish a more comprehensive policy defining the minimum age to ride Jaunt alone. He will keep the board updated on the progress of this policy.

D. Future Board Agenda Items - *Mike Murphy, CEO*

Mike M. gave a quick run down of some of the topics he intends to cover at the board meeting in June. He stated that the new employee handbook is close to being completed and hopefully will be presented to the board in the next couple of months. Regarding Jaunt Friends, he asked Dian M. whether she thought she would have more to share in June or if it should wait until July. The decision was made to talk more about Jaunt Friends at the board meeting in July.

Closed Session- Discuss the performance, assignment, appointment, promotion, demotion, salary, disciplining, or resignation of specific officers or employees of Jaunt, as authorized by section 2.2-3711(A)(1) of the state code. The subject matter of the meeting is the CEO.

Motion: Hal M.

Second: Randy P.

Vote: Unanimous to enter closed session

