



People

Service

Connection

Minutes

Meeting of the Board of Directors

March 12, 2025, at 8:30 AM EST

I. Call to Order — Brad Burdette, President

8:30 am

II. Roll Call — Iscella Wittich, Secretary

See Roster

III. Jaunt Board Retreat

A. January Recap

Mike began with a recap of the January board retreat for the members that were unable to attend this strategy session. He stated that during the strategy session they initially started with around 25 initiatives to prioritize and with the help of Allison Linney, and a brainstorming exercise they all participated in, they were able to choose Jaunt's top five priorities for the next 12 to 18 months. He briefly went over the chosen priorities, which included maintaining an active presence as CARTA develops, secure a new written agreement for ADA services, implement a Microtransit pilot for ADA clients, create a performance evaluation system for all Jaunt employees, and select/implement new software for scheduling and planning.

B. Setting Timelines & Metrics

Mike M. gave a brief overview of the current priorities' schedules and metrics, starting with CARTA. It is important for Jaunt to stay an Ex Officio and voting member of RTP and continue to be an active participant in CARTA's operations. To ensure this, Jaunt will need to appoint an Urban representative to attend both RTP and CARTA meetings as well as participate in studies of regional priorities. Next our records indicate that Jaunt has not had an updated ADA service agreement since 2015, despite serving as the ADA service provider for around 38 years. Mike M. would like to begin initial discussions with CAT regarding updating our ADA service agreement between March and April and have a new agreement in place by the end of June 2025. Based on a variety of technology-based reports and recommendations from Benesh, Jaunt believes it is critical to start a Microtransit pilot for ADA clients. By the end of April Jaunt will be aware of the results from the DRPT award. After that, they would begin with the procurement process, software training, in the hopes of an anticipated launch date between September and October 2025. The creation of job guidelines, document reviews, and supervisor training would be the first steps in the fourth mentioned priority of constructing a performance evaluation system. Around August 2025, Jaunt is expecting to be prepared to start holding employee meetings, and in February 2026, midyear reviews. Lastly, Jaunt's scheduling and planning software is not thought to be the most innovative, dynamic, or best in its class. Jaunt will know the outcome of their state funding request by the end of April, which will allow Jaunt to proceed with choosing and implementing new scheduling and

planning software technologies. The goal is for complete software implementation to begin by July 2026 at the latest.

C. Employee Development & Evaluation Strategy

Mike M. suggested to the board that his review as CEO be based on the same methodology he plans to utilize for all Jaunt employees to evaluate how well the performance evaluation system would work for them or if a different model would need to be developed for CEO reviews.

D. Meeting Cadence

Mike M. suggested to the board that future Board meetings, Executive Committee meetings, and Finance Committee meetings be moved to every other month, meeting on even months only. The Executive Committee would have the authority to schedule ad-hoc meetings as needed, and the Finance Committee would also be able to call ad-hoc meetings when needed, as well as the option to increase frequency during the budget and audit seasons. At the next board meeting, Mike M. said he would provide the yearly calendar, which would include the new meeting cadence and shareholder meeting schedule for approval.

IV. Break

V. Call to Order — Brad Burdette, President

10:12 am

VI. Introductions and Welcome — Brad Burdette, President

Jennifer Douglass was welcomed to Jaunt as the new safety manager. Jennifer joins us from Northern Virginia and has 20 years' experience in transportation.

VII. Public Comments — Brad Burdette, President

None

VIII. Action Items

- A. February 12, 2025, Board of Directors Meeting Minutes- Iscella Wittich, Secretary

Motion: Dian M.

2nd: Ben C.

Vote: Unanimous to accept

IX. Standing Committee Reports

- A. Finance Committee—Robin Munson, Mike Murphy, Jacob Sumner, Treasurer

Robin M. presented the financial reports for January, which is the 7th month of the fiscal year. She reported that operating revenue was at 58% of the budget leaving 42% not yet recognized, and operating expenses as of January 31, 2025 was at 51% of the budget with 49% unrecognized. While PACEM, our newest agency, was able to somewhat offset the decline, Robin pointed out that PACE revenue had significantly decreased. She went on to say that the reason fringe benefits were somewhat below budget was due to unfilled positions and returned retirement funds. She continued by saying that Jaunt has only recognized 7% of capital expenses, leaving 93% unrecognized, and 15% of capital revenue had been recognized, leaving 85% unrecognized. She did inform the board that Jaunt had received delivery of 2 new buses in February and 4 in March, which will increase revenue and expenses in the upcoming months.

B. Operations and Safety Reports—*Jason Espie, Jennifer Douglass, Angie Jones*

A brief summary of Jaunt’s January 2025 safety reports was provided by Jennifer D. She reported that Jaunt had recorded one preventable accident, one one-preventable accident, one customer related incident, and zero staff related incidents in the month of January. Jason E. went on to review the January 2025 statistics reports, noting that Jaunt’s ridership had increased by 1.3% from December. In closing, Angie J. reported to the board that ADA denials for January remained at zero.

C. Regional Transit Partnership Update-- *Christine Jacobs/Randy Parker*

Christine J. started by stating that the Transit Authority and the Regional Transit Partnership would start holding meetings every other month. Throughout the year, the Transit Authority will meet in the odd months and RTP will meet in the even months. She said that they elected a chair and a vice chair at the first meeting of the Transit Authority and that they would be discussing organizational documents, bylaws, and the public comment policy. They will also be forming a finance committee to begin working through the financial plan. She continued by talking about the PATH mobility program and how it has begun scheduling transportation solutions workshops across the six jurisdictions; they have already held two and have nine more scheduled.

D. CEO Report--*Mike Murphy*

Mike M. stated that Jaunt would be attending their first meeting to discuss the strategy for 5311 funding in the future. The RFP for design, marketing, and communication has been closed, and Mike M. has signed agreements with three companies to start collaborating with Jaunt on a plan to identify where we want to use our resources and which staff roles could be most helpful. He has also decided to review some of Jaunt’s marketing materials for when we are promoting our services. Mike finished up by announcing that Jaunt would be hosting a workplace cookout for all employees during Transit Appreciation Week, and that everyone on the board was invited to attend.

X. New Business

An action item to formally designate Nick P. as the Urban representative on RTP will be discussed at Jaunt’s April board meeting. Additionally, Lucas A. has agreed to lead the nominating committee for upcoming fiscal year’s officers, and we will visit more about assembling the nominating committee in April. The approval of the FY2026 schedule and changes to Jaunt’s TDP plan are two more topics Mike M. plans to cover at the April board meeting.

XI. Announcements and Board Member comments

None

Adjourn to the next meeting: April 9, 2025, at 10:00 AM EST