

**MINUTES**  
**JACKSON AREA TRANSPORTATION AUTHORITY**  
**FIELDS BUILDING 100 S. JACKSON ST.**  
**1ST FLOOR SUITE 106**  
**FEBRUARY 26, 2026**  
**3:00 PM**

**Item I. Call to Order/Roll Call**

The meeting was called to order at 3:02 pm

**Members Present:** Jessica Embury, Jeff Arnold,  
Barry Malek, Mindy Albert, Deborah Chambers,  
Terry Langston

**Members Absent:** Steve Makulski

**Others Present:** Michael Brown, Penny Kasper, Hunter Causie, James  
Garner

**Item II. Public Comment - None**

**ITEM III. Consent Calendar**

Motion was made by Barry M. to accept the February Consent Calendar,  
seconded by Terry I. **Motion Carried.**

**ITEM IV. JATA Making a Difference Moment – Hunter Causie**

Hunter reported that there have been a couple of people who have filled out  
the Rider Impact Statements. Hunter also states that he has testimonies from  
two of JATA's drivers.

**ITEM IV. President's Report – Jessica Embury**

- a. Jessica reminds the Board, that "Michigan Transit Legislative Day", at the  
Capitol, this year, is on March 11<sup>th</sup> & March 12<sup>th</sup>, Jessica, reported that, if  
anyone going on the Wednesday, March 11<sup>th</sup>, there will be training and a  
dinner held, in the evening. She stated that on Thursday, March 12<sup>th</sup>,  
which is the day, primarily, the others are attending, the schedule of  
events will start with breakfast, meetings and lunch then will conclude  
the event. Jessica stated that if any of the other Board members, that had  
not signed up, are interested, to get with Mike B.
- b. National Transportation Week is May 11<sup>th</sup> – May 15<sup>th</sup> and National Tri-  
Transit Week is in October, Jessica asked if any Board Member is  
interested in volunteering, to either get with, Hunter or Mike. Jessica  
stated that any help from the Board, on these events, is encouraged.

- c. Jessica asked Hunter, for an update on the advertising, for the “Vacant Seat” for JATA’s Board of Directors. Hunter replied that it was just sent over to the Chamber of Commerce. Jessica asked Hunter to keep her updated on this.
- d. Jessica reminds Board members, that starting, in March, the location of scheduled Board Meetings, will be held at, Disability Connections 409 Linden Ave., Jackson, MI 49203, unless otherwise told.

**ITEM V. Executive Director’s Report – Michael Brown**

- a. National Transportation Week
  - Mike reiterates that National Transportation Week, will be held on May 11<sup>th</sup> – May 15<sup>th</sup>. Hunter C. will be heading up this event and reports that just like last year, there will be vendors on site, a lot of activities and fun, for our riders.
- b. Tri Transit Week
  - Mike states that this will be held in October and that this event is centered around JATA’s riders. Hunter will also be heading up this event and if any of the Board members are interested in volunteering to contact Hunter or himself.
- c. Workplace Appreciation 2026
  - Mike reports that it is March 18<sup>th</sup>, however it is still pending and does not have anything yet to report on this. Mike and James G. are in discussions, and will let the Board know once something, has been decided.
- d. Federal Build Grant & State Grant
  - Mike informs the Board, that JATA has applied for this Federal Grant, which is for 8 buses. The State of MI has agreed to match the 20% discretionary funds.
  - Mike reports that JATA also, has applied for a State Grant, for 4 buses. The State of MI, not only will match the 20%, but will cover 100% of State funding. JATA just submitted the application for this grant.
- e. Working on Shelters & Stops Grant
  - JATA has been approved for this grant. This grant is for the upkeep and renovation of these shelters and stops. If any of these shelters/stops, have damage done to them, the State will not fund to repair them. The repair costs, come out of local funds. This grant is not for purchasing new shelters, it is solely for the renovation and upkeep of existing shelters/stops. Mike states that JATA’s biggest complaint, is the homeless, sleeping in these shelters and or damaging them. The local authorities have only minimal resources to help in these situations.

f. City Millage

- Mike reports to the Board, that JATA received a city millage of \$316,000. This millage is received, twice a year.

g. Update on Tri-Annual Audit

- Mike says that this takes place every 3 years. Mike explain, that this audit will look at 26 areas, and will focus on 17 of these areas. This audit is to make sure that JATA is compliant and all the check and balances are in order. These auditors, work mainly on Procurement. He reports that JATA, should be good in this area, because of some of the purchases and repairs, that have been done. Some examples are:
  - 620,000 spent for Hoists
  - 600,000 spent for Transfer Center Parking Lot and Sidewalks
  - 200,000 spent for Transfer Center Roof
  - Bathroom renovations at the Transfer Center and JATA's administration location.

Barry M. gives "KUDOS" to Mike B. and Hunter C. for all of their hard work and efforts and for applying for all these necessary grants.

**ITEM VI. Committee Reports**

a. Nominating Committee –

1. Nominations – Jessica reports that since, Barry M. announced that he was resigning from the Committee, due to other obligations. Jessica has had discussions, with Terry L. and would like to have a motion to nominate Terry L. to the committee. This would still leave Jeff A. 's part, open, since he will be officially retiring on 3/31/26. Jessica states to the Board, if anyone is interested in helping with this committee, to let her or Mike B. know. Barry M. made the motion to nominate Terry L. and Deborah C. seconded the motion.  
**Motion Carried.**
2. At the last Board meeting, Steve M. made the motion to move Mindy A. from at large to Blackman Township and Barry M. seconded the motion. The motion carried. However, Mike B. explains to the Board, that there is a process, that has to carried out prior to making the motion and changing the seat, since Jeff A. does not officially retire, until 3/31/26, it cannot not officially be done until 4/1/26. Mike B. states that a letter have to be written to the Township for their approval, and the Board must wait for the reply, if a reply is not received by the next scheduled Board meeting, the board can proceed with the

motion to change. Jessica asked if they could get a motion, to move this to "Matters for the Board Review/Action", along with the renewal of Terry L.'s seat assignment, which expires on 3/31/26, as well. Deborah C. made the motion and Mindy A. seconded the motion. **Motion Carried.**

3. Jessica E. handed out the "Board Inventory Tool & Gap Analysis Matrix" at the last Board meeting and requested that each member fill out. Jessica reports that there are still a couple of Board Members, that have not turned them in and has asked to table this and that there be a motion, to move this to "Matters for Board Review/Action", for the next board meeting in March. She has also asked the Board members, to have them done by next meeting. Deborah C. made the motion and Jeff A. seconded the motion. **Motion Carried.**

**ITEM VII. Matters for Board Review/Action**

- a. Board Member Commitment, Roles, and Attendance Agreement – Jessica asked the Board, for a motion, to move this, to the "Matters for the Board Review/Action", along with the Self Evaluation Form (Attachment F), to be reviewed and be approved. Terry L. made the motion and Mindy A. seconded the motion. **Motion Carried.**
- b. Updated Board of Directors Terms of Office (Attachment G) – Discussion
- c. LTAC Member Application - Review/Approval needed for 2 new LTAC Applications to become members. The applicants are Beth Van Sumeran and Cheryl Crim. Terry L. made the motion to approve and Barry M. seconded the motion. **Motion Carried.**

**ITEM VIII. Unfinished Business - None**

**ITEM IX. New Business**

- a. Jessica reports that the information on the Board of Directors section of the JTV website, needs updated. She states that it is not attractive and after researching other Transit Websites, it needs to change. Jessica states that the information is not easily accessible and she suggests and info mailbox be set up and have email addresses be removed. She proposes that maybe Hunter C. would man the mailbox. Mike B. relays, he feels that this would not be being transparent. Mike B. states that we might not be able to go with another company for the website, since we have contracts with JTV. Jessica also reports to the other Board members, that having a "headshot", would help. Hunter advised Jessica that he could talk with JTV, about doing "headshots" for the Board of Directors, as they do for staff at JATA. After discussion, the decision was met, to stay with JTV and leave the email addresses, for each of the Board members,

however to add the "headshots". Hunter said that he would talk with JTV and report back.

**ITEM X. Public Comment -**

- Mike B. introduces and welcomes, Arlene Robinson, from Jackson City Council to the Board of Directors.
- Cheryl Crim - Cheryl relays that she does not like the bus stop she currently uses; however, she understands, there is currently, nothing can be done.
- Mike B. recognizes Jeff A., for serving 6 years on JATA's Board of Directors. Jeff A. will be retiring on 3/31/26. Jeff has been an asset to JATA's Board of Directors and will be missed. On behalf of JATA's Board of Directors and everyone at JATA, "Thank you for your service."

Board Challenge: Who was the winner of the "Guess the score for the Super Bowl?"

Answer: Joseph Ramey, with his guess of, 31-17. The actual score was 29-13.

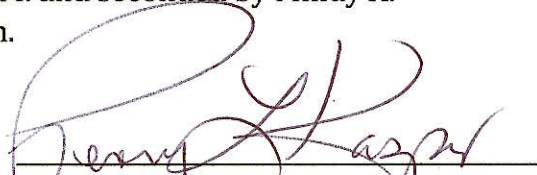
Deborah C. was the winner

**ITEM XI. Adjournment**

Motion for adjournment by Barry M. and seconded by Mindy A.

The meeting adjourned at 4:16 pm.

  
Mindy Albert, Secretary

  
Penny Kasper, Recording Secretary