

MINUTES
JACKSON AREA TRANSPORTATION AUTHORITY
ANNUAL BOARD MEETING
FIELDS BUILDING 100 S. JACKSON ST.
1ST FLOOR SUITE 106
JANUARY 22, 2026
3:00 PM

Item I. Call to Order/Roll Call

The meeting was called to order at 3:00 pm

Members Present: Jessica Embury, Jeff Arnold,
Steven Makulski, Barry Malek,
Mindy Albert, Deborah Chambers, Chelsea Poole,
Terry Langston

Members Absent: None

Others Present: Michael Brown, Penny Kasper, Dawn Mroczka, Hunter
Causie

Item II. Public Comment - None

ITEM III. Consent Calendar

Motion was made by Steven M. to accept the January Consent Calendar,
seconded by Mindy A. **Motion Carried.**

ITEM IV. President's Report – Jessica Embury

- a. Attendance Policy – Jessica reported, that she will be creating this policy, and hopes to have it completed, by the next board meeting in February. Jessica, asked that it be moved to “Matters for Board Review/Action”.
- b. Jessica lead discussion, with the other Board members, regarding the “Annual Retreat”, and it was decided that it was not necessary for the recommendation of the Executive Committee.
- c. Jessica reports that “Michigan Transit Legislative Day”, at the Capitol, this year, is on March 11th & March 12th, only. Jessica, explained that if any of the Board members are interested in any of the events, listed on the “2026 Events” handout, please indicate which ones and check them off, and return them to herself or Mike.
- d. Jessica announced 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.

- e. Jessica announced that the December Board Meeting, will be held on December 17th, due to the holidays.

ITEM V. Executive Director's Report – Michael Brown

- a. Mike reported that COVID, again was on the rise and that JATA continues to follow the CDC guideline, to try to prevent the spread of it.
- b. Mike announced that JATA applied for a Grant for 8 more buses and the 20% from the State of Michigan was agreed on.
- c. Mike stated, that the FY25 Federal Operating Budget was now approved, and JATA has completed the drawdown.
- d. Mike reminds the board, the “Triannual Review 2026”, will be held in person, this year and reminds everyone, that this is an extremely busy time, for JATA preparing for the audit. This is to take place in June – July.

ITEM VI. Committee Reports

- a. Nominating Committee –
 - 1. Nominations – None
 - 2. Jessica handed out the “Board Inventory Tool & Gap Analysis” worksheet, and requested that each member fill out, so that the Board could see what skills, that the JATA Board currently possess and it will show what skills are lacking. This matrix will help decide, what applications that should be given priority in regards, to open Board seats.
 - 3. Barry M. announced that he was resigning from the Committee, due to other obligations. Jessica asked the other Board members, if anyone would be interested in helping with this committee, if so, let her or Mike know.
 - 4. Steve M. made the motion to move Mindy A. from at large to Blackman Township and Barry seconded the motion. **Motion Carried.**

ITEM VII. Matters for Board Review/Action

- a. Steve M. made the motion, to approve the FY2027 Budget & Resolution of Intent, Terry Langston seconded the motion. **Motion Carried.**
- b. Hunter Causie was asked if JATA, had received any donations as of yet, Hunter reported, that no not at this time, the web page, just got updated the day before, and was still in progress.
- c. Steve M. made the motion to approve the Board Meeting Schedule for 2026. Mindy A. seconded the motion. **Motion Carried.**
- d. Terry L. asked that the TAM Plan, Transit Asset Management Plan, be added to the Matters for Board to Review/Action. Mindy A. made the motion and Deborah C. seconded the motion. **Motion Carried.**

- e. Terry L. made the motion that the "TAM Plan", be an annual item, on the "Matters for the Board to Review/Action". Mindy A. seconded the motion. **Motion Carried.**
- f. Steve M. made a motion for the "Nepotism Policy" be approved. Jeff A. seconded the motion. **Motion Carried.**

ITEM VIII. Unfinished Business - None

ITEM IX. New Business

- a. Chelsea P. announced her resignation for the JATA Board of Directors, effective today. Chelsea stated this meeting would be the last and expressed her gratitude, for being a part of the Board of Directors.
- b. Barry M. announced that the "Drive Jackson Survey", was done and thanked JATA for their input.

ITEM X. Public Comment - None

Board Challenge: During Tri-Transit Week, who was the recipient of our raffle, and won the monthly pass?


The answer was Julie H. Deborah C. was the winner

ITEM XI. Adjournment

Motion for adjournment by Terry L. and seconded by Steve M.

The meeting adjourned at 4:07 pm.


Mindy Albert, Secretary


Penny Kasper, Recording Secretary