

**ANNUAL BOARD MEETING MINUTES
JACKSON AREA TRANSPORTATION AUTHORITY
DISABILITY CONNECTIONS
409 LINDEN AVE, JACKSON, MI 49201
MARCH 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,
Steve Makulski

Members Absent: Terry Langston

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

Item II. Public Comment –

- Oliver Lindsay, former employee of JATA, greeted the Board, and stated he was here to listen and see how JATA was doing.
- Jon Hart, Director of Disability Connections, introduced himself to the Board and made a brief summary of what Disability Connections do for the community and also gave a quick description of the office area, restrooms, etc.

ITEM III. Consent Calendar

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

ITEM IV. JATA Making a Difference Moment

- Barry M. gave a “Shout Out”, to Hunter C., for all his work on the Rotary Dinner.

ITEM IV. President’s Report – Jessica Embury

- a. Jessica reported, that “Michigan Transit Legislative Day”, at the Capitol, this year, that was on March 11th & March 12th, Jessica, reported that, went very well. She stated she would like to see JATA, set something up, for next year, possibly hosting meetings, and maybe even offering tours.

- b. Mike B. commented that, it was a good time had by all and thought it went well.
- c. Mindy A. commented that she would like to see better transportation options, next year, she stated she did not plan in time to make the necessary arrangement, so she had to stay back. Jessica E. explained that JATA, did not have the vans, with the lifts, available, at the time.

ITEM V. Executive Director's Report – Michael Brown
Project Update – Hunter Causie

- Bathrooms Projects at Admin Building have been completed, grant has been closed
- Equipment Grant will be closing 4/15/2026 and finished
- Quotes on Shelter being collected now for replacement of shelters on existing footprint
- Admin Parking Lot to begin construction April 6, 2026
- Transfer Center staff area updates will also be occurring and quote is being done by contractor April 2
- Awaiting FTA Award Number from MDOT for Co-Operative Agreement with State of Washington to purchase No-Low emission Gillig Hybrid buses (2).

ITEM VI. Committee Reports

a. Nominating Committee –

1. Nominations – Jessica announced that since, Barry M. has left the committee, she will be working with Terry L. on the committee.
2. Jessica states there are no new nominees at this time, however, Terry L. is working on a couple of leads.
3. Jessica asked Hunter if there was an update on the advertising for the vacant Board seats.
 - a. Hunter replied that he sent it over to the Chamber, but has not heard anything back. Jessica asked him, how he sent it to the Chamber, if there was a “Blast”, done. Hunter stated no. Steve M. cautioned Hunter and Jessica, that in the past, it has not been worth the money, that it costs.
 - b. Barry M. commented, that he felt, that because of the “Board Member Commitment, Rules, and Attendance Agreement, that each board member is required to sign, the Board, is going to find it difficulty, in getting candidates. He feels they would over whelm them. Steve M. also replied, he felt that every Board Member, should be held accountable and that means attending the scheduled Board Meetings.

- c. Mike B. asks the Board about the criteria/skillset, that the board discussed previously and who was working on this. Jessica E. stated, that it has not been done as of yet, she was waiting on the information, each board member provided, on the Board Matrix, to find out what skills, the Board members now possess and to see what we are lacking.
- d. Deborah C. asked the Board, why the candidate, Lisa Monk, was not considered for the open board seat, back in December, when she expressed interest in the position?
- e. Jessica E. replied, the board did not reach a decision, it was put on hold until, the Board could come up with the skillset they were looking for. Jessica stated that the board, would have ongoing discussions and it would have to be tabled, at this time.

ITEM VII. Matters for Board Review/Action

- a. Renewal of Board of Directors – Term of Office (Attachment D). Motion was made to renew current Board of Directors, by Steve M. and seconded by Deborah C. **Motion Carried.**
- b. Approval for Board Member Assignment - A motion to rescind the motion, that was carried on 1/22/26, to move Mindy A. to Blackman Township, from At Large, be rescinded, due to motion being made and carried prematurely, by Barry M. and seconded by Deborah C. **Motion Carried.**
- c. The motion was made to move Mindy A. to Blackman Township, by Steve M. and seconded by Deborah C. **Motion Carried.**
- d. Election of Officers – The motion was made by Barry M., that officers be, Jessica E., President and Steve M., Vice President and Mindy Albert, Secretary/Treasurer. The motion was seconded by Jeff A. **Motion Carried.**
- e. Board Matrix – Discussion on the Board Matrix, Steve M., had not sent his in. Hunter C. reviewed with the Board, the results, thus far and the possible gaps. Discussions on going.
- f. Performance Dashboard – Hunter C. presented February's Performance Stats, showing that ridership was up and positive on-time performance. Jessica E. asked that going forward if, Hunter could put the prior months, performance, so that the Board members, have something to compare the current months, stats too.
- g. Bylaw Amendment – Article 5, 3. The motion was made to amend, this article, to change the terms to read, the terms of office of the nine Board Members to be organized in (2) year and (3) year terms, so the terms do not expire together. Barry M. made the motion and Mindy A. seconded the motion. **Motion Carried.**

ITEM VIII. Unfinished Business – None

ITEM IX. New Business – None

ITEM X. Public Comment –

- Board Members wish Jeff Arnold, well.
- Mindy A. announced, there will be “Speak Up Jackson”, held on April 22nd, at 6:30pm, at the Orchestra Hall. She explains this is for groups, struggling to communicate. All is welcomed.
- Mindy A. presented the flyer, for National Transit Week, that was made.

Board Challenge: If a local business asked you, “What advertising opportunities does JATA have available for local businesses”, what are the three options you could tell them about? Answer: Bus, Transfer Center, Shelters. – Winner Mindy A.

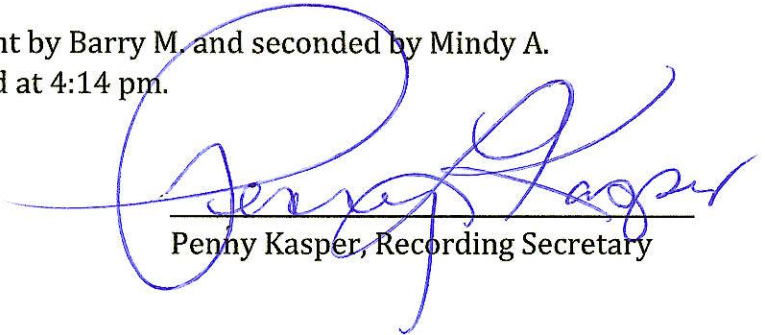
ITEM XI. Adjournment

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

The meeting adjourned at 4:14 pm.



Mindy Albert, Secretary



Penny Kasper, Recording Secretary