Transition of Service Overview

On December 10, 2019, the Greene County Board of Supervisors approved by unanimous vote a resolution to request that Jaunt, Inc, assume operation of Greene County Transit service. Subsequently, on December 11, 2019 the Jaunt, Inc. Board of Directors approved a resolution stating its interest to assume the operations of Greene County Transit.

On July 1, 2020, Greene County will transfer all on-going responsibilities and obligations for operating Greene County Transit to Jaunt. Inc. This includes, but not limited to, service operations, human resource management, public outreach and engagement, grant management, asset management and financial responsibility.

This plan outlines the approach to compliance and responsibilities of Greene County and Jaunt in terms of executing the transition of service to ensure consistency and compliance with federal and state regulations. The plan is divided into sections relevant to each entity; both sections cover aspects of transition and compliance identified by the Virginia Department of Rail and Public Transportation.

Green County Compliance Responsibilities

Contractual or Other Written Agreements

Because Jaunt, Inc. is a Public Service Corporation, owned by five localities that are political subdivisions of the Commonwealth, the operation of transit services in Greene County by Jaunt does not require a written agreement between both parties. Further, Jaunt does not have written agreements with the other localities in which it operates public transit and receive local funding assistance to operate transit. Just as with the other localities in which Jaunt operates public transit, Jaunt will not apply for program funding on-behalf of Greene County. Rather, Jaunt will apply for program funding to operate service in Greene County as a regional public transit entity.

Greene County On-Going Involvement

Jaunt’s Board of Directors is organized to include 14 directors (also referenced as “representatives”). The Board was structured to allow for each locality to have representation in the decisions and accountability of Jaunt’s financial planning and service delivery. The intent is for representation of the parts (each locality) in context of discussions of the whole (Jaunt’s region). As a joint request of both Greene County and Jaunt staff, the Jaunt Board of Directors will be asked to amend their bylaws to allow additional voting representation from Greene County. After this request is approved, Greene County will recommend a County representative to be appointed to Jaunt’s Board of Directors. The official acceptance of the appointment will not occur until the annual shareholders meeting in July. However, the Jaunt Board will encourage an appointment earlier in order for the appointee(s) to start to attend Jaunt meetings and familiarize themselves with its regular discussions and decisions, including the progress of the transition of Greene County.

During the period of transition, February to July, Greene County will receive a monthly update of the progress of the transition of services, specifically the aspects outlined in this plan. In March, the plan for transition will be provided, and subsequent Board meetings will review the progress of the transition in context of expected progress. After July, Jaunt will provide the Greene County BOS an annual update of services and performance.
Financial Planning and Grant Management
Greene County commits to continued funding of Greene County Transit services as agreed upon annually between Greene County and Jaunt. Greene County will use Jaunt’s annual Transit Development Plan update process as the means to establish agreement on the parameters of the service to be provided, and the associated funding Greene County is able to provide. Discussions of funding for services will occur throughout the year with Greene County and at Jaunt’s Board of Director meetings. Decisions for funding will ultimately be decided on by the Greene County Board of Supervisors as part of its annual budget adoption process.

Greene County will provide Jaunt all documentation related to services and grants executed prior to July 1, 2020, but Greene County will remain responsible and accountable for the compliance related to the execution of those services and grants during the period of time leading up to July 1, 2020. Greene County will seek the assistance of DRPT and Jaunt to review and ensure all appropriate documentation has been obtained and retained for future federal and state reviews, and as related to the record retention expectations outlined in DRPT grant administration guidance (such as records related to vehicles retained for three years after the disposal of the asset).

Asset Management
Greene County will work with Jaunt staff to itemize all existing assets that are active and have a remaining federal interest. Greene County will work with Jaunt to reconcile any aspects of the inventory that need to be corrected prior to the transfer of assets. Greene County will also identify and retain all appropriate documentation related to the grants used to purchase the assets and the use of the assets.

As outlined in the Federal Transit Administration’s circular 5010.1E, Section 4.c.6; Greene County will request to transfer all active assets with a federal interest to Jaunt, Inc. At its June meeting, once the transition of services in near complete, the Greene County Board of Supervisors will adopt a resolution outlining an agreement between Greene County and Jaunt in regards to the acceptance of the responsibilities associated with the transfer of identified assets. Greene County will identify to DRPT those assets that have exceeded their Useful Life prior to transfer, and those assets that have not exceeded the Useful Life. This is intended to inform DRPT’s approach to which assets will require a new Award created for Jaunt that outlines the agreed upon balance of useful life and value of the assets that fall into the second group mentioned above.

The resolution adopted by Greene County Board of Supervisors in June will include language that Greene County will remain responsible for all grant documentation associated with the purchase and operation of the assets. And, that Greene County will participate in any federal or state reviews associated with the execution of the grants awarded to Greene County prior to July 1, 2020. This clause will encompass all grant awards; operating and capital grants.

Greene County Transit’s current list of federally funded assets are attached as Attachment A.

Service Changes and Planning
Greene County and Jaunt have not discussed nor planned for any service changes or expansion. No service changes will occur during the period of transition. Greene County will participate in any public meetings Jaunt intends to hold, but will postpone discussions of new services until after July 1, 2020.

After Jaunt has assumed services and full obligations of operating and administrating grants associated with Greene County Transit on July 1, 2020, Greene County will begin to work with Jaunt staff to strategize on how to proceed with the planning and public engagement of service changes and new
services. Such changes and additions are expected to be reflected in Jaunt’s Transit Development Plan update and Jaunt’s grant applications for funding assistance for FY2022.

Public engagement during the transition period is intended to ensure communication with the public on the transition process. The public engagement after July 1 will be used to develop recommendations for service changes.

For transit service planning in general, Greene County will participate in Jaunt’s annual update of the Transit Development Plan. This approach will be used as the method by which Greene County and Jaunt agree on funding responsibilities and service expectations.

Public Outreach
The Greene County Transit Transition of Service Plan, approved by the Virginia Department of Rail and Public Transportation (DRPT), Greene County Board of Supervisors, Greene County Transit (GCT) and Jaunt, will be published online at Greene County’s website for public review and comment.

Due to the COVID-19 pandemic that limits Greene County’s ability to conduct in-person public meetings, the County, in partnership with Jaunt, will conduct a virtual informational public meeting in early June of 2020. The meeting is intended to allow the public an opportunity to understand the transition; specifically, what will or will not change before July 1. Additionally, a public hearing will be held by the Greene County Board of Supervisors to ensure the public outreach and input are properly heard and considered.

A public notice of the public hearing and informational meeting will be published in the local newspaper in late April. The public notice will clearly indicate that Greene County intends to transition all aspects of Greene County Transit services to Jaunt Inc. on July 1, 2020. They will indicate the public hearing will be held at the June 9th Greene County Board of Supervisor’s regularly scheduled meeting and the public meeting will be held on June 2nd for the general public. These meetings will include information clearly indicating that the service to be transitioned to Jaunt will include the use of federal and state funds for both operating and capital programs. They will also indicate the specific location of all meetings, which will be held in such a way to still allow the public sufficient opportunity to review and comment on the transition of services. They will provide contact information and other ways to comment if a resident is unable to attend a public meeting, or needs assistance to access the public meeting.

On May 26th, Jaunt will present to the Greene County Board of Supervisors an overview of the transition of services. This presentation is intended to provide the BOS an opportunity to discuss the materials that will be provided to the public. And, to request additional information that may be needed for its vote on June 9th.

Equal Employment Opportunity Responsibilities
Greene County intends to turn over all aspects of providing for and operating the current Greene County Transit services to Jaunt, Inc. The established relationship will not be a contractual arrangement. Therefore, Greene County will focus on ensuring that no employee transitioning to Jaunt’s employment will be discriminated against with regards to their opportunity for employment based on their race, color, creed, national origin, sex, age, or disability. Greene County will work with Jaunt to monitor the transition of each employee in regards to each position’s current employment status, compensation, fringe benefits, job roles and responsibilities, and performance opportunity. On July 1, 2020, Greene County will document and attest that Jaunt adhered to the following federal codes with regards to transition of employment:
49 U.S.C. Section 5332, and Title VII of the Civil; and
Rights Act of 1964, as amended, 42 U.S.C. Section 2000e; and
Executive Order No. 11375, October 13, 1967; and
Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. Sections 1681 et seq.; and
The “Age Discrimination Act of 1974, as amended, 42 U.S.C. Sections 6101 et seq.; and
“Age Discrimination in Employment Act,” 29 CFR Part 1625; and

Greene County will separate the Greene County Transit employees from the County in such a way that it
allows each employee the ability to get paid for their accrued leave time, maintain their vested
retirement benefits, and be eligible for additional healthcare options if they chose to not transition to
employment with Jaunt.

Employee Performance Evaluation
Greene County will work jointly with Jaunt to implement a short-term performance evaluation approach
to help Jaunt identify any GCT employee that may need additional training or position development
assistance in order to be prepared for their role and responsibilities at Jaunt. Greene County will notify
the GCT employees that each employee’s performance will be evaluated between March and June, with a
final performance review of each employee in late June.

Jaunt Compliance Responsibilities
Jaunt - Asset Management
Jaunt will work with GCT staff to reconcile Greene County’s federally funded asset list with a tangible
inventory. As well as, obtain and retain all appropriate documentation related to the grants used to
purchase the assets and the use of the assets.

As outlined in the Federal Transit Administration’s circular 5010.1E, Section 4.c.6; upon request from
Greene County to transfer all active assets with a federal interest, Jaunt will accept all such assets. Jaunt’s
Board of Directors will adopt a resolution outlining an agreement between Jaunt and Greene County in
regards to the acceptance of the responsibilities associated with the transfer of identified assets. By
March 2020, Jaunt will identify to DRPT those assets that have exceeded their Useful Life prior to transfer,
and grant funding has been requested to replace the assets. Jaunt will identify in its reconciled asset
inventory list those assets that are expected to be replaced, and when, in future fiscal years. Such
information will be included in Jaunt’s TDP update (and merger of Greene County Transit’s TDP). For
those assets that are not expected to be replaced, Jaunt will request that DRPT transfer the assets to
Jaunt under a new Award that outlines the agreed upon balance of useful life and value of the assets.

In March, Jaunt will provide DRPT with a reconciled list of assets which conforms with Jaunt’s current
inventory criteria, and anticipated replacement schedule. Before the transition is finalized on July 1, 2020,
Jaunt will provide DRPT with a revised list of the GCT asset inventory, even if no information has changed.

Jaunt will only use the assets transferred, and those assets provided as replacements to existing assets,
for services to Greene County residents; providing the same level of services currently provided by GCT.
No GCT assets will be used for any other purpose without appropriate service planning, discussion with
Greene County Board of Supervisors and DRPT, such use reflected in a TDP update, and written
understanding among the above noted parties.
All GCT assets will continued to be stored at GCT’s current location. Jaunt has no plans to relocate the storage of the assets, even after July 1, 2020. Maintenance will continue to be performed by Greene County’s public works division until Jaunt can establish a new arrangement for vehicle maintenance.

As part of the technical assistance request for a Facility Study, Jaunt will examine the potential of either constructing or leasing a new location for GCT operations, and the addition of vehicle maintenance. Any new location considered, specifically for lease, will be reviewed with DRPT prior to a decision.

Jaunt will update its vehicle maintenance policy to reflect the maintenance requirements for the additional vehicle types that are found in GCT current asset inventory.

Jaut - Service Planning and Changes
Jaunt has not developed any plans to change or expand services. All existing services provided by GCT, as outlined in GCT’s current TDP, will continue to be provided after July 1, 2020. Only after Jaunt has successfully and satisfactorily transitioned the GCT services will it begin to conduct existing service assessments, and future service planning. All proposed changes will be provided as an update to Jaunt’s TDP (after the completion of merging Greene County Transit’s TDP).

Jaunt - Public Outreach and Marketing
Jaunt has not developed plans to change the Greene County Transit services currently provided to the residents of Greene County. Because there will be no changes to any aspect of the service presented and provided to the public, Jaunt will conduct outreach related to the transition of operating the service only. It will publish this transition plan on its website to solicit public comment on the contents. All public comment will be recorded for the Greene County Board of Supervisors and Jaunt Board of Directors to consider at their June public hearings. Jaunt will take comment regarding ideas and needs for future service changes, but it will limit engagement on service changes. Jaunt will make it clear at each meeting that it intends to complete the transition of existing services before conducting outreach and public engagement on plans for new services.

Jaunt’s ability to conduct an in-person public meeting is significantly limited due to the COVID-19 pandemic. However, Jaunt, in partnership with Greene County, will conduct a virtual informational public meeting in early June of 2020. The meeting is intended to allow the public an opportunity to understand the transition; specifically, what will or will not change before July 1. Additionally, a public hearing will be held by Jaunt’s Board of Directors on June 10th to ensure the public outreach and input are properly heard and considered.

A public notice of the public hearing and informational meeting will be published in the local newspaper in late April. The public notice will clearly indicate that Jaunt, Inc. intends to assume all aspects of Greene County Transit services on July 1, 2020. The notice will indicate the public hearing will be held at the regular meeting of the Jaunt Board of Directors on June 10th and the public meeting will be held on June 2nd for the general public. These meetings will include information clearly indicating that the service to be transitioned to Jaunt will include the use of federal and state funds for both operating and capital programs. They will also indicate the specific location of all meetings, which will be held in such a way to still allow the public sufficient opportunity to review and comment on the transition of services. They will provide contact information and other ways to comment if a resident is unable to attend a public meeting, or needs assistance to access the public meeting.

On May 26th, Jaunt will present to the Greene County Board of Supervisors an overview of the transition of services. This presentation is intended to provide the BOS an opportunity to discuss the materials that
will be provided to the public. And, to request additional information that may be needed for its vote on June 9th.

As part of the marketing approach for the transition of services, Jaunt will work with Greene County to develop an evolution of the Greene County Transit brand and bus wrap. However, this will occur after the transition of service has been completed. This approach is intended to allow the public to be more aware of the transition, and to build on the existing pride for the Greene County Transit services.

During the transition period, Jaunt will work with Greene County Transit staff to revise Jaunt’s Transit Development Plan to reflect the addition of the GCT services and the plans for future changes and growth. The change to Jaunt’s TDP will occur in three parts:

1) Jaunt will review the most recent update of the TDP to ensure the capital and operating estimates are in line with FY21 grant requests
2) Summarize the current recommendations of the TDP, including the Goals and Objectives. Review these with the Greene County Board of Supervisors, stakeholders and Jaunt Board of Directors. The intent is to assess what aspects of the GCT TDP align with Jaunt’s TDP, and what does not. Aspects that do not align should be discussed for modification, and/or inclusion in the combined TDP.
3) Begin a public engagement process to further develop existing GCT TDP recommendations and to develop new recommendations for an update that reflects the new opportunities and service changes in Greene County.

Financial Planning and Grant Management

Initial Financial Planning - Jaunt will include the operating and capital costs of Greene County Transit in its FY2021 funding grant application to DRPT. As part of the application, Jaunt will include the actual costs of operating GCT during FY19. This will aid in the annual comparison of “actual” versus “proposed” expenses. Jaunt will need to include audit financials of both Jaunt and GCT separately. Separate audited financial statements will be submitted for FY19 and FY20. Jaunt will request local match from Greene County Board of Supervisors equal to half the proposed expenses, after fare revenues are deducted.

After July 1, Jaunt will update its Transit Development Plan (merging GCT and Jaunt’s TDPs) to reflect the current and future operating and capital expenses for GCT. Combining the TDPs will create the foundation for Jaunt to annually work with Greene County to evaluate and plan for future transit services, and the expenses associated with providing the agreed upon services. It will submit an annual budget request to Greene County in late Fall that represents the local match needed to operate the agreed upon services.

Jaunt will seek to retain all of the past documents used by GCT related to services and grant reimbursements.

It will request that Greene County be available for future oversight and federal views as they related to all grants executed prior to July 1, 2020, and the on-going management of assets purchased with grants up to July 1, 2020.

Jaunt’s Equal Employment Opportunity Responsibilities

Jaunt will work with Greene County to transition all GCT employees employed at the time of the transition (11:59PM, June 30, 2020) to Jaunt’s employment. During this process, Jaunt will ensure it adheres to the same above referenced regulations as Greene County. Further, Jaunt will update its EEO policy to reflect the addition of the staff, the expansion of the utilization analysis of the employment market, the new operation location, and its outreach to offer employment opportunities.
Because of the unique circumstance of the transition of services and the existence of a complete workforce, Jaunt will post all current GCT positions publicly for hire, but is committed to hiring all current GCT employees to fill those positions. Jaunt will post publicly so that it captures all relevant EEO and HR information in an application, and the approach will allow Jaunt to recruit new staff as replacement for those who did not transition to Jaunt and to begin to inform the public that Jaunt is recruiting for future growth.

Jaunt commits to hiring all current GCT employees to function in their current roles and responsibilities. Jaunt will ensure that all GCT employees will be offered employment without discrimination based on their race, color, creed, national origin, sex, age, or disability.

Jaunt will update its EEO policy to reflect the additional aspects of EEO information dissemination to GCT employees. Further, it will document and attest that each former GCT employee has been provided a copy of Jaunt’s EEO Policy. Jaunt’s update of its EEO policy will reflect the addition of the GCT employees, and ensure its annual update of the policy reflects the new employment market capture area of Greene County for its utilization analysis. Jaunt will ensure the required regulatory postings of its EEO policy are posted at the GCT operations facility.

All former GCT employees will have the standard two month waiting period waived to ensure each former employee can access Jaunt’s healthcare and other fringe benefits on July 1, 2020. All former GCT employees will be expected to abide by Jaunt’s 90-day probation period. Each employee will be consulted with prior to employment with Jaunt to ensure they receive all employment, personnel policy, applicable regulatory policy, fringe benefit information, and to review their expected position responsibilities.

**Drug and Alcohol Program**

DRPT Drug and Alcohol Policy administrator has outlined the process and approach for the transition of Greene County Transit employees to Jaunt in context of Drug and Alcohol Program compliance. That information is attached as Attachment C.

**Organizational Structure (Roles and Responsibilities)**

Greene County and Jaunt aim to minimize any changes in the roles and responsibilities of the GCT employees once they become Jaunt employees. This will require Greene County to work with Jaunt to reconcile the GCT positions with Jaunt’s organizational structure. To reconcile the positions, Greene County and Jaunt will assess the correlation of Greene County Transit job titles and descriptions with Jaunt’s job titles and descriptions. Greene County and Jaunt will create a staffing crosswalk that links the GCT positions to the correlating positions of Jaunt. That crosswalk will also identify any anomalies and deviations between the two sets of positions that cannot be reconciled by the matching process. Any such aspects will have agreed upon steps to be taken to ensure the employee(s) identified have the proper training, compensation, and performance development opportunities. For example, GCT drivers are not required to hold a Commercial Driver’s License (CDL). This is a requirement of Jaunt’s driver positions. Greene County will work with Jaunt to ensure there is training provided within the first 90 days to ensure each GCT driver is able to obtain a CDL.

**Transition of Fringe Benefits**

**Healthcare and Life Insurance**

Greene County Transit employees currently receive healthcare and life insurance coverage through the Commonwealth’s “Local Choice” state administered healthcare program. Greene County will discontinue its coverage of employees effective June 30, 2020 at 11:59PM. Any employee choosing to not seek
employment with Jaunt will work directly with Greene County on their options related to the form of employment separation established by Greene County.

Jaunt has two main options for healthcare coverage to assess to determine the best option to offer GCT employees. The Commonwealth’s General Assembly has approved an amendment to the state code that will allow Jaunt employees the option to access the Commonwealth’s “Local Choice” program; the same program currently used by Greene County and GCT. The second option is to offer former GCT employees healthcare coverage under its current private plan. Jaunt has determined that the typical new employee waiting period can be waived to allow former GCT employees immediate access to the plan. Jaunt will meet with GCT employees to review both options. However, Jaunt will still need to work with the Commonwealth to determine the healthcare program benefits and rates. Without this information Jaunt cannot develop a full assessment of the two options. In-lieu of that information, Jaunt will use the current program coverage and rates of what is offered under Greene County’s program. A final determination will be made by early June.

Retirement
Greene County and GCT employees participate in the Virginia Retirement System. Jaunt is not eligible to participate in the VRS. In-lieu of this retirement program, Jaunt will offer former GCT employees the opportunity to participate in its 457 retirement plan. GCT employees who are currently vested in the VRS will be able to carry forward that retirement benefit. However, any employee that has not reached the five year employment threshold to be vested with VRS will not be eligible to carry forward the retirement investments provided by Greene County. Greene County will work with Jaunt to identify the employees close to being vested to determine the best solution for those specific employees.

Jaunt will work with Mutual of America, its retirement plan broker, to amend Jaunt’s plan to recognize prior years of service for all former GCT employees. Eligibility will be based on hire date at Greene County, as well as the vesting schedule. Jaunt’s Board of Directors will need to adopt a resolution allowing this exception to the current retirement plan.

Personal Leave
Greene County will separate all GCT employees from Greene County, effective July 1, 2020. Per Greene County policies, this approach allows for all employees to be compensated for the accrued personal and sick leave. Jaunt will work with Greene County to identify an agreed upon balance of personal leave that it will allow GCT employees to carry over into their employment with Jaunt.