

Minutes

RTA Committee of the Whole Meeting

9:43 a.m., Tuesday, August 8, 2023

Committee Members: Lucas (Chair), Moss (Vice Chair), Koomar, Mersmann, Sleasman, Weiss

Not present: Biasiotta, Joyce, Welch (virtual)

Staff/Other: Becker, Birdsong Terry, Burney, Caver, Dangelo, Davidson, Fields, Fleig, Freilich, Garofoli, Gautam, Gettings, Hlavacs, Jones, Jupina, Lively, Kirkland, Marquit Renwald, Miller, Schipper, Schultz, Talley, Tarka, Walker Minor

Public: Loh

The meeting was called to order at 9:43 a.m. There were six (6) committee members present.

Code Book Updates

Dawn Tarka, Associate Counsel, II, gave the presentation. The Board policies were codified in 1989 (Resolution 1989-176). Over the years, the operations evolved but the policies didn't keep up with that evolution. A few years ago, they undertook updating the policies to bring them in line with current operations. The policies are subject to review and revision every 3 years.

The Code Book is officially the codified rules and regulations of the GCRTA. These are the broad overarching policies that are issued by the Board to give direction to the Authority as to how to operate. There are also Administrative Procedures issued by the General Manager and some but not all depending on the Board policy, implement Board of Trustees policies. Personnel Policies are internal policies approved by the Board. They govern the relationship between GCRTA and its employees. The Code Book is outward facing. They advise the public and the Authority. Personnel Procedures implement the Personnel Policies.

Temporary Staffing Agencies

GCRTA needs to retain temporary staffing agencies when a permanent hire hasn't yet been found or budgeted. Or for special projects (6 months – 1 year) where the Authority lacks technical expertise or the size, scope and/or complexity of project is beyond Authority's resources. The rates for temporary staffing agencies are as follows:

- Up to \$75/hr. - Professional/Administrative/Technical roles (Example: Admin Asst. Executive Asst. Payroll, Financial Accountant, Clerks, HR specialist, Recruiters)
- Up to \$150/hr. - Administrative/Professional Specialized roles (Example: Engineering, Supervisory/Management, Finance, IT)

This includes the full blended rate of what the agency pays the employee and what they market to GCRTA. Typically, these positions are in the non-bargaining classifications. On rare occasions a temporary resource is need for a bargaining position. These positions are sought after exhausting all internal efforts and there are no bargaining agreement contract violations.

Recommendations:

- Adding Section 283.03 to provide authority up to a certain rate for retaining temporary staffing agencies.
- Board approval of hourly rates instead of individual contracts.

Ms. Moss calculated that the pay would be up to \$156,000 and \$312,000. She asked who would make this type of money. Mr. Fields said they looked at a 5-year time frame to adjust for inflation so they won't have to come back to the Board. If they approached the \$100,000 range they would come back to the Board. Ms. Mersmann asked how the amounts are tracked and is the payment commensurate to the full-time staffer. Mr. Field said the agencies charge an overhead. They build in the hourly rate and benefits into what they charge RTA. Typically, RTA tries to be as close to our normalized rate for employees as possible. Ms. Mersmann asked for the definition of temp. employees and how this change contributes to RTA's ability to move nibbly as needed. Temporary employees are typically hired between 6 months – 1 year. This change will give RTA the ability to not have to contract individually and to market RTA temporary staffing needs to multiple agencies.

Ms. Terry requested that additional information (market analysis and contract examples) be provided to the Board prior to the August 29 Board meeting. It was decided to hold this item for consideration until the additional information is provided to the committee. Ms. Moss asked for clarification as when amounts over \$100,000 would be brought back to the Board and if that language should be included in the resolution. Mayor Koomar added that if a critical need must be filled, that management should be provided that opportunity. He's seen rates between \$150,000 to \$165,000 for senior level finance positions. A fully loaded rate for an employee must be considered. He believes this is a reasonable rate. He agrees that the Board should approve anything over \$100,000.

Records Retention and Release

Ohio law requires GCRTA to maintain and release public records. Public records disclosure to the public and records retention are two sides of the same coin. Current policies include:

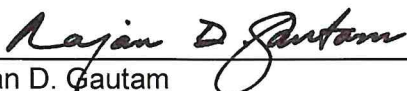
- Chapter 216 Public Records
- Chapter 650 Records Retention and Release
 - Personnel Policy 700

Recommendations:

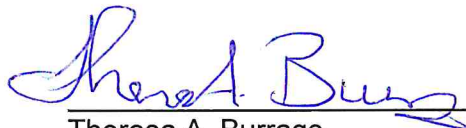
- Removing Chapter 650 as duplicate of PP 700
- Moving compliance with records retention schedules to 216.03(a)
- Adding ERM – 216.02(b) & (c)
- Providing GM authority to establish administrative procedures – 216.04(b)
- Removing provisions from Personnel Policy 700 that belong in Chapter 216 or an AP

It was moved by Mayor Weiss, seconded by Mayor Koomar and approved to move this specific provision to the full Board.

The meeting was adjourned at 10:10 a.m.



Rajan D. Gautam
Secretary/Treasurer



Theresa A. Burrage
Executive Assistant