

LEGAL AFFAIRS DIVISION

MISSION STATEMENT

The Mission of the Legal Affairs Division is to provide professional, cost-effective legal, safety, and risk management services, as well as ensure equal opportunity access and treatment to all stakeholders of the Authority.

DIVISION OVERVIEW

The Legal Affairs Division is comprised of the Legal, Safety, and Risk Management Departments, and the Office of Equal Opportunity.

The Legal Department provides legal counsel and representation to the Board of Trustees and the Authority. Legal represents the GCRTA on major projects, personal injury, property damage, employment, labor, civil rights, debt collection, and contract matters. It also advises on procurement, general contract, real estate, personnel, liability, and labor matters.

The Office of Equal Opportunity ensures EEO/ADA and workplace harassment policy compliance.

The Safety Department provides accident prevention, bus system safety, industrial safety, facilities, and rail system safety program.

The Risk Management Department provides Workers' Compensation, as well as insurance expertise for the Authority and manages the purchases of both liability and property insurance consistent with GCRTA's level of self-insurance.

2016 ACCOMPLISHMENTS

- Provided efficient and cost-effective legal representation in all GCRTA litigation, transactional, and administrative matters
- Continued legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority
- Supported construction projects and energy management initiatives
- Developed safety performance measures for managers and supervisors
- Continued a proactive approach to reducing bus and rail incidents
- Continued the management of the Authority's EEO/ADA programs to ensure compliance with Federal, State, and local laws regarding employment practices, facilities, and services
- Continued to investigate allegations of discrimination or non-compliance with equal opportunity policies and procedures
- Supported the Authority's Affirmative Action Plan
- Worked to ensure compliance with all Federal, State, and local legislation and regulations and served as a liaison between the Authority and regulatory agencies
- Reduced Workers' Compensation on-the-job injuries
- Supported the implementation of MAP-21 and ISO 14001 programs
- Supported and enhanced the skills of the Claims employees through training opportunities

2017 PRIORITIES

- Provide efficient and cost-effective legal representation in all GCRTA litigation, transactional, and administrative matters
- Continue legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority
- Support construction projects and energy management initiatives
- Continue safety performance measures for managers and supervisors
- Continue a proactive approach to reducing bus and rail incidents

- Continue the management of the Authority's EEO/ADA programs to ensure compliance with Federal, State, and local laws regarding employment practices, facilities, and services
- Continue to investigate allegations of discrimination or non-compliance with equal opportunity policies and procedures
- Continue to develop and monitor the Authority's Affirmative Action Plan
- Continue to ensure compliance with all Federal, State, and local legislation and regulations and serve as a liaison between the Authority and regulatory agencies
- Continue the implementation of the Workers' Compensation Action Plan with a focus on strengthening and expanding the Remain-At-Work program
- Continue to negotiate the best terms and conditions available in the marketplace and most cost-effective renewal of GCRTA insurance programs
- Continue to monitor data entry and reporting requirements
- Support the implementation of MAP-21 and ISO 14001 programs
- Continue to update and improve our claims handling process
- Continue to review the claims process and procedures to produce best practices
- Continue to create a positive working environment that emphasizes teamwork and goal setting
- Continue to enhance the skills of all Claims employees through training opportunities

LIST OF DEPARTMENTS

Department Number	Department Name
15	Safety Department
21	Legal Department
	EEO/ADA
	Claims
22	Risk Management Department
	Workers' Compensation

SAFETY DEPARTMENT

MISSION STATEMENT

The Safety Department's Mission is to lead a proactive approach in decreasing On-the-Job injuries and preventable collisions. The safety of our passengers, our employees, and the general public is always our top priority.

STRATEGIC PLAN CRITICAL ISSUES AND INDICATORS

Implementation of Safety policies, procedures, and training ensures the Authority can achieve the Vital Few Objective of Learning & Innovation to Achieve a Safety Culture. Through these practices and development of corrective actions, the Vital Few Objective of Voice of the Customer of Enhancing the Customer Experience can be achieved.

2016 ACCOMPLISHMENTS

- Performed off-shift inspections for a more comprehensive view of bus and rail safety evaluations
- Provided training on TSI certification for Safety Department personnel
- Enhanced safety procedures and training involving alternative fuels
- Continued enhancement of a safety culture within the Authority
- Developed corrective actions from audits and incidents
- Assisted with implementation of ISO 14001 at Hayden and Triskett Districts
- Determined areas for improvement in bus and audit bus similarly to rail
- Continued participation of Safety and Security Certification of Rail Transit projects
- Enhanced and provided safety efforts during the CAVS Championship games and parade, Republican National Convention, and Indian's Championship and World Series games

2017 PRIORITIES

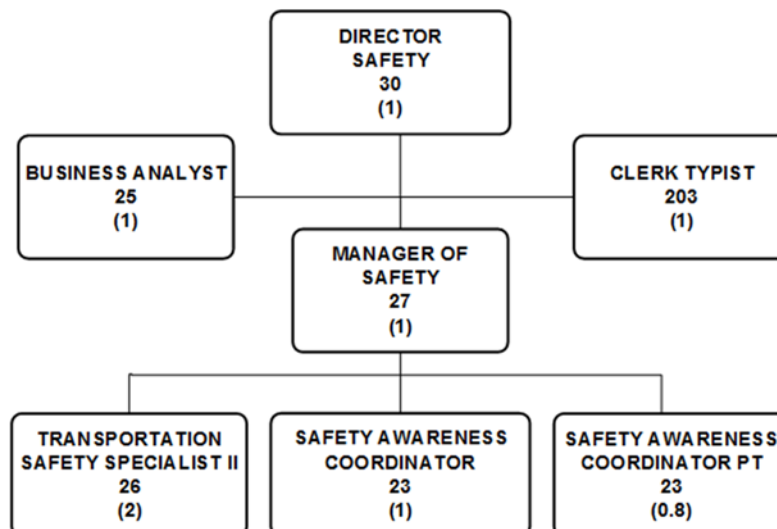
- Continue Safety procedures and training involving alternative fuels
- Continue enhancement of a safety culture within the Authority
- Develop corrective actions from audits and incidents
- Continue assistance with ISO 14001 at Hayden and Triskett Districts
- Identify areas of improvement with bus and bus audits
- Continue performing off-shift inspections of bus and rail safety evaluations
- Continue participation of Safety and Security Certification of Rail Transit projects
- Continue TSI certification and training of Safety Department personnel

SAFETY DEPARTMENT BUDGET

Object Class	Description	2014 Actual	2015 Actual	2016 Estimate	2017 Budget
501200	Hourly Employees Payroll	1,773	19,133	275	25,125
501300	Labor - Salaried Employees	398,661	431,740	462,219	476,982
501310	Overtime - Salaried Employees	1,900	2,351	3,106	0
502000	Fringe Benefits	152,876	177,700	186,801	187,035
503000	Services	124,040	150,685	146,257	67,800
503049	Temporary Help	0	18,900	18,664	0
503052	Other Maintenance Contracts	61,500	54,783	63,002	194,162
504000	Material & Supplies	12,848	27,609	15,836	31,300
504050	Office Supplies	0	0	0	500
509000	Miscellaneous Expenses	42,771	34,835	41,898	35,800
509020	Travel And Conferences	0	0	0	9,000
509022	Meals & Concessions	636	0	427	1,000
Total		797,005	917,737	938,485	1,028,704

SAFETY DEPARTMENT STAFFING

Grade	Job Name	2014	2015	2016	2017
04	0404 Administrative Assistant	1.0	1.0	1.0	1.0
23	1151 Safety Awareness Coordinator PT	0.0	0.5	0.5	0.8
	1151 Safety Awareness Coordinator	1.0	1.0	1.0	1.0
25	1085 Business Analyst	1.0	1.0	1.0	1.0
26	1196 Transportation Safety Specialist II	2.0	2.0	2.0	2.0
27	0872 Manager of Safety	1.0	1.0	1.0	1.0
30	1443 Director	1.0	1.0	1.0	1.0
Total		7.0	7.5	7.5	7.8



LEGAL DEPARTMENT

MISSION STATEMENT

The mission of the Legal Department is to provide comprehensive and effective legal services to the Authority including representing the Authority in lawsuits, administrative and arbitration hearings, preparing legal opinions, documents, and providing advice in labor negotiations.

STRATEGIC PLAN CRITICAL ISSUES AND INDICATORS

Through legal counsel, EEO/ADA services, and claims processing, the Legal Department ensures the Authority can achieve the Vital Few Objective of Learning and Innovation through Improving Employee Development and VFO Fiscal Responsibility through Enhancing Fiscal Responsibility by providing comprehensive and effective services.

2016 ACCOMPLISHMENTS

- Provided legal service to the Authority including tort and contract claims; Workers' Compensation cases and associated lawsuits; Federal, State, and local administrative proceedings and hearings; grievance hearings, and labor negotiations
- Conducted training sessions on significant legal topics affecting the Authority
- Conducted investigations on all EEO and ADA allegations
- Provided legal support for all phases of development projects, land use, and acquisition
- Provided legal support for the development, drafting, and revision of policies and procedures, including those for Procurement, contract, and personnel forms
- Provided legal services to the Authority for the Republican National Convention (RNC)

2017 PRIORITIES

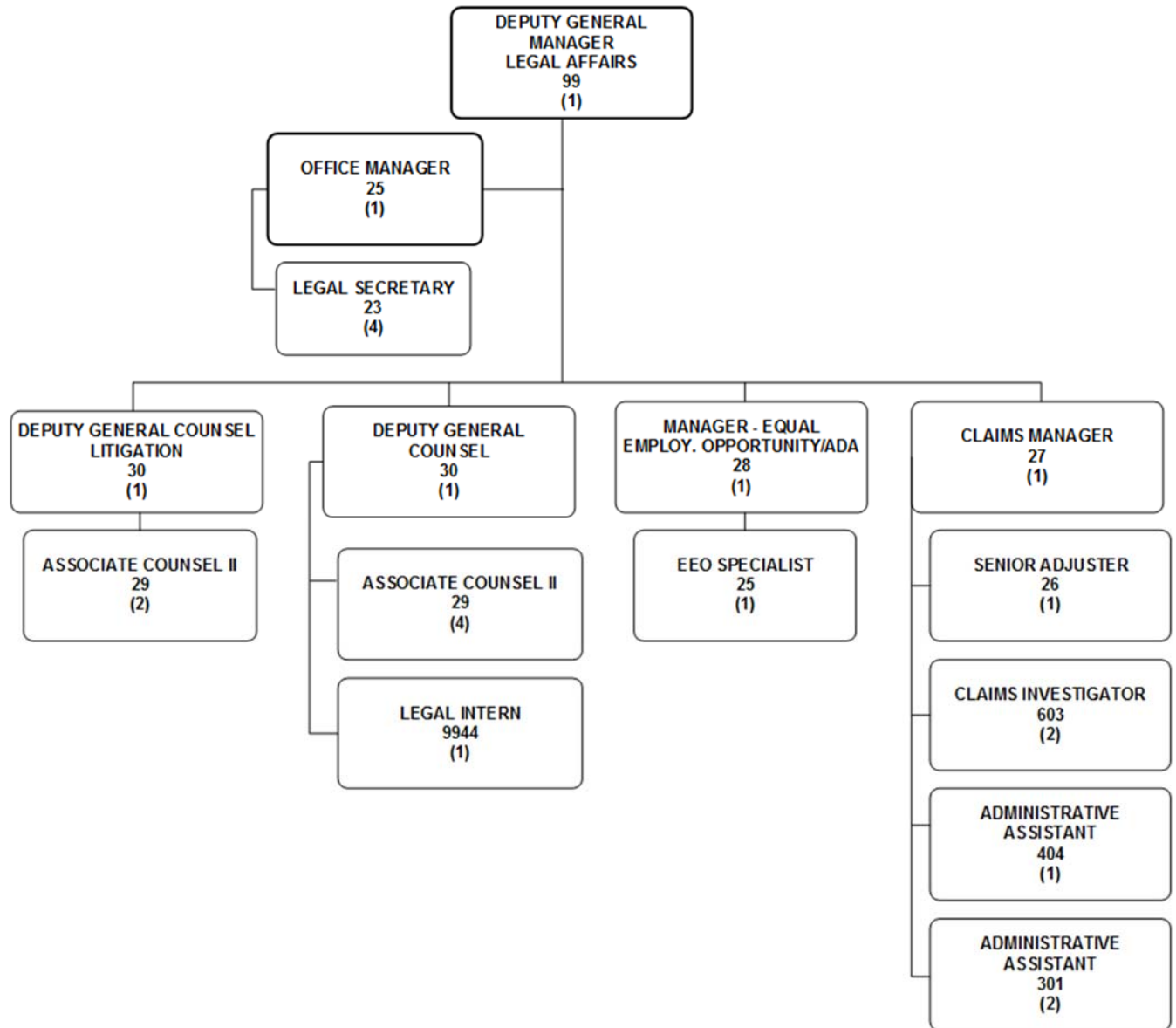
- Provide legal service to the Authority including tort and contract claims; Workers' Compensation cases and associated lawsuits; Federal, State, and local administrative proceedings and hearings; grievance hearings, and labor negotiations
- Conduct training sessions on significant legal topics affecting the Authority
- Conduct investigations on all EEO and ADA allegations
- Provide legal support for all phases of development projects, land use, and acquisition
- Provide legal support for the development, drafting, and revision of policies and procedures, including those for Procurement, contract, and personnel forms

LEGAL DEPARTMENT BUDGET

Object Class	Description	2014 Actual	2015 Actual	2016 Estimate	2017 Budget
501200	Hourly Employees Payroll	26,359	21,377	29,791	31,200
501210	Hourly Overtime	0	0	6	0
501300	Labor - Salaried Employees	1,233,788	1,635,941	1,679,369	1,759,544
501310	Overtime - Salaried Employees	345	3,295	4,643	4,125
502000	Fringe Benefits	448,553	601,030	665,846	667,723
503000	Services	154,245	153,688	181,064	131,000
503049	Temporary Help	32,814	24,576	103,290	0
503052	Other Maintenance Contracts	0	0	0	180,000
504000	Material & Supplies	3,371	4,098	8,303	2,500
504050	Office Supplies	0	0	0	5,950
506040	Liabilities & Property Claims	484,463	1,039,527	1,183,233	1,575,000
509000	Miscellaneous Expenses	21,184	24,462	25,767	10,250
509020	Travel And Conferences	0	0	0	11,550
509022	Meals & Concessions	0	0	770	2,500
512000	Leases & Rentals	14,960	16,137	35,512	38,000
Total		2,420,062	3,524,130	3,917,594	4,419,342

LEGAL DEPARTMENT STAFFING

Grade	Job Name	2014	2015	2016	2017
01	9944 Legal Intern	1.0	1.0	1.0	1.0
03	0301 Administrative Assistant	2.0	2.0	2.0	2.0
04	0404 Administrative Assistant	1.0	1.0	1.0	1.0
06	0603 Claims Investigator	3.0	2.0	2.0	2.0
23	0724 Legal Secretary	3.0	4.0	4.0	4.0
25	1675 Office Manager	1.0	1.0	1.0	1.0
	1720 EEO & ADA Specialist	1.0	1.0	1.0	1.0
26	0876 Senior Adjuster	1.0	1.0	1.0	1.0
27	0773 Manager Claims	1.0	1.0	1.0	1.0
28	0880 Manager EEO/ADA	1.0	1.0	1.0	1.0
29	1440 Associate Counsel II	6.0	6.0	6.0	6.0
30	1618 Deputy Counsel – Litigation	1.0	1.0	1.0	1.0
	1680 Deputy General Counsel	1.0	1.0	1.0	1.0
99	9951 DGM Legal Affairs	1.0	1.0	1.0	1.0
Total		24.0	24.0	24.0	24.0



RISK MANAGEMENT DEPARTMENT

MISSION STATEMENT

The mission of the Risk Management Department is to protect the assets of the Authority from catastrophic losses through risk identification and analysis, risk avoidance, mitigation, and risk transfer. The Department is also responsible for managing the Authority's property and casualty insurance and self-insurance programs, and Workers' Compensation.

STRATEGIC PLAN CRITICAL ISSUES AND INDICATORS

Through risk identification and analysis, and well as managing the Authority's insurance programs, the Risk Management Department ensures the Authority can achieve the Vital Few Objective of Learning and Innovation through Improving Employee Development and VFO Fiscal Responsibility through Enhancing Fiscal Responsibility by providing comprehensive and effective services.

2016 ACCOMPLISHMENTS

- Provided Risk Management expertise to Legal, Procurement, and Engineering Departments for on-going construction projects and procurements
- Held the focus on workplace injuries and the frequency and cost reductions, as well as the increased accountability by District personnel
- Negotiated the best terms and conditions available in the market place and most cost effective renewal for property/casualty insurance programs for GCRTA
- Continued Risk Assessment exercises for cyber liability risk exposures for the Authority via completion of insurance application along with IT, other stakeholders and Casualty Insurance Broker
- Worked with Casualty Insurance Broker to finalize W/C and Liability Claim audits and implement recommendations for improvement of W/C and Liability claim processes and results to ensure alignment with industry best practices
- Provided risk assessment services to the Authority for the Republican National Convention (RNC)

2017 PRIORITIES

- Provide Risk Management expertise to Legal, Procurement, and Engineering Departments for on-going construction projects and procurements
- Hold the focus on workplace injuries and the frequency and cost reductions, as well as the increased accountability by District personnel
- Negotiate the best terms and conditions available in the market place and most cost effective renewal for property/casualty insurance programs for GCRTA
- Complete Risk Assessment exercises for cyber liability risk exposures for the Authority via completion of insurance application along with IT, other stakeholders and Casualty Insurance Broker
- Work with Casualty Insurance Broker to finalize W/C and Liability Claim audits and implement recommendations for improvement of W/C and Liability claim processes and results to ensure alignment with industry best practices

RISK MANAGEMENT DEPARTMENT BUDGET

Object Class	Description	2014 Actual	2015 Actual	2016 Estimate	2017 Budget
501200	Hourly Employees Payroll	4,848	922	2,914	49,000
501300	Labor - Salaried Employees	706,919	487,596	464,337	512,025
501310	Overtime - Salaried Employees	5,084	24	51	1,375
502000	Fringe Benefits	272,994	189,073	187,412	209,205
502071	W/C – Injuries & Damages	1,148,095	1,200,000	925,413	1,300,000
502082	W/C – Medical Payments	653,910	800,000	535,890	1,000,000
503000	Services	497,759	314,125	176,784	299,500
503030	W/C Administration Fee	372,300	341,757	397,537	399,504
503049	Temporary Help	96,667	8,186	13,310	0
504000	Material & Supplies	4,550	2,855	1,518	2,520
504050	Office Supplies	0	0	0	1,820
506000	Casualty & Liability Costs	345,897	361,996	449,633	454,691
506010	Physical Damage Insurance	618,348	571,522	543,825	683,082
506040	Liability & Property Claims	1,087,269	0	(450)	0
506200	W/C – Settlement & Lawsuit Expense	160,547	215,000	62,000	215,000
509000	Miscellaneous Expenses	22,167	4,043	2,850	285
509020	Travel And Conferences	0	0	0	2,950
509022	Meals & Concessions	0	0	0	50
Total		5,997,252	4,497,099	3,763,024	5,131,006

RISK MANAGEMENT DEPARTMENT STAFFING

Grade	Job Name	2014	2015	2016	2017
03	0322 Workers' Comp Clerk	1.0	1.0	1.0	1.0
23	0757 Administrative Assistant	1.0	1.0	1.0	1.0
25	0885 Risk Analyst I	1.0	1.0	1.0	1.0
	1627 RTW – Transitional Coordinator	0.5	0.5	0.8	0.8
26	0905 Risk Analyst II	1.0	1.0	1.0	1.0
	1165 Workers' Comp/Dis Claim Examiner	3.0	3.0	3.0	3.0
30	0771 Director	1.0	1.0	1.0	1.0
Total		8.5	8.5	8.8	8.8

