

RESOLUTION NO. 2011-117

AUTHORIZING ADDITIONAL POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

WHEREAS, the Board of Trustees adopted Resolution 2003-064 on May 20, 2003, authorizing the use of Purchasing Cards for designated employees and positions; and

WHEREAS, the Board of Trustees amended Resolution 2003-064 pursuant to Resolutions 2006-052 on March 21, 2006, 2008-058 on April 15, 2008, 2009-111 on December 15, 2009, and 2011-027 on March 22, 2011 authorizing additional employees and positions designated to use Purchasing Cards; and

WHEREAS, the General Manager/Secretary-Treasurer has determined that authorizing additional positions and employees to use Purchasing Cards would enhance the efficiency of the Authority's operations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the following additional positions are designated to use Purchasing Cards:

Director of Safety  
Customer Service Representative  
Supervisor, Marketing Development  
Assistant Director, Service Management  
Director of Service Quality  
Manager, Fleet Planning & Engineering  
Manager, Central Facilities  
Legal Secretary  
Lieutenant, Transit Police  
Part-Time Executive Assistant

Section 2. That Attachment A to this resolution is a complete list of all positions and employees designated to use Purchasing Cards and this Attachment A has been updated to add the new positions referenced in Section 1 and the names of employees in these positions, to add the names of successors to previously designated positions and to delete positions that have been eliminated.

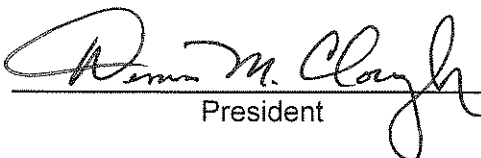
Section 3. That this Attachment A replaces the attachments to all prior resolutions referred to in this resolution.

Section 4. That beyond these modifications, Resolution 2003-064 remains unchanged.

Section 5. That this resolution shall become effective immediately upon its adoption.

Attachment A: Positions and Employees Designated to Use Purchasing Cards.

Adopted: December 20, 2011

  
President *Acting*

Attest:   
CEO, General Manager/Secretary-Treasurer

## ATTACHMENT A

### POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

#### **Executive**

CEO, General Manager/Secretary-Treasurer  
Executive Director, Office of Management & Budget  
Executive Director, Internal Audit  
Executive Secretary  
Executive Secretary  
Executive Secretary  
Secretary to General Manager/Secretary-Treasurer

Joseph Calabrese  
Gale Fisk  
Anthony Garofoli  
Theresa Burrage  
Tiffany Lively  
Mary Wilkins  
Marilyn Lebon

#### **Engineering and Project Management**

Administrative Assistant  
Executive Secretary, Engineering & Project Management  
Project Assistant – ECTP

Judy Lynn  
Margareta Mitsionis  
Maryann Merce

#### **Finance & Administration**

Administrative Assistant – Accounting  
DGM, Finance & Administration  
Director, Office of Business Development  
Director, Procurement  
Director, Revenue  
Executive Secretary, Finance & Administration  
Manager, Support Services  
Manager, User Support  
Supervisor of Purchasing  
Contract Administrator  
Project Supervisor  
Secretary II  
Supervisor, Computer Room  
Supervisor, Revenue Collection  
Word Processing Coordinator

Frances Barnett  
Loretta Kirk  
Steven Sims  
Frank Polivka  
Scott Uhas  
Deborah Smith  
Eddine Dalton  
Carol Breitenbach  
Harry Husel  
Mabry Harris  
Theodore Pickett  
Danielle Bennett  
Matthew Davis  
Allen Polly  
Helen Bates

#### **Human Resources**

Administrative Assistant  
DGM, Human Resources  
Executive Secretary  
Secretary I

Sophia Stern  
Bruce Hampton  
Denita Lemons  
Vacant Position

#### **Legal Affairs**

Administrative Assistant  
Clerk Typist  
DGM, Legal Affairs  
Director of Safety  
Executive Secretary  
Legal Secretary  
Manager, Safety

Jacquiline Phillips  
Fellisa Ramsey Williams  
Sheryl Benford  
Pamela McCombe  
Gizella Gregoire  
Donna Lash  
Peganoff, Steven

ATTACHMENT A  
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OFFICERS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

**Marketing**

Customer Service Representative	Yolanda Horton
Director, Marketing & Communications	Stephen Bitto
Supervisor, Marketing Development	Patricia Kearney

**Operations**

Administrative Assistant	Marcia Hollinger
Administrative Assistant	Vacant
Part-Time Executive Assistant	Vacant
Assistant Director, Service Management	Joel Freilich
Clerk Typist	Vacant Position
Clerk Typist	Don Bright
Clerk Typist	Diane Hollo
DGM, Operations	Michael York
Director, Fleet Management	Ronald Baron
Director, Security/Police Chief	John Joyce
Director, Service Management	Alan Erenrich
Director, Service Quality	Floun'say Caver
District Director	Michael Hargrove
District Director	William Eltrich
District Director	Kevin Vest
District Director	Vacant Position
District Director	Vacant Position
Equipment Administrator – Rail	Nestor Labyk
Equipment Manager	Vacant Position
Facilities Manager	Bruce Piontkowski
Janitorial Supervisor	Vacant Position
Lieutenant, Transit Police	Michael Gettings
Maintainer	Michael Berish
Maintenance Helper	Lawrence Sobol
Maintenance Technician	James Owens
Maintenance Technician	Scott Shirk
Manager, Central Equipment	Jose Clayton
Manager, Equipment	David Granchi
Manager, Equipment	Daniel Hodges
Manager, Equipment	Vacant
Manager, Central Facilities	Walter Love
Manager, Facilities	Robert Prince
Manager, Facilities	Gilbert Crawford
Manager, Facilities	Michael Puelo
Manager, Facilities	John Sperhac
Manager, Facilities	Vacant Position
Manager, Fleet Planning & Engineering	David Romeo
Manager, Inventory	David Vegh
Manager, Power and Way	Vacant Position
Manager, Rail Equipment	Timothy O'Donnell
Manager, Schedules	John Palagyi
Manager, Transportation	John Fedikovich
Manager, Transportation	Cathy Eaton
Manager, Transportation	Sharon Sharp
Manager, Transportation	Oliver Draper
Manager, Transportation	Vacant Position

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OFFICERS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

**Operations (Continued)**

Operations Staff Assistant	Vacant Position
Performance Supervisor	Kevin Stanley
Planning Secretary	Rhonda Williams
QA Warranty Administrator	Frank Campbell
Secretary I – Rail District Administration	Denise Ellis
Section Supervisor	Ruben Fuentes
Section Supervisor	Martin Wisnieski
Security System Manager	Charles Brown
Shelter Supervisor	Bryan Moore
Staff Assistant	Janelle Smith
Staff Assistant – Rail Equipment	Patrick Lewis
Stenographer	Vacant Position
Supervisor, Electronic Repair	Christopher Parsons
Supervisor, Rail Facilities	John McLaughlin
Supervisor, Rail Facilities	William Luther
Transit Police Officer – K-9 Team	Gary Cantwell
Transit Police Officer – K-9 Team	John Gates
Transit Police Officer – K-9 Team	Christopher Kopp
Transit Police Officer – K-9 Team	Brian Novak
Transit Police Officer – K-9 Team	Herbert Farr
Transit Police Officer – K-9 Team	Daniel Levy
Transit Police Officer – K-9 Team	Patrick Rivera



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

TITLE/DESCRIPTION: ADDITIONAL POSITIONS AND EMPLOYEES FOR PURCHASING CARDS	Resolution No.: 2011-117
	Date: December 15, 2011
	Initiator: Finance & Administration Division
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This Resolution will add additional positions and employees to the listing of those designated to use Purchasing Cards. It also updates the list of positions and employees designated to use Purchasing Cards by including successors to certain positions and deleting positions that have been eliminated.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will increase the number of positions and employees designated to use Purchasing Cards to purchase items in accordance with the Procurement Policy. This addition will allow for use of Purchasing Cards by additional employees in the Marketing department. This also updates the title of positions authorized to use Purchasing Cards in the Legal Affairs and Operations Divisions.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: This action is consistent with the Procurement Policy, which allows for use of Purchasing Cards for purchases not exceeding the small purchase limit.
- 6.0 ECONOMIC IMPACT: All Purchasing Card transactions will be funded from the user department's annual budget allocation.
- 7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would prevent the use of Purchasing Cards by additional employees.
- 8.0 RECOMMENDATION: It is recommended that the resolution to designate additional employees and positions to use Purchasing Cards be accepted and the Resolution passed.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

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CEO, General Manager/Secretary-Treasurer