

RESOLUTION NO. 2021-99

ENACTING CHAPTER 288, REPEALING CHAPTERS 291 AND 295 AND AMENDING SECTION 284.01 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Authority codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that certain provisions should be updated to reflect the creation of a new Administration and External Affairs Division.

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

Section 1. That Chapter 288, Administration and External Affairs Division is hereby enacted to read as specified in Attachment A hereto.

Section 2. That Chapter 291, Office of Marketing and Communications and Chapter 295, Office of External Affairs are hereby repealed in their entirety.

Section 3. That Section 284.01, Composition is hereby amended to read as specified in Attachment B hereto.

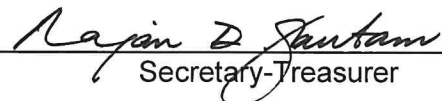
Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Attachments: A. Chapter 288, Administration and External Affairs Division  
B. Section 284.01, Composition

Adopted: October 26, 2021

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
Secretary-Treasurer

Attachment A to Resolution

CHAPTER 288  
Administration and External Affairs Division

288.01 Composition.

288.02 Deputy General Manager-Administration and External Affairs.

CROSS REFERENCES

Federal Transit Administration, Department of Transportation - see 49 C.F.R. Ch. VI

Contracts with other governments - see Ohio R.C. 306.44

Cooperation with other agencies - see Ohio R.C. 306.53

288.01 COMPOSITION

The Administration and External Affairs Division is responsible for the Authority's external affairs, including media relations, marketing, government relations, the Office of Employment Opportunity ("OEO") and administration of the Americans with Disabilities Act ("ADA").

(Res. 2021-XXX. Passed XX-XX-21.)

288.02 DEPUTY GENERAL MANAGER – ADMINISTRATION AND EXTERNAL AFFAIRS

There is hereby established in the Administration and External Affairs Division the unclassified position of Deputy General Manager – Administration and External Affairs.

(Res. 2021-XXX. Passed XX-XX-21.)

## Attachment B to Resolution

### CHAPTER 284 Legal Affairs Division

- |        |  |        |                        |
|--------|--|--------|------------------------|
| 284.01 | Composition.   | 284.03 | Outside counsel; fees. |
| 284.02 | General Counsel, Deputy<br>General Manager-Legal<br>Affairs. |        |                        |

#### CROSS REFERENCES

Federal Transit Administration, Department of Transportation - see 49 C.F.R. Ch. VI  
Implementation of the Federal Claims Collection Act - see 49 C.F.R. Part 89  
Responsibilities and authority of General Manager, Chief Executive Officer re Legal Affairs Division - see Bylaws Art. VIII, Sec. 1(j) & (k)  
Attorneys - see Ohio R.C. Ch. 4705  
Deputy General Manager-Legal Affairs as member of Executive Management Team - see ADM. 240.01

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#### **284.01 COMPOSITION.**

The Legal Affairs Division is responsible for handling the Authority's legal matters, including litigation, transactional and administrative matters, risk management, claims, Workers' Compensation and safety.  
(Res. 1999-147. Passed 10-26-99; Res. 2015-125. Passed 12-15-15. Res. 2021-XXX. Passed XX-XX-21.)



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

TITLE/DESCRIPTION:  ENACTING CHAPTER 288, REPEALING CHAPTERS 291 AND 295 AND AMENDING SECTION 284.01 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2021-99
	Date: October 21, 2021
	Initiator: Admin & External Affairs
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 enact a new Chapter 288 Administration and External Affairs Division, repeal Chapters 291 Office of Marketing and Communications and 295 Office of External Affairs and amend Section 284.01 Composition (Legal Affairs Division) of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit Authority.
- 2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is now undergoing a comprehensive review and update so that the Code will conform to the current structure and operations of the Authority. In early 2021, the Authority created a new Administration and External Affairs Division, bringing together functions that were previously located in the Office of Marketing and Communications, Office of External Affairs and Legal Affairs Division. The proposed amendments will bring the Code into line with the current organizational structure of the Authority.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will bring the Code Book up to date, accurately reflecting the creation of the Administration and External Affairs Division.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in a policy that does not reflect the current organizational structure of the Authority.
- 8.0 RECOMMENDATION: This resolution was discussed at the October 12, 2021 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS:
  - A. Red-line of proposed amendments to Chapter 291
  - B. Red-line of proposed amendments to Chapter 295
  - C. Red-line of proposed amendments to Section 284.01

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

  
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 General Manager, Chief Executive Officer

## Attachment A to Staff Summary

### ~~CHAPTER 291~~

#### ~~Office of Marketing and Communications~~

~~291.01 Supervision. 291.02 Executive Director.~~

#### ~~CROSS REFERENCES~~

~~Public transportation—see 49 U.S.C.A. 5301 et seq.~~

~~Federal Transit Administration, Department of Transportation see 49 C.F.R.  
Ch. VI~~

~~Table of organization; establishment of departments; salaries—see BYLAWS,  
Art. VIII, Sec. 4~~

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#### ~~291.01 SUPERVISION.~~

~~The Office of Marketing and Communications will report to the General  
Manager/Secretary Treasurer.~~

~~(Res. 2015-124. Passed 12-15-15.)~~

#### ~~291.02 EXECUTIVE DIRECTOR.~~

~~There is hereby established in the Office of Marketing and Communications the  
unclassified position of Executive Director of Marketing and Communications.~~

~~(Res. 2015-124. Passed 12-15-15.)~~

## Attachment B to Staff Summary

### ~~CHAPTER 295~~ ~~Office of External Affairs~~

~~EDITOR'S NOTE: The Office of External Affairs was established as part of the 1999 reorganization of the G.C.R.T.A. as a merger of the Government Relations Department and the Media Relations Department.~~

~~295.01 Supervision.  
295.02 Sections.~~

~~295.03 Director.~~

### ~~CROSS REFERENCES~~

~~Federal financial assistance—see 49 U.S.C.A. 1602, 1602a-  
Prohibition of use of Federal financial assistance for transfer of land,  
etc., between public bodies in geographical proximity—see 49 U.S.C.A. 1608(e)  
Urban Mass Transportation Administration, Department of Transportation—see 49  
C.F.R. Ch. VI  
Contracts with other governments—see Ohio R.C. 306.44  
Cooperation with other agencies—see Ohio R.C. 306.53~~

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#### ~~295.01 SUPERVISION.~~

~~The Office of External Affairs will report to the General Manager/ Secretary-  
Treasurer.~~

~~(Res. 1999-147. Passed 10-26-99.)~~

#### ~~295.02 SECTIONS.~~

~~The Office of External Affairs comprises the following components:~~

~~(a) — The Governmental Relations Section; and~~

~~(b) — The Media Relations Section. (Res. 1999-147. Passed 10-26-99.)~~

#### ~~295.03 DIRECTOR.~~

~~There is hereby established the unclassified position of Executive Director of the  
Office of External Affairs.~~

~~(Res. 1999-147. Passed 10-26-99.)~~

## Attachment C to Staff Summary

### CHAPTER 284 Legal Affairs Division

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|--------|--|--------|------------------------|
| 284.01 | Composition.   | 284.03 | Outside counsel; fees. |
| 284.02 | General Counsel, Deputy<br>General Manager-Legal<br>Affairs. |        |                        |

#### CROSS REFERENCES

~~Public transportation - see 49 U.S.C.A. 1601 et seq.~~ Federal Transit Administration, Department of Transportation - see 49 C.F.R. Ch. VI  
Implementation of the Federal Claims Collection Act - see 49 C.F.R. Part 89  
Responsibilities and authority of ~~CEO, General Manager/Secretary~~  
~~Treasurer, Chief Executive Officer~~ re Legal Affairs Division - see Bylaws  
~~Art. II, Sec. 8(b)(10),(11) Art. VIII, Sec. 1(j) & (k)~~  
Attorneys - see Ohio R.C. Ch. 4705  
Deputy General Manager-Legal Affairs as member of Executive  
Management Team - see ADM. 240.01

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#### **284.01 COMPOSITION.**

The Legal Affairs Division is responsible for handling the Authority's legal matters, including litigation, transactional and administrative matters, risk management, claims, Workers' Compensation and safety. ~~The office of OEO and ADA is located within the Legal Affairs Division.~~  
(Res. 1999-147. Passed 10-26-99; Res. 2015-125. Passed 12-15-15. Res. 2021-XXX.  
Passed XX-XX-21.)