

RESOLUTION NO. 2022-46

AMENDING CHAPTER 242 GENERAL MANAGER/SECRETARY-
TREASURER 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 Chapter 242 General Manager/Secretary-Treasurer should be updated to reflect the current responsibilities of the General Manager, Chief Executive Officer.

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


Section 1. That Chapter 242 General Manager/Secretary-Treasurer is hereby amended to read as specified in Attachment A hereto.

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

Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment: A. Chapter 242 General Manager, Chief Executive Officer

Adopted: May 24, 2022



President

Attest:



Secretary-Treasurer

ATTACHMENT A TO RESOLUTION

CHAPTER 242

General Manager, Chief Executive Officer

- 242.01 Duties and Responsibilities.
- 242.02 Issuance of reports to Board of Trustees.
- 242.03 Orientation package for new Board members.
- 242.04 Incidental expenses.
- 242.05 Authority regarding Pilot Programs.
- 242.06 Travel expenses for non- employees.
- 242.07 Expenditures for employees' activities and programs.

CROSS REFERENCES

- General Manager, CEO generally - see Bylaws Art. VIII
 - Authority re administration and employment - see Bylaws Art. IX
 - As member of Executive Management Team - see ADM. 240.01
 - Procurement Policy - see ADM. Ch. 410
 - Authority re appointments and promotions - see PERS. 622.01
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242.01 DUTIES AND RESPONSIBILITIES

The General Manager shall be the Chief Executive Officer of the Authority and shall have those duties and responsibilities as set forth in Articles VIII and IX of the Bylaws of the Greater Cleveland Regional Transit Authority. These duties and responsibilities include, but are not limited to, employing temporary employees, employing and discharging with cause persons for positions established by the Board of Trustees, prescribing the authority and duties of personnel, administering merit system rules in accordance with the collective bargaining agreement, fixing salaries of all personnel within the salary ranges prescribed by the Board of Trustees and establishing fringe benefits.

242.02 ISSUANCE OF REPORTS TO BOARD OF TRUSTEES.

(a) The General Manager, Chief Executive Officer shall prepare and provide to the Board of Trustees a quarterly report reflecting the performance of the system as measured against performance goals. This report may contain financial analyses, success factors, DBE participation and performance of the capital program. Such report shall be delivered to the Board not later than sixty business days after the close of each fiscal quarter.

(b) The General Manager, Chief Executive Officer and the Secretary-Treasurer shall prepare and provide to the Board monthly reports on the

Authority's performance. Such reports may contain information reflecting management activities in furtherance of Board initiatives and policies on key issues facing the Authority. Such reports may also include revenues, sales tax, investments and debt service. Such reports shall be delivered to the Board not later than thirty business days after the end of each month. (Res. 1988-44. Passed 2-16-88; Res. 2017-55. Passed 7-18-17.)

242.03 ORIENTATION PACKAGE FOR NEW BOARD MEMBERS.

The General Manager, Chief Executive Officer shall assemble, compose and supply an orientation package to newly-appointed members of the Board of Trustees. (Res. 1988-45. Passed 2-16-88; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.04 INCIDENTAL EXPENSES.

(a) Incidental expenses incurred by the General Manager, Chief Executive Officer in accordance with the Rules and Guidelines Governing Incidental Expenses adopted by the Board of Trustees, in the course of transacting official business, are expenditures necessary to further the public purpose of operating a regional transit system.

(b) All expenditures made pursuant to this section and the Rules and Guidelines set forth below shall be made from the General Fund of the Authority.

(c) Any changes to the Rules and Guidelines set forth below shall be subject to the review and approval of the Board of Trustees.

(d) Rules and Guidelines Governing Incidental Expenses for the General Manager, Chief Executive Officer. These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the General Manager, Chief Executive Officer while conducting official business.

(e) General Rules.

- (1) Spending authority. The authority to incur expenses is expressly limited to the General Manager, Chief Executive Officer, and/or an employee or Board member authorized and designated by the General Manager, Chief Executive Officer to incur said expenses on their behalf.
- (2) Obligation. The General Manager, Chief Executive Officer, while on official business, is expected to exercise the same care in incurring expenses that a prudent person would exercise.
- (3) Eligible expenses. Expenses are confined to those expenses essential to the transacting of official business. The expenses can include expenses for meetings with Authority employees and employee activities.
- (4) Maximum allowance. The maximum allowable expenses are limited to twenty thousand dollars (\$20,000), or the amount approved by the

Board of Trustees in the annual budget, on a calendar year basis.

(f) Allowable Expenses.

- (1) Meals. Cost of any meals or meeting refreshments for the General Manager, Chief Executive Officer's business guests. This may include Authority employees and/or Board members.
- (2) Ground transportation.
- (3) Parking and tolls.
- (4) Telephone calls and postage.
- (5) Rental of equipment. Rental of temporary meeting area or rental of a temporary office facility necessary to conduct official business.
- (6) Supplies.
- (7) Miscellaneous. Any other expenses not listed above which are essential to the transacting of official business and employee activities.
- (8) Gratuities. The prevailing hospitality rate (excluding tax).

(g) Nonallowable Expenses.

- (1) Alcoholic beverages, entertainment.
- (2) Costs incurred by or on behalf of relatives, spouses or any other individuals not engaged in official business.

(h) Delegation of Authority. The General Manager, Chief Executive Officer may delegate authority to incur incidental expenses to an employee or Board member designated by the General Manager, Chief Executive Officer to act on their behalf.

(i) Interpretation. This incidental expense policy is not intended to supersede current guidelines for travel expenses. All travel by the General Manager, Chief Executive Officer is to continue to be submitted on the proper travel and expense report.

(Res. 1997-129. Passed 7-15-97; Res. 1999-147. Passed 10-26-99; Res. 2001-31. Passed 2-27-01; Res. 2013-65. Passed 7-16-13; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.05 AUTHORITY REGARDING PILOT PROGRAMS.

(a) The General Manager, Chief Executive Officer may conduct pilot programs that encourage new and innovative activities and ancillary services; that enhance the image of the Authority; that improve the financial health of the Authority and that focus on the convenience of the customers thereby helping retain and promote ridership.

(b) The General Manager, Chief Executive Officer is hereby authorized to enter into contracts in furtherance of a pilot program, which contracts shall not exceed twelve months in duration, or the small purchase limit described in the Procurement Policy. If a pilot program falls within the scope of the Authority's

procurement policies and procedures, it shall be procured in accordance with those policies and procedures and applicable state and federal law. If the pilot program deliverable is determined to be both useful and needed, it shall be procured through the appropriate procurement process.

(Res. 2001-110. Passed 7-24-01; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.06 TRAVEL EXPENSES FOR NON-EMPLOYEES.

The General Manager, Chief Executive Officer is authorized to expend up to ten thousand dollars (\$10,000) annually for travel expenses incurred by individuals who are not employees nor under contract with the Authority, consistent with expenses allowable under the GCRTA Travel Policy and Procedures, to conduct official business for the GCRTA.

(Res. 2013-127. Passed 12-17-13; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.07 EXPENDITURES FOR EMPLOYEE ACTIVITIES AND PROGRAMS.

(a) Expending revenue generated by employee use of vending machines for District Council activities, and other employee activities, including but not limited to, employee appreciation and recognition programs, serves a public purpose by advancing the mission and operation of the Authority.

(b) The General Manager, Chief Executive Officer or their designee is authorized to use funds generated from employee use of vending machines for employee activities and programs, including the District Councils or any successor program, and other employee activities including, but not limited to, employee recognition and appreciation programs.

(c) The total expenditures for employee activities authorized by this section shall not exceed the funds received from sales generated by employee use of the vending machines.

(d) The General Manager, Chief Executive Officer is authorized to issue administrative procedures to implement this policy.

(Res. 2013-066. Passed 7-16-13; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)



TITLE/DESCRIPTION: AMENDING CHAPTER 242 GENERAL MANAGER/SECRETARY-TREASURER OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2022-46
	Date: May 19, 2022
	Initiator: Finance
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 amend Chapter 242 General Manager/Secretary-Treasurer 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. The proposed amendment will update the provisions related to the responsibilities of the General Manager, Chief Executive Officer.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will result in a policy that is up to date and reflects the Authority's current operations.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in a policy that remains out of date.
- 8.0 RECOMMENDATION: This resolution was discussed at the May 10, 2022, 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 242

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


General Manager, Chief Executive Officer

ATTACHMENT A TO STAFF SUMMARY

CHAPTER 242

~~CEO, General Manager/Secretary Treasurer, Chief Executive Officer~~

242.01 Duties and Responsibilities.

~~242.01~~242.02 Issuance of reports to Board of Trustees.

~~242.02~~242.03 Orientation package for new Board members.

~~242.03~~242.04 Incidental expenses.

~~242.04~~242.05 Authority regarding Pilot Programs.

~~242.05~~242.06 Travel expenses for non- employees.

~~242.06~~242.07 Expenditures for employees' activities and programs.

CROSS REFERENCES

~~Secretary Treasurer—see Ohio R.C. 306.33~~

~~Duties of Secretary; bond, deposit and disbursement of funds—see Ohio R.C. 306.42~~

~~CEO, General Manager/Secretary Treasurer, CEO generally - see Bylaws Art. ~~IV~~VIII, Sec. 8~~

~~Absence at Board meetings—see Bylaws Art. III, Sec. 8~~

~~Authority re administration and employment - see Bylaws Art. ~~VIII~~VIII, Sec. ~~IX~~IX~~

~~As member of Executive Management Team - see ADM. 240.01~~

~~Procurement Policy - see ADM. Ch. 410~~

~~Authority re appointments and promotions - see PERS. 622.01~~

~~Authority re reward program—see VEH. & OP. 852.01~~

242.01 DUTIES AND RESPONSIBILITIES

The General Manager shall be the Chief Executive Officer of the Authority and shall have those duties and responsibilities as set forth in Articles VIII and IX of the Bylaws of the Greater Cleveland Regional Transit Authority. These duties and responsibilities include, but are not limited to, employing temporary employees, employing and discharging with cause persons for positions established by the Board of Trustees, prescribing the authority and duties of personnel, administering ~~the~~ merit system rules in accordance with the collective bargaining agreement, fixing salaries of all personnel within the salary ranges prescribed by the Board of Trustees and establishing fringe benefits.

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(a) The ~~CEO, General Manager/Secretary Treasurer, Chief Executive Officer~~

shall prepare and provide to the Board of Trustees a quarterly report reflecting the performance of the system as measured against performance goals. This report may contain financial analyses, success factors, DBE participation and performance of the capital program. Such report shall be delivered to the Board not later than sixty business days after the close of each fiscal quarter.

(b) The ~~CEO, General Manager/~~ Chief Executive Officer and the Secretary-Treasurer shall prepare and provide to the Board monthly reports on the Authority's performance. Such reports ~~shall~~ may contain information reflecting management activities in furtherance of Board initiatives and policies on key issues facing the Authority. Such reports may also include revenues, sales tax, investments and debt service. Such reports shall be delivered to the Board not later than thirty business days after the end of each month. (Res. 1988-44. Passed 2-16-88; Res. 2017-55. Passed 7-18-17.)

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(b) All expenditures made pursuant to this section and the Rules and Guidelines set forth below shall be made from the General Fund of the Authority.

(c) ~~The CEO, General Manager/Secretary Treasurer will develop guidelines to administer the policy. Any changes to the Rules and Guidelines set forth below shall be subject to the review and approval of the Board of Trustees.~~

(d) Rules and Guidelines Governing Incidental Expenses for the CEO, General Manager/Secretary Treasurer ~~General Manager, Chief Executive Officer.~~ These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the ~~CEO, General Manager/Secretary-Treasurer~~ General Manager, Chief Executive Officer while conducting official business.

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Manager, Chief Executive Officer, and/or an employee or Board member authorized and designated by the General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~ to incur said expenses on ~~his/hers~~their behalf.

- (2) Obligation. The General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~, while on official business, is expected to exercise the same care in incurring expenses that a prudent person would exercise.
- (3) Eligible expenses. Expenses are confined to those expenses essential to the transacting of official business. ~~These expenses can be incurred within, or outside, Cuyahoga County.~~ The expenses can include expenses for meetings with Authority employees and employee activities.
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(b) The ~~CEO, General Manager/Secretary Treasurer,~~ Chief Executive Officer is hereby authorized to enter into contracts in furtherance of ~~the a Pilot Program~~pilot program, which contracts shall not exceed twelve months in duration, or the small purchase limit described in the Procurement Policy. If a pilot program falls within the scope of the Authority's procurement policies and procedures, it shall be procured in accordance with those policies and procedures and applicable state and federal law. If the Pilot Program~~pilot program~~ deliverable is determined to be both useful and needed, it shall be procured through the appropriate procurement process. (Res. 2001-110. Passed 7-24-01; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

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(b) The ~~CEO, General Manager, Chief Executive Officer and/ the Secretary Treasurer~~ or their designee is ~~are~~ authorized to use funds generated from employee

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(c) The total expenditures for employee activities authorized by this section shall not exceed the funds received from sales generated by employee use of the vending machines.

(d) The General Manager, Chief Executive Officer, CEO, General Manager/Secretary-Treasurer is authorized to issue administrative procedures to implement this policy.

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