

# 04- LEGAL AFFAIRS DIVISION

## DIVISION OBJECTIVES

Provides professional, cost-effective legal, safety, and risk management services. The Legal Affairs Division is comprised of the Legal, Safety, and Risk Management Departments. 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 Claims Section of the Legal Department properly evaluates all claims, focusing on a thorough and prompt investigation, compassion and fiscal responsibility. The Safety Department uses a Safety Management System to prevent employee injuries, protect passengers, preserve assets and property, and reduce the potential for environmental events. Safety also administers the Public Transportation Agency Safety Plan while being the delegated authority on behalf of ODOT to conduct accident investigations and safety assurance audits. 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.

## CONNECTION TO STRATEGIC PLAN

Success Outcomes: **Customer Experience** **Community Impact** **Employee Investment** **Financial Health**

The Legal Division works to ensure a safe, equitable environment for all customers and the greater community at large. Financial sustainability is obtained through budget adherence, controlling insurance premium costs, and managing claims (3<sup>rd</sup> party and Workers' Compensation). Employee perception of opportunity for growth and success, understanding the Authority's vision and direction, and clarity in connection between personal performance and organization success are also areas of focus within the Legal Division.

## 2024 ACCOMPLISHMENTS

Strategic Plan **Customer Experience (CE)** **Community Impact (CI)** **Employee Investment (EI)** **Financial Health (FH)**  
Success Outcomes:

- Implemented the Public Transportation Agency Safety Plan. (CE, EI, FH)
- Provided efficient and cost-effective legal representation in all GCRTA litigation, transactional, and administrative matters. (CE, FH)
- Provided and facilitated advice on ethical issues and concerns. (EI, FH)
- Supported construction projects and energy management initiatives. (CE, FH)
- Developed the 2025 Public Transportation Agency Safety Plan. (CE, EI, FH)
- Continued a proactive approach to reducing bus and rail incidents. (CE, EI, FH)
- Continued enhancement of a safety culture within the Authority. (CE, CI, EI, FH)
- Provided legal support for the Civilian Oversight Committee (COC) to review complaints filed against GCRTA Transit Police Department employees. (CE, CI, EI, FH)
- Continued legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority. (CE, EI, FH)

- Supported Investigated allegations of discrimination or non-compliance with equal opportunity policies and procedures. (CE, EI, FH)
- Coordinated and fulfilled Public Records Requests made by members of the public and media entities. (CI)
- Worked to ensure compliance with all federal, state, and local legislation and regulations and served as a liaison between the Authority and regulatory agencies. (CI, EI, FH)
- Provided Risk Management expertise to Legal, Procurement and Engineering Departments for many significant construction and development projects and procurements, both for GCRTA and other entities such as ODOT. (CE, CI, EI, FH)
- Negotiated the best terms and conditions available in the marketplace and most cost-effective renewal for property/casualty insurance programs for GCRTA. (CI, EI, FH)

## 2025 PRIORITIES

### Customer Experience

- Continue Transportation Safety Institute (TSI) certification and training of Safety Department personnel.
- Continue a proactive approach to reducing bus and rail incidents.
- Create and implement the Public Transportation Agency Safety Plan.

### Community Impact

- Provide legal support for Transit Oriented Development initiatives.
- Continue to provide support for the COC and the reconvened Community Advisory Committee (CAC).
- Provide and facilitate advice on ethical issues and concerns.

### Employee Investment

- Continue legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority.
- Continue enhancement of a safety culture within the Authority.
- Continue to create a positive working environment that emphasizes teamwork and goal setting.


### Financial Health

- Provide efficient and cost-effective legal representation in all GCRTA litigation, transactional, and administrative matters.
- 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 to negotiate the best terms and conditions available in the marketplace and most cost-effective renewal of GCRTA insurance programs.
- Continue to update and improve our claims handling process.
- Provide Risk Management expertise to Legal, Procurement & Engineering Departments for various authority-wide projects, leases, license agreements, and other procurements.

## LIST OF DEPARTMENTS

Department Number	Department Name
15	Safety Department
21	Legal Department
22	Risk Management Department

The 2025 Organizational Scorecard is shown in the Planning, Process, and Profile section of the budget book. The results of the 2024 Legal Division scorecard and the 2025 scorecard goals are shown below.

		<h2 style="text-align: center;">Legal Affairs</h2>					
Success Outcomes	Metric	Definition	FY2024 Performance Goals	FY2024 Actual Results	FY2025 Performance Goals	Objective	Information System
Customer Experience	Customer Perception of Safety	The % of customers who agree or strongly agree that GCRTA is safe.	80%	69%	NA	↑	Customer Survey
	Safety - Actual	The % compliance with 4 agency safety performance targets that impact the Customer Experience (Rail Reportable Safety Events, Preventable Collision Rate.	75%	53%	NA	↑	Performance Data
	Customer Perception of Safety	The % of customers who agree or strongly agree that GCRTA maintains and operates vehicles safely	NA	NA	75%	↑	Customer Survey
	Safety - Preventable Collision Rate Actual	Reduce the agency preventable collision rate per 100,000 miles driven to 1.68 or less	NA	NA	1.68	↓	Performance Data
<b>TOTAL POINTS</b>							
Community Impact							
<b>TOTAL POINTS</b>							
Employee Investment	Employee Safety - Perception	The % of employees who agree or strongly agree that GCRTA provides a safe place to work. (I feel physically safe at work)	73%	73%	75%	↑	Employee Survey
	Safety Actual - Rate of On the Job Injuries (OJI)	Reduce the rate of OJIs per 200,000 hours worked to 6.41 or less	6.75	5.62	6.41	↓	Performance Data
	Division Employees Agree - Supervisor Invested in Growth and Success	The % of division employees that agree (or strongly agree) that their Supervisor is supportive in achieving career/job goals	71%	71%	59%	↑	Employee Survey
<b>TOTAL POINTS</b>							
Financial Health	Insurance Premium Costs	Achieve an average score of 5 by maintaining insurance premium costs at or below industry benchmarks across the three lines of coverage	5	5	NA	—	Financial Data
	Operating Budget Used	The % of actual expenses (year to date) vs. annual budget.	25%, 50%, 75%, 100%	92%	NA	—	Financial Data
	Reduce Operating Expenses	5% reduction of actual expenses (year to date) vs. annual budget.	NA	NA	-5%	↓	Financial Data
<b>TOTAL POINTS</b>							

# 15- SAFETY DEPARTMENT

## DEPARTMENT OBJECTIVES

The Safety Department uses a Safety Management System (SMS) to prevent collisions and injuries to the GCRTA passengers and employees, and to avoid damage to property. Provides leadership in promoting safety throughout the organization and protecting the environment by providing guidance to RTA facilities about environmental compliance.

## 2024 ACCOMPLISHMENTS

Strategic Plan	Customer Experience (CE)	Community Impact (CI)	Employee Investment (EI)	Financial Health (FH)
Success Outcomes:				

## 2025 PRIORITIES

Strategic Plan	Customer Experience (CE)	Community Impact (CI)	Employee Investment (EI)	Financial Health (FH)
Success Outcomes:				

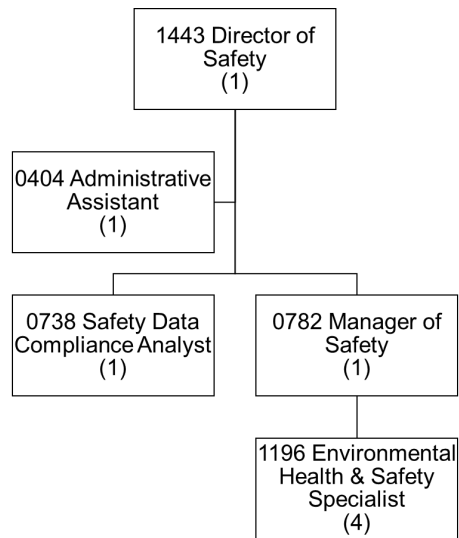
## SAFETY DEPARTMENT BUDGET

Object Class	Description	2023 Actual	2024 Actual	2025 Budget
501300	Salaried Employees Labor	\$487,518	\$637,047	\$683,632
501310	Salaried Employees Overtime	5,061	4,107	4,000
502000	Fringe Benefits	180,172	253,258	234,223
503000	Services	178,889	174,871	222,312
503052	Other Maintenance Contract	56,263	49,903	51,250
504000	Materials & Supplies	32,142	7,191	16,000
509000	Miscellaneous Expense	10,865	21,182	20,405
509022	Meals/Food/Per Diem	1,806	3,927	3,000
<b>Total</b>		<b>\$952,717</b>	<b>\$1,151,487</b>	<b>\$1,234,822</b>

## SAFETY DEPARTMENT STAFFING

Grade	Job Name	2023	2024	2025
04	0404.Administrative Assistant	1	1	1
107	0738.Safety Data Compliance Analyst	1	1	1
109	1196.Environmental Health & Safety Specialist	4	4	4
111	0782.Manager Of Safety	1	1	1
114	1443.Director Of Safety	1	1	1
<b>Total</b>		<b>8</b>	<b>8</b>	<b>8</b>

## SAFETY DEPARTMENT ORGANIZATION CHART



Total FTE's = 8

# 21- LEGAL DEPARTMENT

## DEPARTMENT OBJECTIVES

Provides comprehensive, effective legal and claims services to the Authority. The Department represents the Authority in claims, lawsuits, administrative and arbitration hearings, preparing legal opinions and documents, providing advice, and ensuring compliance with Federal, State, and local laws.

## 2024 ACCOMPLISHMENTS

Strategic Plan      **Customer Experience (CE)**      **Community Impact (CI)**      **Employee Investment (EI)**      **Financial Health (FH)**  
 Success Outcomes:

- Provided efficient and cost-effective legal representation in all GCRTA litigation, transactional, and administrative matters. (CE, EI, FH)
- Provided and facilitated advice on ethical issues and concerns. (CE, EI)
- Supported construction projects and energy management initiatives. (CE, FH)
- Worked to ensure compliance with all federal, state, and local legislation and regulations and served as a liaison between the Authority and regulatory agencies. (CE, CI, EI, FH)

## 2025 PRIORITIES

Strategic Plan      **Customer Experience (CE)**      **Community Impact (CI)**      **Employee Investment (EI)**      **Financial Health (FH)**  
 Success Outcomes:

- Continue legal information program to apprise GCRTA departments of public sector legal issues that affect the Authority. (CE, CI, EI, FH)
- Enhance employee perception of opportunity for growth and success. (EI)
- Provide legal support for Transit Oriented Development initiatives. (CE, CI)
- Continue to provide support for the Civilian Oversight Committee and the Community Advisory Committee. (CE, CI, EI, FH)

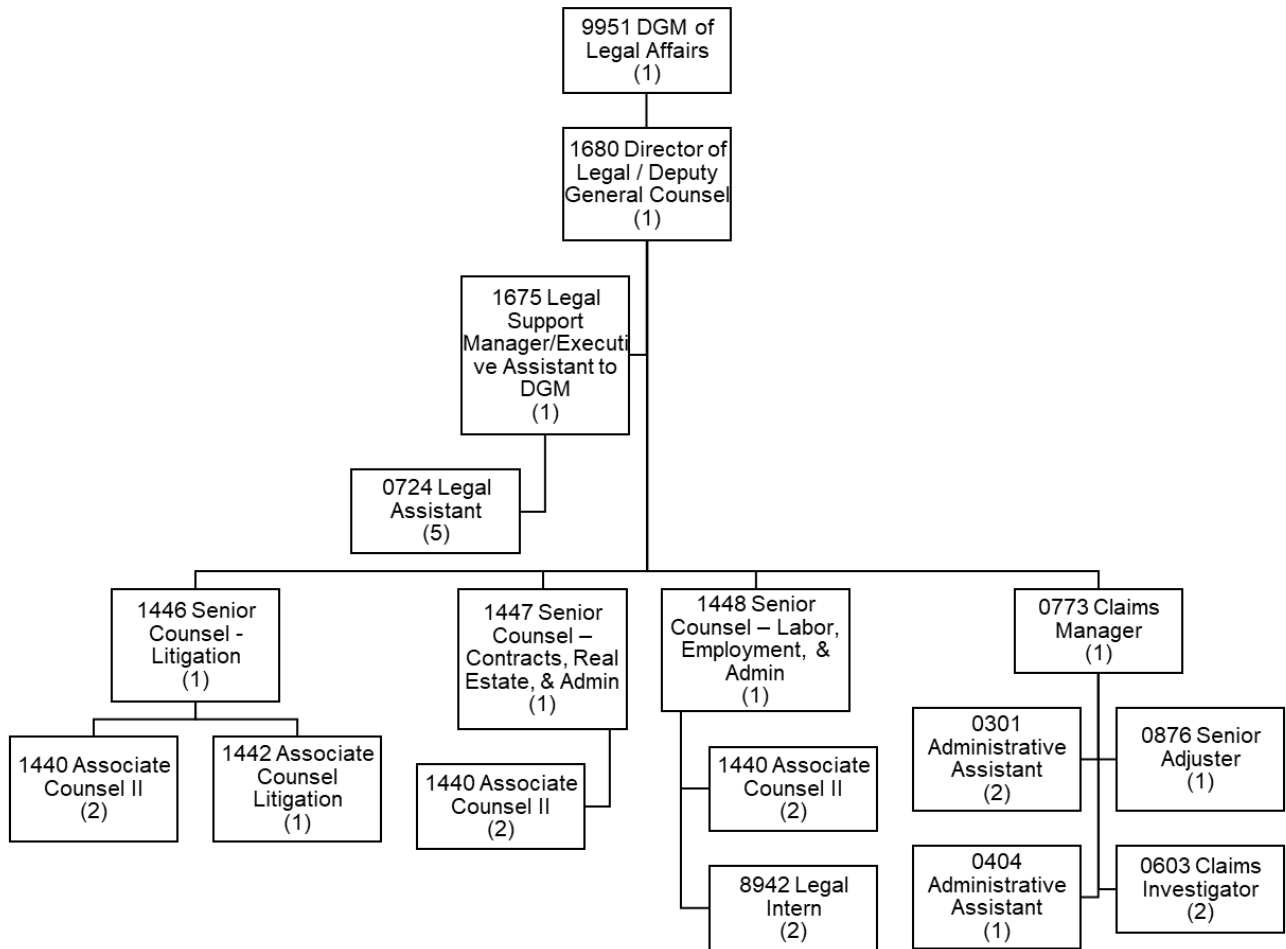
## LEGAL DEPARTMENT BUDGET

Object Class	Description	2023 Actual	2024 Actual	2025 Budget
501300	Salaried Employees Labor	\$1,854,986	\$2,043,121	\$2,370,617
501310	Salaried Employees Overtime	2,418	2,539	2,000
502000	Fringe Benefits	682,856	812,540	770,753
503000	Services	287,287	307,239	446,820
503049	Temporary Service	82,851	81,186	10,000
504000	Materials & Supplies	12,329	13,002	15,000
506040	Liability & Property Claims	554,974	572,795	650,000
509000	Miscellaneous Expense	8,058	10,700	19,250
509022	Meals/Food/Per Diem	598	1,2783	1,500
512000	Leases & Rentals	6,182	-	-
<b>Total</b>		<b>\$3,492,540</b>	<b>\$3,844,395</b>	<b>\$4,285,940</b>

LEGAL DEPARTMENT STAFFING

Grade	Job Name	2023	2024	2025
01	8942.Department Intern	2	2	2
03	0301.Administrative Assistant	2	2	2
04	0404.Administrative Assistant	1	1	1
06	0603.Claims Investigator	2	2	2
106	0724.Legal Assistant	5	5	5
109	0876.Senior Adjuster	1	1	1
109	1675.Legal Support Manager/Executive Assistant	1	1	1
111	0773.Manager – Claims	1	1	1
111	1442.Associate Counsel I	1	1	1
113	1440.Associate Counsel II	6	6	6
114	1446.Senior Counsel – Litigation	1	1	1
114	1447.Senior Counsel - Contracts, Real Estate, Admin Law	1	1	1
114	1448 Sr Counsel - Lab,Emp,Adm.	1	1	1
115	1680 Dir Legal/Deputy Gen Counsel	1	-	1
116	9951.Dgm - Legal Affairs Division	1	1	1
<b>Total</b>		<b>27</b>	<b>26</b>	<b>27</b>

# LEGAL DEPARTMENT ORGANIZATION CHART



Total FTE's = 27



# 22- RISK MANAGEMENT DEPARTMENT

## DEPARTMENT OBJECTIVES

The Risk Management Department protects 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 workers’ compensation program, short-term disability claims, property and casualty insurance and self-insurance programs.

## 2024 ACCOMPLISHMENTS

Strategic Plan	Customer Experience (CE)	Community Impact (CI)	Employee Investment (EI)	Financial Health (FH)
<b>Success Outcomes:</b>				
	<ul style="list-style-type: none"> <li>• Provided superior claims management services for Workers’ Compensation (WC) and short-term disability claims for GCRTA. GCRTA’s status as a self-insured employer for WC in the state of Ohio vs paying into the State Fund creates a savings of approximately \$2 million annually. (EI, FH)</li> <li>• Received very favorable renewal terms from the incumbent Cyber Liability carrier indicating a flat premium vs. the projected 15% increase. (CI, EI, FH)</li> <li>• Provided Risk Management expertise to Legal, Procurement, and Engineering Departments for many significant construction and development projects and procurements. (CI, EI, FH)</li> <li>• Negotiated the best terms and conditions available in the marketplace and most cost-effective renewal for the Property Insurance program for GCRTA in a challenging insurance market, achieving a 10% increase vs the 15-20% projection. (CE, CI, EI, FH)</li> <li>• Negotiated the best terms and conditions available in the marketplace and most cost-effective renewal for the Casualty Insurance program for GCRTA in a challenging insurance market as all three lines came in below industry benchmarks. (CE, CI, EI, FH)</li> <li>• Completed a significant upgrade from our current Risk Master Information System to the new DXC Assure Claims. (EI, FH)</li> <li>• Provided a \$415,000 reimbursement to GCRTA the June 2024 wire transfer social engineering claim. (FH)</li> </ul>			

## 2025 PRIORITIES

Strategic Plan	Customer Experience (CE)	Community Impact (CI)	Employee Investment (EI)	Financial Health (FH)
<b>Success Outcomes:</b>				
	<ul style="list-style-type: none"> <li>• Provide Risk Management expertise to Legal, Procurement, and Engineering Departments for various authority-wide projects, leases, license agreements, and other procurements. (CI, EI, FH)</li> <li>• Continue to provide strong management of workers’ compensation claims and litigation, containing the costs to GCRTA, involving the districts as active stakeholders and handling claims for all employees fairly and promptly. (EI, FH)</li> <li>• Maintain in-house Workers' Compensation and Short-Term Disability claim handling to ensure retention of self-insured status. (EI, FH)</li> <li>• Coordinate with stakeholders to develop, pilot, and implement electronic event reporting for both workers’ compensation and third-party liability claims. (CI, EI, FH)</li> <li>• Negotiate the best terms and conditions available in the marketplace and the most cost-effective renewals for all of the insurance programs for GCRTA. (CI, EI, FH)</li> </ul>			

- Complete the selection and onboarding of two Workers' Compensation Examiners and a full-time Workers' Compensation Clerk. (EI, FH)
- Continue to participate in and contribute to strategic planning and performance measurement efforts conducted via TransPro and GCRTA Management. (CE, CI, FH)

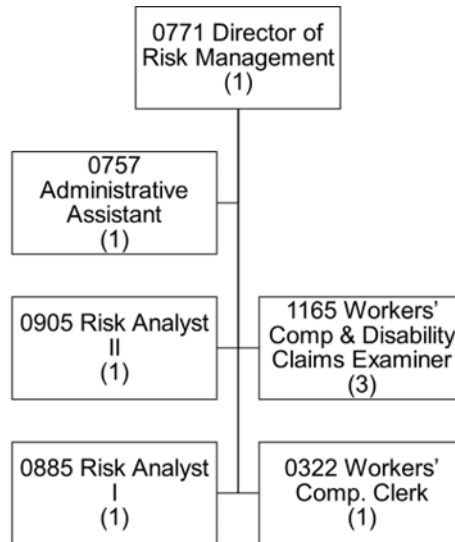
#### RISK MANAGEMENT DEPARTMENT BUDGET

Object Class	Description	2023 Actual	2024 Actual	2025 Budget
501300	Salaried Employees Labor	\$633,275	\$634,728	\$691,104
501310	Salaried Employees Overtime	58	49	200
502000	Fringe Benefits	227,438	252,630	235,376
502071	W/C - Injuries & Damage to Employees	633,431	871,694	850,000
502082	W/C - Medical Payments	252,688	310,392	350,000
503000	Services	419,613	383,133	450,000
503030	Workers Comp Admin Fee	302,224	204,214	215,556
503049	Temporary Service	13,686	10,917	5,000
504000	Materials & Supplies	8,129	2,877	4,000
506000	Casualty & Liability	538,842	530,289	556,797
506010	Physical Damage Insurance	1,413,137	1,550,243	1,581,000
506200	W/C Settlement& Lawsuit Expense	61,500	78,500	100,000
509000	Miscellaneous Expense	69	2,173	4,300
<b>Total</b>		<b>\$4,504,090</b>	<b>\$4,831,838</b>	<b>\$5,043,333</b>

#### RISK MANAGEMENT DEPARTMENT STAFFING

Grade	Job Name	2023	2024	2025
03	0322.Workers' Compensation Clerk	1	1	1
104	0757.Administrative Assistant I	1	1	1
107	0885.Risk Analyst I	1	1	1
108	0905.Risk Analyst II	1	1	1
108	1165.Workers' Comp & Disability Claims Examiner	3	3	3
114	0771.Director - Risk Management	1	1	1
<b>Total</b>		<b>8</b>	<b>8</b>	<b>8</b>

RISK MANAGEMENT DEPARTMENT ORGANIZATION CHART



Total FTE's = 8