

Minutes

RTA Committee of the Whole Meeting

10:10 a.m., Tuesday, January 7, 2020

Committee: Clough (Chair), Lucas (Vice Chair), Byrne, Joyce, Moss, Pellot, Serrano

Not present: Bibb, McCall, Welo

Also Present: Agnew, Anderson, Astolfi, Bell, Benford, Bennett, Beveridge, Birdsong, Bitto, Brooks-Williams, Burney, Carter, Catalusci, Caver, Cottrell, Dangelo, Davidson, Davis, Dietrich, Draper, Fields, Garofoli, Gautam, Gibbons, Harris, Jaszczak, Laule, Lewis, Loh, Metcalf, Montgomery, Moore, Penning, Pickett, Piggery, Ross, Schipper, Scott, Stocking, Sutula, Tarka, Temming, Togher, Uhas, Wiehe, Winn, Woodford, Young, Zeller

Mayor Clough called the meeting to order at 10:10 a.m. The secretary called the roll and reported that seven (7) committee members were present.

Code Book Updates:

Charitable Activities

Dawn Tarka, associate council, gave the presentation. Ms. Birdsong said these two policies are being brought to the Board to make sure staff is held accountable for expenditures when it comes to community involvement and testing and tracking fare media. This is also to ensure she is held accountable for thresholds for expenditures with or without Board approval. These are two proposed new sections of the Code Book. The Codified Rules and Regulations are the policies of the Board. They were originally codified in 1989. In recent years, they have been doing a comprehensive review to update the policies to ensure compliance with how the Authority currently operates. The first section for review is 640.06 Charitable Activities, which will be a part of Part 6 - Personnel Code. The 2nd is Chapter 846 Fare Media which will be in Part 8 - Vehicle and Operation Code, since that is where the Fare Policy is located.

The proposed Charitable Activities policy is intended to balance two priorities. First for employees to engage in these activities is a benefit to the Greater Cleveland community and it improves the Authorities image. Secondly, it's also a priority for employees to spend their time on the Authority's work. Generally employees are not to use Authority time for charitable activities. But the policy provides the GM the Authority to expressly approve certain activities like a blood drive or the Employee Giving Campaign. With respect to fundraisers, employees may not solicit contractor, vendor, retail store, restaurant or other private person or entity with whom the Authority does business. The policy would prohibit commingling proceeds with Authority funds. Supervisors may not directly solicit employees.

With respect to non-Authority business or events, employees may attend charitable events, golf outings, receptions outside work hours or by using leave time. If an employee's supervisor determines the activity is for Authority's business, they may attend on work time. Use of Authority resources for non-Authority business is strictly prohibited. The policy would direct the General Manager to establish procedures to implement the policy. Ms. Moss asked if charitable activity is a broad enough term to describe each instance. Dawn said that all the examples would be covered under this policy.

Management of Fare Media


This new provision would be to provide controls and parameters for the use of the Authority's fare media. The fare media has a value. That value is equal to the fare schedule established for customers. The primary basis for this policy is that the use of fare media must serve the Authority's operating needs. The needs are to promote the Authority's public transportation service and to establish a positive presence in the community. It specifies purposes for which the fare media can be used, which include testing fare collection devices and systems, courtesy rides for perspective vendors and others visiting on official Authority related business, travel training for Authority customers, ride checks by Safety personnel, resolving customer complaints or issues, settling potential claims against the Authority and conference sponsorships and transit industry events; including hosting workshops such as those hosting by APTA, NTI and FTA.

The policy would grant the GM authority to donate up to \$2,500 in fare media per request for a cap of \$10,000 per year if it is in the Authority's best interest. This is geared towards instances where the Authority might receive a request from an organizations that would like to use fare media for an event. The proposed policy would also permit the exchange for in-kind contribution of property or services up to \$10,000 per year. An example is where the Cleveland International Film Festival provides RTA advertising in exchange for RTA offering them fare media for their volunteers. The policy would authorize agreements for discounted or free fare media up to \$10,000 a year. The policy would direct the General Manager to establish procedures to implement the policy.

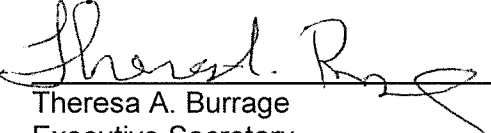
Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval. Mayor Clough said the staff researched what other transit systems have done on these two policies. He requested that in situations where it has to be interpreted, that legal be consulted. Ms. Birdsong mentioned that staff looked at the average of how much was given over the past 10 years, with a little more added considering they will be more aggressive with community partnerships moving forward. Anything above \$10,000 would require Board approval. The travel policy update will be brought to the Board in the spring.

It was moved by Ms. Moss, seconded by Rev. Lucas and moved to the full Board for approval.

Mayor Clough adjourned the meeting at 10:20 a.m.



Floun'say R. Caver, Ph.D.
Interim Secretary/Treasurer



Theresa A. Burrage
Executive Secretary