



REVISED MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **Tuesday, August 8, 2023** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon. This meeting will be live streamed on RTA's Board Page www.RideRTA.com/board via the meeting date for staff and members of the public. Members of the public may attend in person.

Based on Centers for Disease Control ("CDC") guidance to avoid crowded places where you cannot stay six feet away from others and Ohio Department of Public Health advice regarding congregating and social distancing, as well as RTA's interest in protecting community and employee health and safety, RTA Board Room and Meeting Room 1 capacity is limited to thirty-six (36) people to allow for social distancing. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6th Street are required to maintain a distance of six feet or more from other individuals who are not members of their family or household.

As a result of a federal court order on April 18, 2022, the CDC's January 29, 2021 order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. The CDC continues to recommend that people wear masks in indoor public transportation settings at this time. As a result, GCRTA recommends, but will not require, that members of the public wear a mask/face covering.

The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M.

Audit, Safety Compliance And Real Estate Committee

- Security Update – update on crime stats, Transit Police initiatives and the Transit Ambassador Program.

Organizational, Services & Performance Monitoring Committee

- Interagency Agreement – a presentation of a recurring procurement to allow the Authority to utilize the Ohio Multi-Agency Radio Communication System (MARCS) for a period of three years.

Committee of The Whole

- Code Book Update
 - A request to enact Section 283.03 Temporary Staffing Agencies; Fees
 - A request to amend Chapter 216 Public Records, remove Chapter 650 Records Retention and amend Personnel Policy Section 700 Records Retention & Release.

India L. Birdsong Terry
General Manager, Chief Executive Officer

IBT:tab
Attachment
REVISED 8-7-23

Scan this QR code to access the meeting schedule, live streams and meeting materials.



AGENDA

RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, August 8, 2023

Committee Members: Mayor Paul A. Koomar, Chair
Ms. Karen Gabriel Moss, Vice Chair
Mr. Terence P. Joyce
Ms. Calley Mersmann
Mayor David E. Weiss

- I. Roll Call
- II. Security Update – update on crime stats, Transit Police initiatives and the Transit Ambassador Program.

Presenter(s):
 - Chief Deirdre Jones, Director, Security/Chief of Police
 - Michael Gettings, Deputy Chief of Police
- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer

Date: August 3, 2023

Subject: Security Update

A handwritten signature in blue ink, appearing to read 'IBT', is written over the name 'India L. Birdsong Terry' in the 'From:' field.

At the August 8, 2023, Audit, Safety Compliance and Real Estate Committee meeting, staff will provide an update on crime stats, Transit Police initiatives and the Transit Ambassador Program.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/DRJ/mdw

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, August 8, 2023

Committee Members: Mayor Anthony D. Biasiotta, Chair
Ms. Karen Gabriel Moss, Vice Chair
Mr. Jeffrey W. Sleasman
Mayor David E. Weiss
Ms. Lauren R. Welch

- I. Roll Call
- II. Interagency Agreement – a presentation of a recurring procurement to allow the Authority to utilize the Ohio Multi-Agency Radio Communication System (MARCS) for a period of three years.

Presenter(s):

- Juliana Schultz, ITS Manager
- Shawn Becker, Program Contract Manager

- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: August 3, 2023

Subject: Summary of Award – Multi-Agency Radio Communication System (MARCS)
Subscription Renewal

This procurement is for the renewal of an interagency agreement, for a three-year term, with the Ohio Department of Administrative Services, Office of Information Technology. The Greater Cleveland Regional Transit Authority ("Authority") utilizes the Ohio MARCS network to provide radio connectivity service for all of the Authority's radio voice and data communications.

At the August 8, 2023, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for contract award. Attached is the summary for this contract award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the August 29, 2023 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/MD
Attachment

SUMMARY OF PROPOSED AWARD
Multi-Agency Radio Communication System (MARCS) Subscription Renewal

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority utilizes the Ohio Multi-Agency Radio Communication System (MARCS) network to provide radio connectivity service for all of the Authority's radio voice and data communications. Transit Police has long utilized the MARCS network for their radio service. It is a critical service supporting their communications as first responders and public safety providers.

In 2018, the Authority began its Radio Replacement Program, which upgraded the on-board vehicle Automated Vehicle Locator and Computer Aided Dispatch (CAD/AVL) system, consisting of on-board routers, integrated vehicle logic units (IVLU's), mobile & portable radios and dispatch consoles. The CAD/AVL system along with the Authority's radio system allows for the tracking of vehicles, monitoring of on-time performance and the ability to talk/text with operators. An independent study was performed prior to the Radio Replacement Program and it was identified that the MARCS network was the most advantageous to the Authority for providing its 700/800 MHz radio and data network services. The Authority currently utilizes over 1,000 radio units. Subscriptions are based on monthly per unit prices.

PROCUREMENT OVERVIEW:

The Authority has successfully been utilizing the MARCS network for both Transit Police, as well as its on-board CAD/AVL since its Radio Replacement/Upgrade in 2018. MARCS is dedicated to providing Ohio's first responders and public safety providers with state-of-the-art wireless digital communications, and promoting interoperability, in order to save lives and maximize effectiveness in both normal operations and emergency situations.

The 700/800 MHz radio and data network MARCS provides utilizes state-of-the art trunked technology to provide statewide interoperability in digital clarity to its subscribers throughout Ohio and a 10-mile radius outside of Ohio. The MARCS system provides statewide, secure, reliable public service wireless communication for public safety and first responders. The system provides for 97.5% mobile voice street coverage, as well as 98.13% aggregate data coverage. The network is comprised of over 360 towers with built in redundancy to ensure continuous reliable service. The system is utilized by over 3,000 public entities, including more than 140,000 radios and 1,800 unit-computers. MARCS provides public agencies with reliable service at low monthly subscription fees, making it the most advantageous option for the Authority's radio system.

Per Ohio Revised Code, Section 306.43(H)(4), competitive bidding is not required when an expenditure is made from another political subdivision, public agency, public transit system, regional transit authority, the state, or the federal government, or as a beneficiary under a state or federal procurement contract, or as a participant in a department of administrative services contract under (B) of section 125.04 of the Revised Code. Due to these reasons, this project is deemed exempt from competitive bidding as authorized under Section 306.43(H)(4) of the Ohio Revised Code.

MARCS offers published pricing, based off of per unit monthly rates, listed on the Ohio Department of Administrative Services website. The Procurement Department worked closely with the Information Technology Department to determine the necessary requirements over the three-year term, based off current and future anticipated needs. The current published pricing is \$25.00 per radio, per month. Total number of radios is currently over 1,000. This agreement will take in consideration annual adjustments to both radio quantities and rates.

RECOMMENDATION

Staff recommends Ohio Department of Administrative Services, Office of Information Technology, Multi-Agency Radio Communications System (MARCS), with an office located at 4200 Surface Road, Columbus, Ohio 43228, to provide wireless digital radio communication subscription services for a period of three years.

A resolution will request authorization to issue a contract to Ohio Department of Administrative Services, Office of Information Technology, Multi-Agency Radio Communications System (MARCS) to provide wireless digital radio communication subscription services for a period of three years in an amount not to exceed \$1,200,000.00.

REVISED AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, August 8, 2023

Committee Members: President Charles P. Lucas, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mayor Anthony D. Biasiotta
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Calley Mersmann
 Mr. Jeffrey W. Sleasman
 Mayor David E. Weiss
 Ms. Lauren R. Welch

I. Roll Call

II. Code Book Update:

- A request to enact Section 283.03 Temporary Staffing Agencies; Fees
- A request to amend Chapter 216 Public Records, remove Chapter 650 Records Retention and amend Personnel Policy Section 700 Records Retention & Release.

Presenter:

- Dawn Tarka, Associate Counsel


III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: August 3, 2023

Subject: Code Book Update

At the August 8, 2023 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Codified Rules and Regulations and Personnel Policies.

The proposed revisions to the policies includes:

1. Add Section 283.03 Temporary Staffing Agencies; Fees
2. Amend Chapter 216 Public Records
3. Amend Chapter 650 Records Retention
4. Amend Personnel Policy Section 700

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: A. Proposed new Section 283.03 Temporary Staffing Agencies; Fees
B. Red-line of Chapter 216 Public Records
C. Red-line of Chapter 650 Records Retention
D. Red-line of Personnel Policy Section 700

IB/dmt

Committee Memo Attachment A

283.03 TEMPORARY STAFFING AGENCIES; FEES.

(a) The Authority maintains a permanent staff to perform work on matters necessary for its ongoing operations.

(b) Temporary staffing agencies may be used to obtain temporary employees under two circumstances:

(1) when a permanent hire has not yet been found or budgeted to fill a permanent position; or

(2) to handle certain projects when one or both of the following conditions exist:

(i) The technical expertise required does not exist or is not available within the Authority's staff; or

(ii) The size, scope and/or complexity of the project is beyond the collective capability of the Authority's staff to undertake in a timely and effective manner.

(c) Retention of temporary staffing agencies will be accomplished using a competitive selection process consistent with federal and state procurement requirements. The Deputy General Manager – Human Resources, in consultation with the requesting department, shall select the temporary staffing agency best qualified to meet the Authority's needs consistent with the schedule of fee charges for temporary employees approved by the Board of Trustees.

(d) Temporary staffing agencies will be paid fees in accordance with a schedule of fee charges, as provided in subsection (f), approved by the Board of Trustees.

(e) The Deputy General Manager-Human Resources shall coordinate the services provided by temporary staffing agencies and ensure that the department(s) to which the temporary employee is assigned reviews and approves staffing agency billings in accordance with the approved schedule of fee charges and established administrative policies and procedures.

(f) Schedule of Fee Charges:

Position	Maximum Fee
Professional/Administrative/Technical roles to assist with unfilled positions or scheduled/unscheduled recruitment/training projects with the intent to shorten the time to fill timeline rate and milestones through completion.	Up to \$75.00/hr.
Administrative/Professional Specialized roles	Up to \$150/hr.

Committee Memo Attachment A

offering expertise in a specific or skilled area to enhance project management of implementation systems, new program initiatives, and organizational-wide strategies.	
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(g) This subsection will be reviewed every five years and updated when deemed necessary.

CHAPTER 216
Public Records and Record Retention Policy

216.01	Public Records Policy.
216.02	Record retention.
<u>216.03</u>	<u>Compliance with records retention schedules</u>
216.0304	Public record disclosure.

CROSS REFERENCES

Documents, reports and records - see Ohio R.C. Ch. 149.43

216.01 PUBLIC RECORDS POLICY.

Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the policy of the Greater Cleveland Regional Transit Authority to ~~at all times~~ fully comply with Ohio's Public Records Act, ~~Ohio R.C. 149.43.~~

216.02 RECORD RETENTION.

(a) All Greater Cleveland Regional Transit Authority records shall be maintained and retained in compliance with the internal operating needs of the Authority and ~~federal~~local, ~~s~~State and ~~Federal~~local laws.

(b) The Authority has established an Executive Records Management Commission and adopted records retention schedules to maintain lawful, consistent and effective record-keeping practices throughout the Authority.

~~(a)(c)~~

~~(b) By Resolution 1991-264, passed December 17, 1991, the Authority adopted a records retention schedule. The CEO, General Manager/Secretary-Treasurer, Chief Executive Officer is authorized, through the Executive Records Management Commission, to revise and update the records retention schedules without further approval by the Board of Trustees so long as such amendments are in full compliance with all known applicable laws, rules and regulations governing the retention and disposal of records created and maintained by the Authority.~~

216.03 COMPLIANCE WITH RECORDS RETENTION SCHEDULES.

Before disposing of any record, as defined in the Ohio Public Records Act, employees must ensure that destruction is permitted by the established records retention schedules and follow the records retention procedures.

216.043 PUBLIC RECORD DISCLOSURE.

(a) The Authority shall comply with all applicable laws regarding the disclosure of public records. All public record requests shall be referred to the Legal Department for handling.

Committee Memo Attachment B

(b) ~~The Authority has administrative procedures governing the Authority's disclosure of public records. The CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may establish and amend these administrative procedures governing the Authority's record retention and disclosure of public records without further approval by the Board of Trustees.

Committee Memo Attachment C

CHAPTER 650 Records Retention and Release

- ~~650.01 Personnel records.~~
- ~~650.02 Attendance records.~~
- ~~650.03 Electronic mail records. (Repealed)~~
- ~~650.04 Compliance with records retention schedule.~~
- ~~650.05 Disposition of records separations from employment.~~
- ~~650.06 Confidential information (complying with requests to inspect and copy GCRTA records.~~

CROSS REFERENCES

- ~~Labor standards see 48 U.S.C.A. 1609~~
 - ~~Ohio Open Records Act see Ohio R.C. Ch. 149~~
 - ~~Employment generally see Bylaws Art. VIII, Sec. 2~~
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~~650.01 PERSONNEL RECORDS.~~

~~(a) — A personnel file on each employee is maintained in the Human Resources Department. This file may include, but is not limited to, information regarding previous training, experience and employment as well as the work history of the employee while with the Authority.~~

~~(b) — The Authority is subject to the Ohio Open Records Act (Ohio R.C. Chapter 149) and certain portions of an employee's personnel file must be made available for public inspection upon request.
(Res. 2001-119. Passed 8-21-01.)~~

~~650.02 ATTENDANCE RECORDS.~~

~~(a) — All departments will maintain daily attendance records. Included will be time recorded for leaves, both paid and unpaid, compensatory time off and additional time worked.~~

~~(b) — All departments will maintain such attendance records on the Greater Cleveland Regional Transit Authority's Time & Attendance System.
(Res. 2001-119. Passed 8-21-01.)~~

~~650.03 ELECTRONIC MAIL RECORDS. (REPEALED)~~

~~(EDITOR'S NOTE: Section 650.03 was repealed by Resolution No. 2013-95, passed September 17, 2013. See Section 650.04 for provisions regarding electronic mail records.)~~

~~650.03 — COMPLIANCE WITH RECORDS RETENTION SCHEDULE.~~

~~(a) — All GCRTA records shall be maintained and retained in compliance with the internal operating needs of the Authority and local, State, and Federal law.~~

Committee Memo Attachment C

~~(b) — The Records Retention Schedule was developed to maintain lawful, consistent and effective record-keeping practices throughout the Authority. A "record" is defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record that is created, received by, or comes under the jurisdiction of the Authority, and which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.~~

~~(c) — Before disposing of any RTA record, employees must ensure that destruction is permitted by the established Records Retention Schedule and follow the Records Retention Procedure.~~

~~(d) — GCRTA shall have the right to access, and employees shall provide prompt access to, all records, regardless of their location and irrespective of whether they were created by or stored on non GCRTA devices (e.g., business and/or personal computers; stationary and/or portable devices; storage media, including; local drives, network drives, CD, DVD, tape, and/or other storage facilities not owned by RTA).~~

~~(e) — The Records Manager will coordinate an annual meeting of the Executive Records Management Committee to consider requests to modify records retention schedules, disposal of records included on the records retention schedules, and one time disposal of records. Other meetings of the Executive Records Management Committee will be scheduled as needed.~~

~~(f) — The GCRTA Records Manager can provide assistance with any questions regarding the maintenance and destruction of records.~~

~~(g) — For more information, refer to the Records Management Guide. (Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

~~650.05 — DISPOSITION OF RECORDS SEPARATIONS FROM EMPLOYMENT.~~

~~It is the hope of the Authority that all employees enjoy continuous and uninterrupted employment during their tenure as Authority employees. However, at the time of separation from employment, whether voluntary, retirement, as a result of disciplinary action, or reduction in workforce, the employee is not permitted to remove any GCRTA records that were created in conjunction with their employment without the expressed written consent of the Authority. This includes working copies, drafts, manuals, computer disks and software.~~

~~(Res. 2001-119. Passed 8-21-01.)~~

~~650.06 — CONFIDENTIAL INFORMATION (COMPLYING WITH REQUESTS TO INSPECT AND COPY GCRTA RECORDS)~~

Committee Memo Attachment C

~~(a) — The GCRTA Code of Ethics prohibits the release of confidential information or records of GCRTA employees. "Confidential information" means any information concerning the GCRTA that is:~~

- ~~(1) — Not a matter of public knowledge;~~
- ~~(2) — Exempt from public inspection and copying;~~
- ~~(3) — Legally required to be kept confidential by the GCRTA.~~

~~(b) — All public record requests should be referred to the Legal Department for handling in accordance with their internal procedures.
(Res. 2001-119. Passed 8-21-01.)~~

Section 700 – Records ~~Management~~Retention & Release

700.01 PERSONNEL RECORDS

A personnel file on each employee is maintained in the Human Resources Department. This file may include, but is not limited to, information regarding previous training, experience and employment as well as the work history of the employee while with the Authority.

The Authority is subject to the Ohio Open-Public Records Act (Ohio R.C. Chapter 149) and certain portions of an employee's personnel file must be made available for public inspection upon request.

700.02 ATTENDANCE RECORDS

~~All departments~~The Authority will maintain daily attendance records. Included will be time recorded for leaves, both paid and unpaid, compensatory time off and additional time worked.

~~All departments~~The Authority will maintain such attendance records on the Greater Cleveland Regional Transit Authority's Time & Attendance System in a manner that ensures accuracy and accessibility.

700.03 COMPLIANCE WITH RECORDS RETENTION SCHEDULE EMPLOYEE HANDLING OF AUTHORITY RECORDS

~~All GCRTA records shall be maintained and retained in compliance with the internal operating needs of the Authority and local, state, and federal laws.~~

~~The Records Retention Schedule was developed to maintain lawful, consistent and effective record-keeping practices throughout the Authority. A "record" is defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record that is created, received by, or comes under the jurisdiction of the Authority, and which serves to document the organization's functions, policies, decisions, procedures, operations, or other activities of the office.~~

~~Before disposing of any RTA record, employees must ensure that destruction is permitted by the established Records Retention Schedule and follow the Records Retention Procedures.~~

GCRTA shall have the right to access, and employees shall provide prompt access to, all Authority records, regardless of their location and irrespective of whether they were created by or stored on non-GCRTA devices (e.g., business and/or personal computers; stationary and/or portable devices; storage media, including; local drives, network drives, CD, DVD, tape and/or other storage facilities not owned by RTA).

~~The Records Manager will coordinate an annual meeting of the Executive Records Management Committee to consider requests to modify records retention schedules, disposal of records included on the records retention schedules, and one time disposal of records. Other meetings of the Executive Records Management Committee will be scheduled as needed.~~

~~The GCRTA Records Manager can provide assistance with any questions regarding the maintenance and destruction of records.~~

700.04 DISPOSITION OF RECORDS – SEPARATION FROM EMPLOYMENT

It is the hope of the Authority that all employees enjoy continuous and uninterrupted employment during their tenure as Authority employees. However, at the time of separation from employment, whether voluntary, retirement, as a result of disciplinary action, or reduction in workforce, the employee is not permitted to remove any GCRTA records that were created in conjunction with their employment without the expressed written consent of the Authority. This includes working copies, drafts, manuals, computer disks and software.

700.05 CONFIDENTIAL INFORMATION (COMPLYING WITH REQUESTS TO INSPECT AND COPY GCRTA EMPLOYEE RECORDS)

The GCRTA Code of Ethics prohibits the release of confidential information or records of GCRTA employees. "Confidential information" means any information concerning the GCRTA that is:

- (a) Not a matter of public knowledge;
- (b) Exempt from public inspection and copying;
- (c) Legally required to be kept confidential by the GCRTA.

All public record requests ~~should~~ shall be referred to the Legal Department for handling in accordance with ~~their internal procedures~~ the Ohio public records law.