

## Minutes

### RTA Committee of the Whole Meeting

9:40 a.m., Tuesday, May 10, 2022

**Committee Members:** Lucas (Chair), Moss (Vice-Chair), Biasiotta, Koomar, McCall, Pellot, Weiss

**Not present:** Duarte, Joyce

**Staff:** Becker, Benford, Birdsong, Caver, Coffey, Dangelo, Davidson, Feliciano, Ferraro, Fields, Fleig, Freilich, Garofoli, Gautam, Jenkins, Johnson, Kirkland, Mothes, Schipper, Shaffer, Talley, Tarka, Togher, Ulrich, Walker-Minor, Young

**Public:** Gibbons, Loh, Pinkney-Butts

The meeting was called to order at 9:40 a.m. There were six (6) committee members present. Ms. McCall joined the meeting after the roll call. In accordance with the Ohio Open Meetings Act and House Bill 51, signed into law on February 17, 2022 and effective immediately through June 30, 2022, this meeting will be live streamed on RTA's Board Page [www.RideRTA.com/board](http://www.RideRTA.com/board) via the meeting date for staff and members of the public. House Bill 51 allows Board members to participate by telephone or video and be considered present as if in person. It also allows Board members to vote and be counted for the purpose of determining a quorum while attending by telephone or video.

#### Code Book Updates

Dawn Tarka, Associate Counsel, gave the presentation. Today's presentation will propose revisions to Chapter 242 of the Code Book. They are also proposing two new Personnel Policies. The policies and procedures were codified in 1989 (Resolution 1989-176). They are reviewing and updating the Code Book to bring the policies in line with current operations, which are subject to review and revision every 3 years.

Chapter 242 relates to the position of General Manager/Secretary-Treasurer. The current provision dates to when the General Manager and Secretary-Treasurer positions were held by one person. When those positions were split, the bylaws were updated and the relative responsibilities for those positions are outlined in the bylaws. Now they are updating the Code Book chapter that relates to the General Manager provision. They are adding a new Section to 242.01 that specifically identifies the duties and responsibilities of the General Manager. Section 242 is a current existing section that requires reports to the Board of Trustees. They modified the language to provide for both the General Manager and Secretary-Treasurer to be responsible to provide those reports to the Board. These are reports that are already given and have been on an ongoing basis. They are proposing to change the title CEO, General Manager//Secretary-Treasurer to the new current title, General Manager, Chief Executive Officer throughout the entire provision.

Section 242.05 relates to pilot programs. We have pilot programs that are often brief, two-month, \$10,000 projects, that would not come to the Board. But sometimes pilot programs with respect to the procurement policies would be required to come to the Board. For example, the Micro Transit project, which is a larger project that has a longer duration than the typical pilot program. They proposed some revisions to that section that would provide for compliance with the Procurement Policies and Procedures, so that a pilot program would be brought to the Board in the same way that a contract would be when it meets those requirements.

Section 242.07 relates to the use of employee funds generated by employee use of vending machines. The modification provides for the General Manager to delegate her authority to use those funds to a designee. Generally, those funds are used by District Councils.

Proposed Personnel Policy 100.07 relates to Anti-bullying and Prevention of Abusive Conduct. This policy fills in the gaps between our existing Harassment and Sexual Harassment policies, which is based on conduct that violates federal law protected classes. This takes that one step further to address the type of conduct that can happen in an organization but is not specifically fit within those protected classes. They have historically dealt with bullying and abusive conduct under those policies. This is a clarification and stating that these behaviors will not be tolerated. The principle is that employees should enjoy a workplace that supports growth and professional development. It requires professional and civil behavior towards employees, customers, and members of the public. Improper conduct can be reported to one's supervisor, DGM of Human Resources or the Labor and Employee Relations Department. A thorough and impartial investigation will result. Consequences may include apology, counseling, training and/or discipline up to and including termination.

Proposed Personnel Policy 600.12 is a lactation policy. Previously we have accommodated request for lactation under the ADA. This policy formalizes that process and lays out a new policy. It is intended to provide a supportive environment for breastfeeding employees and provides for General Manager, CEO to establish procedures to implement this policy.

Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval. It was moved by Ms. Moss, seconded by Ms. Pellot and approved to move this to the full Board.

#### Executive Session Requested

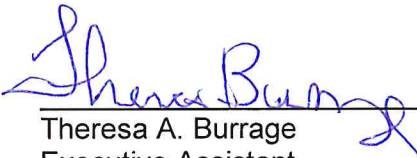
Rev. Lucas asked for a motion to go into executive session to review the negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment and; to consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official.

It was moved by Mayor Weiss, seconded by Ms. Pellot. There were five (5) ayes and none opposed. Mayor Biasiotta stepped away prior to the roll call. Ms. McCall joined the session after the roll call.

It was moved by Mayor Weiss, seconded by Ms. Pellot to come out of executive session. There were six (6) ayes and none opposed. Mayor Biasiotta left before the roll call.

The meeting was adjourned at 10:25 a.m.

  
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Rajan D. Gautam  
Secretary/Treasurer

  
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Theresa A. Burrage  
Executive Assistant