



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 9, 2022 at 9 a.m.** 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 6 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the CDC's January 29, 2021 order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect.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.

AGENDA

Organizational, Services & Performance Monitoring Committee

- RFP Procurement - A presentation of a competitive negotiated procurement for the Authority's healthcare benefits program for a period of one year with three one-year options for renewal.
- Oracle Upgrade Implementation and Subscription Services - A presentation of a negotiated procurement for Oracle IaaS Subscription and Upgrade Implementation Services.

Operational Planning & Infrastructure Committee

- RFP Procurement - A presentation of a competitive negotiated procurement for on-call schedule and cost control services for a period of 24 months.

Committee Of The Whole

- Transit Police Update - Update on the Transit Ambassador Program and Civilian Oversight Committee.
- Code Book Updates
 - o A request to amend Chapter 630 Infectious Disease Policy
 - o A request to remove Section 648.05 Infectious Disease from the Code Book (as a duplicate of Personnel Policy 600.05)

Audit, Safety Compliance And Real Estate Committee

- RFP Procurement - A presentation of a competitive negotiated procurement for property and crime insurance broker services for three years with two, one-year options.
- Casualty Insurance Program - To provide an update on the Authority's Casualty Insurance Program.
- Executive Session Requested – To consider the purchase or sale of GCRTA property.

India L. Birdsong
General Manager, Chief Executive Officer

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, August 9, 2022

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

- I. Roll Call
- II. RFP Procurement - A presentation of a competitive negotiated procurement for the Authority's healthcare benefits program for a period of one year with three one-year options for renewal.

Presenters:
 - Nadine DeJesus, Benefits Manager
 - Sharon Cottrell-Peffer, Procurement Team Leader
- III. Oracle Upgrade Implementation and Subscription Services - A presentation of a negotiated procurement for Oracle IaaS Subscription and Upgrade Implementation Services.


Presenters:
 - Josh Miranda, Director, Enterprise Architecture Applications
 - Louis Catalusci, Contract Administrator, Construction and Engineering
- IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Subject: Summary of Award – Healthcare Benefits Program

This is a procurement to select qualified healthcare insurance providers for medical, dental, vision, prescription, life and flexible spending account benefits for Authority employees.


At the August 9, 2022, 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 23, 2022 meeting of the Board of Trustees.

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

ILB/MD
Attachment



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

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

Date: August 4, 2022

Subject: Oracle Infrastructure-as-a-Service (IaaS) Subscription Services and
Oracle Enterprise Business Suite (EBS) Upgrade and IaaS Implementation
Services

At the August 9, 2022, Organizational, Services & Performance Monitoring Committee meeting, staff will present a recommendation for the Board to approve two projects related to the Authority's Oracle Applications. The project includes two components: 1) Oracle Infrastructure-as-a-Service (IaaS) Subscription Services and 2) Upgrade of Oracle EBS from 12.1.3 to 12.2.X including implementation of Oracle IaaS Subscription Services.

RTA has used Oracle applications since the mid-1990's. These applications are used to support all of RTA's financial, purchasing, and human resource activities. The current Oracle EBS solution (release 12.1.3) has reached its end-of-life and market-driven support will not be available after December 31, 2023. As a result, an EBS upgrade is required. The Authority must perform an upgrade to retain this needed support. After careful evaluation staff has chosen to select the Oracle Infrastructure as a Service (IaaS) solution. Essentially Oracle EBS will move to the next release (12.2.X) and instead of being housed "on premises", we will move the Oracle Infrastructure to the Cloud. This transition will allow RTA to continue to use existing EBS modules in like-for-like fashion while moving the infrastructure into the cloud using Oracle's IaaS platform. Without these two projects, RTA will be without key software support for essential functions in the financial, purchasing, and human resources areas.

The Oracle IaaS Subscription Services will be awarded to Oracle America, Inc. This purchase is exempt from competition under Ohio Revised Code Section 306.43 H (3) which states that competitive procedures are not required when "The expenditure is for a renewal or renegotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems or the for the upgrade of such equipment, services, or systems, or for the maintenance thereof as supplied by the original source or its successors or assigns."

The Oracle EBS Upgrade and IaaS Implementation Services project will be awarded to Applications Software Technology Services. This purchase is exempt from competition under Ohio Revised Code 306.43 H (6) which states "The purchase substantially involves services of a personal, professional, highly technical, or scientific in nature including but not limited to the services of an attorney, physician, surveyor, appraiser, investigator, court reporter, adjuster, advertising consultant or licensed broker, or involves the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the regional transit authority.



Greater Cleveland
Regional Transit Authority

We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of these two contracts at the August 23, 2022, meeting of the Board of Trustees.

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

ILB/MD



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Subject: Summary of Award – Oracle IaaS Implementation Services

This is a procurement to select a qualified company to provide the Authority with services to upgrade the Oracle E-Business Suite (EBS) software.

At the August 9, 2022, 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 23, 2022 meeting of the Board of Trustees.

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

ILB/MD
Attachment

SUMMARY OF AWARD

Oracle IaaS Implementation Services

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority requires the services of a qualified company to provide services to upgrade the Oracle E-Business Suite (EBS) software. As a part of this upgrade the vendor's scope of work includes, but is not limited to, performing a "like for like" upgrade of GCRTA's Oracle EBS modules currently implemented in production from Release 12.1.3 to Release 12.2; migrate all existing Oracle custom code and interfaces to work with the new release; assist GCRTA's technical team with interfaces and custom code verification and any required changes, making them compatible; migration of current EBS environments to Oracle Cloud Infrastructure (OCI) as a Service; retrofit CEMLI for 12.2.11 into OCI environment; migrate and test interfaces in the 12.2.11 environment; upgrade database to Oracle 19c; and training end-users on the changes between versions R12.1.3 and R12.2.11. This contract shall be complete by December 31, 2023.

PROCUREMENT OVERVIEW:

Oracle support for the current release GCRTA's Enterprise Resource Planning (ERP) system is being discontinued by December 31, 2023. As a result of this loss of support, GCRTA found it necessary to contract with an outside consultant to provide these upgrade services. Section 306.43 (H)(6) of the Ohio Revised Code states that a sole source procurement is authorized when, "the purchase substantially involves the services of a personal, professional, highly technical, or scientific nature, including but not limited to the services of an attorney, physician, surveyor, appraiser, investigator, court reporter, adjuster, advertising consultant, or licensed broker, or involves the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the regional transit authority."

The Procurement Department received a proposal from Applications Software Technology, LLC on July 22, 2022. The proposal was reviewed by representatives from various departments throughout GCRTA, and after negotiations, deemed advantageous, fair and reasonable to the Authority. Applications Software Technology, LLC has a unique knowledge of GCRTA's ERP system and an ability to complete all work by the December 2023 deadline. Applications Software Technology, LLC upgraded this system in 2011. Due to these reasons, this project is deemed a sole source procurement and is exempt from competition as authorized under 306.43 (H) (6) of the Ohio Revised Code.

RECOMMENDATION

Applications Software Technology, LLC, located in Lisle, Illinois, has the requisite knowledge and technical capabilities to complete this scope of work within the restrictive timeline.

The strengths of Applications Software Technology, LLC:

- Extensive work with completing these types of upgrades
- Through understanding of the Oracle infrastructure
- Prior experience with GCRTA
- Successful performance of contracts with GCRTA
- Understanding of GCRTA's needs and expectations

The DBE Goal for this contract was set at 0% by the Office of Business Development.

CLIENT BASE

Clients of Applications Software Technology, LLC, include the Greater Cleveland Regional Transit Authority (GCRTA), LA Metro, Chicago Transit Authority, TriMet, New York State Thruway Authority, Port of Oakland, among others.

A resolution will request authorization to issue a contract to Applications Software Technology, LLC, to provide Oracle IaaS Implementation Services in an amount not to exceed \$2,007,862.00.

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, August 9, 2022

Committee Members: Ms. Lauren R. Welch, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mr. Terence P. Joyce
 Ms. Luz N. Pellot

I. Roll Call

II. RFP Procurement – A presentation of a competitive negotiated procurement for on-call schedule and cost control services for a period of 24 months.

Presenters:

- Kathleen McGervey, Resident Engineer
- Jenn Martin, Contract Administrator – Construction and Engineering


III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Subject: On-Call Schedule and Cost Control - 2022

At the August 9, 2022 Operational Planning and Infrastructure Committee meeting, staff will provide an overview of the upcoming contract for On-Call Schedule and Cost Control, 2022. A request for proposals was issued on May 2, 2022. The presentation will include the scope of work and staff recommendation of contract award.

The contract will be used to augment GCRTA in-house personnel to provide schedule analysis for progress and impacts and to provide independent cost control and cost estimates as required.

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

IB/KAM

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, August 9, 2022

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. Valarie J. McCall
Ms. Luz N. Pellot
Mayor David E. Weiss
Ms. Lauren R. Welch

I. Roll Call

II. Transit Police Update - Update on the Transit Ambassador Program and Civilian Oversight Committee.

Presenter:

- Chief Deirdre Jones, Director, Security/Chief of Police

III. Code Book Updates

- A request to amend Chapter 630 Infectious Disease Policy
- A request to remove Section 648.05 Infectious Disease from the Code Book (as a duplicate of Personnel Policy 600.05)

Presenter:

- Dawn Tarka, Associate Counsel II


IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Re: Transit Police Update on the Transit Ambassador Program
and the Civilian Oversight Committee

At the Tuesday, August 9, 2022, Committee of the Whole Board, the Transit Police Department will provide updates on the new Transit Ambassador Program and the Civilian Oversight Committee.

The presentations will provide information on the purpose and progress of both Transit Police projects, including hiring, training; and the timelines of the anticipated completion of each project.

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

ID/DJ/mdw



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Subject: Human Resources Code Update

At the August 9, 2022 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Human Resources Code, specifically the sections related to the Authority's infectious disease policy.

The proposed revisions to the policies include:

1. Amend Chapter 630 Infectious Disease Policy to remove provisions that overlap with other policies
2. Remove Section 648.05 Infectious Disease because it duplicates Personnel Policy 600.05

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

Attachments: Red-lines of Chapter 630 Infectious Disease Policy and Section 648.05 Infectious Disease

IB/dmt

CHAPTER 630

Infectious Disease Policy

- 630.01 Purpose; scope.
- 630.02 Discrimination prohibited.
- ~~630.03 Objectives.~~
- ~~630.04 References.~~
- ~~630.05 Definitions.~~
- ~~630.06 Procedures.~~
- ~~630.07~~630.03 Rights of employees.
- ~~630.08 Personnel services.~~
- ~~630.09 Guidelines for handling body fluid spills.~~
- 630.1004 Periodic review and amendment.

CROSS REFERENCES

~~Protecting public from persons with tuberculosis - see Ohio R.C. 339.50 et seq.~~
~~Nondiscrimination under federal grants and programs - see 29 U.S. Code §794~~
~~Nondiscrimination on the basis of disability in programs or activities receiving federal financial assistance - see 49 C.F.R. Part 27~~
Selling or donating contaminated blood - see Ohio R.C. 2927.13
~~Immunity of employer - see Ohio R.C. 3701.249~~
Spreading contagion - see Ohio R.C. 3701.81
~~Dangerous communicable diseases~~Quarantine regulations - see Ohio R.C. 3707.04 et seq.
Greater Cleveland Regional Transit Authority Personnel Policy 600.05
Greater Cleveland Regional Transit Authority Personnel Procedure 1700.03
Greater Cleveland Regional Transit Authority Exposure Control Plan - SOP #10.8
Collective Bargaining Agreement between the Greater Cleveland Regional Transit Authority and the Fraternal Order of Policed Ohio Labor Council, Inc.
Collective Bargaining Agreement between the Greater Cleveland Regional Transit Authority and the Amalgamated Transit Union, Local 268

630.01 PURPOSE; SCOPE.

The Authority recognizes that ~~certain~~ infectious diseases, ~~including, but not limited to, acquired immune deficiency syndrome (AIDS), tuberculosis and hepatitis,~~ pose significant legal, medical and social concerns. In response to these growing concerns, and consistent with ~~State-state~~ and ~~Federal-federal~~ laws and

requirements, the Authority has adopted this comprehensive policy to protect its employees and customers and ensure fair treatment of individuals impacted by infectious diseases.

(Res. 1989-122. Passed 10-17-89. Res. 2022-XXX. Passed 08-XX-22.)

630.02 DISCRIMINATION PROHIBITED.

The Authority prohibits employment discrimination against any employee afflicted with an infectious disease.

(Res. 1989-122. Passed 10-17-89.)

~~630.03 OBJECTIVES.~~

~~The objectives of this comprehensive policy are to:~~

~~(a) Provide Authority-wide guidelines and procedures for handling infectious disease issues;~~

~~(b) Re-assert and clarify the Authority's procedures and employees' rights with respect to the prevention of employment discrimination due to infectious disease;~~

~~(c) Reduce unwarranted fear and misunderstanding about infectious diseases through an educational program.~~

~~(Res. 1989-122. Passed 10-17-89.)~~

~~630.04 REFERENCES.~~

~~(a) Safety Department Guidelines for Handling Body Fluid Spills (October 1989)~~

~~(b) GCRTA Guidelines for Handling AIDS-Related Issues (October 1989)~~

~~(c) RTA Bulletin No. 82-11, G.I. 3 (Accommodation for the Handicapped) (February 8, 1982)~~

~~(d) Ohio Civil Rights Commission Policy Statement on the Treatment of Charges Alleging Discrimination based upon Acquired Immune Deficiency Syndrome (AIDS) (1987)~~

~~(e) Ohio Revised Code Section 4112.02~~

~~(f) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794)~~

~~(g) Title 49 Code of Federal Regulations Part 27~~

~~(h) Personnel Policies and Procedures for Greater Cleveland Regional Transit Authority (Revised), November 25, 1975~~

~~(i) Conditions of Employment GCRTA, effective August 1, 1988~~

(j) ~~Collective Bargaining Agreement GCRTA and Fraternal Order of Police-
Ohio Labor Council, expiring January 31, 1992
(Res. 1989-122. Passed 10-17-89.)~~

630.05 ——— DEFINITIONS. As used in this chapter:

(a) ~~"AIDS" (acquired immune deficiency syndrome) means a deadly affliction in which a virus, human immunodeficiency virus (HIV), attacks the body's immune system, leaving victims susceptible to a wide variety of infections and cancers.~~

(b) ~~"ARC" (AIDS related complex) means a condition caused by HIV in which an individual tests positive for this virus and has a specific set of clinical symptoms which are often less severe than those with classic AIDS. Signs and symptoms of ARC are similar to AIDS. The condition may be mild or severely debilitating. It may continue for several years.~~

(c) ~~"Handicapped person" means any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. "Major life activities," as used in this subsection, includes such functions as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. With respect to employment, a handicapped person who, with reasonable accommodation and within normal safety requirements, can perform the essential functions of the job in question is considered a qualified handicapped person.~~

(d) ~~"Hepatitis" means inflammation of the liver caused by various viruses, including those causing infectious mononucleosis or yellow fever, and by alcohol or other drugs. The illness can progress to death, but is usually self-limited and resolves under medical care.~~

(e) ~~"HIV" (human immunodeficiency virus) means a virus which attacks the immune system. HIV is not transmitted by casual contact or even by the close nonsexual contact that normally occurs at work, in school or at home. Transmission to another person must require transmission of body substances containing infected cells. HIV has been found in blood, tears, saliva, vaginal secretions and semen. However, transmission by tears, saliva, clothing or other personal objects used by an infected person, or by air, have not been reported.~~

(f) ~~"Infectious diseases" means diseases caused by or capable of being communicated by the invasion and multiplication of micro-organisms, such as bacteria, viruses or parasites, in the body tissue.~~

(g) ~~"Tuberculosis" means an infectious disease caused by bacteria most commonly growing in the lung from which source the disease can be communicated to others by coughing and inhalation of the bacteria.~~

~~(Res. 1989-122. Passed 10-17-89.)~~

630.06 PROCEDURES.

(a) Medical Determinations.

(1) ~~The determination of whether or not an employee diagnosed as having an infectious disease is to be permitted to continue his or her employment in a capacity that involves contact with the public or other employees shall be made by the Authority's Medical Department on a case-by-case basis in consultation with the employee's treating physician, the employee and/or his or her representative and designated health official.~~

(2) ~~In making such a determination, the Authority's medical staff shall consider:~~

~~A. The recommendation of the individuals identified in paragraph (a)(1) hereof;~~

~~B. The physical condition of the employee;~~

~~C. Whether or not the nature and extent of the disease precludes or impairs satisfactory job performance;~~

~~D. The probabilities that the disease will be transmitted to others in the normal work setting;~~

~~E. The potential health risk to the afflicted employee. Pending such a determination, the employee will be permitted to continue working in his or her current position unless it is determined by the Authority's Medical Director that the employee poses an immediate threat of danger to others.~~

~~Where a determination has been made by the Authority's Medical Director to permit an afflicted individual to remain in the workplace, no employee may refuse to work with this employee.~~

(b) Fitness for Duty.

(1) ~~Where fitness-for-duty concerns arise, the recommendations of qualified medical authorities will be considered in the management of each situation on a case-by-case basis.~~

~~Any of the following actions may be taken by the Authority:~~

~~A. Assign the employee to return to his or her regular place of employment;~~

~~B. Assign the employee to a modified work assignment, where such accommodation is reasonable; or~~

~~C. Place the employee on a leave of absence or sick leave with pay, or recommend disability leave.~~

(2) ~~To determine whether or not an accommodation would impose an undue hardship on the Authority, the following factors will be considered:~~

~~A. The type of operation involved, including the composition and structure of the work force;~~

- ~~B. The nature and cost of the accommodation needed; and~~
- ~~C. The effect it has on program accomplishments, including safety.~~

~~(3) The employee will receive written notice of the Authority's determination. The employee may, at any time, request a reconsideration of the Authority's determination, provided that such a request is accompanied by medical evidence of an improvement in the employee's physical condition.~~

~~(4) The Authority will make every effort to accommodate an employee afflicted with an infectious disease. If no accommodation can be made, the employee will be considered ineligible for work and may be separated from the Authority. The employee's file will be documented to show what efforts were made to accommodate the employee.~~

~~(c) Employee Education/Assistance.~~

~~(1) An educational program on this policy shall be provided by the Authority.~~

~~(2) Employee participation will be required.~~

~~(3) The Authority's Employee Assistance Program~~

~~(IMPACT) provides consultants and resource-referral services to employees and their families on concerns regarding infectious diseases.~~

~~(Res. 1989-122. Passed 10-17-89.)~~

~~630.07~~ ~~630.03~~ RIGHTS OF EMPLOYEES.

(a) The medical records of all employees shall remain confidential, except where disclosure is mandated by law.

(b) The identify of any infected employee shall not be revealed to the general public unless otherwise required by law.

~~(Res. 1989-122. Passed 10-17-89.)~~

~~630.08~~ PERSONNEL SERVICES.

~~This section outlines existing personnel services and provides supplemental information relevant to infectious diseases which include, but are not limited to, AIDS, hepatitis and tuberculosis.~~

~~(a) Employee Education/Assistance. The Office of Small Business and Employment Opportunity (formerly the Affirmative Action Office), in conjunction with other departments, including Training, Medical, Safety, Legal and Personnel, will provide information and training for dealing with infectious diseases in the workplace. The Authority's Employee Assistance Program (IMPACT) provides consultation and resource-referral services to employees and their families. Employees with infectious diseases or other life-threatening illnesses, as well as employees who have concerns about such illnesses, are encouraged to take advantage of the IMPACT program.~~

~~In responding to employee concerns regarding infectious diseases, IMPACT's staff consults with and makes referrals to other appropriate treatment facilities, including those with which IMPACT is affiliated.~~

~~(b) Fitness for Duty/Accommodation. Employees with handicaps must meet performance standards to maintain their job duties and responsibilities. Available reasonable accommodation will be provided to a handicapped employee if needed. Handicapped employees may continue to work in their current positions as long as they remain able and qualified to safely and regularly perform their job duties.~~

~~Section 504 of the Rehabilitation Act of 1973 requires reasonable accommodation to the known handicaps of an employee or of an otherwise-qualified applicant for employment. Reasonable accommodation must be~~

~~made unless the Authority can demonstrate that the accommodation would impose an undue hardship on its operations. If no undue hardship would result, the Authority must assign an employee who becomes handicapped and unable to safely perform his or her original duties to an alternative position with comparable pay if a position for which the employee qualifies is available. (Comparable pay does not necessarily mean the same pay received prior to becoming handicapped. It does mean pay comparable to the wages or salary being paid to other employees of similar experience and expertise performing the duties of the new job classification for which the handicapped employee qualifies.)~~

~~Each type of handicap or temporary incapacity to perform one's normal duties will require an individual assessment of the person's abilities and the matching of these abilities with available jobs.~~

~~To facilitate the Authority's efforts to accommodate the needs of employees who become handicapped (especially if the handicap is of short duration), the department where the employee normally works will seek to utilize him or her in some capacity which is not injurious to the employee, given his or her medical restrictions. This process will include working with the Authority's Personnel Department to determine if the employee's regular job can be modified to accommodate the medical restrictions. If a job cannot be modified and an employee is no longer able to regularly perform his or her normal duties, the employee may be separated from that position.~~

~~If the employee's condition does not render him or her totally disabled from all employment, the employee shall be referred to the Personnel Department for placement. The employee will be placed on job search assistance status for six months and provided with assistance in locating another Authority position.~~

~~If no accommodation can be made, the employee will be considered ineligible for work and may be separated from the Authority. The employee's file will be documented to show what efforts were made to accommodate the employee's handicap.~~

~~(c) Employment/Labor Relations/EEO. In accordance with Federal and State statutes, the Authority does not discriminate on the basis of infectious diseases or other illnesses or conditions considered to be handicaps. Acquired immune deficiency syndrome (AIDS) is among those illnesses regarded as a handicap by the Ohio Civil Rights Commission. Any Authority employee who commits or participates in any action toward other employees or the public that may be construed as a violation of the Authority's nondiscrimination policy will be subject to disciplinary action. Any supervisor who actively or knowingly condones such discriminatory action will also be subject to disciplinary action. Employees involved in a work action or stoppage related to a protected illness will be subject to disciplinary action. Disciplinary action resulting from violations of the Authority's nondiscrimination policy may include suspension, demotion and/or discharge depending on the nature, extent and severity of the infraction.~~

~~The Authority maintains an equal employment opportunity~~

~~staff to investigate charges of discrimination.~~

~~(d) Benefits. Hourly employees, in the bargaining unit, are eligible for short term disability benefits, for a maximum of twenty-six weeks, before applying for an unpaid leave of absence.~~

~~Salaried employees can use salary continuation days based on the Authority's schedule of permissible salary continuation before applying for an unpaid leave of absence.~~

~~If the employee has used up his or her permissible number of salary continuation days, he or she is eligible for short term disability benefits.~~

~~Years of Service~~

~~0 through 1 year 11 months~~

~~2 through 4 years~~

~~5 through 9 years~~

~~10 through 14 years~~

~~15 through 19 years~~

~~20 through 24 years 25 years and over~~

~~Salary Continuation~~

~~One day for each two months of service to maximum of 11 days 11 days~~

~~22 days~~

~~44 days~~

~~66 days~~

~~99 days~~

~~132 days~~

~~An unpaid leave of absence may be granted by the General Manager/ Secretary-Treasurer in accordance with approved policies of the Board of Trustees.~~

~~While on an unpaid leave of absence, the employee retains all medical and other group insurance coverages until he or she is separated from the Authority.~~

~~Upon separation from the Authority, an employee is eligible to pay for continuation of medical, dental and vision coverages, at group premium rates, in accordance with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA rights are not affected by an employee's separation due to a medically verified inability to work.~~

~~(e) Pension Benefits. If the employee meets service retirement requirements with the Public Employees Retirement System, he or she may retire at age sixty with five years of service credit, or on a reduced basis with twenty-five years of age fifty-five. With thirty years of service credit an employee may retire at any~~

age, without reductions.

If vested, but ineligible for service retirement, an employee who becomes permanently disabled for the performance of duty before age sixty and has completed sixty months of contributing service is eligible for disability retirement with PERS.

An employee separated from the Authority may choose to withdraw his or her accumulated contributions if not eligible or not desirous of obtaining service or disability retirement benefits.

(Res. 1989-122. Passed 10-17-89.)

~~630.09 GUIDELINES FOR HANDLING BODY FLUID SPILLS.~~

(a) ~~This section is intended to give some guidance as to how to handle the situations in which an exposure to AIDS or other blood-borne diseases may be possible. It is a fact that AIDS cannot be easily transmitted and that sexual contact or blood-to-blood contact must occur in order for a person to get infected with the disease. However, in the workplace in situations where contact with body fluids may take place, full precautions are recommended. This makes sense for two reasons: it is not known whether the body fluids spilled may contain the AIDS virus and, secondly, there are other diseases, such as hepatitis, that may be caught from the improper handling of body fluids.~~

(b) ~~Where body fluids have been spilled, the worker involved in clean-up should follow certain procedures, as recommended by the Centers for Disease Control:~~

(1) ~~Latex or rubber gloves must be worn. Use care to avoid splashing of the material or contact with unprotected areas of the body.~~

(2) ~~Saturate the area with a solution of household bleach, one part bleach to nine parts water. Let it sit on the spill area for three to five minutes.~~

(3) ~~Soak up the spill as much as possible with absorbent material, such as paper towels.~~

(4) ~~Saturate the spill area with cleaning solution; any industrial cleaner or even ordinary household detergent will do. CAUTION: Do not mix cleaning solutions, detergents or bleach together - adverse chemical reactions may result.~~

(5) ~~Soak up the cleaning solution with absorbent materials, such as paper towels.~~

(6) ~~Wash the area again with water.~~

(7) ~~Have a trash bag on hand and immediately dispose of all materials used to clean the area. Normal methods of disposal are adequate.~~

(8) ~~Use care when removing gloves and wash hands thoroughly with soap and water.~~

(c) ~~Where a collision has occurred and persons have bleeding injuries, there~~

~~is also potential for exposure. Operators who may be splattered by the blood of injured parties in the event of an accident should also have alcohol wipes available in the vehicle. Supervisors who may be involved in an evacuation of a bus or rail car will be supplied with disposable gloves.~~

~~(d) Extreme caution must be used at an accident scene. There may be broken glass and jagged edges of metal. Supervisors should minimize contact with victims who have bleeding wounds; emergency medical technicians will generally be better protected against exposure in these situations.~~

~~(e)(a) All supervisors and employees who may conceivably be exposed to body fluids as described herein should be prepared for that possibility. This means that gloves and other supplies should be on hand and procedures in place so that when the potential for exposure arises, unnecessary risks will not need to be taken. If there are any questions or further information required, see the supervisor or contact the Safety Department. (Res. 1989-122. Passed 10-17-89.)~~

~~630.10630.04 IMPLEMENTATION, PERIODIC REVIEW AND AMENDMENT.~~

~~(a) The General Manager, CEO is authorized to issue and make modifications to administrative procedures to implement this policy. In the event of a declared public health emergency, the General Manager, CEO is authorized to take action(s) necessary to protect employees and customers, subject to informing the Board within a reasonable time after such actions are taken.~~

~~(a)(b) This chapter shall be reviewed biannually subject to review and revision by the Board of Trustees every three years to determine that adequate procedures exist which do not conflict with existing personnel procedures and it remains consistent with relevant laws and regulations.~~

~~(b)(c) Amendments or revisions to these guidelines may be initiated by the General Manager/Secretary-Treasurer, CEO or by any member of the Board of Trustees.~~

~~(Res. 1989-122. Passed 10-17-89. Res. 2022-XXX. Passed 08-XX-22.)~~

~~648.05—INFECTIOUS DISEASE.~~

~~(a) The Authority recognizes the impact of infectious diseases, including, but not limited to, Acquired Immune Deficiency Syndrome (AIDS), Methicillin Resistant Staph (MRSA), tuberculosis, and hepatitis. Infectious diseases pose significant legal, medical and social challenges. Consistent with State and Federal laws and requirements, the Authority will make every effort to educate, train and protect employees who may encounter the devastating effect of an infectious disease.~~

~~(b)(a) For more information refer to the Exposure Control Plan SOP. (Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

[REMOVE FROM CODE BOOK AS DUPLICATE OF PP 600.05]

AGENDA

RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, August 9, 2022

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

- I. Roll Call
- II. RFP Procurement - A presentation of a competitive negotiated procurement for property and crime insurance broker services for three years with two, one-year options.

Presenters:
 - Judy Lincoln, Director of Risk Management
 - Ashley Bober, Contract Administrator
- III. Casualty Insurance Program - To provide an update on the Authority's Casualty Insurance Program.


Presenter:
 - Judy Lincoln, Director of Risk Management
- IV. Executive Session Requested – To consider the purchase or sale (disposition) of GCRTA property.
- V. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Subject: Summary of Award – Property and Crime Insurance Broker Services

This is a procurement to select qualified commercial insurance broker to assist the Authority with their all-risk property and crime insurance programs for a period of three years with two, one-year options.

At the August 9, 2022, Audit, Safety Compliance and Real Estate 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 Audit, Safety Compliance and Real Estate Committee recommend the award of this contract at the August 23, 2022 meeting of the Board of Trustees.

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


ILB/MD
Attachment



Greater Cleveland
Regional Transit Authority

Interoffice Memo

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

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

Date: August 4, 2022

Subject: Casualty Insurance Program Renewal 9/1/2022

At the August 9, 2022 meeting of the Audit, Safety Compliance and Real Estate Committee meeting, Judy Lincoln will provide a summary of GCRTA's Casualty Insurance Program.

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

IB/JL