

## Minutes

### RTA Committee of the Whole Meeting

10:20 a.m., Tuesday, November 1, 2022

**Committee Members:** Lucas (Chair), Moss (Vice-Chair), Joyce, Koomar, Weiss, Welch

**Not present:** Biasiotta, McCall, Pellot (virtual)

**Staff:** Becker, Birdsong Terry, Burney, Catalusci, Caver, Dangelo, Davidson, Dietrich, Dimmick, Feke, Feliciano, Ferraro, Fesler, Fields, Flannery, Fleig, Freilich, Garofoli, Gautam, Hudson, Jones, Kirkland, Manning, Miller, Mothes, Rusnov, Schipper, Sulik, Sutula, Swetel, Tarka, Walker-Minor, Woodford

**Public:** Kraus, Gibbons, Loh, Petrella, Shaker

The meeting was called to order at 10:20 a.m. Six (6) committee members were present.

#### Transit Police Update

Chief Deirdre Jones, Director, Security/Chief of Police, Dr. Caver, Chief Operating Officer, gave the presentation. Also present was Ron Woodford, Project Manager, Transit Police Lieutenant Khisa Hudson and John Sulik, Associate Counsel I. This presentation is on the Civilian Oversight Committee (COC) Operating Procedures. Board Member Lauren Welch served as the executive liaison for the committee. She reviewed the procedures and provided valuable feedback. Ms. Welch thanked the team for their work.

#### Operating Procedures:

Include, but are not limited to:

- Qualifications
- Committee Composition
- Training
- Filing a COC Complaint
- Investigative Process of Complaints
- Other matters pertinent to COC operations

#### Key Components:

##### Qualifications

- Ability to display objectivity/lack of bias
- Resident of Cuyahoga County
- 18 years of age and older/no criminal history
- General understanding of GCRTA/TP services

##### Composition

- Seven members
- At least one retired member of law enforcement
- Selected by application to the BOT
- Staggered terms

#### Training

- Bias-free policing
- GCRTA/TP policies, procedures, discipline
- Constitutional laws (use of force, arrests, stops, police/citizen encounters, searches, etc.

#### Complaint/Investigative Process

- Received by TP in-person, email, by phone, or mail
- Internal Affairs investigation (if necessary)
- Information turned over to COC
- COC reviews case/makes recommendation
- COC submits recommendation(s) to Police Chief

#### Project Timeline:

##### Phase 1 – Initiate 10/1/21 – 7/29/22

- Present the Board with initial concept
- Gather necessary resources to support development of COC – *COMPLETED*

##### Phase 2 – Plan 6/1/22 – 8/30/22

- Develop necessary plans; seek BOT approval
- Review/finalize proposed Operating Procedures
- BOT to pass resolution for creation of COC - *COMPLETED*

##### Phase 3 – Execute 8/31/22 – 12/28/22

- BOT approves finalized Operating Procedures
- Recruit and screen applicants
- BOT appoints seven members to COC
- Finalize training curriculum

##### Phase 4 – Control 12/28/22 – 01/31/23

- Ensure COC functions are carried out in accordance with BOT policies
- Train COC members

##### Phase 5 – Close Project 3/01/23 (Tentative)

- COC becomes operational unit

Staff requests that the Committee of the Whole recommend to the Board of Trustees the adoption of the Civilian Oversight Committee Operating Procedures. Mayor Koomar asked how the investigations are handled and if cases will go to the Chief. Chief Jones said they will use internal processes and procedures, but all information will be turned over to the COC. If the COC chooses to review the case, they can call their own witnesses, including police officers and complainants. Decisions to review the cases will go to Chief Jones. President Lucas thanked the team for their work.

Ms. Moss asked when the application process will start, how long will it take and when the COC will be operating. Dr. Caver said once approved, applications will be reviewed over the next month. They plan to recommend a slate of members by the December Board Meeting. The committee should be ready by March 2023 after they receive training. Mayor Weiss asked if this fits into the union contract. Dr. Caver said they have met with the union and the program fits within the rules of the union contract. Mayor Koomar asked for more information on the training and how long it will take. Dr. Caver said the section on training is on Page 6: Orientation and Training. The time for training is still to be determined. The training will not be limited to the listed items. Mayor Koomar suggested the training not be rushed at the expense of keeping the timeline, but to report out next year on how it's going. Ms. Birdsong Terry added that they'd like to continue to keep a good relationship with the community.

Ms. Moss asked about compensation. It is \$100 a month. COC members will also receive a bus pass. President Lucas asked that the stipend be increased. He will follow up with staff. It was moved by Ms. Welch, seconded by Mayor Weiss and approved to move to the full Board.

#### Code Book Updates

Dawn Tarka, Associate Counsel made the presentation. Today's update will cover provisions in the Human Resources section of the Code Book. The Code Book was codified in 1989 (Resolution 1989-176). They are reviewing and updating provisions to bring policies in line with current operations. They are subject to review and revision every three years.

#### Code Book Provisions:

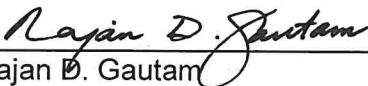
- Recommend removing from the Code Book the following sections that duplicate Personnel Policies:
  - Work Week and Hours (Section 644.01)
  - Compensation (Section 644.02)
  - Payroll Checks (Section 644.03)
- Recommend removing from the Code Book the following sections that duplicate Personnel Policies:
  - Payroll Deductions (Section 644.04)
  - Overtime (Section 644.05)
  - Call-out Policy for Exempt Employees (Section 644.06) – allows the GM's under certain operational needs for salaried employees to receive overtime pay

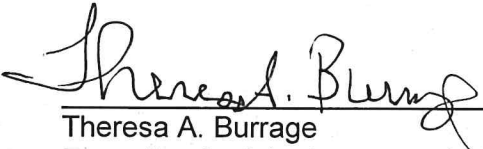
#### Personnel Policies:

- Update General Manager's title
- 400.02 Compensation – update language regarding pay ranges
- 400.03 Payroll Checks – clarify that overtime pay is authorized by immediate supervisor and approved by the department director
- 400.04 Payroll Deductions – include additional tax deductions beyond those required by law; child support requirements are current
- 400.05 Overtime – update to clarify compliance with FLSA

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

The meeting was adjourned at 10:40 a.m.

  
Rajan D. Gautam  
Secretary/Treasurer

  
Theresa A. Burrage  
Executive Assistant