



Administrative Rules Board
MINUTES
Thursday, October 3, 2024, 10:30 a.m.
Administrative Headquarters 2079 E. Ninth Street,
4th Floor – Committee Room B

1. CALL TO ORDER

Chair Manoloff called the meeting to order at 10:33am.

2. ROLL CALL BY CLERK

Rick Manoloff
Awatef Assad
Walter Parfejewiec
Greg Huth

Nora Hurley was not in attendance at the meeting.

3. APPROVAL OF PRIOR MEETING MINUTES

a. August 22, 2024

Minutes from the August 22nd meeting were circulated to the committee on 10/1. Awatef Assad motioned to approve the minutes; Greg Huth seconded. The motion was approved by all four members in attendance.

4. PUBLIC COMMENT RELATED TO THE AGENDA

None

5. ITEMS UNDER CONSIDERATION FOR ADOPTION (POTENTIALLY UNDER WAIVER OF TWO-READING RULE)

RESOLUTION NO.	REQUESTING ENTITY	RULE TITLE	ACTION
ARB2024-0009	Cuyahoga County Department of Human Resources	HIPAA Policy	Adopt permanent rule
ARB2024-0003	Cuyahoga County Department of Sustainability	Bicycle and Scooter Share Licensing	Adopt permanent rule, after 2 nd reading

Chair Manoloff reminded the Board that authorized individuals from the requesting entity are to attend the meeting to address the Board and answer relevant questions.

ARB2024-0009

Director of Benefits, Gloria Langford was in attendance to present on the HIPAA policy on behalf of the Cuyahoga County Department of Human Resources. Ms. Langford shared that the purpose of a HIPAA policy is to provide privacy and security for individual's protected health information (PHI).

Ms. Langford shared that the branded policy submitted is the intellectual property of EZ ERISA LLC. We have this service as a subscription with our Oswald benefits consulting firm and they provide updates on the policy as it occurs as well as any necessary training.

A formal policy does not appear to have previously been adopted by the County and is important to have in place, so Ms. Langford is requesting formal adoption of permanent rule and waiving of the two-reading rule.

Ms. Langford shared that this policy was reviewed by the Human Resources Department and was submitted to the Law Department for review and approval. Cuyahoga County has the authorized approval from EZ ERISA LLC to utilize this policy. She clarified that Cuyahoga County has the right as an organization to create our own changes but EZ ERISA would have to make the changes on our behalf.

Awatef applauded Ms. Langford on her work bringing this policy together. A question was raised around the effective date listed on page one of the policy. Is the intention to have this policy be retroactive to Jan 1, 2024? It was recommended that the effective date be listed as 10/3/2024 if the policy is approved at this meeting. Ms. Langford agreed to that amendment.

A question was raised about the complaint review procedure listed on page 14 of the policy. Ms. Langford provided clarification that the complaint would be a written letter to the Office of the Director Human Resources, Sarah Nemastil. It was recommended by the Board that a formal time period for this complaint procedure be incorporated in the policy. Ms. Langford agreed to that amendment.

It was recommended that an amendment be made to page 16 of the policy that if amendments to the policy need to be made, the ARB should be referenced as part of the amendment process in the policy. Ms. Langford agreed to this amendment.

Chair Manoloff reminded the ARB members that the standard of review for the Board is to determine whether the requesting entity has authority and whether the proposed policy conflicts with the County Code. It was determined that the Human Resources Department meets this requirement and there is no conflict with the County Code.

Awatef Assad motioned to suspend the 2-reading rule for the rationale supplied by Ms. Langford and suspend the rule requiring further action by the board when amendments are made, and accepted, on the floor (see above); Greg Huth seconded. Motion was approved by all four members in attendance.

Awatef Assad motioned to adopt the proposed HIPAA policy as revised, effective today's date; Greg Huth seconded. Motion unanimously approved by all four members in attendance.

ARB2024-0003

Ms. Annie Pease, Senior Advisor on Transportation presented on the policy as authorized by a letter from the Executive dated September 25, 2024. Ms. Pease shared that she is supporting the Department of Sustainability on the shared mobility program that encompasses e-scooters and e-bicycles.

Ms. Pease shared that the amendments to the policy before the Board include the term of agreement to change from 1 year to 3 years, fee increase to \$7,500, and increase of the per ride fee from \$.15 to \$.20. The changes in the term and per ride payment align with the City of Cleveland's permitting process. There are additional participating municipalities, but the majority of rides are happening in Cleveland.

Greg Huth motioned to adopt the policy; Awatef Assad seconded. The motion was unanimously approved by all four members in attendance.

6. MISCELLANEOUS BUSINESS

None

7. PUBLIC COMMENT UNRELATED TO THE AGENDA

None

8. ADJOURNMENT

The meeting was adjourned by Chair Manoloff at 11:11am

