

MINUTES
Cuyahoga County Board of Control
County Administration Building, 4th Floor
January 3, 2012 11:00 AM

1. Call to Order

Meeting was called to order at 11:13 a.m. Stan Kosilesky was in to represent Bonnie Teeuwen.

2. Review and Approve Minutes

A motion was made by Ed FitzGerald, seconded by Dale Miller to approve minutes as written.

3. Public Comment

There was no public comment.

4. Tabled Items Returned for Review

There were no tabled items.

5. New Items for Review

BC2012-1 Office of Procurement and Diversity, recommending an award: Department of Public Works

a) on RQ21254 to Joshen Paper & Packaging Co. (5-2) in the amount not-to-exceed \$450,000.00 for furnishing and delivery of 20# white reprographic paper for various County departments for the period 3/1/2012 - 2/28/2013. Funding Source: 100% General Fund. Motion to approve by Ed FitzGerald. Seconded by Dale Miller. Item approved.

BC2012-2 Department of Health and Human Services, Division of Office of Early Childhood, submitting amendments to contracts with various providers for Universal Pre-Kindergarten Program services for the Invest in Children Program for the period 8/1/2009 - 7/31/2011 to extend the time period to 7/31/2012, to make budget line item revisions and for additional funds:

a) Contract No. CE0900676-01, 03 with Berea Children's Home & Family Services - Family Life Center of Berea in the amount of \$276,021.12.

b) Contract No. CE0900677-01, 02 with Berea Children's Home & Family Services - Family Life Child Care Center of Brook Park in the amount of \$125,713.87.

c) Contract No. CE0900678-01 with Berea Children's Home & Family Services - Family Life Child Care Center of Maple Heights in the amount of \$73,311.45.

d) Contract No. CE0900679-01 with Berea Children's Home & Family Services - Family Life Child Care Center of Middleburg Heights in the amount of \$61,604.17.

e) Contract No. CE0900680-01 with Berea Children's Home & Family Services - Family Life Center of Lakewood in the amount of \$100,492.44. Funding Source: 80.18% HHS Levy funds and 19.82% private grant funds. Motion to approve by Ed FitzGerald. Seconded by Wade Steen. Item approved.

BC2012-3 Department of Health and Human Services Division of Employment and Family Services/Cuyahoga Support Enforcement Agency, submitting an agreement with The MetroHealth System in the amount not-to-exceed \$185,013.37 for Healthy Start and Child Care Assistance Hotline services for the period 1/1/2012 - 12/31/2012. Funding Source: 100% Federal TANF funds. Motion to approve by Ed FitzGerald. Seconded by Dale Miller. Item approved.

6. Other Business.

A) Exemption from Aggregation of Contracts per Cuyahoga County Board of Control, Contracting and Purchasing Procedures Ordinance, Sections 3.5.a

BC2012-4 Department of Workforce Development

1. Description of Supplies or Services (If contract amendment, please identify contract term and/or scope change)

The Department of Workforce Development is requesting exemption from the Cuyahoga County Board of Control, Contracting and Purchasing Ordinance pertaining to the competitive bidding requirements. The exemption requested pertains to contracts with area employers for the provision of Customized Training contracts with area employers. The purpose of customized training is to support training projects that will benefit local business and industry by:

- 1) Assisting the skill development of EXISTING employees (Incumbent Workers), thereby increasing employee productivity and growth/retention of the company and its workforce; or
- 2) Providing a NEW employee with the skills needed to successfully perform their work.

Under Customized Training an Employer is reimbursed up to 50% of the total costs of training their workforce. Funds are made available to businesses that leads to one or more of the following:

- 1) Improve the occupational skills of the employers' workforce;
- 2) Assist employers in averting layoffs;
- 3) Help employees continue their skill building and maximizing their potential;
- 4) Raise the skill level of workers that leads to promotion;
- 4) Provide career progression that opens entry-level positions to others;
- 5) Increase retention in employment;
- 6) Increase individuals wages.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown

Approximately \$250,000 - \$500,000 annually funded by Federal Workforce Investment Act dollars.

3. Rationale Supporting the Use of the Selected Procurement Method

Workforce Development does use an open procurement process in contracting with area employers. To qualify for Customized Training, an employer submits an application to the Department outlining the training, the benefits to the employer and employee, and the project budget. A team of Department

staff review and approve the application. An employer can submit an application any time during the year as their needs for training materialize.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

Not applicable. This is a program specifically authorized by the federal Workforce Investment Act.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

The application from the employer was received and reviewed by Department personnel.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

Not applicable. This is a program specifically authorized by the federal Workforce Investment Act.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

Not applicable. This is a program specifically authorized by the federal Workforce Investment Act.

Motion to approve by Ed FitzGerald. Seconded by Wade Steen. Item approved.

7. Public Comment

There was no public comment.

8. Adjournment

Motion to adjourn by Ed FitzGerald. Seconded by Mike Gallagher. Meeting adjourned at 11:24 a.m.