

Minutes

Cuyahoga County Board of Control
Monday, June 11, 2018 11:00 A.M.
County Headquarters
2079 East Ninth Street, 4th Floor
Committee Room B

I – CALL TO ORDER

The meeting was called to order at 11:00 a.m.

Attending:

Armond Budish, Chairperson
Councilman Dale Miller
Councilwoman Nan Baker
Trevor McAleer, County Council (Alternate for Dan Brady)
Michael Dever, Director, Public Safety and Justice Services
Dennis Kennedy, Fiscal Officer
Lenora Lockett, Director, Office of Procurement & Diversity

II – REVIEW MINUTES – 6/4/2018

A correction was made to Item No. BC2018-353 for the Department of Information Technology to reflect the time period as 6/4/2018 – ~~6/13/2019~~ **6/3/2019**.

Armond Budish motioned to approve the minutes from the June 4, 2018 meeting, as corrected; Dale Miller seconded. The minutes were unanimously approved.

III – PUBLIC COMMENT

There was no public comment related to the agenda.

IV – CONTRACTS AND AWARDS

A – Tabled Items

BC2018-299

Sheriff's Department, recommending an award on RQ42684 to Alliance Healthcare Solutions, LLC in the amount not-to-exceed \$24,988.00 for staffing of temporary Nurses at the Bedford Heights Jail facility for the period 5/10/2018 – 12/31/2018.

Funding Source: General Fund

Donna Kaleal, Sheriff's Department, presented. Trevor McAleer asked for clarification on whether the County is still planning on having a permanent temporary nursing contract in place as a back-up in case additional nurses are needed due to high turnover; and asked if the Department anticipates utilizing the remaining funds. Dale Miller asked for clarification that approval has been given to hire additional staff but positions have not been filled yet; asked about the cost comparison for temporary and permanent nurses; and asked about the experience and ability of temporary staff. Armond Budish motioned to approve the item; Trevor McAleer seconded. Item BC2018-299 was unanimously approved.

B. – New Items for Review

BC2018-366

Department of Information Technology, recommending an award on RQ42811 and enter into a contract with Hyland Software, Inc. in the amount not-to-exceed \$20,957.18 for the purchase of application enabler software and maintenance services for the period 6/12/2018 – 12/31/2019.

Funding Source: General Fund

Jeanelle Greene, Department of Information Technology, presented. Nan Baker asked why 98 vendors were unresponsive; and asked if the Department was comfortable with the conclusion of the opinion rendered by the Agency of the Inspector General and making sure the County is in line with the Inspector General's statement. Dale Miller referenced the County's contract history with Hyland and stated that the vendor provides a series of high quality products that are uniquely suited to the requirements of the County's Information Technology Program. Mr. Miller also commented on the importance of the County performing due diligence to ensure that everything is properly accounted for and expressed support of the County's continued relationship with Hyland Software. Trevor McAleer thanked the Inspector General, his staff and Ms. Greene for their work on this request. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-366 was unanimously approved.

BC2018-367

Sheriff's Department, on behalf of the Department of Public Works and Court of Common Pleas,

a) Submitting an RFP exemption on RQ42818, which will result in an award recommendation to Integrated Precision Systems, Inc. in the amount not-to-exceed \$126,677.46 for the purchase and installation of Access Control and Video Surveillance security systems on the 2nd and 4th floors of the Cleveland Police Department Headquarters, located at 1300 Ontario Street, Cleveland.

b) Recommending an award on RQ42818 to Integrated Precision Systems, Inc. in the amount not-to-exceed \$126,677.46 for the purchase and installation of Access Control and Video Surveillance security systems on the 2nd and 4th floors of the Cleveland Police Department Headquarters, located at 1300 Ontario Street, Cleveland.

Funding Source: City Police HQ Build Out

Matt Rymer, Department of Public Works, presented. There were no questions. Armond Budish motioned to approve the item; Trevor McAleer seconded. Item BC2018-367 was unanimously approved.

The following item was held at the request of the Board.

BC2018-368

Department of Public Safety and Justice Services, on behalf of the Sheriff's Department,

a) Submitting an RFP exemption on RQ42124, which will result in an award recommendation to Sundance Systems, Inc. in the amount not-to-exceed \$79,800.00 for development, support and maintenance of an interface between Sundance's Records Management System and the Criminal Justice Information Sharing Data Warehouse for the period 6/12/2018 – 6/11/2023.

b) Recommending an award on RQ42124 and enter a contract with Sundance Systems, Inc. in the amount not-to-exceed \$79,800.00 for development, support and maintenance of an interface between Sundance's Records Management System and the Criminal Justice Information Sharing Data Warehouse for the period 6/12/2018 – 6/11/2023.

Funding Source: General Fund

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Dale Miller questioned why the general fund is being utilized to cover the expenses if the services will enable information to be shared among various municipal law enforcement agencies; and asked why the County does not request participating communities to share a portion of the costs. Nan Baker commented that it would be helpful if the Department includes information in the briefing details indicating expenses are being charged against a \$5.00 fee that Municipal Courts charge for moving violations, which are collected and remitted to the County. Ms. Baker questioned the procurement method being utilized and asked if a sole source request would be more appropriate than an RFP exemption. Lenora Lockett clarified the sole source requirements and process. Trevor McAleer echoed Ms. Baker's comments regarding the procurement method and stated that the onus should be placed on the vendor to state they are the only company who can provide the service vs. requesting an RFP exemption. After further discussion, this item was held at the request of the Board, so the Department can use the sole source process to determine whether the item is truly sole source and the County is getting the best possible price.

BC2018-369

Department of Public Safety and Justice Services, recommending an award on RQ42009 and enter into a contract with Hagerty Consulting, Inc. (22-2) in the amount not-to-exceed \$49,798.00 for an update to the Evacuation Annex Plan Project for Cuyahoga County Emergency Operations for the period 6/11/2018 - 9/30/2018.

Funding Source: FY2016 Hazardous Materials Emergency Preparedness Grant Program

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. There were no questions. Armond Budish motioned to approve the item; Trevor McAleer seconded. Item BC2018-369 was unanimously approved.

BC2018-370

Department of Health and Human Services/Community Initiatives Division/Office of Homeless Services,

a) Submitting an RFP exemption on RQ42675 which will result in award recommendations to various providers in the total amount not-to-exceed \$488,712.00 for Rapid Re-housing services for Homeless Families and Shelters in connection with the FY2017 Continuum of Care Homeless Assistance Grant Program for the period 6/1/2018 – 5/31/2019.

b) Recommending an award on RQ42675 and enter into contracts with various providers in the total amount not-to-exceed \$488,712.00 for Rapid Re-housing services for Families and Shelters in connection with the FY2017 Continuum of Care Homeless Assistance Grant Program for the period 6/1/2018 – 5/31/2019:

a) Domestic Violence & Child Advocacy Center in the amount of \$158,227.00

b) Family Promise of Greater Cleveland in the amount of \$55,643.00

c) Salvation Army in the amount of \$174,731.00

d) West Side Catholic Center in the amount of \$100,111.00

Funding Source: U.S. Department of Housing & Urban Development

Shari Weir, Office of Homeless Services, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-370 was unanimously approved.

BC2018-371

Department of Health and Human Services/Division of Children and Family Services,

a) Submitting and RFP exemption on RQ42641, which will result in an award recommendation to Case Western Reserve University/Mandel School of Applied Social Sciences in the amount not-to-exceed \$108,428.00 for provision of a Child Welfare Specialist to assist with the development and facilitation of various programs in connection with the National Quality Improvement Center of Tailored Services, Placement Stability and Permanency for Lesbian, Gay, Bisexual, Transgender, Questioning, and Two-Spirit Children and Youth in Foster Care Grant Program for the period 9/30/2017 – 9/30/2021.

b) Recommending an award on RQ42641 and enter into an agreement with Case Western Reserve University/Mandel School of Applied Social Sciences in the amount not-to-exceed \$108,428.00 for provision of a Child Welfare Specialist to assist with the development and facilitation of various programs in connection with the National Quality Improvement Center of Tailored Services, Placement Stability and Permanency for Lesbian, Gay, Bisexual, Transgender, Questioning, and Two-Spirit Children and Youth in Foster Care Grant Program for the period 9/30/2017 – 9/30/2021.

Funding Source: University of Maryland Grant

Karen Anderson, Division of Children and Family Services, presented. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-371 was unanimously approved.

C – Consent Agenda

Nan Baker referred to item No. BC2018-372 and asked for clarification on why the term is being extended when the contract has already expired. There were no further questions on the consent agenda items. Armond Budish motioned to approve the items; Dale Miller seconded; items BC2018-372 through -376 were approved by unanimous vote.

BC2018-372

Department of Public Works, Submitting an amendment to contract No. CE1500097 with MS Consultants, Inc. for general engineering services for the period 4/6/2015 - 4/5/2018 to extend the time period to 12/31/2019; no additional funds required.

Funding Source: The Original Contract- County Road and Bridge \$7.50 Fund

BC2018-373

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood,

a) Requesting authority to apply for and accept grant funds from The Stocker Foundation in the amount not-to-exceed \$80,000.00 for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for the period 7/1/2018 – 6/30/2020.

b) Submitting a grant award from The Stocker Foundation in the amount not-to-exceed \$80,000.00 for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for the period 7/1/2018 – 6/30/2020.

Funding Source: The Stocker Foundation

BC2018-374

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, requesting approval of a draw-down of funds from the Cleveland Foundation in the amount not-to-exceed \$467,250.00 for the Universal Pre-Kindergarten Program for the period 6/1/2018 – 12/31/2018.

Funding Source: mix of funds from HHS Levy to private donations

BC2018-375

Fiscal Office, Presenting Proposed Travel Requests for the week of 6/11/2018

<i>Travel Requests</i>							
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Public Defender's Office</i>	<i>3 Attorneys: Joseph Buckley, Paul Kuzmins, Cullen Sweeney</i>	<i>A seminar entitled "The National Association of Criminal Defense Lawyers (NACDL)-Cardozo Law National Forensic College"</i>	<i>National Association of Criminal Defense Lawyers (NACDL)</i>	<i>6/3-6/8/2018</i>	<i>New York, NY</i>	<i>*Registration Fees - \$1,200.00 ***Airfare - \$1,186.80 **Lodging- \$1,440.00 **Mileage- \$503.58 **Meals - \$1080.00 **Ground Transportation - \$100.00 – (2 Staff) Total \$5,510.38</i>	<i>General Fund</i>

*Paid to the Host

**Staff reimbursement

***Airfare will be covered by a contract with the County's Travel Vendor – (\$1,186.80)

Joseph Buckley and Paul Kuzmins are flying to the seminar. Mr. Sweeney will drive his own personal vehicle to the conference.

Purpose:

The goal of this training is to train experienced litigators in state and federal Public Defender Offices to litigate complex forensic issues strategically and with the support of the nation's leading law firms and experts.

Reason for late submittal. Late notification of seminar

	<i>Travel Requests</i>						
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Department of Health and Human Services – Community Initiatives Division/ Office of Early Childhood</i>	<i>Shawna Rohrman</i>	<i>A Workshop entitled “Summer Evaluation Institute”</i>	<i>American Evaluation Association</i>	<i>6/17/- 6/20/2018</i>	<i>Atlanta, GA</i>	<i>*Registration Fees - \$395.00</i> <i>***Airfare - \$403.40</i> <i>**Lodging- \$534.04</i> <i>**Meals - \$148.00</i> <i>***Ground Transportation - \$60.00</i> <i>Total \$1,540.44</i>	<i>St. Lukes Foundation Grant</i>

*Paid to the Host

**Staff reimbursement

***Airfare will be covered by a contract with the County’s Travel Vendor – (\$403.40)

Purpose:

To take advantage of more than 30 in-depth workshops focused on a wide variety of themes and topics impacting evaluation practice and programs.

	<i>Travel Requests</i>						
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Department of Public Safety and Justice Services – Division of Public Safety and Justice Services Administration</i>	<i>Sarah St. George</i>	<i>FBI Analytic Writing for Fusion Center Analysts</i>	<i>Federal Bureau of Investigation (FBI)</i>	<i>6/17/-6/30/2018</i>	<i>Huntsville, AL</i>	<i>*Mileage \$680.16</i> <i>*Lodging- \$1,416.35</i> <i>*Meals - \$586.50</i> <i>Total \$2,683.01</i>	<i>Initially covered by Ms. George</i> <i>Then Reimbursed By the Federal Bureau of Investigation</i>

*Ms. George is responsible for paying all travel-related expenses up front, and then the Federal Bureau of Investigation (FBI) will reimburse all expenses upon course completion.

Per Diem for meals will be \$38.25 on each of the two travel days (6/17 & 6/30) and \$51.00 on each class day (June 18-29).

There is no registration fee for the course.

Purpose:

The FBI Analytic Writing for Fusion Center Analysts course is a two-week (80 hour) class that will prepare students to write analytic intelligence products that meet intelligence community standards. The course objective is to use realistic, practical exercises to enable students to understand the FBI analytical writing methodology thereby enhancing their ability to produce joint FBI-Fusion Center intelligence products. The students will produce draft intelligence products based on criminal, domestic terrorism, and other scenarios.

<i>Travel Requests</i>							
<i>Department</i>	<i>Staff</i>	<i>Event</i>	<i>Host</i>	<i>Dates of Travel</i>	<i>Location</i>	<i>Expenses</i>	<i>Funding Source</i>
<i>Agency of the Inspector General</i>	<i>Andrea Warner Mark Cutright</i>	<i>Association of Certified Fraud Examiners 29th Annual Global Training Conference</i>	<i>Association of Certified Fraud Examiners</i>	<i>6/16/- 6/20/2018</i>	<i>Las Vegas, Nevada</i>	<i>*Registration Fees - \$2,050.00</i> <i>***Airfare - \$625.36</i> <i>**Lodging- \$843.88</i> <i>**Baggage- \$78.00</i> <i>**Meals - \$344.00</i> <i>**Ground Transportation - \$210.00 –</i> <i>Total \$4,151.24</i>	<i>General Fund</i>

*Paid to the Host

**Staff reimbursement

***Airfare will be covered by a contract with the County's Travel Vendor – (\$625.36)

Purpose: To receive anti-fraud training and continuing education.

BC018-376

Office of Procurement & Diversity, presenting proposed purchases for the week of 6/11/2018

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
<i>BR-18-42603</i>	<i>(3) Time clocks to stamp incoming documents</i>	<i>Board of Revision</i>	<i>Staples Contract & Commercial LLC</i>	<i>\$1,199.97</i>	<i>General Fund</i>
<i>JA-18-42658</i>	<i>Purchase (25) Public Safety Telecommunicators and (25) Emergency Medical Dispatch Training Manuals</i>	<i>Department of Public Safety and Justice Services</i>	<i>Association of Public Safety Communications Officials International, Inc.</i>	<i>\$4,226.50</i>	<i>General Fund</i>
<i>JA-18-42830</i>	<i>Legal Notice: For formal bid for (40) P25 Portable Radios for Richmond Heights Police Department</i>	<i>Department of Public Safety and Justice Services</i>	<i>Plain Dealer</i>	<i>Not-to-exceed \$800.00</i>	<i>FY16 Urban Area Security Initiative Grant</i>
<i>CE-18-42839</i>	<i>Wire feed welding unit for York Yard</i>	<i>Department of Public Works</i>	<i>Airgas</i>	<i>\$897.82</i>	<i>Road and Bridge Fund</i>
<i>CT-18-42314</i>	<i>Ridgid replacement parts for repairs at various pump stations for Sanitary Engineer</i>	<i>Department of Public Works</i>	<i>Rexel USA, Inc.</i>	<i>Not-to-exceed \$24,500.00</i>	<i>Sanitary Sewer Fund</i>
<i>CT-18-42487</i>	<i>Red and yellow record jackets for Client Services for Division of Children & Family Services</i>	<i>Department of Public Works</i>	<i>Western States Envelope and Label</i>	<i>\$3,459.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-18-42724</i>	<i>Water source heat pumps and supplies for Courthouse Square</i>	<i>Department of Public Works</i>	<i>Wadsworth Solutions</i>	<i>Not-to-exceed \$24,500.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-18-42727</i>	<i>50,000 ft. cable for various projects</i>	<i>Department of Public Works</i>	<i>Cole Wire & Cable Co.</i>	<i>\$6,200.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-18-42776</i>	<i>Finishing services for Council Resolution folders</i>	<i>Department of Public Works</i>	<i>United Finishing & Die Cutting, Inc.</i>	<i>\$1,300.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-18-42780</i>	<i>Family Home Resource File Folders for Division of Children and Family Services</i>	<i>Department of Public Works</i>	<i>Foote Printing</i>	<i>\$1,120.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-18-42788</i>	<i>Purchase State of Ohio and U.S. Flags for Justice Center</i>	<i>Department of Public Works</i>	<i>Collins Group, Inc.</i>	<i>\$1,453.98</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-18-42819</i>	<i>Printing and finishing services for Employee Handbook for Department of Human Resources</i>	<i>Department of Public Works</i>	<i>North Coast Litho</i>	<i>\$3,450.00</i>	<i>General Fund – Internal Service Fund</i>

CT-18-42842	Mylar Tip Adoption Subsidy Tabs for Division of Children & Family Services	Department of Public Works	Classic Laminations	\$720.00	General Fund – Internal Service Fund
SH-18-42803	Lime-Away dish machine cleaner for Jail Kitchen	Department of Public Works	HPM Business Systems	\$1,777.77	General Fund
SH-18-42785	Shower curtain rods for inmate showers at Jail	Sheriff's Department	ATD American Company	\$1,171.68	General Fund

Items already purchased:

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None					

Open Market Purchases (Over \$25,000 or requiring assistance from The Office of Procurement & Diversity)

Requisition #	Description	Department	Vendor Name	Total	Funding Source
None					

V – OTHER BUSINESS

Time Sensitive Mission Critical Items

BC2018-377

Department of Health and Human Services/Division of Children and Family Services, recommending an award on RQ42918 with ENA in the amount not-to-exceed \$24,999.99 for emergency out of home placement services for the period effective 5/17/2018.

Funding Source: State Funds – 30% and Health and Human Services Levy Fund – 70%

Bob Math, Department of Cuyahoga Job and Family Services, presented. Armond Budish motioned to amend the agenda to consider the item; Michael Dever seconded. There were no questions. Armond Budish motioned to approve the item; Dale Miller seconded. Item BC2018-377 was unanimously approved.

VI – PUBLIC COMMENT

There was no public comment

VII – ADJOURNMENT

Armond Budish motioned to adjourn; Trevor McAleer seconded. The motion to adjourn was unanimously approved at 11:32 a.m.