

Minutes

Cuyahoga County Board of Control
Monday, February 4, 2019 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 11:03 a.m.

Attending:

Councilman Dale Miller
Councilwoman Nan Baker
Trevor McAleer, County Council (Alternate for Dan Brady)
Dennis Kennedy, Fiscal Officer, Fiscal Office (Alternate for Armond Budish)
Michael Chambers, Finance and Operations Administrator,
Department of Public Works (Alternate for Michael Dever)
Lenora Lockett, Director, Office of Procurement & Diversity

II – REVIEW MINUTES – 1/28/2019

Dennis Kennedy motioned to approve the minutes from the January 28, 2019 meeting; Trevor McAleer seconded. The minutes were unanimously approved as written.

III – PUBLIC COMMENT

There was no public comment related to the agenda.

IV- CONTRACTS AND AWARDS

A. – Tabled Items

B. – New Items for Review

BC2019-86

Department of Development, recommending a Business Growth Loan to Terves LLC in the amount of \$240,000.00 for the purchase of machinery and manufacturing equipment to in-source additional production and expand machining capabilities for a project located at 24240 Rockwell Road, Euclid.

Funding Source: Western Reserve Fund

Bob Flauto, Department of Development, presented. Trevor McAleer asked if the City of Euclid has committed any funds to this project and if there was any delay getting this item to the Board of Control for consideration once the Cuyahoga County Community Improvement Corporation approved the recommendation. Nan Baker asked if the County will be invoicing monthly and asked for clarification on the funding source. Dennis Kennedy asked if there is another loan between the County and this company. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-86 was unanimously approved.

BC2019-87

Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board, submitting an amendment to Contract No. CE1600241 with Towards Employment, Inc. for job seeker services for applicants with felony backgrounds for the period 7/1/2016 – 6/30/2019 for additional funds in the amount not-to-exceed \$70,000.00.

Funding Source: Workforce Innovation and Opportunity Act Federal Funds

Frank Brickner, Department of Workforce Development, presented. There were no questions. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-87 was unanimously approved.

BC2019-88

Fiscal Office/Office of the Treasurer, submitting an amendment to Contract No. CE1700022 with Meeder Public Funds, Inc. for Investment Advisor services for the period 1/1/2017 – 12/31/2018 to extend the time period to 12/31/2020, to expand the scope of services by authorizing the Advisor to execute investment transactions on a discretionary basis and, adding trust fund accounts to the accounts advised by the Advisor, effective 1/1/2019 and for additional funds in the amount not-to-exceed \$270,000.00.

Funding Source: General Fund

Chris Murray, Office of the Treasurer, presented. Nan Baker asked for the reason for late submission and if it was anticipated that this would be submitted late; asked for clarification on the start of the next renewal period. Dale Miller asked if any additional renewal periods are available after this amendment and how long those are; asked if this amendment to expand the scope of services is to complete duties resulting from a position vacancy in the Office of the Treasurer and asked for clarification on the annual amount of contract; asked what type of investment decisions will this vendor make on behalf of the County to justify the cost of the contracted amount, as the County is not permitted to invest in stocks and speculative investments, but rather relatively short-term debt instruments of modest variations in their value and would it produce enough benefit as opposed to managing investments in-house.

Trevor McAleer asked if there are any projections on how much the County will benefit by directing \$200 million into trust accounts and asked if those figures could be provided.

Dennis Kennedy asked if this had been discussed at the last Investment Committee meeting after the position in the Treasurer's Office had become vacant and stated that it was determined that this is the best route to manage investments. Mr. Kennedy also asked Mr. Murray to elaborate on the success on earnings and what benefits are being gained by contracting for advisory services; stated that discussions were held at the Investment Committee meeting and that it is difficult to find an investment manager for such a large portfolio at the pay being offered, which creates issues on investment management when an in-house manager is absent as opposed to a contracted vendor.

Dale Miller also asked what the \$200 million in trust funds consist of and if these are cash assets that are being invested until the money is ready to be used. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-88 was unanimously approved.

BC2019-89

Fiscal Office/Office of the Treasurer, submitting an amendment to Contract No. CE1400319 with F&E Check Protector Company dba F&E Payment Pros for licensing, support, training and maintenance services on the Digital Remittance Processing System for the period 10/1/2014 – 9/30/2019, and for additional funds in the amount not-to-exceed \$1,565.00.

Funding Source: General Fund

Charnese Wilson, Office of the Treasurer, presented. There were no questions. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-89 was unanimously approved.

BC2019-90

Fiscal Office/Board of Revision, submitting an amendment to Contract No. CE1700359 with Sadler Ne-Camp Financial Services, Inc. dba Proware for modification, maintenance and support services on the Civil Criminal Justice Information System (CCJIS) electronic filing system for the period 1/19/2018 – 12/31/2018 to extend the time period to 12/31/2020 and for additional funds in the amount not-to-exceed \$4,300.00.

Funding Source: Real Estate Assessment Fund

Shelley Davis, Board of Revision, presented. There were no questions. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-90 was unanimously approved.

BC2019-91

Department of Public Safety and Justice Services, recommending an award on RQ43423 to CSI Industries Inc. dba CSI/Jewett (15-2) in the amount of \$94,114.00 for the purchase of (1) body storage rack system for the Medical Examiner's Body Storage Project.

Funding Source: \$50,000.00 - FY17 Urban Area Security Initiative and \$44,114.00 Medical Examiner's Lab Fund

Jeff Harraman, Department of Public Safety and Justice Services, presented. There were no questions. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-91 was unanimously approved.

BC2019-92

Department of Health and Human Services, on behalf of the Department of Development,

a) Submitting an RFP exemption on RQ44660, which will result in an award recommendation to Northern Ohio HR Conference in the amount not to exceed \$2,420.00 for sponsorship and exhibitor booth space in connection with the Northern Ohio Human Resource Conference for the period 3/22/2019.

b) Recommending an award on RQ44660 to Northern Ohio HR Conference in the amount not to exceed \$2,420.00 for sponsorship and exhibitor booth space in connection with the Northern Ohio Human Resource Conference for the period 3/22/2019.

Funding Source: Health and Human Services Levy

David Feinerman, Department of Development, presented. Trevor McAleer asked why this item is being submitted as Department of Health and Human Services, on behalf of the Department of Development. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-92 was unanimously approved.

BC2019-93

Department of Health and Human Services/Office of Reentry,

a) Submitting an RFP exemption on RQ41710, which will result in an award recommendation to The Securus/Richard A. Smith Foundation in the amount not to exceed \$46,000.00 for development of an on-line interactive "Going Home to Stay" re-entry resource and information guide for the period 1/15/2019 - 12 /31/2020.

b) Recommending an award on RQ41710 and enter into a contract with The Securus/Richard A. Smith Foundation in the amount not to exceed \$46,000.00 for development of an on-line interactive "Going Home to Stay" re-entry resource and information guide for the period 1/15/2019 - 12 /31/2020.

Funding Source: Health and Human Services Levy

Fred Bolotin, Office of Reentry, presented. Dale Miller asked if paper copies of the guide will be made available for distribution, as needed, and asked if printing costs will come out of this contract or be a separate expense; asked if the primary users of the guide will be the re-entry population or community agencies serving that population. Trevor McAleer asked for clarification as to whether a Request for Proposals (RFP) process was conducted, as the backup indicates this is the only vendor that applied to provide this service. In response to Mr. Bolotin's statement that an informal RFP was conducted, Lenora Lockett stated that this purchase does not meet the criteria for an informal Request for Proposals, as the amount exceeds \$25,000.00. Mr. McAleer also said that he does not believe this is the only vendor who can create this interactive guide; asked if the department consulted with the Department of Information Technology (DOIT) to see if they can recommend other vendors who can provide this service and asked if DOIT concurred with the department that no other vendor can provide this guide; expressed his concern about approving an RFP exemption as he believes there are other qualified vendors that can provide this guide.

Nan Baker asked for clarification that the department is sublicensing this software from the vendor and asked what agency holds the original license. Dale Miller asked if the County is committed to these licenses on an on-going basis after two years or can a formal RFP be conducted at that time to see what other options are available. Mr. Miller indicated his willingness to vote on this item if there is a commitment to monitor this service in anticipation of conducting a formal process before the contract expires. Ms. Baker also asked for clarification as to whether this contract is only for one year and asked if there is a renewal option for an additional year; asked if the contract includes a termination clause should the County decide to not continue with services. Mr. Miller referenced Ms. Baker's comment regarding contract termination after one year and asked that Mr. Bolotin review this contract and confirm with Board members that early termination is an option. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-92 was unanimously approved.

Dennis Kennedy referred to previously approved Item No. BC2019-65 dated 1/22/2019 and reminded Mr. Bolotin of the question Mr. Kennedy raised at that meeting of whether the contract with Design Impact, Inc. includes travel expense reimbursement to the vendor. Mr. Bolotin had indicated at that time that no travel expenses were included in this contract and the vendor would cover those costs. Mr. Kennedy said that this contract has since been reviewed and did include reimbursement for travel expenses, as shown in Exhibit II of the contract and asked Mr. Bolotin for an explanation. Mr. Kennedy stressed the importance that the departments properly represent their requests and provide accurate information to the Board prior to voting on their items.

The following item was held at the request of the Law Department.

BC2019-94

Department of Law,

a) ~~Submitting an RFP exemption on RQ43955, which will result in an award recommendation to Atticus Administration, LLC in the amount not to exceed \$9,144.00 for third party class action administration services for the period 9/5/2018 – 9/4/2019.~~

b) ~~Recommending an award on RQ43955 and enter into a contract with Atticus Administration, LLC in the amount not to exceed \$9,144.00 for third party class action administration services for the period 9/5/2018 – 9/4/2019.~~

~~Funding Source: General Fund~~

C. – Exemptions

BC2019-95

Office of the Medical Examiner, recommending an alternative procurement process, which will result in an award recommendation to Promega and Life Technologies in the amount not to exceed \$276,257.00 to procure genetic testing kits and other consumable supplies for the period 1/1/2019 – 12/31/2020.

Funding Sources:

2018 DNA Backlog Grant - \$276,257.00

Medical Examiner's Crime Lab Fund, up to \$250,000.00

Total for 2019- 2020 \$526,257.00.

Hugh Shannon, Office of the Medical Examiner, presented. There were no questions. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-95 was unanimously approved.

D. – Consent Agenda

Nan Baker referred to Item No. BC2019-105, Proposed Purchases, Requisition No. SH-19-44350 and asked why the cost of this purchase for gloves was so high. There was no representative from the Sheriff's Department to respond to Ms. Baker's question. Andria Richardson, Clerk of the Board of Control said that she will research this matter and respond to board members.

Dennis Kennedy referred to Item No. BC2019-97 and recommended that the County explore the possibility of using another vendor for equipment disposal as RET3 was somewhat involved in a Department of Corrections investigation by the State, as well as an additional case, where hard drives were not being properly cleaned and wants to ensure there is no possibility that County data is compromised. Trevor McAleer asked Dennis Sullivan, Department of Information Technology, if the County performs a complete wipe of hard drives before releasing them to RET3. Mr. Kennedy said that further discussions to consider other alternatives will be held on this issue. There were no further questions on the consent agenda items. Dennis Kennedy motioned to approve items BC2019-96 through -105; Trevor McAleer seconded, the consent items were unanimously approved.

BC2019-96

The Department of Public Works, requesting approval of various Settlement Agreements for acquiring necessary Rights-of-Way in connection with the reconstruction and widening of Sprague Road – Phase 1 from Webster Road to West 130th Street in the Cities of Middleburg Heights and Strongsville:

Parcel 63T

Property Owner: Abeer E. Husary
Fair Market Value Estimate: \$600.00

Parcel 26T

Property Owner: Viorica Patruz
Recommended Offer of Settlement: \$800.00
Fair Market Value Estimate: \$800.00

Parcel 12T

Property Owner: Robert G. Singer
Recommended Offer of Settlement: \$600.00
Fair Market Value Estimate: \$600.00

Parcel 15T (Temporary Easement)

Property Owner: Jonathan P. Oakes
Recommended Offer of Settlement: \$700.00
Fair Market Value Estimate: \$700.00

Parcel 69T (Temporary Easement)

Property Owner: Christina B. Amalong
Recommended Offer of Settlement: \$1,250.00
Fair Market Value Estimate: \$1,250.00

Parcel 80T (Temporary Easement)

Property Owner: Christopher M. Gertiser
Recommended Offer of Settlement: \$1,000.00
Fair Market Value Estimate: \$1,000.00
Funding Sources: Issue I Funding: 50%, County Road and Bridge:25%, City: 25%

BC2019-97

Department of Information Technology, recommending to declare excess County computers and IT Equipment as surplus County-owned property, no longer needed for public use; requesting authority to sell surplus property to Info@Ret3.org. for a fee in the amount of \$1.00 in accordance with EO 02012-0001.

Funding Source: Revenue Generating

BC2019-98

Office of Procurement & Diversity, recommending to declare various property as surplus County property no longer needed for public use; recommending to sell said property via internet auction, in accordance with Ohio Revised Code Section 307.12(E).

Funding Source: Revenue Generating

BC2019-99

Department of Health and Human Services/Division of Children and Family Services, submitting an amendment to Agreement No. AG1800042 with Cuyahoga County Court of Common Pleas/Juvenile Court Division for Community-Based Intervention Center services for referred moderate to high risk youth in Cuyahoga County for the period 4/1/2018 – 3/31/2019 to extend the time period to 3/31/2020; no additional funds required.

Funding Source: State Child Protection Allocation

BC2019-100

Department of Public Safety and Justice Services/Office of Emergency Management, submitting an amendment to Agreement No. AG1600009 with the Cuyahoga County Sheriff's Department for reimbursement of eligible expenses in connection with the FY2015 Port Security Grant Program for the period 3/31/2016 – 8/31/2018 to extend the time period to 8/31/2019; no additional funds required.

Original Funding Source: U.S Department of Homeland Security Federal Emergency Management Agency

BC2018-101

Department of Public Safety and Justice Services,

a) Submitting an amendment to a grant award from Camp HOPE America for the Camp HOPE America Readiness Grant Program for the period 3/1/2018 – 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount of \$5,000.00.

b) Submitting a Memorandum of Understanding with Alliance for HOPE International to outline the collaborative roles and responsibilities on the creation and development of Camp HOPE America – Ohio Program for the period 1/1/2019 – 12/31/2019.

Funding Sources: Camp HOPE America and the Verizon Foundation

BC2019-102

Cuyahoga County Law Library, requesting authority to apply for and accept grant funds from the Statewide Consortium of Law Library Resources Board in the amount of \$3,934.58 for the purchase of (1) Standing Touch Kiosk, (1) Birgus 2-way Foreign Translation Device, (1) Closed-back Table Throw, (1) Retractable Banner, (1) Oculus Go and Carrying case, (1) 2x Light Kit, (2) Inkjet Photo Printers, Photo Paper and Toner and (1) HP Printer/Scanner for the period 2/28/2019 – 12/31/2019.

Funding Source: Statewide Consortium of County Law Library Resources Board

BC2019-103

Cuyahoga County Law Library, submitting a Memorandum of Understanding with Statewide Consortium of County Law Library Resources Boards to define the terms and requirements to receive grant funds in the amount not-to-exceed \$150.00 for payment of hotel expenses associated with the Ohio Regional Association of Law Libraries - County Special Interest Groups Consortium 2019 Spring Meeting for the period 4/4/2019 – 4/5/2019.

Funding Source: Statewide Consortium of County Law Library Resources Boards

BC2019-104

Fiscal Office, Presenting Proposed Travel Requests for the week of 2/4/2019

Travel Requests							
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Department of Health and Human Services – Division of Senior and Adult Services	Marlene Robinson-Statler	A conference entitled “American Society on Aging: Aging in America Conference”	American Society on Aging	4/14/-4/21/2019	New Orleans, LA	***Airfare - \$401.60 *Registration- \$460.00 *Training - \$65.00 **Lodging- \$1,229.50 **Meals - \$236.00 **Ground Transportation- \$72.00 **Baggage - \$60.00 Total \$2,524.10	Health and Human Services Levy

**Paid to the Host*

***Staff reimbursement*

****Airfare will be covered by a contract with the County’s Travel Vendor – (\$401.60)*

Purpose:

American Society on Aging offers professional education, outstanding publications and online information and training resources with the goal to support the commitment and enhance the knowledge and skills of those who seek to improve the quality of life of older adults and their families. The 2019 American Society on Aging: Aging in America Conference will have a strong focus on critical and emergent topics facing the field of aging, as well as cutting-edge and responsive programmatic, research, policy, and advocacy efforts.

<i>Direct Open Market Purchases (purchases between \$500 - \$25,000)</i>					
<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
CT-19-44274	Repairs to backhoe 4-51 for Sanitary Engineer	Department of Public Works	Ohio CAT	\$19,707.31	Sanitary Sewer Fund
CT-19-44653	Rental of air monitoring equipment for Justice Center Jail I	Department of Public Works	SGS Galson	\$759.00	General Fund – Internal Service Fund
CT-19-44670	Small engine parts for various repairs for Fleet Services (Road and Bridge)	Department of Public Works	Sill's Motor Sales	Not-to-exceed \$15,000.00	Road and Bridge Fund
CT-19-44686	Vehicle batteries for Fleet Services (Facilities)	Department of Public Works	Harris Battery Company, Inc.	Not-to-exceed \$10,000.00	General Fund – Internal Service Fund
CT-19-44687	Body damage repair and paint services for Fleet Services	Department of Public Works	Premier Auto Body & Collision Center, LLC	Not-to-exceed \$15,000.00	General Fund – Internal Service Fund
CT-19-44688	International truck parts and service for Sanitary Engineer	Department of Public Works	Rush Truck Centers of Ohio, Inc.	Not-to-exceed \$24,500.00	Sanitary Sewer Fund
CT-19-44702	Wax for custodial services in Courthouse	Department of Public Works	Joshen Paper and Packaging	\$851.00	General Fund – Internal Service Fund
CT-19-44708	Replacement heating actuators for County Courthouse	Department of Public Works	Grainger Industrial Supply	\$1,713.04	General Fund – Internal Service Fund
CR-19-44636	Lab gases for Toxicology and Trace Evidence Labs	Medical Examiner's Office	Airgas USA, LLC	Not-to-exceed \$7,500.00	Medical Examiner's Office Crime Lab Fund
CR-19-44637	Blood Gas Analyzer for Toxicology Lab	Medical Examiner's Office	Nova Biomedical	\$13,000.00	General Fund
CR-19-44697	Evidence tape to secure evidence	Medical Examiner's Office	Evident Crime	\$774.36	Medical Examiner's Office Crime Lab Fund
CR-19-44700	Medicolegal Death Scene Investigation Certification of Continuing Education	Medical Examiner's Office	Case Western Reserve University	\$3,500.00	General Fund
SH-19-44350	Nitrile gloves for food service workers in Jail Kitchens	Sheriff's Department	Dispose N' Save	\$22,900.00	General Fund
SH-19-44365	Caps and hair nets for Jail Kitchen	Sheriff's Department	Industrial Safety Products	\$540.00	General Fund
SH-19-44365	Caps and hair nets for Jail Kitchen	Sheriff's Department	Labsource, Inc.	\$4,170.00	General Fund
SH-19-44365	Caps and hair nets for Jail Kitchen	Sheriff's Department	WB Mason Co., Inc.	\$120.00	General Fund

SH-19-44449	Refrigerators and coolers for use during Jail Kitchen repairs	Sheriff's Department	HPM Business Systems	\$177.77	General Fund
SH-19-44449	Refrigerators and coolers for use during Jail Kitchen repairs	Sheriff's Department	MAS Inc.	\$1,435.00	General Fund
SH-19-44562	Socks for inmates	Sheriff's Department	Bob Barker Company	\$850.00	General Fund
SH-19-44722	(10) New standing desks for staff	Sheriff's Department	Zones IT Solutions Inc.	\$2,538.70	General Fund

Items/Services Received and Invoiced but not Paid:

Requisition #	Description	Department	Vendor Name	Total	Funding Source
WT-19-44726	Skill Up Training for the Learn and Earn Program*	Cuyahoga Job and Family Services	System Seals, Inc.	Not-to-exceed \$8,000.00	Health and Human Services Levy Fund
WT-19-44749	Skill Up Training for the Learn and Earn Program*	Cuyahoga Job and Family Services	DMD Management dba Legacy Health Services	Not-to-exceed \$2,700.00	Health and Human Services Levy Fund
SH-19-44278	Uniforms for Court Security Officers in Justice Center and Courthouse	Sheriff's Department	Schwarz Uniform Corporation	\$8,515.00	Building Security Services – OPBA – Officers/ Internal Service Fund

*Alternate procurement process and exemption from aggregation on various requisitions to various providers to reimburse employers for employee wage and training expenses in connection with the Learn and Earn Program for the period 1/1/2017 – 12/31/2017 approved by Board of Control Approval No. BC2016-892 dated 11/28/2016 and subsequently amended to extend the time period to 12/31/2019 by Board of Control Approval No. BC2017-804 dated 11/6/2017.

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

Items of Note (non-voted)

Item No. 1

Department of Development, submitting a housing rehabilitation contract with BDL General Contracting, Inc. in the amount not-to-exceed \$18,250.00 for window installation, vinyl siding, exterior paint stabilization, railings, banisters, entry and storm doors for the period 9/5/2018 – 6/4/2019 in connection with a homeowner rehabilitation loan to Sharon L. Hudson (Board Approval No. BC2018-589).

Funding Source: Community Development Block Grant

Item No. 2

Department of Development, submitting housing rehabilitation contracts with various vendors for the period 8/24/2018 – 5/25/2019 in connection with a homeowner rehabilitation loan to Audrey Brandon (Board Approval No. BC2018-580):

a) YK Brothers Construction in the amount not-to-exceed \$5,250.00 for the tear off and installation of a new roof.

b) Len's Refrigeration, Heating and Air Conditioning, Inc. in the amount not-to-exceed \$6,049.00 for the replacement of an existing furnace, air conditioner and hot water.

Funding Source: Community Development Block Grant

Item No. 3

Department of Development, submitting a housing rehabilitation contract with Spanulo Cement & Waterproofing, LLC in the amount not to exceed \$46,560.00 for replacement of a masonry wall, basement waterproofing, connection to a new sanitary sewer and for installation of a new sump pump for the period 5/17/2018 – 2/15/2019 in connection with a homeowner rehabilitation loan to Katie Campbell (Board Approval No. BC2018-287).

Funding Source: Community Development Block Grant

V – OTHER BUSINESS

VI – PUBLIC COMMENT

There was no public comment.

VII – ADJOURNMENT

Dennis Kennedy motioned to adjourn; Trevor McAleer seconded. The motion to adjourn was unanimously approved at 11:55 a.m.