

Minutes

Cuyahoga County Board of Control
Monday, April 15, 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 11:02 a.m.

Attending:

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

II – REVIEW MINUTES – 4/8/2019

Dale Miller motioned to approve the minutes from the April 8, 2019 meeting; Matt Carroll 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- 293
Department of Public Works,

a) Submitting an RFP exemption on RQ44579, which will result in award recommendations to various providers as listed in the item detail in the total amount not-to-exceed \$443,300.00 for routine building and supply purchases for the period 1/1/2019 – 12/31/2019.

b) Recommending awards on RQ44579 to various providers as listed in the item detail in the total amount not-to-exceed \$443,300.00 for routine building and supply purchases for the period 1/1/2019 – 12/31/2019.

Funding Source: Sanitary Sewer District Funds

Thomas Pavich, Department of Public Works, presented. There were no questions. Matt Carroll motioned to approve the item; Trevor McAleer seconded. Item BC2019-293 was unanimously approved.

BC2019-294

Fiscal Office, submitting an amendment to Contract No. CE1800382 with Manatron, Inc. for support and maintenance services for the Manatron Visual Property Tax System for the period 1/1/2019 – 12/31/2019, to expand the scope of services to include reformatting of the refund file to support testing for the Enterprise Resource Planning System, effective 4/15/2019 and for additional funds in the amount not-to-exceed \$3,200.00.

Funding Source: Real Estate Assessment Fund

Michael Zapola, Fiscal Office, presented. Nan Baker asked if testing of this file from the legacy system was anticipated and if any other additional testing is expected. Matt Carroll motioned to approve the item; Trevor McAleer seconded. Item BC2019-294 was unanimously approved.

BC2019-295

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

a) Submitting an RFP exemption on RQ45223, which will result in a payment to Cleveland Society for Human Resource Management in the amount of \$1,500.00 for rental of an exhibitor booth for the 2019 Talent Acquisition Spring Conference being held on May 10, 2019 at the LaCentre Conference & Banquet Facility located at 25777 Detroit Road in Westlake, Ohio.

b) Recommending a payment to Cleveland Society for Human Resource Management in the amount of \$1,500.00 for rental of an exhibitor booth for the 2019 Talent Acquisition Spring Conference being held on May 10, 2019 at the LaCentre Conference & Banquet Facility located at 25777 Detroit Road in Westlake, Ohio.

Funding Source: Health and Human Services Levy

Greg Huth, Department of Development, presented. There were no questions. Matt Carroll motioned to approve the item; Dale Miller seconded. Item BC2019-295 was unanimously approved.

BC2019-296

Department of Health and Human Services/Office of Re-entry, recommending to accept donations from various organizations in the total amount of \$2,500.00 to cover Keynote speaker fees for the “How to Start a Business as a Restored Citizen” event being held on April 25, 2019 at the Martin Luther King, Jr. Branch of the Cleveland Public Library located at 1962 Stokes Blvd. in Cleveland, Ohio in connection with Cuyahoga County Office of Re-entry Awareness Week:

- a) Dominion Energy Charitable Foundation in the amount of \$1,500.00
- b) Core City Services & Outreach JumpStart, Inc. in the amount of \$500.00
- c) Jewish Federation of Cleveland in the amount of \$500.00

Funding Source: Donations

Crystal Bryant, Office of Re-entry, presented. There were no questions. Matt Carroll motioned to approve the item; Dale Miller seconded. Item BC2019-296 was unanimously approved.

BC2019-297

Department of Health and Human Services/Division of Children and Family Services, recommending an award on RQ44828 and enter into a contract with Janus Hotels and Resorts, Inc. dba Holiday Inn Cleveland South Independence in the amount not-to-exceed \$8,550.00 for catering, photo booth, DJ and related services in connection with the Substitute Caregiver Dinner, located at 6001 Rockside Road in Independence, Ohio for the period 6/7/2019 – 6/8/2019.

Funding Source: Health and Human Services Levy

Robert Math, Cuyahoga Job and Family Services, on behalf of Division of Children and Family Services, presented. There were no questions. Matt Carroll motioned to approve the item; Trevor McAleer seconded. Item BC2019-297 was unanimously approved.

BC2019-298

Department of Human Resources, submitting an amendment to Contract No. CE1500017 with ImmixTechnology, Inc. for technical support and software maintenance of Kronos Timeclocks for the period 2/1/2015 - 3/29/2019 to extend the time period to 3/29/2020 and for additional funds in the amount not-to-exceed \$18,154.11.

Funding Source: General Fund

Patrick Smock, Department of Human Resources, presented. Dale Miller asked if the use of timeclocks and associated maintenance costs will change under the Enterprise Resource Planning System (ERP) and asked if timeclock maintenance services will no longer be necessary once the ERP System is implemented. Matt Carroll motioned to approve the item; Trevor McAleer seconded. Item BC2019-298 was unanimously approved.

BC2019-299

Cuyahoga County Sheriff's Department,

a) Submitting an RFP exemption on RQ45095, which will result in an award recommendation to International Preparedness Associates, Inc. in the amount not-to-exceed \$30,424.00 for specialized SWAT Marine Training for the period 6/3/2019 – 7/31/2019.

b) Recommending an award on RQ45095 to International Preparedness Associates, Inc. in the amount not-to-exceed \$30,424.00 for specialized SWAT Marine Training for the period 6/3/2019 – 7/31/2019.

Funding Source: FY15 Port Security Grant

Laura Simms, Sheriff's Department, presented. Nan Baker asked for clarification on the time period for training. Dale Miller motioned to approve the item; Michael Chambers seconded. Item BC2019-299 was unanimously approved.

BC2019-300

Department of Health and Human Services/Division of Children and Family Services, submitting an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care services for the period 1/1/2018 – 12/31/2019, by adding various providers, effective 1/1/2019; no additional funds required:

- a) Contract No. CE1900176 with Piney Ridge Treatment Center, LLC
- b) Contract No. CE1900177 with George Junior Republic in Pennsylvania
- c) Contract No. CE1900178 with Life Start, Inc.

Funding Source: Original Contact – Health and Human Services Levy

Robert Math, Cuyahoga Job and Family Services, on behalf of Division of Children and Family Services, presented. Matt Carroll asked if the process is any easier by adding providers to the Master Contract; asked for clarification if additional expenditures still need to be submitted to the Board for approval; and asked for clarification that future services from these providers are anticipated. Matt Carroll motioned to approve the item; Dale Miller seconded. Item BC2019-300 was unanimously approved.

C. – Consent Agenda

There were no questions on the consent items. Matt Carroll motioned to approve items BC2019-301 through – 306; Dale Miller seconded, the consent items were unanimously approved.

BC2019-301

Department of Public Works, submitting an Offer of Settlement Agreement to acquire necessary Rights-of-Way in connection with the reconstruction, with additional turning lanes, of Royalton Road from West 130th Street to York Road in the City of North Royalton:

Parcel 46 SH, T (Standard Highway Easement & Temporary Easement)

Property Owners: Platinum Plaza Condominium Owners Association Inc

Fair Market Value Estimate: \$13,850.00 (SH - \$8300, T - \$5500)

Settlement with Property Owner: \$32,762.00

Funding Sources: Road and Bridge Funds: 50% and North Royalton 50%

BC2019-302

Department of Public Works, submitting an Offer of Settlement Agreement to acquire 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 City of Parma:

Parcel 215 CH, WD, T (Channel Easement, Warranty Deed & Temporary Easement)

Property Owners: Robert P. Martin, Sr., Trustee

Fair Market Value Estimate: \$2,200.00

Settlement with Property Owner: \$2,200.00

Funding Sources: Issue 1 Funding: 50% - County Road and Bridge: 25% - City: 25%

BC2019-303

Department of Public Works, submitting an Offer of Settlement Agreement to acquire necessary Rights-of-Way in connection with the Adele Lane Culvert No. 00.04 Project between Crestwood Drive and Fitch Road in Olmsted Township:

Parcel 4 (Temporary Easement)

Property Owners: Janet M. Boehmke and Jody C. Erksine, Co-Trustees of the Boehmke Living Trust

Recommended Offer of Settlement: \$800.00

Fair Market Value Estimate: \$300.00

Funding Source: Road and Bridge

BC2019-304

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

BC2019-305

Fiscal Office presenting proposed Travel for the week of 4/15/2019

Travel Requests							
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Department of Human Resources	Kristen Nagy, and Ashley Murphy	A conference entitled "2019 Society of Human Resources Management (SHRM) Annual Conference"	Society of Human Resources (SHRM)	6/22/- 6/27/2019	Las Vegas, NV	*Registration- \$3,539.00 **Lodging- \$1,281.20 **Meals - \$480.00 **Ground Transportation \$50.00 ***Airfare - \$1,002.96 Total – \$6,353.16	General Fund

*Paid to host

**Staff reimbursement

***Airfare will be covered by a contract with the County's Travel Vendor – (\$1,002.96)

Purpose:

The Society for Human Resource Management (SHRM) is the world's largest HR professional society; providing resources serving the needs of HR professionals and advancing the practice of human resource management. The 2019 SHRM Annual Conference offers over 200 concurrent sessions on a broad range of topics, providing a complete education for professionals at every stage of their career with the tools and resources needed to implement successful HR practices.

Staff will develop and advance an understanding of Human Resources through professional development, workforce readiness, and college relations.

	Travel Requests						
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Department of Health and Human Services – Division of Community Initiatives: Office of Early Childhood	Alyssa Swiatek	A meeting entitled “Quality Rating and Improvement Systems (QRIS) 2019 Expanding Reach, Enhancing Impact, Advancing Equity National Meeting”	Build Initiatives/ QRIS National Learning Network	6/25/-6/27/2019	New Orleans, LA	**Lodging- \$533.34 **Meals - \$140.00 **Mileage- \$10.44 **Parking - \$45.00 ***Airfare- \$594.00 Total- \$1,322.78	St. Lukes’ Foundation

***Staff reimbursement*

****Airfare will be covered by a contract with the County’s Travel Vendor – (\$594.00)*

Purpose:

Quality Rating and Improvement Systems (QRIS) National Learning Network is a coalition of national and state leaders who work to advance the QRIS knowledge base, producing periodic reports, toolkits and papers on a variety of topics. The 2019 QRIS National Meeting offers the opportunity to learn from leading experts, hear about the latest research, and learn about effective practices, innovations, and big ideas in the development, implementation, and revision of QRIS.

Ms. Swiatek was invited to be a presenter in a session on Family Engagement via a Two Gen Approach, which includes a panel discussion with presenters from The Aspen Institute and the State of Georgia. She will present Invest in Children’s Two Gen approach to family engagement in our UPK program.

	Travel Requests						
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Department of Health and Human Services – Division of Community Initiatives: Office of Early Childhood	Rebekah Dorman	A meeting entitled “Quality Rating and Improvement Systems (QRIS) 2019 Expanding Reach, Enhancing Impact, Advancing Equity National Meeting”	Build Initiatives/ QRIS National Learning Network	6/24/-6/27/2019	New Orleans, LA	*Registration- \$550.00 **Lodging- \$711.13 **Meals - \$200.00 **Mileage- \$14.85 **Parking - \$28.00 ***Airfare- \$677.00 Total- \$2,180.98	St. Luke’s Foundation

*Paid to host

**Staff reimbursement

***Airfare will be covered by a contract with the County’s Travel Vendor – (\$677.00)

Purpose:

Quality Rating and Improvement Systems (QRIS) National Learning Network is a coalition of national and state leaders who work to advance the QRIS knowledge base, producing periodic reports, toolkits and papers on a variety of topics. The 2019 QRIS National Meeting offers the opportunity to learn from leading experts, hear about the latest research, and learn about effective practices, innovations, and big ideas in the development, implementation, and revision of QRIS.

Dr. Dorman was invited to moderate a session on Family Engagement via a Two Gen Approach, which includes presenters from the Aspen Institute, the State of Georgia, and Invest in Children’s (Alyssa Swiatek). Dr. Dorman will present an overview on the topic and then moderate the panel.

Travel Requests							
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Office of the Medical Examiner	Dr. Harmeet Kaur, and Dr. Nasir Butt	A symposium entitled "2019 American Society of Crime Lab Directors (ASCLD) Annual Symposium"	American Society of Crime Lab Directors (ASCLD)	5/20/- 5/23/2019	St. Louis, Missouri	*Registration- \$1,450.00 **Lodging- \$474.51 **Meals - \$186.00 **Ground Transportation \$129.57 ***Airfare - \$743.92 Total – \$2,984.00	Coverdell 2018 Grant- \$1,794.04 DNA Backlog 2017 Grant- \$1,189.96

*Paid to host

**Staff reimbursement

***Airfare will be covered by a contract with the County's Travel Vendor – (\$743.92)

Purpose:

The 2019 American Society of Crime Lab Directors (ASCLD) Symposium is an industry-leading conference designed for leaders and managers in the forensic laboratory space. The symposium boasts workshops and plenary talks designed around all aspects of forensic science, but particularly focuses on enhancing leadership and management in a forensic laboratory. In addition, the ASCLD Symposium is a key event for networking and interacting with the leading authorities in forensic laboratory management.

For Dr. Harmeet Kaur, Director Parentage/ID/QA/QC Manager and Dr. Nasir Butt, DNA Technical Manager to receive continuing education and keep aware of new technologies and trends in forensic science field and managing changes in crime labs. Presentations from experts and leaders, both inside and outside the forensic science community will provide techniques on change management, understanding the complexity of the workforce and communication styles.

<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>
<i>IT-19-45107</i>	<i>StarfishETL Professional Integration Renewal for the Department of Health and Human Services</i>	<i>Department of Information Technology</i>	<i>Technology Advisors, Inc.</i>	<i>\$4,800.00</i>	<i>54% - Federal 46% - Health and Human Services Levy Fund</i>
<i>CT-19-44593</i>	<i>Vactor equipment parts and labor for Sanitary Engineer</i>	<i>Department of Public Works</i>	<i>Jack Doheny Companies</i>	<i>\$2,548.22</i>	<i>Sanitary Sewer Fund</i>
<i>CT-19-44707</i>	<i>Testing and inspection of 30 low-voltage spare breakers at Justice Center</i>	<i>Department of Public Works</i>	<i>Leff Electric</i>	<i>\$11,250.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45040</i>	<i>Red record jackets for Cuyahoga Job and Family Services</i>	<i>Department of Public Works</i>	<i>Western States Envelope and Label</i>	<i>\$3,791.52</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45063</i>	<i>Plumbing Supplies for various County Buildings</i>	<i>Department of Public Works</i>	<i>Lakeside Supply</i>	<i>Not-to-exceed \$24,500.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45121</i>	<i>Repair parts for Loader S-470 for Sanitary Engineer</i>	<i>Department of Public Works</i>	<i>Southeastern Equipment</i>	<i>\$4,000.43</i>	<i>Sanitary Sewer Fund</i>
<i>CT-19-45220</i>	<i>Fuel tank replacement for Truck 3-286 for Fleet Services</i>	<i>Department of Public Works</i>	<i>Valley Ford Trucks</i>	<i>\$1,291.25</i>	<i>Road and Bridge Fund</i>
<i>CT-19-45255</i>	<i>Repair to Excavator Asset S-490 for Sanitary Engineer</i>	<i>Department of Public Works</i>	<i>Ohio CAT</i>	<i>\$809.05</i>	<i>Sanitary Sewer Fund</i>
<i>CT-19-45267</i>	<i>Lift rentals for various County buildings</i>	<i>Department of Public Works</i>	<i>Sunbelt Rentals</i>	<i>Not-to-exceed \$24,500.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45268</i>	<i>Expansion envelopes for Sheriff's Department</i>	<i>Department of Public Works</i>	<i>Western States Envelope & Label</i>	<i>\$2,455.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45270</i>	<i>Modulating 24-volt actuators for dampers at Virgil E. Brown Building</i>	<i>Department of Public Works</i>	<i>Mussun Sales Inc.</i>	<i>\$8,720.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45282</i>	<i>Ballasts for various County buildings</i>	<i>Department of Public Works</i>	<i>Graybar Electric</i>	<i>Not-to-exceed \$24,500.00</i>	<i>General Fund – Internal Service Fund</i>
<i>CT-19-45284</i>	<i>Metal doors for Jail I Kitchen</i>	<i>Department of Public Works</i>	<i>Doors and Hardware Inc.</i>	<i>\$2,538.00</i>	<i>General Fund – Capital Projects</i>
<i>CT-19-45286</i>	<i>Top soil and landscaping straw for various projects</i>	<i>Department of Public Works</i>	<i>Three Z Supply</i>	<i>Not-to-exceed \$9,500.00</i>	<i>Road and Bridge Fund</i>
<i>CT-19-45287</i>	<i>Grass seed for various locations</i>	<i>Department of Public Works</i>	<i>Site One Landscape Supply</i>	<i>Not-to-exceed \$9,500.00</i>	<i>Road and Bridge Fund</i>

CT-19-45290	Paint and sundries for various projects	Department of Public Works	Sherwin Williams Company	Not-to-exceed \$9,500.00	Road and Bridge Fund
CT-19-45328	Veterinary services for Animal Shelter	Department of Public Works	Cleveland Animal Protective League	\$4,681.04	50% Special Revenue Fund 50% Dick Goddard's Best Friend Fund
CT-19-45329	Veterinary services for Animal Shelter	Department of Public Works	The Family Pet Clinic	\$3,334.67	50% Special Revenue Fund 50% Dick Goddard's Best Friend Fund
CT-19-45330	Veterinary services for Animal Shelter	Department of Public Works	Marshfield Labs	\$1,280.70	50% Special Revenue Fund 50% Dick Goddard's Best Friend Fund
CT-19-45332	Veterinary services for Animal Shelter	Department of Public Works	Tremont Animal Clinic	\$868.49	50% Special Revenue Fund 50% Dick Goddard's Best Friend Fund
CT-19-45335	Compartment sink for the Justice Center Cafeteria	Department of Public Works	A-1 Restaurant Equipment Company	\$1,187.00	General Fund – Internal Service Fund
CT-19-45338	Replacement heat exchanger for Jail laundry	Department of Public Works	Lakeside Supply	\$6,768.00	General Fund – Internal Service Fund
CT-19-45342	2-part NCR paper for Print Shop	Department of Public Works	Xpedx Veritiv	\$851.55	General Fund – Internal Service Fund
LL001-19-45337	2019 updates for Page's Ohio Revised Code Annotated for legal research	Law Library	Lexisnexis/Matthew Bender	\$611.24	County Law Library Resources Fund
LL001-19-45339	Web-based legal research databases for patrons and staff	Law Library	CCH Incorporated	\$18,011.00	Cuyahoga County Law Library Fund
SH-19-44364	Cleaning supplies for Jail	Sheriff's Department	Astro Supply	\$21,600.00	General Fund
SH-19-45388	Legal notice: Advertisement for Jail Kitchen Request for Proposals	Sheriff's Department	Plain Dealer	Not-to-exceed \$800.00	General Fund

Items/Services Received and Invoiced but not Paid:

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>None</i>					

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

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>SH-19-45131</i>	<i>Turkey ham – April – June</i>	<i>Sheriff's Department</i>	<i>JNS Foods, LLC</i>	<i>Not-to-exceed \$29,520.00</i>	<i>General Fund</i>

V – OTHER BUSINESS

Time Sensitive/Mission Critical

BC2019-307

Department of Public Works, recommending an award on RQ45510 to Precision Compaction in the amount not-to-exceed \$5,131.06 for compactor and dumper maintenance and repair services.

Funding Source: General Fund – Internal Service Fund

Thomas Pavich, Department of Public Works, presented. There were no questions. Matt Carroll motioned to amend the agenda to consider the item; Dale Miller seconded. Matt Carroll motioned to approve; Nan Baker seconded. Item BC2019-307 was unanimously approved.

Items of Note (non-voted)

Item No. 1

Department of Development, submitting housing rehabilitation contracts with various providers in the total amount not-to-exceed \$8,095.00 for the replacement of a hot water heater, heat pump unit and a wooden chimney soffit/box in connection with a homeowner rehabilitation loan to Scott Grauel for the period 1/25/2019 – 10/25/2019 (Board Approval No. BC2019-50).

a) Contract No. CE1920015-01 with YK Brothers Construction in the amount not-to-exceed \$2,125.00.

b) Contract No. CE1920015-02 with Len's Refrigeration, Heating and Air Conditioning, Inc. in the amount not-to-exceed \$5,970.00.

Funding Source: Community Development Block Grant funds

VI – PUBLIC COMMENT

There was no public comment.

VII – ADJOURNMENT

Matt Carroll motioned to adjourn; Trevor McAleer seconded. The motion to adjourn was unanimously approved at 11:21 a.m.