

Minutes

Cuyahoga County Board of Control
Monday, July 22, 2019 at 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 11:01 a.m.

Attending:

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

II – REVIEW MINUTES – 7/15/2019

Dennis Kennedy motioned to approve the minutes from the July 15, 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

BC2019-519

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

a) Submitting an RFP exemption on RQ46193, which will result in an award recommendation to Cedar Point in the amount not-to-exceed \$9,816.40 for the purchase of (110) any-day admission passes and beverage and meal vouchers for 55 graduating youths aging out of custody and 55 adult chaperones.

b) Recommending an award on RQ46193 to Cedar Point in the amount not-to-exceed \$9,816.40 for the purchase of (110) any-day admission passes and beverage and meal vouchers for 55 graduating youths aging out of custody and 55 adult chaperones.

Funding Source: 70% Health and Human Services Levy Fund (which will be reimbursed by TANF Funds) and 30% Title IV-E

Daniel Basta, Division of Children and Family Services, presented. There were no questions. Joseph Nanni motioned to approve the item; Michael Dever seconded. Item BC2019-519 was unanimously approved.

B. – New Items for Review

BC2019-537

Department of Public Works, recommending to amend Board Approval No. BC2019-210 dated 3/18/2019, which approved an RFP exemption and made awards on RQ44568 to various providers for routine building and supply purchases for the period 1/1/2019 – 12/31/2019:

- a) by deleting (22) providers as listed in the item detail
- b) by adding the vendor BP plc in the amount not-to-exceed \$35,000.00
- c) by changing the not-to-exceed amount from \$490,000.00 to \$396,340.54

Funding Source: General Fund

Thomas Pavich, Department of Public Works, presented. Mr. Pavich requested conditional approval of this item as BP plc has not completed the vendor registration process with the Office of the Inspector General. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-537 was conditionally approved by unanimous vote.

BC2019-538

Department of Public Works, recommending an award on RQ44389 and enter into a contract with Emerald Supply, Inc. (17-4) in the amount not-to-exceed \$186,000.00 for can liners for various County buildings for the period 7/22/2019 – 6/30/2022.

Funding Source: General Fund – (Internal Service Fund – Space Maintenance)

Thomas Pavich, Department of Public Works, presented. There were no questions. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-538 was unanimously approved.

BC2019-539

Department of Public Works, recommending an award on RQ43205 and enter into a contract with Buckeye Power Sales Company, Inc. (12-2) in the amount not-to-exceed \$105,000.00 for generator maintenance services for various County buildings for the period 7/22/2019 – 7/21/2022.

Funding Source: General Fund – Internal Service Fund

Thomas Pavich, Department of Public Works, presented. Dennis Kennedy asked if there were any bids received from local vendors and if there will be any logistical issues relative to services as Buckeye Power Sales Company, Inc. is located in Blacklick, Ohio. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-539 was unanimously approved.

BC2019-540

Department of Public Works,

a) Submitting an RFP exemption on RQ46074, which will result in an award recommendation to Rush Trucks Centers of Ohio, Inc. for the purchase of (1) 2020 HX620 BA 6x4 On-Off Highway Tractor and Trailer.

b) Recommending an award on RQ46074 to Rush Trucks Centers of Ohio, Inc. in the amount not-to-exceed \$209,889.00 less trade in value of \$170,000.00 for a net total of \$39,889.00 for a State contract purchase of (1) 2020 HX620 BA 6x4 On-Off Highway Tractor and Trailer.

Funding Source: Road and Bridge Fund

Thomas Pavich, Department of Public Works, presented. Dennis Kennedy asked Lenora Lockett if she was comfortable with this previously held award recommendation and the process utilized for this purchase. Lenora Lockett said that the department did their additional due diligence to reach out to a wider audience to provide the opportunity to counter the trade-in value, which received no response, but believes this is the best option available to complete this purchase. Dennis Kennedy motioned to approve the item; Dale Miller seconded. Item BC2019-540 was unanimously approved.

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

~~BC2019-541~~

~~Department of Human Resources, recommending an award on RQ45827 and enter into a sole source contract with The Jellyvision Lab, Inc. in the amount not to exceed \$132,972.00 for ALEX virtual benefits counselor software subscription services for Cuyahoga County Employee Benefits Open Enrollment for the period 7/22/2019 – 10/7/2020.~~

~~Funding Source: Benefits Administration~~

Holly Woods, Department of Human Resources, presented. Dale Miller asked if the next Open Enrollment is ready for implementation and asked how individual users of this software could feel confident that they are being directed to the best plan rather than the plan that is more advantageous to the County; and asked what the difference between the Preferred Provider Organization (PPO) and Exclusive Provider Organization (EPO) Plans are.

Joseph Nanni asked who determines what type of data goes into the system, which is the core component of the software, as it is relative to the recommended plan offered to the employee, which could potentially favor the County's interests; asked if County costs are analyzed when recommending a plan; asked if the recommendation is based solely on the best plan for the employee relative to health care services and cost; asked if there is a link between this system and the Infor system; and asked if employees are required to use this software.

Trevor McAleer asked if the cost is on a per employee basis or flat fee per year; asked what is the cost per employee and if this will be available year round and not just during Open Enrollment; asked if there will be tracking on employee use and if the County will be charged for only those employees utilizing the system; and asked for clarification on the sole source procurement process and asked how the County can be sure that this is the only provider for these services.

Lenora Lockett confirmed that this was posted to the County's website for the required 5-day period as a sole source purchase, as stated in Ms. Woods presentation.

Mr. McAleer asked how the department became aware of this this vendor and determined them to be a sole source provider of these services; and asked if the vendor's claim as a sole source provider is due to the ability to recommend a plan based on the data input.

Ms. Lockett explained that the sole source process is based on specific needs to achieve the overarching goal of the department and a process including a public posting to solicit responses to services being sought; and stated that the vendor must provide a sole source affidavit stating that no other vendor can provide services.

Mr. McAleer agreed with Ms. Lockett that this is the policy to conduct a sole source purchase but posting to the website for 5 days is not a guarantee that the purchase is a true sole source because it may not be viewed by all potential vendors in the 5-day period; asked if Oswald Companies, the County's healthcare consultant, has reviewed this request.

Joseph Nanni asked if registered Buyspeed vendors for related services are also contacted in addition to the sole source posting.

Ms. Lockett stated that is not a requirement of the standard procedure for a sole source purchase and restated that it is based on the department's specific service need.

Mr. Miller asked if this is the first time the County will be using this tool and if the contract provides for renewal options if this system proves beneficial; and asked why benefit counselors were not well-received by employees in prior years.

Dennis Kennedy asked if this vendor is insured for liability in the event a recommendation may not be suitable for the employee in terms of cost and services; asked if costs are incorporated into the recommendation and how does the system know what the costs will be to the employee; asked if the system will store the employee information and if there is the potential for privacy issues in the event of a security breach.

Mr. Kennedy asked for clarification on the backup materials and for confirmation that this received Technical Advisory Committee (TAC) approval.

Mr. McAleer asked why the system would recommend any other plan besides MetroHealth, which is the least expensive plan offered to employees; and expressed his concern over identifying this contract as a sole source.

Mr. Kennedy asked if the Department of Law has an opinion on this issue. Jered Zibritosky, Department of Law, indicated that he would need to research this matter and did not have an opinion at this time.

Ms. Lockett stated that the Board has the discretion to proceed with an award based on an RFP exemption rather than sole source and they also have the option to hold this item; said that there are additional procurement methods that may be utilized such as a formal Request for Proposals; however at this point there is not enough time to conduct a formal process; and further stated that a Request for Proposals should always be the default procurement process.

Mr. Kennedy asked if this contract must be effective on 7/22/2019 or can this be delayed; asked when Open Enrollment begins; asked why this request had not been submitted earlier to allow for potential delays, which would not interfere with Open Enrollment.

Mr. McAleer recommended that this item be held for one week. Mr. Miller asked if a one-week delay would still allow for Open Enrollment to occur on time.

Mr. Kennedy stated that he will work with County Council members to resolve the outstanding questions related to this item and recommended to hold the request for one week. The remaining Board members concurred with Mr. Kennedy's recommendation.

BC2019-542

Department of Public Safety and Justice Services/Office of Emergency Management, recommending an award on RQ45489 and enter into a contract with JH Consulting, LLC of West Virginia in the amount not-to-exceed \$26,046.00 for Multi-Regional Emergency Operations Center Exercise services for the period 7/22/2019 – 2/28/2020.

Funding Source: FY17 State Homeland Security Grant Funds

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Dennis Kennedy asked for clarification on the backup materials as to when the contract must be executed. Dennis Kennedy motioned to approve the item; Michael Dever seconded. Item BC2019-542 was unanimously approved.

BC2019-543

Court of Common Pleas/Juvenile Court Division, submitting an amendment to Agreement No. AG1900140 with Alcohol, Drug Addiction, and Mental Health Services Board (ADAMHS) of Cuyahoga County for Mental Health Services in the Intervention Center for the period 1/1/2019 – 6/30/2019 to extend the time period to 6/30/2020, to modify the terms, effective 7/1/2019 and for additional funds in the amount not-to-exceed \$250,000.00.

Funding Source: state RECLAIM Ohio Grant Funds

Sarah Baker, Division of Juvenile Court, presented. There were no questions. Dennis Kennedy motioned to approve the item; Trevor McAleer seconded. Item BC2019-543 was unanimously approved.

BC2019-544

Court of Common Pleas/Juvenile Court Division, submitting an amendment to Contract No. CE1800311 with Child and Family Advocates of Cuyahoga County for the Guardian ad Litem Project for the period 7/15/2018 - 7/14/2019 to extend the time period to 1/14/2020 and for additional funds in the amount not-to-exceed \$54,937.50.

Funding Source: Health and Human Service Levy Funds

Sarah Baker, Division of Juvenile Court, presented. There were no questions. Dennis Kennedy motioned to approve the item; Joseph Nanni seconded. Item BC2019-544 was unanimously approved.

BC2019-545

Agency of the Inspector General, recommending an award on RQ46018 and enter into a contract with Nextpoint, Inc. in the amount not-to-exceed \$10,000.00 for e-discovery software services for the period 8/1/2019 – 7/31/2021.

Funding Source: General Fund

Mark Griffin, Agency of the Inspector General, presented. Trevor McAleer asked if this service is similar to a contract with Everlaw for the Department of Law that was previously approved by the Board and commented that this contract appears to be less costly than Everlaw. Dale Miller asked if this is a new service. Dale Miller motioned to approve the item; Trevor McAleer seconded. Item BC2019-545 was unanimously approved.

C. – Consent Agenda

Dennis Kennedy referred to Item No. BC2019-547 – proposed travel for Chris Hoey, Office of Re-Entry to attend a conference in Denver, Colorado on 4/1/2019 – 4/4/2019 in the total amount of \$695.00 and asked what the delay in bringing this item to the Board for approval was and asked if this is for reimbursement of expenses.

Joseph Nanni also referred to proposed travel for Rebecca Eby, Office of Innovation to attend a conference in Nashville, Tennessee on 10/19/2019 – 10/26/2019 in the total amount of \$1,645.56 and asked for clarification on the need for the expense of \$1.70 for tolls, as Ms. Eby will be flying and not renting a car.

There were no additional questions on the consent items. Dennis Kennedy motioned to approve items BC2019-546 through – 548; Michael Chambers seconded; the consent items were unanimously approved.

BC2019-546

Sheriff's Department,

a) Requesting approval to apply for grant funds from Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions in the amount of \$400,008.00 for the Local Incarceration Program in connection with FY2020/2021 Community Correction Act Grant Program for the period 7/1/2019 - 6/30/2021.

b) Submitting a grant agreement with Ohio Department of Rehabilitation and Correction, Division of Parole and Community Services, Bureau of Community Sanctions in the amount of \$400,008.00 for the Local Incarceration Program in connection with FY2020/2021 Community Correction Act Grant Program for the period 7/1/2019 - 6/30/2021.

Funding Source: Ohio Department of Rehabilitation and Corrections (ODRC), Division of Parole and Community Service, Bureau of Community Sanctions.

BC2019-547

Fiscal Office presenting proposed Travel for the week of 7/22/2019

	Travel Requests						
Department	Staff	Event	Host	Dates of Travel	Location	Expenses	Funding Source
Department of Health and Human Services – Community Initiatives Division/ Office of Re-Entry	Christopher Hoey	A Conference entitled “Smart Cities Connect Conference and Expo”	Smart Cities Connect & US Ignite	4/1/-4/4/2019	Denver, Colorado	**Registration Fees – \$695.00 Total -\$695.00	Cleveland Foundation Fellow Grant

****Staff reimbursement**

Note: Mr. Hoey is a County intern originally provided by the Cleveland Foundation. The County has already received the grant funds from the foundation to cover his expenses for the annual internship he is currently working. This request is for registration fees only and will be paid from the grant funds. The remaining expenses for travel were paid directly by the Cleveland Foundation.

The reason for late submittal

Mr. Hoey paid his registration out of pocket because the payment was due within 36 hours of closing date. Mr. Hoey informed the office (Fiscal Officer) of out of pocket expenses after his attendance.

Purpose:

Smart Cities Connect provides meaningful content and connect a thoughtful community of decision-makers to empower smart cities at all stages of growth. Smart Cities Connect Conference and Expo offers a comprehensive conference, exposition and accelerator of smart city innovation by delivering premium networking and educational opportunities with a keen focus on city leaders and their priorities, working closely with the technology community to bring together the largest collection of intelligent systems providers.

	<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</i>	<i>Daniel Humphrey</i>	<i>A meeting entitled "Government Performance Lab Convening"</i>	<i>Harvard Kennedy School Government Performance Lab</i>	<i>6/25/-6/28/2019</i>	<i>Cambridge, MA</i>	<i>**Lodging- \$750.00</i> <i>**Meals - \$128.00</i> <i>**Ground Transportation- \$20.00</i> <i>***Airfare- \$296.60</i> <i>Total- \$1,194.60</i>	<i>Health and Human Services Levy</i>

***Staff reimbursement*

****Airfare will be covered by a contract with the County's Travel Vendor – (\$296.60)*

Reason for late submittal

The employee was waiting to hear from the Inspector General to determine if this could be sponsored by the school or if the county would be paying for the travel.

Purpose:

The mission of the Harvard Kennedy School Government Performance Lab (GPL) is to speed up our nation's progress on difficult social problems by improving how state and local government human service agencies function and how their dollars are spent. The GPL conducts research on how governments can improve the results they achieve for their citizens, offering free technical assistance and embedded fellows to aid state and local governments' provision of human services. The Government Performance Lab Convening includes training, education, and strategizing on contracting practices., program evaluation and management, and service delivery.

<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 – Division of Community Initiatives: Office of Homeless Services</i>	<i>Ruth Gillett</i>	<i>A conference entitled “2019 National Conference on Ending Homelessness”</i>	<i>National Alliance to End Homelessness</i>	<i>7/23/-7/24/2019</i>	<i>Washington, D.C.</i>	<i>*Lodging- \$288.15</i> <i>*Meals - \$80.00</i> <i>*Ground Transportation- \$50.00</i> <i>*Parking- \$45.00</i> <i>**Airfare – \$338.60</i> <i>Total – \$801.75</i>	<i>Health and Human Services Levy</i>

**Staff reimbursement*

***Airfare will be covered by a contract with the County’s Travel Vendor – (\$338.60)*

Ms. Gillette is a presenter at the conference.

Purpose:

The 2019 National Conference on Ending Homelessness is the nation’s largest convening of service providers, leaders, advocates, and consumers working to end homelessness in the United States and will feature dedicated tracks focused on families and youth experiencing homelessness, updated content on chronic homelessness, veterans, single adults, and other populations.

<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>Office of Innovation</i>	<i>Rebecca Eby</i>	<i>A conference entitled "2019 International City and County Management Association (ICMA) Annual Conference"</i>	<i>International City and County Management Association (ICMA)</i>	<i>10/19/-10/26/2019</i>	<i>Nashville, TN</i>	<i>*Registration Fees – \$420.00</i> <i>**Lodging- \$885.90</i> <i>**Meals - \$136.00</i> <i>**Tolls – \$1.70</i> <i>***Airfare- \$201.96</i> <i>Total- \$1,645.56</i>	<i>General Fund</i>

**Paid to host*

***Staff reimbursement*

****Airfare will be covered by a contract with the County's Travel Vendor – (\$201.96)*

Purpose:

The 2019 International City and County Management (ICMA) Annual Conference offers educational, information-sharing and networking tools to ensure professionals of all backgrounds and career stages are plugged into the most innovative ideas and practical strategies needed to manage the challenges facing local governments.

BC2019-548

Office of Procurement & Diversity, presenting proposed purchases for the week of 7/22/2019

Direct Open Market Purchases
(Purchases between \$5,000 - \$49,999.99 unless requiring assistance from
the Office of Procurement & Diversity – See Below):

<i>Requisition #</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
CT-19-46156	Cement mortar and sewer brick for various road and bridge projects	Department of Public Works	Chas E. Phipps Company	Not-to-exceed \$24,500.00	Road and Bridge Fund
SH-19-45990	Ohio Peace Officer Training Academy for (64) Corrections Officers	Sheriff's Department	Cuyahoga Community College	Not-to-exceed \$48,000.00	General Fund
SH-19-46092	Purchase (6) walk-through metal detectors with accessories and installation for Justice Center and Courthouse	Sheriff's Department	CEIA USA, Ltd.	\$33,560.00	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>
WT-19-46283	Skill up training for the Learn and Earn Program	Cuyahoga Job and Family Services	American Marine Express Inc.	Not-to-exceed \$8,000.00	Health and Human Services Levy 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, amended to extend the time period to 12/31/2019 by Board of Control Approval No. BC2017-804 dated 11/6/2017 and amended for procedural changes by the Board of Control Approval No. BC2019-148 dated 2/25/2019.*

Open Market Purchases
(Over \$50,000 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>
None					

V – OTHER BUSINESS

Items of Note (non-voted)

Item No. 1

Department of Public Safety and Justice Services, submitting an amendment to a grant award from the U.S. Department of Homeland Security, Ohio Emergency Management Agency to support urban areas effort to address threats of terrorism in connection with the FY2016 Urban Area Security Initiative Grant Program for the period 9/1/2016 – 6/30/2019 to extend the time period to 8/20/2019.

Funding Source: U.S. Department of Homeland Security, Ohio Emergency Management Agency

Item No. 2

Contracts \$0.00 - \$4,999.99 – Processed and executed (no vote required)

<i>RQ No.</i>	<i>Contract Number</i>	<i>Vendor</i>	<i>Service Description</i>	<i>Amount</i>	<i>Department</i>	<i>Date(s) of Service</i>	<i>Funding Source</i>	<i>Date of Execution</i>
<i>RQ 42507</i>	<i>Amend Contract No. CE1800349</i>	<i>Housing Innovations, LLC</i>	<i>Planning and Evaluation Services in connection with the Cuyahoga County Continuum of Care Evaluation and Planning Project</i>	<i>\$0.00</i>	<i>Office of Homeless Services</i>	<i>8/1/2018 – 7/31/2019 to extend the time period to 12/31/2019</i>	<i>Original Contract: U.S. Dept. of Housing and Urban Development, Continuum of Care Homeless Assistance Grant</i>	<i>7/15/2019</i>

VI – PUBLIC COMMENT

VII – ADJOURNMENT

Dennis Kennedy motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 12:08 p.m.