

## Minutes

Cuyahoga County Board of Control  
Monday, October 5, 2020 at 11:00 A.M.  
County Headquarters  
2079 East Ninth Street, 4<sup>th</sup> Floor  
Committee Room B

### I – CALL TO ORDER

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

#### Attending:

Michael Chambers, Fiscal Officer, Fiscal Office (Alternate for Armond Budish)  
Leigh Tucker, Assistant Fiscal Officer, Fiscal Office (Alternate for Michael Chambers)  
Trevor McAleer, County Council (Alternate for Dan Brady)  
Councilman Dale Miller  
Councilwoman Nan Baker  
Nichole English, Transportation Planning Engineer, Department of Public Works (Alternate for Michael Dever)  
Shaunquitta Walker, Purchasing Manager, Office of Procurement and Diversity (Alternate for Lenora Lockett)

### II – REVIEW MINUTES – 9/28/2020

Michael Chambers motioned to approve the minutes from the September 28, 2020 meeting; Dale Miller seconded. The minutes were approved by unanimous vote, as written.

### III – PUBLIC COMMENT\*\*

There was no public comment.

### IV- CONTRACTS AND AWARDS

#### A. – Tabled Items

#### B. – New Items for Review

##### BC2020-553

Department of Public Works, recommending an award on Purchase Order No. 20002800 and enter into a contract with Safety Controls Technology, Inc. in the amount not-to-exceed \$5,000.00 for comprehensive safety and health consulting services for the period 10/5/2020 – 10/4/2021.

Funding Source: General Fund

Matt Rymer, Department of Public Works, presented. Dale Miller asked how many vendors were solicited for this informal bid and how many vendors responded. Michael Chambers motioned to approve the item; Nichole English seconded. Item BC2020-553 was approved by unanimous vote.

BC2020-554

Department of Public Works, recommending an award on Purchase Order No. 20003188 and enter into a contract with MRI Software, LLC in the amount not-to-exceed \$22,000.00 for the purchase of Prolease Real Estate lease management software, maintenance and training services for the period 10/5/2020 – 10/4/2023.

Funding Source: General Fund

Nichole English, Department of Public Works, presented. Shaunquitta Walker stated that the recommended provider was not registered with the Office of the Inspector General. Nichole English said that registration is not required as services will be less than \$10,000.00 per year. Michael Chambers recommended conditional approval of this request and to determine whether registration with the Office of the Inspector General is required. Nan Baker asked how the leases have been tracked prior to the purchase of this software and asked Ms. English to elaborate on the services being provided and the annual cost. Dale Miller asked how many vendors were solicited for this purchase and how was this vendor selected. Trevor McAleer asked if the County will still own the data collected through the software if the services of this vendor are no longer required. Michael Chambers motioned to conditionally approve the item; Dale Miller seconded. Item BC2020-554 was conditionally approved by unanimous vote.

BC2020-555

Department of Human Resources, recommending an award on Purchase Order No. 20003212 and enter into an agreement with The MetroHealth System in the amount not-to-exceed \$45,000.00 for flu shot Clinic services for County employees for the period 10/5/2020 – 10/4/2021.

Funding Source: Self Insurance Fund/Wellness

Pat Smock, Department of Human Resources, presented. Nan Baker asked why the contract end date is 10/4/2021 as flu shots are typically available from October through March. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-555 was approved by unanimous vote.

BC2020-556

Department of Public Safety and Justice Services, recommending an award on Purchase Order No. 20002934 and enter into a contract with DigitalStakeout, Inc. in the amount not-to-exceed \$15,600.00 for a web-based social media aggregation and threat detection tool and (6) user licenses for use by the Northeast Ohio Regional Fusion Center for the period 10/5/2020 – 10/4/2021.

Funding Source: FY2018 State Homeland Security – Law Enforcement Grant

Mary Beth Vaughn and Mike Herb, Department of Public Safety and Justice Services, presented. Nan Baker asked the department to elaborate on services being provided with this purchase and commented that threat detection activity seems to be something that is already being monitored; and asked if the threat of some of the violent protesting, as well as the magnitude of the crowds, that was occurring in this area and other cities several months ago, could have been detected earlier with this type of software. Michael Chambers motioned to approve the item; Leigh Tucker seconded. Item BC2020-556 was approved by unanimous vote.

## C. – Consent Agenda

There were no comments or questions on the consent agenda items. Michael Chambers motioned to approve BC2020-557 through 559; Dale Miller seconded, the consent items were unanimously approved.

### BC2020-557

Department of Public Works, submitting an amendment to Contract No. CE1800488 with Schirmer Construction, LLC for replacement of Adele Lane Culvert No. 00.04 and Westwood Lane Culvert No. 00.08 over a creek to the west Branch of Rocky River in Olmsted Township for a decrease of funds in the amount of (\$15,190.37); recommending to accept construction as complete and in accordance with plans and specifications; requesting authority for the County Treasurer to release the escrow account, in accordance with Ohio Revised Code Section 153.63.

Funding Source: \$7.50 Vehicle License Tax Fund

### BC2020-558

Office of Procurement & Diversity, recommending to declare various property as surplus County property no longer needed for public use:

- a) Recommending to sell said property via internet auction, in accordance with Ohio Revised Code Section 307.12(E).
- b) Recommending to donate said property to Cleveland Metropolitan School District, in accordance with Ohio Revised Code Section 307.12(D).

Funding Source: Revenue Generating

BC2020-559

Office of Procurement & Diversity, presenting proposed purchases for the week of 10/5/2020:

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

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
20003220	(50) replacement task chairs for the Office of Child Support Services	Cuyahoga Job and Family Services	Independence Office and Business Supply Co., Inc.	\$7,000.00	66% Title IV-D and 34% Health and Human Services Levy
20003232	(30) new Desktop Slimline Thin Client processors, licenses, and maintenance	Department of Health and Human Services	MNJ Technologies Direct, Inc.	\$14,190.00	Health and Human Services Levy
20003258	Purchase and installation of (2) Galaxy control panels and related accessories to relocate Sheriff's Department Detective Bureau	Department of Information Technology	Integrated Precisions Systems, Inc.	\$21,782.39	General Fund - Capital Project
20003128	(21) tactical response headsets for Greater Cleveland Regional Transit Authority Police Emergency Response Team	Department of Public Safety and Justice Services	INVISIO Communications, Inc.	\$16,889.60	FY2018 State Homeland Security Grant
20003231	(80) replacement chemical detection sensors and (20) replacement lamps for (5) Regional Hazardous Materials Teams	Department of Public Safety and Justice Services	Industrial Safety Products, Inc.	\$27,247.60	FY2017 State Homeland Security Grant Program
20003223	(150) boxes of replacement chemical detection tubes for (5) Regional Hazardous Materials Teams	Department of Public Safety and Justice Services	Safeware, Inc.	\$12,064.05	FY2017 State Homeland Security Grant Program
20002475	Various vacuum cleaner parts	Department of Public Works	Sovereign Industries, Inc.	\$1,096.49	General Fund
20002958	Treatment Plant and Lift Station Log Books for Sanitary Engineer	Department of Public Works	HD Supply Facilities Maintenance, Ltd.	Not-to-exceed \$4,950.00	Sanitary Operating Fund
20001634	Asphalt for various road projects	Department of Public Works	The Shelly Company	Not-to-exceed \$24,500.00	Road and Bridge Fund

20002768	(4) new defibrillators for Medical Examiner's Office Building for emergency use for employees and visitors	Medical Examiner's Office	School Health Corporation	\$6,796.25	General Fund
20003123	Bodily fluid testing materials for DNA and Trace Evidence Labs	Medical Examiner's Office	Stipps, Inc. dba Abacus Diagnostics	\$5,398.06	Medical Examiner's Office Crime Lab Fund
20003080	2021 Proficiency testing for staff in Drug Chemistry, Firearms/Fingerprint and Trace Evidence Labs	Medical Examiner's Office	Collaborative Testing Services, Inc.	\$7,330.00	Medical Examiner's Office Lab Fund

Items/Services Received and Invoiced but not Paid:

Purchase Order Number	Description	Department	Vendor Name	Total	Funding Source
20003113	Skill up training for the Learn and Earn Program*	Cuyahoga Job and Family Services	Westside Deutscher Frauen Verein/Altenheim	\$24,000.00	Health and Human Services Levy Fund
20000485	Healthcare Benefits Portal services for 2019**	Department of Health and Human Services	National Council on Aging	\$5,000.00	Health and Human Services Levy Fund
20003227	Chiller service at Board of Elections***	Department of Public Works	Brewer-Garrett	\$2,865.00	General Fund

\*Approval No. BC2016-892 dated 11/28/2016, which approved an alternative procurement process and exemption from aggregation on various requisitions to make awards to various providers to reimburse employers for employee wage and training expense in connection with the Learn and Earn Program for the period 1/1/2017 – 12/31/2019 and subsequently amended by Board of Control Approval No. BC2019-882 dated 11/25/2019, which extended the time period to 12/31/2021.

\*\*Approval No. BC2020-503 dated 8/31/2020, which approved an alternative procurement process to make payments to National Council on Aging in the total amount not-to-exceed \$18,000.00 for use of their Healthcare Benefits Portal for the period 1/1/2019 – 12/31/2021.

\*\*\*Approval No. BC2019-597 dated 8/12/2019, which amended Board Approval BC2018-932 dated 12/17/2018 that authorized an alternative procurement process resulting in awards to various Factory Authorized Dealers for vehicle and equipment repairs, parts and services for the period 3/24/2016-3/23/2020 which extended the time period to 12/31/2020 and changed the amount from \$1,350,000.00 to \$1,800,000.00.

Open Market Purchases  
(Over \$50,000 or requiring assistance from the Office of Procurement & Diversity)

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
<i>None</i>					

V – OTHER BUSINESS

Time Sensitive/Mission Critical Items

BC2020-560

Department of Public Safety and Justice Services, recommending an award on Purchase Order No. 20003251 to Artemax Inc. dba Wristband Resources in the amount not-to-exceed \$7,272.00 for the purchase of (371,000) wristbands for daily COVID-19 screening in various County buildings.

Funding Source: CARES Act

Mary Beth Vaughn, Department of Public Safety and Justice Services and Nichole English, Department of Public Works, presented.

Dale Miller asked if the vendor who received the original order that had not been delivered on time has been paid and can the County recover the payment if the original order has not yet been received.

Nan Baker asked for clarification on how the wristbands are used; asked if there are employees who visit multiple County buildings throughout the course of a day; asked if the wristbands are electronic and color coded; asked if additional funding will be necessary for the additional order of wristbands that were already purchased; and asked how much money has been spent on the purchase of extra wristbands.

Michael Chambers clarified that the original order was already approved through the Emergency Purchase process and that this request was processed as a time sensitive/mission critical item due to the urgent need for wristbands and said that no additional funding for the 2 purchases will be necessary.

Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2020-560 was approved by unanimous vote.

BC2020-561

Office of the Medical Examiner, recommending an award on Purchase Order No. 20003065 to Promega Corporation in the amount not-to-exceed \$6,348.80 for repair and maintenance on (5) Maxwell 16 DNA extraction instruments for the DNA Lab.

Funding Source: Medical Examiner’s Office Crime Lab Fund

Hugh Shannon, Office of the Medical Examiner, presented. There were no questions. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2020-561 was approved by unanimous vote.

Andria Richardson, Clerk of the Board of Control, announced that the County offices will be closed on Monday, October 12, 2020, in observance of Columbus Day and that the next meeting of the Board of Control is scheduled for Tuesday, October 13, 2020 at 11:00 a.m.

Items of Note (non-voted)

Item No. 1

Department of Public Works, submitting an agreement of cooperation with City of Shaker Heights in connection with the emergency repair of South Woodland Road Culvert No. 3.

Funding Source: The anticipated cost of the project is \$200,000. Funding: 50% Road and Bridge Fund and 50% City of Shaker Heights.

Item No. 2

Department of Public Works, submitting an agreement of cooperation with Board of Park Commissioners of the Cleveland Metropolitan Park District in connection with the construction, maintenance and repair of Cedar Point Road Bridge No. 00.49 Project over the Rocky River located west of Valley Parkway in the City of North Olmsted.

Funding Source: N/A

Item No. 3

Department of Health and Human Services/Division of Senior and Adult Services, submitting a grant award from Western Reserve Area Agency on Aging in the amount not-to-exceed \$20,104.77 for the HOME Energy Assistance Program for the period 9/1/2020 – 8/31/2021.

Funding Source: SFY 2021 Western Reserve Area Agency on Aging

Item No. 4

Court of Common Pleas/Corrections Planning Board, submitting a grant award agreement with Supreme Court of Ohio in the amount of \$25,000.00 for the development, implementation and maintenance of a Consumer Debt Defense Program for direct legal assistance for low-income and self-represented litigants in connection with the FY2021 Civil Justice Program for the period 7/31/2020 – 6/30/2022.

Funding Source: Ohio Supreme Court Civil Justice Program Fund – (State Special Revenue)

VI – PUBLIC COMMENT\*\*

There was no public comment.

VII – ADJOURNMENT

Michael Chambers motioned to adjourn; Dale Miller seconded. The motion to adjourn was unanimously approved at 11:30 a.m.