

Minutes

Cuyahoga County Board of Control

Monday, August 15, 2022 at 11:00 A.M.

County Headquarters

2079 East Ninth Street

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)

Mellany Seay, Administrator, Operations and Finance, Department of Public Works
(Alternate for Michael Dever)

Paul Porter, Director, Department of Purchasing

Trevor McAleer, County Council, (Alternate for Pernell Jones)

Councilmember Dale Miller

Councilmember Nan Baker

II – REVIEW MINUTES – 8/8/2022

Michael Chambers motioned to approve the minutes from the August 8, 2022 meeting; Leigh Tucker 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

BC2022-488

Department of Public Works,

- a) Submitting an RFP exemption, which will result in an award recommendation to U.S. Bank National Association in the amount not-to-exceed \$300,000.00 for routine fuel purchases for the County Fleet Division for the period 8/1/2022 - 12/31/2022.
- b) Recommending an award on Purchase Order No. 22003440 to U.S. Bank National Association in the amount not-to-exceed \$300,000.00 for routine fuel purchases for the County Fleet Division for the period 8/1/2022 - 12/31/2022.

Funding Source: Fleet Services – Maintenance Garage

Tom Pavich and Mellany Seay, Department of Public Works, presented. Dale Miller asked where the fuel is purchased; asked what the bulk fuel is used for; asked due to fluctuating gas prices, how much is saved purchasing bulk fuel versus retail fuel; asked with price being substantially less, what’s the difference from using the bulk fuel instead of retail fuel; asked why does fleet vehicles purchase retail fuel instead of using bulk fuel. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2022-488 was approved by unanimous vote.

BC2022-489

Department of Human Resources, recommending awards on RQ7044 and enter into agreements with various institutions (11-3) for educational services to support a Tuition Assistance Program for County employees, commencing upon agreement signature of all parties for a period of 5 years:

- a) Baldwin Wallace University
- b) Cleveland State University
- c) Cuyahoga Community College District

Funding Source: N/A

Stephen Witt, Department of Human Resources, presented. Nan Baker asked with the number of employees currently signed up to participate in the program, was the expectation that more would have participated; asked whether qualified degree programs that employees choose to take should be job related or for advancement opportunities in the County; commented that Human Resources Committee is currently monitoring the program to answer future questions. Michael Chambers asked since the current programs offered are degree related only, is there a prospect that the program will include employees being able to obtain certificates in trades. Trevor McAleer asked of those currently participating, what departments do the employees currently work in. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2022-489 was approved by unanimous vote.

BC2022-490

Office of Innovation and Performance,

- a) Submitting an RFP exemption, which will result in an award recommendation to Burten, Bell, Carr Development, Inc. aka WOVU 95.9 FM in the amount not-to-exceed \$25,000.00 for radio advertisement services to promote Internet/Broadband awareness, commencing upon contract signature of all parties for a period of 1 year.

- b) Recommending an award and enter into Contract No. 2596 with Burten, Bell, Carr Development, Inc. aka WOVU 95.9 FM in the amount not-to-exceed \$25,000.00 for radio advertisement services to promote Internet/Broadband awareness, commencing upon contract signature of all parties for a period of 1 year.

Funding Source: General Fund

Catherine Tkachyk, Office of Innovation and Performance, presented. Dale Miller asked is one of the program’s primary objectives to give more people access County services through the internet. Nan Baker asked that with the availability of various radio stations to listen to, is it cost efficient to select this specific radio station for the contracted cost and time period based on who’s listening during the time allotted for the County; asked what type of benchmarks are in place to measure the value of this marketing and if this a valuable marketing tool. Michael Chambers motioned to approve the item; Leigh Tucker seconded. Item BC2022-490 was approved by unanimous vote.

BC2022-491

Department of Public Safety and Justice Services, recommending an award on Purchase Order No. 22003330 to Cleveland Communications, Inc. (47-3) in the amount not-to-exceed \$210,436.05 for the purchase of (55) portable radios and (55) tactical headset adapters for Lorain County Sheriff, City of Lorain and City of Elyria SWAT teams.

Funding Source: FY2020 State Homeland Security Grant Fund

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Dale Miller asked what is a tactical headset adapter and what is it used for; asked if the majority of the cost of this purchase will cover the radios versus the headsets; asked is this the first time an award for radios went to a vendor other than Motorola; asked what were the differences in the technical characteristics of the radios from each submitted vendor; asked were there any differences, outside of the bid specifications, that made one vendor’s radio better than another’s radio, of the compliant bids received; asked what was the cost difference between the submitted bidders. Trevor McAleer asked if we can charge an administrative fee for processing the purchase for other entities. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2022-491 was approved by unanimous vote.

BC2022-492

Department of Public Safety and Justice Services, recommending an award on Purchase Order No. 22003384 with Bay Promo, LLC (108-41) in the amount not-to-exceed \$48,100.00 for the purchase of 1.3 million nitrile, powder-free gloves.

Funding Source: General Fund – American Rescue Plan Act (ARPA) Revenue Replacement/Provision of Government Services

Mary Beth Vaughn, Department of Public Safety and Justice Services, presented. Trevor McAleer asked how were the bid specifications written with regards to the thickness of the glove (the finger, the palm, the cuff); asked if after reviewing the bid submissions, is there a comfort level of approving this vendor for this award; once the gloves have been received, is there a way to determine the thickness of the gloves from the awarded vendor; who was the vendor that was the next lowest bidder; when approaching Case Western Reserve to test glove thickness, how much was the cost of the testing; stated that the protesting bidder’s statement against the awarded vendor is not fair as they were not next lowest vendor to be awarded and based on the department’s team review, the gloves seem to meet the bid specifications; asked if this is the first purchase with the vendor. Dale Miller asked what the process is to handle a bid protest; is this the largest quantity purchased; was the next lowest bidder was slightly higher in pricing than the awarded vendor; was the quality and thickness compared between the two lowest vendors; stated that for future purchases, the bid specifications should be include the basic specifications of a product but also encourage vendors to present submissions where quality could be a factor in considering the bid review. Nan Baker asked how long with this supply last; should this purchase last approximately six months. Paul Porter spoke about the bid protest policy and how with meeting with the Department of Law determined that this issue could move forward with the awarded vendor. Michael Chambers motioned to approve the item; Trevor McAleer seconded. Item BC2022-492 was approved by unanimous vote.

BC2022-493

Office of the Medical Examiner, requesting to amend Board Approval No. BC2021-312, dated 6/28/2021, which approved an award to Qualtrax, Incorporated for a sole source purchase of (105) Qualtrax Compliance Software Licenses and Hosted Platform and related training services:

- a) by changing the not-to-exceed amount from \$21,744.50 to \$35,900.82.**
- b) by changing the time period from 5/1/2021 – 4/30/2022 to 5/1/2021 – 4/30/2023.**

Funding Source: Paul Coverdell Grant Fund

Hugh Shannon, Office of the Medical Examiner, presented. Nan Baker stated that she appreciates the explanation from regarding the change of the cost. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2022-493 was approved by unanimous vote.

BC2022-494

Sheriff’s Department, submitting an amendment to Agreement No. 573 with the City of Solon for outsourcing prisoner board and care services to reduce the average daily population for the period 1/1/2021 – 12/31/2022, to extend the time period to 12/31/2023 and for additional funds in the amount not-to-exceed \$100,000.00.

Funding Source: General Fund

Chris Costin and Ronda Gibson, Sheriff's Department, presented. Trevor McAleer stated that the County is paying ten percent more than what the County charges to house inmates. Nan Baker asked based on the historical numbers of inmates housed, are the inmates housed in Solon considered low risk/low criminal activity; asked if sentenced by the judge to be housed in Solon, does Solon have the option to turn inmates away even if they have the room to house them; what happens if sentenced to be housed in Solon or there's a need to house inmates in Solon and there's no room. Michael Chambers motioned to approve the item; Nan Baker seconded. Item BC2022-494 was approved by unanimous vote.

C. –Consent Agenda

Nan Baker asked with the changes being made to invest in County's cybersecurity, was the Department of Information Technology included on the decision to reduce the coverage for this vendor; asked will there be any additional risks in lowering the coverage for the County; stated if the Department of Information Technology could weigh in on cases of lowering coverage. Paul Porter recused himself from the vote on BC2022-495, as he has a family member employed by Starting Point. Michael Chambers motioned to approve Consent Agenda Item No. BC2022-495 through -496; Dale Miller seconded. The Consent Agenda Items were approved by unanimous vote, with Paul Porter recusing on Item No. BC2022-495.

BC2022-495

Department of Health and Human Services/Community Initiatives Division/Office of Early Childhood, submitting an amendment to Contract No. 1640 with Child Care Resource Center of Cuyahoga County dba Starting Point for management, administration and implementation of various support services for the Universal Pre-Kindergarten Program for the period 8/1/2021 – 7/31/2024, to modify the contract terms to decrease the required Cyber Risk Insurance Coverage from \$3 million per claim/per aggregate to \$2 million per claim/per aggregate, effective 6/1/2022.

Funding Source: Health and Human Services Levy Fund

BC2022-496

Department of Purchasing, presenting proposed purchases for the week of 8/15/2022:

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

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
22002907	6 ft. vinyl fence with mesh and related materials	Department of Public Works	Great Northern Fence, Inc.	\$12,333.53	Road & Bridge Fund
22003319	Parts and labor for various heavy duty truck maintenance, for use on an as-needed basis	Department of Public Works	Truck Service, Inc. dba E.A.B. Truck Service	Not-to-exceed \$49,000.00	71% Sanitary Operating Fund and 29% Road & Bridge Fund
22003493	500 feet of corrosion-resistant chain for Sanitary Division	Department of Public Works	McMaster-Carr Supply Company	\$5,049.67	Sanitary Operating Fund
22003383	(6) Additional lateral file desks with hutch for new Court staff	Juvenile Court Division	Holzberg Communications, Inc.	\$10,949.94	General Fund
22003450	Various quantities of sodium fluoride, scrimdry wipes and absorbent underpads	Office of the Medical Examiner	Fisher Scientific LLC	\$6,364.43	General Fund
2203471	(1) Replacement single-band mobile radio for transport van	Sheriff's Department	Cleveland Communications Inc.	\$7,285.10	General Fund

Items/Services Received and Invoiced but not Paid:

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>
22003307	Factory Authorized – Repair of various intercoms in Jail 2 at the Justice Center*	Department of Public Works	SoundCom Systems	\$6,951.10	Centralized Custodial Services Fund

*Approval No. BC2022-224 dated 4/11/2022, which amended various Board Approvals on various dates, authorizing 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 – 12/31/2022.

Open Market Purchases
(Over \$50,000 or requiring assistance from the Department of Purchasing)

<i>Purchase Order Number</i>	<i>Description</i>	<i>Department</i>	<i>Vendor Name</i>	<i>Total</i>	<i>Funding Source</i>

V. OTHER BUSINESS

Time Sensitive/Mission Critical

BC2022-497

Department of Health and Human Services/Division of Children and Family Services, recommending an award to Red River Hospital in the amount not-to-exceed ~~\$24,999.99~~ **\$15,000.00** for out-of-home emergency placement services for the period 1/19/2022 – 1/30/2022.

Funding Source: 70% Health and Human Services Levy Fund and 30% Title IV-E

Kathleen Johnson and David Gray, Department of Health and Human Services, presented. Trevor McAleer asked if there will not be a contract with this vendor in the future; the cost being asked is low, how will future costs be paid; asked if the actual cost is lower than what is being asked to be approved; how was this specific vendor selected for the minor's needs; asked if the minor still in the County's custody. Dale Miller asked why the cost is presented for approval more than the actual cost incurred; asked if the total amount of funds approved will be encumbered; asked what the actual invoice amount is; asked who the minor is currently placed with; motioned to amend the amount from \$24,999.99 to \$15,000.00. Michael Chambers motioned to approve the item, as amended; Dale Miller seconded. Item BC2022-497 was approved by unanimous vote, as amended.

BC2022-498

Department of Health and Human Services/Division of Children and Family Services, recommending an award to Sandy Pines Residential Treatment Center in the amount not-to-exceed \$24,999.99 for out-of-home emergency placement services for the period 7/28/2022 – 12/31/2022.

Funding Source: 70% Health and Human Services Levy Fund and 30% Title IV-E

Kathleen Johnson and David Gray, Department of Health and Human Services, presented. Trevor McAleer asked will this vendor be added to the master contract; asked if the minor will remain placed with this vendor past the time period listed; asked what is the per diem rate with this vendor; asked what is the age of the minor; asked how will this vendor be paid in between adding the vendor to the master contract and exhausting the funding of this approval; stated that between both minors, they have had over twenty-five placements within two years, which is a lot for minors to endure. Michael Chambers motioned to approve the item; Dale Miller seconded. Item BC2022-498 was approved by unanimous vote.

Item of Note (non-voted)

Item No. 1

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 8476</i>	<i>Master Contract No. 2389 No. 2390</i>	<i>Various providers: Verge, Inc. Youth Opportunities Unlimited</i>	<i>Comprehensive Case Management Employment Program – Employment, Education and Training Services for Young Adults, to change the contract terms to provide for advanced payments to providers, to be deducted from balance of original contract, (approved by Resolution No. R2022-0126, dated 5/24/2022), effective upon contract signature of all parties; no additional funds required.</i>	<i>\$0.00</i>	<i>Cuyahoga Job and Family Services</i>	<i>4/1/2022 – 12/31/2023</i>	<i>Temporary Assistance for Needy Families (TANF) Fund</i>	<i>8/3/2022 (Executive) 8/3/2022 (Law Dept.)</i>

VI – PUBLIC COMMENT

VII – ADJOURNMENT

Michael Chambers motioned to adjourn; Mellany Seay seconded. The motion to adjourn was unanimously approved at 12:02 p.m.