



AGENDA
CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING
TUESDAY, DECEMBER 5, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. ITEMS REFERRED TO COMMITTEE

- a) R2023-0349: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061, R2022-0049, and R2023-0020 which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from November 30, 2023, to May 31, 2024; and declaring the necessity that this Resolution become immediately effective. [See Page 6]

- b) R2023-0353: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective. [See Page 10]

- c) R2023-0354: A Resolution authorizing a Subsidy Agreement with the Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 13]

- d) R2023-0355: A Resolution authorizing a Charity Care Services Agreement with the MetroHealth System governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 16]
- e) R2023-0357: A Resolution confirming the County Executive's appointment of Emily Garr Pacetti to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026; and declaring the necessity that this Ordinance become immediately effective. [See Page 19]
- f) R2023-0358: A Resolution making an award on RQ13202 to Kufleitner Automotive Inc. in the amount not-to-exceed \$824,432.00 for the purchase of replacement, new, never titled (7) Dodge Ram 4500 trucks for use by the Sanitary Division; approving Purchase Order No. 23004857; and authorizing the County Executive to execute all other documents consistent with said award and this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 27]
- g) R2023-0359: A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$2,000,000.00 for disposal of wastewater sewer grit for the period 1/1/2024 – 10/31/2025; authorizing the County Executive to execute Agreement No. 3878 and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 35]
- h) R2023-0360: A Resolution making an award on RQ11582 and authorizing a purchase and sale agreement with 10991 Memphis Avenue, LLC in the amount not-to-exceed \$1,200,000.00 for the property, located at 10991 Memphis Avenue, Brooklyn, Permanent Parcel Number 431-05-011, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 3886 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 38]
- i) R2023-0361: A Resolution authorizing a cooperative agreement with Olmsted Township for preventative and routine maintenance of 22 miles of County roads and various structures for the period 1/1/2024 – 12/31/2033, in the amount not-to-exceed \$6,500,000.00; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 42]

- j) R2023-0362: A Resolution making an award on RQ13433 to The Great Lakes Construction Company in the amount not-to-exceed \$8,018,591.97 for rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; authorizing the County Executive to execute Contract No. 3952 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 48]
- k) R2023-0363: A Resolution authorizing an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-exceed \$826,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 54]
- l) R2023-0364: A Resolution authorizing an amendment to Contract No. 1189 AT&T Corporation for Wide Area Network links for the time period 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount-to-exceed \$984,393.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 60]
- m) R2023-0365: A Resolution authorizing an amendment to Contract No. 1978 with CaremarkPCS Health, LLC for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants’ employees and their eligible dependents for the period 1/1/2022 – 12/31/2024 and for additional funds in the amount not-to-exceed \$30,183,128.00; and declaring the necessity that this Ordinance become immediately effective. [See Page 66]
- n) R2023-0366: A Resolution making an award on RQ12168 to The James B. Oswald Company in the amount not-to-exceed \$700,000.00 for professional employee benefits consultant services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3943 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 72]

5. ITEMS FOR DISCUSSION

- a) R2023-0369: A Resolution awarding a Community Development Grant in a total amount not to exceed \$600,000.00, to the City of Fairview Park for the purchase of real property located at 21125-21139 Lorain Road in the City of Fairview Park; and declaring the necessity that this Ordinance become [See Page 78] immediately effective.

- b) R2023-0371: A Resolution declaring that public convenience and welfare requires the resurfacing of Bagley Road from Front Street to Lindbergh Boulevard in the City of Berea in connection with the 2024 – 2027 Transportation Improvement Program; total estimated project cost \$4,736,111.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; and declaring the necessity that this Ordinance become immediately effective. [See Page 83]
- c) R2023-0372: A Resolution authorizing an Economic Development Loan in an amount not-to-exceed \$700,000.00 to Neighborhood Health Care, Inc. dba Neighborhood Family Practice for the renovation of 13027 Lorian Avenue, Cleveland, Ohio to provide various medical, dental and pharmacy services to people of all ages, regardless of their ability to pay; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 88]
- d) R2023-0373: A Resolution authorizing an agreement with City of Euclid in the amount not-to-exceed \$839,744.00 for tenant-based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnerships Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3809 and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 93]
- e) R2023-0374: A Resolution authorizing an amendment to Contract No. 3977 (fka Contract No. 868) with Microsoft Corporation for Microsoft Premier training and support services for the period of 11/1/2017 – 12/5/2023 to extend the time period to 12/4/2024 and for additional funds in the amount not-to-exceed \$860,036.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 99]
- f) R2023-0375: A Resolution making an award on RQ12674 with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,405,368.00 for security monitoring and maintenance services on alarm systems in various County buildings for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3609 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 104]
- g) R2023-0376: A Resolution authorizing an amendment to Contract No. 1703 (fka Contract No. 472) with Alcohol, Drug Addiction and Mental Health Services Board for the Mental Health and Substance Abuse/Addiction Diversion Center for the period 12/8/2020 – 12/31/2023, to expand the scope of services, effective upon contract signature of all parties, to extend the time period to 12/31/2024 and for additional funds in the amount not to-

to-exceed \$5,775,268.43; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Ordinance become immediately effective. [See Page 110]

- i) R2023-0314: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-C; and declaring the necessity that this Resolution become immediately effective. [See Page 117]
- j) R2023-0315: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-N; and declaring the necessity that this Resolution become immediately effective. [See Page 133]
- k) R2023-0319: A Resolution confirming the County Executive's appointment of Tanisha Warren to represent Cuyahoga County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region for the term 1/24/2024 – 1/23/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 214]
- l) R2023-0324: A Resolution making an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3871 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 219]

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0349

Sponsored by: Councilmember Sweeney	A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061, R2022-0049, and R2023-0020 which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from November 30, 2023, to May 31, 2024; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the primary goal of this project is to redevelop and restore 25,160 square feet of space to create a Variety Theater Complex along Lorain Avenue from West 110th Street to West 123rd Street in the City of Cleveland, which is located in County Council District 3 (the “Project”); and

WHEREAS, the Project is anticipated to help revitalize an historic anchor in the City of Cleveland upon completion; and

WHEREAS, County Council previously approved an award in the amount of \$2,500,000.00, which included the following fundings sources:

- a) \$1,000,000.00 from the County’s Community Development Fund; and
- b) \$1,500,000.00 from the County’s Economic Development Fund; and

WHEREAS, on December 13, 2016, County Council approved Resolution No. R2016-0218, which authorized an Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization with a sunset date of December 13, 2017; and

WHEREAS, on April 10, 2018, County Council approved Resolution No. R2018-0067, which extended the sunset date of the Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to

Detroit Shoreway Community Development Organization from December 13, 2017, to April 10, 2020; and

WHEREAS, on March 16, 2020, County Council approved Resolution No. R2020-0061 which authorized the following:

- a) Extended the sunset date of the Economic Development Fund Redevelopment and Modernization Loan in the amount of \$2,500,000.00 to Detroit Shoreway Community Development Organization from April 10, 2020, to March 16, 2022; and
- b) Converted the Economic Development Fund Redevelopment and Modernization Loan to a Grant; and
- c) Changed the funding recipient from the Detroit Shoreway Community Development Organization to the Friends of Historic Variety Theatre, Inc.; and

WHEREAS, on April 12, 2022, County Council approved Resolution No. R2022-0049, which extended the sunset provision from March 16, 2022, to February 28, 2023 and changed the funding recipient from Friends of History Variety Theatre, Inc. to Variety Properties LLC; and

WHEREAS, on February 28, 2023 County Council approved Resolution No. R2023-0020, which extended the sunset provision from February 28, 2023 to November 30, 2023; and

WHEREAS, unforeseen circumstances have prevented implementation of the actions authorized in Resolution Nos. R2016-0218, R2018-0067, R2020-0061, R2022-0049, and R2023-0020; and

WHEREAS, County Council now desires to extend the sunset provision from February November 30, 2023 to May 31, 2024; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the County Council hereby amends Resolution No. R2016-0218 dated December 13, 2016, as amended by Resolution Nos. R2018-0067, R2020-0061, R2022-0049, and R2023-0020 which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of the Project located at 11801 - 11825 Lorain Avenue in the City of Cleveland to extend the sunset provision from November 30, 2023 to May 31, 2024.

SECTION 2. That County Council staff, and County Executive staff is authorized to prepare all documents to effectuate said Grant.

SECTION 3. That the County Executive is authorized to execute all necessary agreements and documents consistent with said Grant and this Resolution.

SECTION 4. That all other provisions of Resolutions No. R2016-0218, R2018-0067, R2020-0061, R2022-0049, and R2023-0020 not in conflict with this Resolution shall remain unchanged and in effect.

SECTION 5. The County Council authorizes the County Executive and the Fiscal Office to transfer and appropriate \$1,000,000.00 from the County's Community Development Fund and \$1,500,000.00 from the County's Economic Development fund in the event the project is ready to proceed before the sunset date of May 31, 2024.

SECTION 6. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 7. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023
Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0353

Sponsored by: Councilmember Schron	A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2023 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of County departments, offices, and agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following additional appropriation increases and decreases:

Fund Nos./Budget Accounts

Journal Nos.

A. 1100 – General Fund	BA2313398
VC100100 – Veterans Service Commission	
Other Expenses	\$ 1,300,000.00

The Veterans Service Commission requests an appropriation increase of \$1,300,000 for the buildout and capital needs of the new headquarters. Funding source is the General Fund.

SECTION 2. That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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N/A

SECTION 3. That the 2022/2023 Biennial Operating Budget for 2023 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
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A. FROM: 1100 – General Fund	CT2313399
VC100100 – Veterans Service Commission	
Trans Out – Transfer Out	\$ 1,300,000.00
TO: 4600 – Capital Projects	
PW600120 – Non-Subsidy Facility Projects	
Trans In – Transfer In	\$ 1,300,000.00

The Veterans Service Commission requests a cash transfer of \$1,300,000 for use by the Department of Public Works for the buildout and capital needs of the new headquarters. The funding source is the General Fund.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0354

<p>Sponsored by: Councilmembers Jones, Conwell, and Schron</p> <p>Co-sponsored by: County Executive Ronayne</p>	<p>A Resolution authorizing a Subsidy Agreement with the Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County (“ADAMHS Board”) is responsible for the planning, funding, and monitoring of public mental health, addiction, prevention, treatment and recovery support services delivered to the residents of Cuyahoga County and is authorized by Chapter 340 of the Ohio Revised Code; and

WHEREAS, Cuyahoga County has provided approximately \$546,531,783.00 from the County’s Health and Human Services (“HHS”) Levy Fund to the ADAMHS Board to support its statutory mission since the inception of the county charter form of government in 2010; and

WHEREAS, Cuyahoga County and the ADAMHS Board have a long-standing cooperative relationship, partnering on initiatives including, but not limited to, the Cuyahoga County Diversion Center and the Early Childhood Mental Health Program; and

WHEREAS, Cuyahoga County Council now desires to enter into a Subsidy Agreement between Cuyahoga County and the ADAMHS Board governing the use, disbursement, and oversight of HHS Levy Subsidy funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Subsidy Agreement with the ADAMHS Board governing the use, disbursement, and oversight of Cuyahoga County’s Health and Human Services Levy subsidy, for the period 1/1/2024 through 12/31/2025, including automatic renewal terms to coincide with the approval of the County’s biennial budget.

SECTION 2. That the County Executive is authorized to execute this Agreement and all other documents consistent with said award and this Resolution.

SECTION 3. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0355

<p>Sponsored by: Councilmembers Jones, Conwell, and Schron</p> <p>Co-sponsored by: County Executive Ronayne</p>	<p>A Resolution authorizing a Charity Care Services Agreement with the MetroHealth System governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the MetroHealth System (“MetroHealth”) is Cuyahoga County’s safety net hospital system and provides care to all, regardless of their ability to pay and is organized under Chapter 339 of the Ohio Revised Code; and

WHEREAS, Cuyahoga County has provided approximately \$488,307,327.00 from the County’s Health and Human Services (“HHS”) Levy Fund to MetroHealth for the provision of uncompensated, under-compensated, and charity patient care since the inception of the county charter form of government in 2010; and

WHEREAS, MetroHealth provides an average of \$200 million in community benefits each year, including charity care, uncompensated care and other uncompensated programs to address social determinants of health and to eliminate racial disparity in healthcare; and

WHEREAS, Cuyahoga County and MetroHealth have a long-standing cooperative relationship, partnering on initiatives including, but not limited to, financing the construction of MetroHealth’s campus transformation, providing medical care to children in the foster care system and those residing in the county jail, and offering medical insurance and services to Cuyahoga County employees; and

WHEREAS, Cuyahoga County Council now desires to enter into a Charity Care Services agreement between Cuyahoga County and the MetroHealth System governing the use, disbursement, and oversight of HHS Levy Subsidy funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a Charity Care Services Agreement with the MetroHealth System governing the use, disbursement, and oversight of Cuyahoga County’s Health and Human Services Levy subsidy, for the period 1/1/2024 through 12/31/2025, including automatic renewal terms to coincide with the approval of the County’s biennial budget.

SECTION 2. That the County Executive is authorized to execute this Agreement and all other documents consistent with said award and this Resolution.

SECTION 3. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0357

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Emily Garr Pacetti to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026 and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Chapter 306 provides for the creation of Regional Transit Authority; and

WHEREAS, the Greater Cleveland Regional Transit Authority (“GCRTA”) Board of Trustees provides policy direction for the Regional Transit Authority and provides oversight of Agency management’s efforts to implement policy and run the day-to-day operations of the transit system; and

WHEREAS, the GCRTA Board of Trustees consists of ten members who are appointed by the City of Cleveland, Cuyahoga County Mayors and Managers Association and Cuyahoga County; and

WHEREAS, the members of the GCRTA Board of Trustees shall be appointed to serve a three (3) year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the County Executive has nominated Emily Garr Pacetti to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Emily Garr Pacetti to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__



Chris Ronayne
Cuyahoga County Executive

November 17, 2023

Pernel Jones, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

Re: Greater Cleveland Regional Transit Authority Board of Trustees (GCRTA)

Dear President Jones,

Pursuant to Section 306 of the Ohio Revised Code and the 1974 joint County-City of Cleveland legislation enacting the GCRTA, I am pleased to nominate the following individual for re-appointment to the RTA Board of Trustees:

- **Emily Garr Pacetti, 3-year term, 03/04/2023 – 03/03/2026**
 - **Replacing Karen Moss**

One of three County appointments must be a resident of the City of Cleveland. Board member Stephen Love fills this requirement. There are (24) other candidates on file for this position. Trustees serve three-year terms until they resign or are replaced. There are no known conflicts of interest for which an advisory opinion has been requested. Board members are compensated \$4,800 annually.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
Cuyahoga County Executive

EMILY GARR PACETTI

Established leader in research and practice related to place-based economic inclusion in the U.S. Experience building and leading a diverse, high-performing team focused on community and economic development with attention to both urban and rural areas of the Midwest. Focus areas include workforce equity, housing and neighborhoods, and small business access to capital. Ability to manage complex and high-stakes relationships using data and clear communication to drive decision-making. I believe in the power of networks and in particular, the importance of the exchange of information and ideas among local, regional and national leaders. Proud mother, partner, and 4th generation Clevelander.

Experience

August 2017-present

FEDERAL RESERVE BANK OF CLEVELAND
Vice President & Community Affairs Officer

Cleveland, OH

- *Collaborative Leadership.* Lead the Community Development team of 17 staff and \$3 million annual operating budget devoted to research and outreach that promotes the economic mobility and resilience of lower income communities in the 4th Federal Reserve District (Ohio, eastern KY, western PA, northern WV). Transitioned the team from eight individual contributors, to a matrix structure of research and engagement teams focused across three priority areas: economic and workforce development, housing and small business.
- *Strategy, Implementation & Scale.* Lead the development and execution of community and economic development initiatives for the Bank, and contribute to strategies across the Federal Reserve System. During my tenure as chair of the CAO subcommittee, we launched the first 6-year strategic plan (2017-2023) with a focus on external communications and coordination across the 12 Reserve Banks in the U.S., to better reach the goals of racial equity, economic mobility and resilience. We actively shape and evolve that plan, in alignment to Bank and Department goals, as environment changes and new demands appear.
- *Applied Research.* Collaborate with Federal Reserve System colleagues on major projects that leverage the tools the Fed has available to it to respond to issues identified in the community: advancing the public's understanding of "Opportunity Occupations" to help non-college educated workers navigate career options and anticipate future earnings, deploy tools to help understand and calculate benefits cliffs, and support the growth of a national learning community around the role of racial equity in workforce and economic development systems.
- *Innovation.* Worked with leaders in the Bank and Federal Reserve System to build the first team dedicated to the administration of the nation's annual Small Business Credit Survey, which ensured the continuity of data collection about small businesses' credit needs particularly of firms owned by people of color, rural firms and nonemployer firms. Helped introduce first section of *Beige Book* devoted to "community conditions," and scaled local Reserve Bank efforts like Policy Summit to a broad-based, national convening grounded in local experiences and research from across the U.S.
- *External Engagement.* Build and sustain a broad network of community partners (financial institutions, non-profits, universities, governments), while deepening relationships with key advisors and stakeholders in the field. Oversee implementation of innovative programs and partnerships that respond to evolving community needs. Examples include:
 - instituting the Bank's first *Community Advisory Council* in 2018;
 - growing the System's biennial *Policy Summit* which brings together hundreds of community members, in-person and virtually, to discuss timely policy issues and best practices that improve lives of lower income people;
 - supporting the current, interagency modernization efforts of the *Community Reinvestment Act* (CRA) through active public engagement, as well as lending staff support to the rulemaking process (2021-); and
 - incubating and providing advisory support for the Bank's *Program on Economic Inclusion*, launched in 2020, devoted to public understanding of the underlying mechanisms for racial and economic inclusion and exclusion in the U.S.

- Sept. 2015-
July 2017
- THE ROCKEFELLER FOUNDATION** New York, NY
Associate Director, Inclusive Economies in Cities & Regions
- *High Impact Capital.* Managed \$40m annual grant portfolio focused on resilient and inclusive economies, with attention to cities and regions in the U.S. Worked collaboratively with major, multi-year grantees including 100 Resilient Cities (in 23 U.S. cities), Living Cities, MIT, Brookings and University of California to execute on the goals of inclusion and resilience, including a project on how to define, measure and advance “Inclusive Economies” and build infrastructure to support the resilience movement in cities globally.
 - *Communication.* Directed and contributed to communications strategies including blogs, social media, and press releases that maximize the public’s understanding of our work and our grantees’ work among key audiences.
 - *Relationship-Building.* Actively engaged external stakeholders including local and federal government officials, fellow foundations and non-profits in work related to Inclusive Economies and cities. Used intelligence to assess needs, identify and recommend ways the Foundation can invest at scale, at a moment when new President was being onboarded.
- Aug. 2014-
May 2015
- FEDERAL RESERVE BANK OF BOSTON** Boston, MA
Research Fellow, Regional and Community Outreach Department
- Designed an evaluation plan to assess the long-term impact of cross-sector collaborations in small, industrial cities in New England, as part of the Working Cities Challenge (WCC) competition. The evaluation was based on qualitative and quantitative measures of social capital over 10-15 years, designed in consultation with Harvard Professor Robert Putnam and fellow research staff.
 - A version of the survey is now being administered in WCC sites across New England (MA, RI, CT, ME).
- Aug. 2013-
June 2014
- FUND FOR OUR ECONOMIC FUTURE (“THE FUND”)** Cleveland, OH
Director, Research & Evaluation
- Led the organization’s research and program evaluation to guide more than \$10M in strategic investments related to business development, workforce and infrastructure in Northeast Ohio.
 - Developed and syndicated economic growth goals and tracking mechanism for region, in partnership with local stakeholders in private and public sectors locally and regionally.
 - Convened a national network of place-based foundations and Federal Reserve Banks including the Cleveland Fed, to formulate a joint “Growth & Opportunity Initiative,” to bring together economic development and community development actors around job creation, job preparation and job access.
 - Oversaw development of a database to track public and private investments in Northeast Ohio across a range of areas including workforce, education, transportation and innovation.
 - Foster a sustained network of local and national experts to advise the Fund’s research priorities.
 - Wrote and managed release of the Fund’s flagship research series, *What Matters to Metros™*. Engaged more than 600 local and national stakeholders (Federal Reserve Banks, chambers of commerce, congressional representatives, economic development professionals, et al.) in conversation about economic growth in metropolitan America; the changing nature of jobs, economic polarization, the dynamism of employer demands and long-term workforce challenges.
- May 2011-
July 2013
- Manager of Research, Grants & Evaluation**
- Managed annual grant making budget of approximately \$3-5M annually, while transitioning the organization from providing strictly operating grants to more strategy-based grants.
 - Coordinated resource allocation decisions among 50+ private, public and philanthropic organizations.
 - Supervised research activity, including the execution of the Fund’s 6th annual *Dashboard* report.
 - Managed consultants and contracts related to the Fund’s priorities, outcomes and strategic plan.
- Feb.-Apr. 2011
- BROOKINGS INSTITUTION, METROPOLITAN POLICY PROGRAM** Washington, DC
Consultant
- Executed and delivered final research brief on unemployment in and across metropolitan areas since the start of the recession, including data collection, analysis, writing, and media interviews.
 - Contributed to *Confronting Suburban Poverty in America* (Kneebone and Berube, 2013); mapped place-based anti-poverty programs against the distribution of low income people in case-study metros.

- BROOKINGS INSTITUTION, METROPOLITAN POLICY PROGRAM** Washington, DC
Senior Research Assistant
Feb. 2009-
Jan. 2011
- Authored and co-authored six research briefs and ten blog posts on income and poverty trends in U.S. metro areas, focused on jobs, income, rising suburban poverty, and access to social services.
 - Contributed content (maps, graphics, writing and analysis) to the program's publications, as well as responded to questions from regional and local media.
 - Carried out exhaustive review of place-based U.S. anti-poverty policies, and compared target populations to the actual distribution of low income populations in these and surrounding areas.
 - Maintained a public database of all U.S. tax filers by geographic area, and provided technical assistance to its users.
 - Provided research support to Fellow Elizabeth Kneebone and Research Director/Senior Fellow Alan Berube, in a portfolio of work related to the geography of poverty and related public policy.
- ECONOMIC POLICY INSTITUTE** Washington, DC
Research Assistant
Jan. 2008-
Jan. 2009
- Collected, analyzed and reported data on national and state-wide employment trends, with emphasis on median-income households, labor force demographics, earnings, productivity and unemployment. Extensive use and organization of data from the OECD (*OECD.stat*), Bureau of Economic Analysis, Bureau of the Census, Current Population Survey, and Bureau of Labor Statistics.
 - Provided data and graphics for international, jobs, and wealth chapters of *The State of Working America 2008/09* under the direction of Heidi Shierholz, Jared Bernstein and Larry Mishel.
- EL COLEGIO DE MEXICO** Mexico City (D.F.), Mexico
Graduate Student Analyst /Fulbright Fellow
Spring 2006
- Collaborated with team of nine fellow graduate students to assess the impact of the Metrobus Transportation System, a newly implemented transit system on commercial corridor in Mexico City's central artery. Direction under Laura Reese (Michigan State University), Gary Sands (Wayne State University) and Martha Schteingart (El Colegio de Mexico).
 - Assessed the impact of route and transit patterns via 300+ interviews with restaurant owners. Presented results to CANIRAC (National Restaurant Commission) and Metrobus directors.
- Education** **HARVARD UNIVERSITY, John F. Kennedy School of Government** Cambridge, MA
Master in Public Administration, May 2015
Selected Coursework: Urban Policymaking; America Economic Policy (Larry Summers, Marty Feldstein, Jeff Liebman); International Development (Ricardo Hausmann); Program & Policy Evaluation; U.S. Workforce Policy; Social Capital (Robert Putnam)
- EL COLEGIO DE MÉXICO** Mexico City (D.F.), Mexico
Fulbright Fellowship, Master in Urban Studies, June 2007
Concentration: Spatial Economics
Thesis: Socioeconomic polarization among service workers in the Metropolitan Area of Mexico City. The analysis used 2000 Census data to profile workers' socioeconomic status by industry sector, according to newly-defined 2003 metropolitan area parameters.
- EMERSON COLLEGE** Boston, MA
B.A. Political Communication, May 2005
Concentration: Communications in Social Change, an independently designed major with emphases in Global Studies and Print Journalism
Minor in History
- Skills**
- Spanish fluency (written and spoken), beginner French.
 - Advanced proficiency in Microsoft Excel for data management and analyses.
 - Past proficiency with the following statistical programming languages: SAS, SPSS and STATA as well as large datasets such as ACS, BLS (LAUS), IRS (SPEC), and ESRI Data & Maps.
 - Past proficiency in ArcGIS (Geographic Information Systems) and general mapping software.

**Achievements
& Community
Leadership**

- Board of Directors, Cleveland Neighborhood Progress, 2022-present
- Board of Directors, Equal Measure, 2019-present
- Sponsor, Federal Reserve Small Business Working Group, 2021-present
- Steering Committee Member for a Comprehensive Economic Development Strategy (“CEDS”), Northeast Ohio Area Coordinating Agency (NOACA), 2022
- Chair, Federal Reserve System Subcommittee on Community Affairs, 2017-2019
- Rockefeller Foundation Representative to the Board of Living Cities, 2016-2017
- Emerging Leader Award for Extraordinary Contribution to the Indicators Field, CIC Summit 2014
- Advisory Board Member, Barker Center for Economic Education at The University of Akron, 2013-2014
- “One to Watch” *InsideBusiness Magazine*, July/August 2013
- Fulbright Garcia-Robles Fellowship, Institute of International Education, Mexico City, 2005-2007
- President’s Citation for Outstanding Contributions to Emerson College, 2005
- President, Student Government Ass’n and Representative to the Board, Emerson College, 2005
- Visionary Award for Distinction in Community Service & Social Advocacy, Emerson College, 2003
- Howard R. Swearer Humanitarian Award, National Campus Compact, 2003
- Civic Engagement Grant, Massachusetts Campus Compact, 2003
- John C. Zacharis Scholarship, Emerson College, 2002-2005

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0358

<p>Sponsored by: County Executive Ronayne/Department of Public Works</p>	<p>A Resolution making an award on RQ13202 with Kufleitner Automotive Inc. in the amount not-to-exceed \$824,432.00 for the purchase of replacement, new, never titled (7) Dodge Ram 4500 trucks for use by the Sanitary Division; approving Purchase Order No. 23004857; and authorizing the County Executive to execute all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works recommends an award on RQ13202 with Kufleitner Automotive Inc. in the amount not-to-exceed \$824,432.00 for the purchase of replacement, new, never titled (7) Dodge Ram 4500 trucks for use by the Sanitary Division; and

WHEREAS, the primary goal of this project is to obtain seven (7) replacement Dodge Ram 4500 trucks for the Sanitary Sewer Division and

WHEREAS, this project is funded 100% by the Sanitary Sewer Maintenance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ13202 with Kufleitner Automotive Inc. and approving Purchase Order No. 23004857 in the amount not-to-exceed \$824,432.00 for the purchase of replacement, new, never titled (7) Dodge Ram 4500 trucks for use by the Sanitary Division.

SECTION 2. That the County Executive is authorized to execute all documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

7-NewPURCHASE-RELATED TRANSACTIONS

Title	Public Works – Kufleitner Automotive - RQ13202 – 7-New Ram 4500 Trucks w/body
Department or Agency Name	Public Works
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	23004857	Kufleitner Automotive		\$824,432.00		

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase. This request is for the purchase of seven (7) New Ram 4500 Trucks w/bodies that will replace older, aged vehicles within the County's Fleet Division.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: 2009 Ford F450 truck, (2)-2011 Ford F450 truck, 2013 Ford F450 truck, 2015 Ford F450 truck w/body, 2016 Ford F450 truck w/body, 2017 Ford F450 truck w/body **How will replaced items be disposed of? GovDeals**

Project Goals, Outcomes or Purpose (list 3):
 The intent of the purchase is to replace older, existing trucks for the Sanitary Division. This will allow the Division to continue operations without interruptions.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Kufleitner Automotive 7901 Market Street Youngstown, OH 44512	Greg Beule/Sales Representative
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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RQ # <i>if applicable</i> <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input checked="" type="checkbox"/> Formal Closing Date: 9/25/2023	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: \$792,308.72	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 11 / 2	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). <i>Include % if more than one source.</i> Sanitary Sewer Fund / 100%
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline:	

Rev. 7/24/23

Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):

PURCHASE-RELATED TRANSACTIONS

Title	DPW Sanitary Division- 2024 NEORS D Grit Disposal Agreement, \$2,000,000, 3 year term (1/1/2024 – 10/31/2025)
Department or Agency Name	Public Works Sanitary Division
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council’s Journal Date	Approval No.
O	3878	NEORS D	1/1/2024 – 10/31/2025	\$2,000,000	TBD	TBD

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: **How will replaced items be disposed of?**

Project Goals, Outcomes or Purpose (list 3):
 This is a new 2024 NEORS D Grit Disposal Agreement for a term from 1/1/2024 to 10/31/2025 to continue services for the disposal of grit wastewater from community cleaned/maintained sewers as well as catch basins and sewers from the Cleveland Metroparks.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No-NA (BOC)

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address: NEORS D	Owner, executive director, other (specify):
3900 Euclid Avenue	Kyle Dreyfuss Wells, CEO
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	Cleveland Metropolitan Park District

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is a govt-to-govt agreement for grit disposal services needed by the Sanitary Division from NEORS D.

Rev. 7/24/23

	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input checked="" type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
PW715200- Sanitary Sewer Funds (100%)
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase - New contract for recurring services	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline: Project/Procurement Start Date (date your team started working on this item):	

Rev. 7/24/23

Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions): - history of previous contract
CM 1163 (AG1800107)
\$1,072,000 – R2018-0144 (7/10/2018) 6/1/2018-5/31/2020
\$0 - BC2020-472- (8/17/2020) 6/1/2020-11/30/2020
\$0- R2021-0092 (4/27/2021) 12/1/2020-12/31/2022
\$490,000- BC2022-771 (12/19/2022) 12/1/2020-12/31/2023

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0359

<p>Sponsored by: County Executive Ronayne/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$2,000,000.00 for disposal of wastewater sewer grit for the period 1/1/2024 – 10/31/2025; authorizing the County Executive to execute Agreement No. 3878 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer recommends an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$2,000,000.00 for disposal of wastewater sewer grit for the period 1/1/2024 – 10/31/2025; and

WHEREAS, the primary goal of the project is to dispose of Sewer Wastewater Grit at a certified disposal site; and

WHEREAS, the project is funded 100% by Sanitary Sewer Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$2,000,000.00 for disposal of wastewater sewer grit for the period 1/1/2024 – 10/31/2025.

SECTION 2. That the County Executive is authorized to execute Agreement No. 3878 and all documents consistent with this Resolution. To the extent that any

exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0360

<p>Sponsored by: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing an award on RQ11582 and a purchase and sale agreement with 10991 Memphis Avenue, LLC in the amount not-to-exceed \$1,200,000.00 for the property, located at 10991 Memphis Avenue, Brooklyn, Permanent Parcel Number 431-05-011, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 3886 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities recommends an award on RQ11582 and to enter into a purchase and sale agreement with 10991 Memphis Avenue, LLC in the amount not-to-exceed \$1,200,000.00 for the property, located at 10991 Memphis Avenue, Brooklyn, Permanent Parcel Number 431-05-011; and

WHEREAS, the primary goal of this project is to dispose of surplus property owned by the Cuyahoga County Board of Disabilities; and

WHEREAS, this project is revenue generating; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby an award on RQ11582 and authorizes the County Executive to enter into a purchase and sale agreement with 10991 Memphis Avenue, LLC in the amount not-to-exceed

\$1,200,000.00 for the property, located at 10991 Memphis Avenue, Brookly, Permanent Parcel Number 431-05-011.

SECTION 2. That the County Executive is authorized to execute Agreement No. 3886 and all documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__

Department of Public Works, RFP 11582, 2023, 10991 Memphis Avenue, LLC., Submit & Award of the sale of Property located at 10991 Memphis Avenue, Brooklyn, Ohio 44144

A. Scope of Work Summary

1. The Department of Public Works, on behalf of the Cuyahoga County Board of Developmental Disabilities, is requesting an award and approval of the sale of a building and property located at 10991 Memphis Avenue, Brooklyn, Ohio to 10991 Memphis Avenue, LLC. (Parent Company/Proposer: RAP Commercial RAP Green Realty Inc.) for \$1,200,000.00

The closing date is based on the execution date of the Purchase and Sale Agreement.

2. The primary goals of the project are (1) to dispose of surplus property maintained by Cuyahoga County Board of Developmental Disabilities and (2) to execute a Purchase and Sale Agreement and ancillary documents for this property sale.

B. Procurement

1. The procurement method for this project was RFP 11582.

2. The RFP was closed on 1/31/2023. There were no diversity requirements.

3. There were Two (2) proposals submitted to OPD. All proposals were reviewed and scored. RAP Commercial RAP Green Realty Inc. was selected.

**NOTE - RAP Commercial RAP Green Realty Inc. created an LLC (10991 Memphis Avenue, LLC) specifically to purchase this property.*

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):

RAP Commercial RAP Green Realty Inc
3 Summit Park Drive #200
Independence, Ohio 44131
Council District 6

2. The Principal is Rico Pietro.

3.a The property is located at 10991 Memphis Avenue, Brooklyn, Ohio 44144

3.b. The property is located in Council District 3

D. Project Status and Planning N/A

E. Funding

1. This is a revenue generating contract

2. Proceeds will be paid at closing

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0361

<p>Sponsored by: County Executive Ronayne/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing a cooperative agreement with Olmsted Township for preventative and routine maintenance of 22 miles of County roads and various structures for the period 1/1/2024 through 12/31/2033, in an amount not to exceed \$6,500,000.00; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/Division of County Engineer recommends a cooperative agreement with Olmsted Township in the amount of \$6,500,000.00 for preventative and routine maintenance of 22 miles of County roads and various structures for the period 1/1/2024 through 12/31/2033; and

WHEREAS, in accordance with ORC §5535.08 (“Statute”), the County is required to maintain approximately 22 miles of County roadways within the Township, including the County’s roads, bridges and culverts (“County Facilities”); and

WHEREAS, the Township, in accordance with the Statute, maintains approximately 25 miles of Township roadway, culverts, and bridges within the Township; and

WHEREAS, the Township and the County entered into a Cooperative Agreement in 2013 whereby the Township maintains the County Facilities within the Township resulting in a more efficient use of the equipment used by both the County and the Township; and

WHEREAS, the County and the Township have developed a strong working relationship as a result of the 2013 Cooperative Agreement and desire to continue working together to maintain the County Facilities; and

WHEREAS, this project will be paid from the County’s Road and Bridge Fund with annual payment of up to \$650,000.00; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes a cooperative agreement with Olmsted Township in the amount of \$6,500,000.00 for preventative and routine maintenance of 22 miles of County roads and various structures for the period 1/1/2024 - 12/31/2033.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 2023

PURCHASE-RELATED TRANSACTIONS

Title	2023 Cooperative Agreement with Olmsted Township for Maintenance and Repairs (R&B) of County Owned Facilities
Department or Agency Name	Public Works
Requested Action	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3945	Olmsted Township	12/5/2023-12/31/2033	\$6,500,000	TBD	TBD

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase. This is a Cooperative Maintenance and Repair Agreement for County Owned Facilities (R&B) located in Olmsted Township and the work will be performed by Olmsted Township.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ **How will replaced items be disposed of?** _____

Project Goals, Outcomes or Purpose (list 3):
 Maintenance of the County Facilities with Olmsted Township by the Township will result in more efficient use of equipment used by both the County and the Township in such maintenance. County roadways, bridges and culverts will be maintained through this agreement. A maintenance and planning meeting will take place between County and Olmsted Township each calendar year.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
Olmsted Twp Service Department 7924 Fitch Rd, Olm Twp, 44138	Gary Yelenosky- Twp Administrator
Vendor Council District:	Project Council District:
5	5
If applicable provide the full address or list the municipality(ies) impacted by the project.	Olmsted Township

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ	Provide a short summary for not using competitive bid process.

<input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	*See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input checked="" type="checkbox"/> Government Purchase - This is a govt to govt agreement <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.	
PW270170-55130 (Road and Bridge Administration funds)	
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):	
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):	

Provide status of project.	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline: Project/Procurement Start Date	Seeking to have this 10-year agreement passed at the December 5, 2023 Council meeting

Rev. 7/24/23

(date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
New agreement

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0362

<p>Sponsored by: County Executive Ronayne/Department of Public Works/ Division of County Engineer</p> <p>Co-sponsored by: Councilmember Kelly</p>	<p>A Resolution making an award on RQ13433 with The Great Lakes Construction Company in the amount not-to-exceed \$8,018,591.97 for rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; authorizing the County Executive to execute Contract No. 3952 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works/ Division of County Engineer recommends an award on RQ13433 with The Great Lakes Construction Company in the amount not-to-exceed \$8,018,591.97 for rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; and

WHEREAS, the primary goals of this project are the rehabilitation of existing structures over the Chagrin River by lining the exiting stone arches with precast and case in place concrete arches supported on new concrete pedestals, constructing new concrete headwalls (spandrel walls), rehabilitating existing retaining walls and installing new sidewalks, decorative railing and the resurfacing of North Main Street; and

WHEREAS, the project is located in County District 6 and is funded as follows: (a) 44% Federal Fund, (b) 30% Ohio Public Works Commission Grant Fund, (c) 19% Village of Chagrin Falls and (d) 7% County Road and Bridge Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ13433 with The Great Lakes Construction Company in the amount not-to-exceed \$8,018,591.97 for rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls.

SECTION 2. That the County Executive is authorized to execute Contract No. 3952 and all documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023
Committee(s) Assigned: Committee of the Whole

Additional Sponsorship Requested on the Floor: November 28, 2023

Journal _____

_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	North Main Street Bridge Rehabilitation of Existing Bridge over the Chagrin River in The Village of Chagrin Fall.
Department or Agency Name	Public Works
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	3952	The Great Lakes Construction Co.	N/A	\$8,018,591.97		

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase. The project consist of rehabilitation of existing structures over the Charin River by lining the existing stone arches with precast and cast in place concrete arches supported on new concrete pedestals, constructing new concrete headwalls (spandrel walls), rehabilitating existing retaining walls, and installing new sidewalks, decorative railings, and the resurfacing of North Main Street .

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ How will replaced items be disposed of?

Project Goals, Outcomes or Purpose (list 3):
 See above

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
The Great Lakes Construction Co. 2608 Great Lakes Way , Hinckley, Ohio 44233	President -George Palko
Vendor Council District:	Project Council District:
None	District 6
If applicable provide the full address or list the municipality(ies) impacted by the project.	The Village of Chagrin Falls

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
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RQ # <i>if applicable</i> <input checked="" type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: \$8,018,591.97	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 1/ 1	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE (10%) SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Equal	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (<i>No acronyms i.e. HHS Levy, CDBG, etc.</i>). Include % if more than one source. N/A
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	

Rev. 7/24/23

Timeline:	9/15/2023
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	11/2/2023
Date of insurance approval from risk manager:	11/8/2023
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	11/9/2023
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0363

Sponsored by: County Executive Ronayne/Department of Information Technology	A Resolution authorizing an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-exceed \$826,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology recommends an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-exceed \$826,000.00; and

WHEREAS, the purpose of this project is to continue to provide internet provider services and to property maintain the County’s infrastructure; and

WHEREAS, this project is funded 100% by General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-exceed \$826,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and for any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Internet Service Provider IPS Services
Department or Agency Name	Department of Information Technology
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	934 CE1900101	AT&T Corp	1/1/2019 – 12/31/2023	\$273,224.00	02/26/2019	R2019-0046
1 st Amendment	934 CE1900101	AT&T Corp	1/1/2019 – 12/31/2023	\$190,080.00	11/15/2021	BC2021-650
2 nd Amendment	934 Ce1900101	AT&T Corp	1/1/2023 – 12/31/2028	\$826,000.00	PENDING	PENDING

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.

The Department of Information Technology plans to amend Contract No. 934 with AT&T Corp, to extend time period to December 31, 2028 for Internet Service Provider IPS Services in the amount of \$826,000.00. This agreement is for three internet service connections via AT&T that serves as the primary internet connection for various County agencies (Executive and Non-Executive.)

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: How will replaced items be disposed of?

Project Goals, Outcomes or Purpose (list 3):

The Department of Information Technology consulted with the Department of Procurement regarding if the 5 year extension option written into the existing agreement could be leveraged, or if this would need to be placed out for bid.

Based on the effort to uplift to a different provider and only having the service for less than 5 years under this agreement, Procurement endorsed the Department of Information Technology to leverage the 5 year agreement to extend to a total of 10 years.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address: AT&T Corp	Owner, executive director, other (specify):
6889 West Snowville Road Brecksville, Ohio 44141	Scott Maurer

Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is an amendment to an existing contract. The Department of Information Technology consulted with the Department of Procurement regarding if the 5 year extension option written into the existing agreement could be leveraged, or if this would need to be placed out for bid. Based on the effort to uplift to a different provider and only having the service for less than 5 years under this agreement, Procurement endorsed the Department of Information Technology to leverage the 5 year agreement to extend to a total of 10 years. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (<i>list original procurement Request for Proposals</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input checked="" type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

100% General Fund

Is funding for this included in the approved budget? Yes No (if "no" please explain):

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

Provide status of project.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:

Timeline:

Project/Procurement Start Date
(date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain)

Have payments be made? No Yes (if yes, please explain)

HISTORY (see instructions):

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0364

Sponsored by: County Executive Ronayne/Department of Information Technology	A Resolution authorizing an amendment to Contract No. 1189 AT&T Corporation for Wide Area Network links for the time period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount-to-exceed \$984,393.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology recommends an amendment on Contract No. 1189 AT&T Corporation for Wide Area Network links for the time period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount-to-exceed \$984,393.00; and

WHEREAS, the purpose of this project is to continue to provide a variable rate metered method of service where the speed of service for each facility can be adjusted based on the needs of that particular day and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% by the General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment on Contract No. 1189 AT&T Corporation for Wide Area Network links for the time period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount-to-exceed \$984,393.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	WAN ASEOD	
Department or Agency Name	Department of Information Technology	
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):	

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	1189 CE1900171	AT&T Corp	1/1/2019 – 12/31/2023	780,000.00	06/11/2019	R2019-0132
1 st Amendment	1189 CE1900171	AT&T Corp	1/1/2024 – 12/31/2028	\$984,393.00	PENDING	PENDING

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.

The Department of Information Technology plans to amend Contract No.1189 with AT&T Corp to extend time period to December 31, 2028 for WAN ASEOD in the amount of \$984,393.00. This agreement is for the Wide Area Network connections from AT&T that serves as the interconnecting network infrastructure that connects various County owned and leased facilities into one large network.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ How will replaced items be disposed of? _____

Project Goals, Outcomes or Purpose (list 3):

This Wide Area Network Agreement was awarded approximately less than five years ago. After discussing what needs to be done regarding the upcoming expiration and the clause in the existing agreement to extend for an additional five year period, the Department of Procurement supported the Department of Information Technology to exercise this five year contract extension option in the agreement.

AT&T is considered to be a Tier 1 Service provider and the service that has been provided for the previous contract term was reliable with minimal issues. Continuing to partner with this vendor is desired due to the proven track record of providing a reliable service that meets the needs of the County.

The vendor as part of this amendment will be providing a variable rate metered method of service where the speed of service for each facility can be adjusted based on the needs of that particular day. This will allow for reduction of spend for some facilities.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address: AT&T Corp	Owner, executive director, other (specify):
6889 West Snowville Road Brecksville, Ohio 44141	Scott Maurer
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This is an amendment to an existing contract. The Department of Information Technology consulted with the Department of Procurement regarding if the 5 year extension option written into the existing agreement could be leveraged, or if this would need to be placed out for bid. Based on the effort to uplift to a different provider and only having the service for less than 5 years under this agreement, Procurement endorsed the Department of Information Technology to leverage the 5 year agreement to extend to a total of 10 years. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (<i>list original procurement Request for Proposals</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input checked="" type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
100% General Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline:	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0365

<p>Sponsored by: County Executive Ronayne/Department of Human Resources</p>	<p>A Resolution authorizing an amendment to Contract No. 1978 with CaremarkPCS Health, LLC for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024 and for additional funds in the amount not-to-exceed \$30,183,128.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources recommends an amendment to Contract No. 1978 with CaremarkPCS Health, LLC for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024 and for additional funds in the amount not-to-exceed \$30,183,128.00; and

WHEREAS, the primary goal of this project is to continue to provide pharmacy benefit management services to County employees and their eligible dependents; and

WHEREAS, the project is funded 100% by the Self-Insurance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 1978 with CaremarkPCS Health, LLC for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024 and for additional funds in the amount not-to-exceed \$30,183,128.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2023; Amendment 2 with Caremark PCS Health LLC (CVS) for Employee Prescription Drug Benefits for additional funds NTE \$30,183,128.00.
Department or Agency Name	Human Resources
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	1978	Caremark PCS Health LLC (CVS)	1/1/2022- 12/31/2024	\$53,000,000.00	1/25/2023	R2022-0011
A #1	1978		No Change	\$0.00	9/25/2023	BC2023-0593
A #2	1978		No Change	\$30,183,128.00		PENDING

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 Caremark (CVS) provides the County employee prescription benefits. This amendment adds additional funds only in the amount NTE \$30,183,128.00. These funds are needed due to the way that rebates are processed on this contract compared to the previous. Previously, rebates were credited to invoices whereas in this contract the rebates are received back by the County. Since these funds are expended on the contract, the contract needs to be increased for the gross expenditures rather than the net. The rebates are approximately \$1.8m-\$2.0m per quarter. The costs of prescription drugs have also increased higher than expended, accounting for the remaining increase requested.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ How will replaced items be disposed of? _____

Project Goals, Outcomes or Purpose (list 3):
 The goals of this amendment are to continue employee prescription drug benefits as part of the total rewards package, ensure continuity of service with funding, and keep the County's obligations current.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Caremark PCS Health, LLC One CVS Drive Woonsocket RI 02895	Larry Merlo, CEO
Vendor Council District:	Project Council District:
N/A	Countywide

If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. CVS was initially selected via a competitive RFP process. This amendment for additional funds is needed to continue services, primarily due to an accounting change between the former and current contracts. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (<i>list original procurement Originally an RFP award.</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. 100% Self-Insurance Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

This is a Self-Insurance Fund item, an internal service fund in which the revenue from rebates and employee/employer premiums are received as revenue and appropriated as necessary.

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

Provide status of project.
Prescription drug benefits are ongoing for employees. The funds from this amendment are not yet needed but are anticipated to be needed in 2024.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:

Timeline: Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain)

Have payments be made? No Yes (if yes, please explain)

HISTORY (see instructions):
Original contract approved 1/25/2022, R2022-0011 for \$53,000,000.00 for the period 1/1/2022-12/31/2024.
Amendment 1 approved 9/25/2023, BC2023-593 for term changes only.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0366

Sponsored by: County Executive Ronayne/Department of Human Resources	A Resolution making an award on RQ12168 with The James B. Oswald Company in the amount not-to-exceed \$700,000.00 for professional employee benefits consultant services for the period of 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3943 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources recommends an award on RQ12168 with The James B. Oswald Company in the amount not-to-exceed \$700,000.00 for professional employee benefits consultant services for the period of 1/1/2024 – 12/31/2026; and

WHEREAS, the primary goal of this project is to advise the County on creating the most beneficial and cost-effective program designs through the consultants' knowledge of this dynamic industry; and

WHEREAS, the project is funded 100% by Self-Insurance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an award on RQ12168 with The James B. Oswald Company in the amount not-to-exceed \$700,000.00 for professional employee benefits consultant services for the period of 1/1/2024 – 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 3943 and all documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2023; RFP Contract award to The James B. Oswald Company for Professional Employee Benefits Consulting for the period 1/1/2024-12/31/2026 in the amount not-to-exceed \$700,000.00
Department or Agency Name	Human Resources
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3943	The James B. Oswald Company	1/1/2024-12/31/2026	\$700,000.00		PENDING

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 The James B. Oswald Company (Oswald) will provide the County with professional employee benefits consulting services. These services supplement the County's HR benefits team and provide a valuable, outside resource for assistance in consulting, evaluation, analysis, financial management, and recommendations on the County's benefits packages. Oswald is the incumbent vendor and scored highest on the RFP conducted in 2023.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ How will replaced items be disposed of? _____

Project Goals, Outcomes or Purpose (list 3):
 The primary goals of this project are to provide assistance to the benefits team to establish quality benefits packages for employees, recommend cost saving and areas of improvement in regards to benefits, and assist in the solicitation and evaluation of the County's benefits during competitive bidding.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
The James B. Oswald Company 1100 Superior Avenue, Suite 1500 Cleveland OH 44114	Robert J. Klonek, CEO
Vendor Council District:	Project Council District:
07	County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: \$750,000.00 Number of Solicitations (sent/received) 24 / 4	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): (0) DBE (3) SBE (7) MBE (0) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain:</i> <i>Oswald was not the lowest submission but was the highest ranked due to scoring in other areas.</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Oswald's pricing is flat fee and only slightly higher than the lowest flat fee provider after negotiating on pricing. The highest proposal was significantly higher per year.	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (<i>No acronyms i.e. HHS Levy, CDBG, etc.</i>). <i>Include % if more than one source.</i> 100% Self-Insurance Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project. Services have not begun.

<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase		Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:		
Timeline:		
Project/Procurement Start Date (date your team started working on this item):		
Date documents were requested from vendor:		
Date of insurance approval from risk manager:		
Date Department of Law approved Contract:		
Date item was entered and released in Infor:		
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:		
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)		
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)		

HISTORY (see instructions):
Previous Agreement: Original The James B. Oswald Company 10/15/2019-4/15/2023 \$834,650.00 R2019-0243 – 11/12/2019 Amendment 1 Extend to 12/31/2023 \$172,000.00 BC2023-83 – 2/13/2023

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0369

Sponsored by: Councilmember Kelly	A Resolution awarding a Community Development Grant in a total amount not to exceed \$600,000.00, to the City of Fairview Park for the purchase of real property located at 21125-21139 Lorain Road in the City of Fairview Park; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Development Fund is funded by the gross casino revenues distributed to Cuyahoga County; and

WHEREAS, the City of Fairview Park seeks to enter into a Purchase Agreement to purchase the real property located at 21125-21139 Lorain Road, Fairview Park, Ohio with Permanent Parcel Numbers 321-34-005 and 321-34-006 (the “Property”); and

WHEREAS, the City of Fairview Park has indicated acquisition of the Property is necessary to eliminate a blighted, non-productive eye sore that sits in front of the City’s Gemini Center; and

WHEREAS, the City of Fairview Park intends to seek brownfield development funding from the State of Ohio via the Ohio Department of Development and the Cuyahoga County Land Reutilization Corporation to help cover costs of asbestos removal, demolition of the buildings and other matters needed to put the Property back into productive use; and

WHEREAS, the Community Development Fund has available proceeds to fund projects that better Cuyahoga County, and Council has determined the Project is an appropriate use of the County’s Community Development Fund resources; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby awards a Community Development Grant in an amount not to exceed \$600,000.00 to the City of Fairview Park seeks to enter into a Purchase Agreement to purchase the real property located at 21125-21139 Lorain Road, Fairview Park, Ohio with Permanent Parcel Numbers 321-34-005 and 321-34-006.

SECTION 2. The County Executive and/or the Director of Development are hereby authorized to execute all documents consistent with said loan and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

SECTION 4. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____ seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__



MEMORANDUM

TO: Council President Kilbane and Members of City Council

FROM: Mayor Patrick J. Cooney

RE: Purchase of Real Property located at 21125-21139 Lorain Road

DATE: November 14, 2023

23- AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE 3DS RETIREMENT, LLC FOR THE PURCHASE OF THE REAL PROPERTY LOCATED AT 21125-21139 LORAIN ROAD, FAIRVIEW PARK, OHIO, AND DECLARING AN EMERGENCY

The City of Fairview Park (the City) seeks to enter into a Purchase Agreement to purchase the real property located at 21125-21139 Lorain Road, Fairview Park, Ohio with Permanent Parcel Numbers 321-34-005 and 321-34-006 (the Property) for \$900,000 for numerous reasons.

First and foremost, the Property is blighted and an eye sore that sits in front of the City's greatest asset, the Gemini Center. Due to its blighted condition the Property produces little income via real property or income taxes for the City.

Secondly, due to the overall condition of the Property, especially the buildings on the Property, and the impact their removal will have on the community, the City is eligible for a Community Development Grant from the Cuyahoga County Department of Development. The grant, which is funded through casino tax revenue, has to be approved by Cuyahoga County Council. The City has had discussions with Cuyahoga County Councilman Pat Kelly who will be sponsoring legislation asking that a grant of \$600,000 be applied towards the purchase of the Property.

The State of Ohio has recently allocated a large amount of funds for Brownfield development. The City has had discussions with representatives of the Ohio Environmental Protection Agency, Ohio Department of Development, the Cuyahoga County Land Bank and other agencies about applying for funds to help with the costs of asbestos removal, demolition of the buildings and other matters needed to prepare the Property for a much more productive use.

20777 Lorain Road
Fairview Park, Ohio 44126



Patrick J. Cooney
Mayor

Due to the Property's location, it has potential for commercial development, can be used to provide more space for the Gemini Center be it for programming and/or parking, and many other options that can involve the City's input and direction provided it is the owner of the Property. For these reasons it is requested that the purchase be approved by City Council.

The Administration will be able to answer additional questions about the purchase and the potential for redevelopment of the Property from the community as requested.

Thank you.

cc: Mary Kay Costello, Director of Public Service and Development
Timothy J. Riley, Director of Law
Jennifer Pae, Finance Director
Liz Westbrooks, City Council Clerk

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0371

<p>Sponsored by: County Executive Ronayne/Department of Public Works</p>	<p>A Resolution declaring that public convenience and welfare requires the resurfacing of Bagley Road from Front Street to Lindbergh Boulevard in the City of Berea in connection with the 2024 – 2027 Transportation Improvement Program; total estimated project cost \$4,736,111.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Works recommends that public convenience and welfare requires the resurfacing of Bagley Road from Front Street to Lindbergh Boulevard in the City of Berea; and

WHEREAS, the anticipated start-completion date is spring of 2027 to fall of 2027; and

WHEREAS, that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; and

WHEREAS, the primary goal is to properly maintain the County’s infrastructure for which the County is responsible; and

WHEREAS, the project is located in Council District 5; and

WHEREAS, the estimated project cost is \$4,736,111.00; and

WHEREAS, this project will be funded 80% (\$3,788,888.80) Federal Funds and 10% (\$473,611.10) City of Berea and 10% (\$473,611.10) Road and Bridge Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby declares that public convenience and welfare requires the resurfacing of Bagley Road from Front Street to Lindbergh Boulevard in the City of Berea.

SECTION 2. That special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvements.

SECTION 3. That the County Executive is hereby authorized to enter into and execute any and all necessary agreements of cooperation and any other documents in connection with this project.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

Public Works Requests Approval of the Public Convenience and Welfare for the Resurfacing of Bagley Road, in the City of Berea.

A. Scope of Work Summary

1. The Public Works Department is requesting that the Council find:
 - a) That public convenience and welfare requires the approval of the resurfacing of Bagley Road from Front Street to Lindbergh Boulevard, in the City of Berea.
 - b) That special assessments are not to be levied and collected to pay part of the County's costs of these improvements.
 - c) Authorize the County Executive to enter into and execute the necessary agreements of cooperation with the appropriate municipality. The anticipated cost of this project is \$4,736,111. This project is part of the NOACA TIP 2024-2027 and County is requesting to be the project sponsor. The anticipated start date is the Spring of 2027 and it is anticipated to be completed in the Fall of 2027.
2. The primary goal of this request is to begin the process of Council review and approval of this project. The primary goal of the project itself is the approval of Convenience and Welfare.
3. N/A
4. N/A

B. Procurement – N/A

C. Contractor and Project Information

1. N/A.
2. N/A
3. N/A
4. District 5

D. Project Status and Planning

1. The project is new to the County.
2. N/A.
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is to be funded with funded \$3,788,888 Federal (80%), \$473,611 County Road and Bridge (10%), \$473,611 Berea (10%). The total cost of the project is \$4,736,111.
2. By Invoice
3. N/A

F. Items/Services Received and Invoiced but not Paid – N/A

Notes:

- *Agenda Item for Consideration – Declare Convenience and Welfare*

Created by: Audra Malek

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0372

<p>Sponsored by: County Executive Ronayne/Department of Development</p>	<p>A Resolution authorizing an Economic Development Loan in an amount not-to-exceed \$700,000.00 to Neighborhood Health Care, Inc. dba Neighborhood Family Practice for the renovation of 13027 Lorian Avenue, Cleveland, Ohio to provide various medical, dental and pharmacy services to people of all ages, regardless of their ability to pay; authorizing the County Executive and/or the Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Development recommends an Economic Development Loan in an amount not-to-exceed \$700,000.00 to Neighborhood Health Care, Inc. dba Neighborhood Family Practice for the renovation of 13027 Lorian Avenue, Cleveland, Ohio to provide various medical, dental and pharmacy services to people of all ages, regardless of their ability to pay; and

WHEREAS, the primary goal of this loan is to assist in funding project costs to relocate their facility at 11709 Lorain Avenue to 13027 Lorain Avenue to allow for expansion of services and a bigger facility; and

WHEREAS, this project is anticipated to create 13 new jobs; and

WHEREAS, the total cost of the project is approximately \$4,770,000.00 of which the County will loan \$700,000.00 with a term of 10 years at an interest rate of 3.0%, interest only for the first year, the remaining 9 years will be fully-amortizing principal and interest payments; and

WHEREAS, the project is funded 100% Economic Development Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an Economic Development Loan in an amount not-to-exceed \$700,000.00 to Neighborhood Health Care, Inc. dba Neighborhood Family Practice for the renovation of 13027 Lorian Avenue, Cleveland, Ohio to provide various medical, dental and pharmacy services to people of all ages, regardless of their ability to pay.

SECTION 2. That the County Executive and/or the Director of Development is authorized to execute all documents consistent with said loan and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. That this Resolution shall sunset twelve (12) months after County Council approval should the authorized action have not occurred by that date. In the event this Resolution sunsets prior to the authorized action taking place, the Director of Development shall notify the Clerk of Council in writing. The Clerk of Council shall record the sunseting of this Resolution in the Council's journal.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20__

ECONOMIC DEVELOPMENT LOAN TRANSACTIONS

Title	2023 – Department of Development; Neighborhood Health Care, Inc. dba Neighborhood Family Practice; Economic Development Loan; Portfol Loan No. 359-01-01
Department or Agency Name	Department of Development
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Pending	Neighborhood Health Care, Inc.	11 Years	\$700,000.00	Pending	Pending

Loan Description and Terms.

Department of Development is seeking approval of an Economic Development Loan Neighborhood Health Care, Inc. dba Neighborhood Family Practice. The loan will be used to assist in funding project costs to relocate their facility at 11709 Lorain Avenue to 13027 Lorain Avenue to allow for expansion of services and a bigger facility.

Loan Amount: not to exceed \$700,000

Loan Terms: 1 year interest-only followed by 10 years fully amortizing P&I at 3.0% interest.

Loan Security: A UCC lien on all business assets

Project Purpose/Goals, Outcomes(List 3):

Renovation, and reconfiguration of this vacant former CVS store to be used a healthcare center including pharmacy. Total cost of the project is \$4,770,000.

Loan proceeds may be used for renovations and improvements, new construction, furniture, fixtures & equipment (FF&E), and professional soft costs for the project.

Number of Jobs created: 13

Number of Jobs retained: 16

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Neighborhood Health Care, Inc. 4115 Bridge Avenue, Suite 300, Cleveland, Ohio	Domonic Hopson, President and CEO
Vendor Council District: 7	Project Council District: 3

Rev. 7/24/23

If applicable provide the full address or list the municipality(ies) impacted by the project.	13027 Lorain Avenue, Cleveland, Ohio
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NON-COMPETITIVE PROCUREMENT - X
Provide a short summary for not using competitive bid process. Economic Development Loan
<input type="checkbox"/> Exemption
<input type="checkbox"/> Alternative Procurement Process
<input type="checkbox"/> Contract Amendment <i>(list original procurement)</i>
<input checked="" type="checkbox"/> Other Procurement Method, please describe: Loan

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant <i>(No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</i> Economic Development Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Other (please explain): Reimbursement for costs

Provide status of project.	
Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
Reason:	
Timeline:	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
N/A

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0373

Sponsored by: County Executive Ronayne/Department of Housing and Community Development	A Resolution authorizing an agreement with City of Euclid in the amount not-to-exceed \$839,744.00 for tenant-based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnerships Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3809 and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Housing and Community Development recommends an agreement with City of Euclid in the amount not-to-exceed \$839,744.00 for tenant-based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnerships Program for the period 10/1/2023 – 9/30/2025; and

WHEREAS, the primary goal of this project are to provide rental assistance, security deposit payments and utility deposit assistance for qualifying households; and

WHEREAS, this project is funded 100% by HOME-APR Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby an agreement with City of Euclid in the amount not-to-exceed \$839,744.00 for tenant-based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnerships Program for the period 10/1/2023 – 9/30/2025.

SECTION 2. That the County Executive is authorized to execute Agreement No. 3809 and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health and safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	2023; Department of Housing and Community Development; City of Euclid; HOME-ARP Allocation- Tenant Rental Assistance		
Department or Agency Name	Department of Housing and Community Development		
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):		

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3809	City of Euclid	10/01/2023 – 09/30/2025	\$839,744.00	Pending	Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.

Department of Housing and Community Development is requesting approval of a contract with City of Euclid in the amount not to exceed \$839,744.00 for the period of October 1, 2023 through September 30, 2025.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ How will replaced items be disposed of? _____

Project Goals, Outcomes or Purpose (list 3):

- City of Euclid will use HOME-ARP funds for eligible costs for program delivery of Eligible HOME- ARP activities, specifically Tenant Based Rental Assistance.
- Eligible HOME-ARP activities include rental assistance, security deposit payments, and utility deposit assistance for qualifying households.
- The City of Euclid, as a member of the HOME Consortium is allocated a percentage of funding. This agreement constitutes their allocation.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
City of Euclid 585 East 222 nd Street Euclid, OH 44123	Kirsten Holzheimer Gail, Mayor
Vendor Council District: 11	Project Council District: 11

If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. The City of Euclid, as a member of the HOME Consortium is allocated a percentage of funding. This agreement constitutes their allocation. *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. HOME-ARP FUNDING
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

Provide status of project.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:
Signed agreement was received by Department of Housing and Community Development on 10/20/2023.

Timeline: Project/Procurement Start Date (date your team started working on this item):	09/13/2023
Date documents were requested from vendor:	09/13/2023; 10/18/2023
Date of insurance approval from risk manager:	10/20/2023
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	11/8/2023

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: The item needed to be approved by Euclid Council in early October. Once approved we received the signed agreement. Since the contract missed approval deadline for 2023 funding, it is being processed as a Future Year Contract.

If late, have services begun? No Yes (if yes, please explain)

Have payments be made? No Yes (if yes, please explain)

HISTORY (see instructions):
N/A

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0374

<p>Sponsored by: County Executive Ronayne/Department of Information Technology</p>	<p>A Resolution authorizing an amendment to Contract No. 3977 (fka Contract No. 868) with Microsoft Corporation for Microsoft Premier training and support services for the period of 11/1/2017 – 12/5/2023 to extend the time period to 12/4/2024 and for additional funds in the amount not-to-exceed \$860,036.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Information Technology recommends an amendment to Contract No. 3977 (fka Contract No. 868) with Microsoft Corporation for Microsoft Premier training and support services for the period of 11/1/2017 – 12/5/2023 to extend the time period to 12/4/2024 and for additional funds in the amount not-to-exceed \$860,036.00; and

WHEREAS, the primary goal of the amendment is to maintain problem resolution support, administrative support, remote assessment and service management; and

WHEREAS, the project will be funded 100% by General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3977 (fka Contract No. 868) with Microsoft Corporation for Microsoft Premier training and support services for the period of 11/1/2017 – 12/5/2023 to extend the time period to 12/4/2024 and for additional funds in the amount not-to-exceed \$860,036.00.

SECTION 2. That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that

any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Microsoft Premier Support Services		
Department or Agency Name	Department of Information Technology		
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):		

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	868	Microsoft Corporation	10/24/2017 – 12/23/2019	\$373,037.00	11/20/2017	BC2017-836
1 st Amendment	868	Microsoft Corporation	10/24/2019 – 12/05/2019	\$100,161.20	12/05/2019	BC2019-107
2 nd Amendment	868	Microsoft Corporation	12/06/2019 – 12/05/2020	\$286,101.76	11/25/2019	BC2019-864
3 rd Amendment	868	Microsoft Corporation	12/06/2020 – 12/05/2021	\$330,064.000	12/05/2021	BC2021-100
4 th Amendment	868	Microsoft Corporation	12/06/2021 – 12/05/2022	\$485,049.00	12/31/2021	BC2021-725
5 th Amendment	868	Microsoft Corporation	12/06/2022 – 12/05/2023	\$685,267.00	11/22/2022	R2022-0407
6 th Amendment	3977 (copy of 868)	Microsoft Corporation	12/06/2023 – 12/05/2024	\$860,036.00	PENDING	PENDING

<p>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</p> <p>The Department of Information Technology plans to amend Contract No. 3977 (copy of CM868) with Microsoft Corporation, for continued support services through December 5, 2024 in the amount of \$860,036.00. This request is for a 6th amendment.</p>
<p>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</p> <p>Age of items being replaced: _____ How will replaced items be disposed of? _____</p>
<p>Project Goals, Outcomes or Purpose (list 3):</p> <p>Microsoft Premier Support is used to open support tickets with Microsoft for their products as well as professional services to assist with configuration setups and various educational series. This request is for a 6th amendment for continued support of Microsoft's proprietary services.</p>
<p>If a County Council item, are you requesting passage of the item without 3 readings. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>REQUESTING PASSAGE AT THE DECEMBER 5, 2023 COUNCIL MEETING</p>

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
Microsoft Corporation One Microsoft Way Redmond, WA 98052	Nick Sabo Unified Services Specialist
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This request is for a 6 th amendment for proprietary services using an already approved contract. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <i>RFP Exemption</i> <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input checked="" type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

100% General Fund

Is funding for this included in the approved budget? Yes No (if "no" please explain):

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

Provide status of project.

New Service or purchase Recurring service or purchase

Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:

Timeline:

Project/Procurement Start Date
(date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain)

Have payments be made? No Yes (if yes, please explain)

HISTORY (see instructions):

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0375

Sponsored by: County Executive Ronayne/Sheriff's Department	A Resolution making an award on RQ12674 with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,405,368.00 for security monitoring and maintenance services on alarm systems in various County buildings for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3609 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Public Safety & Justice Services recommends an award on RQ12674 with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,405,368.00 for security monitoring and maintenance services on alarm systems in various County buildings for the period 1/1/2024 – 12/31/2026; and

WHEREAS, the primary goal of this project is to provide the Sheriff's Department with maintenance and support on County wide Security and Photo Identifications Systems, including additional equipment and supplies; and

WHEREAS, the project is funded 100% by General Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12674 with Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,405,368.00 for security monitoring and maintenance services on alarm systems in various County buildings for the period 1/1/2024 – 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 3609 and all other documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20__

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a non-purchase transaction, such as an MOU, an alternative procurement method, or grants involving the County.

Enter this information directly or paste (text) into the sections below.

Complete all items within the (parenthesis – **Note: Do not include Parenthesis**) then attach the following information as a Word Document to the OnBase item.

Title:

Sheriff's Department/Protective Services; RQ#12674 2024-2026 Integrated Precision Systems, Inc.; Contract Intrusion Alarm Monitoring and Maintenance

A. Scope of Work Summary

1. Sheriff Department is seeking final approval prior to item moving forward within the INFOR system to enter into a contract with Integrated Precision Systems Inc. for time and funds. The contract will begin on January 1, 2024 and to ensure that the contract is approved and ready to move forward at the start date, we are seeking the final approval and requesting that no further approval be required to move forward with this contract. Request to enter into a contract for the time period of January 1, 2024 to December 31, 2026 in the amount of \$2,405,368.00.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. BC2018-143

Describe the exact services being provided. Maintenance and Support on County Wide Security and Photo Identification System including additional equipment and supplies upon expansion of the system. The anticipated start-completion dates are (01/01/2024 to 12/31/2026). The contract is for Maintenance and Support of Countywide Security and Photo Identifications Systems, including additional equipment and supplies upon expansion of the system. The anticipated start-completion dates are (01/01/2024 – 12/31/2026).

2. The primary goals of the project are (list 2 to 3 goals).

The primary goal of the project is to provide the Sheriff's Department with Maintenance and Support on County Wide Security and Photo Identifications Systems, including additional equipment and supplies

3. [*When applicable*] The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc). N/A
(When applicable, Municipality of project)

4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment: N/A – Item is on the IT Standards list pg. 6

- a) Please state the date of TAC Approval
- b) Are the purchases compatible with the new ERP system?
- c) Is the item ERP APPROVED?
- d) Are the services covered by the original ERP BUDGET?

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$2,405,368.00.

2. The RFP was closed on June 22, 2023.

3. There was 1 proposal pulled from OPD, 1 proposal submitted for review, 1 proposal approved.

4. [Option 2] The proposed (contract, loan, agreement, etc.) is an OPD approved sole source item with materials attached. N/A

5. [Option 3] The proposed (contract, loan, agreement, etc.) received an (RFB, RFP, RFQ, or other [specify]) exemption on (list date). The approval letter is attached for review. N/A

6. [Option 4] If an RFP Exemption is being requested please list the reason a competitive process was not utilized. N/A

C. Contractor and Project Information

1. The address (es) of all vendors and/or contractors is (provide the full address in the following format):

Integrated Precision Systems, Inc.
8555 Sweet Valley Drive, Suite B
Cleveland, Ohio 44125

2. The owner for the contractor/vendor is Rob Jackson

D. Project Status and Planning

1. The project reoccurs annually or is a new to the County, an occasional product or service or an extension of the existing project). This Project reoccurs annually for the maintenance and support of the County Wide Security and photo Identification Systems. An RFP was issued and one proposal was received from Integrated Precisions Systems, Inc.

2. *[When applicable]* The project has (#) phases. The next steps, dates, and anticipated cost of these are (list each critical step and the date of start and completion). N/A

3. *[When applicable]* The project is on a critical action path because (present the reason for the delay in the request or mitigating circumstances requiring expedited action). N/A

4. *[When applicable]* The project's term has (already begun or ended). State the timeline and reason for late submission of the item. N/A

5. *[When applicable]* The contract or agreement needs a signature in ink by (enter date).

E. Funding

1. The project is funded (100% by the General Fund

2. The schedule of payments annually.

3. *[When applicable]* The project is an amendment to a (contract, loan, lease, grant, amendment, agreement, or other [specify]). This amendment changes (list the changes to the value, term, scope, etc.) and is the (x) amendment of the contract. The history of the amendments is: (list the year and associated value of each of the previous amendments). N/A

F. Items/Services Received and Invoiced but not Paid:

Please reference the alternate procurement process and the Board of Control Approval Number for exemptions from aggregation on various requisitions to reimburse employers for employee wage and training expenses; to authorize payments to various providers for family centered services and support wraparound program services, or to make award recommendations to various providers for toxicology services. N/A

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0376

<p>Sponsored by: County Executive Ronayne/Department of Public Safety and Justice Services</p>	<p>A Resolution authorizing an amendment to Contract No. 1703 (fka Contract No. 472) with Alcohol, Drug Addiction and Mental Health Services Board for the Mental Health and Substance Abuse/Addiction Diversion Center for the period 12/8/2020 – 12/31/2023, to expand the scope of services, effective upon contract signature of all parties, to extend the time period to 12/31/2024 and for additional funds in the amount not to-to-exceed \$5,775,268.43; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Safety and Justice Services recommends an amendment to Contract No. 1703 (fka Contract No. 472) with Alcohol, Drug Addiction and Mental Health Services Board for the Mental Health and Substance Abuse/Addiction Diversion Center for the period 12/8/2020 – 12/31/2023, to expand the scope of services, effective upon contract signature of all parties, to extend the time period to 12/31/2024 and for additional funds in the amount not to-to-exceed \$5,775,268.43; and

WHEREAS, the primary goal of the project is to continue manage the Cuyahoga County Assessment and Diversion Center and its programs and services and to use evidence-supported best practice models to implement and manage crisis intervention training for all local police departments within the County provide and staff a call-in health line for law enforcement officers, and identify and manage the Cuyahoga County Assessment and Diversion Center (CCADC) and its program and services; and

WHEREAS, this project is funded 100% by Opioid Mitigation Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 1703 (fka Contract No. 472) with Alcohol, Drug Addiction and Mental Health Services Board for the Mental Health and Substance Abuse/Addiction Diversion Center for the period 12/8/2020 – 12/31/2023, to expand the scope of services, effective upon contract signature of all parties, to extend the time period to 12/31/2024 and for additional funds in the amount not to-exceed \$5,775,268.43.

SECTION 2. That the County Executive is authorized to execute the amendment and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee(s) Assigned:

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	Amend 4 to ADAMHS Board contract for the Diversion Center
Department or Agency Name	Public Safety & Justice Services
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/21-12/31/22	\$9,223,735.95	12/8/20	R2020-2065D
A-1	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021-12/31/2022	No change	No Date	N/A
A-2	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021-12/31/2022	\$344,584.00	7/19/21	BC2021-362
A-3	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021 – 12/31/2023	\$4,363,012.00	11/22/22	R2022-0388
A-4	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021 – 12/31/2024	\$5,775,268.43	12/5/23	Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase. This amendment seeks to continue services at the Cuyahoga County Diversion Center, provide crisis intervention training for all local police departments within the County and staff a call-in health line for law enforcement officers through 12/31/24.

The Cuyahoga County Diversion Center opened on May 4, 2021. The Cuyahoga County Diversion Center (CCDC) diverts individuals with serious mental illness (SMI), SMI with co-occurring substance abuse (SMI/SA), or substance abuse/addiction (SA/A), herein after referred to as “clients” from the Cuyahoga County Corrections Center and/or local jails. Individuals who are eligible to be screened for admission to the Diversion Center can be at any stage in the criminal justice system, including pre-arrest and probation, to assist with all levels of jail population reduction. The person with SMI, SMI/SA, or SA/A must voluntarily

Rev. 7/24/23

agree to be screened for admission into the diversion program. Following this agreement, the client would be assessed for admission to the diversion program. The CCDC is only available to Cuyahoga County residents or individuals who have an active court case in Cuyahoga County. Cuyahoga County is committed to the success of the Diversion Center and routinely reviews the policies and procedures with the Diversion Center stakeholders.

After the initial diversion from the Cuyahoga County Corrections Center, clients receive services including medical treatment, mental health treatment, and/or linkage to aftercare or social programs. The CCDC currently provides 50 beds for services for clients requiring on-site care which includes a potential stay of up to 5-7 days at the Center for SA/A detox and up to 9 days for SMI, SMI/SA as needed. The CCDC also provides transportation for clients from the Diversion Center to an after-care facility for additional treatment if required, or to another facility.

Another component to the diversion program is Crisis Intervention Team (CIT) training for law enforcement officers and dispatchers throughout the county. In addition to instruction on aiding individuals during a mental health crisis, CIT training helps officers or others recommending the Diversion Center to potential clients determine if the diversion program is the right option. Additionally, the CIT trainers promote the use of the Diversion Center.

The CCDC coordinates with a call-in helpline provider that operates 24/7 for law enforcement officers, dispatchers and family and friends to call to refer clients to the CCDC.

For purchases of furniture, computers, vehicles: Additional Replacement
 Age of items being replaced: _____ How will replaced items be disposed of?

Project Goals, Outcomes or Purpose (list 3):

1. Continue to serve adults with SMI, SMI/SA and SA/A experiencing a crisis who do not qualify for acute hospitalization and/or who are at any stage in the criminal just system who voluntarily participate in treatment/care determined by the Diversion Center staff.
2. Provide crisis intervention training for all local police departments within Cuyahoga County
3. Staff a call-in health line to assess referrals from law enforcement officers

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Cuyahoga County Alcohol, Drug Addition & Mental Health Services Board	Scott Osiecki, CEO
Vendor Council District: 7	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Oriana House, Inc. Cuyahoga County Diversion Center 1804 East 55 th Street Cleveland, OH 44103 Council District: 7

COMPETITIVE PROCUREMENT

NON-COMPETITIVE PROCUREMENT

Rev. 7/24/23

RQ # if applicable <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. This contract was originally awarded as a result of a formal RFP. This action seeks to amend the contract for time & money. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement) Orig CM 472, Now CM 1703 <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. 100% Opioid Settlement Funds	
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):	
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):	

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

Reason:	
Timeline:	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
There has been no prior contract for these services.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0314

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on October 4, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through C) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Program & Contract Specialist*
Number: 13261
Pay Grade: 12A/Exempt

Proposed Revised Classifications:

Exhibit B: Class Title: *Budget & Planning Administrator*
Class Number: 11021
Pay Grade: 15A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, language and formatting. A technology section was added. The pay grade has increased from PG 14A to PG 15A.

Exhibit C: Class Title: *Manager, Financial Reporting*
Class Number: 11065
Pay Grade: 16A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum experience, and language and formatting. A technology requirements section was added. Pay grade increased from 15A to 16A.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the forgoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 14, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Deborah Southerington, Chairwoman
 Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

Date: October 26, 2023

To: Cuyahoga County Council President Pernel Jones Jr.
 Council Members, Human Resources, Appointments & Equity
 Committee

From: Deborah Southerington, Chairwoman
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on October 4, 2023, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Program and Contract Specialist 13261	N/A	12A Exempt	Health and Human Services
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT

Budget and Planning Administrator 11021	14A Exempt	15A Exempt	Fiscal – Office of Budget and Management
Manager, Financial Reporting 11065	15A Exempt	16A Exempt	Fiscal Office

cc: Thomas Colaluca, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
Sarah Nemastil, HR Director
Kelli Neale, Program Officer 4

Posted: 9/28/2023
 Meeting: 10/4/2023

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
NEW					
Program and Contract Specialist	13261	N/A	12A Exempt	HHS	This is a new classification requested by the Department of Health and Human Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Budget and Planning Administrator	11021	14A Exempt	15A Exempt	Fiscal – Office of Budget and Management	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, language, and formatting. A technology section was added. The pay grade has increased from PG 14A to PG 15A.
Manager, Financial Reporting	11065	15A Exempt	16A Exempt	Fiscal Office	PRC routine maintenance. Classification last revised in 2019. Updates were made to the classification function, distinguishing characteristics, essential job functions, minimum experience, and language and formatting. A technology requirements section was added. Pay grade increased from 15A to 16A.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Program and Contract Specialist	Class Number:	13261
FLSA:	Exempt	Pay Grade:	12A
Dept:	Health and Human Services	EXHIBIT A	

Classification Function

The purpose of this classification is to provide programmatic and fiscal oversight of assigned contracts for the Department of Health and Human Services.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing assigned program contracts for HHS. The incumbent works under the general direction of an administrative supervisor. This position requires the analysis and monitoring of financial, operational, and administrative problems related to operations and activities within the assigned area. The employee works within a framework of established regulations, policies, and procedures and is expected to independently exercise judgment in performing work and ensure that the assigned activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

30% +/- 10%

- Manages one or more contracted social programs; conducts program needs analysis; researches, analyzes, and evaluates information to determine program cost, impact, and/or feasibility of program operations, systems, policies, and/or procedures; identifies available resources and constraints; forecasts contractual needs for programs and services; sets program purpose, goals, and objectives based on broadly defined Agency initiatives, mission, and vision; researches current best practices, industry standards, and state and federal rules and regulations; compiles and reviews program metrics to determine if performance outcomes are being met; develops and presents reports on program metrics and outcomes to management and other stakeholders; develops, maintains, and examines alternative options for operations, systems, policies, and/or procedures for assigned programs.

20% +/- 10%

- Acts as a liaison and point person for assigned program(s); identifies project stakeholders and facilitates project development and communication; presents, explains, justifies, and sells ideas to build consensus, support, and participation; coordinates operations with other County departments, community organizations, and vendors.

15% +/- 5%

- Plans, organizes, oversees, and coordinates projects to ensure that requirements are met and that projects are completed on time and on budget; creates project work plans including project charter, deliverables, timeline, budget, resources, and methods for evaluation; keeps stakeholders informed on status of projects; maintains project documentation.

15% +/- 5%

- Processes Requests for Proposals (RFPs), contracts, agreements, and contract amendments for County programs; prepares and processes RFPs, contracts, and agreements for goods and services;

Effective Date: TBD
Last Modified: TBD

Program and Contract Specialist

advertises RFPs for needed agency services; conducts pre-bid conferences for RFPs; participates on and leads RFP review teams; tracks progress of contracts; utilizes electronic agenda management system to request and submit contract amendments; documents contract amendment history; ensures receipt and accuracy of provider or agency required documents; maintains required documentation and records on providers; prepares and reviews contracts to ensure compliance with applicable agency, state, and federal regulations; plans contract amendments to ensure there is no break in service coverage.

15% +/- 5%

- Plans and conducts contract monitoring duties; completes contract monitoring to evaluate provider performance; produces reports of monitoring findings; analyzes trends and patterns within findings; prepares documents to support monitoring duties; enters review information into appropriate databases; creates reports regarding project status; works with providers to resolve issues or concerns.

5% +/- 2%

- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops and updates program procedure manual, procedure timelines, and filing system.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in public administration, business administration, social services administration, social sciences, social work, or related field and five (5) years of experience in social service program management, contract compliance, social program analysis, or related field; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software (Lawson Infor, OnBase).

Supervisory Responsibilities

- No supervisory responsibilities required.

Effective Date: TBD
Last Modified: TBD

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including annual non-competitive bid contract statement, independent contractor worker acknowledgement form, contracts, contract amendments, certificates of liability insurance, worker's compensation insurance, W-9 form, program reports, vendor invoices, vendor proposals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policies and procedures/standard operating procedures, the Ohio Administrative Code, the Code of Federal Regulations, and Ohio Revised Code.
- Ability to prepare briefing memo, justification template, auditor's finding search, contract covers, decertification/recertification/additional certification forms, invoice spreadsheets/rosters, proposal evaluation forms, contract evaluation forms, debarment suspension form, request for proposals, informal bids, program monthly/quarterly reports, supply order forms, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate with supervisor, co-workers, department managers and administrators, vendor contacts, program contacts, the Law Department, Department of Procurement, members of external agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Budget and Planning Administrator	Class Number:	11021
FLSA:	Exempt	Pay Grade:	15A
Dept:	Fiscal-Office of Budget and Management	EXHIBIT B	

Classification Function

The purpose of this classification is to synthesize quantitative financial data with qualitative policy and program data to assist agencies with budget development, identify budget and program solutions, and assure effective fiscal planning and administration.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities including budget planning, forecasting, financial analysis, performance management and benchmarking, policy analysis, and legislative analysis in the Budget and Management Division of the Fiscal Office. This class works under direction from the Manager, OBM and requires the analysis and monitoring of financial, operational, administrative and management problems related to operations and activities within their assigned departments and agencies. The employee works within a framework of established regulations, policies, and procedures, and is expected to use judgment in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

25% +/- 10%

- Develops, prepares, and monitors budget of assigned departments and agencies; communicates with departments and agencies regarding budgets, contracts, and changes in revenues and expenditures; facilitates and coordinates interactions between agencies, elected officials and the administration on accounting, procurement, hiring, information technology, and facility maintenance issues; coordinates with agencies to develop program ideas into budget requests and analyzes implications on program goals and County resources; monitors and approves expenditures to ensure compliance with budget; prepares budget revisions; addresses budget variances; researches budget discrepancies; communicates budget decisions made by the Executive and Council to assigned departments and agencies; works with agencies to find solutions for conflicts with budget decisions; reviews budgets to ensure funds are available for contract amendments, certifications, decertifications, and recertifications.

25% +/- 10%

- Oversees budget reviews utilizing specialized performance management data, including County investments, economic development and lending, debt management, legislative analysis and interpretation, capital projects management and long-term planning, information technology project financial plans and activity, and employee health insurance and benefits data; monitors debt service funds and external bank accounts and conducts analysis and projection; prepares, processes, and evaluates County revenues; plans, prepares, and processes County debt portfolio and obligations; provides cost benefit analyses to evaluate options and measure investment results; conducts legal research to maximize resources and identify financing options; provides legislative updates on state and local law changes with policy and fiscal analysis; reviews and interprets actuarial analyses of health insurance and workers' compensation data.

Budget and Planning Administrator

20% +/- 10%

- Evaluates department and agency fiscal activities; conducts expenditure and revenue forecasts by fund and department; makes recommendations to County fiscal policy and procedures based on information from forecasts; provides information to elected officials and management on availability of resources and financial sustainability.

10% +/- 5%

- Approves and/or processes various fiscal actions for assigned departments; prepares and processes original appropriations for categorical grants, all funds, and any other special program or project; processes sub-fund or various index code financial requests; processes appropriation transfers and adjustments with Council approval; processes operating and residual fund transfers with Council approval; updates various department/agency payroll and budget projections; identifies and processes fund deposits; coordinates consolidation activities with other offices and documents the transition; processes adjustments in budgeting software.

10% +/- 5%

- Provides financial/operational impact analyses on funding requests from the agencies/departments, elected officials, or outside agencies; makes recommendations on whether to provide funding; verifies supporting documents, identifies opportunities to reduce spending; identifies and implements opportunities for process improvement.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison for the Fiscal Office; serves as an OBM representative on committees; collaborates with Financial Reporting to manage operating budgets, capital budgets, grants, revenue, expenditure, and cash transfers.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in political science, economics, public administration, law, business, accounting, finance, or a related field and five (5) years of budget management, financial analysis, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (Sherpa).

Supervisory Responsibilities

Budget and Planning Administrator

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics and basic algebra.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including FAMIS reports and general ledgers, payroll registers, general ledger reports, variance reports, flex budget reports, revenue/expenditure reports, vacancy reports, agency caseload reports, newsletters, agendas, State budget reports, and relevant legislation.
- Ability to comprehend a variety of reference books and manuals including the OBM policy manual, the Employee Handbook, Ohio Revised Code (ORC), Ohio Administrative Code (OAC), County Code, and general accounting standards and procedures.
- Ability to prepare quarterly expenditure and revenue projections, biweekly payroll projections, expense and budget adjustments, variance reports, budget reports and projections, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record, and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and relevant legal terminology and language.
- Ability to communicate effectively with management, supervisor, coworkers, State and Federal budget staff, external consultants, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Financial Reporting	Class Number:	11065
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office	EXHIBIT C	

Classification Function

The purpose of this classification is to manage the financial reporting operations of the County's Fiscal Office including the Annual Comprehensive Financial Report (ACFR), the Federal Single Audit Report, as well as monitoring and reporting on all financial activities, program performance, agency operations, and accounting rule changes/updates that impact the County annually.

Distinguishing Characteristics

This is a management classification with responsibility for managing and overseeing a variety of technical duties in the preparation, review, and presentation of the County financial reports including analyzing varied and complex financial transactions to formulate accounting processes and policy recommendations in accordance with state and federal regulations and generally accepted accounting principles. The classification oversees assigned staff. This class works under limited direction and requires the independent resolution of operational, technical, administrative, and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures and ensuring adherence to established accounting rules and procedures, laws, regulations, and the County's ethics policies in performance of duties.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

25% +/- 10%

- Plans, directs, and coordinates the financial reporting and accounting activity for the County; oversees the financial reporting processes and preparation of the County's monthly, quarterly, and annual financial reports; establishes internal controls to ensure accuracy and completeness of financial data and reports; oversees and directs the production of management reports, financial statements, and other statistical reports; develops and implements County-wide fiscal policies and procedures and ensures compliance with applicable accounting principles, government accounting standards, federal, state, and local laws, and rules and regulations governing local government reporting requirements; communicates accounting changes and policy updates to departments, agencies, and elected officials and ensures compliance with the changes and updates; coordinates the County's annual audit with the independent auditors; leads the development and management of financial indicators for the Fiscal Office and tracks progress against those indices.

25% +/- 10%

- Oversees the preparation of Countywide financial reports and related workpapers that produce the Annual Comprehensive Financial Report (ACFR), the Schedule of Expenditures of Federal Awards (SEFA) and the County's Popular Annual Financial Report (PAFR); coordinates preparation and maintenance of records, reports, and studies related to fiscal activities and operations; oversees preparation of financial and budget reports, inventory reports, capital asset reports, statistical reports, conduit debt obligations, and cash reconciliations; monitors budgeted and actual expenses; ensures all required reporting is completed in accordance with state and federal regulations and by the specified deadlines; researches and resolves accounting issues including the evaluation and implementation of new accounting pronouncements.

Effective Date: 04.10.2012
Last Modified: 11.13.2019

Manager, Financial Reporting

25% +/- 10%

- Develops and maintains County accounting system controls; oversees the maintenance of general ledger system and chart of accounts; leads the planning, implementing, and testing of system enhancements and upgrades; establishes policies and procedures for Countywide processing ensuring proper and timely postings of financial transactions; reviews appropriateness of all journal entries and budget adjustments; implements reporting structure changes as needed; establishes balancing methods to locate errors in closing funds; oversees closing of expired grants and capital projects; ensures the overall integrity of the County's centralized accounting system; evaluates and monitors accounting system to identify potential internal control issues; develops corrective actions and ensures effectiveness of the centralized accounting system.

15% +/- 5%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Functions as a liaison with other internal County departments and external government entities, organizations, and businesses; meets with senior-level County management personnel and the State auditor's representatives to discuss accounting and reporting plans, policies, and problems; presents solutions to identified problems; provides expert-level technical advice and guidance to County agencies, elected officials, and independent boards on accounting, financial analysis, and reporting methods, techniques, and principles.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business, accounting, financial management, or a related field with eight (8) years previous experience in accounting or financial management and four (4) years of supervisory experience; or an equivalent combination of education, training, and experience that must include preparation of financial statements, auditing, or GAAP/GASB reporting.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook) and database software (Infor Lawson).

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- Ability to perform algebraic calculations involving variables, formulas, and ratio and proportion variables.
- Ability to use a calculator to balance financial data using basic functions.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports, contracts, and payroll reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental policy manual, Generally Accepted Accounting Principles, Government Accounting Standards Board, Generally Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).
- Ability to prepare financial statements, forecast, variance analysis, ACFR, PAFR, (Governmental Accounting, Auditing, and Financial Reporting) GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and financial analysis terminology and language.

Manager, Financial Reporting

- Ability to communicate with staff, management, consultants, external auditors, employees from other departments, agency administrators, external government entities, organizations, businesses, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0315

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

WHEREAS, the Personnel Review Commission submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, the Personnel Review Commission considered this matter and has undergone significant review, evaluation and modification of such submitted changes to the Cuyahoga County Non-Bargaining Classification Plan; and

WHEREAS, on November 1, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through H) and recommended to County Council the formal adoption and implementation of the attached changes; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby adopts the following changes to the Cuyahoga County Non-Bargaining Classification Plan:

Modifications of the following Classifications: (See attached Classification Specifications)

Proposed New Classifications:

Exhibit A: Class Title: *Business Administrator*
 Number: 11201
 Pay Grade: 9A/Exempt

Exhibit B: Class Title: *Business Support Services Specialist*
Number: 11191
Pay Grade: 5A/Non-Exempt

Exhibit C: Class Title: *Senior Forensic Epidemiologist*
Number: 17102
Pay Grade: 12A/Exempt

Exhibit D: Class Title: *Supervisor, Business Administrator*
Number: 11202
Pay Grade: 14A/Exempt

Proposed Revised Classifications:

Exhibit E: Class Title: *Forensic Photographer*
Class Number: 12211
Pay Grade: 7A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, additional requirements, and language and formatting. A technology section was added. No change to FLSA status. The pay grade has increased from PG 6A to PG 7A.

Exhibit F: Class Title: *IT Infrastructure Engineer 1*
Class Number: 16431
Pay Grade: 5B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit G: Class Title: *IT Infrastructure Engineer 3*
Class Number: 16433
Pay Grade: 10B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit H: Class Title: *IT Infrastructure Engineer 4*
Class Number: 16434
Pay Grade: 12B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job

functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

- Exhibit I: Class Title: *IT Infrastructure Engineer 5*
Class Number: 16435
Pay Grade: 13B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.
- Exhibit J: Class Title: *IT Infrastructure Engineer 6*
Class Number: 16436
Pay Grade: 14B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.
- Exhibit K: Class Title: *Manager, IT Infrastructure & Operations*
Class Number: 16441
Pay Grade: 16B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.
- Exhibit L: Class Title: *Manager, Commercial/Industrial Appraisal*
Class Number: 20031
Pay Grade: 16A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.
- Exhibit M: Class Title: *Manager, Management Services*
Class Number: 11171
Pay Grade: 18A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology requirements section was added. No change to the pay grade or FLSA status.
- Exhibit N: Class Title: *Manager, Residential/Agricultural Appraisal*
Class Number: 20012
Pay Grade: 16A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the forgoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: November 14, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Deborah Southerington, Chairwoman
 Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

Date: November 3, 2023

To: Cuyahoga County Council President Pernel Jones Jr.
 Council Members, Human Resources, Appointments & Equity
 Committee

From: Deborah Southerington, Chairwoman
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on November 1, 2023, the Personnel Review Commission considered and approved recommending modifications to the County’s classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC’s website before any formal action was taken on them. Details of the recommended changes are below:

PROPOSED NEW CLASSIFICATIONS			
NEW CLASSIFICATIONS	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Business Administrator 11201	N\A	9A Exempt	All Departments
Business Support Services Specialist 11191	N\A	5A Non-Exempt	All Departments
Senior Forensic Epidemiologist 17102	N\A	12A Exempt	Medical Examiner
Supervisor, Business Administrator 11202	N/A	14A Exempt	All Departments

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Forensic Photographer 12211	6A Non-Exempt	7A Non-Exempt	Medical Examiner
IT Infrastructure Engineer 1 16431	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology
IT Infrastructure Engineer 3 16433	10B Exempt	10B Exempt (No Change)	Information Technology
IT Infrastructure Engineer 4 16434	12B Exempt	12B Exempt (No Change)	Information Technology
IT Infrastructure Engineer 5 16435	13B Exempt	13B Exempt (No Change)	Information Technology
IT Infrastructure Engineer 6 16436	14B Exempt	14B Exempt (No Change)	Information Technology
Manager, IT Infrastructure and Operations 16441	16B Exempt	16B Exempt (No Change)	Information Technology
Manager, Commercial/Industrial Appraisal 20031	16A Exempt	16 Exempt (No Change)	Fiscal
Manager, Management Services 11171	18A Exempt	18 Exempt (No Change)	HHS
Manager, Residential/Agricultural Appraisal 20012	16A Exempt	16 Exempt (No Change)	Fiscal

cc: Thomas Colaluca, Commissioner
 F. Allen Boseman, Commissioner
 Rebecca Kopcienski, PRC Director
 Andria Richardson, Clerk of Council

Joseph Nanni, Council Chief of Staff
 Sarah Nemastil, HR Director
 Kelli Neale, Program Officer 4

Posted: 10/26/2023

Meeting: 11/1/2023

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
NEW					
Business Administrator	11201	N/A	9A Exempt	All Departments	This is a new classification created to replace the current Business Administrator 2 and 3 and reorganize and define the series more efficiently. The classification reflects the essential functions and minimum qualifications of the position.
Business Support Services Specialist	11191	N/A	5A Non-Exempt	All Departments	This is a new classification created to replace the current Business Administrator 1 and reorganize and define the series more efficiently. The classification reflects the essential functions and minimum qualifications of the position.
Senior Forensic Epidemiologist	17102	N/A	12A Exempt	Medical Examiner	This is a new classification requested by the Medical Examiner's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
Supervisor, Business Administrator	11202	N/A	14A Exempt	All Departments	This is a new classification created to replace the current Business Administrator 4 and reorganize and define the series more efficiently. The classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Forensic Photographer	12211	6A Non-Exempt	7A Non-Exempt	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, additional requirements, and language and formatting. A technology section was added. No change to FLSA status. Pay grade increased from 6A to 7A.
IT Infrastructure Engineer 1	16431	5B Non-Exempt	5B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
IT Infrastructure Engineer 3	16433	10B Exempt	10B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
IT Infrastructure Engineer 4	16434	12B Exempt	12B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

IT Infrastructure Engineer 5	16435	13B Exempt	13B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
IT Infrastructure Engineer 6	16436	14B Exempt	14B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Manager, IT Infrastructure and Operations	16441	16B Exempt	16B Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Manager, Commercial/Industrial Appraisal	20031	16A Exempt	16A Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
Manager, Management Services	11171	18A Exempt	18A Exempt (No Change)	HHS	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to pay grade or FLSA Status.
Manager, Residential/Agricultural Appraisal	20012	16A Exempt	16A Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11201	Business Administrator	All Departments	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created to replace the current Business Administrator 2 and 3 and reorganize and define the series more efficiently. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 9A: \$56,680.00 - \$79,352.00 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, PO4 HR	12/1/2022	TEAMS Meeting	Discuss reorganization of Business Administrator Series Review of Drafts Update on Business Administrator series org
	12/9/2022	Email	
	10/13/2023	TEAMS Meeting	
John Kennick, Compensation Analyst	12/1/2022	TEAMS Meeting	Discuss reorganization of Business Administrator Series Review of Drafts
	12/9/2022	Email	

	10/13/2023	TEAMS Meeting	Update on Business Administrator series org
Jim Battigaglia, Archer Consultant	12/21/2022	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Administrator	Class Number:	11201
FLSA:	Exempt	Pay Grade:	9A
Dept:	All Departments		

Classification Function

The purpose of this classification is to coordinate fiscal management activities for County division or department.

Distinguishing Characteristics

This is a journey-level classification that is responsible for assisting with and coordinating fiscal management and department operations activities for a County division or department. The employees in this class work under general supervision but are expected to work with a degree of independence and exercise discretion in applying procedures and regulations to resolve project issues. The employees in this classification assist in ensuring that projects are completed on time and with adherence to requirements.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

60% +/- 10%

- Assists higher level administrative staff or managers in the planning and administration of fiscal activities for a County department; performs assigned fiscal activities of assigned department or division including accounting, budgeting, disbursement of funds, purchasing, and equipment inventory; confers with management before initiation of purchases and confirms approval; prepares purchase proposals for approval by the Board of Control; prepares product and service specifications and evaluations for purchases; completes process for purchases within specified dollar amounts according to appropriate County procurement procedures (e.g., informal, bidding, formal); prepares records and documentation related to procurement activities; utilizes procurement software to enter and review information (e.g., requisitions, purchase orders, vendor notifications); processes purchasing activities (e.g., contract purchases, sole source purchases, field buyer requisitions, legal advertisements); creates requests for bids and proposals; maintains spreadsheets tracking purchasing activities; monitors fiscal status of various fund accounts to prevent deficit balances; participates in historical budget analysis and forecasting to set budgets for upcoming fiscal years; assists with preparing annual operating and program budgets; monitors budgetary activity (i.e., revenue and expenditures) of assigned budgets; creates fiscal reports for internal and external audits.

30% +/- 10%

- Assists with administering department operations, communications, and office services; assists with the development and implementation of new department operations or systems (e.g., ERP system); processes assigned division/department employee travel, training, and/or professional development reimbursements; receives and handles requests from employees regarding office issues and work orders; coordinates with other departments on needed services (i.e., work or service orders, special events, etc.); processes reimbursement requests to/from external departments or agencies; consults with the law department on contract documents to ensure compliance with applicable policies and regulations; maintains and updates inventory tracking spreadsheets.

Effective Date: TBD
Last Modified: TBD

10% +/- 5%

- Provides recommendations to management on goals, objectives, policies, and procedures; remains abreast of relevant regulations to ensure compliance; supports the department's continuous improvement initiatives as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or a related field with three (3) years of accounting, fiscal, or budget experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoice vouchers, payroll forms, budget appropriations, vouchers, audits, inventory, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Federal Regulations, Ohio Revised Code, audit circulars, purchasing manuals, the Employee Handbook, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budget reports, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Business Administrator

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and relevant legal terminology and language.
- Ability to communicate with Directors, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11191	Business Support Services Specialist	All Departments	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created to replace the current Business Administrator 1 and reorganize and define the series more efficiently. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 5A: \$44,304.00 - \$62,025.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, PO4 HR	12/1/2022	TEAMS Meeting	Discuss reorganization of Business Administrator Series Review of Drafts Update on Business Administrator series org
	12/9/2022	Email	
	10/13/2023	TEAMS Meeting	
John Kennick, Compensation Analyst	12/1/2022	TEAMS Meeting	Discuss reorganization of Business Administrator Series Review of Drafts
	12/9/2022	Email	

	10/13/2023	TEAMS Meeting	Update on Business Administrator series org
Jim Battigaglia, Archer Consultant	12/21/2022	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Support Services Specialist	Class Number:	11191
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	All Departments		

Classification Function

The purpose of this classification is to assist a County department with coordinating administrative business support functions.

Distinguishing Characteristics

This is any entry-level position that is responsible for assisting higher level administrative staff with the administration of business support functions, office services, and lower-level procurement activities for a County division or department. This position works under supervision from a supervisor or manager-level position and the incumbent exercises discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%
 - Assists higher level administrative staff or managers by performing basic purchasing and inventory control functions; prepares bid specifications and purchase orders; reconciles purchases to ensure items match purchases on orders; processes invoices for payment; enters purchasing information into appropriate database; receives and coordinates delivery of supplies and equipment; maintains records of inventory.
- 50% +/- 10%
 - Performs administrative functions to coordinate and support assigned department's operations such as housekeeping, laundry, maintenance, grounds, safety and security, or mail services; reviews, prepares, or processes documentation related to support functions; communicates and coordinates with other departments as necessary.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in business administration, accounting, or a related field; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Effective Date:
Last Modified:

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and purchasing database software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including quotes, invoices, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Purchasing Department guidelines, the Employee Handbook, and department policies and procedures.
- Ability to prepare purchase orders, invoices, work order/service requests, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic accounting terminology and language.
- Ability to communicate with managers, supervisors, other County employees and departments, vendors, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17102	Senior Forensic Epidemiologist	Medical Examiner's Office	Exempt	12A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Medical Examiner's Office based on department need. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Medical Examiner's Office
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Fiscal Impact:	PG 12A \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Hugh Shannon, Director, MEO Operations	8/25/2023	Email	Sent drafted specification
Thomas Gilson, Medical Examiner	8/25/2023	Email	Copied on Communication
Jim Battigaglia, Archer Consultant	8/31/2023	Email	Pay Grade Evaluation

Kelli Neale, Program Officer 4 John Kennick, Compensation Analyst	9/6/2023	Email	Discuss position
Hugh Shannon, MEO Administrator	9/8/2023	Email	Ask questions
Thomas Gilson, Medical Examiner	9/8/2023	Email	Copied on Communication
Jim Battigaglia, Archer Consultant	9/20/2023	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Forensic Epidemiologist	Class Number:	17102
FLSA:	Exempt	Pay Grade:	12A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to lead the surveillance of reported deaths and to build analysis methods and health data for developing and implementing research and public health initiatives.

Distinguishing Characteristics

This is a journey level classification responsible for leading the collection, analysis, and interpretation of statistical data related to reported overdose and disease deaths. Incumbents work under the direction of the Director of Cuyahoga County Medical Examiner Office Operations (CCMEO) but employees are expected to exercise a high level of independent judgment and initiative. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class acts as a lead worker over lower-level employees.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 55% +/- 10%
- Conducts and oversees collection and analysis of data related to overdose deaths and other medicolegal deaths; enters and codes current and retrospective overdose fatality and controlled substance prescription data into database management system; conducts and leads data analysis of identified and/or emerging trends; conducts epidemiological surveillance and data analysis to determine changes in trends regarding overdose deaths and other epidemiological problems; leads the design of new data collection methods and systems and recommends improvements to existing systems; leads in the interpretation of epidemiological data and makes recommendations for program policy planning and public health intervention development; serves as liaison for receiving and addressing miscellaneous requests for data from public health, community, and academic partners.
- 15% +/- 5%
- Leads the Overdose Fatality Review (OFR) with oversight from the Chief Medical Examiner; attends multidisciplinary meetings to conduct in-depth reviews of overdose deaths; compiles data from 12 agencies in the OFR; creates presentations for review meetings; conducts additional data analysis for discussion purposes and informing evidence-based recommendations to reduce overdose deaths; leads OFR stakeholder meetings.
- 10% +/- 5%
- Serves in research committees and contributes to the development of research projects; identifies trends; creates reports and presentations regarding data trends for academic conferences, internal review meetings, taskforce groups, and committee meetings; leads preparation of academic papers and submits research for publication in peer-reviewed scientific journals; compiles and prepares information for publications and reports with guidance from the Chief Medical Examiner; provides public health data and interpretations to community public health and public safety partners; represents the CCMEO at conferences, community events, and meetings; participates on national committees; responds to emails and phone calls; keeps current on new trends and information in the field; researches, validates, and implements new procedures.

Effective Date: TBD
Last Modified: TBD

Senior Epidemiologist

10% +/- 5%

- Writes grant proposals and prepares grant applications; researches and analyzes relevant local statistics for grants; collects data on available grants that are applicable to County needs; analyzes grant rules and regulations to determine requirements for applications; completes grant applications using proper formatting; assesses and edits grant applications for adherence to mandates; serves as a liaison for grant-related communications between other agencies involved in grant projects; updates appropriate parties with status updates of grant projects.

10% +/- 5%

- Serves as lead worker; may coordinate and oversee small projects; reviews and approves work submitted by other team members; provides quality control of content produced by lower-level employees; identifies and recommends targeted training needs of lower-level employees.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in public health, epidemiology, biostatistics, or related field and three (3) years of public health, epidemiology, or related experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), survey and database management application (REDCap), data and information management system (VertiQ), statistical analysis software (SPSS), and other software as needed.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistical calculations.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or

Effective Date: TBD
Last Modified: TBD

Senior Epidemiologist

organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.

- Ability to comprehend a variety of informational documents including medical records, court records, police records, next-of-kin information, quarterly overdose data briefs, OFR Annual reports, and correspondence.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, journal articles, and the Ohio Revised Code.
- Ability to prepare presentations, reports, lists, correspondence, OFR presentations, Overdose Data Dashboards, grant proposals and applications, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret public health and basic medical terminology and language.
- Ability to communicate with co-workers, supervisor, management, boards, committees, Board of Health members, taskforces, and members of public health associations.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11202	Supervisor, Business Administrator	All Departments	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created to replace the current Business Administrator 4 and reorganize and define the series more efficiently. The classification reflects the essential functions and minimum qualifications of the position.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 9A: \$72,176.00 - \$101,025.60 Step Placement TBD by Human Resources
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Staffing Implications:	Position to be filled once classification is active.
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kelli Neale, PO4 HR	12/1/2022	TEAMS Meeting	Discuss reorganization of Business Administrator Series Review of Drafts Update on Business Administrator series org
	12/9/2022	Email	
	10/13/2023	TEAMS Meeting	
John Kennick, Compensation Analyst	12/1/2022	TEAMS Meeting	Discuss reorganization of Business Administrator Series Review of Drafts
	12/9/2022	Email	

	10/13/2023	TEAMS Meeting	Update on Business Administrator series org
Jim Battigaglia, Archer Consultant	12/21/2022	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Business Administrator	Class Number:	11202
FLSA:	Exempt	Pay Grade:	14A
Dept:	All Departments		

Classification Function

The purpose of this classification is to oversee and coordinate fiscal management activities for a County division or department.

Distinguishing Characteristics

This is a managerial-level classification that is responsible for overseeing and coordinating fiscal management activities for a County division or department under the general direction of a senior level administrative or management position. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class has a higher level of financial responsibility and accountability than the class below and has managerial responsibilities.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%
- Oversees the planning and administration of assigned fiscal activities for a County department or division; performs and oversees assigned fiscal activities of assigned department or division including accounting, budgeting, disbursement of funds, purchasing, and equipment inventory; prepares purchase proposals for approval by the Board of Control; prepares product and service specifications and evaluations for purchases; completes process for purchases within specified dollar amounts according to appropriate County procurement procedures (e.g., informal, bidding, formal); prepares records and documentation related to procurement activities; utilizes procurement software to enter and review information (e.g., requisitions, purchase orders, vendor notifications); processes purchasing activities (e.g., contract purchases, sole source purchases, field buyer requisitions, legal advertisements); creates requests for bids and proposals; maintains spreadsheets tracking purchasing activities; monitors fiscal status of various fund accounts to prevent deficit balances; completes historical budget analysis and forecasting to set budgets for upcoming fiscal years; prepares and/or assists with preparing annual operating and program budgets; monitors budgetary activity (i.e., revenue and expenditures) of assigned budgets; coordinates and creates fiscal reports for internal and external audits.

- 30% +/- 10%
- Supervises and directs the work of Business Administrators, Fiscal Specialists, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a

unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Oversees planning and administration of assigned department operations, communications, and office services; coordinates the development and implementation of new department operations or systems (e.g., ERP system); oversees assigned division/department employee travel, training, and/or professional development reimbursements; receives and handles requests from employees regarding office issues and work orders; coordinates with other departments on needed services (i.e., work or service orders, special events, etc.); oversees building safety needs; processes reimbursement requests to/from external departments or agencies; consults with the law department on contract documents to ensure compliance with applicable policies and regulations; maintains and updates inventory tracking spreadsheets.

10% +/- 5%

- Participates in the development and implementation of goals, objectives, policies, and procedures for assigned division or department; remains abreast of relevant regulations to ensure compliance; supports the department's continuous improvement initiatives as needed; makes recommendations for improving processes and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, or related field with five (5) years of accounting, fiscal or budget administration experience including two (2) years in a supervisory capacity; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and database software.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including financial reports, statistical reports, invoices, payroll forms, indirect cost plans, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, state reporting requirements, purchasing manuals, personnel manuals, and administrative procedures.
- Ability to prepare financial statements, statistical reports, contracts, budgets, budget projections, vouchers, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage people and programs, to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and relevant legal terminology and language.
- Ability to communicate with the County Executive, Directors, staff, managers, supervisors, other County employees, state and federal employees, contractors, vendors, consultants, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12211	Forensic Photographer	Medical Examiner's Office	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12211	Forensic Photographer	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, additional requirements, and language and formatting. A technology section was added. No change to FLSA status. Pay grade increased from 6A to 7A.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	PG 6A: \$47,382.40 - \$66,352.00 PG 7A: \$50,502.40 - \$70,699.20 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kate Snyder, Chief Forensic Photographer	6/12/2023	Email	Sent drafted specifications
Kate Snyder, Chief Forensic Photographer	7/3/2023	Email	Reminder
Kate Snyder, Chief Forensic Photographer	7/21/2023	Email	Final reminder
Kate Snyder, Chief Forensic Photographer	8/4/2023	Email	Ask question
Kate Snyder, Chief Forensic Photographer	8/14/2023	Email	Ask/answer questions
Kate Snyder, Chief Forensic Photographer	8/22/2023	Email	Reminder
Kate Snyder, Chief Forensic Photographer	8/31/2023	Email	Final reminder
Kate Snyder, Chief Forensic Photographer	9/12/2023	Email	Clarification
Hugh Shannon, Director, MEO Operations	6/12/2023 7/3/2023 7/21/2023 8/4/2023 8/14/2023 8/22/2023 8/31/2023 9/21/2023	Email	CC'ed on communications
Hugh Shannon, Director, MEO Operations	9/14/2023	Email	Ask question
Jim Battigaglia, Archer Consultant	9/20/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Photographer	Class Number:	12211
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to photograph a variety of scenes, subjects, and materials including physical evidence provided by law enforcement and to process all image files for investigative, scientific, and court presentation purposes.

Distinguishing Characteristics

This is an entry-level classification working under general supervision of the Chief Forensic Photographer. Positions in this class independently perform recurring, well-precedented tasks using standard methods and techniques. Incumbents establish and maintain quality control and ensure proper preservation and documentation of photographs. Employees receive instruction or assistance as new or unusual situations arise and are expected to become/remain up to date regarding methods, protocols, procedures, and applicable regulations. Position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%
- Photographs a variety of subjects and materials including autopsies, clothing, crime scenes, identifications, property, specimen, vehicles, or other physical evidence; documents photographic processes and procedures; follows chain of custody with photographic evidence as necessary.
- 30% +/- 10%
- Processes images in multiple file types using a wide variety of software tools for investigative, scientific, and court presentation purposes; processes raw image files from digital media cards; processes property or digital media cards for other departments; copies files to digital media storage devices (optical discs, USBs, etc.) and distributes upon request; prints photographs; uses a scanner to digitize film, prints, and other copy work; assists with preparation and presentation of images for reports and exhibits; prepares and maintains digital files in accordance with applicable policies and procedures.
- 10% +/- 5%
- Performs miscellaneous responsibilities related to photography laboratory; cleans and maintains equipment; tracks inventory and supplies.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; keeps abreast of current trends and technological developments in the field; conducts tours of photography unit; instructs interns and provides demonstrations.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's degree in photography or related field with one (1) year of experience performing digital and conventional photography in a studio or laboratory setting; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Become a Certified Forensic Photographer through the International Association for Identification's (IAI) Forensic Photography & Imaging Certification Program within 3 years of hire and maintain this certification while employed in the Photography Unit at the Medical Examiner's Office.
- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computer and multifunction printer.
- Ability to operate a variety of photographic equipment including digital cameras, tripods, strobes, scanners, microscopes, and projectors.
- Ability to bend, twist, crouch, crawl, balance, climb, push/pull over 100 lbs., and lift up to 25 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), image cataloging software (Adobe Lightroom, Extensis Portfolio), and digital imaging software (Adobe Photoshop, Camera RAW).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.

Forensic Photographer

- Ability to comprehend a variety of informational documents including digital media cards, photograph orders, diagrams, reports, film, image catalogues, list of Mugshots required, list of Autopsy cases, Chain of Custody forms, equipment maintenance forms/logs, Technical & Administrative case review reports, and materials safety data sheets.
- Ability to comprehend a variety of reference books and manuals including Quality Assurance Manual, standard operating procedures, software and hardware manuals, safety manuals, Materials Safety Data sheets, Scientific Working Group on Digital Evidence (SWGDE)/Scientific Working Group Imaging Technology (SWGIT) Guidelines for Forensic Imaging Practitioner Training Manual, publications, equipment manuals, reference books, journals, and the Employee Handbook.
- Ability to prepare digital images, photographic prints, optical discs, scanned image files, incident reports, crime scene summaries, standard operating procedures, PowerPoint presentations, illustrations, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, to follow instructions, and to meet deadlines.
- Ability to use and interpret basic medical terminology and language.
- Ability to communicate effectively with other departmental employees, supervisor, police department personnel, attorneys, and clerical staff.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to strong odors, toxic agents, bodily fluids, electrical currents, and laboratory equipment/machinery. Requires periodic on-site investigations that may occur in an indoor or outside in changing locations, environments, and conditions and at all times of day and night and year. Conditions could include adverse weather or unsanitary environments and may require the use of personal protective equipment, especially in disaster situations.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16431	IT Infrastructure Engineer 1	Information Technology	Non-Exempt	5B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16431	IT Infrastructure Engineer 1	Information Technology	Non-Exempt	5B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Ricky Bouyer, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Ricky Bouyer, Manager, IT Infrastructure and Operations	9/25/2023	Email	Reminder
Jeremy Mio, Information Security Officer	10/16/2023	Email	Sent reviewed draft
Jim Battigaglia, Archer Consultant	10/16/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 1	Class Number:	16431
FLSA:	Non-Exempt	Pay Grade:	5B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to provide IT infrastructure and operational support of IT technology as well as to assist with the receipt and inventory of County IT equipment. Incumbents in this classification are responsible for deliveries of both IT and non-IT assets.

Distinguishing Characteristics

This is a technical entry level classification responsible for assisting with the delivery and installation of the County IT equipment at the user locations and provide junior level support of the IT technology. The employee in this class works under close supervision while gaining experience. Incumbents work under a framework of routine work methods and procedures and with increasing independence as work experience is gained.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 55% +/- 10%
- Provides junior level support of the IT technology such as hardware break fix; delivers, installs, and tears down IT technology including PC's, printers, and other peripheral devices; answers end user questions; manages and resolves support tickets related to both on-premises and cloud-based technologies; inputs details of the resolution or observation of the ticket; provides on-site and remote IT support for end-user devices; forwards support tickets to higher level support, if needed.
- 25% +/- 10%
- Assists with asset lifecycle management; places and records tags onto new equipment; scans and records barcodes on equipment for inventory purposes; disposes of County PC's or other peripheral devices that are deemed nonoperational; updates IT inventory database.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and end user questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to other IT Infrastructure Engineers.
- 15% +/- 5%
- Performs supporting administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT items; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with one (1) year of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Effective Date: 10.23.2019
Last Modified: 10.23.2019

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft SQL), data analysis software (Power BI), and data entry software (Cherwell).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including service desk tickets, emails, packing slips, and delivery and shipping related materials.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, and other County staff.

IT Infrastructure Engineer 1

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16433	IT Infrastructure Engineer 3	Information Technology	Exempt	10B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16433	IT Infrastructure Engineer 3	Information Technology	Exempt	10B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Twelve (12)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Ricky Bouyer, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Lawrence Patterson, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Jeremy Mio, Information Security Officer	9/8/2023	Email	Sent drafted specifications
Ricky Bouyer, Manager, IT Infrastructure and Operations	9/28/2023	Email	Reminder
Lawrence Patterson, Manager, IT Infrastructure and Operations	9/28/2023	Email	Reminder
Jeremy Mio, Information Security Officer	9/28/2023	Email	Reminder
Jeremy Mio, Information Security Officer	10/16/2023	Email	Sent reviewed draft
Jim Battigaglia, Archer Consultant	10/16/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 3	Class Number:	16433
FLSA:	Exempt	Pay Grade:	10B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to build, deploy, and support end user related technologies including building, configuring, diagnosing, and driving incident management internally and with vendors; as well as to assist as a project lead when requested by management.

Distinguishing Characteristics

This is a technical journey level classification responsible for the build, deployment, and support of all end user related technology for the County as well as assisting in driving the execution of projects and tasks when assigned. The employee in this class works under general supervision and is expected to be aware of the operating policies and procedures of the work unit. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification handles the more complex support tickets related to the end user related technologies and the service tickets compared to the IT Infrastructure Engineer 1 and 2.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 35% +/- 20%
- Builds and deploys end user related devices and software technologies including but not limited to hardware (mobile/desktop/IoT), cellular technologies, device software, credit card machines, and other Internet of Things (IoT) technologies, process workflows, and security related functions; supports device hardware cloud/hybrid management; supports end user patch and security management; provides insight into deployment process improvements; provides direct and background support of various devices; deploys computers with the appropriate software for various agencies;
- 20% +/- 15%
- Supports end user related hardware, installed software, and end user cloud services; diagnoses and drives incident management internally and with the vendors; resolves the more complex support tickets; manages and resolves support tickets; travels to various County buildings to provide onsite troubleshooting; inputs details of the resolution or observation of the ticket; administers incident related documentation; opens cases with vendors; assists and educates end users on the use and best practices of the technology; assists with the creation of trainings for end users.
- 20% +/- 10%
- Assists in the development of project and task plans; oversees the preparation and execution of plans; assists in the prioritization and execution of team member assignments.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories County IT equipment; scans and records barcodes on equipment for inventory; assists with preparing the inventory reports; disposes technology that are deemed nonoperational.
- 5% +/- 2%

IT Infrastructure Engineer 3

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
15% +/- 5%
- Performs supporting administrative responsibilities; prepares various records, reports, and documents; delivers and picks up miscellaneous non-IT related items; completes daily work logs; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, or a related field with two (2) years of end user IT technologies or general PC maintenance experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft SQL), data analysis software (Power BI, Tableau, etc.), and data entry and ticketing software (IT Service Management System).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.

IT Infrastructure Engineer 3

- Ability to comprehend a variety of informational documents including service desk tickets, inventory maintenance, state reports of outdated hardware/software, and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, daily work logs, training documents, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures and train others, and to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16434	IT Infrastructure Engineer 4	Information Technology	Exempt	12B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16434	IT Infrastructure Engineer 4	Information Technology	Exempt	12B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Keith Kozer, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Keith Kozer, Manager, IT Infrastructure and Operations	9/29/2023	Email	Follow up
Jeremy Mio, Information Security Officer	10/16/2023	Email	Sent reviewed draft
Jim Battigaglia, Archer Consultant	10/16/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 4	Class Number:	16434
FLSA:	Exempt	Pay Grade:	12B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to build, deploy, and support the County's IT server related technologies and to resolve basic server related support tickets.

Distinguishing Characteristics

This is a technical journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as diagnosing and driving incident management both internally and with vendors. The employee in this class works under general supervision and is expected to become/remain aware of the operating methods, policies, and procedures of the work unit. Positions at this level receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 75% +/- 10%
- Builds, deploys, and supports all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; upgrades systems to current releases; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%
- Performs supporting administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

IT Infrastructure Engineer 4

- Bachelor's degree in information technology, computer science, or a related field with three (3) years of end user IT technologies experience including one (1) year of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft SQL or Access), data analysis software (Power BI), and data entry software (Cherwell).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets, diagnostic reports, hardware and software inventory, update reports, quotes from vendors, server backup reports, and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, project reports, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, train others, and to follow instructions.

IT Infrastructure Engineer 4

- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16435	IT Infrastructure Engineer 5	Information Technology	Exempt	13B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16435	IT Infrastructure Engineer 5	Information Technology	Exempt	13B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Keith Kozer, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Jason Snowbrick, Infrastructure and Operations Administrator	9/8/2023	Email	Sent drafted specifications
Ricky Bouyer, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Jeremy Mio, Information Security Officer	10/16/2023	Email	Sent reviewed draft
Jim Battigaglia, Archer Consultant	10/16/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 5	Class Number:	16435
FLSA:	Exempt	Pay Grade:	13B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to build, deploy, and support the County’s IT server related technologies and resolving more complex server related support tickets.

Distinguishing Characteristics

This is a technical journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading smaller, less complex projects. The employee in this class works under general supervision and is expected to become/remain aware of the operating methods, policies, and procedures of the work unit. Positions at this level work independently and receive instruction or assistance as unusual situations arise and are expected to exercise judgment and initiative. This classification is distinguished from the IT Infrastructure Engineer 4 in that this classification is responsible for resolving more complex server related support tickets and requires certification in a current County IT server technology.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%
- Builds, deploys, and supports all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; upgrades systems to current releases; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed; supports end user related technologies as needed.
- 15% +/- 5%
- Assists in the development of project and task plans; oversees the execution of plans; assists in the prioritization and execution of team member assignments.
- 10% +/- 2%
- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; communicates with customers via email, phone, working sessions, or chat software; attempts to remedy the issue.
- 10% +/- 2%
- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes of technology that are deemed nonoperational.
- 15% +/- 5%
- Performs related administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science or a related field with four (4) years of end user IT technologies experience including two (2) years of server environmental IT technologies experience; or any equivalent combination of education, training, and experience.
- Certification in a current County IT server technology.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft SQL or Access), data analysis software (Power BI), and data entry software (Cherwell).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including outage alerts, backup summaries, purchase orders, diagnostic reports, hardware and software inventory, update reports, quotes from vendors, server backup reports, service desk tickets and technical and project related documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, and user manuals.

IT Infrastructure Engineer 5

- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures and train others, and to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16436	IT Infrastructure Engineer 6	Information Technology	Exempt	14B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16436	IT Infrastructure Engineer 6	Information Technology	Exempt	14B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Six (6)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Keith Kozer, Manager, IT Infrastructure and Operations	9/8/2023	Email	Sent drafted specifications
Jason Snowbrick, Infrastructure and Operations Administrator	9/8/2023	Email	Sent drafted specifications
Jeremy Mio, Information Security Officer	10/16/2023	Email	Sent reviewed draft
Jim Battigaglia, Archer Consultant	10/16/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	IT Infrastructure Engineer 6	Class Number:	16436
FLSA:	Exempt	Pay Grade:	14B
Dept:	Information Technology		

Classification Function

The purpose of this classification is to build, deploy, and support of the County's IT server related technologies as well as to assist as a project lead for large, complex projects. This classification is responsible for researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology and assisting management on designing the architecture of software.

Distinguishing Characteristics

This is an advanced journey level classification responsible for the build, deployment, and support of all IT server environment related technologies as well as assisting in leading large, complex projects. The employee in this class works under direction and is expected to be fully aware of the operating methods, policies, and procedures of the work unit. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and work independently, exercising judgment and initiative. It is distinguished from the IT Infrastructure Engineer 5 in that the senior level provides higher level technical support and troubleshooting assistance as well as assists in the designing of software architecture and researching technology forecasts, technology roadmaps, and/or Return on Investment for future technology, and assists in budget management lifecycle.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

55% +/- 10%

- Builds, deploys, and supports of all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management both internally and with vendors; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves support tickets; inputs details of the resolution or observation of the ticket; monitors and evaluates the efficiency and effectiveness of service delivery methods; travels and manages equipment at a remote datacenter

10% +/- 5%

- Assists as a project lead for large, complex projects; assists in the development of project and task plans; oversees the execution of plans; manages the prioritization and execution of team member assignments.

10% +/- 5%

- Assists management with vendor contracts; assists in the development of technology forecasts; presents technology roadmaps to management; researches and provides reports or other documentation of technology, and/or Return on Investment for future technology; assists management on designing the architecture of technology; assists in budget management lifecycle; coordinates and schedules vendors for equipment repair.

Effective Date: 10.23.2019
Last Modified: 10.23.2019

5% +/- 2%

- Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; assists with the installation and documentation of new devices; prepares software licensing reports; disposes of technology that are deemed nonoperational.

5% +/- 2%

- Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; communicates with customers via email, phone, working sessions, or chat software; attempts to remedy the issue.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in information technology, computer science or a related field with five (5) years of end user and server environmental IT technologies experience including (6) months of experience serving as project lead; **or any equivalent combination of training and experience as defined below:**
- Certification in a current County IT server technology.
- Valid driver’s license and proof of automobile insurance.

Highest degree of education attained	Experience required
High school diploma/GED	9 years (including 6 months project lead)
Unrelated associate degree	8 years (including 6 months project lead)
Related associate degree	7 years (including 6 months project lead)
Unrelated bachelor’s degree	6 years (including 6 months project lead)
Related bachelor’s degree	5 years (including 6 months project lead)
Unrelated master’s/doctoral degree	4 years (including 6 months project lead)
Related master’s/doctoral degree	3 years (including 6 months project lead)

Related degree fields: Information Systems, Computer Networking and Telecommunications, Cyber Security, Electrical Engineering, Computer Security and Information Assurance, Applied Physics

Related work experience: Design, maintenance, and/or installation of local and wide area networks and databases. Experience building and maintaining servers, implementation of e-mail servers/VMWare.

Certifications: in a current information technology field as deemed relevant by the hiring managers (e.g., Microsoft, Cisco, Solaris, Linux, VMWare, etc.)

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to crouch, crawl, bend, twist, and lift, push, and pull over 75 lbs.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), database software (Microsoft SQL or Access), data analysis software (Power BI), and data entry software (Cherwell).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including service desk tickets and technical, requests for quote, service reports, billing invoices, diagnostic reports, hardware and software inventory, update reports, quotes from vendors, server backup reports, and project related documents.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, Center for Internet Security (CIS) and National Institute of Standards and Technology (NIST) benchmarks, federal, state, and local laws and regulations, and user manuals.
- Ability to prepare self-appraisals, ticketing details, project plan updates, asset control inventory, performance and trending, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to persuade and influence others, to record and deliver information, to explain procedures and train others, and to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with managers, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16441	Manager, IT Infrastructure and Operations	Information Technology	Exempt	16B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16441	Manager, IT Infrastructure and Operations	Information Technology	Exempt	16B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Three (3)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Alan Kilgore, Infrastructure and Operations Administrator	9/15/2023	Email	Sent drafted specifications
Jason Snowbrick, Infrastructure and Operations Administrator	9/15/2023	Email	Sent drafted specifications
Jason Snowbrick, Infrastructure and Operations Administrator	9/15/2023	Email	Answer question
Jim Battigaglia, Archer Consultant	9/20/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, IT Infrastructure and Operations	Class Number:	16441
FLSA:	Exempt	Pay Grade:	16B
Dept:	Information Technology		

Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery.

Distinguishing Characteristics

This is a first-level supervisor classification responsible for managing the operations and activities of an IT Infrastructure unit. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively to increase efficiencies and economies of scale. The primary focus of the Manager class is to manage and develop project plans, supervise employees in performance of the work of a unit, contract and budget management, and to provide responsible and complex support to the division administrator.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 50% +/- 10%
 - Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.

- 20% +/- 10%
 - Supervises and directs the work of the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, vendors, and other assigned staff; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; conducts weekly staff meetings.

15% +/- 5%

Effective Date: 10.23.2019
Last Modified: 10.23.2019

Manager, IT Infrastructure and Operations

- Assists the Infrastructure and Operations Administrator in the development, implementation, and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in information technology, computer science, business management, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including computers and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (Cherwell, INFOR, Solarwinds, TPR)

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

Manager, IT Infrastructure and Operations

- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including project related documents, service desk tickets, vendor contracts, invoices, time sheets, Cloud Utilization reports, departmental performance metric reports. Cherwell Closed Case reports, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, Ohio Revised Code, and user manuals.
- Ability to prepare annual reviews, performance appraisals, development plans, project task lists, system documentation, project plan updates,, design diagrams, asset control inventory, performance and trending, technical documents, policies and procedures, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Dunn, Administrator Budget Commission	8/30/2023	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	9/14/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Commercial/Industrial Appraisal	Class Number:	20031
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a managerial level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class oversees the operations and promotes the efficiencies of their assigned unit, resolves problems, exercises discretion and judgment in supervising employees, and ensures that duties are performed in a timely and accurate manner. The employee works under the general direction of the Administrator, Budget Commission but works with a high degree of independence and utilizes judgment in performing work.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

30% +/- 10%

- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

30% +/- 10%

- Performs annual maintenance; values and maintains records for all commercial/industrial properties in the County; receives and processes building permits from communities; completes property inquires, sale verifications, and razing affidavits; completes sales ratio studies when permits and sale verifications are completed; makes sure the property values are accurate and fall within state guidelines; approves final property values; examines properties to determine how they are performing in terms of sales; compares the value of the property compared to what it sold for; analyzes neighborhood rates to determine if the property values increased or decreased; compares rates of neighborhoods to each other; ensures maintenance work is on schedule.

25% +/- 10%

- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; tracks project milestones, develops and delivers progress reports, evaluates the outcome of the project.

Manager, Commercial/Industrial Appraisal

5% +/- 2%

- Contacts taxpayers and schedules appointments and field checks to assist with appeals; meets with developers, bankers, school board attorneys, municipal leaders, and county administrators; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

5% +/- 2%

- Provides consultation, testimony, and value recommendations to the Cuyahoga County Prosecutor's Office, the Board of Revision, Ohio Board of Tax Appeals, Common Pleas Court, and the Ohio Supreme Court regarding all Residential properties.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years of experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), desktop publishing software (Adobe InDesign), and data entry software (SIGMA).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.

Manager, Commercial/Industrial Appraisal

- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, International Association of Assessing Officers (IAAO), Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice (USPAP), blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, property analysis reports, commercial/industrial appraisal manuals, new construction permits, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to effectively communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners, and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11171	Manager, Management Services	HHS	Exempt	18A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11171	Manager, Management Services	HHS	Exempt	18A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to pay grade or FLSA Status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Kathy Starks - Manager, Management Services	9/8/2023	Email	Review of Class Spec Draft
David Merriman – Director, HHS	9/8/2023	Email	Review of Class Spec Draft
Jim Battigaglia – Archer Consultant	9/27/2023	Email	Request for Pay Grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Management Services	Class Number:	11171
FLSA:	Exempt	Pay Grade:	18A
Departments:	Health and Human Services		

Classification Function

The purpose of this classification is to manage, plan, direct, and coordinate the accounting and reporting of the fiscal programs for the County’s Department of Health and Human Services (HHS).

Distinguishing Characteristics

This is a management level classification responsible for coordination, supervision, and control of the department’s fiscal program management and reporting directly and through subordinate supervisors. This class works under limited direction, has a high level of responsibility, and requires the analysis and solution of operational, technical, administrative, and management problems related to operations and activities within the department. The employee is expected to lead in the development of objectives, priorities, and procedures and the preparation of the DHHS budget. The incumbent exercises discretion in developing policies and procedures to resolve organizational issues and to ensure that activities are completed in a timely and efficient manner.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

30% +/- 10%

- Manages fiscal programs for the County HHS Department including subordinate Divisions and Initiatives; plans and directs budget, fiscal service, and general business activities of the department through multiple levels of management and supervision; oversees and monitors revenues and expenditures; directs budgetary and fiscal control activities including audit management; oversees preparation and review of all fiscal reports required by all divisions of HHS by federal, state, and other funding sources; develops, reviews, and implements policies and procedures for the department’s financial operations and ensures operational compliance with applicable state/federal regulations; conducts and oversees analyses related to budget development; prepares department budget(s) in collaboration with the Director and Agency/Initiative Administrators; monitors and evaluates program and division budgets and related budget change proposals; utilizes data analyses of revenues/expenditures to assess budget performance and recommend course corrections; stays up to date on complex and interrelated funding sources and budgets; identifies opportunities to enhance revenues or reduce expenditures and makes recommendations concerning these opportunities.

25% +/- 10%

- Advises administrative officials regarding administrative, budgetary, human resource, and fiscal matters; recommends agency goals, objectives, performance measures, productivity standards, work and operational plans, and policies and procedures; works closely with the Director, Agency/Initiative management, and County Executive management staff to ensure that the department has adequate resources to provide mandated and expected levels of service; assists with management of Department human resource issues including hiring requests, ADA accommodations, employee complaints, union grievances, and other issues; represents HHS Director and Administrator at various formal/informal meetings including committee meetings.

Effective Date: 1995
Last Modified: 07.18.2019

Manager, Management Services

20% +/- 10%

- Administers multiple social service programs including Temporary Assistance for Needy Families (TANF), Subsidized Child Care, Medicaid Non-Emergency Medical Transportation (NET) and Children with Medical Handicaps Program (CMH); manages social service delivery including eligibility determination and evaluation and review of social service delivery; develops and implements long-range goals, objectives, plans, policies, and procedures in collaboration with the Director and other Agency/Initiative management; monitors social service program compliance with local/state/federal guidelines; directs coordination of program budgets and expenditures; designs and prepares written material describing social service programs.

15% +/- 5%

- Supervises accounting, budget, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Prepares, maintains, and oversees preparation and maintenance of records, reports, studies, and/or correspondence related to fiscal activities and operations; oversees preparation of Ohio Department of Job and Family Services (ODJFS) reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, and reports regarding action to be taken to improve department fiscal operations; manages federal and state compliance audits.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting or related field with seven (7) years of fiscal management experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including a personal computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), and database software (INFOR LAWSON, OBWP, Sherpa, OnBase, CFIS, RMS).

Effective Date: 1995
Last Modified: 07.18.2019

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced statistics.

Language Ability & Interpersonal Communication

- Ability to perform a high level of data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including fiscal reports, department statistics and reports, TANF-Prevention, Retention, and Contingency (PRC) Order Issuances, data management information system reports, human resource reports, bid specifications, childcare reports, subgrant agreements, payroll reports, employee time sheets, employee leave requests, written and electronic communications, union grievances, and other related reports and records.
- Ability to comprehend a variety of reference books and manuals including TANF PRC and Title XX plans, NET Transportation Plan, ODJFS Administrative Procedure Manual, ODJFS Fiscal Administrative Procedures Manual, CFIS/RMS Manuals, OnBase, Random Moment Sampling, the Employee Handbook, collective bargaining agreements, and County policies and procedures manuals.
- Ability to prepare TANF-PRC Plan, Title XIX Medicaid Non-Emergency Transportation Plan, Title XX Plan, organizational structure, performance measures, cash flow forecast reports, operations plans, spending plans, employee performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, financial analysis, and business law terminology and language.
- Ability to communicate with subordinates, department directors, County Council, Chief of Staff, Chief Economic Growth and Opportunity Officer, administrators, providers, clients, union representatives, contractors, vendors, other County departments and employees, and the general public.

Effective Date: 1995
Last Modified: 07.18.2019

Manager, Management Services

Environmental Adaptability

- Work is typically performed in an office environment.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Fiscal Office
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Bryan Dunn, Administrator Budget Commission	8/30/2023	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	9/14/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Residential/Agricultural Appraisal	Class Number:	20012
FLSA:	Exempt	Pay Grade:	16A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012.

Distinguishing Characteristics

This is a managerial level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class oversees the operations and promotes the efficiencies of their assigned unit, resolves problems, exercises discretion and judgment in supervising employees, and ensures that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee works under the general direction of the Administrator, Budget but works with a high degree of independence and utilizes judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

Essential Job Functions

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- 30% +/- 10%
- Supervises and directs the work of Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Performs annual maintenance; values and maintains records for all residential/agricultural properties in the County; receives and processes building permits from communities; completes property inquires, sale verifications, and razing affidavits; completes sales ratio studies when permits and sale verifications are completed; makes sure the property values are accurate and fall within state guidelines; approves final property values; examines properties to determine how they are performing in terms of sales; compares the value of the property compared to what it sold for; analyzes neighborhood rates to determine if the property values increased or decreased; compares rates of neighborhoods to each other; ensures maintenance work is on schedule.
- 25% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project (Sexennial Re-Appraisal and Triennial Update); tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department;

Effective Date: 04.13.2017
Last Modified: 10.23.2019

Manager, Residential/Agricultural Appraisal

researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; evaluates the project outcomes.

5% +/- 2%

- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

5% +/- 2%

- Provides consultation, testimony, and value recommendations to the Cuyahoga County Prosecutor's Office, the Board of Revision, Ohio Board of Tax Appeals, Common Pleas Court, and the Ohio Supreme Court regarding all Residential properties.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, or a related field with seven (7) years of experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), and word processing software (Microsoft Word), desktop publishing software (Adobe InDesign), and data entry software (SIGMA).

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.

Effective Date: 04.13.2017
Last Modified: 10.23.2019

Manager, Residential/Agricultural Appraisal

- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, expense reports, timesheets, annual maintenance reports, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers (IAAO), Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice (USPAP), blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, production reports, appraisal project plans, residential appraisal manual, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate effectively with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment or out in the field.

Manager, Residential/Agricultural Appraisal

- Work may involve exposure to wetness/humidity, temperature/weather extremes, and animals/wildlife.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0319

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Tanisha Warren to represent Cuyahoga County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region, for a two-year term 1/24/2024 – 1/23/2026.
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WHEREAS, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a Child Abuse and Child Neglect Prevention Region may appoint up to two representatives to a Child Abuse and Child Neglect Regional Prevention Council to represent the County on overseeing its work; and

WHEREAS, pursuant to Ohio Revised Code Section 3109.172 and Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; and

WHEREAS, Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that "[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;" and

WHEREAS, County Executive Ronayne has nominated Tanisha Warren to represent the County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region for a two-year term starting January 24, 2024 through January 23, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Tanisha Warren to represent the County on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund

First Reading/Referred to Committee: November 14, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____

_____, 20_



November 6, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Jones

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Tanisha Warren (1/24/2024 - 1/23/2026)**
 - **Replacing Carlin Culbertson (expired term 1/23/21 - 1/24/2023)**

There are no known conflicts of interest for which an advisory opinion has been requested. There are zero applicants on file for this position. This board is uncompensated.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive

EDUCATION/CERTIFICATIONS:

Case Western Reserve University January 2021- May 2023
Mandel School of Applied Social Sciences
Master of Social Work Online Advanced Standing Program

Cleveland State University January 2019- December 2020
Bachelor of Social Work

Geriatric Workforce Enhancement Program March 2019
Geriatric Healthcare & TeamSTEPS Education Certificate

Cuyahoga Community College - Cleveland, OH January 2018- August 2018
Associate of Arts

University of Akron- Akron, OH August 2007- March 2009
Criminal Justice Major

VOLUNTEER EXPERIENCE:

- Lutheran Metropolitan Ministries-** Food pantry volunteer, 2019
- Cleveland Food Bank-** Donation sorting/food pantry volunteer- 2019
- Young Women’s Christian Association-** Holiday party volunteer- 2018

INTERNSHIP/WORK EXPERIENCE:

National Youth Advocate Program July 2021- Present
Foster Parent Growth and Retention Coordinator- July 2023 – Present

- Perform all work in a manner consistent with the National Youth Advocate Program’s Mission, Values and Philosophies
- Serve as a resource coordinator in helping foster parents seek all available training opportunities
- Assist in the placement process and successful matching of youth and foster parents
- Investigate assigned cases of potential foster care rule violations

Social Worker I- July 2021 – July 2023

- Provided appropriate mental health and evidence based clinical services for individuals, groups or families
- Reviewed and modify youth-based plans to assure consistent progress and success on written plan goals
- Traveled daily to provide community-based services on behalf of youth & families in compliance with contract requirements
- Completed all required paperwork and clinical documentation in a timely manner
- Coordinated and monitor educational and psychological services for youth and families in the community

Ohio Guidestone January 2021-June 2021
Early Childhood Community Mental Health Worker

- Developed a therapeutic relationship with each client
- Provided individual, group or family therapy as needed
- Assumed a strong advocacy role for clients and makes recommendations for clinical and support services needed upon discharge
- Actively participated in all treatment conferences and meetings for the clients
- Completed all paperwork required by the agency within designated time frames

Rainbow Terrace Apartments/Vesta Corporation August 2020- December 2020
Case Manager

- Conducted weekly phone calls with 10-15 clients, offered help with locating resources as needed
- Documented correspondence with clients within Microsoft OneNote and the hard-copy case file
- Assisted with facilitating community events and engaging with residents while maintain social distance guidelines
- Developed a group program for female clients aimed at empowerment and confidence-building

Department of Child and Family Services January 2020- May 2020
Intern

- Documented case notes in SACWIS in accordance with social worker’s day-to-day duties
- Attended court hearings, scheduled supervised visitations and case reviews with social worker, supervisor, and staff
- Located resources for client use, such as drug treatment or parenting classes
- Filed, scanned, and uploaded documents into case files for social workers

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0324

Sponsored by: County Executive Ronayne/Department of Human Resources	A Resolution making an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3871 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources recommends an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026; and

WHEREAS, the primary goal of this project is to reduce employee personal and work-related issues, retain valuable employees and promote a healthy work environment for employees; and

WHEREAS, the project is funded 100% Self Insurance Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 3871 and all documents consistent with said award and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: November 14, 2023
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2023; RFP Contract Award to Moore Counseling & Mediation Services, Inc. for Employee Assistance Program Services for the period 1/1/2024-12/31/2026 in the amount not-to-exceed \$590,850.00.
Department or Agency Name	Human Resources
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3871	Moore Counseling & Mediation Services, Inc.	1/1/2024-12/31/2026	\$590,850.00		PENDING

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 As part of the County's total rewards package provided to employees, the County includes an Employee Assistance Program. Employees can utilize the program for numerous services in order to reduce personal and work-related issues that can negatively impact employee performance. These services relate to mental health issues, stress, retaining valuable employees, and promoting a healthy work environment through a variety of online and in-person resources. Services can also be utilized by the County for incidents, consultation, referrals when necessary.

For purchases of furniture, computers, vehicles: Additional Replacement
Age of items being replaced: _____ **How will replaced items be disposed of?** _____

Project Goals, Outcomes or Purpose (list 3):
 The goals of these services to reduce employee personal and work-related issues, retain valuable employees, and promote a healthy work environment for employees.

If a County Council item, are you requesting passage of the item without 3 readings. Yes No

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Moore Counseling & Mediation Services, Inc. 22639 Euclid Ave Euclid, OH 44117	Dr. Martina Moore President & CEO
Vendor Council District:	Project Council District:
11	Countywide

If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation: \$590,850.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 22 / 6	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): (0) DBE (10) SBE (0) MBE (0) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain:</i> <i>Vendor's proposal was in line with other proposals received in terms of pricing with some higher and some lower. Those lower bids were not comprehensive programs as Moore Counseling provides unlimited usage on many of their services, which justified the higher price. Most of the other vendors offered the basic program with a lower cost but additional costs for mediation and related services.</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Slightly higher than the average price received at \$2.50 PEPM vs \$2.21 PEPM Average.	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. 100% Self Insurance Fund

Is funding for this included in the approved budget? Yes No (if "no" please explain):

Payment Schedule: Invoiced Monthly Quarterly One-time Other (please explain):

Provide status of project.

New Service or purchase Recurring service or purchase Is contract late No Yes, In the fields below provide reason for late and timeline of late submission

Reason:

Timeline:

Project/Procurement Start Date
(date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun? No Yes (if yes, please explain)

Have payments be made? No Yes (if yes, please explain)

HISTORY (see instructions):

Previous contract approved BC2021-463 on 8/23/2021.

Amount: \$336,000.00

Period: 1/1/2022-12/31/2023