



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, NOVEMBER 27, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT**
- 6. APPROVAL OF MINUTES**
 - a. November 13, 2018 Committee of the Whole Meeting [See Page 23]
 - b. November 13, 2018 Regular Meeting [See Page 25]
 - c. November 15, 2018 Committee of the Whole Meeting [See Page 43]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**
 - 1) R2018-0241: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and

declaring the necessity that this Resolution become immediately effective. [See Page 45]

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2018-0224: A Resolution approving The MetroHealth System Year 2019 Budget, in accordance with Ohio Revised Code Section 339.06(D), with the understanding that the allocation of County funds to the System has been made through adoption of the 2018/2019 Biennial Operating Budget and Capital Improvements Program for 2019; and declaring the necessity that this Resolution become immediately effective. [See Page 213]

Sponsors: Council President Brady on behalf of The MetroHealth System

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2018-0225: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2019, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective. [See Page 219]

Sponsors: Councilmember Tuma on behalf of The MetroHealth System

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

d) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2018-0210: A Resolution authorizing a Community Development Fund grant in the amount of \$150,000.00 to Cleveland Cultural Gardens Federation for the benefit of the

Centennial Peace Plaza Project, located in Rockefeller Park in the City of Cleveland; authorizing County Council Staff to prepare all documents to effectuate said grant; and authorizing the County Executive to execute all documents consistent with said grant and this Resolution. [See Page 223]

Sponsors: Councilmembers Houser and Simon

e) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR THIRD READING ADOPTION

- 1) O2018-0012: An Ordinance amending Section 704.01 of the Cuyahoga County Code to reauthorize the designation of the Additional DTAC Fee through 12/31/2019, and declaring the necessity that this Ordinance become immediately effective. [See Page 226]

Sponsors: Councilmembers Brady, Jones, Simon and Miller

10. LEGISLATION INTRODUCED BY EXECUTIVE

a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2018-0242: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 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 229]

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

- 2) R2018-0243: A Resolution amending Resolution No. R2018-0048 dated 3/27/2018, which authorized an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 for the benefit of the Church and State Mixed-use Project, by changing the name of the borrower from Project 29 Partners, LLC to Project 29 Partners, LLC; Michael Panzica; Graham Veysey; and Brent Zimmerman, jointly and severally, and by changing the address of the Project from 2850 Detroit Avenue in the City of Cleveland to 2861 Detroit Avenue in the City of Cleveland; and

declaring the necessity that this Resolution become immediately effective. [See Page 245]

Sponsor: County Executive Budish/Department of Development

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2018-0244: A Resolution authorizing an amendment to a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; authorizing the County Executive to execute the amendment, addendum and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 248]

Sponsor: County Executive Budish/Department of Public Works

- 2) R2018-0245: A Resolution authorizing an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; 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. [See Page 253]

Sponsor: County Executive Budish/Department of Public Works

- 3) R2018-0246: A Resolution making an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University Heights; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution;

and declaring the necessity that this Resolution become immediately effective. [See Page 259]

Sponsors: County Executive Budish/Department of Public Works/Division of County Engineer

- 4) R2018-0247: A Resolution authorizing the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 4) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective. [See Page 275]

Sponsor: County Executive Budish on behalf of Cuyahoga County Planning Commission

- 5) R2018-0248: A Resolution authorizing a contract with Finch Investment Group, LLC, as purchaser and servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 291]

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

- 6) R2018-0249: A Resolution authorizing an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; 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. [See Page 297]

Sponsor: County Executive Budish/Department of Law/Division of Risk Management

- 7) R2018-0250: A Resolution authorizing a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland; authorizing the County Executive to execute the purchase agreement, quitclaim deed and all other documents related to this conveyance and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 302]

Sponsors: County Executive Budish on behalf of Cuyahoga County Board of Development Disabilities

- 8) R2018-0251: A Resolution making an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 306]

Sponsor: County Executive Budish/Department of Public Safety and Justice Services

- 9) R2018-0252: A Resolution authorizing an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; 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. [See Page 319]

Sponsor: County Executive Budish/Clerk of Courts

- 10) R2018-0253: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes

for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00; 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: [See Page 323]

- i) Previously approved providers:
 - a. Adelphoi Village, Inc.
 - b. Applewood Centers, Inc.
 - c. Artis's Tender Love & Care, Inc.
 - d. The Bair Foundation
 - e. Beech Brook
 - f. Bellefaire Jewish Children's Bureau
 - g. BHC Belmont Pines Hospital, Inc.
 - h. BHC Fox Run Hospital, Inc.
 - i. Caring for Kids, Inc.
 - j. Carrington Youth Academy LLC
 - k. Catholic Charities Corporation
 - l. Christian Children's Home of Ohio, Inc.
 - m. The Cleveland Christian Home Incorporated
 - n. Cornell Abraxas Group, Inc.
 - o. Detroit Behavioral Institute, Inc.
 - p. The Glen Mills Schools
 - q. House of New Hope
 - r. In Focus of Cleveland, Inc.
 - s. Keystone Richland Center LLC
 - t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
 - u. Lutheran Metropolitan Ministry
 - v. National Youth Advocate Program, Inc.
 - w. New Beginnings Residential Treatment Center, LLC
 - x. New Directions, Inc.
 - y. OhioGuidestone
 - z. Ohio Mentor, Inc.
 - aa. Pathway Caring for Children
 - bb. Pressley Ridge
 - cc. Quality Care Residential Homes, Inc.
 - dd. Reach Counseling Services

- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center

ii) New Provider:

- a. Homes for Kids of Ohio, Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

- 11) R2018-0254: A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00; 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: [See Page 377]

i) Previously approved providers:

- a. Adelphoi Village, Inc.
- b. Applewood Centers, Inc.
- c. Artis’s Tender Love & Care, Inc.
- d. The Bair Foundation
- e. Beech Brook
- f. Bellefaire Jewish Children’s Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation

- l. Christian Children’s Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System
- b. Youth for Tomorrow – New Life Center, Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

- 12) R2018-0255: A Resolution making awards on RQ42589 to various providers, in the total amount not-to-exceed

\$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 429]

- i) Applewood Centers, Inc.
- ii) Beech Brook
- iii) Bellefaire Jewish Children's Bureau
- iv) Catholic Charities Corporation
- v) The Cleveland Christian Home Inc.
- vi) Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- vii) OhioGuidestone
- viii) Ohio Mentor, Inc.
- ix) Pressley Ridge
- x) Specialized Alternative for Families and Youth of Ohio, Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services

- 13) R2018-0256: A Resolution making awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 453]

- i) City of Bedford Heights for Transportation services.
- ii) City of Berea for Adult Development and Transportation services.
- iii) City of Euclid for Congregate Meals and Transportation services.
- iv) City of Lakewood for Congregate Meals and Transportation services.
- v) City of Maple Heights for Congregate Meals and Transportation services.
- vi) City of Olmsted Falls for Adult Development services.
- vii) City of Parma Heights for Congregate Meals and Transportation services.

- viii) City of Solon for Adult Development services.
- ix) City of Strongsville for Adult Development and Transportation services.
- x) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services.
- xi) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services.
- xii) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services.
- xiii) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services.
- xiv) Community Partnership on Aging for Congregate Meals and Transportation services.
- xv) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services.
- xvi) Eldercare Services Institute, LLC for Adult Day services.
- xvii) Eliza Bryant Village for Adult Day and Transportation services.
- xviii) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services.
- xix) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services.
- xx) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services.
- xxi) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services.
- xxii) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services.
- xxiii) The Salvation Army for Adult Development, Congregate Meals and Transportation services.
- xxiv) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services.
- xxv) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services.

xxvi) West Side Community House for Adult Development, Congregate Meals and Transportation services.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

- 14) R2018-0257: A Resolution authorizing amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 499]

i) Agreements:

- a. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program.
- b. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program.

ii) Contract:

- a. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

- 15) R2018-0258: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period

1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 519]

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

- 16) R2018-0259: A Resolution authorizing an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; 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. [See Page 524]

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2018-0234: A Resolution authorizing a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and Sigma CAMA Software System for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 531]

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2018-0216: A Resolution authorizing an amendment to an agreement with Five Star Aviation, LLC for lease of land and a

corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 - 8/12/2018 to exercise an option to extend the time period to 8/12/2033, to change the terms, effective 8/13/2018, and for additional revenue in the amount not-to-exceed \$1,034,531.25; 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. [See Page 533]

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 2) R2018-0219: A Resolution authorizing an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 12/31/2018 to extend the time period to 3/31/2019, to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,293,827.00; 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. [See Page 536]

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 3) R2018-0220: A Resolution authorizing an amendment to Contract No. CE1600093-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$522,274.00; 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. [See Page 539]

Sponsors: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 4) R2018-0221: A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the total amount not-to-exceed \$2,860,766.00; 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: [See Page 542]

- i) A-1 Health Care, Inc.
- ii) ABC International Services, Inc.
- iii) Buckeye Homecare Services, Inc.
- iv) Casleo Corporation
- v) Critical Signal Technologies, Inc.
- vi) Family & Community Services, Inc.
- vii) First Choice Medical Staffing, Inc.
- viii) Geocare Inc.
- ix) Home Care Relief Inc.
- x) Priority Home Health Care, Inc.
- xi) Renaissance Home Health Care
- xii) Rose Centers for Aging Well, LLC
- xiii) RX Home Healthcare Inc.
- xiv) Senior Transportation Connection
- xv) Solutions Premier Training Services
- xvi) The Benjamin Rose Institute
- xvii) TOBI Transportation LLC
- xviii) Transport Assistance, Inc.
- xix) U First Homecare Services, Inc.
- xx) Visiting Nurse Association Healthcare Partners of Ohio
- xxi) Xcel Healthcare Providers Inc.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 5) R2018-0222: A Resolution authorizing an amendment to Contract No. CE1700229-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for coordinated intake and assessment services for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$600,000.00; 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. [See Page 546]

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 6) R2018-0223: A Resolution authorizing an amendment to Contract No. CE1700230-01 with Emerald Development and Economic Network, Inc. for the Rapid Re-housing Program for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,677,615.00; 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. [See Page 549]

Sponsors: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 7) R2018-0230: A Resolution confirming the County Executive's appointment of Shane Alex Pellom, upon his taking the oath of office, as Director of the Department of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective. [Pending Committee Recommendation] [See Page 552]

Sponsor: County Executive Budish

Committee Assignment and Chair: Committee of the Whole – Brady

- 8) R2018-0231: A Resolution authorizing an amendment to an agreement with CGF Realty LLC (formerly BSREP II Multifamily LLC) for lease of land and a facility located at 1 AEC Parkway, Richmond Heights, for the period 10/16/1990 - 10/15/2025 to extend the time period to 10/15/2068, to change the terms, effective 11/16/2018, and for additional revenue in the amount not-to-exceed \$967,903.87; 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. [See Page 554]

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 9) R2018-0232: A Resolution authorizing an amendment to an agreement with Progressive Casualty Insurance Company for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26340 Curtiss-Wright Parkway, Richmond Heights, for the period 10/1/2006 - 9/30/2011 to exercise options to extend the time period to 9/30/2021 and for additional revenue in the amount not-to-exceed \$960,574.40; 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. [See Page 557]

Sponsor: County Executive Budish/Department of Public Works

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 10) R2018-0233: A Resolution authorizing a First Amendment to Contract No. CE1300539-02 with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension

Road, North Olmsted, for the period 12/1/2013 - 11/30/2018 to exercise an option to extend the time period to 11/30/2023 and for additional funds in the amount not-to-exceed \$414,800.40; 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. [See Page 560]

Sponsor: County Executive Budish/Department of Public Works on behalf of Fiscal Officer

Committee Assignment and Chair: Public Works, Procurement & Contracting – Tuma

- 11) R2018-0235: A Resolution authorizing amendments to various contracts in connection with a master services agreement with KeyBank National Association for various program services for the period 5/1/2014 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 563]

- i) Nos. CE1400155-01 and CE1400156-01 in the total amount not-to-exceed \$250,000.00 for Corporate Credit Card Program services for duty-related travel.
- ii) Nos. CE1400157-01 and CE1500263-01 in the total amount not-to-exceed \$129,300.00 for Procurement Card Program services.
- iii) No. CE1500283-01 in the amount not-to-exceed \$230,000.00 for Commercial Fleet Card Program services.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Committee Assignment and Chair: Finance & Budgeting – Miller

- 12) R2018-0237: A Resolution authorizing amendments to contracts with various providers for various programs and

services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 566]

- i) No. CE1700341-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- ii) No. CE1700342-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad’s Count Program.
- iii) No. CE1700343-01 with The Center for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- iv) No. CE1700344-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- v) No. CE1700345-01 with Domestic Violence & Child Advocacy Center in the not-to-exceed \$123,000.00 for the Supervised Visitation Program.
- vi) No. CE1700346-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- vii) No. CE1700347-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- viii) No. CE1700348-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 13) R2018-0239: A Resolution authorizing an amendment to Contract No. CE1700281-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for temporary housing for single adults and youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,422,993.00; 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. [See Page 570]

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

- 14) R2018-0240: A Resolution authorizing an amendment to Contract No. CE1800167-01 with Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$2,850,000.00; 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. [See Page 573]

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

e) CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2018-0218: A Resolution authorizing amendments to an agreement and contracts with various providers for various programs and services for youth in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds; authorizing the

County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 576]

i) Agreement:

- a. No. AG1600217-01 with Cuyahoga Community College District for In-School and Out-of-School Youth Programs in the amount not-to-exceed \$488,708.00.

ii) Contracts:

- a. No. CE1600287-01 with Linking Employment Abilities and Potential for the In-School Youth Program in the amount not-to-exceed \$75,000.00.
- b. No. CE1600290-01 with Youth Opportunities Unlimited for the Youth Resource Center in the amount not-to-exceed \$340,000.00.
- c. No. CE1600289-01 with Towards Employment, Inc. for the Out-of-School Youth Program, Youth Resource Center and Social Program Administrator support in the amount not-to-exceed \$876,241.00.

Sponsors: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Councilmember Houser

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETINGS

<u>COMMITTEE OF THE WHOLE MEETING:</u>	TUESDAY, DECEMBER 11, 2018 TBD / COUNCIL CHAMBERS
<u>REGULAR MEETING:</u>	TUESDAY, DECEMBER 11, 2018 5:00 PM / COUNCIL CHAMBERS
<u>COMMITTEE OF THE WHOLE/WORK SESSION:</u>	THURSDAY, DECEMBER 13, 2018 10:30 AM / COUNCIL CHAMBERS
<u>SPECIAL MEETING (YEAR-END FISCAL ITEMS ONLY):</u>	THURSDAY, DECEMBER 20, 2018 10:30 AM / COUNCIL CHAMBERS

**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.*



MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 13, 2018

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

4:30 PM

1. CALL TO ORDER

Council President Brady called the meeting to order at 4:33 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Baker, Miller, Tuma, Gallagher, Schron, Jones, Brown, Simon and Brady were in attendance and a quorum was determined. Councilmembers Conwell and Houser were absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. DISCUSSION / EXECUTIVE SESSION:

a) Collective bargaining matters, including:

- 1) a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927-2, AFL-CIO, representing approximately 2 employees in the classification of Process Server at the Sheriff's Department for the period 1/1/2018 - 12/31/2020.
- 2) a Collective Bargaining Agreement between Cuyahoga County and Ohio Patrolmen's Benevolent Association representing approximately 12 employees in the classification of Protective Services Sergeant at the Sheriff's Department for the period 1/1/2018 - 12/31/2020.

- 3) an amendment to a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, ~~Electronic Technicians~~, AFL-CIO, representing approximately 4 employees in the classification of Electronic Technician at the Department of Public Works for the period 1/1/2017 - 12/31/2019 to establish ~~the~~ terms of the wage re-opener and to modify Article 29.
- 4) a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County, and Municipal Employees, Ohio Council 8, Local 27, AFL-CIO, representing approximately 240 employees in 9 classifications at the Department of Health and Human Services/Cuyahoga Job and Family Services/Office of Child Support Services for the period 1/1/2018 - 12/31/2020.

A motion was made by Mr. Schron, seconded by Mr. Tuma and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing collective bargaining matters and for no other purpose whatsoever. Executive Session was then called to order by Council President Brady at 4:35 p.m. The following Councilmembers were present: Baker, Miller, Tuma, Gallagher, Schron, Jones, Brown, Simon and Brady. The following additional attendees were present: Director of Law Robert Triozzi; Deputy Chief Director of Law Nora Hurley; Assistant Law Director Todd Ellsworth; Director of Human Resources, Employee and Labor Relations and Chief Labor Counsel Egdilio Morales; Legislative Budget Advisor Trevor McAleer; and Special Counsel Michael King.

At 4:52 p.m., Executive Session was adjourned without objection and Council President Brady then reconvened the meeting.

5. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

6. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 4:53 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, NOVEMBER 13, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

Council President Brady called the meeting to order at 5:02 p.m.

2. ROLL CALL

Council President Brady asked Clerk Schmotzer to call the roll. Councilmembers Miller, Tuma, Gallagher, Schron, Conwell, Jones, Brown, Houser, Simon, Baker and Brady were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Brady requested a moment of silent meditation for the victims and families of the recent shooting in Pittsburgh, Pennsylvania.

5. PUBLIC COMMENT

Mr. Rico Dancy addressed Council regarding deaf and hard of hearing, spanish and LGBTQ law enforcement units in Washington, D.C. as well as issues concerning prosecutions for rape cases in Cuyahoga County.

Ms. Loh addressed Council regarding discrimination against homeless individuals and shelter services.

6. APPROVAL OF MINUTES

- a) October 23, 2018 Committee of the Whole Meeting
- b) October 23, 2018 Regular Meeting

A motion was made by Mr. Brady, seconded by Ms. Brown and approved by unanimous vote to approve the minutes of the October 23, 2018 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no announcements from the Council President.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish reported that the NBA Allstar Game will be held in Cleveland in 2022 and that this event could have an estimated \$100M economic impact for the City and County.

9. LEGISLATION INTRODUCED BY COUNCIL

- a) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING
~~ADOPTION UNDER SUSPENSION OF RULES~~

- 1) R2018-0224: A Resolution approving The MetroHealth System Year 2019 Budget, in accordance with Ohio Revised Code Section 339.06(D), with the understanding that the allocation of County funds to the System has been made through adoption of the 2018/2019 Biennial Operating Budget and Capital Improvements Program for 2019; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Council President Brady on behalf of The MetroHealth System

Clerk Schmotzer read Resolution No. R2018-0224 into the record.

This item will move to the November 27, 2018 Council meeting agenda for consideration for second reading adoption under suspension of rules.

- b) CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING
AND REFERRAL TO COMMITTEE

- 1) R2018-0225: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more

joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2019, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Tuma on behalf of The MetroHealth System

Council President Brady referred Resolution No. R2018-0225 to the Public Works, Procurement & Contracting Committee.

c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION OF COUNCIL FOR SECOND READING

- 1) R2018-0210: A Resolution authorizing a Community Development Fund grant in the amount of \$150,000.00 to Cleveland Cultural Gardens Federation for the benefit of the Centennial Peace Plaza Project, located in Rockefeller Park in the City of Cleveland; authorizing County Council Staff to prepare all documents to effectuate said grant; and authorizing the County Executive to execute all documents consistent with said grant and this Resolution.

Sponsors: Councilmembers Houser **and Simon**

Committee Assignment and Chair: Community Development – Jones

Clerk Schmotzer read Resolution No. R2018-0210 into the record.

This item will move to the November 27, 2018 Council meeting agenda for consideration for third reading adoption.

d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2018-0209 and R2018-0211.

- 1) R2018-0209: A Resolution approving the appointment or reappointment of various individuals to serve on the

Cuyahoga County Soldiers' and Sailors' Monument
Commission Board of Trustees for the term 11/16/2018 -
11/15/2023, and declaring the necessity that this Resolution
become immediately effective:

i) Appointment:

a) Michael R. Sliwinski

ii) Reappointments:

a) Donald N. Jaffe

b) Richard T. Prasse

Sponsor: Council President Brady

Committee Assignment and Chair: Human Resources,
Appointments & Equity – Brown

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0209 was considered and adopted by unanimous vote.

- 2) R2018-0211: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Brown on behalf of Cuyahoga County Personnel Review Commission

Committee Assignment and Chair: Human Resources,
Appointments & Equity – Brown

On a motion by Ms. Brown with a second by Ms. Conwell, Resolution No. R2018-0211 was considered and adopted by unanimous vote.

e) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- 1) O2018-0012: An Ordinance amending Section 704.01 of the Cuyahoga County Code to reauthorize the designation of the Additional DTAC Fee through 12/31/2019, and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Brady, Jones, Simon and Miller

Committee Assignment and Chair: Finance & Budgeting –
Miller

Clerk Schmotzer read Ordinance No. O2018-0012 into the record.

This item will move to the November 27, 2018 Council meeting agenda for consideration for third reading adoption.

10. LEGISLATION INTRODUCED BY EXECUTIVE

- a) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION
UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2018-0177, R2018-0226, R2018-0227, R2018-0228 and R2018-0229.

- 1) R2018-0177: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County and Municipal Employees, Ohio Council 8, Local 2927-2, AFL-CIO, representing approximately 2 employees in the classification of Process Server at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; 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.

Sponsor: County Executive Budish/Department of Law and
County Sheriff

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2018-0177 was considered and adopted by unanimous vote.

- 2) R2018-0226: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and Ohio Patrolmen's Benevolent Association representing approximately 12 employees in the classification of Protective Services Sergeant at the Sheriff's Department for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; 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.

Sponsor: County Executive Budish/Department of Law and County Sheriff

On a motion by Mr. Brady with a second by Ms. Conwell, Resolution No. R2018-0226 was considered and adopted by unanimous vote.

- 3) R2018-0227: A Resolution approving an amendment to a Collective Bargaining Agreement between Cuyahoga County and International Union of Operating Engineers, Local 18-S, ~~Electronic Technicians~~, AFL-CIO, representing approximately 4 employees in the classification of Electronic Technician at the Department of Public Works for the period 1/1/2017 - 12/31/2019 to establish ~~the~~ terms of the wage re-opener and to modify Article 29; directing that funds necessary to implement the ~~Collective Bargaining Agreement~~ **amendment** be budgeted and appropriated; authorizing the County Executive to execute the ~~agreement~~ **amendment** and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Departments of Law and Public Works

On a motion by Mr. Brady with a second by Ms. Brown, Resolution No. R2018-0227 was considered and adopted by unanimous vote.

- 4) R2018-0228: A Resolution approving a Collective Bargaining Agreement between Cuyahoga County and American Federation of State, County, and Municipal Employees, Ohio Council 8, Local 27, AFL-CIO, representing approximately 240 employees in 9 classifications at the Department of Health and Human Services/Cuyahoga Job and Family Services/Office of Child Support Services for the period 1/1/2018 - 12/31/2020; directing that funds necessary to implement the Collective Bargaining Agreement be budgeted and appropriated; 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.

Sponsor: County Executive Budish/Departments of Law and Health and Human Services/Cuyahoga Job and Family Services

On a motion by Mr. Brady with a second by Mr. Schron, Resolution No. R2018-0228 was considered and adopted by unanimous vote.

- 5) R2018-0229: A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 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; amending Resolution Nos. R2018-0003 dated 1/9/2018 and R2018-0068 dated 3/27/2018 to reconcile appropriations for 2018; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/Office of Budget and Management

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2018-0229 was considered and adopted by unanimous vote.

b) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2018-0230: A Resolution confirming the County Executive's appointment of Shane Alex Pellom, upon his taking the oath of office, as Director of the Department of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Brady referred Resolution No. R2018-0230 to the Committee of the Whole.

- 2) R2018-0231: A Resolution authorizing an amendment to an agreement with CGF Realty LLC (formerly BSREP II Multifamily LLC) for lease of land and a facility located at 1 AEC Parkway, Richmond Heights, for the period 10/16/1990 - 10/15/2025 to extend the time period to 10/15/2068, to change the terms, effective 11/16/2018, and for additional revenue in the amount not-to-exceed \$967,903.87; 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.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0231 to the Public Works, Procurement & Contracting Committee.

- 3) R2018-0232: A Resolution authorizing an amendment to an agreement with Progressive Casualty Insurance Company for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26340 Curtiss-Wright Parkway, Richmond Heights, for the period 10/1/2006 - 9/30/2011 to exercise options to extend the time period to 9/30/2021 and for additional revenue in the amount not-to-exceed \$960,574.40; 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.

Sponsor: County Executive Budish/Department of Public Works

Council President Brady referred Resolution No. R2018-0232 to the Public Works, Procurement & Contracting Committee.

- 4) R2018-0233: A Resolution authorizing a First Amendment to Contract No. CE1300539-02 with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018 to exercise an option to extend the time period to 11/30/2023 and for additional funds in the amount not-to-exceed \$414,800.40; 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.

Sponsor: County Executive Budish/Department of Public Works on behalf of Fiscal Officer

Council President Brady referred Resolution No. R2018-0233 to the Public Works, Procurement & Contracting Committee.

- 5) R2018-0234: A Resolution authorizing a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and Sigma CAMA Software System for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Council President Brady referred Resolution No. R2018-0234 to the Finance & Budgeting Committee.

- 6) R2018-0235: A Resolution authorizing amendments to various contracts in connection with a master services agreement with KeyBank National Association for various program services for the period 5/1/2014 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Nos. CE1400155-01 and CE1400156-01 in the total amount not-to-exceed \$250,000.00 for Corporate Credit Card Program services for duty-related travel.
- ii) Nos. CE1400157-01 and CE1500263-01 in the total amount not-to-exceed \$129,300.00 for Procurement Card Program services.
- iii) No. CE1500283-01 in the amount not-to-exceed \$230,000.00 for Commercial Fleet Card Program services.

Sponsor: County Executive Budish/Fiscal Officer/County Treasurer

Council President Brady referred Resolution No. R2018-0235 to the Finance & Budgeting Committee.

- 7) R2018-0236: A Resolution authorizing an amendment to Contract No. CE1800178-01 with Schwarz Uniform Corporation for Correction Officer, Corporal and Sergeant uniforms for the period 3/19/2018 - 3/18/2021 to extend the time period to 12/31/2021 and for additional funds in the amount not-to-exceed \$570,000.00; 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.

Sponsor: County Executive Budish/County Sheriff

Council President Brady referred Resolution No. R2018-0236 to the Public Safety & Justice Affairs Committee.

- 8) R2018-0237: A Resolution authorizing amendments to contracts with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:
- i) No. CE1700341-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
 - ii) No. CE1700342-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad’s Count Program.
 - iii) No. CE1700343-01 with The Center for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
 - iv) No. CE1700344-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
 - v) No. CE1700345-01 with Domestic Violence & Child Advocacy Center in the not-to-exceed \$123,000.00 for the Supervised Visitation Program.

- vi) No. CE1700346-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- vii) No. CE1700347-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.
- viii) No. CE1700348-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.

Sponsor: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services

Council President Brady referred Resolution No. R2018-0237 to the Health, Human Services & Aging Committee.

- 9) R2018-0238: A Resolution authorizing an amendment to Contract No. CE1700241-01 with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time Services for Youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,645,000.00; 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.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council

Council President Brady referred Resolution No. R2018-0238 to the Education, Environment & Sustainability Committee.

- 10) R2018-0239: A Resolution authorizing an amendment to Contract No. CE1700281-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for temporary housing for single adults and youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,422,993.00; 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.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Brady referred Resolution No. R2018-0239 to the Health, Human Services & Aging Committee.

- 11) R2018-0240: A Resolution authorizing an amendment to Contract No. CE1800167-01 with Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$2,850,000.00; 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.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services

Council President Brady referred Resolution No. R2018-0240 to the Health, Human Services & Aging Committee.

- c) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR SECOND READING

- 1) R2018-0218: A Resolution authorizing amendments to an agreement and contracts with various providers for various programs and services for youth in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- i) Agreement:

- a. No. AG1600217-01 with Cuyahoga Community College District for In-School and Out-of-School Youth

Programs in the amount not-to-exceed \$488,708.00.

ii) Contracts:

- a. No. CE1600287-01 with Linking Employment Abilities and Potential for the In-School Youth Program in the amount not-to-exceed \$75,000.00.
- b. No. CE1600290-01 with Youth Opportunities Unlimited for the Youth Resource Center in the amount not-to-exceed \$340,000.00.
- c. No. CE1600289-01 with Towards Employment, Inc. for the Out-of-School Youth Program, Youth Resource Center and Social Program Administrator support in the amount not-to-exceed \$876,241.00.

Sponsors: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board and Councilmember Houser

Committee Assignment and Chair: Education, Environment & Sustainability – Simon

Clerk Schmotzer read Resolution No. R2018-0218 into the record.

This item will move to the November 27, 2018 Council meeting agenda for consideration for third reading adoption.

- d) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Brown and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2018-0195, R2018-0215 and R2018-0217.

- 1) R2018-0195: A Resolution authorizing an amendment to Contract No. CE1700023-01 with Lutheran Metropolitan Ministry for Adult Guardianship Services for the period

1/1/2017 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$553,000.00; 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.

Sponsor: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services

Committee Assignment and Chair: Health, Human Services & Aging – Conwell

On a motion by Ms. Conwell with a second by Ms. Brown, Resolution No. R2018-0195 was considered and adopted by unanimous vote.

- 2) R2018-0215: A Resolution confirming the County Executive’s appointment or reappointment of various individuals to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i) Appointments for the term 7/1/2018 - 6/30/2021:
 - a) William Moore
 - b) Dan O’Malley
 - c) Shana Marbury
 - d) Deborah Vesy
 - ii) Reappointments for an unexpired term ending 6/30/2020:
 - a) Camille Ali
 - b) William H. Gary, Sr.
 - c) David J. Wondolowski
 - iii) Reappointments for an unexpired term ending 6/30/2021:
 - a) Susan M. Sheehan
 - b) Jason Shank
 - c) David Merriman
 - d) Michael Jeans
 - e) LaToya M. Smith

Sponsor: County Executive Budish

Committee Assignment and Chair: Human Resources,
Appointments & Equity – Brown

On a motion by Ms. Brown with a second by Mr. Brady, Resolution No. R2018-0215 was considered and adopted by unanimous vote.

- 3) R2018-0217: A Resolution authorizing the issuance of not-to-exceed \$36,000,000.00 Multifamily Housing Mortgage Revenue Bonds, Series 2018 (Hamlet Hills LLC) by the County of Cuyahoga, Ohio, the proceeds of which shall be loaned to Hamlet Hills LLC to (i) refund and retire certain indebtedness incurred to finance the acquisition, renovation, and equipping of a multifamily residential rental housing facility, (ii) finance certain additional capital improvements and (iii) fund certain working capital needs for the hereinafter defined Borrower; authorizing the issuance of additional Bonds; providing for the pledge of revenues for the payment of such Bonds; authorizing a Loan Agreement and Trust Indenture appropriate for the protection and disposition of such revenues and to further secure such Bonds; authorizing a Bond Purchase Agreement and Preliminary and Final Official Statement; authorizing a Tax Regulatory Agreement and a Land Use Restriction Agreement; authorizing other actions in connection with the issuance of such Bonds; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of
Development

Bond Counsel: Dinsmore & Shohl LLP

Committee Assignment and Chair: Economic Development &
Planning – Schron

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2018-0217 was considered and adopted by unanimous vote.

e) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2018-0185: A Resolution authorizing a Development Loan in the amount not-to-exceed \$10,000,000.00 to Playhouse Square Foundation for the benefit of The Lumen at Playhouse Square Project to be located at 1600 Euclid Avenue in the City

of Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Development and Councilmembers Schron and Conwell

On a motion by Mr. Schron with a second by Mr. Brady, Resolution No. R2018-0185 was considered and adopted by unanimous vote.

- 2) R2018-0203: A Resolution authorizing an amendment to Contract No. CE1600242-01 with United Labor Agency, Inc. for operation of the Workforce Service Center, job seekers and employer services, and management of the On-the-Job Training Program in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds in the amount not-to-exceed \$1,586,219.00; 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.

Sponsors: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2018-0203 was considered and adopted by unanimous vote.

- 3) R2018-0204: A Resolution authorizing an amendment to Contract No. CE1600288-01 with OhioGuidestone for In-School and Out-of-School Youth Programs in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds in the amount not-to-exceed \$1,157,343.00; 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.

Sponsors: County Executive Budish/Department of Workforce Development in partnership with City of Cleveland/Cuyahoga County Workforce Development Board

On a motion by Ms. Simon with a second by Ms. Brown, Resolution No. R2018-0204 was considered and adopted by unanimous vote.

- 4) R2018-0205: A Resolution making an award on RQ42537 to Mental Health Services for Homeless Persons, Inc. dba FrontLine Service in the amount not-to-exceed \$898,300.00 for operation of the Children Who Witness Violence Program for the period 1/1/2019 - 12/31/2021; authorizing the County Executive to execute the contract and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Budish/Department of Public Safety and Justice Services/Division of Witness/Victim and Councilmember Conwell

On a motion by Mr. Gallagher with a second by Mr. Schron, Resolution No. R2018-0205 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, November 19, 2018 at 1:00 p.m. and that the Committee of the Whole will meet on Thursday, November 15, 2018 at 9:30 a.m. for an ERP Update.

Mr. Schron reported that the Economic Development & Planning Committee will meet on Monday, November 19, 2018 at 3:00 p.m.

Mr. Tuma reported that the Public Works, Procurement & Contracting Committee will meet on Monday, November 19, 2018 at 9:30 a.m.

12. MISCELLANEOUS BUSINESS

Councilmembers thanked Councilmember Michael Houser for his service on County Council and to the County.

Mr. Houser gave remarks and then Council President Brady presented him with a plaque in appreciation of his service to the County.

In observance of the Veterans Day holiday, Mr. Schron asked to recognize all veterans who have served in the military. He also acknowledged Mr. James "Pee Wee" Martin, a 96 year old veteran who served with the 101st Airborne Division in World War I.

Mr. Brady stated that this past weekend marked the 100th anniversary of the armistice that ended World War I.

Mr. Jones mentioned that Stan Lee, co-creator Marvel comics, recently passed away at the age of 95.

Ms. Simon reported that the County Charter amendments were adopted and thanked voters for their support.

13. ADJOURNMENT

With no further business to discuss, Council President Brady adjourned the meeting at 5:45 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE/WORK SESSION
THURSDAY, NOVEMBER 15, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
9:30 AM**

1. CALL TO ORDER

Councilmember Miller, Chair of the Finance & Budgeting Committee, called the meeting to order at 9:38 a.m.

2. ROLL CALL

Chair Miller asked Clerk Schmotzer to call the roll. Councilmembers Tuma, Gallagher, Schron, Brady, Baker and Miller were in attendance and a quorum was determined. Councilmembers Brown and Conwell entered the meeting after the roll-call was taken. Councilmembers Jones, Houser and Simon were absent from the meeting.

3. PUBLIC COMMENT

There were no public comments given.

4. PRESENTATION:

- a) Enterprise Resource Planning (ERP) System Project Update – Zig Berzins, ZCo Consulting, LLC

Mr. Zig Berzins, Managing Principal of Zco Consulting; Mr. John Sanguinetti, Senior Project Manager for Infor (US), Inc.; and Mr. Kiran Vasudevan, ERP Program Manager, addressed Council regarding the Enterprise Resource Planning (ERP) System Project. Discussion ensued.

Councilmembers asked questions of Messrs. Berzins, Sanguinetti and Vasudevan pertaining to the item, which they answered accordingly.

5. MISCELLANEOUS BUSINESS

Mr. Miller announced that the Finance & Budgeting Committee will meet on Monday, November 19, 2018 at 1:00 p.m. to review the 3rd quarter financial report.

6. ADJOURNMENT

With no further business to discuss, Chair Miller adjourned the meeting at 11:18 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0241

Sponsored by: Councilmember Brown 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 7, 2018, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through X) 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: *Administrative Assistant*
Number: 1011122
Pay Grade: 4A/Non-Exempt
- Exhibit B: Class Title: *Administrative Associate*
Number: 1011121
Pay Grade: 2A/Non-Exempt
- Exhibit C: Class Title: *Administrative Supervisor*
Number: 1011124
Pay Grade: 7A/Non-Exempt
- Exhibit D: Class Title: *Forensic Scientist 1- Drug Chemistry*
Number: 1071251
Pay Grade: 10A/Exempt
- Exhibit E: Class Title: *Forensic Scientist 3- Trace Evidence*
Number: 1071263
Pay Grade: 13A/Exempt
- Exhibit F: Class Title: *Senior Administrative Assistant*
Number: 1011123
Pay Grade: 5A/Non-Exempt

Proposed Revised Classifications:

- Exhibit G: Class Title: *Administrative Officer*
Class Number: 1052121
Pay Grade: 11A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2012.
The specification was updated into the new format, but no substantive changes were made.
- Exhibit H: Class Title: *Forensic Scientist 1- Fingerprint*
Class Number: 1071231
Pay Grade: 10A/Exempt (No Change)
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
- Exhibit I: Class Title: *Forensic scientist 2- Drug Chemistry*
Class Number: 1071251
Pay Grade: 11A/Exempt (No Change)

* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit J: Class Title: *Forensic Scientist 2- Fingerprint*
Class Number: 1071232
Pay Grade: 11A/Exempt (No Change)
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit K: Class Title: *Forensic Scientist 3- Drug Chemistry*
Class Number: 1071252
Pay Grade: 13A/Exempt
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit L: Class Title: *Forensic Scientist 3- Fingerprint*
Class Number: 1071233
Pay Grade: 13A/Exempt
* Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Exhibit M: Class Title: *Hotel/Motel Audit Supervisor*
Class Number: 1055134
Pay Grade: 11A/Exempt
* Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.

Exhibit N: Class Title: *Senior Administrative Officer*
Class Number: 1052122
Pay Grade: 13A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format, but no substantive changes were made.

Proposed Deleted Classifications:

Exhibit O: Class Title: *Dietitian*
Class Number: 1031222
Pay Grade: 11A/Exempt

- Exhibit P: Class Title: *Legal Clerk 1*
Class Number: 1013411
Pay Grade: 2A/Non-Exempt
- Exhibit Q: Class Title: *Legal Clerk 2*
Class Number: 1013412
Pay Grade: 3A/Non-Exempt
- Exhibit R: Class Title: *Permit Clerk*
Class Number: 1011131
Pay Grade: 3A/Non-Exempt
- Exhibit S: Class Title: *Process Server*
Class Number: 1025101
Pay Grade: 3A/Non-Exempt
- Exhibit T: Class Title: *Registered Nurse*
Class Number: 1054111
Pay Grade: 8A/Non-Exempt
- Exhibit U: Class Title: *Senior Case Control Supervisor*
Class Number: 1014414
Pay Grade: 14A/Exempt
- Exhibit V: Class Title: *Senior Data Processor Supervisor*
Class Number: 1011215
Pay Grade: 10A/Exempt
- Exhibit W: Class Title: *Social Services Clinical Coordinator*
Class Number: 1056241
Pay Grade: 11A/Exempt
- Exhibit X: Class Title: *Word Processor*
Class Number: 1011511
Pay Grade: 2A/Non-Exempt

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 CLASSIFICATION SPECIFICATION

Class Title:	Administrative Assistant	Class Number:	1011122
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments		

Exhibit A

Classification Function

The purpose of this classification is to assist a County unit or department by providing support with administrative functions.

Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to County department or unit. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations. This class is distinguished from the Clerk by its increased responsibility and ability to work independently as well as a broader range of more complex administrative tasks.

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.

- 40% +/- 10%

• Assists a County unit or department with administrative functions; communicates administrator or manager's decisions to employees; monitors and coordinates assigned department activities; composes responses to correspondence and requests for information; gathers information and statistics and prepares reports for department's use; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 25% +/- 10%

• Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%

• Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

25% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) year of administrative support experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer, copier, printer, telephone, and fax machine.

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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, address changes, applications, memos, drafts of documents, resolutions, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, correspondence, 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.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Associate	Class Number:	1011121
FLSA:	Non-Exempt	Pay Grade:	2A
Dept:	All departments		

Exhibit B

Classification Function

The purpose of this classification is to provide routine clerical assistance to the assigned County department.

Distinguishing Characteristics

This is an entry level administrative position that is responsible for performing routine clerical duties to provide support to a County department. This classification works under close direct supervision and within a well-defined framework of policies, procedures, and regulations.

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%
- Prepares routine documents and copies of documents supporting office activities using standard office equipment; prepares and edits various non-technical and routine documents using word processing, spreadsheet, database, or presentation software; performs data entry; gathers information and compiles routine reports; duplicates and collates documents; distributes documents to appropriate parties.
- 25% +/- 10%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.
- 25% +/- 10%
- Completes routine clerical tasks as associated with agency services and programs; issues permits and licenses; assists customers with completing forms and applications; accepts applications; performs money transactions; collects fees; issues receipts; checks materials in or out.
- 25% +/- 10%
- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; maintains office storage supplies.

Last Modified:

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer, copier, printer, telephone, and fax machine.

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 billing invoices, deposit slips, receipts, basic spreadsheets, warrants, court orders, address changes, applications, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, routine correspondence, 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.
- Ability to communicate with supervisor, management, coworkers, vendors, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Supervisor	Class Number:	1011124
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All departments		

Exhibit C

Classification Function

The purpose of this classification is to supervise office personnel performing clerical and administrative functions and to organize and coordinate office operations and procedures to ensure effectiveness and efficiency.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising clerical office personnel and facilitating the efficient functioning of an office through performance of a range of administrative and supervisory tasks. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that 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.

- 50% +/- 10%
- Directly supervises clerical support 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; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 30% +/- 10%
- Organizes and coordinates day-to-day office operations and procedures; participates in and ensures completion of departmental and workgroup goals and objectives; evaluates efficiency of office work flow; determines strategies to resolve issues, enhance processes, and increase work flow efficiency; develops and implements office policies and procedures for clerical functions of office; receives and reviews recommendations for procedure changes; communicates procedures to employees.

- 10% +/- 5%
- Performs and manages data entry, data processing, and record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Proposed DATE

Administrative Supervisor

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and groups; receives and responds to requests for information from various agencies; keeps informed of provisions of labor-management agreements and their effects on departmental operations; handles clients' complaints and queries; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and five (5) years of administrative support experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer and copier.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

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 billing invoices, work orders, receipts, spreadsheets, daily and monthly logs and reports, client case records, union contracts, applications, memos, union contracts, summary reports, records requests, time sheets, performance appraisals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures manuals, and clerical procedures guidelines.

- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, status reports, data forms, purchase orders, timesheets, performance appraisals, 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, providers, consultants, internal and external agencies, clients, elected officials, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Drug Chemistry	Class Number:	1071251
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

EXHIBIT D

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of drug evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting **with** recognition, collection, and analysis of drug evidence. Positions in this class are expected to **successfully** complete a training program and then independently perform duties using **standard methods and techniques**. Employees receive close instruction and assistance but are expected to become **fully aware of established** departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 40% +/- 10%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis; records observations; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records.

- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

- 5% +/- 2%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, 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.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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:	Forensic Scientist 3 – Trace Evidence	Class Number:	1071263
FLSA:	Non-Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Exhibit E

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 20% +/- 10%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.
- 20% +/- 10%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.
- 15% +/- 10%
- Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Mathematical Ability

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

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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, 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.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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:	Senior Administrative Assistant	Class Number:	1011123
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	All departments		

Exhibit F

Classification Function

The purpose of this classification is to coordinate the work of clerical support staff and to assist higher level administrators or managers by providing support with administrative functions.

Distinguishing Characteristics

This is a journey-level administrative position. Employees in this class may serve as a lead worker of lower-level administrative or office support staff. This classification works under general supervision and within a well-defined framework of policies and procedures but with increased independence and responsibility. This class is distinguished from the Administrative Assistant by its lead worker function and a wider variety of diverse and complex administrative tasks.

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%
- Assists higher level administrator, director, department, and/or division with administrative functions; coordinates and monitors assigned department/division activities; composes responses to correspondence and requests for information; researches and evaluates information and prepares reports for administrator or department's/division's use; provides recommendations based on research to assist administrator or department/division; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 20% +/- 10%
- Performs higher-level administrative duties to support business functions of office; organizes conferences and meetings; maintains office calendar; serves as liaison with various offices and departments; researches and prepares data for budget inclusion; monitors spending and maintains fiscal and budget records; processes financial documents and bills for payment; prepares contracts and vendor paperwork.
- 10% +/- 5%
- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Proposed DATE

10% +/- 5%

- Acts as lead worker over lower-level administrative or office support staff; coordinates, assigns, and prioritizes the work of clerical support staff; provides training and instruction to lower level staff; ensures work is performed according to established standards; responds to employee problems as necessary.

20% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and three (3) years of administrative support experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer, copier, printer, telephone, and fax machine.

Supervisory Responsibilities

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

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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, budget reports, address changes, applications, memos, drafts of documents, resolutions, requests for proposals, contracts, correspondence, and other reports and records.

Senior Administrative Assistant

- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, purchasing documents, 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, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Officer	Class Number:	1052121
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Exhibit G

Classification Function

The purpose of this classification is to assist higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting higher level administrator plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less. The incumbents 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.

- 40% +/- 10%
- Assists higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division, sub-division, or program with a budget of \$15 million or less; establishes and implements procedures for division, sub-division, or program consistent with current policy; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; assists with the development of department policies; assists with budget preparation and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%
- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer and discipline.
- 20% +/- 10%
- Functions as administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Proposed DATE

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

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 and calculate decimals and percentages.

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 annual reports, budgetary reports, public hearing notices, budgetary forms, employee performance evaluations, trip/travel reports, invoices, drafts of documents, letters, memoranda, permit applications, grant applications, contracts, Board resolutions, requests for proposal, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Register, software manuals and computer manuals.
- Ability to prepare employee performance evaluations, attendance reports, payroll documents, vouchers, supplies inventory, purchasing documents, letters, memoranda, Board Actions or Resolutions, requests for proposal, 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, to follow instructions.
- Ability to communicate effectively with the director, department managers, other County employees, service providers and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	1071231
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Exhibit H

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of fingerprint evidence and the identification of individuals.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of fingerprint evidence and the identification of individuals. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 45% +/- 10%
 - Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.
- 30% +/- 10%
 - Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.
- 15% +/- 5%
 - Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.

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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and 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 fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, 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.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Drug Chemistry	Class Number:	1071252
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Exhibit I

Classification Function

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 40% +/- 10%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 25% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
 - Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Forensic Scientist 2 – Drug Chemistry

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Fingerprints	Class Number:	1071232
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Exhibit J

Classification Function

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

45% +/- 10%

- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.

15% +/- 5%

- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

15% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and 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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

Forensic Scientist 2 – Fingerprints

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, 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.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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:	Forensic Scientist 3 – Drug Chemistry	Class Number:	1071253
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Exhibit K

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of drug evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 40% +/- 10%
 - Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
 - Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
 - Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
 - Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

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.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, 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.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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:	Forensic Scientist 3 – Fingerprints	Class Number:	1071233
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Exhibit L

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
 - Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 15% +/- 5%
 - Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questioned prints to known standards; maintains logs and records of examinations performed.
- 15% +/- 5%
 - Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

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.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and 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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, 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.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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:	Hotel/Motel Audit Manager	Class Number:	1055141
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Exhibit M

Classification Function

The purpose of this classification is to manage and oversee the performance of the day-to-day functions of County Hotel/Motel Bed Tax unit in the Fiscal Office in the collection, balancing, and distribution of bed tax returns and revenues; this classification oversees staff in conducting of audits, reviewing tax returns, collecting payments, and distributing bed taxes resulting from audits.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Hotel/Motel Bed Tax unit in the Accounting Division of the Fiscal Office. This class works under direction from the Controller, and is responsible for ensuring timely and accurate hotel bed tax collection, balancing, and distribution.

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%

- Supervises lower level employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems, approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

20% +/- 10%

- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor's office or Law Department in issues related to liens, contracts, administrative appeals, OCR's and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives' arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.

10% +/- 10%

- Oversees the monthly hotel tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly hotel tax audit revenue collections according to the Ohio Code of Regulations (OCR).

10% +/- 5%

- Communicates with vendors and hotel representatives to provide information regarding the OCR.

10% +/- 5%

- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guest without notifying the Fiscal Office.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, business administration, or a related field with five (5) years experience in bookkeeping, accounting or a related field; or any equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and 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 tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Hotel/Motel Audit Manager

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting, regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, 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:	Senior Administrative Officer	Class Number:	1052122
FLSA:	Exempt	Pay Grade:	13
Dept:	All departments		

Exhibit N

Classification Function

The purpose of this classification to assist a director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$30 million.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting a director, deputy director, or social program administrator plan, direct, and coordinate a division or sub-division with a budget greater than \$30 million. The incumbents 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.

40% +/- 10%

- Assists director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$ 30 million; develops and implements policies and procedures for division, sub-division, or program; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; recommends and assists with the development of department policies; prepares budget and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.

40% +/- 10%

- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer, and discipline.

20% +/- 10%

- Functions as director's, deputy director's, or social program administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with nine (9) years of administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Proposed DATE

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

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 apply the principles of descriptive 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 contracts, purchase orders, blueprints, job applications, statistical reports, budget reports, personnel actions, grant applications, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State guidelines, technical periodicals, and Federal regulations.
- Ability to prepare Board of County Commissioners actions, correspondence, budgets, performance appraisals, contracts, memos, statistical reports, 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 legal and governmental business terminology and language.
- Ability to communicate effectively with clients, subordinates, supervisors, contractors, elected officials, other County and State personnel, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dietitian	Class Number:	1031222
		Pay Grade:	11

Departments: Human Services/Senior & Adult, only

EXhibit O

Classification Function

The purpose of this classification is to manage and direct dietary services for County institution and supervises food service supervisor and clerical support personnel assigned to dietary services.

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.

- Manages and directs dietary services for County institution (e.g.- plans and monitors special dietary needs and treatment plans; maintains standards of safety and sanitation in accordance with State and Federal regulations; develops and issues dietary policies and procedures; conducts quality assurance testing and prepares related documentation).
- Supervises food service supervisor and clerical support personnel assigned to dietary services (e.g.- plans and coordinates work of dietary department; assigns and reviews work maintaining work standards; provides instruction to employees; responds to employee problems; recommends employees for selection, transfer, promotion, discipline, discharge and salary increase; develops bi-weekly work schedules; prepares bi-weekly payroll records).
- Plans and monitors regular and special diets to comply with clinical orders, treatment plans and State and Federal regulations (e.g.- writes regular and therapeutic diets; ensures diets are prepared according to clinical orders; assesses and counsels patients in their dietary program; documents patient charts).
- Coordinates food service operations (e.g.- order food, supplies and equipment for Dietary Department; write specifications for all food and supplies; maintains adequate inventory of all food and supplies).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered dietitian licensed by the Ohio Board of Dietetics. American Dietary Association registration required. Three years of institutional dietetics experience.

Additional Requirements

Annual renewal of license and registration required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and calculator.
- Ability to utilize weight scales and other measuring tools in portioning of food.
- Ability to utilize kitchen equipment including food processor, steamers and ovens in the preparation of food.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including purchase orders, invoices, employee leave requests, payroll records and reports, employment applications, patient records and charts, laboratory reports, admission information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ross Medical Nutrition System manual, Food Medication Interactions manual, medical reference books, dietary manuals, Institutional Meat Purchasing Specification Manual, computer manuals, and personnel policy manuals.
- Ability to prepare purchase orders, work schedules, performance evaluations, attendance reports, nutritional assessments, Plan of Care, resident weight charts, progress notes, menus, recipes 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 counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret clinical dietetics terminology and language.
- Ability to communicate with dietary employees, administrator, residents, family members, other nursing home staff, and others.

Environmental Adaptability

- Work is typically performed in a food service/kitchen 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:	Legal Clerk 1	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Clerk of Courts		

Exhibit P

Classification Function

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

This is an entry-level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They receive occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit.

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.

40% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

Language Ability & Interpersonal Communication

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 2	Class Number:	1013412
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Clerk of Courts		

Exhibit Q

Classification Function

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

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%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

Language Ability & Interpersonal Communication

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Exhibit R

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

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%
- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.
- 30% +/- 10%
- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.
- 20% +/- 10%
- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective: 1999
Revised: 7/26/2017

Additional Requirements for all levels

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 computer and copier.

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, other County employees 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Process Server	Class Number:	1025101
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Sheriff's Department		

Exhibit S

Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher 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.

- 70% +/- 10%
- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document.
- 10% +/- 5%
- Performs back-up for other Process Servers, when necessary.
- 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts.
- 10% +/- 5%
- Testifies in court when ordered regarding the results of the service.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Drivers license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to drive a motor vehicle.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

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 instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

Environmental Adaptability

- Work is typically performed outdoors, subject to heat, cold and traffic.

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:	Registered Nurse	Class Number:	1054111
		Pay Grade:	8

Departments:	Human Services/Senior and Adult Services, Justice Affairs.only	<i>Exhibit T</i>
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Classification Function

The purpose of this classification is to coordinate patient care given on floor or unit of County Nursing Home or patients residing at the Youth Detention Center, and to function as lead worker over licensed practical nurses (LPN) and nurses aides.

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.

- Coordinates nursing activities for floor or unit of County Nursing Home, or patients residing in their own homes (e.g.- makes rounds of patients with registered nurse (RN) from previous and following shifts; obtains information on each patient's status from registered nurse from previous shift; gives report to registered nurse from following shift; conducts drug counts with registered nurse from previous and following shifts; obtains shift staffing list from nursing director; checks calendar for scheduled patient appointments for the shift; coordinates meal service).
- Functions as lead worker over licensed practical nurses, nurses aides, or home health aides (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; provides information to supervisor in evaluation of employee performance).
- Provides nursing services to residents of County Nursing Home and patients residing in their own homes (e.g.- passes medications as ordered by physicians; administers various treatments as ordered by physician; admits and assesses new patients; prepares resident's minimum data set (MDS); attends plan of care meetings; notifies physicians if patient's condition changes and takes new medical orders, if necessary; makes rounds of residents with physicians).
- Prepares reports and records of nursing activities (e.g.- updates patients charts; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull in the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to respond to employee problems.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including X-ray reports, lab reports, clinic reports, nursing office reports, daily reports, incident reports, resident's MDS, resident's plan of care, weekly charting, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare nursing office reports, patient care cards, staff assignment sheets, patient records and charts, medication discontinuation forms, lab and X-ray requisitions, social service referrals, occupational and physical therapy referrals, dietary, maintenance and housekeeping requests, 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, to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with supervisors, physicians, residents, nurse's aides, home health aides, licensed practical nurses, other nursing home staff and family members of residents.

Environmental Adaptability

- Work is typically performed in an institutional health care 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:	Senior Case Control Supervisor	Class Number:	1014414
		Pay Grade:	14

Departments:	Human Services, only	exhibit u
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Classification Function

The purpose of this classification is to manage and supervise units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

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.

- Manages units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- develops and implements operational policies and procedures for quality assurance program; determines when system modifications are required; works with state regarding compliance and interpretation of state and federal regulations; coordinates random sampling and continuous monitoring throughout department to ensure that divisions are in compliance prior to state and federal audits; monitors unit budget expenditures).
- Supervises units of comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- organizes work and distributes work to employees; reviews completed work assignments; oversees unit work plans and work performance standards; provides job training and instruction to staff; evaluates employee performance; reviews employee leave requests and monitors employee use of leave time; recommends and implements employee disciplinary procedures; reviews and processes payroll documents).
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- reviews income maintenance case records; interviews clients and gather information; describes and explains objective to client; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required).
- Performs administrative duties (e.g. - completes quality assurance reports; prepares related correspondence and memoranda; attends meetings, conferences, workshops, committee meetings, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work administration or related field with five years of public assistance experience including two years in a supervisory capacity; or any equivalent combination of 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 computer terminal, printers, fax machine, calculator, telephone, copier, and typewriter.

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 recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, leave requests, quality assurance reports, entitlement case records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, public assistance manual, food stamp manual, CRIS-E Manual, computer manuals and federal standards.
- Ability to prepare payroll documents, employee performance appraisals, quality assurance reports, corrective action plans, statistical reports, monthly reports, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with director, administrators, supervisors, employees, clients and their families, bank personnel, school personnel, 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:	Senior Data Processor Supervisor	Class Number:	1011215
		Pay Grade:	10

Departments:	All departments	Exhibit V
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Classification Function

The purpose of this classification is to manage data entry and data processing activities and to supervise lower level data processor supervisors.

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.

- Manages data entry and data processing activities and supervises lower level data processor supervisors (e.g.- ensures compliance with all applicable rules and regulations; plans staffing requirements and recommends hire, promotion, transfer and discipline; evaluates employee performance; completes payroll records; ensures daily operations and work standards of data entry and data processing are maintained; prepares budget requests and cost analysis for overtime projects in department; performs liaison function for data entry/data processing issues).
- Coordinates and prioritizes incoming work for data entry/data processing (e.g.- establishes deadlines to ensure that customers are not adversely affected). Recommends system design program enhancements (e.g.- evaluates current efficiency; justifies feasibility and costs of proposed changes; documents unusual problems with data processing systems).
- Enters verified information into data base via mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate). Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business with three years of data processing experience including one year of supervisory experience; or any equivalent combination of 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 computer terminal, printer, adding machine, calculator and copier.
- Ability to perform data entry/data processing activities with high degree of accuracy.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees and to maintain department standards.
- Ability to recommend the transfer, promotion, salary increase, discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data forms, screen print-outs, daily log sheets, court orders, data processing system reports, payroll records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel policy manuals, computer terminal manual, printer manual, data processing system manual, green guide, Haines directory and post office directory.
- Ability to prepare incoming week report, daily report, quarterly report, payroll records, data forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and direct others, to supervise, counsel, convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret computer operations terminology and language.
- Ability to communicate with supervisor, data processing/data entry employees, personnel department and other departments.

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:	Social Services Clinical Coordinator	Class Number:	1056241
		Pay Grade:	11

Departments:	Justice Affairs, only	Exhibit W
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Classification Function

The purpose of this classification is to supervise a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes.

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.

- Supervises a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes (e.g.- assigns cases to social service specialists and monitors cases; reviews and evaluates cases and provides advise and feedback; provides job training and instruction to staff; responds to employee problems and issues; recommends and implements disciplinary actions; formally evaluates performance; conducts staff meetings to keep employees informed of changes in policies, procedures, programs or techniques; interviews applicants and makes recommendations for selection).
- Provides comprehensive clinical services to victims of felony and misdemeanor crime (c.g.- conducts crisis intervention and short-term therapy with children, adolescents and adults; provides immediate emergency psychological assessments, stabilization and crisis response for department, Justice Center, Domestic Relations Court and Juvenile Court).
- Provides advocacy and direct services directly to clients (e.g.- maintains small caseload of difficult or complex cases; provides direct services to clients and families in crisis or emergency situations; provides emergency coverage due to absence of regular social services worker).
- Consults with various individuals on witness/victim issues (e.g.- advises agency managers of service needs and makes recommendations for new programs and priorities; assists in the planning and development of service programs or policies; evaluates methods of delivery of programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other agency or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with community agencies, judges, courts, social service agencies, legal and medical professionals, and shelters; prepares and delivers speeches and training programs).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work with three years of social services experience; or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computer, printer, typewriter, copier, and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including legal documents, court files, diagnostic reports, client files, payroll documents, time sheets, performance evaluations, expense reports, grant applications, budget requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, annual and semi-annual crime reports, medical references, professional journals and publications, personnel policy manuals, and Ohio Revised Code.
- Ability to prepare weekly, monthly and annual statistical reports, payroll documents, performance evaluations, client records, training materials, resource and referral lists, diagnostic reports, 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, to follow instructions.
- Ability to use and interpret counseling, legal and medical terminology and language.
- Ability to communicate effectively with clients, employees, interns, volunteers, court personnel, attorneys, physicians, social workers, law enforcement personnel, other County employees, 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.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Word Processor	Class Number:	1011511
		Pay Grade:	2

Departments:	All departments	<i>Exhibit X</i>
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Classification Function

The purpose of this classification is to produce printed copy of documents from rough draft or dictation using computerized word processing equipment. This classification differs from the Senior Clerk classification (11112) in that work is focused on word processing functions the majority of time and occasionally involves the other clerical functions listed below.

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.

- Produces printed copies of documents from rough draft or dictation using computerized word processing software (e.g.- sets up document format selecting font and type size; enters document content; edits document by reading or using software editing functions; prepares printed copy of document; produces merged documents; records and runs macros; saves document to computer or floppy disk; prepares taped or disk back-up of document files).
- Performs routine clerical functions to assist other clerical staff (e.g.- answers telephone; directs visitors and callers; records messages; files documents; schedules appointments).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five months of computerized word processing experience; or any equivalent combination of 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 computer terminal, word processing equipment, printer, calculator, copier, telephone and fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including correspondence, letters, proposals, forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code and County Employee Handbook.

- Ability to prepare correspondence, forms, reports 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.
- Ability to communicate with other supervisors, managers, other County employees 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.




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

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

DATE: November 8, 2018

TO: Cuyahoga County Council President Dan Brady
Shontel Brown, Chairwoman, Human Resources, Appointments & Equity Committee
Council Members, Human Resources, Appointments & Equity Committee

FROM: Chairman Deborah Southerington, 
Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on November 7, 2018, 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			
Classification Title	Classification Number	Pay Grade & FLSA	Department
Administrative Assistant	1011122	4A/Non-Exempt	All Departments
Administrative Associate	1011121	2A/Non-Exempt	All Departments
Administrative Supervisor	1011124	7A/Non-Exempt	All Departments
Forensic Scientist 1 – Drug Chemistry	1071251	10A/Exempt	Medical Examiner
Forensic Scientist 3 – Trace Evidence	1071263	13A/Exempt	Medical Examiner
Senior Administrative Assistant	1011123	5A/Non-Exempt	All Departments

PROPOSED REVISED CLASSIFICATIONS

Classification Title & Classification Number	CURRENT PAY GRADE & FLSA	NEW PAY GRADE & FLSA	Department
Administrative Officer 1052121	11A/Exempt	11A/Exempt (No Change)	All Departments
Forensic Scientist 1 – Fingerprint 1071231	10A/Exempt	10A/Exempt (No Change)	Medical Examiner
Forensic Scientist 2 – Drug Chemistry 1071251	11A/Exempt	11A/Exempt (No Change)	Medical Examiner
Forensic Scientist 2 – Fingerprint 1071232	11A/Exempt	11A/Exempt (No Change)	Medical Examiner
Forensic Scientist 3 – Drug Chemistry 1071252	12A/Exempt	13A/Exempt	Medical Examiner
Forensic Scientist 3 – Fingerprint 1071233	12A/Exempt	13A/Exempt	Medical Examiner
Hotel/Motel Audit Supervisor 1055134	10A/Exempt	11A/Exempt	Fiscal Office
Senior Administrative Officer 1052122	13A/Exempt	13A/Exempt (No Change)	All Departments

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Dietitian	1031222	11A/Exempt	Health and Human Services
Legal Clerk 1	1013411	2A/Non-Exempt	Clerk of Courts
Legal Clerk 2	1013412	3A/Non-Exempt	Clerk of Courts
Permit Clerk	1011131	3A/Non-Exempt	Public Works
Process Server	1025101	3A/Non-Exempt	Sheriff
Registered Nurse	1054111	8A/Non-Exempt	Health and Human Services and PSJS
Senior Case Control Supervisor	1014414	14A/Exempt	Health and Human Services
Senior Data Processor Supervisor	1011215	10A/Exempt	All Departments

Social Services Clinical Coordinator	1056241	11A/Exempt	Public Safety and Justice Affairs
Word Processor	1011511	2A/Non-Exempt	All Departments

cc: F. Allen Boseman, Commissioner
Thomas Colaluca, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Douglas Dykes, Chief Talent Officer
Holly Woods, Dir. of HR Benefits and Compensation
Rhonda Caldwell, Compensation Manager

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Jeanne Schmotzer, Clerk of Council
Robert Triozzi, Law Director
Maggie Keenan, Director of OBM

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011122	Administrative Assistant	All departments	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	35
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 4A \$32,697.60 - \$45,801.60 Step Placement TBD by Human Resources
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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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Assistant	Class Number:	1011122
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	All departments		

Classification Function

The purpose of this classification is to assist a County unit or department by providing support with administrative functions.

Distinguishing Characteristics

This is an entry-level administrative position that is responsible for performing administrative duties to provide support to County department or unit. This classification works under direct supervision and within a well-defined framework of policies, procedures, and regulations. This class is distinguished from the Clerk by its increased responsibility and ability to work independently as well as a broader range of more complex administrative tasks.

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.

40% +/- 10%

- Assists a County unit or department with administrative functions; communicates administrator or manager's decisions to employees; monitors and coordinates assigned department activities; composes responses to correspondence and requests for information; gathers information and statistics and prepares reports for department's use; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.

25% +/- 10%

- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.

10% +/- 5%

- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Administrative Assistant

25% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; maintains office storage supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and two (2) year of administrative support experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer, copier, printer, telephone, and fax machine.

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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, address changes, applications, memos, drafts of documents, resolutions, contracts, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, correspondence, 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.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, and the general public.

Administrative Assistant

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
1011121	Administrative Associate	All departments	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	4
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 2A \$26,811.20 - \$37,523.20 Step Placement TBD by Human Resources
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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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Associate	Class Number:	1011121
FLSA:	Non-Exempt	Pay Grade:	2A
Dept:	All departments		

Classification Function

The purpose of this classification is to provide routine clerical assistance to the assigned County department.

Distinguishing Characteristics

This is an entry level administrative position that is responsible for performing routine clerical duties to provide support to a County department. This classification works under close direct supervision and within a well-defined framework of policies, procedures, and regulations.

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%
- Prepares routine documents and copies of documents supporting office activities using standard office equipment; prepares and edits various non-technical and routine documents using word processing, spreadsheet, database, or presentation software; performs data entry; gathers information and compiles routine reports; duplicates and collates documents; distributes documents to appropriate parties.
- 25% +/- 10%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.
- 25% +/- 10%
- Completes routine clerical tasks as associated with agency services and programs; issues permits and licenses; assists customers with completing forms and applications; accepts applications; performs money transactions; collects fees; issues receipts; checks materials in or out.
- 25% +/- 10%
- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; maintains office storage supplies.

Administrative Associate

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer, copier, printer, telephone, and fax machine.

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 billing invoices, deposit slips, receipts, basic spreadsheets, warrants, court orders, address changes, applications, memos, routine correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, routine correspondence, 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.
- Ability to communicate with supervisor, management, coworkers, vendors, other County employees, 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
1011124	Administrative Supervisor	All departments	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	27
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 7A \$41,579.20 - \$58,240.00 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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Supervisor	Class Number:	1011124
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	All departments		

Classification Function

The purpose of this classification is to supervise office personnel performing clerical and administrative functions and to organize and coordinate office operations and procedures to ensure effectiveness and efficiency.

Distinguishing Characteristics

This is a supervisory-level classification that is responsible for supervising clerical office personnel and facilitating the efficient functioning of an office through performance of a range of administrative and supervisory tasks. The employee exercises discretion in applying policies and procedures to resolve issues and to ensure that 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.

- 50% +/- 10%
- Directly supervises clerical support 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; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Organizes and coordinates day-to-day office operations and procedures; participates in and ensures completion of departmental and workgroup goals and objectives; evaluates efficiency of office work flow; determines strategies to resolve issues, enhance processes, and increase work flow efficiency; develops and implements office policies and procedures for clerical functions of office; receives and reviews recommendations for procedure changes; communicates procedures to employees.
- 10% +/- 5%
- Performs and manages data entry, data processing, and record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Administrative Supervisor

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; serves as liaison with other agencies, organizations, and groups; receives and responds to requests for information from various agencies; keeps informed of provisions of labor-management agreements and their effects on departmental operations; handles clients' complaints and queries; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and five (5) years of administrative support experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer and copier.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

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 billing invoices, work orders, receipts, spreadsheets, daily and monthly logs and reports, client case records, union contracts, applications, memos, union contracts, summary reports, records requests, time sheets, performance appraisals, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, department policies and procedures manuals, and clerical procedures guidelines.

Administrative Supervisor

- Ability to prepare receipts, memos, daily and monthly logs and reports, meeting agendas, spreadsheets, status reports, data forms, purchase orders, timesheets, performance appraisals, 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, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, providers, consultants, internal and external agencies, clients, elected officials, other County employees, 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
1071251	Forensic Scientist 1 – Drug Chemistry	Medical Examiner's Office	Exempt	10A

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 10A \$50,481.60 - \$70,657.60 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):	Ashley Marcinick, 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	9/6/2018	Email	Requests received
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Ask questions
Harmeet Kaur, Director of	9/25/2018	Email	Answer questions

Parentage & Hugh Shannon, ME Administrator			
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafts
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator & Paul Boggs, Drug Chemistry Supervisor	10/10/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 – Drug Chemistry	Class Number:	1071251
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner’s Office		

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of drug evidence.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of drug evidence. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 40% +/- 10%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.
- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis; records observations; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records.
- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 5% +/- 2%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Forensic Scientist 1 – Drug Chemistry

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science; or related field.

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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, 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.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Drug Chemistry

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1071263	Forensic Scientist 3 – Trace Evidence	Medical Examiner's Office	Exempt	13A

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 13A \$59,342.40 - \$83,054.40 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>
Rhonda Caldwell, Compensation Manager	3/27/2018	Email	Copied on Communications
Kelli Neale, HR	3/27/2018	Email	Copied on Communications
	7/31/2018	Email	Copied on Communications

Curtiss Jones, Trace Evidence Supervisor	3/27/2018	Email	Review of Draft
	4/4/2018	Email	Reminder for Additional Information
	7/31/2018	Email	Review of 2 nd Draft
Hugh Shannon, Administrator	9/4/2018	Email	Confirmation of Drafts
	3/27/2018	Email	Review of Draft
Harmeet Kaur, ID/QA/QC Manager	7/31/2018	Email	Review of 2 nd Draft
	3/27/2018	Email	Review of 2 nd Draft
Thomas Gilson, Medical Examiner	7/31/2018	Email	Review of 2 nd Draft
	9/12/2018	Email	Pay Grade Evaluation
Jim Battigaglia, Archer Consultant			

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Trace Evidence	Class Number:	1071263
FLSA:	Non-Exempt	Pay Grade:	13A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of trace evidence collected in house, submitted by outside agencies, or collected from crime scenes; to produce trace evidence reports for analyses performed, and to testify in courts of law as to the results of trace evidence examinations.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of trace evidence collected in house, collected from crime scenes, and submitted by outside agencies. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 20% +/- 10%
- Examines trace evidence collected at crime scenes, from autopsies, as well as items submitted from outside agencies; applies instrumental, physical, and chemical techniques in the examination of trace evidence sub-disciplines including gunshot residue, weapons, fibers, paint, tape, hair, bloodstain patterns, impressions, muzzle to target distance determinations, serological evidence, and general chemical unknowns; conducts physical match examinations, tape examinations, serological analysis, and microscopic examinations.

- 20% +/- 10%
- Documents and records observations and results of trace evidence examinations; analyzes and compiles data; compiles case files and generates trace evidence final reports; provides opinion and interpretation of results; performs administrative and technical review of data, trace evidence case files, and reports generated by other trace evidence scientists.

- 15% +/- 10%
- Serves as lead worker in trace evidence unit; fills in for supervisor during absences; implements and monitors Quality Assurance (QA) program within the unit; designs and implements validation studies for new procedures and technologies within the unit; provides training and assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring trace evidence unit maintains compliance with applicable accreditation requirements; assists with investigating technical errors and provides recommendations on appropriate corrective and preventative measures; provides troubleshooting services to resolve equipment, instrumentation, or analytical method issues.

Forensic Scientist 3 – Trace Evidence

10% +/- 5%

- Prepares and analyzes trace evidence samples on scientific instrumentation including stereomicroscopes, light microscopes, polarized light microscopes, fluorescence microscopes, scanning electron microscope with energy dispersive X-ray detection, Fourier Transform infrared spectrometer, and microspectrophotometer; ensures application of and adherence to appropriate techniques in the preparation and examination of selected trace evidence.

10% +/- 5%

- Recognizes, collects, and processes evidence from vehicles, victims of violent death, items collected at autopsy, and items submitted by outside law enforcement agencies; conducts evidence screening; logs in evidence; documents collection, screening, and testing activities in accordance with laboratory policies and procedures; performs crime scene visits to assist with evidence collection and scene documentation; photographs or directs photographs to be taken of evidence items; transfers and maintains evidence in storage.

10% +/- 5%

- Performs regular maintenance of Trace Evidence laboratory spaces and equipment; stocks laboratory supplies; cleans and maintains worksite and laboratory equipment; checks performance of equipment after repairs, maintenance, or malfunction; performs safety checks in accordance with unit laboratory safety program procedures.

15% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation and/or research projects; assists with providing training to new employees, interns, and visitors as directed; gives lectures and presentations to interns, guests, and death scene investigation classes; testifies in court of law as an expert witness; communicates results of trace evidence examinations to ME staff, law enforcement, and attorneys.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of laboratory experience performing forensic evidence analysis; or any 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a variety of microscopes, infrared spectrometer, infrared viewer, microspectrophotometer, scanning electron microscope, scalpel, pipettes, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Forensic Scientist 3 – Trace Evidence

Mathematical Ability

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

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 qualitative data, spectra, statistical reports, chain of custody record, case history form, trace evidence reports, autopsy reports, case history information, and police reports and photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, code of ethics, and hazardous materials records.
- Ability to prepare training set records, competency test records, forms, and charts, statistical reports, chain of custody, instrument performance check records, trace evidence case files, trace evidence laboratory examination reports, trace evidence unit manual updates, trace evidence procedures, quality assurance documents, correspondence, 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.
- Ability to use and interpret legal and medical terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment with occasional visits to crime scenes.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1011123	Senior Administrative Assistant	All departments	Non-Exempt	5A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
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No. of Employees Affected:	22
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Dept.(s) Affected:	All departments
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Fiscal Impact:	PG 5A \$35,692.80 - \$49,920.00 Step Placement TBD by Human Resources
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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 Contact(s):	Rhonda Caldwell, Compensation Manager Kelli Neale, HR
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Assistant	Class Number:	1011123
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	All departments		

Classification Function

The purpose of this classification is to coordinate the work of clerical support staff and to assist higher level administrators or managers by providing support with administrative functions.

Distinguishing Characteristics

This is a journey-level administrative position. Employees in this class may serve as a lead worker of lower-level administrative or office support staff. This classification works under general supervision and within a well-defined framework of policies and procedures but with increased independence and responsibility. This class is distinguished from the Administrative Assistant by its lead worker function and a wider variety of diverse and complex administrative tasks.

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%
- Assists higher level administrator, director, department, and/or division with administrative functions; coordinates and monitors assigned department/division activities; composes responses to correspondence and requests for information; researches and evaluates information and prepares reports for administrator or department's/division's use; provides recommendations based on research to assist administrator or department/division; schedules and coordinates meetings; prepares agendas; attends meetings to record minutes; maintains confidentiality.
- 20% +/- 10%
- Performs higher-level administrative duties to support business functions of office; organizes conferences and meetings; maintains office calendar; serves as liaison with various offices and departments; researches and prepares data for budget inclusion; monitors spending and maintains fiscal and budget records; processes financial documents and bills for payment; prepares contracts and vendor paperwork.
- 10% +/- 5%
- Prepares various documents and copies of documents supporting office activities using standard office equipment; prepares and edits various technical and non-technical documents using word processing, spreadsheet, database, or presentation software; researches and gathers information and compiles routine and non-routine reports;; submits letters for proofreading and signature; sets up and maintains files of correspondence and documents.
- 10% +/- 5%
- Performs record maintenance activities; maintains manual records or filing system; maintains computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; places documents in appropriate file according to established records management systems; screens forms, applications, and documents to determine accuracy and completeness of information; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested.

Proposed DATE

Senior Administrative Assistant

10% +/- 5%

- Acts as lead worker over lower-level administrative or office support staff; coordinates, assigns, and prioritizes the work of clerical support staff; provides training and instruction to lower level staff; ensures work is performed according to established standards; responds to employee problems as necessary.

20% +/- 10%

- Performs related administrative responsibilities; processes and distributes mail and other materials; sends and receives facsimiles; answers the telephone, takes messages, and/or directs calls; greets and directs visitors to appropriate office or personnel; provides information relative to departmental services and programs and makes appropriate referrals as necessary; assists the public, employees, or any other internal or external customers by responding to inquiries in person and by phone; submits work orders; coordinates maintenance of office equipment; purchases office storage supplies and equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School Diploma and three (3) years of administrative support experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

- 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 computer, copier, printer, telephone, and fax machine.

Supervisory Responsibilities

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

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 billing invoices, work orders, project estimates, project specifications, receipts, spreadsheets, budget reports, address changes, applications, memos, drafts of documents, resolutions, requests for proposals, contracts, correspondence, and other reports and records.

Senior Administrative Assistant

- Ability to comprehend a variety of reference books and manual including Personnel Policies and Procedures Manual and agency policies and procedures.
- Ability to prepare receipts, logs, memos, reports, letters, work orders, project specifications, purchasing documents, 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, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to communicate effectively with supervisor, management, coworkers, director, vendors, elected officials, other County employees, 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
1052121	Administrative Officer	All Departments	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052121	Administrative Officer	All Departments	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
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No. of Employees Affected:	4
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 11: \$53,372.80 – \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Administrative Officer	Class Number:	1052121
FLSA:	Exempt	Pay Grade:	11
Dept:	All departments		

Classification Function

The purpose of this classification is to assist higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting higher level administrator plan, direct, and coordinate a division or sub-division with a budget of \$15 million or less. The incumbents 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.

40% +/- 10%

- Assists higher level administrator (deputy director, social program administrator, senior administrative officer, or superintendent) plan, direct, and coordinate a division, sub-division, or program with a budget of \$15 million or less; establishes and implements procedures for division, sub-division, or program consistent with current policy; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; assists with the development of department policies; assists with budget preparation and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.

40% +/- 10%

- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer and discipline.

20% +/- 10%

- Functions as administrator’s liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in business administration, management, or related field with three (3) years of administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- No special license or certification is required.

Proposed DATE

Administrative Officer

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

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 and calculate decimals and percentages.

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 annual reports, budgetary reports, public hearing notices, budgetary forms, employee performance evaluations, trip/travel reports, invoices, drafts of documents, letters, memoranda, permit applications, grant applications, contracts, Board resolutions, requests for proposal, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Register, software manuals and computer manuals.
- Ability to prepare employee performance evaluations, attendance reports, payroll documents, vouchers, supplies inventory, purchasing documents, letters, memoranda, Board Actions or Resolutions, requests for proposal, 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, to follow instructions.
- Ability to communicate effectively with the director, department managers, other County employees, service providers and the general public.

Administrative Officer

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
1071231	Forensic Scientist 1 – Fingerprint	Medical Examiner's Office	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071231	Forensic Scientist 1 – Fingerprint	Medical Examiner's Office	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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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 10A: \$50,481.60 – \$70,657.60 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, 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	9/6/2018	Email	Revision requests
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Sent questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answered questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafted specs
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Dawn Schilens, Fingerprint Supervisor & Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 1 - Fingerprint	Class Number:	1071231
FLSA:	Exempt	Pay Grade:	10A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to assist with the recognition, collection, and laboratory analysis of fingerprint evidence and the identification of individuals.

Distinguishing Characteristics

This is an entry-level classification responsible for assisting with recognition, collection, and analysis of fingerprint evidence and the identification of individuals. Positions in this class are expected to successfully complete a training program and then independently perform duties using standard methods and techniques. Employees receive close instruction and assistance but are expected to become fully aware of established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 45% +/- 10%
- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; scans ten-print cards into the Automated Fingerprint Identification System (AFIS); maintains documentation per the laboratory policies and procedures.
- 30% +/- 10%
- Prepares and analyzes fingerprint evidence for testing; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; records analytical results; compiles case records; releases fingerprint information to law enforcement agencies in a timely manner.
- 15% +/- 5%
- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field.

Forensic Scientist 1 – Fingerprints

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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and 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 fingerprint case files, digital images of impressions, AFIS candidate lists, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, training set records, competency test records, fingerprint lab case records, known cards, correspondence, 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.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, and other County employees.

Forensic Scientist 1 – Fingerprints

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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
1071251	Forensic Scientist 2 – Drug Chemistry	Medical Examiner's Office	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071252	Forensic Scientist 2 – Drug Chemistry	Medical Examiner's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	6
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 11A: \$53,372.80 – \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, 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	9/6/2018	Email	Requests received
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Ask questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answer questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafts
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator & Paul Boggs, Drug Chemistry Supervisor	10/10/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Drug Chemistry	Class Number:	1071252
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner’s Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze drug evidence; to produce drug chemistry reports for analyses performed; and to testify in the court of law as to the results of the drug chemistry examinations.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection and analysis of drug evidence. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 40% +/- 10%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.

- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.

- 15% +/- 5%
- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

- 10% +/- 5%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 2 – Drug Chemistry

10% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and two (2) years of forensic drug chemistry 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

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

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Forensic Scientist 2 – Drug Chemistry

- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1071232	Forensic Scientist 2 – Fingerprint	Medical Examiner's Office	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071232	Forensic Scientist 2 – Fingerprint	Medical Examiner's Office	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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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 11A: \$53,372.80 – \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, 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	9/6/2018	Email	Revision requests
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Sent questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answered questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafted specs
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Dawn Schilens, Fingerprint Supervisor & Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 2 – Fingerprints	Class Number:	1071232
FLSA:	Exempt	Pay Grade:	11A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to recognize, collect, and analyze fingerprint evidence; to produce fingerprint analysis reports; and to testify in the court of law as to the results of the fingerprint evidence.

Distinguishing Characteristics

This is a journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents establish and maintain quality control and ensure proper preservation and documentation of evidence. Employees receive instruction or assistance as new or unusual situations arise, and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 45% +/- 10%

• Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questions prints to known standards; maintains logs and records of examinations performed.
- 15% +/- 5%

• Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; performs administrative and technical review of data, fingerprint case files, and reports generated by other scientists; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.
- 15% +/- 5%

• Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies and procedures; performs safety checks in accordance with unit laboratory safety program procedures.
- 10% +/- 5%

• Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on known cards; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 2 – Fingerprints

15% +/- 5%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and two (2) years of laboratory experience performing latent print examination; 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

Supervisory Responsibilities

- No supervisory responsibilities.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and 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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.

Forensic Scientist 2 – Fingerprints

- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, correspondence, 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.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, and bright or dim lights.

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
1071252	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071253	Forensic Scientist 3 – Drug Chemistry	Medical Examiner's Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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No. of Employees Affected:	1
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 12A: \$56,368.00 – \$78,915.20 PG 13A: \$59,342.40 – \$83,054.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, 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	9/6/2018	Email	Requests received
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Ask questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answer questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafts
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator & Paul Boggs, Drug Chemistry Supervisor	10/10/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Drug Chemistry	Class Number:	1071253
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner’s Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of drug evidence; to produce drug evidence reports for analyses performed, and to testify in court as to the results of drug chemistry analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of drug evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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.

- 40% +/- 10%
- Serves as lead worker in the drug chemistry unit; fills in for supervisor during absences; performs administrative and technical review of data, drug chemistry case files, and reports generated by other scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring drug chemistry unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.
- 25% +/- 10%
- Documents and records observations and results of chemical analysis; reviews, analyzes, and compiles instrument data; enters analytical results into the computer database; compiles case records; issues reports; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; testifies in court as an expert witness.
- 15% +/- 5%
- Prepares and performs chemical analysis on the drug evidence; weighs contents of evidence; performs chemical and instrumental analysis.
- 5% +/- 2%
- Processes and logs evidence; retrieves evidence from storage; transfers and maintains evidence in storage; verifies information on evidence bag; transports evidence back to controlled substance holding area; maintains documentation per the laboratory policies and procedures.

Forensic Scientist 3 – Drug Chemistry

5% +/- 2%

- Performs regular maintenance of the Drug Chemistry laboratory spaces and equipment; stocks laboratory supplies; documents refrigerator temperatures; prepares chemical reagents following prescribed processes; transfers and maintains evidence in storage; maintains and performs routine troubleshooting of laboratory instruments; performs appropriate calibrations and/or system checks and maintenance on all instruments such as FTIR, GC/MS, and other laboratory equipment used in the laboratory; measures and performs weight checks on balances; performs color tests with Test Mix; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

10% +/- 5%

Performs related administrative responsibilities; prepares and maintains various records and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; participates in assigned method improvement, validation, and/or research projects; assists with providing training to new employees, interns, and visitors as directed;

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, or biological science, or related field and five (5) years of forensic drug chemistry 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a stereo microscope, analytical balance, camera, gas chromatograph, mass spectrometer, and Fourier Transform Infrared Spectrometer.
- Ability to stand for a prolonged period of time and ability to lift a 100lbs (with assistance).

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.

Mathematical Ability

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

Forensic Scientist 3 – Drug Chemistry

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 chain of custody records, instrumental data, QA/QC records, equipment/instrumental maintenance records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, Federal Drug Codes, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare training set records, competency test records, drug chemistry case records, evidence log, analytical results, forms, charts, correspondence, 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.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret legal, chemistry, and biology terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1071233	Forensic Scientist 3 – Fingerprint	Medical Examiner's Office	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1071233	Forensic Scientist 3 – Fingerprint	Medical Examiner's Office	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
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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: \$56,368.00 – \$78,915.20 PG 13A: \$59,342.40 – \$83,054.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, 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	9/6/2018	Email	Revision requests
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/19/2018	Email	Sent questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/25/2018	Email	Answered questions
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	9/26/2018	Email	Sent drafted specs
Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Dawn Schilens, Fingerprint Supervisor & Harmeet Kaur, Director of Parentage & Hugh Shannon, ME Administrator	10/9/2018	Email	Returned drafts
Jim Battigaglia, Archer Consultant	10/15/2018	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Forensic Scientist 3 – Fingerprints	Class Number:	1071233
FLSA:	Exempt	Pay Grade:	13A
Dept:	Medical Examiner’s Office		

Classification Function

The purpose of this classification is to serve as the team lead in the recognition, collection, and analysis of fingerprint evidence; to produce fingerprint evidence reports for analyses performed; and to testify in court as to the results of fingerprint analysis.

Distinguishing Characteristics

This is an advanced journey-level classification responsible for the collection, identification, and analysis of fingerprint evidence. Incumbents in this class act as a lead worker for the unit and provide guidance, training, and technical assistance to lower level personnel. Incumbents establish and maintain quality control, and ensure proper preservation and documentation of evidence. Employees work independently with minimal instruction or assistance and perform work in accordance with established departmental policies and procedures, federal/state guidelines, and accreditation standards.

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%
- Serves as lead worker in the fingerprint unit; fills in for supervisor during absences; reviews data, casework, and reports produced by other Fingerprint Forensic Scientists; implements and monitors Quality Assurance (QA) program within the unit; serves as a QA Officer; designs and implements validation studies for new or improved procedures and technologies within the unit; provides training to new or lower level employees on procedures and technologies; provides assistance to new/lower-level employees in new, complex, or problem situations; assists with ensuring fingerprint unit maintains compliance with applicable accreditation requirements; assists with investigating technical discrepancies and provides recommendations on appropriate corrective and preventative measures; troubleshoots major equipment/instrumentation/analytical methods.

- 15% +/- 5%
- Prepares and analyzes fingerprint evidence; analyzes utilizing the Analysis, Comparison, Evaluation, and Verification (ACE-V) method for accurate identification; evaluates prints and conducts comparisons of questions prints to known standards; maintains logs and records of examinations performed.

- 15% +/- 5%
- Documents and records observations and results of fingerprint analysis; analyzes and compiles data; compiles case files and generates fingerprint final reports; provides opinion and interpretation of results; communicates with and explains results to appropriate law enforcement, attorneys, and Medical Examiner staff; releases fingerprint information to law enforcement agencies in a timely manner; testifies in court as an expert witness.

Forensic Scientist 3 – Fingerprints

10% +/- 5%

- Recognizes, collects, and processes fingerprints from deceased individuals and physical evidence; enters and reviews prints from the Automated Fingerprint Identification System (AFIS); logs evidence; conducts evidence screening; transfers and maintains evidence in storage; creates foot and palm prints on ten-print cards; maintains documentation per the laboratory policies and procedures.

10% +/- 5%

- Performs regular maintenance of Fingerprint laboratory spaces and AFIS equipment; stocks laboratory supplies; maintains and performs routine troubleshooting of laboratory instruments; checks performance of equipment after repairs, maintenance, or malfunction; validates standards per policies procedures; performs safety checks in accordance with unit laboratory safety program procedures.

20% +/- 10%

- Performs related administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; keeps current on new trends, information, and technology in the field; assists with providing selected training and education to new employees, interns, or visiting guests as needed; participates in method improvements, validations, and/or research projects as directed.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in a chemical, physical, forensic, natural, or biological science, criminal justice, or related field and five (5) years of laboratory experience performing latent print examination; 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 automated office machines including computers and peripheral equipment; ability to use a variety of laboratory tools and equipment including a super glue chamber, heat/humidity chamber, Automated Fingerprint Identification System (AFIS) Latent Workstation, alternative light source, analytical balance, and camera.
- Ability to stand for a prolonged period of time, crouch, crawl, bend, twist, and lift, push, and pull over 100lbs (with assistance).

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.

Forensic Scientist 3 – Fingerprints

Mathematical Ability

- Ability to add, subtract, multiply, divide, and 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 fingerprint case files, digital images of impressions, AFIS candidate list, police reports, and police photos.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, standard operating procedures, forensic science books and journals, training manual, instrument/equipment manual, safety manual, quality assurance manual, and code of ethics.
- Ability to prepare logs, forms, known cards, fingerprint laboratory case files, fingerprint laboratory examination reports, presentations, fingerprint laboratory manual/procedures drafts, quality assurance documents, correspondence, 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.
- Ability to review, evaluate, and revise work product submitted by lower level team members.
- Ability to use and interpret forensic pathology and legal terminology and language.
- Ability to communicate with coworkers, supervisor, law enforcement personnel, attorneys, juries, and other County employees.

Environmental Adaptability

- Work is typically performed in an office/laboratory environment.
- Work may involve exposure to temperature and weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wetness or humidity, disease, bodily fluids, violence, and bright or dim lights.

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
1055134	Hotel/Motel Audit Supervisor	Fiscal Office - Auditor	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1055141	Hotel/Motel Audit Manager	Fiscal Office - Auditor	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Fiscal Office - Auditor
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Fiscal Impact:	PG 10A: \$50,481.60 – \$70,657.60 PG 11A: \$53,372.80 – \$74,796.80 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, 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	9/10/2018	Email	Request received
Jim Battigaglia, Archer Consultant	9/18/2018	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	10/10/2018	Email	Pay grade evaluation results

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Hotel/Motel Audit Manager	Class Number:	1055141
FLSA:	Exempt	Pay Grade:	11
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and oversee the performance of the day-to-day functions of County Hotel/Motel Bed Tax unit in the Fiscal Office in the collection, balancing, and distribution of bed tax returns and revenues; this classification oversees staff in conducting of audits, reviewing tax returns, collecting payments, and distributing bed taxes resulting from audits.

Distinguishing Characteristics

This is a management classification with responsibility for performing and overseeing the activities of the County Hotel/Motel Bed Tax unit in the Accounting Division of the Fiscal Office. This class works under direction from the Controller, and is responsible for ensuring timely and accurate hotel bed tax collection, balancing, and distribution.

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%
- Supervises lower level employees; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instructions; evaluates employee performance; responds to employee questions, concerns, and problems, approves employee timesheets and leave requests; develops unit work plans and work performance standards; monitors unit work performance; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Reviews file folders for late filings, contract payments, or non-payment of audits to be submitted to the County Prosecutor for filing; consults with the prosecutor’s office or Law Department in issues related to liens, contracts, administrative appeals, OCR’s and outstanding court cases; prepares invoices and letters for late filings and letters for outstanding returns; determines if final reassessment of audit findings should be altered based on hotel representatives’ arguments and additional documentation during an appeal; attains all documentation for a Praecipe (a document that commands a defendant to appear and show cause why an act or thing should not be done) when a hotel files an administrative appeal in court.
- 10% +/- 10%
- Oversees the monthly hotel tax return process; enters hotel audit and invoice payments; files and organizes documentation as it relates to hotel liens and contracts; balances revenue collections using the Financial Accounting Management Information System (FAMIS); distributes all monthly hotel tax audit revenue collections according to the Ohio Code of Regulations (OCR).
- 10% +/- 5%
- Communicates with vendors and hotel representatives to provide information regarding the OCR.
- 10% +/- 5%
- Re-Updates Bed Tax Program with hotel information and all spreadsheets relating to hotel audits and revenue collections; researches for establishments doing business as an entity with sleeping accommodations for transient guess without notifying the Fiscal Office.

Hotel/Motel Audit Manager

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting, business administration, or a related field with five (5) years experience in bookkeeping, accounting or a related field; or any equivalent combination of education, training, and experience.

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

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.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.
- Ability to recommend the discipline or discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and 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 tax returns, return verification reports, outstanding return reports, revenue receipt reports, distribution reports, invoices, deposit forms, checks, FAMIS reports, and a variety of other reports, communications, and forms.
- Ability to comprehend a variety of reference books and manuals including the OCR, Code of Regulations, Policy Handbook, related websites, program manuals and procedures, forms and checklists.
- Ability to prepare memos, forms, transmittals, worksheets, performance reviews, correspondence, contracts, hotel tax reports, charts, spreadsheet, procedure manuals, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Hotel/Motel Audit Manager

- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting, regulatory and legal terminology and language.
- Ability to communicate with staff, hotel representatives, County Prosecutor's Office, Law Department, the media, the general public, 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.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052122	Senior Administrative Officer	All Departments	Exempt	13

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1052122	Senior Administrative Officer	All Departments	Exempt	13

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
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No. of Employees Affected:	8
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	PG 13: \$59,342.40 – \$83,054.40 Step Placement TBD by Human Resources
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Administrative Officer	Class Number:	1052122
FLSA:	Exempt	Pay Grade:	13
Dept:	All departments		

Classification Function

The purpose of this classification to assist a director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$30 million.

Distinguishing Characteristics

This is supervisory level classification with responsibility for assisting a director, deputy director, or social program administrator plan, direct, and coordinate a division or sub-division with a budget greater than \$30 million. The incumbents 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.

- 40% +/- 10%
- Assists director, deputy director, or social program administrator plan, direct, and coordinate a division, sub-division, or program with a budget greater than \$ 30 million; develops and implements policies and procedures for division, sub-division, or program; interprets laws, rules, and regulations related to division, sub-division, or program activities; assures that all activities are within relevant statutes and regulations; recommends and assists with the development of department policies; prepares budget and approves and recommends budget expenditures; prepares necessary county, state, and federal reports; processes financial documents.
- 40% +/- 10%
- Supervises subordinate staff; assigns and prioritizes work; evaluates employee performance; provides training and instruction to staff; reviews and approves employee leave requests; ensures work is performed according to established standards; recommends employee selection, transfer, and discipline.
- 20% +/- 10%
- Functions as director's, deputy director's, or social program administrator's liaison to other County departments, divisions, and public and private entities; responds to written inquiries and complaints; prepares and delivers speeches regarding division activities.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field with nine (9) years of administrative experience; or an equivalent combination of education, training, and experience.

Additional Requirements for all levels

- 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 computer and copier.

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 apply the principles of descriptive 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 contracts, purchase orders, blueprints, job applications, statistical reports, budget reports, personnel actions, grant applications, time sheets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Revised Code, State guidelines, technical periodicals, and Federal regulations.
- Ability to prepare Board of County Commissioners actions, correspondence, budgets, performance appraisals, contracts, memos, statistical reports, 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 legal and governmental business terminology and language.
- Ability to communicate effectively with clients, subordinates, supervisors, contractors, elected officials, other County and State personnel, consultants and the general public.

Senior Administrative Officer

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1031222	Dietitian	Health and Human Services	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer provides the services outlined in this specification and there are no incumbents.
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No. of Employees Affected:	None
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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):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Walter Parfejewiec, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Dietitian	Class Number:	1031222
		Pay Grade:	11

Departments: Human Services/Senior & Adult, only

Classification Function

The purpose of this classification is to manage and direct dietary services for County institution and supervises food service supervisor and clerical support personnel assigned to dietary services.

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.

- Manages and directs dietary services for County institution (e.g.- plans and monitors special dietary needs and treatment plans; maintains standards of safety and sanitation in accordance with State and Federal regulations; develops and issues dietary policies and procedures; conducts quality assurance testing and prepares related documentation).
- Supervises food service supervisor and clerical support personnel assigned to dietary services (e.g.- plans and coordinates work of dietary department; assigns and reviews work maintaining work standards; provides instruction to employees; responds to employee problems; recommends employees for selection, transfer, promotion, discipline, discharge and salary increase; develops bi-weekly work schedules; prepares bi-weekly payroll records).
- Plans and monitors regular and special diets to comply with clinical orders, treatment plans and State and Federal regulations (e.g.- writes regular and therapeutic diets; ensures diets are prepared according to clinical orders; assesses and counsels patients in their dietary program; documents patient charts).
- Coordinates food service operations (e.g.- order food, supplies and equipment for Dietary Department; write specifications for all food and supplies; maintains adequate inventory of all food and supplies).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be registered dietitian licensed by the Ohio Board of Dietetics. American Dietary Association registration required. Three years of institutional dietetics experience.

Additional Requirements

Annual renewal of license and registration required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including personal computer and calculator.
- Ability to utilize weight scales and other measuring tools in portioning of food.
- Ability to utilize kitchen equipment including food processor, steamers and ovens in the preparation of food.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including purchase orders, invoices, employee leave requests, payroll records and reports, employment applications, patient records and charts, laboratory reports, admission information, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ross Medical Nutrition System manual, Food Medication Interactions manual, medical reference books, dietary manuals, Institutional Meat Purchasing Specification Manual, computer manuals, and personnel policy manuals.
- Ability to prepare purchase orders, work schedules, performance evaluations, attendance reports, nutritional assessments, Plan of Care, resident weight charts, progress notes, menus, recipes 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 counsel and supervise employees, to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret clinical dietetics terminology and language.
- Ability to communicate with dietary employees, administrator, residents, family members, other nursing home staff, and others.

Environmental Adaptability

- Work is typically performed in a food service/kitchen 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013411	Legal Clerk 1	Clerk of Courts	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Clerk of Courts
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 1	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Clerk of Courts		

Classification Function

The purpose of this classification is to perform general and routine clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

This is an entry-level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They receive occasional instruction or assistance as new or unusual situations arise and are expected to become fully aware of operating procedures and policies of the work unit.

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.

40% +/- 10%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews, verifies, and records required information; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention; may prepare, validate, and scan files for digital imaging.

30% +/- 10%

Types, enters, proofreads and processes a variety of documents and data; enters court-related information into department databases; verifies information for accuracy and completeness; updates database information and purges old data as appropriate; makes copies and distributes to appropriate parties.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides basic information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems; maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of previous experience in clerical, reception or similar work; experience in a legal environment preferred; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and ability to utilize principles of fractions.

Language Ability & Interpersonal Communication

- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, forfeitures, foreclosures, rulings, motions, subpoenas, praecipes, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, employees and managers of other departments, 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1013412	Legal Clerk 2	Clerk of Courts	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Clerk of Courts
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Legal Clerk 2	Class Number:	1013412
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Clerk of Courts		

Classification Function

The purpose of this classification is to perform routine and specialized clerical work in support of both criminal and civil courts, including receiving, indexing, and recording court case information and/or legal documents, imaging documents, and providing general information and assistance to County Court staff, attorneys, and the public.

Distinguishing Characteristics

This is a journey level clerical classification. Employees at this level work under a well-defined framework of policies and procedures. They are expected to be fully aware of operating procedures and policies of the work unit and be able to perform duties that are more specialized or complex in nature.

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%

Processes various court records and documents; receives and/or gathers documents; sorts, indexes, and prepares documents; reviews and verifies required information; stamps, records and/or certifies documents; prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

20% +/- 10%

Types, enters, proofreads and processes a variety of court-related documents and data; enters information into department databases; verifies information for accuracy and completeness; corrects errors as necessary; updates database information and purges old data as appropriate; logs and certifies work activities; makes certified copies and forwards to appropriate parties.

20% +/- 10%

Processes court records and documents for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; locates missing documents and corrects any errors; scans documents into digital imaging system.

20% +/- 10%

Assists County Court staff, attorneys, and the public in person or by phone; provides information on court policies and procedures; receives and responds to questions and requests for documentation and information; researches inquiries to provide accurate response.

10% +/- 10%

Processes incoming and outgoing mail; retrieves, sorts and delivers incoming mail; compiles and prepares documentation for mailing or delivery as needed; sorts, organizes, labels, and addresses outgoing mail; applies postage utilizing mail machine; scans outgoing mail; delivers documents in person or through established mail delivery systems. Maintains related documentation.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with three (3) years related experience including one (1) year as Legal Clerk I; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and ability to interpret graphs.

Language Ability & Interpersonal Communication

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to comprehend a variety of legal documents and court documents including warrants, rulings, judgments, indictments, plea agreements, sentencing documents, forfeitures, foreclosures, rulings, motions, dockets, appeals, subpoenas, praecipes, court dockets, mail, forms, reports, memos and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare legal and court-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to use and interpret general legal and administrative terminology and language.
- Ability to communicate with co-workers, supervisors, judges, attorneys, police officers, employees and managers of other departments, 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011131	Permit Clerk	Public Works	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Permit Clerk	Class Number:	1011131
FLSA:	Non-Exempt	Pay Grade:	3
Dept:	Public Works		

Classification Function

The purpose of this classification is to issue sewer connection permits and sewer builder's licenses and to receive and process related payments and fees.

Distinguishing Characteristics

This is an entry level classification responsible for issuing sewer connection permits and sewer builder's licenses, receiving and processing related payments and fees, and maintaining files and records. This classification works under a framework of defined procedures and regulations. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations.

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%

- Receives payments for permits, inspection fees, sewer license registrations, and other fees; receives, records, and deposits cash, checks, or other forms of payment; verifies and balances receipts; sends cash, checks, or other forms of payment to banks; sends all receipts, check copies, and additional information to county fiscal department and other departments.

30% +/- 10%

- Issues sewer connection permits and sewer builder's licenses; researches, records, and writes sewer connection permits and sewer builder's licenses; mails out yearly registration renewals; collects references and other required documentation; reviews forms for accuracy; updates records and insurance documentation.

20% +/- 10%

- Performs related administrative responsibilities; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings and trainings; prepares project, inspector, and city files and maintains records; provides state auditor with any records necessary for yearly audit; prepares monthly program activity report; provides information to the public regarding fees, contractor information, and construction projects.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective: 1999
Revised: 7/26/2017

Permit Clerk

Additional Requirements for all levels

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 computer and copier.

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 license applications, sewer plans, bond document for license, certificates of insurance, check registers, deposit slips, billing invoices, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Occupational Health and Safety Administration (OSHA) standards, and related county and city rules and regulations.
- Ability to prepare sewer permits, permit reports, license agreements, receipts, activity reports, letters, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to follow instructions, to record and deliver information, and to explain procedures.
- Ability to communicate with the supervisor, contractors, outside agencies, other County employees 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1025101	Process Server	Sheriff's Department	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	Incumbents in this classification are all in a bargaining unit.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Sheriff's Department
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Process Server	Class Number:	1025101
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to deliver legal documents of the Cuyahoga County Common Pleas Court System.

Distinguishing Characteristics

This is an entry/journey-level clerical classification with responsibility for serving legal documents for the court system. Employees in this class initially work under direct supervision, progressing to general supervision as the incumbent becomes able to independently perform the full range of duties associated with this level. Assignments are limited in scope, contain routine tasks, and are performed within a framework established by higher 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.

- 70% +/- 10%
- Performs work related to the serving of legal documents from the courts; review daily documents to gain such information as names, addresses, mileage and routes; drives to each address and hand delivers documents to a person of suitable age or posts document at address; documents how papers were served, times, dates, locations, and mileage; returns to the same location the next day, if needed in order to serve the document.
- 10% +/- 5%
- Performs back-up for other Process Servers, when necessary.
- 10% +/- 5%
- Responds to inquiries regarding completed service or status of on-going attempts.
- 10% +/- 5%
- Testifies in court when ordered regarding the results of the service.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED and one (1) year administrative or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

Ohio State Drivers license.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to drive a motor vehicle.

Supervisory Responsibilities

Process Server

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

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 instructions for special service of subpoenas.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals.
- Ability to prepare duty sheets, log books, document returns and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal terminology and language.
- Ability to communicate with supervisors, co-workers, clients and subjects being served.

Environmental Adaptability

- Work is typically performed outdoors, subject to heat, cold and traffic.

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1054111	Registered Nurse	Health and Human Services and Public Safety and Justice Services	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	Incumbents in this classification are all in a bargaining unit.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Health and Human Services and Public Safety and Justice Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Walter Parfejewiec, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Registered Nurse	Class Number:	1054111
		Pay Grade:	8

Departments:	Human Services/Senior and Adult Services, Justice Affairs.only
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Classification Function

The purpose of this classification is to coordinate patient care given on floor or unit of County Nursing Home or patients residing at the Youth Detention Center, and to function as lead worker over licensed practical nurses (LPN) and nurses aides.

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.

- Coordinates nursing activities for floor or unit of County Nursing Home, or patients residing in their own homes (e.g.- makes rounds of patients with registered nurse (RN) from previous and following shifts; obtains information on each patient's status from registered nurse from previous shift; gives report to registered nurse from following shift; conducts drug counts with registered nurse from previous and following shifts; obtains shift staffing list from nursing director; checks calendar for scheduled patient appointments for the shift; coordinates meal service).
- Functions as lead worker over licensed practical nurses, nurses aides, or home health aides (e.g.- assigns work and reviews completed work assignments; provides job training and instruction; provides information to supervisor in evaluation of employee performance).
- Provides nursing services to residents of County Nursing Home and patients residing in their own homes (e.g.- passes medications as ordered by physicians; administers various treatments as ordered by physician; admits and assesses new patients; prepares resident's minimum data set (MDS); attends plan of care meetings; notifies physicians if patient's condition changes and takes new medical orders, if necessary; makes rounds of residents with physicians).
- Prepares reports and records of nursing activities (e.g.- updates patients charts; transcribes medical orders to chart; prepares shift reports; prepares medication orders; receives lab results and enters results in resident chart).

Minimum Training and Experience Required to Perform Essential Job Functions

Must be licensed as registered nurse by the Ohio Board of Nursing.

Additional Requirements

Biennial renewal of license required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate medical equipment including intravenous pumps, G-tube pumps, suction machine, sphygmomanometer, stethoscope, thermometer and other diagnostic instruments and equipment.
- Ability to push and pull in the movement or treatment of patients; ability to lift and carry medical equipment and supplies.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to respond to employee problems.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including X-ray reports, lab reports, clinic reports, nursing office reports, daily reports, incident reports, resident's MDS, resident's plan of care, weekly charting, dietary reports, medical orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including medical books and desk references, lab referral reference and policies and procedures manuals.
- Ability to prepare nursing office reports, patient care cards, staff assignment sheets, patient records and charts, medication discontinuation forms, lab and X-ray requisitions, social service referrals, occupational and physical therapy referrals, dietary, maintenance and housekeeping requests, 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, to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate with supervisors, physicians, residents, nurse's aides, home health aides, licensed practical nurses, other nursing home staff and family members of residents.

Environmental Adaptability

- Work is typically performed in an institutional health care 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1014414	Senior Case Control Supervisor	Health and Human Services	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
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No. of Employees Affected:	None
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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):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Walter Parfejewiec, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Case Control Supervisor	Class Number:	1014414
		Pay Grade:	14

Departments:	Human Services, only
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Classification Function

The purpose of this classification is to manage and supervise units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs.

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.

- Manages units comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- develops and implements operational policies and procedures for quality assurance program; determines when system modifications are required; works with state regarding compliance and interpretation of state and federal regulations; coordinates random sampling and continuous monitoring throughout department to ensure that divisions are in compliance prior to state and federal audits; monitors unit budget expenditures).
- Supervises units of comprised of case control supervisors and case control reviewers conducting quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- organizes work and distributes work to employees; reviews completed work assignments; oversees unit work plans and work performance standards; provides job training and instruction to staff; evaluates employee performance; reviews employee leave requests and monitors employee use of leave time; recommends and implements employee disciplinary procedures; reviews and processes payroll documents).
- Conducts quality assurance reviews of income maintenance cases to reduce the error rate of County public assistance programs (e.g.- reviews income maintenance case records; interviews clients and gather information; describes and explains objective to client; analyzes and evaluates case information to determine if corrective action is needed; develops and implements corrective action plans as required).
- Performs administrative duties (e.g. - completes quality assurance reports; prepares related correspondence and memoranda; attends meetings, conferences, workshops, committee meetings, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in social work administration or related field with five years of public assistance experience including two years in a supervisory capacity; or any equivalent combination of 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 computer terminal, printers, fax machine, calculator, telephone, copier, and typewriter.

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 recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percentages and apply the principles of descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including time sheets, leave requests, quality assurance reports, entitlement case records, correspondence and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policy manuals, public assistance manual, food stamp manual, CRIS-E Manual, computer manuals and federal standards.
- Ability to prepare payroll documents, employee performance appraisals, quality assurance reports, corrective action plans, statistical reports, monthly reports, 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, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret public assistance and legal terminology and language.
- Ability to communicate effectively with director, administrators, supervisors, employees, clients and their families, bank personnel, school personnel, 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.

PROPOSED DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011215	Senior Data Processor Supervisor	All departments	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Data Processor Supervisor	Class Number:	1011215
		Pay Grade:	10

Departments:	All departments
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Classification Function

The purpose of this classification is to manage data entry and data processing activities and to supervise lower level data processor supervisors.

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.

- Manages data entry and data processing activities and supervises lower level data processor supervisors (e.g.- ensures compliance with all applicable rules and regulations; plans staffing requirements and recommends hire, promotion, transfer and discipline; evaluates employee performance; completes payroll records; ensures daily operations and work standards of data entry and data processing are maintained; prepares budget requests and cost analysis for overtime projects in department; performs liaison function for data entry/data processing issues).
- Coordinates and prioritizes incoming work for data entry/data processing (e.g.- establishes deadlines to ensure that customers are not adversely affected). Recommends system design program enhancements (e.g.- evaluates current efficiency; justifies feasibility and costs of proposed changes; documents unusual problems with data processing systems).
- Enters verified information into data base via mainframe computer terminal or personal computer (e.g.- integrates information into system language; enters address changes, child support order information and lump sum calculations forms). Verifies work of previous day (e.g.- checks data against data base information entered; corrects data base as appropriate). Produces reports of data base information as requested (e.g.- examines report request; prints report from data base information; distributes reports to appropriate office).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in business with three years of data processing experience including one year of supervisory experience; or any equivalent combination of 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 computer terminal, printer, adding machine, calculator and copier.
- Ability to perform data entry/data processing activities with high degree of accuracy.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees and to maintain department standards.
- Ability to recommend the transfer, promotion, salary increase, discipline or discharge of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including data forms, screen print-outs, daily log sheets, court orders, data processing system reports, payroll records and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard operating procedures, personnel policy manuals, computer terminal manual, printer manual, data processing system manual, green guide, Haines directory and post office directory.
- Ability to prepare incoming week report, daily report, quarterly report, payroll records, data forms and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage and direct others, to supervise, counsel, convince and influence others, to record and deliver information, to explain procedures and to follow instructions.
- Ability to use and interpret computer operations terminology and language.
- Ability to communicate with supervisor, data processing/data entry employees, personnel department and other departments.

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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1056241	Social Services Clinical Coordinator	Public Safety and Justice Affairs	Exempt	11A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Public Safety and Justice Affairs
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4 Rhonda Caldwell, Compensation Manager
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Management Contact(s):	Brandy Carney, Director
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Social Services Clinical Coordinator	Class Number:	1056241
		Pay Grade:	11

Departments:	Justice Affairs, only
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Classification Function

The purpose of this classification is to supervise a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes.

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.

- Supervises a unit of social service specialists providing advocacy and direct services to victims of felony and misdemeanor crimes (e.g.- assigns cases to social service specialists and monitors cases; reviews and evaluates cases and provides advise and feedback; provides job training and instruction to staff; responds to employee problems and issues; recommends and implements disciplinary actions; formally evaluates performance; conducts staff meetings to keep employees informed of changes in policies, procedures, programs or techniques; interviews applicants and makes recommendations for selection).
- Provides comprehensive clinical services to victims of felony and misdemeanor crime (e.g.- conducts crisis intervention and short-term therapy with children, adolescents and adults; provides immediate emergency psychological assessments, stabilization and crisis response for department, Justice Center, Domestic Relations Court and Juvenile Court).
- Provides advocacy and direct services directly to clients (e.g.- maintains small caseload of difficult or complex cases; provides direct services to clients and families in crisis or emergency situations; provides emergency coverage due to absence of regular social services worker).
- Consults with various individuals on witness/victim issues (e.g.- advises agency managers of service needs and makes recommendations for new programs and priorities; assists in the planning and development of service programs or policies; evaluates methods of delivery of programs and recommends more effective delivery systems; assists treatment team in implementing programs; coordinates services with other agency or institutional units; coordinates services with community and local agencies to promote activities and develop resources; establishes and maintains contact with community agencies, judges, courts, social service agencies, legal and medical professionals, and shelters; prepares and delivers speeches and training programs).

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in social work with three years of social services experience; or any equivalent combination of training and experience.

Additional Requirements

Must hold License of Independent Social Worker (LISW) or License of Professional Clinical Counselor (LPCC) in the State of Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**Physical Requirements**

- Ability to operate a variety of automated office machines including computer, printer, typewriter, copier, and telephone.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Ability to recommend the discipline or discharge of other employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including legal documents, court files, diagnostic reports, client files, payroll documents, time sheets, performance evaluations, expense reports, grant applications, budget requests and other reports and records.
- Ability to comprehend a variety of reference books and manuals including diagnostic manuals, annual and semi-annual crime reports, medical references, professional journals and publications, personnel policy manuals, and Ohio Revised Code.
- Ability to prepare weekly, monthly and annual statistical reports, payroll documents, performance evaluations, client records, training materials, resource and referral lists, diagnostic reports, 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, to follow instructions.
- Ability to use and interpret counseling, legal and medical terminology and language.
- Ability to communicate effectively with clients, employees, interns, volunteers, court personnel, attorneys, physicians, social workers, law enforcement personnel, other County employees, 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 DELETED CLASSIFICATIONS

Class Number	Classification Title	Department	FLSA Status	Pay Grade
1011511	Word Processor	All departments	Non-Exempt	2A

Requested By:	Personnel Review Commission
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Rationale:	The department no longer needs the job duties performed by this specification.
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No. of Employees Affected:	None
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Dept.(s) Affected:	All departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Ashley Marcinick, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Kelli Neale, Program Officer 4
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Management Contact(s):	
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Word Processor	Class Number:	1011511
		Pay Grade:	2

Departments:	All departments
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Classification Function

The purpose of this classification is to produce printed copy of documents from rough draft or dictation using computerized word processing equipment. This classification differs from the Senior Clerk classification (11112) in that work is focused on word processing functions the majority of time and occasionally involves the other clerical functions listed below.

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.

- Produces printed copies of documents from rough draft or dictation using computerized word processing software (e.g.- sets up document format selecting font and type size; enters document content; edits document by reading or using software editing functions; prepares printed copy of document; produces merged documents; records and runs macros; saves document to computer or floppy disk; prepares taped or disk back-up of document files).
- Performs routine clerical functions to assist other clerical staff (e.g.- answers telephone; directs visitors and callers; records messages; files documents; schedules appointments).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and five months of computerized word processing experience; or any equivalent combination of 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 computer terminal, word processing equipment, printer, calculator, copier, telephone and fax machine.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including correspondence, letters, proposals, forms and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code and County Employee Handbook.

- Ability to prepare correspondence, forms, reports 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.
- Ability to communicate with other supervisors, managers, other County employees 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.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMEND ED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
<u>NEW</u>					
Administrative Assistant	1011122	N/A	4A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
Administrative Associate	1011121	N/A	2A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
Administrative Supervisor	1011124	N/A	7A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
Forensic Scientist 1 – Drug Chemistry	1071251	N/A	10A/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.
Forensic Scientist 3 – Trace Evidence	1071263	N/A	13A/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.
Senior Administrative Assistant	1011123	N/A	5A/Non-Exempt	All Departments	This is a new classification created by the PRC capturing the essential functions of several current classifications and intended to streamline the administrative/clerical classifications throughout the County.
<u>REVISED</u>					
Administrative Officer	1052121	11A/Exempt	11A/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
Forensic Scientist 1 – Fingerprint	1071231	10A/Exempt	10A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Forensic Scientist 2 – Drug Chemistry	1071251	11A/Exempt	11A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Forensic Scientist 2 – Fingerprint	1071232	11A/Exempt	11A/Exempt (No Change)	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Forensic Scientist 3 – Drug Chemistry	1071252	12A/Exempt	13A/Exempt	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.

Forensic Scientist 3 – Fingerprint	1071233	12A/Exempt	13A/Exempt	Medical Examiner	Classification was revised to be consistent with the rest of the series. Essential Job Functions, Distinguishing Characteristics, and Minimum Training and Experience were updated.
Hotel/Motel Audit Supervisor	1055134	10A/Exempt	11A/Exempt	Fiscal Office	Department requested revisions to the specification. The title has changed to manager instead of supervisor. The Job number has changed to 1055141 instead of 1055134. The pay grade increased from 10A to 11A.
Senior Administrative Officer	1052122	13A/Exempt	13A/Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2012. The specification was updated into the new format but no substantive changes were made.
<u>DELETE</u>					
Dietitian	1031222	11A/Exempt	N/A	Health and Human Services	The department no longer provides the services outlined in this specification and there are no incumbents.
Legal Clerk 1	1013411	2A/Non-Exempt	N/A	Clerk of Courts	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Legal Clerk 2	1013412	3A/Non-Exempt	N/A	Clerk of Courts	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Permit Clerk	1011131	3A/Non-Exempt	N/A	Public Works	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Process Server	1025101	3A/Non-Exempt	N/A	Sheriff	Incumbents in this classification are all in a bargaining unit.
Registered Nurse	1054111	8A/Non-Exempt	N/A	Health and Human Services and PSJS	Incumbents in this classification are all in a bargaining unit.
Senior Case Control Supervisor	1014414	14A/Exempt	N/A	Health and Human Services	This classification has no incumbents and the many of the essential functions the department requires have either been redistributed or exist in other classifications in the department.
Senior Data Processor Supervisor	1011215	10A/Exempt	N/A	All Departments	The department no longer needs the job duties performed by this specification.
Social Services Clinical Coordinator	1056241	11A/Exempt	N/A	Public Safety and Justice Affairs	The department no longer needs the job duties performed by this specification.
Word Processor	1011511	2A/Non-Exempt	N/A	All Departments	The department no longer needs the job duties performed by this specification.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0224

Sponsored by: Council President Brady on behalf of The MetroHealth System	A Resolution approving The MetroHealth System Year 2019 Budget, in accordance with Ohio Revised Code Section 339.06(D), with the understanding that the allocation of County funds to the System has been made through adoption of the 2018/2019 Biennial Operating Budget and Capital Improvements Program for 2019; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on October 24, 2018, The MetroHealth System Board of Trustees adopted Resolution 19239 approving a proposed budget for the 2019 fiscal year and authorizing submission of same to Cuyahoga County.

WHEREAS, The MetroHealth System submitted for approval The MetroHealth System Year 2019 Budget, in accordance with Ohio Revised Code Section 339.06(D), with the understanding that the allocation of County funds to the System has been made through adoption of the 2018/2019 Biennial Operating Budget and Capital Improvements Program for 2019; and

WHEREAS, that if the amount appropriated to the county hospital in the annual appropriation measure for the County for the ensuing fiscal year differs from the amount shown in the approved budget, the County may require the board of county hospital trustees to revise the hospital budget accordingly. The board of trustees shall not expend such funds until its budget for that calendar year is submitted and approved by the County; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by the 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 approves The MetroHealth System Year 2019 Budget, in accordance with Ohio Revised Code Section 339.06(D), with the understanding that the allocation of County funds to the System has been made through adoption of the 2018/2019 Biennial Operating Budget and Capital Improvements Program for 2019.

SECTION 2. That the Clerk of Council be, and she is, hereby instructed to transmit a copy of this Resolution to the Director of the Office of Budget and Management; Akram Boutros, MD, FACHE, President and CEO, The MetroHealth System; and Craig Richmond, Senior Vice President and Chief Financial Officer, The MetroHealth System.

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: November 13, 2018

Journal CC032
November 27, 2018

Approval of a Proposed Budget for the 2019 Fiscal Year and Authorize the Submission
of the Same to the Government of Cuyahoga County, Ohio (“County”)

RESOLUTION 19239

WHEREAS, the Board of Trustees of The MetroHealth System has been presented a recommendation for a proposed budget for the 2019 fiscal year and authorize the submission of the same to the government of Cuyahoga County, Ohio (“County”); and

WHEREAS, the Board’s Finance Committee has reviewed this recommendation and now recommends its approval.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of The MetroHealth System hereby approve a proposed budget for the 2019 fiscal year and authorize the submission of the same to the government of Cuyahoga County, Ohio (“County”).

The information to be submitted to the County is shown in Exhibits A and B.

BE IT FURTHER RESOLVED, the Chief Executive Officer and President, or his designee, are hereby authorized to take necessary actions consistent with this resolution.

AYES: Ms. Anderson, Ms. Dee (via telephone), Mr. Hurwitz, Mr. McDonald,
Mr. Monnolly, Mr. Moss, Dr. Silvers, Ms. Whiting

NAYS: None

ABSENT: None

ABSTAINED: None

DATE: October 24, 2018

2019 Operating Budget

(in \$000s)

Exhibit A

	2017 Actual	2018 TTM ²	Low	2019 Target	High
Net Patient Revenue	\$ 963,775	\$ 991,197	\$ 999,140	\$ 1,014,068	\$ 1,027,068
Other Revenue	131,621	141,888	140,534	142,534	142,534
County Funding	32,400	32,400	32,400	32,400	32,400
Total Revenue	1,127,795	1,165,485	1,172,074	1,189,002	1,202,002
Salaries and Benefits	714,188	730,928	756,746	756,746	756,746
Department Expenses	308,527	322,819	318,024	314,024	314,024
General Expenses	63,548	67,526	70,671	70,671	70,671
Total Expenses	1,086,264	1,121,273	1,145,441	1,141,441	1,141,441
Adjusted Operating Income (Loss)¹	\$ 41,532	\$ 44,212	\$ 26,633	\$ 47,560	\$ 60,560

(1) The presentation of adjusted operating income (excludes non-recurring items, GASB 68 Pension and GASB 75 OPEB) as we measure it for management purposes enhances the understanding of our results of operations by highlighting the results from ongoing operations and the underlying profitability factors of our business.

(2) TTM = Trailing Twelve Months (Aug '17 – Jul '18) and adjusted for non-recurring items

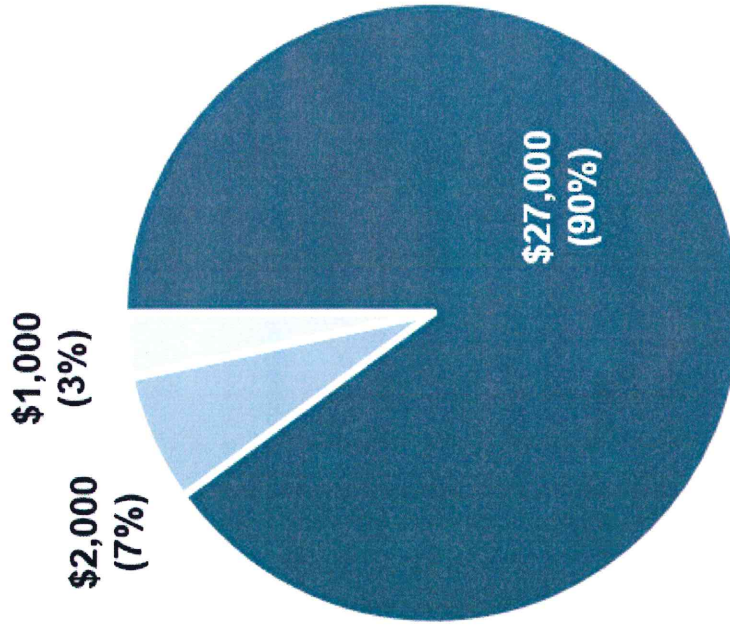




2019 "Core" Capital Budget

(in \$000s)

Exhibit B



Routine/Required/Strategic	\$ 27,000
Contingency	2,000
Minor	<u>1,000</u>
Total	\$ 30,000

Note: 2019 "Core" Capital is funded from operating cash flow for the ongoing operations of MetroHealth. The Campus Transformation project is funded from the Series 2017 Bond issuance.



County Council of Cuyahoga County, Ohio

Resolution No. R2018-0225

<p>Sponsored by: Councilmember Tuma on behalf of The MetroHealth System</p>	<p>A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements in order to achieve beneficial purchasing arrangements for the year 2019, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Ohio Revised Code Section 339.05 authorizes the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies to obtain supplies, equipment and services routinely used in the operations of the Hospital, which, upon said adoption and the approval of the County Executive and County Council, may be followed by the Board of Trustees in lieu of following the competitive bidding procedures of Ohio Revised Code Section 307.86 to 307.92; and

WHEREAS, Ohio Revised Code Section 339.05 specifically authorizes the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies for services provided through a joint purchasing arrangement; and,

WHEREAS, The MetroHealth System seeks to participate in one or more joint purchasing associations available to health care facilities in order to obtain the favorable volume pricing available to the member institutions, thereby reducing the Hospital's overall expense for supplies, equipment and services; and

WHEREAS, on October 24, 2018, The MetroHealth System Board of Trustees adopted Resolution 19236 approving annual joint purchasing policies and procedures for the year 2019.

WHEREAS, The MetroHealth System's current purchasing policy expires December 31, 2018, and in order that critical services provided by The MetroHealth System may continue uninterrupted, it is necessary that this Resolution become immediately effective.

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

Clerk of Council

Date

First Reading/Referred to Committee: November 13, 2018

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032

November 27, 2018

Approval of certain annual purchasing policies and procedures

RESOLUTION 19236

WHEREAS, the Board of Trustees of The MetroHealth System has been presented a recommendation for certain annual purchasing policies and procedures; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of The MetroHealth System hereby approves certain annual purchasing policies and procedures, for participation in group/joint procurement arrangements.

For the calendar year 2019, and for the purpose of acquiring supplies, equipment, and services routinely used in the operations of the System, the System may obtain membership and participate in either:

- a) One or more group purchasing organizations (each a "GPO") sponsored by nonprofit organizations, for all products available through such GPOs, provided that the terms and conditions of such participation, and the GPO's policies and procedures, are evaluated and determined to be in the best interest of the System; and,
- b) One or more state or federally operated joint purchasing programs (each a "JPP"), for purchase of all products available through such JPPs.

The System may pay GPO and JPP participation or membership fees and costs, if any, out of general operating funds.

BE IT FURTHER RESOLVED, the President and Chief Executive Officer or his designees are hereby authorized to negotiate and execute agreements and other documents, and develop and execute procedures consistent with this resolution.

AYES: Ms. Dee (via telephone), Mr. Hurwitz, Mr. McDonald, Mr. Monnolly, Mr. Moss, Dr. Silvers

NAYS: None

ABSENT: Ms. Anderson, Ms. Whiting

ABSTAINED: None

DATE: October 24, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0210

<p>Sponsored by: Councilmember Houser</p> <p>Co-sponsored: Councilmember Simon</p>	<p>A Resolution authorizing a Community Development Fund grant in the amount of \$150,000.00 to Cleveland Cultural Gardens Federation for the benefit of the Centennial Peace Plaza Project, located in Rockefeller Park in the City of Cleveland; authorizing County Council Staff to prepare all documents to effectuate said grant; and authorizing the County Executive to execute all documents consistent with said grant and this Resolution.</p>
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WHEREAS, the County Council desires to provide a Community Development Fund grant, which is funded from Casino Revenue, in the amount of \$150,000.00 to Cleveland Cultural Gardens Federation for the benefit of the Centennial Peace Plaza Project, located in Rockefeller Park in the City of Cleveland; and

WHEREAS, the Cuyahoga County Code Section 709.02(A) states that funds in the Community Development Fund may be used to “promote economic and community development in any area of Cuyahoga County;” and

WHEREAS, the Cleveland Cultural Gardens Federation has created a plan for construction of the Centennial Peace Plaza with a total estimated project cost of \$971,225.00; and

WHEREAS, the primary goal of this project is to contribute to the enhancement of a municipally-owned community amenity in collaboration with a private, non-profit partner; and

WHEREAS, the project will be funded from the Community Development Fund, which is funded from Casino Revenue, and is located in County Council District 7; and

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a Community Development Fund grant in the amount of \$150,000.00 to Cleveland Cultural Gardens Federation for the benefit of the Centennial Peace Plaza Project, located in Rockefeller Park in the City of Cleveland.

First Reading/Referred to Committee: October 23, 2018
Committee(s) Assigned: Community Development

Committee Report/Second Reading: November 13, 2018

Additional Sponsorship Requested: November 14, 2018

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Ordinance No. O2018-0012

Sponsored by: Councilmembers Brady, Jones, Simon and Miller	An Ordinance amending Section 704.01 of the Cuyahoga County Code to reauthorize the designation of the Additional DTAC Fee through 12/31/2019, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, pursuant to paragraph (B) of Section 321.261 of the Ohio Revised Code, County Council may designate an additional five percent (5%) deduction from all collections of delinquent real property, personal property and manufactured and mobile home taxes and assessments (the "Additional DTAC Fee") to be deposited in the delinquent tax and assessment collection fund (the "DTAC Fund") and appropriated for the use of a county land reutilization corporation, including the Cuyahoga County Land Reutilization Corporation (the "Corporation"); and

WHEREAS, Council designated the Additional DTAC Fee commencing January 1, 2014 and continuing through December 31, 2018, subject to the limitations provided for in Ordinance No. O2013-0019 as codified in Chapter 704 of the Cuyahoga County Code; and

WHEREAS, pursuant to paragraph (B) of Section 321.261 of the Ohio Revised Code, the Corporation has requested that County Council consider extending the designation of the Additional DTAC Fee through December 31, 2019, subject to the same limitations provided for in Chapter 704 of the Cuyahoga County Code; and

WHEREAS, this Council finds that extending the designation of the Additional DTAC Fee through December 31, 2019, subject to the limitation provided for in Chapter 704 of the Cuyahoga County Code, to provide a portion of the Corporation's Annual Base Funding, is in the best interests of the County and is necessary for the Corporation to continue to achieve its mission and public purposes of, among others, alleviating the slum and blight of vacant, abandoned and foreclosed properties within the County; and

WHEREAS, it is necessary that this Ordinance 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 ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

Clerk of Council

Date

First Reading/Referred to Committee: October 23, 2018
Committee(s) Assigned: Finance & Budgeting

Committee Report/Second Reading: November 13, 2018

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0242

<p>Sponsored by: County Executive Budish/Fiscal Officer/Office of Budget and Management</p>	<p>A Resolution amending the 2018/2019 Biennial Operating Budget for 2018 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.</p>
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WHEREAS, on December 12, 2017, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2018/2019 (Resolution No. R2017-0182) establishing the 2018/2019 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2018 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 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. 20A303 – Children Services Fund	BA1801563
CF134015 – Client Supportive Services	
Other Expenses	\$ 1,449,672.00

Additional appropriation is being requested to cover the 2015-2017 reconciliation of Indirect Costs and 2018 costs. Funding comes from the Health and Human Services Levy.

B.	24A430 – Executive Office of HHS		BA1801564
	HS157362 – Executive HHS Human Resources		
	Other Expenses	\$	17,894.00

Additional appropriation is being requested to cover remaining year space maintenance and HQ chargebacks for 2018. Funding comes from the Health and Human Services Levy.

C.	20A804 – Public Defender – Cleve Municipal Div		BA1803143
	PD141028 – Public Defender – Cleve Municipal Div		
	Personal Services	\$	250,000.00

The City of Cleveland and the County recently agreed to increase the contract amount for the services that the Public Defender's Office provides on behalf of the City of Cleveland by \$250,000 (approved by County Council R2018-0196). This request would increase 2018 appropriation authority in the Public Defender Cleveland Municipal budget the \$250,000 to a total budget of \$2,172,185 pursuant to the agreement. The City reimburses the County, and the County forwards the City its share of the reimbursement from the Ohio Public Defender less a 3% administrative fee.

D.	54P900 – San. Eng. Bond Retirement		BA1809153
	DV752030 – Bond Retrmt. Olm. Twp. Water & Sew.		
	Other Expenses	\$	404,680.46

	54P541 – Sharp Road Waterline		
	DV755637 – Sharp Road Waterline		
	Other Expenses	\$	170,174.69

	54P900 – San. Eng. Bond Retirement		
	DV752022 – Bond Retrmt. Chagr. Falls Twp. Water & Sew.		
	Other Expenses	\$	98,309.19

	54P900 – San. Eng. Bond Retirement		
	DV752014 – Bond Retrmt. Orange Plc. Ext.		
	Other Expenses	\$	710,400.00

	54A100 – Sanitary Engineer		
	DV540013 – San. Eng. – Debt Services		
	Other Expenses	\$	270,633.42

	54P900 – San. Eng. Bond Retirement		
	DV752063 – Olmsted Falls Improvement 1401 & 1459		
	Other Expenses	\$	1,284,257.70

	54P900 – San. Eng. Bond Retirement		
	DV752006 – Bond Retirmt. Chagr. Highlnds. 543A		
	Other Expenses	\$	589,118.72

Office of Budget and Management requests to appropriate various Sanitary Engineer and Sanitary Engineer Debt Service accounts to make property tax special assessment revenue collection transfers to General Obligation Bond Retirement and General Fund. These transfers are necessary to reconcile levied special assessments to refunded bond issues, 2012 General Obligation Bonds and 2014 Sales Tax Revenue Bonds. The 2012 General Obligation bonds refunded Capital Improvement Bonds Series 2004, including Series 2004D, 2004E, 2004F, and 2004G, which were previously refunded Sewer Bonds and Notes from 2000-2003. The 2014 Sales Tax Revenue Bonds refunded the 2000 and 2005 Sewer Improvement Bonds. All sewer notes and bonds were originally issued levying property tax special assessments for the purpose of paying debt service on the debt issued. Following the most recent refundings special assessment revenue was collected but neither transferred or utilized for bond debt service and these transfers correct those transactions through the present.

E.	24A635 – EC–Invest in Children–PA		BA1809155
	EC451450 – Quality Child Care		
	Other Expenses	\$	(1,392,895.69)

Office of Budget and Management requests appropriation reduction, resulting from expired contract decertifications. UPK Provider contracts expired July 31, 2018 and have been superseded by new contract amendments with term through 2020. Funding source is Health and Human Services Levy.

F.	30A912 – Shaker Square Series 2000A		BA1809157
	DS039974 – Shaker Square Series 2000A		
	Other Expenses	\$	(49,780.72)

Office of Budget and Management requests an appropriation decrease to Shaker Square 2010D Bonds debt service. Debt Service is primarily paid via TIF on the project, the County pays any debt service shortfall. The TIF generated \$140,530.72 in 2018 with debt service due of \$164,750.00, County payment totaled \$24,219.28 for 2018. Funding source is General Fund Subsidy to Shaker Square Debt Service Fund. Fund balance is \$102,275.97 as of 11/8/2018.

G.	28W038 – WF Innovation & Opportunities Act		BA1809160
	WI150904 – WF Innovation & Opportunities Act		
	Other Expenses	\$	(1,474,070.30)

Office of Budget and Management requests appropriation reduction, resulting from expired contract decertifications. Contracts expired during 2017 and 2018 and have been superseded by new contract amendments with term through 2019. Funding source Federal Workforce Innovation and Opportunities Act funds pass-through the Ohio Department of Job and Family Services.

H.	20A695 – Clerk of Courts Computerization		BA1809169
	CL576124 – Clerk of Courts Computerization		
	Other Expenses	\$	9,807.00

Office of Budget and Management requests additional appropriation for Clerk of Courts Computerization for indirect charges reconciliation 2015-2017. Funding source is Clerk of Courts computerization fees.

I.	24A635 – EC–Invest in Children-PA	BA1809170
	EC451484 – Early Childhood Admin Serv	
	Other Expenses	\$ 21,680.00

Office of Budget and Management requests additional appropriation for the Office of Early Childhood for indirect charges reconciliation 2015-2017. Funding source is Health and Human Services Levy.

J.	01A004 – .25% Sales Tax Fund	BA1809171
	HT018119 – County Hotel Operating	
	Other Expenses	\$ 12,981.00

Office of Budget and Management requests additional appropriation for the County Hotel Operations for indirect charges reconciliation 2015-2017. Funding source is 0.25% Sales Tax Fund.

K.	20A625 – Solid Waste District - Admin	BA1809172
	SM522466 – Solid Waste District - Admin	
	Other Expenses	\$ 64,886.00

Office of Budget and Management requests additional appropriation for the Solid Waste District for indirect charges reconciliation 2015-2017. Funding source is solid waste generation fees, Solid Waste District Administration Fund.

L.	20A807 – EC–Invest in Children	BA1809173
	EC451385 – Administrative Services	
	Other Expenses	\$ (3,853.00)

Office of Budget and Management requests appropriation decrease of unused appropriations for 2018. Original budget was a grant from Eaton Corporation in the amount of \$25,000 for advertising Early Childhood programs. The grant funds were received but not expended in 2016 and have been re-appropriated each year. The Office of Early Childhood is requesting an extension of the grant period into 2019. The existing appropriation was used for indirect charge reconciliation with the remaining appropriation being reduced. Funding source is Health and Human Services Levy.

M.	20A264 – County Law Library Resource Board (CLLRB)	BA1809177
	LL440008 – County Law Library Resource Board (CLLRB)	
	Other Expenses	\$ 8,500.00

Office of Budget and Management requests additional appropriation for the County Law Library Resource Board for indirect charges reconciliation 2015-2017. Funding source is Law Library's share of fines and forfeitures assessed by courts within the County, Law Library Resources Board Fund.

N.	30A933 – 2013B Westin Hotel Debt Service	BA1809181
	DS039065 – 2013B Westin Hotel Debt Service	
	Other Expenses	\$ 261,116.26

Office of Budget and Management requests appropriation for Series 2013B Economic Development Bonds - Westin Hotel debt service payment due for December 2018. An

accounting system error is preventing the ability to process payment and this appropriation is required to ensure timely payment. Subsequent corrections and adjustments will be made to resolve these outstanding issues for future payments. Funding source is TIF on Hotel Property paid to County by the City of Cleveland.

O.	01A001 – General Fund		BA1809185
	CL200055 – Clerk of Courts		
	Other Expenses	\$	135,430.00

The Office of Budget and Management requests additional appropriation for Clerk of Courts for space and security charges incurred during 2018. Funding source is General Fund

P.	21A408 – VOCA Safe Harbor		BA1810802
	JC759159 – VOCA Safe Harbor		
	Personal Services	\$	79,526.69
	Other Expenses	\$	205,392.69

An appropriation increase request for the VOCA Safe Harbor Grant for FY2019, October 1, 2018 to September 30, 2019. Grant funds are passed through the Ohio Attorney General, from the U.S. Department of Justice, grant #2019-VOCA-132131126; VOCA CFDA Number 16.575. There is a cash match of \$79,526.69, please see JT1810804 also on the November 27th Fiscal Agenda.

Q.	01A001 – General Fund		BA1810805
	AE210005 – Soldiers & Sailors Monument		
	Other Expenses	\$	32,037.69

An appropriation increase for the 2017 Space Maintenance reconciliation. Total Charges were \$47,037.69 and the original budget was \$15,000.

R.	20A301 – Real Estate Assessment Fund		BA1810806
	IT470625 – Geographic Information System RPL		
	Other Expenses	\$	1,004,080.00

Appropriation increase for the Indirect Cost Plan 2015-2017 reconciliation.

S.	01A001 – General Fund		BA1810809
	JC372060 – Juv Crt - Legal		
	Other Expenses	\$	1,605,754.00

Appropriation increase for the 2017 Space Maintenance and Security reconciliation. Total Charges were \$1,747,990 and the original budget was \$128,365.

T.	01A001 – General Fund		BA1810810
	JC375055 – Juv Crt – Child Support		
	Other Expenses	\$	732,991.00

Appropriation increase for the 2017 Space Maintenance, Indirect Cost and Security reconciliation. Total Charges were \$1,427,578 and the original budget was \$752,725.

U.	20A811 – JC Detention and Probation Services		BA1810811
	JC107532 – JC Legal Services		
	Other Expenses	\$	274,506.27

Appropriation increase for the 2017 Space Maintenance, Indirect Cost and Security reconciliation. Total Charges were \$274,506.27 and the original budget was \$0.

V.	20A811 – JC Detention and Probation Services		BA1810812
	JC107516 – JC Probation Services		
	Other Expenses	\$	2,515,021.00

Appropriation increase for the 2017 Space Maintenance, Indirect Cost and Security reconciliation. Total charges were \$3,447,299 and the original budget was \$1,066,560.

W.	21A173 – SAMHSA VTC		BA1812192
	CO760116 – SAMHSA VTC FY2019		
	Personal Services	\$	195,523.00
	Other Expenses	\$	204,477.00

Common Pleas Court is requesting an appropriation increase for \$400,000.00. This is to support the setup of appropriations for the SAMHSA Veterans Treatment Court Grant Index Code. Funding is provided by the US Department of Health and Human Services for the period of 9/30/18 through 9/29/21. Grant is awarded for three years (at \$400,000/yr), plus two optional periods, however the same index code will be used and each year appropriated separately. Current version of this grant was awarded for \$975,000 and has a current balance of \$207,170 with 79% expended.

X.	21A091 – Sexual Assault Kit Initiative (SAKI)		BA1813630
	PR769638 – FY18 CCSAKI (2018-2021)		
	Personal Services	\$	1,632,284.00
	Other Expenses	\$	367,716.00

Requesting appropriations for the new grant, FY18 National Sexual Assault Kit Initiative (SAKI). This grant was awarded by the U.S. Department of Justice, Office of Justice Services for the period October 1, 2018-September 20,2021. There is no cash match requirement for this grant. The previous SAKI grant, PR756445, was awarded in the amount of \$1,993,741.

Y.	20A809 – Witness Victim HHS		BA1813634
	JA107425 – Witness Victim HHS		
	Other Expenses	\$	306,904.95

Requesting an increase in appropriations to cover Indirect Costs based on the 2015-2017 Reconciliation, \$296,171, and a shortfall in the Security Costs for 2018, \$10,733.95. The expenses are covered by the Health and Human Services Levy.

Z.	24A510 – Work & Training Admin		BA1813636
	WT137109 – Admin Services – General Manager		
	Other Expenses	\$	5,087,202.00

Requesting an appropriation increase to cover the deficit in Indirect Cost due to the 2015-2017 Reconciliation and a deficit in Security Costs for 2018. These expenses are fund by Public Assistance Funds, 99.9% and Health and Human Services Levy Funds, 0.09%.

SECTION 2. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following appropriation transfers:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 68A100 – Hospitalization-Self Insurance Fund	BA1801565
HR499061 – Hospitalization-Self Insurance	
Other Expenses	\$ 1,025,288.00
TO: 68A100 – Hospitalization-Self Insurance Fund	
HR499053 – Benefits Administration	
Other Expenses	\$ 1,025,288.00

Appropriation transfer is being requested to cover the 2015-2017 Indirect Reconciliation, 2018 Indirect Cost, and Headquarters Space Maintenance chargeback. Funding comes from charges to user agencies and employees for health insurance premiums.

B. FROM: 01A001 – General Fund	BA1803144
CT577106 – Property Management	
Other Expenses	\$ 57,500.00
TO: 01A001 – General Fund	
CT577106 – Property Management	
Personal Services	\$ 17,500.00
01A001 – General Fund	
CT577601 – Archives	
Personal Services	\$ 40,000.00

The budget transfers would cover salary shortfalls caused by unbudgeted salary increases in the Property Management division and additional temporary staff used during the Archives move. The adjustment would use surplus appropriation that was intended for the Justice Center consultant which has not been spent. Funding comes from the General Fund.

C. FROM: 01A001 – General Fund	BA1809167
BE474064 – Election Administration	
Personal Services	\$ 106,620.00
TO: 01A001 – General Fund	
BE474064 – Election Administration	
Other Expenses	\$ 106,620.00

Office of Budget and Management requests adjustment for the Board of Elections of surplus personnel appropriations for space and security charges incurred during 2018. Funding source is General Fund.

D.	FROM: 01A001 – General Fund		BA1809168
	CL200055 – Clerk of Courts		
	Personal Services	\$	129,526.00
	TO: 01A001 – General Fund		
	CL200055 – Clerk of Courts		
	Other Expenses	\$	129,526.00

Office of Budget and Management requests adjustment for the Clerk of Courts of surplus personnel appropriations for space and security charges incurred during 2018. Funding source is General Fund.

E.	FROM: 01A001 – General Fund		BA1809178
	BE473050 – Primary Election		
	Other Expenses	\$	120,047.00
	TO: 01A001 – General Fund		
	BE474064 – Election Administration		
	Other Expenses	\$	120,047.00

The Office of Budget and Management requests appropriation transfer from Board of Elections Primary to Administration for space charges incurred during 2018. Funding source is General Fund.

F.	FROM: 24A635 – EC-Invest in Children-PA		BA1809182
	EC451435 – Early Start		
	Other Expenses	\$	17,000.00
	TO: 24A635 – General Fund		
	EC451484 – Early Childhood Admin Serv		
	Personal Services	\$	17,000.00

The Office of Early Childhood requests appropriation transfer from Early Start contractual services to Administrative Services for salaries increases approved earlier in the year to cover the remainder of 2018. Funding source is HHS Levy.

G.	FROM: 20A264 – County Law Library Resource Board (CLLRB)		BA1809184
	LL440008 – County Law Library Resource Board (CLLRB)		
	Other Expenses	\$	200.00
	TO: 20A264 – County Law Library Resource Board (CLLRB)		
	LL440008 – County Law Library Resource Board (CLLRB)		
	Personal Services	\$	200.00

The Office of Budget and Management requests appropriation adjustment from other operating to salaries and benefits to cover projected deficit in the cost of employee healthcare. Source of funding is the County Law Library Resource Board Fund.

H.	FROM: 20A301 – Real Estate Assessment Fund		BA1815167
	FS109702 – Fiscal Oper – Tax Assessments		
	Other Expenses	\$	210,000.00

TO: 20A301 – Real Estate Assessment Fund
 FS109702 – Fiscal Oper – Tax Assessments
 Personal Services \$ 210,000.00

To move appropriations to cover the overtime payroll expenses of the appraisal department due to the review of the estimated 525,000 parcels being appraised this year. Currently there is a cash balance of \$23,618,761.00 and Revenues in this fund comes for the collection of real estate taxes.

I. FROM: 21A102 – SAMHSA Veterans Treatment Court FY15-16 **BA1812198**
 CO755181 – SAMHSA Veterans Treatment Court FY15-16
 Other Expenses \$ 10,607.40

TO: 21A102 – SAMHSA Veterans Treatment Court FY15-16
 CO755181 – SAMHSA Veterans Treatment Court FY15-16
 Personal Services \$ 10,607.40

To Common Pleas Court is requesting an appropriation transfer of \$10,607.40. This transfer is necessary to support future expenditures for year-end anticipated expenses. Funding is provided by the US Department of Health and Human Services for the period of 9/30/15-9/29/16.

J. FROM: 01A001 – General Fund **BA1812199**
 CO380220 – Common Pleas – Central Sched.
 Personal Services \$ 29,100.00

TO: 01A001 – General Fund
 CO380121 – Common Pleas – Judicial/General
 Personal Services \$ 29,100.00

Common Pleas Court is requesting an appropriation transfer of \$29,100.00. This transfer is necessary to support future expenditures for year-end anticipated expenses in Judicial Administration. Funding is provided by the General Fund stemming from vacancies within the Central Scheduling area filled late in the year.

K. FROM: 01A001 – General Fund **BA1812200**
 CO380410 – Common Pleas – Probation
 Personal Services \$ 450,000.00

TO: 01A001 – General Fund
 CO380121 – Common Pleas – Judicial/General
 Other Expenses \$ 450,000.00

Common Pleas Court is requesting an appropriation transfer of \$450,000.00. This transfer is necessary to support future expenditures for year-end anticipated expenses in Judicial Administration to cover Assigned Counsel and juror fees. Funding is provided by the General Fund stemming from vacancies within the Probation area filled late in the year.

SECTION 3. That the 2018/2019 Biennial Operating Budget for 2018 be amended to provide for the following cash transfers between County funds:

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 51A404 – County Parking Garage	JT1803140
CT571125 – Huntington Park Garage	
Transfer Out	\$ 1,070,025.00
TO: 01A001 – General Fund	
ND508515 – Non-Departmental Revenue GF	
Revenue Transfer	\$ 1,068,025.00
30A924 – Sales Tax Bonds	
DS039916 – 2016 Sales Tax Bonds	
Revenue Transfer	\$ 2,000.00

The cash transfer would reimburse the General Fund for debt service payments made for renovations at the Huntington Park Garage and a \$2,000 trustee fee. Funding comes from parking fees paid by employees and the public. The debt repayment schedule has two payments per year totaling approximately \$1.5 million annually through 2037, and this cash transfer would cover the payment due January 1, 2019. The cash balance in the County Parking Garage fund as of October 31, 2018 is \$4,385,660.

B. FROM: 54P900 – San. Eng. Bond Retirement	JT1809154
DV752030 – Bond Retrmt. Olm. Twp. Water & Sew.	
Transfer Out	\$ 404,680.46
54P541 – Sharp Road Waterline	
DV755637 – Sharp Road Waterline	
Transfer Out	\$ 170,174.69
54P900 – San. Eng. Bond Retirement	
DV752022 – Bond Retrmt. Chagr. Falls Twp. Water	
Transfer Out	\$ 98,309.19
54P900 – San. Eng. Bond Retirement	
DV752014 – Bond Retrmt. Orange Plc. Ext.	
Transfer Out	\$ 710,400.00
54A100 – Sanitary Engineer	
DV540013 – San. Eng. – Debt Services	
Transfer Out	\$ 270,633.42
54P900 – San. Eng. Bond Retirement	
DV752063 – Olmsted Falls Improvement 1401 & 1459	
Transfer Out	\$ 1,284,257.70

54P900 – San. Eng. Bond Retirement
 DV752006 – Bond Retirmt. Chagr. Highlnds. 543A
 Transfer Out \$ 589,118.72

TO: 30A900 – Bond Retirement - General
 DS039990 – Debt Serv – Bond Retir - Generl
 Revenue Transfer \$ 1,972,683.06

01A001 – General Fund
 FS109629 –Office of Budget and Management
 Revenue Transfer \$ 1,554,891.12

Office of Budget and Management requests operating cash transfers from various Sanitary Engineer and Sanitary Engineer Debt Service to General Obligation Bond Retirement Fund and the General Fund. These transfers are necessary to reconcile levied special assessments to refunded bond issues, 2012 General Obligation Bonds and 2014 Sales Tax Revenue Bonds. The 2012 General Obligation bonds refunded Capital Improvement Bonds Series 2004, including Series 2004D, 2004E, 2004F, and 2004G, which were previously refunded Sewer Bonds and Notes from 2000-2003. The 2014 Sales Tax Revenue Bonds refunded the 2000 and 2005 Sewer Improvement Bonds. All sewer notes and bonds were originally issued levying property tax special assessments for the purpose of paying debt service on the debt issued. Following the most recent refundings special assessment revenue was collected but neither transferred or utilized for bond debt service and these transfers correct those transactions through the present.

C. FROM: 20A811 – JC Detention and Probation Services **JT1810804**
 JC107516 – JC Probation Services
 Transfer Out \$ 79,526.69

TO: 21A408 – VOCA Safe Harbor
 JC759159 – VOCA Safe Harbor
 Revenue Transfer \$ 79,526.69

A cash transfer request for the cash match portion of the VOCA Safe Harbor Grant for FY2019, October 1, 2018 to September 30, 2019. Grant funds are passed through the Ohio Attorney General, from the U.S. Department of Justice, grant #2019-VOCA-132131126; VOCA CFDA Number 16.575. Please see BA1810802 also on the November 27th Fiscal Agenda for the appropriation increase.

D. FROM: 01A001 – General Fund **JT1815168**
 SU514141 – Capital Improv. G/F Subsidy
 Transfer Out \$ 393,610.57

TO: 40A069 – Capital Projects
 CC769539 – JC Regionalization Conversion
 Revenue Transfer \$ 392,500.12

40A069 – Capital Projects
 CC769562 – Old Courthouse Courtroom Renovation
 Revenue Transfer \$ 1,050.51

40A069 – Capital Projects		
CC769570 – Animal Shelt. Window Repair & Repl. Proj		
Revenue Transfer	\$	59.94

Cash transfer into the JC Regionalization Conversion, Old Courthouse Courtroom Renovation, and Animal Shelt. Window Repair & Repl. Project to cover current expenses.

E. FROM: 01A001 – General Fund			JT1815169
SU515346 – General Fund Operating Subsidies			
Transfer Out	\$	8,567.00	
TO: 20A302 – Dog & Kennel			
DK050005 – County Dog Kennel			
Revenue Transfer	\$	8,567.00	

To transfer additional subsidy to cover the Dog Kennels operational expenses for the remaining year. Currently there is a negative cash balance of \$214,911.58. Funding comes from 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 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

Journal CC032
November 27, 2018



TO: Jeanne Schmotzer, Clerk of County Council
FROM: Maggie Keenan, Office of Budget and Management
CC: Dennis Kennedy, Fiscal Office; Mary Louise Madigan, Communications
DATE: November 16, 2018
RE: Fiscal Agenda – 11-27-2018

The Office of Budget & Management requests that the members of County Council consider the attached fiscal resolution for approval on first reading at the meeting on **November 27, 2018**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to cover expenses. Items of note on this agenda include:

- Request to increase appropriation to support the transfer of special assessments collected to repay bonds issued for sewer projects to the General Fund and the Bond Retirement Fund, the latter of which is supported by a portion of the County's inside millage. The sewer bonds were refunded by the 2014 Sales Tax Bonds and the 2012 General Obligation Bonds, both of which are repaid by the General Fund. When the refundings took place in 2012 and 2014, the sewer assessment revenue should have been transferred to the General Fund as that was now the source of repayment. In our efforts to properly and thoroughly document each of the County's outstanding bond issues, we identified this error and the requests on this agenda seek to correct past mistakes. The addition of the sewer assessment revenue is projected to result in an ending cash balance in the Bond Retirement Fund totaling just short of \$1 million in 2018 and \$1.5 million in 2019. OBM is not yet recommending a change to the allocation of inside millage (1.45 mills) in favor of the General Fund as I want to wait and see the outcome of the first half tax collection; likely a request will be made mid-2019 to reallocate inside millage which will effectively transfer the surplus revenue in the Bond Retirement Fund to the General Fund. These adjustments are the culmination of a tremendous amount of research and effort on the part of our staff and I would like to acknowledge and thank them for that.
- Requests to increase and transfer appropriation as appropriate to allow "controlled" charges, which include space maintenance, security, and indirect, to post. As discussed in the 3rd Quarter Update, indirect charges are high this year because they include a reconciliation of the estimated charges that posted in 2015, 2016, and 2017. Combined, the indirect cost plan will generate \$19 million in revenue to the General Fund in 2018; the annual cost (excluding the multiple reconciliations) is projected to total \$16 million. As previously communicated, the County switched vendors to assist in the preparation of the Indirect Cost Allocation Plan in 2017. The model that has been developed with the assistance of the new vendor is one that the County can maintain in-house in future years, which will reduce expenditures in OBM's budget as an annual contract will no longer be needed. The 2016 Plan (based on 2015 Actuals) prepared by the previous vendor generated approximately \$15 million in revenue to the General Fund. The new plan, again, is estimated to generate \$16 million, a 7% increase.
- Request to transfer cash from the Garage Fund to the General Fund to reimburse the General Fund for debt service on the 2016 Sales Tax Bonds. These bonds were issued in 2016 to support

a \$21 million renovation effort in the Huntington Park Garage, which is now effectively complete. These were issued as Sales Tax Bonds, which means that the amount of debt service is withheld by the trustee (Huntington Bank) prior to the County's receipt of its sales tax collections from the State of Ohio. Cash transfers are requested from the garage fund twice per year to reimburse the General Fund. This request is for the payment that will be made in December, due January 1, 2019.

As always, if you have any questions or need additional information, please do not hesitate to contact me at either 216-443-8191 or mkeenana@cuyahogacounty.us, I am always happy to discuss in more detail.

Additional Appropriation Summary – Additional appropriation is requested when to cover expenditures that exceeds the original estimate and must be supported by a revenue source. A reduction in appropriation is requested in conjunction with the close-out of a program, grant, or decertification of an encumbrance.

Department	Amount Requested	Funding Source
Clerk of Courts	\$9,807.00	Special Revenue – No General/HHS Levy Fund
Clerk of Courts	\$135,430.00	General Fund
Common Pleas Court	\$400,000.00	Grant – No General/HHS Levy Fund Impact
Fiscal/OBM/Debt Service	\$211,335.54	Special Revenue – General Fund Impact
HHS/Children & Family Services	\$1,449,672.00	Special Revenue – HHS Levy Fund Impact
HHS/Early Childhood	(\$1,392,717.42)	Special Revenue – HHS Levy Fund Impact
HHS/Job & Family Services	\$5,087,202.00	Special Revenue – HHS Levy Fund Impact
Hotel	\$12,981.00	General Fund
Human Resources	\$17,894.00	Special Revenue – HHS Levy Fund Impact
Information Technology	\$1,004,080.00	Special Revenue – No General/HHS Levy Fund Impact
Juvenile Court	\$284,919.38	Grant – No General/HHS Levy Fund Impact
Juvenile Court	\$2,338,745.00	General Fund
Law Library Resource Board	\$8,500.00	Special Revenue – No General/HHS Levy Fund Impact
Prosecutor's Office	\$1,990,000.00	Grant – No General/HHS Levy Fund Impact
Public Defender's Office	\$250,000.00	Special Revenue – No General/HHS Levy Fund Impact
Public Safety	\$306,904.95	Special Revenue – HHS Levy Fund Impact
Public Works/Sanitary	\$2,824,278.18	Special Revenue – General Fund Impact
Soldiers & Sailors Monument	\$32,037.69	General Fund
Solid Waste District	\$64,886.00	Special Revenue – No General/HHS Levy Fund Impact
Workforce Development	(\$1,474,070.30)	Special Revenue – No General/HHS Levy Fund Impact

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Funding Source
Clerk of Courts	\$129,526.00	General Fund
Common Pleas Court	\$10,607.40	Grant – No General/HHS Levy Fund Impact
Common Pleas Court	\$450,000.00	General Fund
Elections	\$226,667.00	General Fund
Fiscal Office	\$210,000.00	Special Revenue – No General/HHS Levy Fund Impact
HHS/Early Childhood	\$17,000.00	Special Revenue – HHS Levy Fund Impact
Human Resources/Benefits	\$1,025,288.00	Special Revenue – General and HHS Levy Fund Impact
Law Library Resource Board	\$200.00	Special Revenue – No General/HHS Levy Fund Impact
Public Works	\$57,500.00	General Fund

Cash Transfer Summary – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Transferred	Funding Source
Juvenile Court	\$79,526.69	Special Revenue – HHS Levy Fund Impact
Public Works/Capital Projects	\$393,610.57	General Fund
Public Works/Garage	\$1,070,025.00	Special Revenue – General Fund Impact
Public Works/Sanitary	\$3,527,574.18	Special Revenue – General Fund Impact
Subsidies	\$8,567.00	General Fund

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0243

<p>Sponsored by: County Executive Budish/Department of Development</p>	<p>A Resolution amending Resolution No. R2018-0048 dated 3/27/2018, which authorized an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 for the benefit of the Church and State Mixed-use Project, by changing the name of the borrower from Project 29 Partners, LLC to Project 29 Partners, LLC; Michael Panzica; Graham Veysey; and Brent Zimmerman, jointly and severally, and by changing the address of the Project from 2850 Detroit Avenue in the City of Cleveland to 2861 Detroit Avenue in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on March 27, 2018, County Council adopted Resolution No. R2018-0048, which authorized an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 to Project 29 Partners, LLC for the benefit of the Church and State Mixed-use Project, located at 2850 Detroit Avenue in the City of Cleveland; and

WHEREAS, due to certain requirements of the U.S. Department of Housing and Urban Development, the County Executive/Department of Development now wishes to amend Resolution No. R2018-0048, by changing the name of the borrower from Project 29 Partners, LLC to Project 29 Partners, LLC; Michael Panzica; Graham Veysey; and Brent Zimmerman, jointly and severally.

WHEREAS, the primary goal of this project is to assist with the development and construction of an urban development project consisting of 2 mixed-use buildings with 158 residential units, ground floor retail, parking, and public space, located at 2861 Detroit Avenue, Cleveland, in Council District 7; and

WHEREAS, the project is anticipated to create 40 permanent jobs after completion; and

WHEREAS, the total cost of the project is \$56,896,000.00 of which the County will loan \$2,000,000.00 with a term of 15 years at an interest rate of 2% per annum; and

WHEREAS, on December 13, 2017, the Cuyahoga County Community Improvement Corporation reviewed and recommended that the County fund the project; and

WHEREAS, the proposed funding source for this loan is 100% from the Cuyahoga County Economic Development Fund (aka Job Creation Fund); and

WHEREAS, this project will be subject to the following, as applicable, and without limitation: the County's SBE Policy, adopted October 29, 2009; execution of a Workforce Development Agreement; and submission of annual job creation/retention reporting; 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 amends Resolution No. R2018-0048 dated 3/27/2018, which authorized an Economic Development Fund Place-based/Mixed-use Loan in the amount not-to-exceed \$2,000,000.00 for the benefit of the Church and State Mixed-use Project, by changing the name of the borrower from Project 29 Partners, LLC to Project 29 Partners, LLC; Michael Panzica; Graham Veysey; and Brent Zimmerman, jointly and severally, and by changing the address of the Project from 2850 Detroit Avenue in the City of Cleveland to 2861 Detroit Avenue in the City of Cleveland.

SECTION 2. That all other provisions of Resolution No. R2018-0048 will remain in full force and effect.

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

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0244

<p>Sponsored by: County Executive Budish/Department of Public Works</p>	<p>A Resolution authorizing an amendment to a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; authorizing the County Executive to execute the amendment, addendum 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 has recommended an amendment to a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016; 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 a Qualified Management Agreement with Hilton Management LLC relating to management of a Convention Center Hotel to change the scope of services in part to pay for maintenance of the connector tunnel between Hilton Hotel and Huntington Park Garage for the period 5/1/2018 - 5/31/2031 and for additional funds

in the amount not-to-exceed \$1,061,000.00; authorizing an addendum to the Qualified Management Agreement to confirm the opening date of the hotel as 6/1/2016.

SECTION 2. That the County Executive, Fiscal Officer or designee is authorized to execute the amendment and all other documents consistent with this Resolution. That the County Executive, Fiscal Officer or his authorized designee is authorized to (a) take all actions, and to execute, acknowledge, deliver and/or file for record (as and where appropriate) (i) all documents and instruments necessary or desirable to facilitate and/or consummate the transactions contemplated hereby, and all related documents and, (ii) all other and further documents, instruments, certificates, agreements, amendments, assignments, subleases, consents, affidavits, certifications, disbursement authorizations, settlement statements, closing statements, proration statements, escrow agreements, escrow instructions, and notices, and (iii) amendments, modifications and supplements to any of the foregoing, that the County Executive, Fiscal Officer or designee may deem necessary or advisable in connection with the consummation of the transactions contemplated hereby, (b) the County Executive, Fiscal Officer or designee may agree to such payments, prorations, credits, deposits, holdbacks, escrows, approval of budgets related to the hotel/tunnel/convention center and related facilities and other arrangements as may be necessary or advisable in connection therewith to facilitate and/or consummate such transactions.

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:
Committee(s) Assigned:

Journal _____
_____, 2018

Public Works, 2018, RFQ#28402, First Amendment to Hilton Management, LLC Agreement for Connector Tunnel

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. Department of Public Works is requesting approval of a First Amendment to Hilton Management, LLC Agreement for management of the County Hotel to add scope for the maintenance of the connector tunnel between Hilton and HPG Garage for a not-to-exceed cost of \$1,061,000 and also to revise the competitive set through the initial term of contract. The term of this Amendment shall start on May 1, 2018 and shall continue until May 31, 2031. This original contract was approved via R2014-0088.

Also requesting authorization of an Addendum to confirm that the opening date of the hotel was June 1, 2016

2. The primary goal of this Amendment is to add the maintenance costs and expenses of the Connector Tunnel between the Hilton and HPG Garage to the original Management Agreement and this will change the defined competitive set.

B. Procurement

1. The procurement method for this project was RFP. The original contract is revenue generating.
2. The RFP was closed on July 30, 2013. SBE was waived.
3. There were six (6) proposals submitted for review, and Hilton Worldwide was the vendor selected.

2. Contractor and Project Information

1. The address is:
Hilton Cleveland Downtown
100 Lakeside Avenue East
Cleveland, Ohio 44114
Council District – 7
2. The General Manager for the Hilton Cleveland Downtown is Teri Agosta.
3. The address of the project is:
Hilton Cleveland Downtown
100 Lakeside Avenue East
Cleveland, Ohio 44114
Council District 7

3. Project Status & Planning

1. The project is a First Amendment of the Hilton Management, LLC Agreement for the maintenance costs and expenses for the connector tunnel between Hilton and HPG Garage.
2. The project will follow the initial term of the Management Agreement and begins May 1, 2018 and will continue through May 31, 2031. Although the term for maintenance has begun- no payments have yet been made.

4. Funding

1. The project is 100% funded by Hotel Operating Funds HT018119.
2. The schedule of payment is by monthly invoice.

CONTRACT HISTORY/EVALUATION FORM

Contractor						Hilton Management LLC					
Contract/Agreement No.											
RQ#						28042					
Time Period of Original Contract						June 1, 2016- May 31, 2031					
Background Statement						This 1st Amendment adds the connector tunnel between Hotel and HPG Garage and its maintenance plan to the Agreement and changes the defined competitive set.					
Service Description						The County has a Qualified Management Agreement (QMA) for the County-owned Convention Center Hotel with Hilton Management LLC. This First Amendment is an extension of this Agreement for a maintenance plan for the Connector Tunnel between the Hotel and HPG Garage.					
		Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract/Agreement Amount		\$6,720,000.00			4/22/2014	R2014-0088					
Prior Amendment Amounts (List separately)											
Pending Amendment			\$1,061,000.00								
Total Amendment(s)											
Total Contract Amount											
Performance Indicators						Hilton Management, LLC has had an above average success rate in meeting performance for all measures.					
Actual performance versus performance indicators (include statistics):						Hilton Management, LLC has provided the County with high quality and above average management services for this Agreement.					
Rating of Overall Performance of Contractor		Superior	Above Average	Average	Below Average	Poor					
Select One (X)			X								
Justification of Rating						All of the Management staff that have been involved in this project have been very knowledgeable and proficient in their field.					
Dept. Contact						Adrienne Simons					
User Dept.						DPW- Planning					
Date						10/18/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0245

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; 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 Public Works has recommended an amendment to Contract No. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00; and

WHEREAS, the primary goal of this project is design-build services for the improvements and buildout for the Maintenance Yard Consolidation Project at the existing RTA Harvard Avenue Facility, located at 2501 Harvard Avenue in the Village of Newburgh Heights, located in Council District 8 and to properly maintain the County's infrastructure; and

WHEREAS, the anticipated start completion dates are 3/31/2018 – 12/31/2019; and

WHEREAS, this amendment will be funded as follows: a) General Fund Reserve to be repaid over a 15-year term by the Sanitary Sewer Fund (estimated 70%), b) Road and Bridge Fund (estimated 20%), and c) Fleet Services (estimated 10%-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. CE1800242-01 with Whiting-Turner Contracting Company for design-build services for the Maintenance Yard Consolidation Project for additional funds in the amount not-to-exceed \$12,690,000.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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:
Committee(s) Assigned:

Journal _____
_____, 20__

Title:

Department of Public Works; RQ# 41561 The Whiting Turner Contracting Company; Contract Amendment No. 1 for Design-Build Services for the Maintenance Yard Consolidation Project, CE1800242.

A. Scope of Work Summary

1. Department of Public Works is requesting approval of an amendment with The Whiting-Turner Contracting Company for the not-to-exceed cost of \$12,690,000.00. The additional funds are to meet the agreed GMP to complete the project. The original contract was approved by R2018-0047 on March 13, 2018 in the amount \$4,250,000.00 with a term of 3/31/2018 – 12/31/2019.

Previous contract Council approval number R2018-0047.

The dates of services are unchanged.

2. The primary goals of the project is to provide professional design, pre-construction, and construction services to rehabilitate and improve the facility at 2501 Harvard Road, Newburgh Heights, Ohio to be used for the consolidation of Cuyahoga County's three existing maintenance yards into one facility.

3. N/A

4. The request is not a technology item.

B. Procurement

1. The original procurement method for this project was RFP which resulted in contract CE1800242. The total value of the requested amendment to this contract is \$12,690,000.00.

2. The above procurement method was closed on 1/24/2018.

3. N/A

4. N/A

5. N/A

6. An RFP Exemption is requested with a resulting award recommendation of the amendment. – the action is requesting an amendment to an active contract.

C. Contractor and Project Information

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

The Whiting Turner Contracting Company
5875 Landerbrook Drive, suite 100
Cleveland, Ohio 44124
Council District (06)

2. The agent for the contractor/vendor is Vice President Philip J. Kerber.

3.a The address or location of the project is:
2501 Harvard Road
Newburgh Heights, OH

3.b. The project is located in Council District (06)

D. Project Status and Planning

1. The project is an extension of the existing current services.

2. N/A.

3. The project is on a critical action path because the current contract is limited to design, pre-construction, and early construction services. Full construction services are required per the negotiated GMP and are scheduled to begin as soon as possible to meet project completion and County operational consolidation goals.

4. N/A.

5. The contract or agreement needs a signature in ink by 12/11/2018.

E. Funding

1. The project is funded 100% by the General Fund Reserve, to be re-paid, over a 15 year term, by the Sanitary Sewer Fund (estimated 70%), Road & Bridge Fund (estimated 20%), and Fleet Services (estimated 10% - General Fund).

2. The schedule of payments is monthly.

3. The project is an amendment to a contract. This amendment changes the value of the contract by increasing the value to the Guaranteed Maximum Price of design build services (GMP)

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

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Whiting-Turner Contracting Company					
Contract/Agreement No.						CE1800242					
RQ#						41561					
Time Period of Original Contract						March 31, 2018 - December 31,2019					
Background Statement						Amendment to amend the not-to-exceed amount by \$12,690,000.00 to meet the GMP					
Service Description						Provide professional design, pre-construction and construction services to rehabilitate and improve the former RTA facility on Harvard Road, Newburgh Heights, Ohio to be used for the consolidation of Cuyahoga County's three existing maintenance yards into one facility, thru a Design-Build Services Contract.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$4,250,000.00						3/13/2018		R2018-0047	
Prior Amendment Amounts (List separately)											
Pending Amendment				\$12,690.000.00							
Total Amendment(s)				\$12,690,000.00							
Total Contract Amount		\$16,940,000.00									
Performance Indicators						The Whiting-Turner Contracting Company has provided the County with quality consulting services for the work done to date on this contract.					
Actual performance versus performance indicators (include statistics):						The Whiting-Turner Contracting Company has had a satisfactory success rate in meeting performance for the work done to date on this contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						All of the staff that worked on the project so far have been proficient in their fields.					
Dept. Contact						Matt Rymer					
User Dept.						Public Works					
Date						10/23/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0246

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution making an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University Heights; authorizing the County Executive to execute the contract 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 Works/Division of County Engineer has recommended an award on RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University Heights; and

WHEREAS, the anticipated start-completion dates are 4/1/2019 - 6/26/2020; and

WHEREAS, the project is funded by Federal Local Project Administration; 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 RQ43803 to Perk Company, Inc. in the amount not-to-exceed \$4,499,104.25 for resurfacing Cedar Road from South Green Road to Interstate 271 in the Cities of South Euclid, Beachwood, Lyndhurst and University Heights.

SECTION 2. That the County Executive is authorized to execute the contract in connection with said award 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 and the reasons set forth in the preamble.

SUMMARY OF REQUESTED ACTION

Scope of Work Summary

- Public Works is recommending an award on RQ43803 and requesting to enter into a contract with Perk Company, Inc. for the [resurfacing of Cedar Road from South Green Road to IR-271 in the Cities of South Euclid, Beachwood, Lyndhurst and University Heights](#) in the amount [not-to-exceed \\$4,499,104.25](#). The anticipated start-completion dates are April 1, 2019 to June 26, 2020.
- The roadway is located in Council Districts 10 & 11.

Procurement

- The RFB was closed on October 31, 2018.
- There were ten (10) bid packages taken out from OPD and five (5) bids were received.
- This is a federally funded project. The Ohio Department of Transportation (ODOT) assessed a six (8%) percent DBE Goal. The contractor submitted their utilization plan to ODOT and it was approved.

Contractor Information

- Perk Company, Inc., 8100 Grand Avenue, Suite 300, Cleveland, Ohio 44104.
- Council District 7.

Project Status

- The contractor will be given a notice to proceed with construction on April 1, 2019

E. Funding

- 80% Federal Funds and 20% Ohio Public Works Commission

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CE-18-43803			TYPE: (RFB/RFP/RFQ): Formal RFB Construction			ESTIMATE: \$4,096,385.37			
CONTRACT PERIOD: n/a			RFB DUE DATE: 10/31/2018			NUMBER OF RESPONSES (issued/submitted): 10 /5			
REQUESTING DEPARTMENT: Department of Public Works			COMMODITY DESCRIPTION: Resurfacing of Cedar Rd. (I-271-Green Rd.) in the cities of Beachwood, Lyndhurst, South Euclid, and University Heights						
DIVERSITY GOAL/ DBE 8 %			DIVERSITY GOAL/SBE/MBE 0 %			DIVERSITY GOAL/WBE 0 %			
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No			CCBB: Low Non-CCBB Bid\$:			Add 2%, Total is:			
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No			CCBEIP: Low Non-CCBEIP Bid \$:			Add 2%, Total is:			
*PRICE PREFERENCE LOWEST BID REC'D \$			RANGE OF LOWEST BID REC'D \$			Minus \$, =			
PRICE PREF % & \$ LIMIT:			MAX SBE/MBE/WBE PRICE PREF \$			DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB Registered	SBE:		Dept. Tech. Review	Award: (Y/N)
1. Perk Company Inc 8100 Grand Ave Ste 300 Cleveland OH 44104	100% Hudson Insurance Company	\$4,499,104.25	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2187 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes DFSP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:			<input type="checkbox"/> Yes <input type="checkbox"/> No
						SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
						Total SBE %			
						SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
						SBE Comments and Initials:			
						SBE Subcontractor Name:			
						SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Transaction ID:

				<input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes EEO/AA: <input checked="" type="checkbox"/> Yes			Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		
2.	Chagrin Valley Paving Inc 17290 Munn Road Chagrin Falls OH 44023	100% Merchants Bonding Company (Mutual)	\$4,941,365.55	Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes IG Registration Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes IG Number: 12-0807 Bid Bond: <input type="checkbox"/> Yes <input type="checkbox"/> No NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes EEO/AA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials: SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	C.A. Agresta Construction Company 4186 Greenvale Rd South Euclid OH	100% Merchants Bonding Company (Mutual)	\$5,147,777.20	Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes IG Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	44121			Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0714 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes EEO/AA: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td></td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>		<input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			
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4.	Fabrizi Recycling Inc 6751 Eastland Road Middleburg Hts OH 44130	100% The Cincinnati Insurance Company	\$5,270,078.70	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1263 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr> <td colspan="2" style="background-color: #cccccc;"></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:					<input type="checkbox"/> Yes <input type="checkbox"/> No								
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				Proposal form: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes EEO/AA: <input checked="" type="checkbox"/> Yes			<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:															
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SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No																														
SBE Comments and Initials:																															
5.	Vandra Brothers Construction Inc 24629 Broadway Ave Oakwood Village OH 44146	100% Western Surety Company	\$5,618,551.40	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2906 Bid Bond: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes Proposal form: <input checked="" type="checkbox"/> Yes DFSP: <input checked="" type="checkbox"/> Yes Worksheets: <input checked="" type="checkbox"/> Yes Pricing sheets: <input checked="" type="checkbox"/> Yes EEO/AA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td></td> <td></td> </tr> <tr> <td>SBE Subcontractor Name:</td> <td></td> </tr> <tr> <td>SBE Prime: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>Total SBE %</td> <td></td> </tr> <tr> <td>SBE Comply: (Y/N)</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td>SBE Comments and Initials:</td> <td></td> </tr> </table>	SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:				SBE Subcontractor Name:		SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %		SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments and Initials:			<input type="checkbox"/> Yes <input type="checkbox"/> No
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Department of Public Works Bid Tabulations

Thursday, November 01, 2018
3:07:45 PM

Bid Letting: 10/31/2018 Engineer's Estimate: \$4,096,385.37 RQ No.: 43803 Rep. No. 04-19

Cedar Road Resurfacing from South Green Road to IR-271

Low Bidder:	Perk Company, Inc.	\$4,499,104.25	9.831%
	Chagrin Valley Paving, Inc.	\$4,941,365.55	20.627%
	C.A. Agresta Construction Co., Inc.	\$5,147,777.20	25.666%
	Fabrizi Recycling, Inc.	\$5,270,078.70	28.652%
	Vandra Brothers Construction, Inc.	\$5,618,551.40	37.159%

Notes

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS CTS	PERK COMPANY, INC.	UNIT PRICE ESTIMATED DOLLARS CTS	CHAGRIN VALLEY PAVING	UNIT PRICE ESTIMATED DOLLARS CTS	C.A. AGRESTA CONSTRUCTION CO., INC.
ROADWAY										
1	201	CLEARING AND GRUBBING	-	LUMP	\$ 50,000.00	\$ 50,000.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00
2	202	PAVEMENT REMOVED	SQ YD	240	\$ 8.50	\$ 2,040.00	\$ 15.00	\$ 3,600.00	\$ 10.00	\$ 2,400.00
3	202	PAVEMENT REMOVED, ASPHALT	SQ YD	60	\$ 8.50	\$ 510.00	\$ 15.00	\$ 900.00	\$ 10.00	\$ 600.00
4	202	WEARING COURSE REMOVED	SQ YD	39,582	\$ 2.75	\$ 108,850.50	\$ 2.75	\$ 108,850.50	\$ 3.00	\$ 118,746.00
5	202	CONCRETE BASE REMOVED	SQ YD	2,597	\$ 17.00	\$ 44,149.00	\$ 15.00	\$ 38,955.00	\$ 15.00	\$ 38,955.00
6	202	BRICK BASE REMOVED, AS PER PLAN	SQ YD	560	\$ 5.00	\$ 2,800.00	\$ 8.00	\$ 4,480.00	\$ 5.00	\$ 2,800.00
7	202	WALK REMOVED	SQ FT	4,712	\$ 2.00	\$ 9,424.00	\$ 2.00	\$ 9,424.00	\$ 2.00	\$ 9,424.00
8	202	TRAFFIC ISLAND REMOVED	SQ YD	42	\$ 18.00	\$ 756.00	\$ 18.00	\$ 756.00	\$ 20.00	\$ 840.00
9	202	PORTION OF ISLAND REMOVED	SQ YD	25	\$ 18.00	\$ 450.00	\$ 18.00	\$ 450.00	\$ 20.00	\$ 500.00
10	202	PIPE REMOVED, 24" AND UNDER	FT	848	\$ 1.00	\$ 848.00	\$ 20.00	\$ 16,960.00	\$ 1.00	\$ 848.00
11	202	MANHOLE REMOVED	EACH	10	\$ 50.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 100.00	\$ 1,000.00
12	202	CATCH BASIN REMOVED	EACH	17	\$ 50.00	\$ 850.00	\$ 500.00	\$ 8,500.00	\$ 500.00	\$ 8,500.00
13	202	ABANDON MISC.: TEST TEE	EACH	15	\$ 25.00	\$ 375.00	\$ 150.00	\$ 2,250.00	\$ 25.00	\$ 375.00
14	203	EXCAVATION	CU YD	484	\$ 25.00	\$ 12,100.00	\$ 21.00	\$ 10,164.00	\$ 35.00	\$ 16,940.00
15	204	SUBGRADE COMPACTION	SQ YD	2,897	\$ 2.00	\$ 5,794.00	\$ 1.50	\$ 4,345.50	\$ 2.00	\$ 5,794.00
16	209	LINEAR GRADING,AS PER PLAN	SQ YD	3,000	\$ 0.10	\$ 300.00	\$ 5.00	\$ 15,000.00	\$ 1.00	\$ 3,000.00
17	608	5" CONCRETE WALK, AS PER PLAN	SQ FT	4,841	\$ 8.50	\$ 41,148.50	\$ 8.50	\$ 41,148.50	\$ 9.00	\$ 43,569.00
18	608	CURB RAMP, TYPE A1, AS PER PLAN	EACH	1	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,000.00	\$ 2,000.00
19	608	CURB RAMP, TYPE A2, AS PER PLAN	EACH	12	\$ 2,800.00	\$ 33,600.00	\$ 2,800.00	\$ 33,600.00	\$ 2,000.00	\$ 24,000.00
20	608	CURB RAMP, TYPE B1, AS PER PLAN	EACH	3	\$ 2,800.00	\$ 8,400.00	\$ 2,800.00	\$ 8,400.00	\$ 2,000.00	\$ 6,000.00
21	608	CURB RAMP, TYPE B2, AS PER PLAN	EACH	2	\$ 2,800.00	\$ 5,600.00	\$ 2,800.00	\$ 5,600.00	\$ 2,000.00	\$ 4,000.00
22	608	CURB RAMP, TYPE B3, AS PER PLAN	EACH	14	\$ 2,800.00	\$ 39,200.00	\$ 2,800.00	\$ 39,200.00	\$ 2,000.00	\$ 28,000.00
23	608	CURB RAMP, TYPE C2, AS PER PLAN	EACH	1	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,000.00	\$ 2,000.00
24	623	CUYAHOGA COUNTY CENTERLINE MONUMNET BOX ASSEMBLY, TYPE 1	EACH	2	\$ 850.00	\$ 1,700.00	\$ 750.00	\$ 1,500.00	\$ 650.00	\$ 1,300.00
25	623	MONUMENT BOX ADJUSTED TO GRADE, AS PER PLAN	EACH	20	\$ 250.00	\$ 5,000.00	\$ 750.00	\$ 15,000.00	\$ 650.00	\$ 13,000.00
26	623	CUYAHOGA COUNTY MONUMNET BOX	EACH	2	\$ 1,250.00	\$ 2,500.00	\$ 850.00	\$ 1,700.00	\$ 650.00	\$ 1,300.00
27	SPECIAL	MONUMENT REFERENCING	EACH	20	\$ 100.00	\$ 2,000.00	\$ 500.00	\$ 10,000.00	\$ 50.00	\$ 1,000.00
28	SPECIAL	GEOTEXTILE FABRIC	SQ YD	12,166	\$ 0.35	\$ 4,258.10	\$ 1.75	\$ 21,290.50	\$ 0.50	\$ 6,083.00
SECTION TOTAL ROADWAY :					\$	388,753.10	\$	412,774.00	\$	343,974.00
EROSION CONTROL										
29	659	SOIL ANALYSIS TEST	EACH	2	\$ 25.00	\$ 50.00	\$ 100.00	\$ 200.00	\$ 50.00	\$ 100.00
30	659	TOP SOIL	CU YD	124	\$ 45.00	\$ 5,580.00	\$ 100.00	\$ 12,400.00	\$ 35.00	\$ 4,340.00
31	659	SEEDING AND MULCHING, AS PER PLAN	SQ YD	2,222	\$ 5.50	\$ 12,221.00	\$ 5.00	\$ 11,110.00	\$ 5.00	\$ 11,110.00
32	659	REPAIR SEEDING AND MULCHING	SQ YD	112	\$ 2.00	\$ 224.00	\$ 5.00	\$ 560.00	\$ 1.00	\$ 112.00
33	659	INTER-SEEDING	SQ YD	112	\$ 2.00	\$ 224.00	\$ 5.00	\$ 560.00	\$ 1.00	\$ 112.00
34	659	COMMERCIAL FERTILIZER	TON	0.31	\$ 450.00	\$ 139.50	\$ 2,500.00	\$ 775.00	\$ 500.00	\$ 155.00
35	659	LIME	ACRE	0.46	\$ 350.00	\$ 161.00	\$ 2,500.00	\$ 1,150.00	\$ 50.00	\$ 23.00
36	659	WATER	M GA	13	\$ 40.00	\$ 520.00	\$ 5.00	\$ 65.00	\$ 10.00	\$ 130.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	CTS	PERK COMPANY, INC.	UNIT PRICE ESTIMATED DOLLARS	CTS	CHAGRIN VALLEY PAVING	UNIT PRICE ESTIMATED DOLLARS	CTS	C.A. AGRESTA CONSTRUCTION CO., INC.
37	832	EROSION CONTROL	EACH	24,300	\$	1.00	\$ 24,300.00	\$	1.00	\$ 24,300.00	\$	1.00	\$ 24,300.00
SECTION TOTAL EROSION CONTROL :					\$		43,419.50	\$		51,120.00	\$		40,382.00
DRAINAGE													
38	605	6" SHALLOW PIPE UNDERDRAINS, AS PER PLAN	FT	2,100	\$	5.00	\$ 10,500.00	\$	14.75	\$ 30,975.00	\$	3.00	\$ 6,300.00
39	611	6" CONDUIT, TYPE F FOR UNDERDRAIN OUTLETS, AS PER PLAN	FT	380	\$	5.00	\$ 1,900.00	\$	14.75	\$ 5,605.00	\$	3.00	\$ 1,140.00
40	611	6" CONDUIT, TYPE B, AS PER PLAN	FT	4	\$	14.75	\$ 59.00	\$	14.75	\$ 59.00	\$	20.00	\$ 80.00
41	611	12" CONDUIT, TYPE B, AS PER PLAN	FT	294	\$	15.00	\$ 4,410.00	\$	125.00	\$ 36,750.00	\$	50.00	\$ 14,700.00
42	611	12" CONDUIT, TYPE C, AS PER PLAN	FT	200	\$	15.00	\$ 3,000.00	\$	125.00	\$ 25,000.00	\$	30.00	\$ 6,000.00
43	611	15" CONDUIT, TYPE B, AS PER PLAN	FT	230	\$	18.00	\$ 4,140.00	\$	200.00	\$ 46,000.00	\$	50.00	\$ 11,500.00
44	611	15" CONDUIT, TYPE C, AS PER PLAN	FT	200	\$	85.00	\$ 17,000.00	\$	180.00	\$ 36,000.00	\$	30.00	\$ 6,000.00
45	611	18" CONDUIT, TYPE B, AS PER PLAN	FT	10	\$	850.00	\$ 8,500.00	\$	550.00	\$ 5,500.00	\$	600.00	\$ 6,000.00
46	611	CATCH BASIN ADJUSTED TO GRADE, AS PER PLAN	EACH	59	\$	850.00	\$ 50,150.00	\$	850.00	\$ 50,150.00	\$	1,000.00	\$ 59,000.00
47	611	CATCH BASIN RECONSTRUCTED TO GRADE, AS PER PLAN	EACH	58	\$	900.00	\$ 52,200.00	\$	900.00	\$ 52,200.00	\$	1,200.00	\$ 69,600.00
48	611	CATCH BASIN, CUYAHOGA COUNTY NO. 3C	EACH	18	\$	1,500.00	\$ 27,000.00	\$	3,100.00	\$ 55,800.00	\$	3,500.00	\$ 63,000.00
49	611	MANHOLE, NO. 3, AS PER PLAN	EACH	10	\$	1,700.00	\$ 17,000.00	\$	3,650.00	\$ 36,500.00	\$	100.00	\$ 1,000.00
50	611	MANHOLE ADJUSTED TO GRADE, AS PER PLAN	EACH	115	\$	350.00	\$ 40,250.00	\$	880.00	\$ 101,200.00	\$	1,000.00	\$ 115,000.00
51	611	MANHOLE RECONSTRUCTED TO GRADE, AS PER PLAN	EACH	58	\$	400.00	\$ 23,200.00	\$	1,000.00	\$ 58,000.00	\$	1,200.00	\$ 69,600.00
52	SPECIAL	MISCELLANEOUS METAL	LB	116,670	\$	0.75	\$ 87,502.50	\$	1.25	\$ 145,837.50	\$	1.30	\$ 151,671.00
53	611	DRAINAGE STRUCTURE MISC.: TEST TEE ADJUSTED TO GRADE	EACH	15	\$	50.00	\$ 750.00	\$	150.00	\$ 2,250.00	\$	50.00	\$ 750.00
54	611	DRAINAGE STRUCTURE MISC.: TEST TEE RECONSTRUCTED TO GRADE	EACH	15	\$	100.00	\$ 1,500.00	\$	225.00	\$ 3,375.00	\$	50.00	\$ 750.00
55	611	DRAINAGE STRUCTURE MISC.: TEST TEE, AS PER PLAN	EACH	15	\$	110.00	\$ 1,650.00	\$	350.00	\$ 5,250.00	\$	50.00	\$ 750.00
56	638	VALVE BOX ADJUSTED TO GRADE, AS PER PLAN	EACH	60	\$	1,500.00	\$ 90,000.00	\$	750.00	\$ 45,000.00	\$	650.00	\$ 39,000.00
57	638	SERVICE BOX ADJUSTED TO GRADE, AS PER PLAN	EACH	60	\$	25.00	\$ 1,500.00	\$	125.00	\$ 7,500.00	\$	100.00	\$ 6,000.00
SECTION TOTAL DRAINAGE :					\$		442,211.50	\$		748,951.50	\$		627,841.00
PAVEMENT													
58	251	PARTIAL DEPTH PAVEMENT REPAIR, AS PER PLAN	SQ YD	4,000	\$	24.00	\$ 96,000.00	\$	24.00	\$ 96,000.00	\$	33.00	\$ 132,000.00
59	253	PAVEMENT REPAIR, AS PER PLAN	SQ YD	850	\$	175.00	\$ 148,750.00	\$	175.00	\$ 148,750.00	\$	200.00	\$ 170,000.00
60	254	PAVEMENT PLANING, ASPHALT CONCRETE, AS PER PLAN	SQ YD	27,219	\$	2.75	\$ 74,852.25	\$	2.75	\$ 74,852.25	\$	3.70	\$ 100,710.30
61	255	FULL DEPTH PAVEMENT REMOVAL AND RIGID REPLACEMENT, CLASS QC MS, AS PER PLAN	SQ YD	8,735	\$	45.00	\$ 393,075.00	\$	85.00	\$ 742,475.00	\$	85.00	\$ 742,475.00
62	255	FULL DEPTH PAVEMENT SAWING	FT	25,237	\$	0.75	\$ 18,927.75	\$	1.95	\$ 49,212.15	\$	1.50	\$ 37,855.50
63	301	ASPHALT CONCRETE BASE, PG64-22 (DRIVEWAYS)	CU YD	73	\$	300.00	\$ 21,900.00	\$	300.00	\$ 21,900.00	\$	230.00	\$ 16,790.00
64	304	AGGREGATE BASE, AS PER PLAN	CU YD	923	\$	20.00	\$ 18,460.00	\$	68.00	\$ 62,764.00	\$	55.00	\$ 50,765.00
65	407	TACK COAT, 702.13	GAL	4,948	\$	2.00	\$ 9,896.00	\$	2.00	\$ 9,896.00	\$	2.00	\$ 9,896.00
66	407	NON-TRACKING TACK COAT	GAL	2,639	\$	2.00	\$ 5,278.00	\$	2.00	\$ 5,278.00	\$	2.50	\$ 6,597.50
67	SPECIAL	CONCRETE PAVEMENT JOINT CLEANED AND FILLED	FT	10,350	\$	4.00	\$ 41,400.00	\$	1.50	\$ 15,525.00	\$	1.50	\$ 15,525.00
68	SPECIAL	CONCRETE PAVEMENT CRACK CLEANED AND FILLED	FT	10,350	\$	1.50	\$ 15,525.00	\$	1.50	\$ 15,525.00	\$	1.50	\$ 15,525.00
69	442	ASPHALT CONCRETE SURFACE COURSE, 12.5MM, TYPE A (448), AS PER PLAN	CU YD	2,696	\$	190.00	\$ 512,240.00	\$	190.00	\$ 512,240.00	\$	185.00	\$ 498,760.00
70	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG64-22, AS PER PLAN	CU YD	110	\$	300.00	\$ 33,000.00	\$	300.00	\$ 33,000.00	\$	285.00	\$ 31,350.00
71	442	ASPHALT CONCRETE INTERMEDIATE COURSE, 19MM, TYPE A (448), AS PER PLAN	CU YD	4,709	\$	140.00	\$ 659,260.00	\$	140.00	\$ 659,260.00	\$	150.00	\$ 706,350.00

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72	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), (DRIVEWAYS),AS PER PLAN	CU YD	5	\$ 300.00	\$ 1,500.00	\$ 300.00	\$ 1,500.00	\$ 300.00	\$ 1,500.00
72A	451	12" REINFORCED CONCRETE PAVEMENT, CLASS QC1, AS PER PLAN	SQ YD	2,597	\$ 117.00	\$ 303,849.00	\$ 105.00	\$ 272,685.00	\$ 108.00	\$ 280,476.00
73	452	6" NON-REINFORCED CONCRETE PAVEMENT, CLASS QC MS, AS PER PLAN	SQ YD	240	\$ 100.00	\$ 24,000.00	\$ 75.00	\$ 18,000.00	\$ 80.00	\$ 19,200.00
74	609	CURB, TYPE 2-A, USING CLASS QC MS CONCRETE, AS PER PLAN	FT	2,710	\$ 5.00	\$ 13,550.00	\$ 5.00	\$ 13,550.00	\$ 5.00	\$ 13,550.00
75	609	CURB, TYPE 2-B, USING CLASS QC MS CONCRETE, AS PER PLAN	FT	2,558	\$ 70.00	\$ 179,060.00	\$ 8.00	\$ 20,464.00	\$ 15.00	\$ 38,370.00
76	875	LONGITUDINAL JOINT ADHESIVE	POUND	10,350	\$ 2.00	\$ 20,700.00	\$ 2.00	\$ 20,700.00	\$ 1.50	\$ 15,525.00
SECTION TOTAL PAVEMENT:					\$	2,591,223.00	\$	2,793,576.40	\$	2,903,220.30
TRAFFIC CONTROL										
77	620	DELINEATOR, POST GROUND MOUNTED (YELLOW)	EACH	40	\$ 145.00	\$ 5,800.00	\$ 45.00	\$ 1,800.00	\$ 145.00	\$ 5,800.00
78	630	GROUND MOUNTED SUPPORT, NO. 3 POST	FT	1,722	\$ 8.00	\$ 13,776.00	\$ 6.75	\$ 11,623.50	\$ 8.00	\$ 13,776.00
79	630	ONE WAY SUPPORT, NO. 3 POST	FT	14	\$ 9.00	\$ 126.00	\$ 11.15	\$ 156.10	\$ 9.00	\$ 126.00
80	630	STREET NAME SIGN SUPPORT, NO. 3 POST	FT	98	\$ 9.00	\$ 882.00	\$ 8.65	\$ 847.70	\$ 9.00	\$ 882.00
81	630	SIGN SUPPORT ASSEMBLY, POLE MOUNTED	EACH	70	\$ 45.00	\$ 3,150.00	\$ 44.85	\$ 3,139.50	\$ 45.00	\$ 3,150.00
82	630	SIGN, FLAT SHEET	SQ FT	830	\$ 15.00	\$ 12,450.00	\$ 17.65	\$ 14,649.50	\$ 15.00	\$ 12,450.00
83	630	SIGN, DOUBLE FACED, STREET NAME	EACH	17	\$ 125.00	\$ 2,125.00	\$ 115.00	\$ 1,955.00	\$ 125.00	\$ 2,125.00
84	630	REMOVAL OF GROUND MOUNTED SIGN AND DISPOSAL	EACH	137	\$ 25.00	\$ 3,425.00	\$ 26.55	\$ 3,637.35	\$ 25.00	\$ 3,425.00
85	630	REMOVAL OF GROUND MOUNTED SIGN AND STORAGE	EACH	9	\$ 30.00	\$ 270.00	\$ 63.55	\$ 571.95	\$ 30.00	\$ 270.00
86	630	REMOVAL OF GROUND MOUNTED POST SUPPORT AND DISPOSAL	EACH	130	\$ 30.00	\$ 3,900.00	\$ 34.90	\$ 4,537.00	\$ 30.00	\$ 3,900.00
87	630	REMOVAL OF POLE MOUNTED SIGN AND DISPOSAL	EACH	70	\$ 18.00	\$ 1,260.00	\$ 27.90	\$ 1,953.00	\$ 18.00	\$ 1,260.00
88	630	REMOVAL OF POLE MOUNTED SIGN AND STORAGE	EACH	2	\$ 25.00	\$ 50.00	\$ 73.95	\$ 147.90	\$ 25.00	\$ 50.00
89	632	DETECTOR LOOP, AS PER PLAN	EACH	14	\$ 1,200.00	\$ 16,800.00	\$ 1,200.00	\$ 16,800.00	\$ 1,200.00	\$ 16,800.00
90	646	LANE LINE, 4"	MILE	4.6	\$ 1,500.00	\$ 6,900.00	\$ 1,500.00	\$ 6,900.00	\$ 1,500.00	\$ 6,900.00
91	646	CENTER LINE: SOLID, BROKEN YELLOW	MILE	4.4	\$ 5,200.00	\$ 22,880.00	\$ 5,200.00	\$ 22,880.00	\$ 5,200.00	\$ 22,880.00
92	646	CHANNELIZING LINE, 8"	FT	5,535	\$ 1.95	\$ 10,793.25	\$ 1.95	\$ 10,793.25	\$ 2.00	\$ 11,070.00
93	646	STOP LINE	FT	1,294	\$ 11.00	\$ 14,234.00	\$ 11.00	\$ 14,234.00	\$ 11.00	\$ 14,234.00
94	646	CROSSWALK LINE	FT	4,636	\$ 4.25	\$ 19,703.00	\$ 4.25	\$ 19,703.00	\$ 4.25	\$ 19,703.00
95	646	TRANSVERSE/DIAGONAL LINE: YELLOW	FT	2,718	\$ 8.50	\$ 23,103.00	\$ 8.50	\$ 23,103.00	\$ 8.50	\$ 23,103.00
96	646	ISLAND MARKING: YELLOW	SQ FT	1,130	\$ 4.00	\$ 4,520.00	\$ 4.00	\$ 4,520.00	\$ 4.00	\$ 4,520.00
97	646	LANE ARROW	EACH	133	\$ 165.00	\$ 21,945.00	\$ 165.00	\$ 21,945.00	\$ 165.00	\$ 21,945.00
98	646	WORD ON PAVEMENT, 72"	EACH	30	\$ 195.00	\$ 5,850.00	\$ 195.00	\$ 5,850.00	\$ 195.00	\$ 5,850.00
99	646	DOTTED LINE, 4"	FT	720	\$ 4.00	\$ 2,880.00	\$ 4.00	\$ 2,880.00	\$ 4.00	\$ 2,880.00
SECTION TOTAL TRAFFIC CONTROL:					\$	196,822.25	\$	194,626.75	\$	197,099.00
MAINTENANCE OF TRAFFIC										
100	410	TRAFFIC COMPACTED SURFACE, TYPE A OR B, AS PER PLAN	CU YD	500	\$ 20.00	\$ 10,000.00	\$ 15.00	\$ 7,500.00	\$ 20.00	\$ 10,000.00
101	608	2" ASPHALT CONCRETE WALK	SQ FT	3,600	\$ 0.50	\$ 1,800.00	\$ 1.00	\$ 3,600.00	\$ 1.00	\$ 3,600.00
102	614	LAW ENFORCEMENT OFFICER WITH PATROL CAR FOR ASSISTANCE	HRS	960	\$ 70.00	\$ 67,200.00	\$ 75.00	\$ 72,000.00	\$ 60.00	\$ 57,600.00
103	614	ASPHALT CONCRETE FOR MAINTAINING TRAFFIC	CU YD	500	\$ 222.00	\$ 111,000.00	\$ 150.00	\$ 75,000.00	\$ 100.00	\$ 50,000.00
104	614	MAINTAINING TRAFFIC MISC.: MAINTAINING EXISTING TRAFFIC SIGNALS	EACH	24	\$ 775.00	\$ 18,600.00	\$ 775.00	\$ 18,600.00	\$ 775.00	\$ 18,600.00
105	614	PORTABLE CHANGEABLE MESSAGE SIGN	SIGN MNTH	30	\$ 850.00	\$ 25,500.00	\$ 850.00	\$ 25,500.00	\$ 850.00	\$ 25,500.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	PERK COMPANY, INC.	UNIT PRICE ESTIMATED DOLLARS	CHAGRIN VALLEY PAVING	UNIT PRICE ESTIMATED DOLLARS	C.A. AGRESTA CONSTRUCTION CO., INC.
106	614	WORK ZONE LANE LINE, CLASS I	MILE	1.91	\$ 700.00	\$ 1,337.00	\$ 700.00	\$ 1,337.00	\$ 700.00	\$ 1,337.00
107	614	WORK ZONE CENTER LINE, CLASS I	MILE	6.75	\$ 2,500.00	\$ 16,875.00	\$ 2,500.00	\$ 16,875.00	\$ 2,500.00	\$ 16,875.00
108	614	WORK ZONE EDGE LINE, CLASS I	MILE	5.33	\$ 1,200.00	\$ 6,396.00	\$ 1,200.00	\$ 6,396.00	\$ 1,200.00	\$ 6,396.00
109	614	WORK ZONE CHANNELIZING LINE, CLASS I	FT	8,438	\$ 1.05	\$ 8,859.90	\$ 1.05	\$ 8,859.90	\$ 1.05	\$ 8,859.90
110	614	WORK ZONE DOTTED LINE, CLASS I	FT	637	\$ 3.00	\$ 1,911.00	\$ 3.00	\$ 1,911.00	\$ 3.00	\$ 1,911.00
111	614	WORK ZONE STOP LINE, CLASS I	FT	1,272	\$ 3.50	\$ 4,452.00	\$ 3.50	\$ 4,452.00	\$ 3.50	\$ 4,452.00
112	614	WORK ZONE CROSSWALK LINE, CLASS I	FT	2,692	\$ 1.25	\$ 3,365.00	\$ 1.25	\$ 3,365.00	\$ 1.25	\$ 3,365.00
113	614	WORK ZONE ARROW, CLASS I	EACH	106	\$ 50.00	\$ 5,300.00	\$ 50.00	\$ 5,300.00	\$ 50.00	\$ 5,300.00
114	614	WORK ZONE WORD ON PAVEMENT, 72", CLASS I	EACH	3	\$ 75.00	\$ 225.00	\$ 75.00	\$ 225.00	\$ 75.00	\$ 225.00
115	615	ROADS FOR MAINTAINING TRAFFIC	LUMP		\$ 83,000.00	\$ 83,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
116	616	WATER	M GAL	20	\$ 1.00	\$ 20.00	\$ 5.00	\$ 100.00	\$ 10.00	\$ 200.00
117	616	CLACIUM CHLORIDE	TON	2.0	\$ 150.00	\$ 300.00	\$ 500.00	\$ 1,000.00	\$ 20.00	\$ 40.00
SECTION TOTAL MAINTENANCE OF TRAFFIC :					\$	366,140.90	\$	252,520.90	\$	215,260.90
MISCELLANEOUS										
118	614	MAINTAINING TRAFFIC	-	LUMP	\$ 174,609.00	\$ 174,609.00	\$ 225,000.00	\$ 225,000.00	\$ 445,500.00	\$ 445,500.00
119	619	FIELD OFFICE, TYPE B, AS PER PLAN	MONTH	15	\$ 2,300.00	\$ 34,500.00	\$ 1,500.00	\$ 22,500.00	\$ 3,000.00	\$ 45,000.00
120	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN	-	LUMP	\$ 7,500.00	\$ 7,500.00	\$ 1,500.00	\$ 1,500.00	\$ 10,000.00	\$ 10,000.00
121	624	MOBILIZATION	-	LUMP	\$ 247,500.00	\$ 247,500.00	\$ 237,000.00	\$ 237,000.00	\$ 310,000.00	\$ 310,000.00
122	SPECIAL	CPM PROGRESS SCHEDULE SHORT DURATION PROJECTS	-	LUMP	\$ 3,500.00	\$ 3,500.00	\$ 500.00	\$ 500.00	\$ 7,500.00	\$ 7,500.00
123	SPECIAL	PROJECT DVD RECORDING	-	LUMP	\$ 2,925.00	\$ 2,925.00	\$ 1,296.00	\$ 1,296.00	\$ 2,000.00	\$ 2,000.00
SECTION TOTAL MISCELLANEOUS :					\$	470,534.00	\$	487,796.00	\$	820,000.00
GRAND TOTAL ESTIMATE					\$	4,499,104.25	\$	4,941,365.55	\$	5,147,777.20
ALTERNATE BID ITEMS										
19A	608	CURB RAMP, TYPE A2, AS PER PLAN (CITY OF BEACHWOOD)	EACH	7	\$ 3,300.00	\$ 23,100.00	\$ 3,300.00	\$ 23,100.00	\$ 2,500.00	\$ 17,500.00
20A	608	CURB RAMP, TYPE B1, AS PER PLAN (CITY OF BEACHWOOD)	EACH	2	\$ 3,300.00	\$ 6,600.00	\$ 3,300.00	\$ 6,600.00	\$ 3,000.00	\$ 6,000.00
21A	608	CURB RAMP, TYPE B2, AS PER PLAN (CITY OF BEACHWOOD)	EACH	2	\$ 3,300.00	\$ 6,600.00	\$ 3,300.00	\$ 6,600.00	\$ 3,000.00	\$ 6,000.00
22A	608	CURB RAMP, TYPE B3, AS PER PLAN (CITY OF BEACHWOOD)	EACH	8	\$ 3,300.00	\$ 26,400.00	\$ 3,300.00	\$ 26,400.00	\$ 2,500.00	\$ 20,000.00
SECTION TOTAL ALTERNATE BID ITEMS :					\$	62,700.00	\$	62,700.00	\$	49,500.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	ESTIMATED I CTS	FABRIZI RECYCLING, INC.	UNIT PRICE ESTIMATED DOLLARS	ESTIMATED I CTS	VANDRA BROTHERS CONSTRUCTION
ROADWAY										
1	201	CLEARING AND GRUBBING	-	LUMP	\$	57,000.00	\$	57,000.00	\$	10,000.00
2	202	PAVEMENT REMOVED	SQ YD	240	\$	12.00	\$	2,880.00	\$	25.00
3	202	PAVEMENT REMOVED, ASPHALT	SQ YD	60	\$	12.00	\$	720.00	\$	20.00
4	202	WEARING COURSE REMOVED	SQ YD	39,582	\$	2.90	\$	114,787.80	\$	3.00
5	202	CONCRETE BASE REMOVED	SQ YD	2,597	\$	14.00	\$	36,358.00	\$	25.00
6	202	BRICK BASE REMOVED, AS PER PLAN	SQ YD	560	\$	14.00	\$	7,840.00	\$	15.00
7	202	WALK REMOVED	SQ FT	4,712	\$	1.00	\$	4,712.00	\$	2.00
8	202	TRAFFIC ISLAND REMOVED	SQ YD	42	\$	15.00	\$	630.00	\$	25.00
9	202	PORTION OF ISLAND REMOVED	SQ YD	25	\$	15.00	\$	375.00	\$	25.00
10	202	PIPE REMOVED, 24" AND UNDER	FT	848	\$	24.00	\$	20,352.00	\$	24.00
11	202	MANHOLE REMOVED	EACH	10	\$	1,200.00	\$	12,000.00	\$	500.00
12	202	CATCH BASIN REMOVED	EACH	17	\$	450.00	\$	7,650.00	\$	450.00
13	202	ABANDON MISC.: TEST TEE	EACH	15	\$	250.00	\$	3,750.00	\$	250.00
14	203	EXCAVATION	CU YD	484	\$	13.00	\$	6,292.00	\$	40.00
15	204	SUBGRADE COMPACTION	SQ YD	2,897	\$	1.00	\$	2,897.00	\$	1.00
16	209	LINEAR GRADING, AS PER PLAN	SQ YD	3,000	\$	10.00	\$	30,000.00	\$	2.00
17	608	5" CONCRETE WALK, AS PER PLAN	SQ FT	4,841	\$	6.00	\$	29,046.00	\$	7.00
18	608	CURB RAMP, TYPE A1, AS PER PLAN	EACH	1	\$	1,100.00	\$	1,100.00	\$	2,000.00
19	608	CURB RAMP, TYPE A2, AS PER PLAN	EACH	12	\$	950.00	\$	11,400.00	\$	2,000.00
20	608	CURB RAMP, TYPE B1, AS PER PLAN	EACH	3	\$	1,000.00	\$	3,000.00	\$	2,000.00
21	608	CURB RAMP, TYPE B2, AS PER PLAN	EACH	2	\$	1,100.00	\$	2,200.00	\$	2,000.00
22	608	CURB RAMP, TYPE B3, AS PER PLAN	EACH	14	\$	1,000.00	\$	14,000.00	\$	2,000.00
23	608	CURB RAMP, TYPE C2, AS PER PLAN	EACH	1	\$	1,500.00	\$	1,500.00	\$	2,000.00
24	623	CUYAHOGA COUNTY CENTERLINE MONUMENT BOX ASSEMBLY, TYPE 1	EACH	2	\$	850.00	\$	1,700.00	\$	1,000.00
25	623	MONUMENT BOX ADJUSTED TO GRADE, AS PER PLAN	EACH	20	\$	450.00	\$	9,000.00	\$	900.00
26	623	CUYAHOGA COUNTY MONUMENT BOX	EACH	2	\$	850.00	\$	1,700.00	\$	1,000.00
27	SPECIAL	MONUMENT REFERENCING	EACH	20	\$	150.00	\$	3,000.00	\$	100.00
28	SPECIAL	GEOTEXTILE FABRIC	SQ YD	12,166	\$	1.00	\$	12,166.00	\$	2.00
SECTION TOTAL ROADWAY :					\$		\$	398,055.80	\$	433,598.00
EROSION CONTROL										
29	659	SOIL ANALYSIS TEST	EACH	2	\$	200.00	\$	400.00	\$	100.00
30	659	TOP SOIL	CU YD	124	\$	60.00	\$	7,440.00	\$	50.00
31	659	SEEDING AND MULCHING, AS PER PLAN	SQ YD	2,222	\$	1.75	\$	3,888.50	\$	3.00
32	659	REPAIR SEEDING AND MULCHING	SQ YD	112	\$	1.00	\$	112.00	\$	5.00
33	659	INTER-SEEDING	SQ YD	112	\$	1.00	\$	112.00	\$	5.00
34	659	COMMERCIAL FERTILIZER	TON	0.31	\$	600.00	\$	186.00	\$	1,000.00
35	659	LIME	ACRE	0.46	\$	400.00	\$	184.00	\$	750.00
36	659	WATER	M GA	13	\$	30.00	\$	390.00	\$	10.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	ESTIMATED I CTS	FABRIZI RECYCLING, INC.	UNIT PRICE ESTIMATED DOLLARS	ESTIMATED I CTS	VANDRA BROTHERS CONSTRUCTION
37	832	EROSION CONTROL	EACH	24,300	\$	1.00	\$ 24,300.00	\$	1.00	\$ 24,300.00
SECTION TOTAL EROSION CONTROL :							\$	37,012.50	\$	39,271.00
DRAINAGE										
38	605	6" SHALLOW PIPE UNDERDRAINS, AS PER PLAN	FT	2,100	\$	9.50	\$ 19,950.00	\$	15.00	\$ 31,500.00
39	611	6" CONDUIT, TYPE F FOR UNDERDRAIN OUTLETS, AS PER PLAN	FT	380	\$	12.50	\$ 4,750.00	\$	20.00	\$ 7,600.00
40	611	6" CONDUIT, TYPE B, AS PER PLAN	FT	4	\$	50.00	\$ 200.00	\$	400.00	\$ 1,600.00
41	611	12" CONDUIT, TYPE B, AS PER PLAN	FT	294	\$	215.00	\$ 63,210.00	\$	215.00	\$ 63,210.00
42	611	12" CONDUIT, TYPE C, AS PER PLAN	FT	200	\$	125.00	\$ 25,000.00	\$	125.00	\$ 25,000.00
43	611	15" CONDUIT, TYPE B, AS PER PLAN	FT	230	\$	225.00	\$ 51,750.00	\$	225.00	\$ 51,750.00
44	611	15" CONDUIT, TYPE C, AS PER PLAN	FT	200	\$	150.00	\$ 30,000.00	\$	150.00	\$ 30,000.00
45	611	18" CONDUIT, TYPE B, AS PER PLAN	FT	10	\$	650.00	\$ 6,500.00	\$	650.00	\$ 6,500.00
46	611	CATCH BASIN ADJUSTED TO GRADE, AS PER PLAN	EACH	59	\$	1,150.00	\$ 67,850.00	\$	1,200.00	\$ 70,800.00
47	611	CATCH BASIN RECONSTRUCTED TO GRADE, AS PER PLAN	EACH	58	\$	1,450.00	\$ 84,100.00	\$	1,500.00	\$ 87,000.00
48	611	CATCH BASIN, CUYAHOGA COUNTY NO. 3C	EACH	18	\$	3,450.00	\$ 62,100.00	\$	3,450.00	\$ 62,100.00
49	611	MANHOLE, NO. 3, AS PER PLAN	EACH	10	\$	6,000.00	\$ 60,000.00	\$	3,000.00	\$ 30,000.00
50	611	MANHOLE ADJUSTED TO GRADE, AS PER PLAN	EACH	115	\$	1,375.00	\$ 158,125.00	\$	800.00	\$ 92,000.00
51	611	MANHOLE RECONSTRUCTED TO GRADE, AS PER PLAN	EACH	58	\$	1,800.00	\$ 104,400.00	\$	900.00	\$ 52,200.00
52	SPECIAL	MISCELLANEOUS METAL	LB	116,670	\$	1.25	\$ 145,837.50	\$	1.40	\$ 163,338.00
53	611	DRAINAGE STRUCTURE MISC.: TEST TEE ADJUSTED TO GRADE	EACH	15	\$	250.00	\$ 3,750.00	\$	300.00	\$ 4,500.00
54	611	DRAINAGE STRUCTURE MISC.: TEST TEE RECONSTRUCTED TO GRADE	EACH	15	\$	500.00	\$ 7,500.00	\$	500.00	\$ 7,500.00
55	611	DRAINAGE STRUCTURE MISC.: TEST TEE, AS PER PLAN	EACH	15	\$	750.00	\$ 11,250.00	\$	750.00	\$ 11,250.00
56	638	VALVE BOX ADJUSTED TO GRADE, AS PER PLAN	EACH	60	\$	800.00	\$ 48,000.00	\$	500.00	\$ 30,000.00
57	638	SERVICE BOX ADJUSTED TO GRADE, AS PER PLAN	EACH	60	\$	100.00	\$ 6,000.00	\$	100.00	\$ 6,000.00
SECTION TOTAL DRAINAGE :							\$	960,272.50	\$	833,848.00
PAVEMENT										
58	251	PARTIAL DEPTH PAVEMENT REPAIR, AS PER PLAN	SQ YD	4,000	\$	40.00	\$ 160,000.00	\$	40.00	\$ 160,000.00
59	253	PAVEMENT REPAIR, AS PER PLAN	SQ YD	850	\$	140.00	\$ 119,000.00	\$	240.00	\$ 204,000.00
60	254	PAVEMENT PLANING, ASPHALT CONCRETE, AS PER PLAN	SQ YD	27,219	\$	2.50	\$ 68,047.50	\$	2.75	\$ 74,852.25
61	255	FULL DEPTH PAVEMENT REMOVAL AND RIGID REPLACEMENT, CLASS QC MS, AS PER PLAN	SQ YD	8,735	\$	93.00	\$ 812,355.00	\$	102.00	\$ 890,970.00
62	255	FULL DEPTH PAVEMENT SAWING	FT	25,237	\$	2.00	\$ 50,474.00	\$	2.00	\$ 50,474.00
63	301	ASPHALT CONCRETE BASE, PG64-22 (DRIVEWAYS)	CU YD	73	\$	250.00	\$ 18,250.00	\$	250.00	\$ 18,250.00
64	304	AGGREGATE BASE, AS PER PLAN	CU YD	923	\$	45.00	\$ 41,535.00	\$	50.00	\$ 46,150.00
65	407	TACK COAT, 702.13	GAL	4,948	\$	2.50	\$ 12,370.00	\$	2.50	\$ 12,370.00
66	407	NON-TRACKING TACK COAT	GAL	2,639	\$	2.25	\$ 5,937.75	\$	2.50	\$ 6,597.50
67	SPECIAL	CONCRETE PAVEMENT JOINT CLEANED AND FILLED	FT	10,350	\$	3.75	\$ 38,812.50	\$	1.50	\$ 15,525.00
68	SPECIAL	CONCRETE PAVEMENT CRACK CLEANED AND FILLED	FT	10,350	\$	3.75	\$ 38,812.50	\$	1.50	\$ 15,525.00
69	442	ASPHALT CONCRETE SURFACE COURSE, 12.5MM, TYPE A (448), AS PER PLAN	CU YD	2,696	\$	183.00	\$ 493,368.00	\$	185.00	\$ 498,760.00
70	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), PG64-22, AS PER PLAN	CU YD	110	\$	340.00	\$ 37,400.00	\$	340.00	\$ 37,400.00
71	442	ASPHALT CONCRETE INTERMEDIATE COURSE, 19MM, TYPE A (448), AS PER PLAN	CU YD	4,709	\$	160.00	\$ 753,440.00	\$	160.00	\$ 753,440.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	ESTIMATED I CTS	FABRIZI RECYCLING, INC.	UNIT PRICE ESTIMATED DOLLARS	ESTIMATED I CTS	VANDRA BROTHERS CONSTRUCTION		
72	441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), (DRIVEWAYS),AS PER PLAN	CU YD	5	\$	500.00	\$	2,500.00	\$	500.00	\$	2,500.00
72A	451	12" REINFORCED CONCRETE PAVEMENT, CLASS QC1, AS PER PLAN	SQ YD	2,597	\$	83.00	\$	215,551.00	\$	130.00	\$	337,610.00
73	452	6" NON-REINFORCED CONCRETE PAVEMENT, CLASS QC MS, AS PER PLAN	SQ YD	240	\$	74.00	\$	17,760.00	\$	80.00	\$	19,200.00
74	609	CURB, TYPE 2-A, USING CLASS QC MS CONCRETE, AS PER PLAN	FT	2,710	\$	6.00	\$	16,260.00	\$	11.00	\$	29,810.00
75	609	CURB, TYPE 2-B, USING CLASS QC MS CONCRETE, AS PER PLAN	FT	2,558	\$	23.00	\$	58,834.00	\$	25.00	\$	63,950.00
76	875	LONGITUDINAL JOINT ADHESIVE	POUND	10,350	\$	2.25	\$	23,287.50	\$	2.25	\$	23,287.50
SECTION TOTAL PAVEMENT:					\$		\$	2,983,994.75	\$		\$	3,260,671.25
TRAFFIC CONTROL												
77	620	DELINEATOR, POST GROUND MOUNTED (YELLOW)	EACH	40	\$	145.00	\$	5,800.00	\$	145.00	\$	5,800.00
78	630	GROUND MOUNTED SUPPORT, NO. 3 POST	FT	1,722	\$	8.00	\$	13,776.00	\$	8.00	\$	13,776.00
79	630	ONE WAY SUPPORT, NO. 3 POST	FT	14	\$	9.00	\$	126.00	\$	9.00	\$	126.00
80	630	STREET NAME SIGN SUPPORT, NO. 3 POST	FT	98	\$	9.00	\$	882.00	\$	9.00	\$	882.00
81	630	SIGN SUPPORT ASSEMBLY, POLE MOUNTED	EACH	70	\$	45.00	\$	3,150.00	\$	45.00	\$	3,150.00
82	630	SIGN, FLAT SHEET	SQ FT	830	\$	15.00	\$	12,450.00	\$	15.00	\$	12,450.00
83	630	SIGN, DOUBLE FACED, STREET NAME	EACH	17	\$	125.00	\$	2,125.00	\$	125.00	\$	2,125.00
84	630	REMOVAL OF GROUND MOUNTED SIGN AND DISPOSAL	EACH	137	\$	25.00	\$	3,425.00	\$	25.00	\$	3,425.00
85	630	REMOVAL OF GROUND MOUNTED SIGN AND STORAGE	EACH	9	\$	30.00	\$	270.00	\$	30.00	\$	270.00
86	630	REMOVAL OF GROUND MOUNTED POST SUPPORT AND DISPOSAL	EACH	130	\$	30.00	\$	3,900.00	\$	30.00	\$	3,900.00
87	630	REMOVAL OF POLE MOUNTED SIGN AND DISPOSAL	EACH	70	\$	18.00	\$	1,260.00	\$	18.00	\$	1,260.00
88	630	REMOVAL OF POLE MOUNTED SIGN AND STORAGE	EACH	2	\$	25.00	\$	50.00	\$	25.00	\$	50.00
89	632	DETECTOR LOOP, AS PER PLAN	EACH	14	\$	1,200.00	\$	16,800.00	\$	1,200.00	\$	16,800.00
90	646	LANE LINE, 4"	MILE	4.6	\$	1,500.00	\$	6,900.00	\$	1,500.00	\$	6,900.00
91	646	CENTER LINE: SOLID, BROKEN YELLOW	MILE	4.4	\$	5,200.00	\$	22,880.00	\$	5,200.00	\$	22,880.00
92	646	CHANNELIZING LINE, 8"	FT	5,535	\$	1.95	\$	10,793.25	\$	1.95	\$	10,793.25
93	646	STOP LINE	FT	1,294	\$	11.00	\$	14,234.00	\$	11.00	\$	14,234.00
94	646	CROSSWALK LINE	FT	4,636	\$	4.25	\$	19,703.00	\$	4.25	\$	19,703.00
95	646	TRANSVERSE/DIAGONAL LINE: YELLOW	FT	2,718	\$	8.50	\$	23,103.00	\$	8.50	\$	23,103.00
96	646	ISLAND MARKING: YELLOW	SQ FT	1,130	\$	4.00	\$	4,520.00	\$	4.00	\$	4,520.00
97	646	LANE ARROW	EACH	133	\$	165.00	\$	21,945.00	\$	165.00	\$	21,945.00
98	646	WORD ON PAVEMENT, 72"	EACH	30	\$	195.00	\$	5,850.00	\$	195.00	\$	5,850.00
99	646	DOTTED LINE, 4"	FT	720	\$	4.00	\$	2,880.00	\$	4.00	\$	2,880.00
SECTION TOTAL TRAFFIC CONTROL :					\$		\$	196,822.25	\$		\$	196,822.25
MAINTENANCE OF TRAFFIC												
100	410	TRAFFIC COMPACTED SURFACE, TYPE A OR B, AS PER PLAN	CU YD	500	\$	45.00	\$	22,500.00	\$	10.00	\$	5,000.00
101	608	2" ASPHALT CONCRETE WALK	SQ FT	3,600	\$	2.50	\$	9,000.00	\$	1.00	\$	3,600.00
102	614	LAW ENFORCEMENT OFFICER WITH PATROL CAR FOR ASSISTANCE	HRS	960	\$	65.00	\$	62,400.00	\$	75.00	\$	72,000.00
103	614	ASPHALT CONCRETE FOR MAINTAINING TRAFFIC	CU YD	500	\$	225.00	\$	112,500.00	\$	75.00	\$	37,500.00
104	614	MAINTAINING TRAFFIC MISC.: MAINTAINING EXISTING TRAFFIC SIGNALS	EACH	24	\$	775.00	\$	18,600.00	\$	775.00	\$	18,600.00
105	614	PORTABLE CHANGEABLE MESSAGE SIGN	SIGN MNTH	30	\$	850.00	\$	25,500.00	\$	850.00	\$	25,500.00

REF NO.	ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE ESTIMATED DOLLARS	FABRIZI RECYCLING, INC. I CTS	UNIT PRICE ESTIMATED DOLLARS	VANDRA BROTHERS CONSTRUCTION I CTS	
106	614	WORK ZONE LANE LINE, CLASS I	MILE	1.91	\$ 700.00	\$ 1,337.00	\$ 700.00	\$ 1,337.00	
107	614	WORK ZONE CENTER LINE, CLASS I	MILE	6.75	\$ 2,500.00	\$ 16,875.00	\$ 2,500.00	\$ 16,875.00	
108	614	WORK ZONE EDGE LINE, CLASS I	MILE	5.33	\$ 1,200.00	\$ 6,396.00	\$ 1,200.00	\$ 6,396.00	
109	614	WORK ZONE CHANNELIZING LINE, CLASS I	FT	8,438	\$ 1.05	\$ 8,859.90	\$ 1.05	\$ 8,859.90	
110	614	WORK ZONE DOTTED LINE, CLASS I	FT	637	\$ 3.00	\$ 1,911.00	\$ 3.00	\$ 1,911.00	
111	614	WORK ZONE STOP LINE, CLASS I	FT	1,272	\$ 3.50	\$ 4,452.00	\$ 3.50	\$ 4,452.00	
112	614	WORK ZONE CROSSWALK LINE, CLASS I	FT	2,692	\$ 1.25	\$ 3,365.00	\$ 1.25	\$ 3,365.00	
113	614	WORK ZONE ARROW, CLASS I	EACH	106	\$ 50.00	\$ 5,300.00	\$ 50.00	\$ 5,300.00	
114	614	WORK ZONE WORD ON PAVEMENT, 72", CLASS I	EACH	3	\$ 75.00	\$ 225.00	\$ 75.00	\$ 225.00	
115	615	ROADS FOR MAINTAINING TRAFFIC		LUMP	\$ 2,500.00	\$ 2,500.00	\$ 15,000.00	\$ 15,000.00	
116	616	WATER	M GAL	20	\$ 10.00	\$ 200.00	\$ 1.00	\$ 20.00	
117	616	CLACIUM CHLORIDE	TON	2.0	\$ 400.00	\$ 800.00	\$ 200.00	\$ 400.00	
SECTION TOTAL MAINTENANCE OF TRAFFIC :					\$	302,720.90	\$	226,340.90	
MISCELLANEOUS									
118	614	MAINTAINING TRAFFIC	-	LUMP	\$ 135,000.00	\$ 135,000.00	\$ 367,500.00	\$ 367,500.00	
119	619	FIELD OFFICE, TYPE B, AS PER PLAN	MONTH	15	\$ 2,100.00	\$ 31,500.00	\$ 2,000.00	\$ 30,000.00	
120	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING, AS PER PLAN	-	LUMP	\$ 8,500.00	\$ 8,500.00	\$ 20,000.00	\$ 20,000.00	
121	624	MOBILIZATION	-	LUMP	\$ 200,000.00	\$ 200,000.00	\$ 197,500.00	\$ 197,500.00	
122	SPECIAL	CPM PROGRESS SCHEDULE SHORT DURATION PROJECTS	-	LUMP	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	
123	SPECIAL	PROJECT DVD RECORDING	-	LUMP	\$ 1,200.00	\$ 1,200.00	\$ 3,000.00	\$ 3,000.00	
SECTION TOTAL MISCELLANEOUS :					\$	391,200.00	\$	628,000.00	
GRAND TOTAL ESTIMATE						\$	5,270,078.70	\$	5,618,551.40
ALTERNATE BID ITEMS									
19A	608	CURB RAMP, TYPE A2, AS PER PLAN (CITY OF BEACHWOOD)	EACH	7	\$ 1,450.00	\$ 10,150.00	\$ 3,000.00	\$ 21,000.00	
20A	608	CURB RAMP, TYPE B1, AS PER PLAN (CITY OF BEACHWOOD)	EACH	2	\$ 1,550.00	\$ 3,100.00	\$ 3,000.00	\$ 6,000.00	
21A	608	CURB RAMP, TYPE B2, AS PER PLAN (CITY OF BEACHWOOD)	EACH	2	\$ 1,650.00	\$ 3,300.00	\$ 3,000.00	\$ 6,000.00	
22A	608	CURB RAMP, TYPE B3, AS PER PLAN (CITY OF BEACHWOOD)	EACH	8	\$ 1,500.00	\$ 12,000.00	\$ 3,500.00	\$ 28,000.00	
SECTION TOTAL ALTERNATE BID ITEMS :					\$	28,550.00	\$	61,000.00	

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0247

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Planning Commission</p>	<p>A Resolution authorizing the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4), located in Olmsted Township, as a public street (60 feet total) with established setback lines, rights-of-way and easements; authorizing the County Executive to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 4) to public use granted to the County of Cuyahoga and its corporate successors; authorizing the County Executive to execute the final Plat in connection with said dedications; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, pursuant to Ohio Revised Code Section 711.10, the Cuyahoga County Planning Commission has authority to adopt regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed preliminary plan of new major subdivisions; and

WHEREAS, the Cuyahoga County Land Development Regulations originally adopted November 8, 2007 and amended December 9, 2010, require the Cuyahoga County Planning Commission to refer the final dedication plat to the County “for acceptance of dedication of land for any public street, highway or other public ways, open space, or public easement on the final plat;” and

WHEREAS, the Cuyahoga County Planning Commission has granted conditional approval of the Final Plat for Schady Reserve Phase 4 on November 8, 2018; and

WHEREAS, pursuant to the above regulations, acceptance of the dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4) as a public street (60 feet total) with established setback lines, rights-of-way, and easements; and also accepting and dedicating easements for the construction, maintenance, and operation of public facilities and appurtenances in the Schady Reserve Subdivision (Phase 4).

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 County Council hereby authorizes the County Executive to accept dedication of land for Sweet Gum Trail in Schady Reserve Subdivision (Phase 4) as a public street (60 feet total) with established setback lines, rights-of-way, and easements; to accept dedication of easements for construction, maintenance and operation of public facilities and appurtenances in Schady Reserve Subdivision (Phase 4) to public use granted to the County of Cuyahoga and its corporate successors.

SECTION 2. That the County Executive is authorized to execute the final Plat in connection with said dedications of land.

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 _____
_____, 2018

**CUYAHOGA COUNTY PLANNING COMMISSION
RESOLUTION NO. 181108-A**

**Approval of the Final Plat for Schady Reserve PRD
Subdivision Phase 4 located in Olmsted Township.**

WHEREAS, Section 711.10 of the Ohio Revised Code authorizes county planning commissions that have duly adopted regulations and procedures governing the proposed divisions of land to review and approve, approve with conditions, or to disapprove the proposed layouts of new major subdivisions; and,

WHEREAS, the Cuyahoga County Planning Commission has adopted such regulations governing the proposed major subdivision; and,

WHEREAS, on April 11, 2013, the Cuyahoga County Planning Commission adopted Resolution No. 130411-D conditionally approving the overall subdivision layout plan for Schady Reserve PRD Subdivision proposed for permanent parcel 265-16-003, comprised of 38.7 acres and located on the south side of Schady Road, east of Stearns Road, in Olmsted Township; and,

WHEREAS, on April 9, 2015, the Cuyahoga County Planning Commission passed Resolution No. 150409-A, granting conditional approval of the Final Plat for Phase 1 of Schady Reserve PRD Subdivision; and,

WHEREAS, K. Hovnanian Schady Reserve LLC met the conditions of approval, and all appropriate signatories signed the Final Plat mylar and the Final Plat for Phase 1 was recorded with the County Fiscal Office; and,

WHEREAS, on April 13, 2017, the Cuyahoga County Planning Commission passed Resolution No. 170413-D, granting conditional approval of the Final Plat of Phase 2 of Schady Reserve PRD Subdivision; and,

WHEREAS, K. Hovnanian Schady Reserve LLC met the conditions of approval, and all appropriate signatories signed the Final Plat mylar and the Final Plat for Phase 2 was recorded with the County Fiscal Office; and,

WHEREAS, on February 8, 2018, the Cuyahoga County Planning Commission passed Resolution No. 180208-A, granting conditional approval of the Final Plat of Phase 3 of Schady Reserve PRD Subdivision; and,

WHEREAS, K. Hovnanian Schady Reserve LLC met the conditions of approval, and all appropriate signatories signed the Final Plat mylar and the Final Plat for Phase 3 was recorded with the County Fiscal Office; and,

WHEREAS, K Hovnanian Schady Reserve LLC submitted application material for Final Plat approval for Phase 4 of Schady Reserve PRD Subdivision to the Cuyahoga County Planning Commission in October 2018; and,

WHEREAS, County Planning Commission staff circulated copies of said Plan to the Olmsted Township Board of Trustees and other township representatives, the Cuyahoga County Department of Public Works, the Cuyahoga County Law Department, the Cuyahoga County Prosecutor's Office, and the Cuyahoga County Soil and Water Conservation District, in order to receive comments and recommendations from these offices and officials; and,

WHEREAS, the Cuyahoga County Planning Commission staff has received and duly noted comments that have been received from these review authorities.

NOW, THEREFORE, BE IT RESOLVED that the Cuyahoga County Planning Commission grants approval of the Final Plat for Phase 4 of the Schady Reserve PRD Subdivision, based on the following fourteen (14) conditions:

1. All standard maintenance and performance guarantees, to include pavement, sewers, sidewalks, street lighting and street trees, must be submitted, reviewed, approved and signed by all appropriate parties.
2. Additional performance guarantees must be submitted for the following items:
 - a. The installation of access roads to the detention basins.
 - b. The installation for all plantings required in the Stormwater Pollution Prevention Plans that haven't yet been planted.
 - c. The installation of Flexamat bank protection in remaining ungraded sections of the stream until the fill is completed.
3. Submit a Post Construction Stormwater Facility Maintenance agreement to Olmsted Township.
4. Revisions to be submitted to the Articles of Dedication clauses to eliminate the reference to the Township "assessing" any costs of landscape maintenance.
5. Final review and approval of all As-Built drawings that were updated and submitted electronically on November 2, 2018.

6. Copies of the certified As-Built plans with confirmed storm sewer lateral inverts must be submitted to the Olmsted Township Building Department.
7. All required Best Management Practices (BMP's) contained in the approved Stormwater Pollution Prevention Plan must be in place and functional. These include:
 - a. Installation or repair of all soil and sediment erosion and stormwater controls around the entire project, including perimeter and wetland controls storm, temporary and permanent control measures, drain inlet protection along road culvert, and bank protection to the satisfaction of Cuyahoga Soil and Water Conservation District and the Township.
 - b. Installation of skimmer devices on the outlet structures of the stormwater basins.
 - c. Clear delineation from a certified surveyor where the 110-foot impact area covered under the current USACE 404 Permit is located. An explanation must be submitted regarding the amount of armor stone observed on site vs. the approved clearing limits and the USACE permitted stream fills. Any revisions may require approval from Olmsted Township and/or USACE.
 - d. The precast top cone of the drainage structure at the retention basin at the south east of the site shall be realigned.
 - e. Clean out and regrade ditches from the exit at the southerly retention pond into the existing ditch; along the existing ditch to the culvert; and from the culvert to the retention pond phase two of this development.
8. Complete the final grading of common area Blocks that are adjacent to residential lots in accordance with the approved plans, and any other codified grading compliance.
9. Complete and submit sanitary sewer air testing results to CCDPW.
10. Complete and submit sanitary sewer manhole vacuum testing result to CCDPW.
11. Complete sanitary and storm sewer deflection/mandrel testing and sewer inspection and submit results to CCDPW.
12. Submit verification to CCDPW that chimney seals have been installed on the sanitary manholes.
13. Submit any required site videoing that is still outstanding.
14. Submit concrete testing reports to Public Works.

BE IT FURTHER RESOLVED, until such time that the conditions are satisfied and documented with the County Planning staff, the final plat will not be signed by the Executive Director of the Cuyahoga County Planning Commission.

On a motion by Mayor DiCicco, seconded by Mayor Byrne, abstained by Mayor Brennan, the foregoing resolution was duly adopted by unanimous vote.

Attest:



Glenn Coyne, Executive Director



SUBDIVISION REVIEW STAFF REPORT

PROJECT: Schady Reserve Subdivision, Olmsted Township

REQUEST: Final Plat, Phase 4

PREPARED: November 6, 2018

CPC MEETING DATE: November 8, 2018

Applicant/Owner: K Hovnanian Homes, Schady Reserve LLC
6150 Park Square Drive
Lorain, OH 44053

Project Engineer: Polaris Engineering and Surveying, Inc.
Kevin Hoffman, P.E.
34600 Chardon Road, Suite D
Willoughby Hills, OH 44094

Project Description:

Request for approval of the Final Plat for Schady Reserve PRD (Phase 4) Subdivision (PPN 265-16-003). The entire Schady Reserve Subdivision consists of 38.7 acres and will have 87 single-family sublots when finished. Phases 1 and 2, consisting of 16.9 acres and 42 sublots, are complete. The Final Plat of Phase 3, consisting of 7.3 acres and 23 sublots, was conditionally approved by the Cuyahoga County Planning Commission in February of 2018, and homes are under construction. In October of 2018, K Hovnanian Developers submitted a complete Final Plat Application for the fourth and final phase of Schady Reserve Subdivision. The Final Plat includes the creation of 22 additional sublots on 13.27 acres of land. Phase 4 also proposes the creation of Blocks 'E' (6.49 acres of openspace), and Block 'F' (0.24 openspace acres encompassed by a drainage easement); an additional 1,175 lineal feet of public road and 1,825 lineal feet of sidewalk.

Property Location:

The property is located on the south side of Schady Road, east of Sharp Road in Olmsted Township.

Project History:

May 2007	Applicant (DiSanto Enterprise) went before Olmsted Township Board of Zoning Appeals and requested 2.7 du/ac. Public hearing on a variance which was granted to allow the PRD zoning district rezoning without the 100 minimum acres required, with a density of 2.25.
June 2007	Olmsted Township Zoning Commission reviewed and approved the general development plan and preliminary development plan with public roads, public utilities at their regular meeting.
Dec 2008	A general development plan was reviewed and approved by the Olmsted Township Trustees in accordance with the Olmsted Township Zoning Resolution.
April 2013	Cuyahoga County Planning Commission passed Resolution No. 130411-D, conditionally approving the Overall Preliminary Plan including Phase 1 for Schady Reserve PRD.
April 2015	The Cuyahoga County Planning Commission passed Resolution No. 150409-A, conditionally approving the Final Plat for Phase 1 of Schady Reserve PRD Subdivision, submitted by K. Hovnanian Schady Reserve LLC. Phase 1 created 25 residential sublots, on 10.07 acres of land.
April 2017	Cuyahoga County Planning Commission passed Resolution No. 170413-D, conditionally approving the Final Plat of Phase 2 of Schady Reserve, consisting of 6.8 acres with 17 sublots.
April 2017	Cuyahoga County Planning Commission passed Resolution Nos. 170413-E, conditionally approving the Preliminary Plans for Phases 3 and 4, respectively.

February 2018	Cuyahoga County Planning Commission passed Resolution Nos. 180208-A, conditionally approving the Final Plat of Phase 3, consisting of 7.3 acres of land with 23 additional sublots.
February 2018- June 2018	Cuyahoga County Department of Public Works received, reviewed, and approved improvement plans submitted by K. Hovnanian Homes for Schady Reserve Phase 4. Improvements were subsequently constructed then inspected by Public Works.
October 2018	K. Hovnanian Schady Reserve LLC submitted a complete Final Plat application for Schady Reserve Phase 4 to the Cuyahoga County Planning Commission for review and comment. Phase 4 includes the creation of 22 additional sublots on 13.3 acres of land.

Review Comments/Recommendations to Date:

In accordance with Section 104.12 of the Cuyahoga County Subdivision regulations, the appropriate reviewing agencies were asked to review and comment on the Final Plat’s compliance to Township Regulations (2000), and Articles 1 and 2 of the Cuyahoga County Land Development Regulations (2007). As of October 30th, 2018, the following comments have been received:

1. CHIEF SURVEYOR (Department of Public Works): **No comment.**
2. CONSTRUCTION (Department of Public Works): **No recommendation made, but the following comments were submitted:**

The Development Construction of Schady Reserve Phase #4 was found to be satisfactory. The Construction Department recommends the following additional steps be required of the developer prior to accepting the Final Plat.

The following items were noted as is progress, incomplete, or requested to be completed at the time of the walk through.

- a. The final mandrel testing and sewer inspection is still in progress. The 60 days testing was noted to be scheduled and then required to be submitted and approved. The County was going to check the submittal status of any site videoing that was completed.

- b. Concrete testing was witnessed on the days of concrete placement, but no testing reports have been received for the project records.
- c. It was noted that as part of the acceptance the codified grading compliance will be required.
- d. There was some brush and downed trees left from the clearing and grubbing along the property lines that was required to be removed.
- e. The erosion control matting shown on page 8 of the plans still required placement.
- f. The rock channel at the inflow and outfall of the culvert is required to be placed, please advise our inspector when this is scheduled.
- g. The precast top cone of the drainage structure at the retention basin at the south east of the site shall be realigned.
- h. The Chimney seals on the sanitary manholes were not confirmed to be in place at the time of this walk through.
- i. The ditches on the phase require cleanout and re-establishment of grade were required. This is from the exit at the southerly retention pond into the existing ditch and along the existing ditch to the culvert and from the culvert to the retention pond placed in phase two of this development.
- j. It was also noted that the Soil and Water requirements must be met for winter stabilization and that the sediment control will be require to be switched from the accepted construction phase to the housing development stage of the planning documents.

3. SANITARY ENGINEERING GROUP (Department of Public Works): **No recommendation made, but the following comments were submitted:**

The following required items have not been submitted but should be provided before final acceptance of Schady Reserve Phase 4.

- a. Sanitary sewer air testing results;
- b. Sanitary sewer manhole vacuum testing results;
- c. Sanitary and storm sewer deflection testing results.
- d. Verification that chimney seals have been installed on the sanitary manholes.

4. CUYAHOGA COUNTY SOIL AND WATER CONSERVATION DISTRICT:
Recommends disapproval.

The Stormwater Pollution Prevention Plan (SWP3) implementation associated with this project is in compliance with typical routine maintenance of the temporary erosion and sediment controls. However:

- a. **Updated:** Installation of erosion protection features for completed improvements and any temporary winter measures required, including the segments of the creek where armoring cannot be installed until the fill has been completed. Provide batch tickets for out-of-season (dormant) seed mix for over-winter stabilization to Cuyahoga SWCD.
- b. Perimeter controls around the entire project are missing or damaged and in need of repair beyond typical maintenance.
- c. The orange silt fencing demarcating the wetland areas is missing or damaged and need to be repaired and reinstalled as per the approved SWP3.
- d. Skimmer devices have not been installed on the outlet structures of the stormwater basins.
- e. It is unclear where the authorized 110-foot impact area covered under the current USACE 404 Permit is located. It is requested that the surveyor stake out the impact area. Please provide an explanation for the amount of armor stone observed on site vs. the approved clearing limits and the USACE permitted stream fills. Any revisions may require approval from Olmsted Township and/or USACE.
- f. Storm drain inlet protection has not installed in any of the catch basins along the road.

5. OLMSTED TOWNSHIP TRUSTEES: **No comment.**

6. OLMSTED TOWNSHIP ADMINISTRATOR: **No comment.**

7. OLMSTED TOWNSHIP BUILDING OFFICIAL AND ENGINEER: **Recommends conditional approval.**

Conditions of approval include:

- a. All required BMP's contained in the approved Stormwater Pollution Prevention Plan must be in place and functional prior to the start of trenching for private utilities. This would include inlet protection, installation of all fencing of wetland areas, erosion protection features and any temporary winter measures required.

Presently, the fill directly adjacent to the creek is not complete. The final fill levels will not be obtained until the individual lots are built upon, therefore the placement if that erosion protection will not be feasible at this time.

Developer should be required to install the Flexamat bank protection in the segments of the creek that are at final grade and to bond the remainder of this installation until the fill is completed. If the Township will be expected to perform site inspections during the final installation, this guarantee should include a deposit of appropriate inspection costs. The time period allowed for that final installation will also need to be defined.

- b. The developer should submit appropriate guarantees for street lights and street trees based on the estimates presented by Polaris.
- c. The final grading of Blocks that are adjacent to, but not part of the grading of individual lots, should be completed in accordance with the approved plans prior to the start of home construction.
- d. Copies of the certified As-Built plans with confirmed storm sewer lateral inverts must be submitted to the Olmsted Township Building Department.
- e. Developer should file performance guarantees for installation of access roads to the detention basins and all plantings required in the SWP3 plans that will be installed after the construction of homes. Installation costs will need to be reviewed and approved by the Township or its representative. If that installation is to be monitored by the Township, appropriate inspection fees for that deferred construction will also be required to be deposited with the Township.
- f. A Post Construction Stormwater Facility Maintenance agreement will need to be filed with Olmsted Township.

- g. The wording on the second paragraph in the dedication clauses should be revised to eliminate the reference to the Township “assessing” any costs of landscape maintenance. Townships are not permitted to assess costs.

8. **Olmsted Township Police and Fire Departments:**

Ensure hydrant spacing meets regulations and is acceptable to both County Public Works and to Township safety forces.

9. **County Law Department: No comment.**

Staff Recommendation:

Cuyahoga County Planning Commission (County Planning) staff has reviewed the Final Plat for Phase 4 of Schady Reserve PRD Subdivision and found it consistent with the overall plan that was approved by the Cuyahoga County Planning Commission in April 2013 with Resolution No. 130411-D, as well as the Preliminary Plan for Phase 4 that was approved by the Cuyahoga County Planning Commission in April 2017 with Resolution No. 170413-E.

Conditions of approval that were listed in the Resolution No. 170413-E that pertain to Schady Reserve Phase 4 have been met to the satisfaction of both CCPW, County Planning, and the Township. Outstanding items noted by the Cuyahoga Soil and Water Conservation District and the Township are in progress and can be accomplished in the near future.

Therefore, the Cuyahoga County Planning Commission staff recommends that the Final Plat for Phase 4 of Schady Reserve be **conditionally approved** pending the following completed actions:

- 1. DOCUMENT SUBMISSION:
 - a. All standard maintenance and performance guarantees (pavement, sewers, sidewalks, street lighting and street trees), must be submitted, reviewed, approved and signed by all appropriate parties.
 - b. Additional performance guarantees must be submitted for:
 - i. The installation of access roads to the detention basins.

- ii. The installation for all plantings required in the Stormwater Pollution Prevention Plans that haven't yet been planted.
 - iii. The installation of Flexamat bank protection in remaining ungraded sections of the stream until the fill is completed.
 - c. Submit a Post Construction Stormwater Facility Maintenance agreement to Olmsted Township.
 - d. Revisions to be submitted to the Articles of Dedication clauses to eliminate the reference to the Township "assessing" any costs of landscape maintenance.
 - e. Final review and approval of all As-Built drawings that were updated and submitted electronically on November 2, 2018.
 - f. Copies of the certified As-Built plans with confirmed storm sewer lateral inverts must be submitted to the Olmsted Township Building Department.
- 2. STORMWATER/SEDIMENT and EROSION CONTROL MEASURES: All required BMP's contained in the approved Stormwater Pollution Prevention Plan must be in place and functional. These include:
 - a. Installation or repair of all soil and sediment erosion and stormwater controls around the entire project, including perimeter and wetland controls storm, temporary and permanent control measures, drain inlet protection along road culvert, and bank protection to the satisfaction of Cuyahoga Soil and Water Conservation District and the Township.
 - b. Installation of skimmer devices on the outlet structures of the stormwater basins.
 - c. Clear delineation from a certified surveyor where the 110-foot impact area covered under the current USACE 404 Permit is located. An explanation must be submitted regarding the amount of armor stone observed on site vs. the approved clearing limits and the USACE permitted stream fills. Any revisions may require approval from Olmsted Township and/or USACE.
 - d. The precast top cone of the drainage structure at the retention basin at the south east of the site shall be realigned.

- e. Clean out and regrade ditches from the exit at the southerly retention pond into the existing ditch; along the existing ditch to the culvert; and from the culvert to the retention pond phase two of this development.

3. ADDITIONAL CONSTRUCTION OR TESTING:

- a. Complete the final grading of common area Blocks that are adjacent to residential lots in accordance with the approved plans, and any other codified grading compliance.
- b. Complete and submit sanitary sewer air testing results to CCDPW.
- c. Complete and submit sanitary sewer manhole vacuum testing result to CCDPW.
- d. Complete sanitary and storm sewer deflection/mandrel testing and sewer inspection and submit results to CCDPW.
- e. Submit verification to CCDPW that chimney seals have been installed on the sanitary manholes.
- f. Submit any required site videoing that is still outstanding.
- g. Submit concrete testing reports to Public Works.

Once the above conditions have been satisfied, the Director of the Cuyahoga County Planning Commission will sign the Final Plat, at which point it can be recorded and new sublots created.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0248

Sponsored by: County Executive Budish/Fiscal Officer/County Treasurer	A Resolution authorizing a contract with Finch Investment Group, LLC, as purchaser and servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Ohio Revised Code Section 5721.33 authorizes the County to negotiate the sale and transfer of tax certificates; and,

WHEREAS, the County Executive, through the County Treasurer, is recommending a contract with Finch Investment Group, LLC, as purchaser and servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates; 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 agency.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Finch Investment Group, LLC, as purchaser and servicer, in the amount not-to-exceed \$12,000,000.00 for the sale of tax lien certificates.

SECTION 2. That the County Executive and County Treasurer are authorized to execute the contract and all other documents consistent with this Resolution.

SECTION 3. Bids were solicited via the National Tax Lien Association website. To the extent an exemption from competitive bidding is needed, it is hereby granted.

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 Assigned:

Journal _____
_____, 2018

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

Treasury; RQ# N/A 2018 Treasury/FIG OH18, LLC, Negotiated Agreement for Tax Lien Sale

A. Scope of Work Summary

1. The Treasury is requesting approval of a negotiated tax lien sale with FIG OH18, LLC for the anticipated purchase of delinquent taxes resulting in the issuance of Tax Lien Certificates for various parcels.

Prior Resolution Number for the Tax Lien Certificate Sale is R2016-0185.

Describe the exact services being provided. The anticipated start-completion dates are both November 30, 2018.

2. The primary goals of the project are reduce the Real property tax delinquency and provide revenue to municipalities.

3. The project is not mandated by the ORC but Allowed in Section 5721.30 -.46 as an alternative delinquent tax collection measure. This affects the entire County.

4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment: N/A

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 an Alternative Procurement method, soliciting bids from interested Tax Lien Purchasers. The total value of the sale will not exceed 12,000,000.00
2. The bids were due on October 30, 2018 . (*When applicable*) There is no SBE or DBE participation/goal.
3. There were 3 Responses submitted to the County, 3 responses submitted for review, and 1 purchaser selected.
4. N/A [*Option 2*] The proposed (contract, loan, agreement, etc.) is an OPD approved sole source item with materials attached.
- 5.N/A [*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.
6. N/A [*Option 4*] If an RFP Exemption is being requested please list the reason a competitive process was not utilized.

C. Contractor and Project Information

1. The address(es) of all vendors and/or contractors is (provide the full address in the following format):
FIG OH18, LLC
1000 Riverside Ave, Suite 400
Jacksonville, FL 32204
Council District N/A
2. The Executive Director for the contractor/vendor is Donald Miles.
- 3.a N/A [*When applicable*] The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):
(Vendor/Contractor Name)
(Street Number and Name)
(City, State, and Zip Code)
- 3.b The project is located in all Council Districts.

D. Project Status and Planning

1. The project reoccurs bi-annually however, there is the option for the agreement to be canceled after 1 year.
2. The project has 1 phase. The next steps, dates, and anticipated cost of these are the actual sale of the portfolio which is scheduled for November 30, 2018.
3. The project is on a critical action path because the tax payer has been advised that they have until November 29, 2018 to pay the delinquent or enter into a delinquent tax repayment agreement. Failure to transfer/sale the debt on 11/30/18, places the tax payer at a negative disadvantage by not properly offering more time rectify the debt. Additionally, Statutory interest is added on December 1 of each year resulting in another 4% of the tax amount being added to the balance already due.
4. [*When applicable*] The project's term has (already begun or ended). State the timeline and reason for late submission of the item.
5. [*When applicable*] The contract or agreement needs a signature in ink by (enter date).

E. Funding

1. There are no County Funds being expended. This sale is an additional tax collection effort that results in revenue for the County's Tax Administration Fund as well as additional tax revenue for municipalities.
2. The County will receive 1 lump sum payment to cover this.
3. N/A [*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).

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

N/A 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.

SCORING

	<i>FIG</i>	<i>NAR</i>	<i>TAX EASE</i>
TOTAL	1,155	861	1,895
Total Bid 11.7.18	\$ 10,412,052.51	\$ 5,737,250.80	\$ 14,658,453.02
Proposed Int. Rate	14%	17.5%	15%
Bid Scores	179	158	150

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0249

Sponsored by: County Executive Budish/Department of Law/Division of Risk Management	A Resolution authorizing an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; 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 Law/Division of Risk Management has recommended an amendment to Contract No. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00; and

WHEREAS, the primary goal of this project is to continue to provide expert risk management and brokerage services; and

WHEREAS, the project is funded with the General Fund and Health and Human Service Levy 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. CE1600270-01 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2017 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,447,446.00.

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

Law Department; RQ# LA-16-37936; 2018; Hylant Group, Inc; Contract Amendment; Insurance Brokerage and Risk Consultant Services

A. Scope of Work Summary

1. The Law Department is requesting approval of a contract amendment with Hylant Group, Inc. for the anticipated cost of \$1,447,446.00, not-to-exceed \$4,337,446.00.

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

- First Amendment: R2017-0232
- Original Contract: R2016-0198

Describe the exact services being provided. The anticipated start-completion dates are (1/1/2017- 12/31/2019).

2. The primary goals of the project are to provide adequate insurance coverages for the County and provide risk consulting services to the various departments within the County.

B. Procurement

1. The procurement method for this project was RFQ. The total value of the RFQ is \$4,337,446.

2. The RFQ was closed on 9/9/2016. There is an SBE participation/goal of 15%/10%

3. There were 3 bids pulled from OPD, 3 bids submitted for review, and 3 bids approved.

C. Contractor and Project Information

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

Hylant Group, Inc.
6000 Freedom Square Dr.

Independence, OH 44131
Council District 6

2. The Senior VP for Hylant Group Inc. is Todd Schreck. The Client Executive for Hylant Group, Inc. is Tom Kelsey.

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded (100% by the General Fund *or* list the exact name of the Funding Source(s) **(Do not use acronyms or Index Codes)** and percentages of each special revenue fund that contributes funding and in what amount).

2. The schedule of payments is by invoice.

3. The project is an amendment to a contract. This amendment changes the value and the term and is the second amendment of the contract. The history of the amendments is: first amendment: \$1,445,000 to extend the term to from 12/31/2017 to 12/31/2018.

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

N/A

CONTRACT HISTORY/EVALUATION FORM

Contractor						Hylant Group, Inc.									
Contract/Agreement No.						CE1600270									
RQ#						LA-16-37936									
Time Period of Original Contract						1/1/2017-12/31/2017 - Option exercised for 1/1/2018-12/31/2018									
Background Statement															
Service Description						Insurance Brokerage and Risk Consultant Services									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$1,445,000.00						11/29/2016		R2016-0198	
Prior Amendment Amounts (List separately)								\$1,445,000.00		12/31/2018		12/12/2017		R2017-0232	
Pending Amendment								\$1,447,446.00		12/31/2019					
Total Amendment(s)								\$2,890,000.00							
Total Contract Amount						\$1,445,000.00		\$4,337,446.00							
Performance Indicators						The vendor's ability to procure insurance policies with the proper limits at or below budgeted amounts									
Actual performance versus performance indicators (include statistics):						In 2017, Hylant had a budget of \$1,445,000 and procured the policies for \$1,322,595 for a savings of \$122,405. In 2018, Hylant had a budget of \$1,445,000 and procured the policies for \$1,429,151 for a savings of \$15,849. Hylant has also been instrumental in assisting the County in mitigating risk and costs									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						Hylant's ability to balance increasing premiums in certain areas with savings in other areas to keep costs slightly below the budgeted amounts.									
Dept. Contact						Jonathan McGory									
User Dept.						Law									
Date						8/29/2018									

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0250

<p>Sponsored by: County Executive Budish on behalf of Cuyahoga County Board of Developmental Disabilities</p>	<p>A Resolution authorizing a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland; authorizing the County Executive to execute the purchase agreement, quitclaim deed and all other documents related to this conveyance and consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive has recommended a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland, Ohio; and

WHEREAS, all documents necessary to complete this conveyance shall be placed with Cuyahoga County and the quitclaim deed shall be recorded on or about but not after February 25, 2019; and

WHEREAS, County Council has determined that entering into the proposed purchase agreement and authorizing the quitclaim deed is in the best interest of the County; 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 Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in the City of East Cleveland.

Journal _____
_____, 20__

Public Works is requesting approval of a Purchase and Sale Agreement with Cuyahoga County Board of Developmental Disabilities in the amount of \$1.00 for the purchase of two vacant parcels known as Permanent Parcel Nos. 673-27-049 and 673-27-050 located in East Cleveland, Ohio.

A. Scope of Work Summary

1. Amount is \$1.00. Estimated value for the vacant parcels is \$25,000. Transfer necessary in order to market the parcels as part of a larger BODD facility located at 14800 Private Drive, East Cleveland, pursuant to an RFP.

2. The primary goals of the project are:

BODD is statutorily required to divest of certain real estate properties. The County holds title to 14800 Private Drive, East Cleveland and is planning to market it, through its broker Allegro, in conjunction with the 2 vacant properties that are subject to the agreement.

The purpose of this Purchase and Sale Agreement is to aid BODD in maximizing the value of the BODD facility located 14800 Private Drive, East Cleveland

B. Procurement

1. The procurement method is purchase and sale agreement.

C. Contractor and Project Information

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

(Vendor/Contractor Name)

(Street Number and Name)

(City, State, and Zip Code)

Council District (xx)

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0251

Sponsored by: County Executive Budish/Department of Public Safety and Justice Services	A Resolution making an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; authorizing the County Executive to execute the contract 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 and Justice Services has recommended an award on RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023; and

WHEREAS, the primary goals of this project are to acquire a new hosted and supported mass notification system to expand the functionality, redundancy and throughput of the current alert program. The mass notification system is used to transmit warnings, alerts, recalls, notifications, emergency communications and administrative announcements over multiple pathways to County employees, residents and organizations, including the County government, municipal governments, multi-jurisdictional response teams, regional governmental bodies, public health organizations and non-governmental organizations; and

WHEREAS, this project is funded 100% 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 RQ43173 to OnSolve Intermediate Holding Company, Inc. in the amount not-to-exceed \$588,000.00 for a Mass Notification System for the period 12/12/2018 - 12/11/2023.

Journal _____
_____, 2018

OnBase Item Detail Briefing Memo - Form

Title:

Department of Public Safety and Justice Services; RQ# 43173 2018 OnSolve Intermediate Holding Company, Inc.; Contract Mass Notification System

A. Scope of Work Summary

1. Department of Public Safety and Justice Services requesting approval of a contract with OnSolve Intermediate Holding Company, Inc. for the anticipated cost not-to-exceed \$588,000.00.

This contract is for OnSolve to provide the County with a Mass Notification Service via an easy-to-use software-as-a-service based technology. The solution will provide an intuitive message creation and dissemination process with the ability to distribute messages via landline, VoIP, cell phone, SMS text, email, CodeRED Mobile Alert app, IPAWS, and social media networks. The anticipated start-completion dates are 12/12/2018- 12/11/2023.

2. The primary goals of the project were to acquire a new hosted and supported mass notification system to expand the functionality, redundancy and throughput of the current alert program. The mass notification system is used to transmit warnings, alerts, recalls, notifications, emergency communications and administrative announcements over multiple pathways to County employees, residents and organizations, including the County government, municipal governments, multi-jurisdictional response teams, regional governmental bodies, public health organizations and non-governmental organizations.

3. Technology Items - If the request is for the purchase of software or technical equipment:

- a) Please state the date of TAC Approval – On 11/15/18 meeting
- b) Are the purchases compatible with the new ERP system? – n/a
- c) Is the item ERP approved – n/a
- d) Are the services covered by the original ERP budget – n/a

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$588,000.00.

2. The RFP closed on 08/09/2018. There was an SBE goal of 3%, MBE goal of 12% and WBE goal of 5%.

3. There were 8 proposals submitted for review and 8 proposals approved.

C. Contractor and Project Information

1. The address of the vendor is:

OnSolve, LLC
780 W Granada Blvd
Ormond Beach, FL 32714
Council District – n/a

2. The CFO for the contractor/vendor is Pat Clark.

D. Project Status and Planning

1. The project reoccurs annually.

2. The project is on a critical action path because the new system must be in place before the contract with the current vendor runs out (March 10, 2019). The new vendor, OnSolve, will need time to set up the system and migrate existing data (registered users) into the new system.

E. Funding

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

Year 1

Emergency Management - \$105,000
Public Safety Grants Administration - \$15,000

Years 2-5

Emergency Management - \$117,000

2. The schedule of payments is annually.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: JA-18-43173

RFB/RFP/RFQ DUE DATE: August 9, 2018

ESTIMATE: \$120,000.00

*PRICE PREFERENCE LOWEST BID REC'D \$

MAX SBE PRICE PREF \$

REQUESTING DEPARTMENT: Department of Public Safety & Justice Services

COMMODITY DESCRIPTION: Mass Notification System

SBE GOAL: 3%, MBE: 12%, WBE: 5%

PRICE PREF % & \$ LIMIT:

Add 2%, Total is:

TYPE: (RFB/RFP/RFQ): RFP

NUMBER OF RESPONSES: 34/8

DOES PRICE PREFERENCE APPLY? Yes No

Minus \$, =

	Bidders'/Vendors' Name and Address	Buyer Administrative Review:	Price Preference	SBE:		Dept. Tech. Review	Award: (Y/N)
1.	AT&T Business 6889 W Snowville Rd., 1360 Brecksville, OH 44141	Plan Holder's List: Yes IG Registration Complete: Yes IG Number: 12-0551 Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:		Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total SBE %	SBE% 0 MBE% 0 WBE% 0				
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18	SBE Comments and Initials:	Full waiver requested – "...does not use subcontractors to provide this service" EN 8/13/2018 LML 8/14/18				
		SBE Subcontractor Name:					
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total SBE %					
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Comments					

Transaction ID:

	Bidders'/Vendors' Name and Address	Buyer Administrative Review:	Price Preference	SBE:		Dept. Tech. Review	Award: (Y/N)
				and Initials:			
2.	Blackboard, Inc. 1111 19 th St., NW Washington, DC 20036	Plan Holder's List: Yes IG Registration Complete: No IG Number: N/A Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:		Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Total SBE %	SBE% 0 MBE% 0 WBE% 0						
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18						
SBE Comments and Initials:	Full waiver requested – “This contract will be for software and no subcontractors will be necessary.” EN 8/13/2018 LML 8/14/18						
SBE Subcontractor Name:							
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Total SBE %							
SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No						
SBE Comments and Initials:							
3.	CivicReady 302 South 4 th Street, Suite 500 Manhattan, KS 66502	Plan Holder's List: Yes IG Registration Complete: No IG Number: N/A Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	(MAPA) Net Activity, Inc. SBE/MBE – 15%	Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Total SBE %	SBE% 0 MBE% 15 WBE% 0						
SBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LML 8/14/18 <input type="checkbox"/> No						

	Bidders'/Vendors' Name and Address	Buyer Administrative Review:	Price Preference	SBE:		Dept. Tech. Review	Award: (Y/N)		
				SBE Comments and Initials:	Partial waiver requested – EN – 8/13/2018 LML 8/14/18				
				SBE Subcontractor Name:					
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
				Total SBE %					
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
				SBE Comments and Initials:					
4.	Everbridge 25 Corporate Drive, Floor 4 Burlington, MA 01803 USA	Plan Holder's List: Yes IG Registration Complete: No IG Number: N/A Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:		Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
				Total SBE %	SBE% 0 MBE% 0 WBE% 0				
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18				
				SBE Comments and Initials:	Full waiver requested – “....provided written explanation..” Document with explanation not found. EN – 8/13/2018 LML 8/14/18				
				SBE Subcontractor Name:					
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No				
				Total SBE %					

Transaction ID:

	Bidders'/Vendors' Name and Address	Buyer Administrative Review:	Price Preference	SBE:		Dept. Tech. Review	Award: (Y/N)
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:			

Transaction ID:

5.	Inspiron Logistics LLC 4000 Embassy Pkwy, Suite 100 Akron, OH 44333	Plan Holder's List: Yes IG Registration Complete: No IG Number: N/A Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				Total SBE %	SBE% 0 MBE% 0 WBE% 0		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18		
				SBE Comments and Initials:	Full waiver requested – “not using subcontractors” EN 8/13/2018 LML 8/14/18		
				SBE Subcontractor Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:			
6.	OnSolve, LLC 780 West Granada Blvd. Ormond Beach, FL 32174	Plan Holder's List: Yes IG Registration Complete: No IG Number: N/A Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommending award to vendor submitting highest rated proposal.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				Total SBE %	SBE% 0 MBE% 0 WBE% 0		
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18		
				SBE Comments and Initials:	Full waiver requested. “ ...do not utilize any third parties or sub-contractors..” EN – 8/13/2018 LML 8/14/18		

				SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:		
7.	SwiftReach Networks, Inc. 14 Industrial Road STE 4 Mahwah, NJ 07430	Plan Holder's List: Yes IG Registration Complete: No IG Number: N/A Non-Collusion Affidavit: Yes Cooperative Purchasing Form: Yes Compliant: Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Total SBE % SBE% 0 MBE% 0 WBE% 0 SBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18 SBE Comments and Initials: Full waiver requested. "...for quality and security reasons, does not employ third-party contractors." EN – 8/13/2018 LML 8/14/18 <hr/> SBE Subcontractor Name: SBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No Total SBE % SBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE Comments and Initials:	Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8.	Verizon Wireless 2000 Highland Road	Plan Holder's List: Yes IG Registration Complete: No	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE Subcontractor Name:	Recommending award to vendor submitting highest rated proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Twinsburg, OH 44087	IG Number: N/A Non-Collusion Affidavit: No Cooperative Purchasing Form: No Compliant: No		Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LML 8/14/18		
				SBE Comments and Initials:	No document submitted. EN – 8/13/2018 LML 8/14/18		
				SBE Subcontractor Name:			
				SBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				Total SBE %			
				SBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
				SBE Comments and Initials:			

Transaction ID:

Vendor Name	ATT	Blackboard	CivicReady	Everbridge	Inspiron	OnSolve	SwiftReach	Verizon
Address	6889 W Snowville Rd., 1360 Brecksville, OH 44141	1111 19th St. NW Washington, DC 20036	302 South 4th St. Ste. 500 Manhattan, KS 66502	25 Corporate Dr., Floor 4 Burlington, MA 01803	4000 Embassy Pkwy, Ste 100 Akron, OH 44333	780 W. Granada Blvd. Ormond Beach, FL 32174	14 Industrial Rd. Ste. 4 Mahwah, NJ 07430	2000 Highland Rd. Twinsburg, OH 44087
Price	\$596,050.00	\$883,923.75	\$517,533.00	\$1,012,769.98	\$366,250.00	\$585,000.00	\$902,475.00	\$0.00
Proposal Score	86.60	74.80	88.25	88.80	82.30	111.25	93.35	14.80
Post Interview Rank						1	2	

Evaluators:

Mark Christie
Mary Kay Costello
Kevin Friis
Peter Greene
Adam Griffith
David Sems
Mary Beth Vaughn

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0252

Sponsored by: County Executive Budish/Clerk of Courts	A Resolution authorizing an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; 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/Clerk of Courts has recommended an amendment to Contract No. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00; and

WHEREAS, the primary goal of this project is to continue the processing and electronic return of certified mail receipts; and

WHEREAS, the project is funded with funds from the General Fund already appropriated to the Clerk of Courts for postage; 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. CE1500307-01 with Mid-West Presort Mailing Services, Inc. for electronic certified mail services for the period 10/1/2015 - 9/30/2018 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$1,000,000.00.

Item No. 5

Clerk of Courts

Requesting approval of a contract amendment with Midwest Direct Presort Mailing Services Inc. for the anticipated cost not to exceed \$1,000,000.

Contract No. CE1500307 Requisition No. 33906

Mailing services including but not limited to collecting and sorting first class, metered mail, metering of certified mail, processing of additional parcel and flat mailings, the submission of mail to the USPS for delivery and the electronic return of certified mail receipts. Amending contract to extend the term from September 30, 2018 to December 31, 2022.

The primary goals of the project are efficiencies created by the electronic return of certified mail receipts and reduced postage rates as a result of services provided by vendor.

The mailing services provided are mandated by Ohio Revised Code Rules of Civil Procedure for Courts in Ohio (Rule 4).

Procurement

The procurement method for this project was sole source. The total value of the is \$1,000,000.

The original contract was approved on October 12, 2015.

The proposed contract is an OPD approved sole source item with materials attached.

Contractor and Project Information

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

Midwest Direct Presort Mailing Services, Inc.

2222 West 110th Street

Cleveland, Ohio 44102

Richard T. Gebbie, Chief Executive Officer.

Project Status and Planning

The project reoccurs annually.

Funding

The project is funded 100% by General Fund.

The schedule of payments is by invoice.

The project is an amendment to a Contract No. CE1500307. This amendment extends the term of the contract to December 31, 2022 and includes \$1,000,000 additional funds. This is the first amendment of the contract.

CONTRACT HISTORY/EVALUATION FORM

Contractor						Midwest Direct Presort Mailing Services, Inc.									
Contract/Agreement No.						CE1500307									
RQ#						33906									
Time Period of Original Contract						October 1, 2015 - September 30, 2018									
Background Statement															
Service Description						Mailing services for the Clerk of Court's Office									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$750,000.00						10/12/2015		R2015-0232	
Prior Amendment Amounts (List separately)															
Pending Amendment								\$1,750,000.00		12/31/2022					
Total Amendment(s)															
Total Contract Amount															
Performance Indicators															
Actual performance versus performance indicators (include statistics):															
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						No complaints with services provided.									
Dept. Contact						Michael Smotek									
User Dept.						Clerk of Courts									
Date						10/5/2018									

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0253

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00; 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, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00 as follows:

- a) Previously approved providers:
 - i) Adelphoi Village, Inc.
 - ii) Applewood Centers, Inc.
 - iii) Artis’s Tender Love & Care, Inc.
 - iv) The Bair Foundation
 - v) Beech Brook

- vi) Bellefaire Jewish Children’s Bureau
- vii) BHC Belmont Pines Hospital, Inc.
- viii) BHC Fox Run Hospital, Inc.
- ix) Caring for Kids, Inc.
- x) Carrington Youth Academy LLC
- xi) Catholic Charities Corporation
- xii) Christian Children’s Home of Ohio, Inc.
- xiii) The Cleveland Christian Home Incorporated
- xiv) Cornell Abraxas Group, Inc.
- xv) Detroit Behavioral Institute, Inc.
- xvi) The Glen Mills Schools
- xvii) House of New Hope
- xviii) In Focus of Cleveland, Inc.
- xix) Keystone Richland Center LLC
- xx) Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- xxi) Lutheran Metropolitan Ministry
- xxii) National Youth Advocate Program, Inc.
- xxiii) New Beginnings Residential Treatment Center, LLC
- xxiv) New Directions, Inc.
- xxv) OhioGuidestone
- xxvi) Ohio Mentor, Inc.
- xxvii) Pathway Caring for Children
- xxviii) Pressley Ridge
- xxix) Quality Care Residential Homes, Inc.
- xxx) Reach Counseling Services
- xxxi) Rite of Passage, Inc.
- xxxii) Specialized Alternatives for Families and Youth of Ohio, Inc.
- xxxiii) Tri-State Youth Authority, Inc.
- xxxiv) The Twelve of Ohio, Inc.
- xxxv) The Village Network
- xxxvi) Gracehaven, Inc.
- xxxvii) Lighthouse Youth Services, Inc.
- xxxviii) RTC Resource Acquisition Corporation
- xxxix) ENA, Inc. dba Necco Center

b) New provider:

- i) Homes for Kids of Ohio, Inc.

WHEREAS, the purpose of this project is to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care; and

WHEREAS, the funding for this project is as follows: (a) 30% from Federal Funds Title IV-E and (b) 70% from Health and Human Services Levy 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 an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018, to authorize an exemption with regard to Homes for Kids of Ohio, Inc. in accordance with Cuyahoga County Code Section 501.12(B)(10), to add a new provider Homes for Kids of Ohio, Inc. for the period 10/1/2018 - 12/31/2018, to change the scope of services, effective 10/1/2018, and for additional funds in the total amount not-to-exceed \$7,069,870.00 as follows:

a) Previously approved providers:

- i) Adelphoi Village, Inc.
- ii) Applewood Centers, Inc.
- iii) Artis's Tender Love & Care, Inc.
- iv) The Bair Foundation
- v) Beech Brook
- vi) Bellefaire Jewish Children's Bureau
- vii) BHC Belmont Pines Hospital, Inc.
- viii) BHC Fox Run Hospital, Inc.
- ix) Caring for Kids, Inc.
- x) Carrington Youth Academy LLC
- xi) Catholic Charities Corporation
- xii) Christian Children's Home of Ohio, Inc.
- xiii) The Cleveland Christian Home Incorporated
- xiv) Cornell Abraxas Group, Inc.
- xv) Detroit Behavioral Institute, Inc.
- xvi) The Glen Mills Schools
- xvii) House of New Hope
- xviii) In Focus of Cleveland, Inc.
- xix) Keystone Richland Center LLC
- xx) Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- xxi) Lutheran Metropolitan Ministry
- xxii) National Youth Advocate Program, Inc.
- xxiii) New Beginnings Residential Treatment Center, LLC
- xxiv) New Directions, Inc.
- xxv) OhioGuidestone
- xxvi) Ohio Mentor, Inc.
- xxvii) Pathway Caring for Children
- xxviii) Pressley Ridge
- xxix) Quality Care Residential Homes, Inc.

- xxx) Reach Counseling Services
- xxxii) Rite of Passage, Inc.
- xxxiii) Specialized Alternatives for Families and Youth of Ohio, Inc.
- xxxiv) Tri-State Youth Authority, Inc.
- xxxv) The Twelve of Ohio, Inc.
- xxxvi) The Village Network
- xxxvii) Gracehaven, Inc.
- xxxviii) Lighthouse Youth Services, Inc.
- xxxix) RTC Resource Acquisition Corporation
- ENNA, Inc. dba Necco Center

b) New provider:

- i) Homes for Kids of Ohio, Inc.

SECTION 2. That the County Executive is authorized to execute the amendment 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:
Committee(s) Assigned:

Journal _____
_____, 20__

SUMMARY OF REQUESTED ACTION

2018 DCFS AMENDMENT FOR OUT OF HOME CARE MASTER CONTRACT TO AMEND SECTION 10 & 11, ADD NEW PROVIDER, ADD SERVICES, AND ADD FUNDING RQ# 39540 for \$7,069,870.00.

A. Scope of Work Summary

1. DCFS is requesting approval of an Amendment of the 2018 Master Out of Home Care Contract to amend Section 10, Referrals and Section 11, Reporting, so DCFS has the information it needs to make appropriate business decisions, add new provider - Homes For Kids, Inc, add new services to National Youth Advocate Program, Inc. - CE1700303-01, and add \$7,069,870.00. The term of the Amendment is October 1, 2018 to December 31, 2018.
2. **The primary goal of the project is:** The Department of Children and Family Services' (DCFS) contracts with various providers to provide Out of Home Care Services to children who are in the care and custody of DCFS.
3. **Describe the services that will be provided:** Providers listed provide Foster Care Services and Residential Services.
4. **Is the Amendment included in the current budget?** Yes
5. **What problem will this solve (e.g. lack of beds for the homeless, lack of transportation for seniors, access to early childhood programs, etc)?:**
DCFS is responsible for finding out of home placements for children who come into the care of the agency. It has been determined that these children are unable to remain in their own homes and that there been a substantial increase in children coming into our custody and/or a need to increase the number of providers as a result, thus the need for the amendment.
6. **What is the solution to the problem identified, and how will it solve the problem (e.g. more beds, transportation services, increased access to programs)? Please include any known impacts or outcomes you anticipate (e.g. return on investment, increase in services provided):**
Children are placed in the care and custody of DCFS when it is determined that they are unable to remain in their own homes. The foster homes and residential placements are licensed and trained to provide the appropriate care for the children that have come into care.
7. **What factors led to your selection of this solution?** Already providing services through 2018 Out of Home Care master contract.

B. Procurement

1. Identify the procurement type used:

- a. **Amendment**

C. Contractor Information

Adelphoi Village, Inc.

1119 Village Way
Latrobe, PA 15650
724-804-7013
Nancy Kukovich
Nancy.Kukovich@adelphoi.org
CEO
Chief Operating Officer
mark.mortimer@adelphoi.org

Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102
Adam G. Jacobs, PhD.
Telephone #: 216-320-8222
johnsonl@wingspancg.org

Artis's Tender Love & Care, Inc.
2003 Mc Guffy Road
Youngstown, OH 44505
Artis Gillam Sr
330-743-8781
agillamsr@aol.com

The Bair Foundation
241 High Street
New Wilmington, PA 16142
RemAdd 275 Martinal Dr.
Kent, Ohio 44240
Susan Rickard
724-946-8711
srickard@bair.org
Jennifer Wenderoth
330-673-6339 ext. 122
jwenderoth@bair.org
Susan Chabal
schabal@bair.org

Beech Brook
3737 Lander Road
Pepper Pike, Ohio 44124
Thomas Royer
troyer@beechbrook.org
(216) 831-2255

Bellefaire Jewish Children's Bureau
22001 Fairmount Blvd.
Shaker Hts., OH 44118
Contact Person: Leigh Johnson / Adam G. Jacobs, PhD.
Telephone #: 216-320-8222
johnsonl@wingspancg.org

BHC Belmont Pines Hospital, Inc.
615 Churchill- Hubbard Rd.
Youngstown, OH 44505
Contact Person: Carla Spackman
Telephone #: 330-759-2700
carla.spackman@uhsinc.com

BHC Fox Run Hospital, Inc.
Fox Run: The Center for Children and Adolescents
67670 Traco Dr.
St. Clairsville, Ohio 43950
(740) 695-2131
(740) 695-7158 (fax)
Crystal Lybarger
Director of Referral and Community Partnerships
Mobile: 419.565.8172
crystal.lybarger@uhsinc.com
Lisa Duvall
lisa.duvall@uhsinc.com

Caring for Kids, Inc.
650 Graham Road, Suite 101
Cuyahoga Falls, OH 44221
(330) 928-0044 Office
(330) 928-0303 Fax
Contact Person: Patricia S. Ameling, M.A., PCC
Executive Director
pat@cfkadopt.org

Carrington Youth Academy LLC
2114 Noble Road
Cleveland, Ohio 44112
Administrator
Bernard Pawlikowsky
bernardf@carringtonkids.org
Office: 216-268-2400 x2014
Cell: 216-970-3971
Fax: 216-268-2460
Rebecca Meyer
rebeccam@carringtonkids.org
Dep. Director of Quality Improvement
Direct: (216) 470.8768
Robert Casillo
robertc@carringtonkids.org

Catholic Charities Corporation
6753 State Road
Parma, Ohio 44134
Maureen Dee - Ex Dir:
216-391-2064 Ext. 12
medee@ccdoble.org
Johnson, Keith

kjohnson@ccdoacle.org

Boyd, Klavin

KBOYD@ccdoacle.org

Christian Children's Home of Ohio, Inc.

P.O. Box 765 / 2685 Armstrong Road

Wooster, OH 44691

Contact Person: Kevin Hewitt

Telephone #: 330-345-7949

hewittk@ccho.org

The Cleveland Christian Home Incorporated

1400 W. 25th Street

Cleveland, Ohio 44113

Vicki Holava

216-688-7213

vholava@ccnworks.org

Charles Tuttle, CEO

216-668-7214

ctuttle@ccnworks.org

Mary S. Manik

Executive Administrative Assistant to

Charles Tuttle, CEO

216.688.4101

mmanik@ccnworks.org

Cornell Abraxas Group, Inc.

2775 State Route 39

Shelby, OH 44875

Telephone #: 419-747-3322

Jon Swatsburg, Divisional Vice President

Abraxas Youth & Family Services

2840 Liberty Ave, Suite 300

Pittsburgh, PA 15222

Phone: 412-201-4111

Fax: 713-335-9186

jswatsburg@abraxasyfs.com

Shayna Raver, Manager, Contracts

Abraxas Youth & Family Services

2840 Liberty Ave, Suite 300

Pittsburgh, PA 15222

Phone: 412-201-4112

Fax: 412-227-2720

sraver@abraxasyfs.com

Bruce Tessena, Director, Ohio

Abraxas Ohio

2775 State Route 39

Shelby, OH 44875

Phone: 419-566-2430

Fax: 713-335-9118

btessena@abraxasyfs.com

Monica DeWitt, Business Manager
Abraxas Ohio
2775 State Route 39
Shelby, OH 44875
Phone: 419-747-0819
Fax: 281-657-9747
mdewitt@abraxasyfs.com

Amy Close, Quality & Compliance Specialist
Abraxas Ohio
2775 State Route 39
Shelby, OH 44875
Phone: 419-747-0826
Fax: 281-657-9784
aclose@abraxasyfs.com

Detroit Behavioral Institute, Inc. dba Capstone Academy
1333 Brewery Park Blvd. Suite 140
Detroit, MI 48207
Contact Person: Julie Avant
Telephone #: 313-576-5009
www.dbinstitute.com
javant@detroitcapstoneacademy.com

The Glen Mills Schools
PO Box 5001 Glen Mills School
Concordville, PA 19331
Contact Person: Garrison D. Ipock
610-459-8100 x204
admissions@glenmillsschools.org
Andy Shirlow
1-724-766-3306
ashirlow@glenmillsschools.org
Doug DeLong
ddelong@glenmillsschools.org
Warfel, Betty
bwarfel@glenmillsschools.org

House of New Hope
8135 Mt. Vernon Rd.
St. Louisville, OH 43071
Contact Person: Jeffrey R. Greene, Ph.D., LPCC-S, FAPA
Executive Director
Tel: 740.345.KIDS
Fax: 888.810.6162
Cell: 740.497.1661
Email: ibshrink@houseofnewhope.org
www.houseofnewhope.org

In Focus of Cleveland, Inc.

19008 Nottingham Rd.
Cleveland, OH 44110
Contact Person: Brandon Cox, Interim Executive Director
Telephone #: 216-481-7841
Brandon Cox
bcox@infocusofcleveland.com
Ebony Daniels
440-343-8008
edaniels@infocusofcleveland.com

Keystone Richland Center LLC DBA Foundations for Living
1451 Lucas Road
Mansfield, Ohio 44903
Dept. 888060
(RemAdd) Knoxville, TN 37995-8060
Thomas Brohm:
419-589-5511
Connie Rebane
419-589-5511
connie.rebane.com
Karen Spires
1-419-589-5511
Karen.spires@uhsinc.com

Lutheran Homes Society, Inc. dba Genacross Family & Youth Services
2411 Seaman Street
Toledo, OH 43605
P: 419-693-1520
F: 419-693-3295
Contact: Katie Zawisza
Aimee Kaminski
1-419-693-1520 ext. 306
aimeem@familyandyouth.org

Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens
4515 Superior Avenue
Cleveland, OH 44101
Mark Brauer
216-696-0370
mbrauer@lmmmyouth.org
Cyncynatus, Rouven
rcyncynatus@lutheranmetro.org

National Youth Advocate Program, Inc.
6233 Riverside Drive, Second Floor
Dublin, Ohio 43017
Contact Person: Marvena Twigg/George E. Biggs
Telephone #: 614-777-2191
Reyahd Kazmi
614-487-8758
rkazmi@nyap.org

New Beginnings Residential Treatment Center, LLC
100 Broadway St.
Youngstown, Ohio 44505
Chappie Bair
330-744-9020
cbair@new-beginningsrtc.com
Josette Landis
jlandis@new-beginningsrtc.com
330-744-9020

New Directions, Inc.
30800 Chagrin Blvd
Cleveland, Ohio 44124
Contact Person: Michael Matoney, CEO
Telephone #: 216-591-0324
mmatoney@newdirect.org

OhioGuidestone
202 East Bagley Road
Berea, Ohio 44017
Contact Person: Richard Frank
Telephone #: 440-260-2006
www.ohioguidestone.org
Mary Stiles
440-260-8226
contracts@ohioguidestone.org

Ohio Mentor, Inc.
Alabama MENTOR
3085 W. Market Street, Suite 101
Fairlawn, OH 44333
330-835-1468 Ext. 1
Fax: 330-835-1507
A.M. Chip Bonsutto, Ed.D.
Executive Director
Angelo.Bonsutto@TheMentorNetwork.com

Pathway Caring for Children
4895 Dressler Rd. NW, Suite A
Canton, OH. 44718
Wendy Tracy
Executive Director
1-800-838-7284
www.pathwaycfc.org
Dawn Killian
1-330-818-0662
dkillian@pathwaycfc.org

Pressley Ridge
23701 Miles Road
Cleveland, Ohio 44128
Contact Person: Lisa Allomong, M.Ed., PCC-S

Program Director
Telephone #: 216-763-0800
info@pressleyridge.org
lallomong@pressleyridge.org

Quality Care Residential Homes, Inc.
PO Box 605641
Cleveland, OH 44105
Renee Witcher-Johnson, MPH
Administrator
216-410-6236; 216-410-6240
qcrhome@gmail.com

Reach Counseling Services dba Educational Alternatives
7777 Exchange Street, Suite #4
Valley View, Ohio 44125
Gerald Swartz
216-332-9360
gswartz@easchools.org
mkempe@easchools.org
Luzier, Leah
lluzier@easchools.org

Rite of Passage, Inc.
2560 Business Parkway Suite A
Minden, NV 89423
Lynda Kyhl
775-392-2636
lkyhl@rop.com

Specialized Alternatives for Families and Youth of Ohio, Inc.
10100 Elida Road
Delphos, Ohio 45833
Contact Person: Rusty Alexander
419-695-8010 x280
Faith Morehouse
1-419-890-3772
morehousef@safy.org

Tri-State Youth Authority, Inc. dba Mohican Youth Academy
1012 ODNR, Mohican 51
Perrysville, OH 44864
P: 419-994-0300
F: 419-994-0305
E: info@mohicanyouthacademy.com
Ginger Jones
419-994-0300
gjones@mohicanyouthacademy.com
Dawn Maneese
Administrative Coordinator / Financial Office Manager / Intake Coordinator
dmaneese@gmail.com

The Twelve of Ohio, Inc
619 Tremont SW PO Box 376
Massillon, Ohio 44648
Contact Person: John D. Stoia Executive Director
stoiaj@the12inc.org
Ph: 1-888-513-8706 Ext. 12
Fax: 330-837-0513
Jennifer Wagner
Program Director / North East Ohio
wagnerj@the12inc.org
Ph: 1-888-513-8706 Ext. 17
Fax: 330-837-0513

The Village Network
PO Box 518
Smithville, Ohio 44677
Contact Person: Richard Graziano, Executive Director
Telephone #: 330-264-3232
Vanessa Penning
vpennin@TheVillageNetwork.com
Bradley A. Bahl
BBahl@TheVillageNetwork.com

Gracehaven, Inc.
1723 County Road 130
Bellefontaine, OH 43311
614-302-9515
Terri Foltz
tfoltz@gracehaven.me
www.gracehaven.me

RTC Resource Acquisition Corporation
dba Resource Treatment Center
1404 S. State Street
Indianapolis, IN 46203
Amy Sturm
317-757-6577 ext 231
Amy.Sturm@acadiahealthcare.com

Lighthouse Youth Services, Inc.
401 E. McMillian Street
Cincinnati, OH 45206
Mindy Arlotta
513-487-6713
marlotta@lys.org

ENA, Inc. - NECCO
1404 Race Street Ste 302
Cincinnati, OH 45202
Beau Necco CEO
Bnecco@necco.org

jdalton@necco.org
513-898-8276

Homes For Kids of Ohio, Inc
165 East Park Avenue.
PO Box 683
Niles, OH 44446
Matt Kresic, MPA - CEO
330-544-8005
matt@hfk.org
Shannon Harnichar
Program and Compliance Officer
shannon@hfk.org

D. Project Status

1. The contract amendments term is October 1, 2018 to December 31, 2018.
2. Does the project reoccur annually? Yes

E. Funding

1. Describe the funding source. HHS Levy 70% & Fed IV-E 30%
2. What is the percentage breakdown between funding source(s)? HHS Levy 70% & Fed IV-E 30%
3. Will the vendor be paid by invoice? Yes
 - a. If so, how frequently? Monthly.

F. Briefly describe the proposed procurement method.

This is an amendment to a contract that was competitively procured through a formal RFP process.

G. Why is this method preferred over the standard, competitive procedure?

N/A – chosen through RFP# CF- 17-39540.

H. Were other vendors evaluated? If not, explain.

Yes, vendors were chosen through a formal RFP process last year (RFP# CF- 17-39540). We are exercising the option to amendment this contract to add additional dollars.

I. For items or services being procured through State or GSA Amendment or through a joint purchasing program, provide the Amendment number and expiration date.

N/A

CONTRACT HISTORY/EVALUATION FORM

Contractor						Adelphoi Village, Inc					
Contract/Agreement No.						CE1700282-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Adelphoi Village has been providing a continuum of quality services to children, youth and families for more than 45 years. Headquartered in Latrobe, Pennsylvania, the agency offers exemplary and affordable human services programs, serving 60 counties. On a daily basis, Adelphoi provides community-based, foster care and residential services to 950 youth and their families.					
Service Description						Adelphoi Village, Inc. provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Adelphoi Village, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Adelphoi Village, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Adelphoi Village, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Applewood Centers, Inc.					
Contract/Agreement No.						CE-1700283-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Applewood Centers, Inc. is a Northeast Ohio leader in providing community-based, high-quality residential treatment and foster care services. Their programs utilize evidence-based methodologies in order to achieve positive physical, cognitive, behavioral and social outcomes for children ages 0-21.					
Service Description						Applewood Centers, Inc. provides a safe, stable, quality residential treatment and foster care environment for children placed in their care. DCFS works closely with Applewood Centers, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Applewood Centers, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Applewood Centers, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Artis's Tender Love & Care, Inc.					
Contract/Agreement No.						CE-1700284-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Artis's Tender Love & Care, Inc. is a residential treatment center in Youngstown, Ohio that provides treatment services to adolescent females ranging from ages 10 to 18 years old who have been dependent, neglected, or abused. Their goal is to develop a stable environment for young women by implementing supportive care and training programs that help these young women live a more productive life.					
Service Description						Artis's Tender Love & Care, Inc. provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Artis's Tender Love & Care, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Artis's Tender Love & Care, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Artis's Tender Love & Care, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Beech Brook					
Contract/Agreement No.						CE1700286-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Beech Brook, located in Cleveland provides a continuum of care through an extensive array of individualized services with the goal of strengthening and supporting youth and families. Beech Brook delivers four levels of foster care to both male and female youth from birth to emancipation who have multiple needs.					
Service Description						Beech Brook provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Beech Brook to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Beech Brook provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Beech Brook has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Bellefaire Jewish Children's Bureau					
Contract/Agreement No.						CE-1700287-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Bellefaire Jewish Children's Bureau, located in Cleveland, OH is one of the nations's leading child service agencies. They offer inentive treatment and transitional living services provided by a multi-disciplinary team of professional staff, working toward the successful transition of youth from residential to community-based services.					
Service Description						Bellefaire Jewish Children's Bureau provides a safe, stable, quality residential treatment and foster care environment for children placed in their care. DCFS works closely with Bellefaire Jewish Children's Bureau to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Bellefaire Jewish Children's Bureau provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Bellefaire Jewish Children's Bureau has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor	BHC Belmont Pines Hospital, Inc.				
Contract/Agreement No.	CE-1700288-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	BHC Belmont Pines Hospital, Inc. is the largest freestanding children's behavioral health hospital in northeast Ohio and western Pennsylvania, providing comprehensive behavioral services, including inpatient care, residential treatment, outpatient programs, and partial hospitalization for youth ages 5-18 with chronic mental health disorders. They have an acute in-patient unit on-site for extended care and residential treatment services. Their treatment modality is trauma-informed care and cognitive behavior therapy.				
Service Description	BHC Belmont Pines Hospital, Inc. provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with BHC Belmont Pines Hospital, Inc. to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that BHC Belmont Pines Hospital, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	BHC Belmont Pines Hospital, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Caring for Kids, Inc.					
Contract/Agreement No.						CE-1700290-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Caring for Kids, Inc.'s mission is to provide quality individualized services to children in temporary care in a safe and nurturing environment. They provide Family and Specialized/Treatment Foster Care Services for children from birth to 21 years old who meet varying levels of foster care.					
Service Description						Caring for Kids, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Caring for Kids, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Caring for Kids, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Caring for Kids, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Carrington Youth Academy					
Contract/Agreement No.						CE-1700291-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Carrington Youth Academy provides outpatient, short-term residential behavioral health and addiction services to youth ages 8-21 residing in Cleveland and surrounding communities. Carrington provides academic, vocational, recreational and clinical services for boys and girls in a highly controlled, staff-secure, safe environment that promotes recovery, positive relationships, and successful integration into the community.					
Service Description						Carrington Youth Academy provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Carrington Youth Academy to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Carrington Youth Academy provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Carrington Youth Academy has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Catholic Charities Corporation					
Contract/Agreement No.						CE-1700292-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Catholic Charities Corporation was founded in 1912 and has been a consistent provider of foster care services for more than 30 years. Catholic Charities Corporation provides services for family foster care, treatment foster care, respite, therapy, and care coordination.					
Service Description						Catholic Charities Corporation provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Catholic Charities Corporation to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments:		Add		\$0.00		12/31/2018		5/21/2018		BC2018-328	
Provider (GraceHaven)											
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Catholic Charities Corporation provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Catholic Charities Corporation has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor	Christian Children's Home of Ohio, Inc.				
Contract/Agreement No.	CE-1700293-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Christian Children's Home of Ohio, Inc. has been providing residential treatment and foster care designed to meet the mental, emotional, physical, recreational and spiritual needs of children ages 6-18 for more than 50 years. Children in residential care are provided a variety of therapeutic approaches, such as equine-assisted therapy, art, group, partial hospitalization, individual, play and certified trauma therapy.				
Service Description	Christian Children's Home of Ohio, Inc. provides a safe, stable, quality residential care environment for children placed in their care. DCFS works closely with Christian Children's Home of Ohio, Inc. to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth)		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Christian Children's Home of Ohio, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Christian Children's Home of Ohio, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Cleveland Christian Home, Inc.					
Contract/Agreement No.						CE-1700294-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						The Cleveland Christian Home (CCH) Residential Treatment Program has treated thousands of youth over the last 50 years. The Residential Treatment Program provides structure, stability, boundaries, and therapeutic treatment. The CCH seeks to provide empirically-based interventions to address the needs of DCFS-involved youth. CCH has a long history of providing effective treatment to children and youth struggling with mental illness, abuse and neglect.					
Service Description						The Cleveland Christian Home provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with the CCH to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments:		Add		\$0.00		12/31/2018		5/21/2018		BC2018-328	
Provider (GraceHaven)											
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that the CCH provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						The Cleveland Christian Home has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio					
Contract/Agreement No.						CE-1700295-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Cornell Abraxas Group, Inc. (Abraxas Ohio), located in Shelby, OH is a leading provider of innovative and quality treatment programs for youth, adults and families. They provide residential treatment services for youth in short-term and long-term treatment programs for substance abuse and/or mental health treatment needs and residential treatment for Juvenile Sex Offenders ages 13-18.					
Service Description						Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Detroit Behavioral Institute Inc. dba Capstone Academy					
Contract/Agreement No.						CE-1700296-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Detroit Behavioral Institute Inc. dba Capstone Academy is a 98-bed residential facility located in Midtown Detroit. Established in 2004, Detroit Behavioral Institute offers a variety of specialized programs designed to serve youth ages 10 to 19 years in need of varying modalities of treatment. It is the agency's goal to prepare youth for a successful return to the community living through adoption of a safe and healthy lifestyle.					
Service Description						Detroit Behavioral Institute Inc. dba Capstone Academy provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Detroit Behavioral Institute Inc. dba Capstone Academy to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments:		Add		\$0.00		12/31/2018		5/21/2018		BC2018-328	
Provider (GraceHaven)											
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Detroit Behavioral Institute Inc. dba Capstone Academy provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Detroit Behavioral Institute Inc. dba Capstone Academy has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						ENA, Inc. (Necco)					
Contract/Agreement No.						CE1800126-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment											
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Not enough information as provider is not yet approved to be added to the master contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						Not enough information as provider is not yet approved to be added to the master contract.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Fox Run: The Centers for Children and Adolescents					
Contract/Agreement No.						CE-1700289-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						The Center for Children and Adolescents (Fox Run) was established in 1988, and serves children and adolescents in Ohio, West Virginia and Pennsylvania. Fox Run is a 100-bed, residential treatment facility that provides a comfortable, non-institutional environment designed for youth. As a residential treatment facility, Fox Run treats both boys and girls, ages 5-17, and offers specialized programs to those diagnosed with a psychiatric condition which requires in-patient placement.					
Service Description						Fox Run provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Fox Run to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Fox Run provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Fox Run has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nokoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Genacross Family and Youth Services, Inc. (fka Lutheran Homes Society, Inc.)					
Contract/Agreement No.						CE-1700301-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Genacross, founded in 1860, is located on 12 acres of land in Toledo, Ohio. They serve 27 children and youth with significant emotional and behavioral needs ranging in ages from 6 to 21 in three distinct units. The different unit options allow for flexibility in meeting the varying needs of the residents in placement.					
Service Description						Genacross provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Genacross to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Genacross provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Foundations has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Glen Mills Schools					
Contract/Agreement No.						CE-1700297-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Glen Mills Schools (GMS) is a residential education facility in Delaware County, Pennsylvania for boys between 15 and 18 years of age. Founded in 1826, Glen Mills utilizes a program model that employs a positive, normative environment and evidence-based programming to provide skills necessary to develop academically and vocationally in order to promote positive behavior changes.					
Service Description						Glen Mills Schools provide a safe, stable, quality residential environment for children placed in their care. DCFS works closely with GMS to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments:		Add		\$0.00		12/31/2018		5/21/2018		BC2018-328	
Provider (GraceHaven)											
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Glen Mills Schools provide a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Glen Mills Schools has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Gracehaven, Inc.					
Contract/Agreement No.						CE					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Gracehaven was founded to strategically help the growing number of victims of domestic minor sex trafficking. They believe this issue must be actively addressed in order to effectively help victims, and to prevent others from falling into this world. To that end, Gracehaven employs a comprehensive approach to combating domestic minor sex trafficking.					
Service Description						Gracehaven provides service a Residential setting for young ladies that require treatment and a safe environment. They also provide Prevention Education, Intervention Training and the have Survivor Care and Support services. All services are centered around combating Human Trafficking and helping those impacted by Human Trafficking.					
		Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract		\$43,000,000.00			12/4/2017	R2017-0234					
Prior Amendments: Add Provider (GraceHaven)			\$0.00	12/31/2018	5/21/2018	BC2018-328					
Add Services			\$0.00	12/31/2018	6/4/2018	BC2018-362					
Add Provider (Lighthouse Youth)			\$0.00	12/31/2018	8/6/2018	BC2018-533					
Add Provider (RTC)			\$0.00	12/31/2018	9/4/2018	BC2018-607					
Add Provider (ENA, Inc.)			\$0.00	12/31/2018	(pending approval)	(pending approval)					
Pending Amendment			\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)					
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						GraceHaven has provided care for 2 young ladies that were referred to their program. They have timely reporting and communication with the agency. There have been no indicated or substantiated reports of abuse or neglect.					
Rating of Overall Performance of Contractor		Superior	Above Average	Average	Below Average	Poor					
Select One (X)				X							
Justification of Rating						They have timely reporting and communication with the agency. There have been no indicated or substantiated reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						House of New Hope					
Contract/Agreement No.						CE1700298-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						House of New Hope, Inc. (HNN), located in St. Louisville, OH, provides foster care services for children who have experienced significant trauma, abuse, neglect or medical issues. Each child's needs are carefully assessed to establish individualized programming and matching to a treatment foster home qualified to meet his or her emotional, developmental, behavioral and/or medical needs.					
Service Description						HNN provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with HNN to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that HNN provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						HNN has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						In Focus of Cleveland, Inc.									
Contract/Agreement No.						CE-1700299-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						In Focus of Cleveland, Inc. was founded in August 2000. Since opening its doors, In Focus has served over 100 at-risk young men. In Focus encourages self-empowerment, personal growth. After leaving In Focus, many residents have been adopted or have reunited with their families.									
Service Description						In Focus provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with In Focus to monitor the progress and care of the children placed at this facility.									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract						\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)								\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services								\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)								\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)								\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)								\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment								\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount						\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that In Focus provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						In Focus has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									
Date						9/18/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Keystone Richland Center LLC dba Foundations for Living					
Contract/Agreement No.						CE-1700300-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Keystone Richland Center, LLC (dba Foundations for Living), located in Mansfield, OH has been providing secure residential treatment services for youth 11 to 18 years of age since 2000. With a capacity of 84 beds, Foundations offers innovative, evidence-based clinical treatment through closely monitored programs and unique resident incentives, creating a comfortable, safe environment for youth.					
Service Description						Foundations provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Foundations to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Foundations provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Foundations has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Lighthouse Youth Services, Inc.					
Contract/Agreement No.						CE1800322-01					
RQ#						CF-17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment											
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Not enough information as provider was approved to be added to the master contract on 8/6/18.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						No rating yet. Not enough information as provider was approved to be added to the master contract on 8/6/18.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Lutheran Metropolitan Ministry (LMM)					
Contract/Agreement No.						CE-1700302-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Lutheran Metropolitan Ministry has been providing services to Cleveland's most vulnerable residents for 38 years. They offer an independent living program for hard-to-place older youth, providing educational/vocational assistance, daily living skills, job readiness and employment and relationship skills to prepare youth for a successful transition to community living.					
Service Description						LMM provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with LMM to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that LMM provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						LMM has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						New Beginnings Residential Treatment, LLC					
Contract/Agreement No.						CE1700316-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						New Beginnings Residential Treatment, LLC (NBRT) is a private organization with a comprehensive array of mental health, AOD, and juvenile sex offender treatment for children and adolescents. They offer residential treatment, a parent empowerment program, intensive outpatient treatment, continuing care, and individual and family therapy with the goal of helping children in their care become more self-sufficient and functional.					
Service Description						New Beginnings provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with New Beginnings to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that New Beginnings provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						New Beginnings has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						New Directions, Inc.					
Contract/Agreement No.						CE-1700304-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						New Directions, Inc., located in Northeast Ohio, provides a comprehensive array of of multi-systemic therapies to move youth toward engagement in family relationships, limit involvement in the legal system and enrollment in school, vocational programs or employment. Operational since 1981, New Directions has provided treatment services to over 40,000 adolescents and their families.					
Service Description						New Directions, Inc. provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with New Directions, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that New Directions, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						New Directions, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor						National Youth Advocate Program (NYAP)									
Contract/Agreement No.						CE-1700303-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						NYAP has been providing case management, foster care, family preservation and diversion services, and home based programming for over 30 years, serving youth and families with complex multi-system needs. In Ohio, NYAP provides both traditional and therapeutic foster care services in four locations throughout the state.									
Service Description						NYAP provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with the NYAP to monitor the progress and care of the children placed at this facility.									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract						\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)								\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services								\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth								\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)								\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)								\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment								\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount						\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that the NYAP provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						NYAP has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									
Date						9/18/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Ohio MENTOR, Inc.									
Contract/Agreement No.						CE1700306-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						Ohio MENTOR, Inc. offers children and their families innovative, quality services and supports to lead to growth and independence, regardless of the physical, intellectual, or behavioral challenges. Ohio MENTOR, Inc. has been providing services within the state of Ohio for almost 35 years, offering individualized care to assist children and families who have been unsuccessfully served in outpatient or residential settings, and are currently providing Foster Care and Therapeutic Foster Care services for DCFS youth.									
Service Description						Ohio MENTOR, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Ohio MENTOR, Inc. to monitor the progress and care of the children placed at this facility.									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract						\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)								\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services								\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)								\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)								\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)								\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment								\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount						\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Ohio MENTOR, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						Ohio MENTOR, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									
Date						9/18/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	OhioGuidestone				
Contract/Agreement No.	CE1700305-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	OhioGuidestone has 150 years of experience serving Ohio's most vulnerable youth and their families. Headquartered in Cuyahoga County, they provide a full spectrum of services in sites located throughout Cuyahoga and surrounding counties. OhioGuidestone has a long history of providing both residential and foster care services, implementing a well-coordinated system of care for youth, allowing for an efficient and seamless transition from residential care back to the community.				
Service Description	OhioGuidestone provides a safe, stable, quality residential and foster care environment for children placed in their care. DCFS works closely with OhioGuidestone to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that OhioGuidestone provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	OhioGuidestone has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Pathway Caring for Children									
Contract/Agreement No.						CE1700307-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						Pathway Caring for Children is located in Canton, OH. Founded in 1973, Pathway Caring for Children continues to serve over 600 children and families annually. Pathway Caring for Children's Therapeutic Foster Care system provides care for children from birth to age 21, offering services to help support our foster parents and the children in their care: 24-hour support; case management to promote placement stability; and mental health counseling services address any emotional, behavioral, and/or trauma related issues foster youth may be experiencing.									
Service Description						Pathway Caring for Children, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Pathway Caring for Children to monitor the progress and care of the children placed at this facility.									
						Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract						\$43,000,000.00			12/4/2017	R2017-0234					
Prior Amendments: Add Provider (GraceHaven)							\$0.00	12/31/2018	5/21/2018	BC2018-328					
Add Services							\$0.00	12/31/2018	6/4/2018	BC2018-362					
Add Provider (Lighthouse Youth)							\$0.00	12/31/2018	8/6/2018	BC2018-533					
Add Provider (RTC)							\$0.00	12/31/2018	9/4/2018	BC2018-607					
Add Provider (ENA, Inc.)							\$0.00	12/31/2018	(pending approval)	(pending approval)					
Pending Amendment							\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)					
Total Contract Amount						\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Pathway Caring for Children provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior	Above Average	Average	Below Average	Poor					
Select One (X)							X								
Justification of Rating						Pathway Caring for Children has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									

CONTRACT HISTORY/EVALUATION FORM

Contractor	Pressley Ridge				
Contract/Agreement No.	CE1700308-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Since 1832, Pressley Ridge, located in Cleveland, OH, provides services to more than 6,800 children and families annually in a therapeutic environment to help children and their families learn the skills that will enable them to make family connections and foster individual and family success.				
Service Description	Pressley Ridge provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Pressley Ridge to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth)		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Pressley Ridge provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Pressley Ridge has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekomloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	Quality Care Residential Homes, Inc.				
Contract/Agreement No.	CE1700309-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Quality Care Residential Homes, Inc., located in the Greater Cleveland area, provides a structured home-like environment with supportive care and enrichment based programs to stimulate and help rehabilitate adolescent males between the ages of 10 - 21 with substance abuse disorders, behavioral issues, victims of physical abuse, victims of sexual abuse, depression/mood disorders, PTSD, poor self esteem and social skills deficits.				
Service Description	Quality Care Residential Homes, Inc. provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Quality Care Residential Homes, Inc. to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth)		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Quality Care Residential Homes, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Quality Care Residential Homes, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Reach Consulting Service dba Education Alternatives					
Contract/Agreement No.						CE1700310-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Reach Consulting Service provides personal care and mental health services in a group home setting for youth with serious emotional disturbances. Reach provides counseling, academic, independent living assistance coupled with therapy to ensure youth successfully transition into community living.					
Service Description						Reach Consulting Service dba Education Alternatives provides a safe, stable, quality group home environment for children placed in their care. DCFS works closely with Reach Consulting Service dba Educational Alternatives to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Reach Consulting Service dba Educational Alternatives provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Reach Consulting Service dba Educational Alternatives has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Rite of Passage, Inc.					
Contract/Agreement No.						CE1700311-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Rite of Passage, Inc. has nearly 35 years of experience implementing residential treatment programs with the foundational mission of improving the lives of youth, families, and communities. Their 60-bed residential facility, located in Cincinnati, OH, serves at-risk youth through academic and therapeutic curriculum, helping them to make a successful transition to community living.					
Service Description						Rite of Passage, Inc. provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Rite of Passage, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Rite of Passage, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Rite of Passage, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						RTC Resource Acquisition Corporation					
Contract/Agreement No.						CE1800306-01					
RQ#						CF-17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)		\$0.00				12/31/2018		5/21/2018		BC2018-328	
Add Services		\$0.00				12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)		\$0.00				12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)		\$0.00				12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)		\$0.00				12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for		\$7,069,870.00				12/31/2018		(pending approval)		(pending approval)	
Pending Amendment											
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Not enough information as provider was approved to be added to the master contract on 9/4/18.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						No rating yet. Not enough information as provider was approved to be added to the master contract on 9/4/18.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Specialized Alternatives for Families & Youth of Ohio, Inc.					
Contract/Agreement No.						CE1700312-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Specialized Alternatives for Families & Youth of Ohio, Inc. (SAFY of Ohio) is located in the north Canton area. They provide healthy development and prepare youth emancipating from the foster care and/or juvenile justice system for self-reliance and independent living. Highly trained staff help youth master an array of skill sets that are essential for the transition from foster care to adulthood, including safe housing, employment and education.					
Service Description						Specialized Alternatives for Families & Youth of Ohio, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Specialized Alternatives for Families & Youth of Ohio, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Specialized Alternatives for Families & Youth of Ohio, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Specialized Alternatives for Families & Youth of Ohio, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Bair Foundation				
Contract/Agreement No.	CE-1700285-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	The Bair Foundation provides treatment Foster Care that involves placement of children and teens with families who have been specially trained to care for children with specific medical or behavioral needs. Through their Structured Intervention Treatment Foster Care (SITFC®), foster families are able to help children who have been traumatized, sensitivity and responsiveness and ceating a safe envorinment for at-risk youth to succeed.				
Service Description	The Bair Foundation provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with The Bair Foundation to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that The Bair Foundation provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Bair Foundation has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Twelve of Ohio, Inc				
Contract/Agreement No.	CE1700314-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Located in Massillon, OH, The Twelve of Ohio has been providing services to children and families of Cuyahoga County for over 30 years. The Twelve of Ohio provides an environment for at-risk youth exhibiting a combination of pronounced anger management problems, serious substance abuse issues, habitual truancy and other challenging behaviors. Their goal is to stabilize children at this level in order to accomplish reunification with the family.				
Service Description	The Twelve of Ohio, Inc provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with The Twelve of Ohio, Inc to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Total Contract Amount	\$50,069,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that The Twelve of Ohio, Inc provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Twelve of Ohio, Inc has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Village Network					
Contract/Agreement No.						CE1700315-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						The Village Network, located in Smithville, OH has been providing community services for more than 70 years. The Village Network serves youth who have been removed from their homes due to childhood trauma or other unsafe conditions, demonstrate significant emotional, psychological, behavioral, and/or health challenges based on trauma and/or abuse, and require clinical expertise and guidance.					
Service Description						The Village Network provides a safe, stable, quality residential and foster care environment for children placed in their care. DCFS works closely with The Village Network to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that The Village Network provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						The Village Network has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Tri-State Youth Authority, Inc dba Mohican Youth Academy					
Contract/Agreement No.						CE1700313-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Tri-State Youth Authority, Inc dba Mohican Youth Academy is a treatment-oriented program located in Western Ohio. Mohican Youth Academy offers an intensive residential treatment for at-risk adolescent boys ages 14-21. They focus on both preventative and transitional care to prevent further out-of-home placements, allowing residents to successfully return to family and community living.					
Service Description						Tri-State Youth Authority, Inc dba Mohican Youth Academy provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Mohican to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments:		Add		\$0.00		12/31/2018		5/21/2018		BC2018-328	
Provider (GraceHaven)											
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Total Contract Amount		\$50,069,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Tri-State Youth Authority, Inc dba Mohican Youth Academy provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Tri-State Youth Authority, Inc dba Mohican Youth Academy has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0254

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services</p>	<p>A Resolution authorizing an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00; 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.</p>
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WHEREAS, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00 as follows:

- i) Previously approved providers:
 - a. Adelphoi Village, Inc.
 - b. Applewood Centers, Inc.
 - c. Artis’s Tender Love & Care, Inc.
 - d. The Bair Foundation
 - e. Beech Brook

- f. Bellefaire Jewish Children’s Bureau
- g. BHC Belmont Pines Hospital, Inc.
- h. BHC Fox Run Hospital, Inc.
- i. Caring for Kids, Inc.
- j. Carrington Youth Academy LLC
- k. Catholic Charities Corporation
- l. Christian Children’s Home of Ohio, Inc.
- m. The Cleveland Christian Home Incorporated
- n. Cornell Abraxas Group, Inc.
- o. Detroit Behavioral Institute, Inc.
- p. The Glen Mills Schools
- q. House of New Hope
- r. In Focus of Cleveland, Inc.
- s. Keystone Richland Center LLC
- t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
- u. Lutheran Metropolitan Ministry
- v. National Youth Advocate Program, Inc.
- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System
- b. Youth for Tomorrow – New Life Center, Inc.

WHEREAS, the primary goal for this amendment is to continue to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may

experience stability, safety, and a sense of well-being while receiving out-of-home care; and

WHEREAS, the funding for this project is as follows: (a) 30% from Federal Funds Title IV-E and (b) 70% from Health and Human Services Levy 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 makes an amendment to a Master Contract with various providers for Out-of-Home Placement and Foster Care Services for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019, to authorize an exemption with regard to Youth for Tomorrow – New Life Center, Inc. and Multi County Juvenile Attention System in accordance with Cuyahoga County Code Section 501.12(B)(10), to add various new providers and for additional funds in the total amount not-to-exceed \$46,200,000.00 as follows:

- i) Previously approved providers:
 - a. Adelphoi Village, Inc.
 - b. Applewood Centers, Inc.
 - c. Artis’s Tender Love & Care, Inc.
 - d. The Bair Foundation
 - e. Beech Brook
 - f. Bellefaire Jewish Children’s Bureau
 - g. BHC Belmont Pines Hospital, Inc.
 - h. BHC Fox Run Hospital, Inc.
 - i. Caring for Kids, Inc.
 - j. Carrington Youth Academy LLC
 - k. Catholic Charities Corporation
 - l. Christian Children’s Home of Ohio, Inc.
 - m. The Cleveland Christian Home Incorporated
 - n. Cornell Abraxas Group, Inc.
 - o. Detroit Behavioral Institute, Inc.
 - p. The Glen Mills Schools
 - q. House of New Hope
 - r. In Focus of Cleveland, Inc.
 - s. Keystone Richland Center LLC
 - t. Lutheran Homes Society, Inc. dba Genacross Family and Youth Services
 - u. Lutheran Metropolitan Ministry
 - v. National Youth Advocate Program, Inc.

- w. New Beginnings Residential Treatment Center, LLC
- x. New Directions, Inc.
- y. OhioGuidestone
- z. Ohio Mentor, Inc.
- aa. Pathway Caring for Children
- bb. Pressley Ridge
- cc. Quality Care Residential Homes, Inc.
- dd. Reach Counseling Services
- ee. Rite of Passage, Inc.
- ff. Specialized Alternatives for Families and Youth of Ohio, Inc.
- gg. Tri-State Youth Authority, Inc.
- hh. The Twelve of Ohio, Inc.
- ii. The Village Network
- jj. Gracehaven, Inc.
- kk. Lighthouse Youth Services, Inc.
- ll. RTC Resource Acquisition Corporation
- mm. ENA, Inc. dba Necco Center
- nn. Homes for Kids of Ohio, Inc.

ii) New providers:

- a. Multi County Juvenile Attention System
- b. Youth for Tomorrow – New Life Center, Inc.

SECTION 2. That the County Executive is authorized to execute the amendment 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.

OnBase Item Detail Briefing Memo - Form

Title: DCFS CF-17-39540 2019 MASTER AMENDMENT WITH VARIOUS PROVIDERS FOR OUR OF HOME CARE SERVICES

A. Scope of Work Summary

1. DCFS is requesting approval of a contract amendment with various providers for the anticipated cost of \$46,200,000.00 (not-to-exceed).

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

Original Contract	R2017-0234
Prior Amendments:	
Add Provider (GraceHaven)	BC2018-328
Add Services	BC2018-362
Add Provider (Lighthouse Youth Services, Inc.)	BC2018-533
Add Provider (RTC)	BC2018-607
Add Provider (ENA, Inc.)	(pending approval)
Add Funds & Provider (Homes for Kids of Ohio)	(pending approval)

To provide residential care, foster care, emergency shelter and group home services to children who are in the custody of and/or the responsibility of the County. The anticipated start-completion dates are 01/01/2019 – 12/31/2019.

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

- to find out of home placements for children who come into the care of the agency.
- to provide care that will be family centered, flexible, culturally competent, and community based, reflecting DCFS’ values and vision as well as integrating safety, permanency, and well-being into the service delivery.

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

N/A

B. Procurement

1. The procurement method for this project is a contract amendment. The total value of the amendment is \$46,200,000.00.

C. Contractor and Project Information

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

1. Adelphoi Village, Inc.
1119 Village Way
Latrobe, PA 15650
Mark Mortimer, CEO
2. Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102
Adam Jacobs
3. Artis's Tender Love & Care, Inc.
2003 Mc Guffy Road
Youngstown, OH 44505
Artis Gillam Sr
4. The Bair Foundation
241 High Street
New Wilmington, PA 16142
Susan Rickard
5. Beech Brook
3737 Lander Road
Pepper Pike, Ohio 44124
Thomas Royer
6. Bellefaire Jewish Children's Bureau
22001 Fairmount Blvd.
Shaker Hts., OH 44118
Adam G. Jacobs, PhD.
7. BHC Belmont Pines Hospital, Inc.
615 Churchill- Hubbard Rd.
Youngstown, OH 44505
Carla Spackman
8. BHC Fox Run Hospital, Inc.
67670 Traco Dr.
St. Clairsville, Ohio 43950
Crystal Lybarger, Director of Referral and Community Partnerships

9. Caring for Kids, Inc.
650 Graham Road, Suite 101
Cuyahoga Falls, OH 44221
Patricia S. Ameling, M.A., PCC, Executive Director

10. Carrington Youth Academy LLC
2114 Noble Road
Cleveland, Ohio 44112
Bernard Pawlikowsky, Administrator

11. Catholic Charities Corporation
6753 State Road
Parma, Ohio 44134
Maureen Dee, Executive Director

12. Christian Children's Home of Ohio, Inc.
2685 Armstrong Road
Wooster, OH 44691
Kevin Hewitt

13. The Cleveland Christian Home Incorporated
1400 W. 25th Street
Cleveland, Ohio 44113
Charles Tuttle, CEO

14. Cornell Abraxas Group, Inc.
2775 State Route 39
Shelby, OH 44875
Jon Swatsburg, Divisional Vice President

15. Detroit Behavioral Institute, Inc. dba Capstone Academy
1333 Brewery Park Blvd. Suite 140
Detroit, MI 48207
Julie Avant

16. The Glen Mills Schools
PO Box 5001 Glen Mills School
Concordville, PA 19331
Garrison D. Ipock

17. House of New Hope
8135 Mt. Vernon Rd.
St. Louisville, OH 43071
Jeffrey R. Greene, Ph.D., LPCC-S, FAPA, Executive Director

18. In Focus of Cleveland, Inc.
19008 Nottingham Rd.
Cleveland, OH 44110
Brandon Cox, Interim Executive Director
19. Keystone Richland Center LLC DBA Foundations for Living
1451 Lucas Road
Mansfield, Ohio 44903
Thomas Brohm
20. Lutheran Homes Society, Inc. dba Genacross Family & Youth Services
2411 Seaman Street
Toledo, OH 43605
Katie Zawisza
21. Lutheran Metropolitan Ministry dba S.T.A.R.T. Support to At-Risk Teens
4515 Superior Avenue
Cleveland, OH 44101
Mark Brauer
22. National Youth Advocate Program, Inc.
6233 Riverside Drive, Second Floor
Dublin, Ohio 43017
Marvena Twigg
23. New Beginnings Residential Treatment Center, LLC
100 Broadway St.
Youngstown, Ohio 44505
Chappie Bair
24. New Directions, Inc.
30800 Chagrin Blvd
Cleveland, Ohio 44124
Michael Matoney, CEO
25. OhioGuidestone
202 East Bagley Road
Berea, Ohio 44017
Richard Frank
26. Ohio Mentor, Inc.
Alabama MENTOR
3085 W. Market Street, Suite 101
Fairlawn, OH 44333
A.M. Chip Bonsutto, Ed.D., Executive Director

27. Pathway Caring for Children
4895 Dressler Rd. NW, Suite A
Canton, OH. 44718
Wendy Tracy, Executive Director
28. Pressley Ridge
23701 Miles Road
Cleveland, Ohio 44128
Lisa Allomong, M.Ed., PCC-S, Program Director
29. Quality Care Residential Homes, Inc.
PO Box 605641
Cleveland, OH 44105
Renee Witcher-Johnson, MPH , Administrator
30. Reach Counseling Services dba Educational Alternatives
7777 Exchange Street, Suite #4
Valley View, Ohio 44125
Gerald Swartz
31. Rite of Passage, Inc.
2560 Business Parkway Suite A
Minden, NV 89423
Lynda Kyhl
32. Specialized Alternatives for Families and Youth of Ohio, Inc.
10100 Elida Road
Delphos, Ohio 45833
Rusty Alexander
33. Tri-State Youth Authority, Inc. dba Mohican Youth Academy
1012 ODNR, Mohican 51
Perrysville, OH 44864
Dawn Maneese, Administrative Coordinator
34. The Twelve of Ohio, Inc
619 Tremont SW PO Box 376
Massillon, Ohio 44648
John D. Stoia, Executive Director
35. The Village Network
PO Box 518
Smithville, Ohio 44677
Richard Graziano, Executive Director

36. Gracehaven, Inc.
1723 County Road 130
Bellefontaine, OH 43311
Terri Foltz

37. RTC Resource Acquisition Corporation dba Resource Treatment Center
1404 S. State Street
Indianapolis, IN 46203
Amy Sturm

38. Lighthouse Youth Services, Inc.
401 E. McMillian Street
Cincinnati, OH 45206
Mindy Arlotta

39. ENA, Inc. - NECCO
1404 Race Street Ste 302
Cincinnati, OH 45202
Beau Necco, CEO

40. Homes For Kids of Ohio, Inc
165 East Park Avenue.
Niles, OH 44446
Matt Kresic, MPA, CEO

41. Multi County Juvenile Attention System
815 Faircrest Street SW
Canton, OH 44706-4844
James McKenzie, CEO

42. Youth For Tomorrow -- New Life Center, Inc.
11835 Hazel Circle Drive
Bristow, Virginia 20136
Lori Perez, Controller

D. Project Status and Planning

1. The project reoccurs annually and is an extension of the existing project.

E. Funding

1. The project is funded 70% by the Health and Human Services Levy Fund and 30% by the Title IV-E Federal Fund.

2. The schedule of payments is by monthly invoice.

3. [When applicable] The project is an amendment to a contract. This amendment changes the value and term and is the 7th amendment of the contract. The history of the amendments is:

	Original Amount	Amendment Amount	Amended End Date
Original Contract	\$43,000,000.00		12/31/2018
Prior Amendments:			
Add Provider		\$0.00	12/31/2018
Add Services		\$0.00	12/31/2018
Add Provider		\$0.00	12/31/2018
Add Provider		\$0.00	12/31/2018
Add Provider		\$0.00	12/31/2018
Add Funds & Provider		\$7,069,870.00	12/31/2018
Pending Amendment		\$46,200,000.00	12/31/2019
Total Contract Amount		\$96,269,870.00	

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

CONTRACT HISTORY/EVALUATION FORM

Contractor						Adelphoi Village, Inc					
Contract/Agreement No.						CE1700282-01					
RQ#						CF-17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Adelphoi Village has been providing a continuum of quality services to children, youth and families for more than 45 years. Headquartered in Latrobe, Pennsylvania, the agency offers exemplary and affordable human services programs, serving 60 counties. On a daily basis, Adelphoi provides community-based, foster care and residential services to 950 youth and their families.					
Service Description						Adelphoi Village, Inc. provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Adelphoi Village, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for Kids of Ohio)				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Adelphoi Village, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Adelphoi Village, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Applewood Centers, Inc.					
Contract/Agreement No.						CE-1700283-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Applewood Centers, Inc. is a Northeast Ohio leader in providing community-based, high-quality residential treatment and foster care services. Their programs utilize evidence-based methodologies in order to achieve positive physical, cognitive, behavioral and social outcomes for children ages 0-21.					
Service Description						Applewood Centers, Inc. provides a safe, stable, quality residential treatment and foster care environment for children placed in their care. DCFS works closely with Applewood Centers, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Applewood Centers, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Applewood Centers, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Artis's Tender Love & Care, Inc.					
Contract/Agreement No.						CE-1700284-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Artis's Tender Love & Care, Inc. is a residential treatment center in Youngstown, Ohio that provides treatment services to adolescent females ranging from ages 10 to 18 years old who have been dependent, neglected, or abused. Their goal is to develop a stable environment for young women by implementing supportive care and training programs that help these young women live a more productive life.					
Service Description						Artis's Tender Love & Care, Inc. provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Artis's Tender Love & Care, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Artis's Tender Love & Care, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Artis's Tender Love & Care, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Beech Brook					
Contract/Agreement No.						CE1700286-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Beech Brook, located in Cleveland provides a continuum of care through an extensive array of individualized services with the goal of strengthening and supporting youth and families. Beech Brook delivers four levels of foster care to both male and female youth from birth to emancipation who have multiple needs.					
Service Description						Beech Brook provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Beech Brook to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Beech Brook provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Beech Brook has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/19/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Bellefaire Jewish Children's Bureau					
Contract/Agreement No.						CE-1700287-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Bellefaire Jewish Children's Bureau, located in Cleveland, OH is one of the nations's leading child service agencies. They offer inentive treatment and transitional living services provided by a multi-disciplinary team of professional staff, working toward the successful transition of youth from residential to community-based services.					
Service Description						Bellefaire Jewish Children's Bureau provides a safe, stable, quality residential treatment and foster care environment for children placed in their care. DCFS works closely with Bellefaire Jewish Children's Bureau to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Bellefaire Jewish Children's Bureau provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Bellefaire Jewish Children's Bureau has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor	BHC Belmont Pines Hospital, Inc.				
Contract/Agreement No.	CE-1700288-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	BHC Belmont Pines Hospital, Inc. is the largest freestanding children’s behavioral health hospital in northeast Ohio and western Pennsylvania, providing comprehensive behavioral services, including inpatient care, residential treatment, outpatient programs, and partial hospitalization for youth ages 5-18 with chronic mental health disorders. They have an acute in-patient unit on-site for extended care and residential treatment services. Their treatment modality is trauma-informed care and cognitive behavior therapy.				
Service Description	BHC Belmont Pines Hospital, Inc. provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with BHC Belmont Pines Hospital, Inc. to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Add Funds & Provider (Homes for		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$46,200,000.00	12/31/2019		
Total Contract Amount	\$96,269,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that BHC Belmont Pines Hospital, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	BHC Belmont Pines Hospital, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Caring for Kids, Inc.									
Contract/Agreement No.						CE-1700290-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						Caring for Kids, Inc.'s mission is to provide quality individualized services to children in temporary care in a safe and nurturing environment. They provide Family and Specialized/Treatment Foster Care Services for children from birth to 21 years old who meet varying levels of foster care.									
Service Description						Caring for Kids, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Caring for Kids, Inc. to monitor the progress and care of the children placed at this facility.									
						Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract						\$43,000,000.00			12/4/2017		R2017-0234				
Prior Amendments: Add Provider (GraceHaven)							\$0.00	12/31/2018	5/21/2018		BC2018-328				
Add Services							\$0.00	12/31/2018	6/4/2018		BC2018-362				
Add Provider (Lighthouse Youth							\$0.00	12/31/2018	8/6/2018		BC2018-533				
Add Provider (RTC)							\$0.00	12/31/2018	9/4/2018		BC2018-607				
Add Provider (ENA, Inc.)							\$0.00	12/31/2018	(pending approval)		(pending approval)				
Add Funds & Provider (Homes for							\$7,069,870.00	12/31/2018	(pending approval)		(pending approval)				
Pending Amendment							\$46,200,000.00	12/31/2019							
Total Contract Amount						\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Caring for Kids, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior	Above Average	Average	Below Average	Poor					
Select One (X)							X								
Justification of Rating						Caring for Kids, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									
Date						9/18/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Carrington Youth Academy					
Contract/Agreement No.						CE-1700291-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Carrington Youth Academy provides outpatient, short-term residential behavioral health and addiction services to youth ages 8-21 residing in Cleveland and surrounding communities. Carrington provides academic, vocational, recreational and clinical services for boys and girls in a highly controlled, staff-secure, safe environment that promotes recovery, positive relationships, and successful integration into the community.					
Service Description						Carrington Youth Academy provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Carrington Youth Academy to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Carrington Youth Academy provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Carrington Youth Academy has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Catholic Charities Corporation					
Contract/Agreement No.						CE-1700292-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Catholic Charities Corporation was founded in 1912 and has been a consistent provider of foster care services for more than 30 years. Catholic Charities Corporation provides services for family foster care, treatment foster care, respite, therapy, and care coordination.					
Service Description						Catholic Charities Corporation provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Catholic Charities Corporation to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Catholic Charities Corporation provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Catholic Charities Corporation has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Christian Children's Home of Ohio, Inc.					
Contract/Agreement No.						CE-1700293-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Christian Children's Home of Ohio, Inc. has been providing residential treatment and foster care designed to meet the mental, emotional, physical, recreational and spiritual needs of children ages 6-18 for more than 50 years. Children in residential care are provided a variety of therapeutic approaches, such as equine-assisted therapy, art, group, partial hospitalization, individual, play and certified trauma therapy.					
Service Description						Christian Children's Home of Ohio, Inc. provides a safe, stable, quality residential care environment for children placed in their care. DCFS works closely with Christian Children's Home of Ohio, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Christian Children's Home of Ohio, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Christian Children's Home of Ohio, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Cleveland Christian Home, Inc.				
Contract/Agreement No.	CE-1700294-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	The Cleveland Christian Home (CCH) Residential Treatment Program has treated thousands of youth over the last 50 years. The Residential Treatment Program provides structure, stability, boundaries, and therapeutic treatment. The CCH seeks to provide empirically-based interventions to address the needs of DCFS-involved youth. CCH has a long history of providing effective treatment to children and youth struggling with mental illness, abuse and neglect.				
Service Description	The Cleveland Christian Home provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with the CCH to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth)		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Add Funds & Provider (Homes for		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$46,200,000.00	12/31/2019		
Total Contract Amount	\$96,269,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that the CCH provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Cleveland Christian Home has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio					
Contract/Agreement No.						CE-1700295-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Cornell Abraxas Group, Inc. (Abraxas Ohio), located in Shelby, OH is a leading provider of innovative and quality treatment programs for youth, adults and families. They provide residential treatment services for youth in short-term and long-term treatment programs for substance abuse and/or mental health treatment needs and residential treatment for Juvenile Sex Offenders ages 13-18.					
Service Description						Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Detroit Behavioral Institute Inc. dba Capstone Academy					
Contract/Agreement No.						CE-1700296-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Detroit Behavioral Institute Inc. dba Capstone Academy is a 98-bed residential facility located in Midtown Detroit. Established in 2004, Detroit Behavioral Institute offers a variety of specialized programs designed to serve youth ages 10 to 19 years in need of varying modalities of treatment. It is the agency's goal to prepare youth for a successful return to the community living through adoption of a safe and healthy lifestyle.					
Service Description						Detroit Behavioral Institute Inc. dba Capstone Academy provides a safe, stable, quality residential treatment environment for children placed in their care. DCFS works closely with Detroit Behavioral Institute Inc. dba Capstone Academy to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)		\$0.00				12/31/2018		5/21/2018		BC2018-328	
Add Services		\$0.00				12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)		\$0.00				12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)		\$0.00				12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)		\$0.00				12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for		\$7,069,870.00				12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Detroit Behavioral Institute Inc. dba Capstone Academy provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Detroit Behavioral Institute Inc. dba Capstone Academy has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						ENA, Inc. (Necco)					
Contract/Agreement No.						CE1800126-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Not enough information as provider is not yet approved to be added to the master contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						Not enough information as provider is not yet approved to be added to the master contract.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Fox Run: The Centers for Children and Adolescents					
Contract/Agreement No.						CE-1700289-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						The Center for Children and Adolescents (Fox Run) was established in 1988, and serves children and adolescents in Ohio, West Virginia and Pennsylvania. Fox Run is a 100-bed, residential treatment facility that provides a comfortable, non-institutional environment designed for youth. As a residential treatment facility, Fox Run treats both boys and girls, ages 5-17, and offers specialized programs to those diagnosed with a psychiatric condition which requires in-patient placement.					
Service Description						Fox Run provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Fox Run to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Fox Run provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Fox Run has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekomoff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Genacross Family and Youth Services, Inc. (fka Lutheran Homes Society, Inc.)					
Contract/Agreement No.						CE-1700301-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Genacross, founded in 1860, is located on 12 acres of land in Toledo, Ohio. They serve 27 children and youth with significant emotional and behavioral needs ranging in ages from 6 to 21 in three distinct units. The different unit options allow for flexibility in meeting the varying needs of the residents in placement.					
Service Description						Genacross provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Genacross to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Genacross provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Foundations has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Glen Mills Schools					
Contract/Agreement No.						CE-1700297-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Glen Mills Schools (GMS) is a residential education facility in Delaware County, Pennsylvania for boys between 15 and 18 years of age. Founded in 1826, Glen Mills utilizes a program model that employs a positive, normative environment and evidence-based programming to provide skills necessary to develop academically and vocationally in order to promote positive behavior changes.					
Service Description						Glen Mills Schools provide a safe, stable, quality residential environment for children placed in their care. DCFS works closely with GMS to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Glen Mills Schools provide a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Glen Mills Schools has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Gracehaven, Inc.					
Contract/Agreement No.						CE					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Gracehaven was founded to strategically help the growing number of victims of domestic minor sex trafficking. They believe this issue must be actively addressed in order to effectively help victims, and to prevent others from falling into this world. To that end, Gracehaven employs a comprehensive approach to combating domestic minor sex trafficking.					
Service Description						Gracehaven provides service a Residential setting for young ladies that require treatment and a safe environment. They also provide Prevention Education, Intervention Training and the have Survivor Care and Support services. All services are centered around combating Human Trafficking and helping those impacted by Human Trafficking.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						GraceHaven has provided care for 2 young ladies that were referred to their program. They have timely reporting and communication with the agency. There have been no indicated or substantiated reports of abuse or neglect.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X					
Justification of Rating						They have timely reporting and communication with the agency. There have been no indicated or substantiated reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Homes for Kids of Ohio, Inc.					
Contract/Agreement No.						TBD					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Vendor pending approval to be added to master contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						Not yet rated. Vendor pending approval to be added to master contract.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						House of New Hope					
Contract/Agreement No.						CE1700298-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						House of New Hope, Inc. (HNN), located in St. Louisville, OH, provides foster care services for children who have experienced significant trauma, abuse, neglect or medical issues. Each child's needs are carefully assessed to establish individualized programming and matching to a treatment foster home qualified to meet his or her emotional, developmental, behavioral and/or medical needs.					
Service Description						HNN provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with HNN to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that HNN provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						HNN has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						In Focus of Cleveland, Inc.									
Contract/Agreement No.						CE-1700299-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						In Focus of Cleveland, Inc. was founded in August 2000. Since opening its doors, In Focus has served over 100 at-risk young men. In Focus encourages self-empowerment, personal growth. After leaving In Focus, many residents have been adopted or have reunited with their families.									
Service Description						In Focus provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with In Focus to monitor the progress and care of the children placed at this facility.									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract						\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)								\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services								\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)								\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)								\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)								\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for								\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment								\$46,200,000.00		12/31/2019					
Total Contract Amount						\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that In Focus provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						In Focus has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									
Date						9/18/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Keystone Richland Center LLC dba Foundations for Living					
Contract/Agreement No.						CE-1700300-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Keystone Richland Center, LLC (dba Foundations for Living), located in Mansfield, OH has been providing secure residential treatment services for youth 11 to 18 years of age since 2000. With a capacity of 84 beds, Foundations offers innovative, evidence-based clinical treatment through closely monitored programs and unique resident incentives, creating a comfortable, safe environment for youth.					
Service Description						Foundations provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Foundations to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Foundations provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Foundations has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Lighthouse Youth Services, Inc.					
Contract/Agreement No.						CE1800322-01					
RQ#						CF-17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Not enough information as provider was approved to be added to the master contract on 8/6/18.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						No rating yet. Not enough information as provider was approved to be added to the master contract on 8/6/18.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Lutheran Metropolitan Ministry (LMM)					
Contract/Agreement No.						CE-1700302-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Lutheran Metropolitan Ministry has been providing services to Cleveland's most vulnerable residents for 38 years. They offer an independent living program for hard-to-place older youth, providing educational/vocational assistance, daily living skills, job readiness and employment and relationship skills to prepare youth for a successful transition to community living.					
Service Description						LMM provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with LMM to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that LMM provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						LMM has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						New Beginnings Residential Treatment, LLC					
Contract/Agreement No.						CE1700316-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						New Beginnings Residential Treatment, LLC (NBRT) is a private organization with a comprehensive array of mental health, AOD, and juvenile sex offender treatment for children and adolescents. They offer residential treatment, a parent empowerment program, intensive outpatient treatment, continuing care, and individual and family therapy with the goal of helping children in their care become more self-sufficient and functional.					
Service Description						New Beginnings provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with New Beginnings to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that New Beginnings provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						New Beginnings has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						New Directions, Inc.					
Contract/Agreement No.						CE-1700304-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						New Directions, Inc., located in Northeast Ohio, provides a comprehensive array of of multi-systemic therapies to move youth toward engagement in family relationships, limit involvement in the legal system and enrollment in school, vocational programs or employment. Operational since 1981, New Directions has provided treatment services to over 40,000 adolescents and their families.					
Service Description						New Directions, Inc. provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with New Directions, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that New Directions, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						New Directions, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor						National Youth Advocate Program (NYAP)									
Contract/Agreement No.						CE-1700303-01									
RQ#						CF- 17-39540									
Time Period of Original Contract						01/01/18 - 12/31/18									
Background Statement						NYAP has been providing case management, foster care, family preservation and diversion services, and home based programming for over 30 years, serving youth and families with complex multi-system needs. In Ohio, NYAP provides both traditional and therapeutic foster care services in four locations throughout the state.									
Service Description						NYAP provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with the NYAP to monitor the progress and care of the children placed at this facility.									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract						\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)								\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services								\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth								\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)								\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)								\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for								\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment								\$46,200,000.00		12/31/2019					
Total Contract Amount						\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract									
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that the NYAP provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						NYAP has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.									
Dept. Contact						Elizabeth Nekoloff									
User Dept.						Cuyahoga County Division of Children and Family Services									
Date						9/18/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	Ohio MENTOR, Inc.				
Contract/Agreement No.	CE1700306-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Ohio MENTOR, Inc. offers children and their families innovative, quality services and supports to lead to growth and independence, regardless of the physical, intellectual, or behavioral challenges. Ohio MENTOR, Inc. has been providing services within the state of Ohio for almost 35 years, offering individualized care to assist children and families who have been unsuccessfully served in outpatient or residential settings, and are currently providing Foster Care and Therapeutic Foster Care services for DCFS youth.				
Service Description	Ohio MENTOR, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Ohio MENTOR, Inc. to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Add Funds & Provider (Homes for		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$46,200,000.00	12/31/2019		
Total Contract Amount	\$96,269,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Ohio MENTOR, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Ohio MENTOR, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						OhioGuidestone					
Contract/Agreement No.						CE1700305-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						OhioGuidestone has 150 years of experience serving Ohio's most vulnerable youth and their families. Headquartered in Cuyahoga County, they provide a full spectrum of services in sites located throughout Cuyahoga and surrounding counties. OhioGuidestone has a long history of providing both residential and foster care services, implementing a well-coordinated system of care for youth, allowing for an efficient and seamless transition from residential care back to the community.					
Service Description						OhioGuidestone provides a safe, stable, quality residential and foster care environment for children placed in their care. DCFS works closely with OhioGuidestone to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that OhioGuidestone provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						OhioGuidestone has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Pathway Caring for Children					
Contract/Agreement No.						CE1700307-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Pathway Caring for Children is located in Canton, OH. Founded in 1973, Pathway Caring for Children continues to serve over 600 children and families annually. Pathway Caring for Children's Therapeutic Foster Care system provides care for children from birth to age 21, offering services to help support our foster parents and the children in their care: 24-hour support; case management to promote placement stability; and mental health counseling services address any emotional, behavioral, and/or trauma related issues foster youth may be experiencing.					
Service Description						Pathway Caring for Children, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Pathway Caring for Children to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Pathway Caring for Children provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Pathway Caring for Children has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor	Pressley Ridge				
Contract/Agreement No.	CE1700308-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Since 1832, Pressley Ridge, located in Cleveland, OH, provides services to more than 6,800 children and families annually in a therapeutic environment to help children and their families learn the skills that will enable them to make family connections and foster individual and family success.				
Service Description	Pressley Ridge provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Pressley Ridge to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth)		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Add Funds & Provider (Homes for		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$46,200,000.00	12/31/2019		
Total Contract Amount	\$96,269,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Pressley Ridge provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Pressley Ridge has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekomloff				
User Dept.	Cuyahoga County Division of Children and Family Services				
Date	9/18/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	Quality Care Residential Homes, Inc.				
Contract/Agreement No.	CE1700309-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Quality Care Residential Homes, Inc., located in the Greater Cleveland area, provides a structured home-like environment with supportive care and enrichment based programs to stimulate and help rehabilitate adolescent males between the ages of 10 - 21 with substance abuse disorders, behavioral issues, victims of physical abuse, victims of sexual abuse, depression/mood disorders, PTSD, poor self esteem and social skills deficits.				
Service Description	Quality Care Residential Homes, Inc. provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Quality Care Residential Homes, Inc. to monitor the progress and care of the children placed at this facility.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract	\$43,000,000.00			12/4/2017	R2017-0234
Prior Amendments: Add Provider (GraceHaven)		\$0.00	12/31/2018	5/21/2018	BC2018-328
Add Services		\$0.00	12/31/2018	6/4/2018	BC2018-362
Add Provider (Lighthouse Youth)		\$0.00	12/31/2018	8/6/2018	BC2018-533
Add Provider (RTC)		\$0.00	12/31/2018	9/4/2018	BC2018-607
Add Provider (ENA, Inc.)		\$0.00	12/31/2018	(pending approval)	(pending approval)
Add Funds & Provider (Homes for		\$7,069,870.00	12/31/2018	(pending approval)	(pending approval)
Pending Amendment		\$46,200,000.00	12/31/2019		
Total Contract Amount	\$96,269,870.00				
Performance Indicators	1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract				
Actual performance versus performance indicators (include statistics):	Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Quality Care Residential Homes, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Quality Care Residential Homes, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.				
Dept. Contact	Elizabeth Nekoloff				
User Dept.	Cuyahoga County Division of Children and Family Services				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Reach Consulting Service dba Education Alternatives					
Contract/Agreement No.						CE1700310-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Reach Consulting Service provides personal care and mental health services in a group home setting for youth with serious emotional disturbances. Reach provides counseling, academic, independent living assistance coupled with therapy to ensure youth successfully transition into community living.					
Service Description						Reach Consulting Service dba Education Alternatives provides a safe, stable, quality group home environment for children placed in their care. DCFS works closely with Reach Consulting Service dba Educational Alternatives to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Reach Consulting Service dba Educational Alternatives provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Reach Consulting Service dba Educational Alternatives has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Rite of Passage, Inc.					
Contract/Agreement No.						CE1700311-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Rite of Passage, Inc. has nearly 35 years of experience implementing residential treatment programs with the foundational mission of improving the lives of youth, families, and communities. Their 60-bed residential facility, located in Cincinnati, OH, serves at-risk youth through academic and therapeutic curriculum, helping them to make a successful transition to community living.					
Service Description						Rite of Passage, Inc. provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Rite of Passage, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Rite of Passage, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Rite of Passage, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						RTC Resource Acquisition Corporation					
Contract/Agreement No.						CE1800306-01					
RQ#						CF-17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						DCFS has provided a wide range of board and care services to youth in the custody of the agency. The "continuum" of services ranges from least restrictive and less intensive to more restrictive and more intensive and is based on the assessed needs of the youth placed in care. In March 2017, there were 1,800 youth in out-of-home care. Of those, 65% are African American, 68% are under the age of 12, and males and female are split 51% and 49% respectively.					
Service Description						To provide quality Therapeutic Foster Care, Specialized Foster Care, Group Home Care, Independent Living Care, and Residential Care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)		\$0.00				12/31/2018		5/21/2018		BC2018-328	
Add Services		\$0.00				12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)		\$0.00				12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)		\$0.00				12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)		\$0.00				12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for		\$7,069,870.00				12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Not enough information as provider was approved to be added to the master contract on 9/4/18.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)											
Justification of Rating						No rating yet. Not enough information as provider was approved to be added to the master contract on 9/4/18.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/5/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Specialized Alternatives for Families & Youth of Ohio, Inc.					
Contract/Agreement No.						CE1700312-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Specialized Alternatives for Families & Youth of Ohio, Inc. (SAFY of Ohio) is located in the north Canton area. They provide healthy development and prepare youth emancipating from the foster care and/or juvenile justice system for self-reliance and independent living. Highly trained staff help youth master an array of skill sets that are essential for the transition from foster care to adulthood, including safe housing, employment and education.					
Service Description						Specialized Alternatives for Families & Youth of Ohio, Inc. provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with Specialized Alternatives for Families & Youth of Ohio, Inc. to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth)				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Specialized Alternatives for Families & Youth of Ohio, Inc. provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Specialized Alternatives for Families & Youth of Ohio, Inc. has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Bair Foundation					
Contract/Agreement No.						CE-1700285-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						The Bair Foundation provides treatment Foster Care that involves placement of children and teens with families who have been specially trained to care for children with specific medical or behavioral needs. Through their Structured Intervention Treatment Foster Care (SITFC®), foster families are able to help children who have been traumatized, sensitivity and responsiveness and ceating a safe envorinment for at-risk youth to succeed.					
Service Description						The Bair Foundation provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with The Bair Foundation to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that The Bair Foundation provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						The Bair Foundation has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Twelve of Ohio, Inc					
Contract/Agreement No.						CE1700314-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Located in Massillon, OH, The Twelve of Ohio has been providing services to children and families of Cuyahoga County for over 30 years. The Twelve of Ohio provides an environment for at-risk youth exhibiting a combination of pronounced anger management problems, serious substance abuse issues, habitual truancy and other challenging behaviors. Their goal is to stabilize children at this level in order to accomplish reunification with the family.					
Service Description						The Twelve of Ohio, Inc provides a safe, stable, quality foster care environment for children placed in their care. DCFS works closely with The Twelve of Ohio, Inc to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that The Twelve of Ohio, Inc provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						The Twelve of Ohio, Inc has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Village Network					
Contract/Agreement No.						CE1700315-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						The Village Network, located in Smithville, OH has been providing community services for more than 70 years. The Village Network serves youth who have been removed from their homes due to childhood trauma or other unsafe conditions, demonstrate significant emotional, psychological, behavioral, and/or health challenges based on trauma and/or abuse, and require clinical expertise and guidance.					
Service Description						The Village Network provides a safe, stable, quality residential and foster care environment for children placed in their care. DCFS works closely with The Village Network to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)				\$0.00		12/31/2018		5/21/2018		BC2018-328	
Add Services				\$0.00		12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth				\$0.00		12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)				\$0.00		12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)				\$0.00		12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for				\$7,069,870.00		12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that The Village Network provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						The Village Network has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

CONTRACT HISTORY/EVALUATION FORM

Contractor						Tri-State Youth Authority, Inc dba Mohican Youth Academy					
Contract/Agreement No.						CE1700313-01					
RQ#						CF- 17-39540					
Time Period of Original Contract						01/01/18 - 12/31/18					
Background Statement						Tri-State Youth Authority, Inc dba Mohican Youth Academy is a treatment-oriented program located in Western Ohio. Mohican Youth Academy offers an intensive residential treatment for at-risk adolescent boys ages 14-21. They focus on both preventative and transitional care to prevent further out-of-home placements, allowing residents to successfully return to family and community living.					
Service Description						Tri-State Youth Authority, Inc dba Mohican Youth Academy provides a safe, stable, quality residential environment for children placed in their care. DCFS works closely with Mohican to monitor the progress and care of the children placed at this facility.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract		\$43,000,000.00						12/4/2017		R2017-0234	
Prior Amendments: Add Provider (GraceHaven)		\$0.00				12/31/2018		5/21/2018		BC2018-328	
Add Services		\$0.00				12/31/2018		6/4/2018		BC2018-362	
Add Provider (Lighthouse Youth		\$0.00				12/31/2018		8/6/2018		BC2018-533	
Add Provider (RTC)		\$0.00				12/31/2018		9/4/2018		BC2018-607	
Add Provider (ENA, Inc.)		\$0.00				12/31/2018		(pending approval)		(pending approval)	
Add Funds & Provider (Homes for		\$7,069,870.00				12/31/2018		(pending approval)		(pending approval)	
Pending Amendment				\$46,200,000.00		12/31/2019					
Total Contract Amount		\$96,269,870.00									
Performance Indicators						1) quality of the program, which includes the assessment of a safe environment, quality of services provided, and appropriate length of stay; 2) observation of the quality of administrative functions, including submission of required reporting, timely reporting of incidents, level of communication as reported by resource managers and workers of record; 3) the number and percentage of children who experience indicated/substantiated reports of abuse/neglect 4) provider responsibilities and deliverables outlined in the contract					
Actual performance versus performance indicators (include statistics):						Reports from DCFS staff who conduct regular visits and provide case management services for youth placed at this site indicate that Tri-State Youth Authority, Inc dba Mohican Youth Academy provides a safe, quality environment. There have been no reports of abuse or neglect. The provider has met all expectations outlined in the contract.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						Tri-State Youth Authority, Inc dba Mohican Youth Academy has maintained a high level of quality based on reports from the resource managers bi-monthly visits; communicates as needed with the case manager of record and has no reports of abuse or neglect.					
Dept. Contact						Elizabeth Nekoloff					
User Dept.						Cuyahoga County Division of Children and Family Services					
Date						9/18/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0255

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution making awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Children and Family Services has recommended awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019 as follows:

- a. Applewood Centers, Inc.
- b. Beech Brook
- c. Bellefaire Jewish Children's Bureau
- d. Catholic Charities Corporation
- e. The Cleveland Christian Home Inc.
- f. Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- g. OhioGuidestone
- h. Ohio Mentor, Inc.
- i. Pressley Ridge
- j. Specialized Alternative for Families and Youth of Ohio, Inc.; and

WHEREAS, the primary goal of this project is to develop and deliver effective in-home services that can contribute to stabilizing and strengthening the family to prevent the need for out-of-home care whenever possible; and

WHEREAS, the funding for this project is as follows: (a) 70% Health and Human Service Levy funds and (b) 30% Federal Funds Title IV-E; 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 awards on RQ42589 to various providers, in the total amount not-to-exceed \$3,500,000.00, for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2019 - 12/31/2019 as follows:

- a. Applewood Centers, Inc.
- b. Beech Brook
- c. Bellefaire Jewish Children's Bureau
- d. Catholic Charities Corporation
- e. The Cleveland Christian Home Inc.
- f. Mental Health Services for Homeless Persons, Inc. dba FrontLine Service
- g. OhioGuidestone
- h. Ohio Mentor, Inc.
- i. Pressley Ridge
- j. Specialized Alternative for Families and Youth of Ohio, Inc.

SECTION 2. That the County Executive is authorized to execute the Master Contract in connection with said awards 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 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__

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

DCFS CF-18-42589 2019 VARIOUS PROVIDERS (See list below) Master Contract for Family Centered Supportive Services.

A. Scope of Work Summary

1. DCFS is requesting approval of a master contract with various providers (see list below) for the anticipated cost of \$3,500,000.00.

This is a new project.

SERVICE DESCRIPTIONS:

High Fidelity Wrap Around Services

High Fidelity (HiFi) Wraparound provides assistance that will help the family and child coordinate their services and supports in a way that empowers them to meet their needs as they define them. High Fidelity Wraparound is a structured, team-based process that uses an evidence-based, nationally-recognized model that partners with families to use their voice and strengths to develop a family-driven plan that promotes self-advocacy. This process is intended to keep families together in their own homes by teaching them a way to plan for their own needs.

Family Focus/Family Preservation Services

Family Preservation Services are services provided to the family that are both intensive and short term. The purpose of the program is to stabilize the environment by providing families with service referrals and/or direct connections to services which will lead to long term success. Family Preservation Services are available 24 hours a day, seven days a week and take place inside the family's home, based on the family's schedule. Families are linked to services identified in the family preservation assessment and case plan. The service referrals must be neighborhood-based or geographically accessible to the family. Services include: Intensive In-Home Services; Family in Need of Services; Parent-Teen Conflict Services; Reunification Services; and Resource Family Support.

Evidence Based Programming

Evidence-based practice is the integration of the best available research with clinical expertise in the context of patient characteristics, culture and preferences. Evidence-based programming involves identifying, assessing, and implementing strategies that are supported by scientific research. Modalities include: Parent Child Interaction Therapy (PCIT); Trauma Focused Cognitive Behavioral Therapy (TF CBT); Alternatives for Families Cognitive Behavioral

Therapy (AF CBT); Intensive Home Based Treatment (IHBT); and Multi-Systemic Therapy-Problem Sexual Behavior (MST-PSB).

Nurturing Parenting™

The Nurturing Parenting programs target all families at risk for abuse and neglect with children birth to 18 years. Lessons are competency-based ensuring parental learning and mastery of skills and are delivered in a home and/or group-based setting. Parents and children attend separate groups that meet concurrently and the “dosage” or length of the program refers to the number of sessions (5-25+) and is based on the family’s individual needs, strengths, and weaknesses.

Supported Visits

Supported visits provide visit “coaching” for children in the custody of DCFS and their parent/caregiver. Visit coaching begins with an agreement with the family that identifies the child-specific needs to be addressed and an understanding of how those needs relate to the risks that brought the child into care. Visit coaching can be provided in a variety of ways and settings by individuals that have been trained in the Marty Beyer, PhD. visit coaching principles and methods.

Medical Case Management

Medical Case Management Services consist of case management services and care coordination for medically neglected children referred by DCFS. The services support families and their team with medical concerns/diagnoses that have brought them to the attention of the agency. The approach is a collaborative process of assessment, planning, facilitation, care coordination, education, evaluation, medical treatment, and advocacy for options and services to meet an individual’s and family’s immediate and comprehensive health needs through communication and available resources to promote quality care and cost effective outcomes such as child wellness/stabilization and autonomy through advocacy.

The anticipated start-completion dates are 01/01/2019-12/31/2019

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

To develop and deliver effective in-home services that can contribute to stabilizing and strengthening the family to prevent the need for out-of-home care whenever possible.

Objectives:

Prevent out of home placement for youth

Improve family and youth functioning

Reduce involvement with the juvenile justice system

Reduce recidivism into the child welfare system

Strengthen family supports and access to community-based services

Improve parenting skills for caregivers

Reduce placement moves for children and youth

Improve compliance with medical treatment plans

3. Not Applicable [*When applicable*] The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).

(When applicable, Municipality of project)

4. Not Applicable (When applicable) Technology Items - If the request is for the purchase of software or technical equipment:

B. Procurement

1. The procurement method for this project was RFP, The total value of the RFP is \$3,500,000.00

2. The RFP was closed on June 22, 2018. There was no SBE goal.

3. *[Option 1]* There were 15 proposals pulled from OPD, 15 proposals submitted for review and 10 proposals approved/recommended.

C. Contractor and Project Information

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

LIST OF PROVIDERS

Carolyn Welker
Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102
216 521-6511 ext 1205
cwelker@applewoodcenters.org

Jack Stinedurf
Beech Brook
3737 Lander Road
Cleveland, Ohio 44124
216 831-2255 ext 2240
jstinedurf@beechbrook.org

Jeff Lox
Bellefaire JCB
22001 Fairmount Boulevard
Shaker Heights, Ohio 44118
216 320-8402
Loxj@bellefairejcb.org

Maureen Dee
Catholic Charities Corporation
3135 Euclid Avenue, Suite 101
Cleveland, Ohio 44115
216 391-2030 ext 12
medee@ccdacle.org

Charles Tuttle

Cleveland Christian Home
4614 Prospect Avenue, Suite 240
Cleveland, Ohio 44103
216 688-7214
ctuttle@ccnworks.org

Susan Neth
Frontline Service
1744 Payne Avenue
Cleveland, Ohio 44114
216 274-3303
Susan.neth@frontlineservice.org

Andy Cooper
OhioGuidestone
434 Eastland Road
Berea, Ohio 44017
440 260-8450
Andy.cooper@ohioguidestone.org

Chip Bonsutto
Ohio MENTOR, Inc.
6200 Rockside Woods Boulevard, Suite 305
Independence, Ohio 44131
216 525-1885
Angelo.Bonsutto@thementornetwork.com

Lisa Allomong
Pressley Ridge
23701 Miles Road
Cleveland, Ohio 44128
216 763-0800
lallomong@pressleyridge.org

Faith Morehouse
Specialized Alternatives for Families and
Youth of Ohio, Inc.
20600 Chagrin Boulevard, Suite 320
Shaker Heights, Ohio 44122
419 890-3772
morehousef@safy.org

2. The Contact Persons for the providers are: SEE ABOVE

3.a The address or location of the project is: SEE LIST OF PROVIDERS ABOVE

3.b. The project is located in Council District: VARIOUS

D. Project Status and Planning

1. The project is new to the county.

E. Funding

1. The project is funded Title IV-E 67% and HHS Levy 33%
2. The schedule of payments is monthly by invoice.

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

Not Applicable –

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.

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: CF-18-42589

CONTRACT PERIOD: January 1, 2019 – December 31, 2019

TYPE: RFP

RFP DUE DATE: June 22, 2018

NUMBER OF RESPONSES: 60/15

ESTIMATE: \$3,500,000.00

DIVERSITY GOAL: 0%

REQUESTING DEPARTMENT: Children & Family Services

COMMODITY DESCRIPTION: Family Centered Support Services for At-Risk Children and Families in Cuyahoga County

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award:(Y/N)
1.	Applewood Centers, Inc. 10427 Detroit Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0518 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	Beech Brook 3737 Lander Road Cleveland, Ohio 44124	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0518 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.	Bellefaire JCB 22001 Fairmount Boulevard Shaker Heights, Ohio 44118	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0611 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Catholic Charities Corporation 3135 Euclid Avenue, Suite 101 Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award:(Y/N)
		PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		
5.	Cleveland Christian Home 4614 Prospect Avenue, Suite 240 Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0940 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.	Frontline Service 1744 Payne Avenue Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1897 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (no)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	Harvard Community Services Center 18240 Harvard Avenue Cleveland, Ohio 44128	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1457 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8.	Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1963 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.	National Youth Advocate Program, Inc. 1384 West 117 th Street Lakewood, Ohio 44107	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1997		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award:(Y/N)
		PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		
10.	OhioGuidestone 434 Eastland Road Berea, Ohio 44017	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0616 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.	Ohio MENTOR, Inc. 6200 Rockside Woods Boulevard, Suite 305 Independence, Ohio 44131	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 13-0439 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	Pressley Ridge 23701 Miles Road Cleveland, Ohio 44128	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2258 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes ()		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13.	Specialized Alternatives for Families and Youth of Ohio, Inc. 20600 Chagrin Boulevard, Suite 320 Shaker Heights, Ohio 44122	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2458 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (no)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	University Settlement 4800 Broadway Avenue Cleveland, Ohio 44127	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2872		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award:(Y/N)
		PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (yes)		
15.	West Side Community House 9300 Lorain Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2980 PH: <input checked="" type="checkbox"/> Yes NCA: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (no)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total Score	Applewood	Catholic Charities	Cleveland Christian Home	Beech Brook	SAFY	Ohio Mentor	Pressley Ridge	Murtis Taylor	FrontLine	Bellefaire JCB	Ohio Guidestone	Harvard	University Settlement	West Side Community House	National Youth Advocate Program
	88/100	81/100	80/100	77/100	77/100	74/100	74/100	70/100	68/100	66/100	65/100	59/100	59/100	56/100	50/100
Team Lead	Denise Aiyedatiwa	Karen Stormann	Elizabeth Nekoloff	Emily Lockshine	Elizabeth Nekoloff	Karen Stormann	Freda Houchins	Denise Aiyedatiwa	Freda Houchins	Christian Tobin	Erin Reardon	Emily Lockshine	Erin Reardon	Emily Lockshine	Christian Tobin
Reviewers	Latasha Brown	Jennifer Frame	Angelina Hamilton	Kara Porter	Angelina Hamilton	Jennifer Frame	Jocelyn Jones	Latasha Brown	Jocelyn Jones	Ben Jones	Andrea Colson	Kara Porter	Andrea Colson	Kara Porter	Ben Jones
	Anne Konarski	Raymond James	Kathleen Sullivan	David Latsko	Kathleen Sullivan	Raymond James	Mary McBride	Anne Konarski	Mary McBride	Eboni Freeman	Latoya Hall	David Latsko	Latoya Hall	David Latsko	Eboni Freeman
	Richard Schmittgen	Dona Warner-Rogers	Jannelle Williams	Alyssa Williams	Jannelle Williams	Dona Warner-Rogers	Nicole Scalish	Richard Schmittgen	Nicole Scalish	Donna Scott	Andrew Katusin	Alyssa Williams	Andrew Katusin	Alyssa Williams	Donna Scott

Provider	Service	Contract #	Original Contract	Amendment 1	Total Contract	Start Date	End Date	Resolution	Resolution Date
Beech Brook	Child/Family Focused Services	CE1600007-01	\$ 331,354.06	\$ 28,693.27	\$ 360,047.33	2/1/16	12/31/18	R2016-034	1/26/2016
Bellefaire JCB	Child/Family Focused Services	CE1600007-03	\$ 269,687.50	\$ 21,221.87	\$ 290,909.37	2/1/16	12/31/18	R2016-034	1/26/2016
Catholic Charities Services Corporation	Child/Family Focused Services	CE1600007-04	\$ 269,687.50	\$ 21,221.87	\$ 290,909.37	2/1/16	12/31/18	R2016-034	1/26/2016
The Cleveland Christian Home	Child/Family Focused Services	CE1600007-12	\$ 228,021.00	\$ 17,943.11	\$ 245,964.11	2/1/16	12/31/18	R2016-034	1/26/2016
OhioGuidestone	Child/Family Focused Services	CE1600007-08	\$ 257,187.44	\$ 20,238.23	\$ 277,425.67	2/1/16	12/31/18	R2016-034	1/26/2016
Ohio Mentor, Inc.	Child/Family Focused Services	CE1600007-07	\$ 229,687.50	\$ 18,074.24	\$ 247,761.74	2/1/16	12/31/18	R2016-034	1/26/2016
Specialized Alternatives for Youth	Child/Family Focused Services	CE1600007-10	\$ 144,687.50	\$ 11,385.54	\$ 156,073.04	2/1/16	12/31/18	R2016-034	1/26/2016
Mental Health Services for Homeless Persons, Inc.	Child/Family Focused Services	CE1600007-06	\$ 16,666.66	\$ 1,311.51	\$ 17,978.17	2/1/16	12/31/18	R2016-034	1/26/2016
Applewood Centers	Tapestry System of Care	CE1600056-01	\$ 600,490.44	\$ 460,324.88	\$ 1,060,815.32	3/1/16	12/31/18	R2016-069	3/22/2016
Pressley Ridge	Tapestry System of Care	CE1600056-07	\$ 171,569.25	\$ 338,204.41	\$ 509,773.66	3/1/16	12/31/18	R2016-069	3/22/2016

CONTRACT HISTORY/EVALUATION FORM

Contractor						Beech Brook					
Contract/Agreement No.						CE1600007-01; CE1600007-02; CE1600056-02					
RQ#											
Time Period of Original Contract						2/1/2016-12/31/2018; 3/1/2016-12/31/2018					
Background Statement						Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.					
Service Description						The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.					
		Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract/Agreement Amount		\$331,354.06			1/26/2016	R2016-034					
Prior Amendment Amounts (List separately)			\$28,963.27	12/31/2018							
Pending Amendment			-								
Total Amendment(s)			\$28,963.27								
Total Contract Amount		\$360,317.33									
Performance Indicators						Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment					
Actual performance versus performance indicators (include statistics):						Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; approximately 24% of closed cases, re-opened with 180 days.					
Rating of Overall Performance of Contractor		Superior	Above Average	Average	Below Average	Poor					
Select One (X)			x								
Justification of Rating						The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.					
Dept. Contact						Julie Schaefer					
User Dept.						DCAP					
Date						9/28/2018					

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Bellefaire JCB				
Contract/Agreement No.	CE1600007-03; CE1600056-03				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018; 3/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$269,687.50			1/26/2016	R2016-034
Prior Amendment Amounts (List separately)		\$21,221.87	12/31/2018		
Pending Amendment		x			
Total Amendment(s)		\$21,221.87			
Total Contract Amount	\$290,909.37				
Performance Indicators	Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; aproximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Catholic Charities Corporation				
Contract/Agreement No.	CE1600007-04; CE1600007-05; CE1600056-04				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018; 3/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	See cover page				
Prior Amendment Amounts (List separately)		See cover page			
Pending Amendment		x			
Total Amendment(s)		See cover page			
Total Contract Amount	See cover page				
Performance Indicators	Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; aproximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Cleveland Christian Home				
Contract/Agreement No.	CE1600007-12; CE1600007-13				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	See cover page				
Prior Amendment Amounts (List separately)		See cover page			
Pending Amendment		x			
Total Amendment(s)		See cover page			
Total Contract Amount	See cover page				
Performance Indicators	Submission of monthly statistical reports: bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; approximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Ohio Guidestone				
Contract/Agreement No.	CE1600007-08; CE1600007-09; CE1600056-06				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018; 3/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	See cover page				
Prior Amendment Amounts (List separately)		See cover page			
Pending Amendment		x			
Total Amendment(s)		See cover page			
Total Contract Amount	See cover page				
Performance Indicators	Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; aproximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Ohio Mentor, Inc.				
Contract/Agreement No.	CE1600007-07				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	See cover page				
Prior Amendment Amounts (List separately)		See cover page			
Pending Amendment		x			
Total Amendment(s)		See cover page			
Total Contract Amount	See cover page				
Performance Indicators	Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; aproximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Specialized Alternatives for Youth					
Contract/Agreement No.						CE160007-10					
RQ#											
Time Period of Original Contract						2/1/2016-12/31/2018					
Background Statement						Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.					
Service Description						The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		See cover page									
Prior Amendment Amounts (List separately)				See cover page							
Pending Amendment				x							
Total Amendment(s)				See cover page							
Total Contract Amount		See cover page									
Performance Indicators						Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment					
Actual performance versus performance indicators (include statistics):						Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; approximately 24% of closed cases, re-opened with 180 days.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				x							
Justification of Rating						The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.					
Dept. Contact						Julie Schaefer					
User Dept.						DCAP					
Date						9/28/2018					

CONTRACT HISTORY/EVALUATION FORM

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Mental Health Services for Homeless Persons, Inc.				
Contract/Agreement No.	CE1600007-06				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	See cover page				
Prior Amendment Amounts (List separately)		See cover page			
Pending Amendment		x			
Total Amendment(s)		See cover page			
Total Contract Amount	See cover page				
Performance Indicators	Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; aproximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

CONTRACT HISTORY/EVALUATION FORM					
Contractor	Applewood Centers				
Contract/Agreement No.	CE1600056-01				
RQ#					
Time Period of Original Contract	2/1/2016-12/31/2018; 3/1/2016-12/31/2018				
Background Statement	Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.				
Service Description	The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	See cover page				
Prior Amendment Amounts (List separately)		See cover page			
Pending Amendment		x			
Total Amendment(s)		See cover page			
Total Contract Amount	See cover page				
Performance Indicators	Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment				
Actual performance versus performance indicators (include statistics):	Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; approximately 24% of closed cases, re-opened with 180 days.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.				
Dept. Contact	Julie Schaefer				
User Dept.	DCAP				
Date	9/28/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Pressley Ridge					
Contract/Agreement No.						CE1600056-07					
RQ#											
Time Period of Original Contract						3/1/2016-12/31/2018					
Background Statement						Under this contract the provider will address the needs of at-risk and/or multi-system involved families by providing an array of intensive in-home family support services that will result in a safe and stable environment and improved family functioning for families referred by the Division of Children and Family Services.					
Service Description						The in-home family support services provided are intended to enhance family functioning and reduce the risk of child abuse and neglect. The services provided include, High Fidelity Wraparound Services, Family Preservation Services, Evidence-based Therapy including, Parent Child Interaction Therapy, Trauma-Focused Cognitive Behavioral Therapy, and Alternatives for Families Cognitive Behavioral Therapy.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		See cover page									
Prior Amendment Amounts (List separately)				See cover page							
Pending Amendment				x							
Total Amendment(s)				See cover page							
Total Contract Amount		See cover page									
Performance Indicators						Submission of monthly statistical reports:bi-weekly availability; bi-weekly individual child/case specific progress reports; 80% of families to which the provider initiates services with the referred client population (engagement rate), will participate in services; reduction in incidents of repeat maltreatment.					
Actual performance versus performance indicators (include statistics):						Monthly & bi-weekly reports submitted timely; 79% of the families referred to the program were engaged in services; aproximately 24% of closed cases, re-opened with 180 days.					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				x							
Justification of Rating						The provider is meeting the deliverables of this contract. They have adapted to the unique needs of the Division and continue to deliver supportive services to the children and families involved with the child welfare system. The services provided are valuable and necessary to meet the demands of the community and the DCFS. The provider continues to meet or exceed contractual expectations.					
Dept. Contact						Julie Schaefer					
User Dept.						DCAP					
Date						9/28/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0256

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Senior and Adult Services has recommended awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 as follows:

- A) City of Bedford Heights for Transportation services;
- B) City of Berea for Adult Development and Transportation services;
- C) City of Euclid for Congregate Meals and Transportation services;
- D) City of Lakewood for Congregate Meals and Transportation services;
- E) City of Maple Heights for Congregate Meals and Transportation services;
- F) City of Olmsted Falls for Adult Development services;
- G) City of Parma Heights for Congregate Meals and Transportation services;
- H) City of Solon for Adult Development services;
- I) City of Strongsville for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services;

- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services;
- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services;
- N) Community Partnership on Aging for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC for Adult Day services;
- Q) Eliza Bryant Village for Adult Day and Transportation services;
- R) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services;
- S) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services;
- T) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services;
- U) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services;
- V) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services;
- W) The Salvation Army for Adult Development, Congregate Meals and Transportation services;
- X) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services;
- Y) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services;
- Z) West Side Community House for Adult Development, Congregate Meals and Transportation services; and

WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, this project is funded 100% by Health & Human Services Levy 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 makes awards on RQ42490 to various municipalities and providers, in the total amount not-to-exceed \$1,741,596.00, for various services for the Community Social Services Program for the period 1/1/2019 - 12/31/2019 as follows:

- A) City of Bedford Heights for Transportation services;
- B) City of Berea for Adult Development and Transportation services;
- C) City of Euclid for Congregate Meals and Transportation services;
- D) City of Lakewood for Congregate Meals and Transportation services;
- E) City of Maple Heights for Congregate Meals and Transportation services;
- F) City of Olmsted Falls for Adult Development services;
- G) City of Parma Heights for Congregate Meals and Transportation services;
- H) City of Solon for Adult Development services;
- I) City of Strongsville for Adult Development and Transportation services;
- J) Catholic Charities Corporation on behalf of Fatima Family Center for Adult Development services;
- K) Catholic Charities Corporation on behalf of Hispanic Senior Center for Adult Development and Transportation services;
- L) Catholic Charities Corporation on behalf of St. Martin de Porres Family Center for Adult Development and Transportation services;

- M) Catholic Charities Corporation on behalf of St. Philip-Neri Family Center for Adult Development services;
- N) Community Partnership on Aging for Congregate Meals and Transportation services;
- O) The East End Neighborhood House Association for Adult Development, Congregate Meals and Transportation services;
- P) Eldercare Services Institute, LLC for Adult Day services;
- Q) Eliza Bryant Village for Adult Day and Transportation services;
- R) The Harvard Community Services Center for Adult Development, Congregate Meals and Transportation services;
- S) The Mandel Jewish Community Center of Cleveland for Adult Development, Congregate Meals and Transportation services;
- T) Murtis Taylor Human Services System for Adult Development, Congregate Meals and Transportation services;
- U) The Phillis Wheatley Association of Cleveland, Ohio for Congregate Meals services;
- V) Rose Centers for Aging Well, LLC for Adult Development, Congregate Meals and Transportation services;
- W) The Salvation Army for Adult Development, Congregate Meals and Transportation services;
- X) Senior Citizen Resources, Inc. for Adult Development, Congregate Meals and Transportation services;
- Y) University Settlement, Incorporated for Adult Development, Congregate Meals and Transportation services; and
- Z) West Side Community House for Adult Development, Congregate Meals and Transportation services.

SECTION 2. That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards 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 Assigned:

Journal _____
_____, 2018

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

Division of Senior and Adult Services; SA-18-42490 – 2019 – Multiple Vendors – Master Agreement – Community Social Services Program

A. Scope of Work Summary

1. Division of Senior and Adult Services requesting approval of a master agreement with Catholic Charities Corp. on behalf of the Fatima Family Center; Catholic Charities Corp. on behalf of the Hispanic Senior Center; Catholic Charities Corp. on behalf of the St. Martin de Porres Family Center; Catholic Charities Corp. on behalf of the St. Philip-Neri Family Center; City of Bedford Heights; City of Berea; City of Euclid; City of Lakewood; City of Maple Heights; City of Olmsted Falls; City of Parma Heights; City of Solon; City of Strongsville; Community Partnership of Aging; The East End Neighborhood House Association; Eldercare Services Institute, Inc.; Eliza Bryant Village; Harvard Community Services Center; The Mandel Jewish Community Center of Cleveland; Murtis H. Taylor Services System; The Phillis Wheatley Association; Rose Centers for Aging Well, LLC; The Salvation Army; Senior Citizen Resources, Inc.; University Settlement, Inc.; and West Side Community House for the anticipated cost not-to-exceed \$1,741,596.00.

Vendors shall deliver the following services to seniors and adults with disabilities at senior centers throughout Cuyahoga County: Adult Day Services, Adult Development, Congregate Meals and Transportation. The anticipated start-completion dates are 01/01/2019-12/31/2019.

2. The primary goals of the project are:

- To reduce loneliness and isolation
- To improve physical and mental health
- To reduce food insecurity

3. N/A

4. N/A

B. Procurement

1. The procurement method for this project was RFP. The total value of the RFP is \$1,741,596.00.

2. The RFP was closed on 6/1/2018.

3. There were 215 RFPs pulled from OPD, 31 proposals submitted for review 26 proposals approved.

4. N/A

5. N/A

6. 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):

1. Catholic Charities Community Services Corp. on behalf of the Fatima Family Center
7911 Detroit Ave
Cleveland, OH 44102
Council District 7
2. Catholic Charities Community Services Corp. on behalf of the Hispanic Senior Center
7911 Detroit Ave.
Cleveland, OH 44102
Council District 3
3. Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center
7911 Detroit Ave.
Cleveland, OH 44102
Council District 7
4. Catholic Charities Community Services Corp. on behalf of the St. Philip-Neri Family Center
7911 Detroit Ave.
Cleveland, OH 44102
Council District 7
5. City of Bedford Heights

5661 Perkins Road
Bedford Heights, OH 44146
Council District 9

6. City of Berea
11 Berea Commons
Berea, OH 44017
Council District 5
7. City of Euclid
585 East 222nd Street
Euclid, OH 44123
Council District 11
8. City of Lakewood
12650 Detroit Avenue
Lakewood, OH 44107
Council District 2
9. City of Maple Heights
5353 Lee Road
Maple Heights, OH 44137
Council District 8
10. City of Olmsted Falls
26100 Bagley Road
Olmsted Falls, OH 44138
Council District 5
11. City of Parma Heights
6281 Pearl Road
Parma Heights, OH 44130
Council District 4
12. City of Solon
34200 Bainbridge Road
Solon, OH 44013
Council District 6
13. City of Strongsville
16099 Foltz Parkway
Strongsville, OH 44149
Council District 5

14. Community Partnership on Aging
1370 Victory Drive
South Euclid, OH 44121
Council Districts 6 and 11

15. East End Neighborhood House Association, The
2749 Woodhill Road
Cleveland, OH 44104
Council District 7

16. Eldercare Services Institute
11890 Fairhill Road
Cleveland, OH 44120
Council District 7

17. Eliza Bryant Village
7201 Wade Park Ave.
Cleveland, OH 44103
Council District 7

18. Harvard Community Services Center, The
18240 Harvard Avenue
Cleveland, OH 44128
Council District 9

19. Mandel Jewish Community Center of Cleveland, The
26001 South Woodland Road
Beachwood, OH 44122
Council District 10

20. Murtis Taylor Human Services System
13422 Kinsman Road
Cleveland, OH 44120
Council District 9

21. Phillis Wheatley Association, The
4450 Cedar Avenue
Cleveland, OH 44103
Council District 8

22. Rose Centers for Aging Well, LLC.
12200 Fairhill Road
Cleveland, OH 44115
Council Districts 2, 6, 7, 8, 9 and 10

23. Salvation Army, The
2507 East 22nd Street
Cleveland, OH 44115
Council District 3
24. Senior Citizen Resources, Inc.
3100 Devonshire Rd.
Cleveland, OH 44109
Council District 3
25. University Settlement, Inc.
4800 Broadway Avenue
Cleveland, OH 44127
Council District 8
26. West Side Community House
9300 Lorain Avenue
Cleveland, OH 44102
Council District 3

2. The owners, executive director, or primary contact for the contractors/vendors are:

1. Catholic Charities Community Services Corp. on behalf of the Fatima Family Center
Patrick Gareau, President and CEO
2. Catholic Charities Community Services Corp. on behalf of the Hispanic Senior Center
Patrick Gareau, President and CEO
3. Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center
Patrick Gareau, President and CEO
4. Catholic Charities Community Services Corp. on behalf of the St. Philip-Neri Family Center
Patrick Gareau, President and CEO
5. City of Bedford Heights
Fletcher Berger, Mayor
6. City of Berea

- Cyril Kleem, Mayor
7. City of Euclid
Kirsten Holzheimer Gail, Mayor
 8. City of Lakewood
Michael Summers, Mayor
 9. City of Maple Heights
Annette Blackwell, Mayor
 10. City of Olmsted Falls
James Graven, Mayor
 11. City of Parma Heights
Michael Byrne, Mayor
 12. City of Solon
Edward Kraus, Mayor
 13. City of Strongsville
Thomas Perciak, Mayor
 14. Community Partnership on Aging
Wendy Albin-Sattin, Executive Director
 15. East End Neighborhood House Association, The
Zulma Zabala, Chief Executive Officer
 16. Eldercare Services Institute
Richard Browdie, President/CEO
 17. Eliza Bryant Village
Danny R. Williams, President and CEO
 18. Harvard Community Services Center, The
Elaine Gohlstin, President/CEO
 19. Mandel Jewish Community Center of Cleveland, The
Michael Hyman, Chief Executive Officer
 20. Murtis Taylor Human Services System
Lovell Custard, President and CEO

21. Phillis Wheatley Association, The
Thomas Harrington, Board President
22. Rose Centers for Aging Well, LLC
Richard Browdie, President/CEO
23. Salvation Army, The
Michael Southwick, Secretary
24. Senior Citizen Resources
Mark Mazzone, President of the Board
25. University Settlement
Earl Pike, Executive Director
26. West Side Community House
Rachelle Milner, Executive Director

3.a. The address or location of the project is:
Countywide

3.b. The project is located in Council Districts 2-11.

D. Project Status and Planning

1. The project reoccurs annually.
2. N/A
3. N/A
4. N/A
5. N/A

E. Funding

1. The project is funded 100% by the Cuyahoga County Health and Human Services Levy.
2. The schedule of payments is monthly.
3. N/A

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

Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: SA-18-42490

CONTRACT PERIOD: January 1, 2019 – December 31, 2019

NUMBER OF RESPONSES: 215/31 TYPE: RFP

RFB/RFP/RFQ DUE DATE: June 1, 2018

ESTIMATE: \$1,741,596.00

DIVERSITY GOAL: 0%

REQUESTING DEPARTMENT: Senior and Adult Services

COMMODITY DESCRIPTION: Community Social Services Program (CSSP)

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1.	City of Bedford Heights 5661 Perkins Road Bedford Heights, Ohio 44146	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Recommended for Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	City of Berea 11 Berea Commons Berea, Ohio 44017	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Recommended for Adult Development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.	By Leaps and Bounds 17325 Euclid Avenue, Suite 1059 Cleveland, Ohio 44112	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Not Recommended	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4.	Eldercare Services Institute LLC	Compliant: <input checked="" type="checkbox"/> Yes	Recommended for Adult Day and	<input checked="" type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	11890 Fairhill Road Cleveland, Ohio 44120	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1194 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Transportation	<input type="checkbox"/> No
5.	Catholic Charities Corporation Fatima Family Center 6600 Lexington Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.	Catholic Charities Corporation Hispanic Senior Center 7800 Detroit Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development, Congregate Meals, and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	Catholic Charities Corporation St Martin de Porres Family Center 1264 East 123 rd Street Cleveland, Ohio 44108	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8.	Catholic Charities Corporation St Philip-Neri Family Center 799 East 82 nd Street Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Community Partnership on Aging 1370 Victory Drive	Compliant: <input checked="" type="checkbox"/> Yes	Recommended for Adult Development and Transportation	<input checked="" type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	South Euclid, Ohio 44121	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-4104 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)		<input type="checkbox"/> No
10.	East End Neighborhood House 2749 Woodhill Road Cleveland, Ohio 44104	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1174 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development, Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.	Eliza Bryant Village 7201 Wade Park Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1202 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Day and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	City of Euclid 585 East 222 nd Street Euclid, Ohio 44123	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13.	Fairhill Partners 12200 Fairhill Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1266 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Not Recommended	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14.	Harvard Community Services Center 18240 Harvard Avenue	Compliant: <input checked="" type="checkbox"/> Yes	Recommended for Adult Development, Congregate Meals and	<input checked="" type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	Cleveland, Ohio 44128	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1457 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Transportation	<input type="checkbox"/> No
15.	City of Lakewood 12650 Detroit Avenue Lakewood, Ohio 44107	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0850 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
16.	Mandel Jewish Community Center of Cleveland 26001 South Woodland Road Beachwood, Ohio 44122	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1807 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development, Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.	City of Maple Heights 15901 Libby Road Maple Heights, Ohio 44137	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18.	Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, Ohio 44120	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1963 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Recommended for Adult Development, Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
19.	City of Olmsted Falls 26100 Bagley Road	Compliant: <input checked="" type="checkbox"/> Yes	Recommended for Adult Development	<input checked="" type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	Olmsted Falls, Ohio 44136	IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)		<input type="checkbox"/> No
20.	City of Parma Heights 6281 Pearl Road Parma Heights, Ohio 44130	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Recommended for Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	PHASTAR Corporation 1776 Columbus Road Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Not Recommended	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22.	The Phillis Wheatley Association (Adult Development) 4450 Cedar Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 14-0314 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Not Recommended	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
23.	The Phillis Wheatley Association (Congregate Meal Prog) 4450 Cedar Avenue Cleveland, Ohio 44103	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 14-0314 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Congregate Meals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24.	Rose Centers for Aging Well 11890 Fairhill Road	Compliant: <input checked="" type="checkbox"/> Yes	Recommended for Adult Development, Congregate Meals and	<input checked="" type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	Cleveland, Ohio 44120	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0225 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Transportation	<input type="checkbox"/> No
25.	The Salvation Army 2507 East 22 nd Street Cleveland, Ohio 44115	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2752 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development, Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26.	Senior Citizen Resources 3100 Devonshire Road Cleveland, Ohio 44109	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2491 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development, Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
27.	City of Solon 34200 Bainbridge Road Solon, Ohio 44139-2955	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Recommended for Adult Development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
28.	City of Strongsville 18100 Royalton Road Strongsville, Ohio 44136	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Not Required IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
29.	University Settlement 4800 Broadway Avenue	Compliant: <input checked="" type="checkbox"/> Yes	Recommended for Adult Development, Congregate Meals and	<input checked="" type="checkbox"/> Yes

Transaction ID:

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
	Cleveland, Ohio 44127	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2872 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (yes)	Transportation	<input type="checkbox"/> No
30.	West Side Community House 9300 Lorain Avenue Cleveland, Ohio 44102	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2980 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Recommended for Adult Development, Congregate Meals and Transportation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
31.	YMCA of Greater Cleveland 1801 Superior Avenue, Suite 130 Cleveland, Ohio 44114	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3033 NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative: <input checked="" type="checkbox"/> Yes (no)	Not Recommended	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

CONTRACT HISTORY/EVALUATION FORM

Contractor						Catholic Charities Corporation - Hispanic Senior Center									
Contract/Agreement No.						CE1700048									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$39,310.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$39,310.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.7 out of 5, or 94%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Catholic Charities Corporation - St. Martin de Porres Family Center									
Contract/Agreement No.						CE1700048									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$134,670.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$134,670.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.8 out of 5, or 96%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Catholic Charities Corporation - St. Philip-Neri Family Center									
Contract/Agreement No.						CE1700048									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$18,240.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$18,240.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 5 out of 5, or 100%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)						X									
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						City of Bedford Heights									
Contract/Agreement No.						AG1700024									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Transportation for seniors									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$8,000.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$8,000.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4 out of 5, or 80%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	City of Brecksville				
Contract/Agreement No.	AG1700024				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development and Congregate Meals				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$59,210.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)					
Pending Amendment		\$0.00			
Total Amendment(s)		\$0.00			
Total Contract Amount	\$59,210.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.6 out of 5, or 92%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating exceeds our expectation and their utilization has met the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	6/28/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						City of Euclid									
Contract/Agreement No.						AG1700024									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$88,360.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$88,360.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.7 out of 5, or 94%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	City of Lakewood				
Contract/Agreement No.	AG1700024				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Congregate Meals and Transportation				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$80,720.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$80,720.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.5 out of 5, or 90%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						City of Maple Heights									
Contract/Agreement No.						AG1700024									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$112,825.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$112,825.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.6 out of 5, or 92%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	City of Olmsted Falls				
Contract/Agreement No.	AG1700024				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$40,000.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$40,000.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.5 out of 5, or 90%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	City of Parma Heights				
Contract/Agreement No.	AG1700024				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Congregate Meals and Transportation				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$233,400.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$233,400.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.4 out of 5, or 88%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	City of Solon				
Contract/Agreement No.	AG1700024				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$15,280.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$15,280.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.9 out of 5, or 98%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	X				
Justification of Rating	The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						City of Strongsville									
Contract/Agreement No.						AG1700024									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$171,890.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$28,110.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$28,110.00							
Total Contract Amount						\$171,890.00		\$200,000.00							
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.7 out of 5, or 94%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Community Partnership on Aging									
Contract/Agreement No.						CE1700048									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$54,750.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$54,750.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.5 out of 5, or 90%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						The East End Neighborhood House Association									
Contract/Agreement No.						CE1700048									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development, Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$134,650.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$134,650.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.3 out of 5, or 86%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Eldercare Services Institute, LLC									
Contract/Agreement No.						CE1700048									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Day Service									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$45,000.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$45,000.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 3.3 out of 5, or 66%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)										X					
Justification of Rating						The Vendor's client satisfaction rating was slightly below our expectation but their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	Eliza Bryant Village				
Contract/Agreement No.	CE1700049				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Day Service and Transportation				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$113,410.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$113,410.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.5 out of 5, or 90%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating exceeds our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Harvard Community Services Center				
Contract/Agreement No.	CE1700049				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$151,880.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$151,880.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 3.3 out of 5, or 66%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	The Vendor's client satisfaction rating is slightly below our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						Mandel Jewish Community Center									
Contract/Agreement No.						CE1700049									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development, Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$228,750.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$228,750.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.3 out of 5, or 86%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Mandel Jewish Community Center of Cleveland									
Contract/Agreement No.						CE1700049									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development, Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$228,750.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$228,750.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.3 out of 5, or 86%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Murtis Taylor Human Services System									
Contract/Agreement No.						CE1700049									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development, Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$126,390.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$126,390.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.3 out of 5, or 86%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						The Phillis Wheatley Association									
Contract/Agreement No.						CE1700049									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Congregate Meals									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$40,000.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$40,000.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 3.8 out of 5, or 76%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor						Rose Centers for Aging Well - East Cleveland									
Contract/Agreement No.						CE1700049									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$170,000.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$30,000.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$30,000.00							
Total Contract Amount						\$170,000.00		\$200,000.00							
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.5 out of 5, or 90%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

CONTRACT HISTORY/EVALUATION FORM

Contractor	The Salvation Army				
Contract/Agreement No.	CE1700049				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$145,510.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$145,510.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.2 out of 5, or 84%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor	Senior Citizen Resources				
Contract/Agreement No.	CE1700049				
RQ#	SA-16-37121				
Time Period of Original Contract	01/01/2017-12/31/2018				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #
Original Contract/Agreement Amount	\$133,230.00			4/21/2017	R2017-0074
Prior Amendment Amounts (List separately)		\$0.00		8/27/2018	BC2018-586
Pending Amendment					
Total Amendment(s)		\$0.00			
Total Contract Amount	\$133,230.00				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.				
Actual performance versus performance indicators (include statistics):	Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.5 out of 5, or 90%.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.				
Dept. Contact	Paul Porter				
User Dept.	Senior and Adult Services				
Date	10/12/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						University Settlement, Inc.									
Contract/Agreement No.						CE1700049									
RQ#						SA-16-37121									
Time Period of Original Contract						01/01/2017-12/31/2018									
Background Statement						DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.									
Service Description						Adult Development, Congregate Meals and Transportation									
						Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount						\$181,450.00						4/21/2017		R2017-0074	
Prior Amendment Amounts (List separately)								\$0.00				8/27/2018		BC2018-586	
Pending Amendment															
Total Amendment(s)								\$0.00							
Total Contract Amount						\$181,450.00									
Performance Indicators						Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and utilizing service units.									
Actual performance versus performance indicators (include statistics):						Vendor has delivered services to seniors in excess of their Cuyahoga County funding, which is supported by their municipal budget. The vendor has a client satisfaction rating of 4.7 out of 5, or 94%.									
Rating of Overall Performance of Contractor						Superior		Above Average		Average		Below Average		Poor	
Select One (X)								X							
Justification of Rating						The Vendor's client satisfaction rating is above our expectation and their utilization has exceeded the target amount.									
Dept. Contact						Paul Porter									
User Dept.						Senior and Adult Services									
Date						10/12/2018									

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0257

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments 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 Health and Human Services/ Cuyahoga Job and Family Services has recommended amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- a) Agreements:
 - i. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program; and
 - ii. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program; and
- b) Contract:
 - i. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program; and

WHEREAS, the goals of the Fatherhood Initiative amendments are to continue to: (1) promote public awareness of the importance of the role of a father, (2) provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) fund fatherhood related programs at the county level; and

WHEREAS, the project is funded by (a) Health and Human Services Levy funds (\$93,500.00) and (b) Family Forward Demonstration funds (\$319,830.00); 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 amendments to agreements and a contract with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- a) Agreements:
 - i. No. AG1700112-01 with Cuyahoga County District Board of Health in the amount not-to-exceed \$70,000.00 for the Prevent Premature Fatherhood Program; and
 - ii. No. AG1700113-01 with The MetroHealth System in the amount not-to-exceed \$44,000.00 for the Boot Camp for New Dads Program; and
- b) Contract:
 - i. No. CE1700349-01 with Towards Employment Incorporated in the amount not-to-exceed \$484,330.00 for the Network 4 Success Fatherhood Program.

SECTION 2. That the County Executive is authorized to execute the amendments 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.

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

HHS/Fatherhood Initiative; WT-17-40361 2019 Cuyahoga County District Board of Health; Amendment – Prevent Premature Fatherhood

A. Scope of Work Summary

1. **Fatherhood Initiative** is requesting approval of an **amendment** with **Cuyahoga County District Board of Health** for the anticipated cost of **\$70,000.00**, not-to-exceed **\$140,000.00**.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. **R2017-0244**

Describe the exact services being provided.

This program targets teen males aged 12-17 to prevent premature fatherhood with a curriculum that will be intertwined with after school community events for male youth and families. This program is available to be held at locations in all communities throughout the county.

The anticipated start-completion dates are **01/01/2019 thru 12/31/2019**

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

- **The stated program goal for the Prevention of Premature Fatherhood program is to serve 1,250 males ages 12- 19 in all curriculum components for the current contract period.**
- **Provide a minimum of four community based forums aimed at approximately 250 youth and parents.**
- **Educational Sessions focus will be in the following areas: HIV/STI prevention, healthy relationships, role of masculinity, goal setting and life planning, and consent. Disseminate informational/educational materials on STI's, HIV, pregnancy prevention, cyber safety, dating violence and other relevant subject matter.**

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

(When applicable, Municipality of project)

4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment: N/A

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 a RFP done in 2017 for \$832,000.00. The process for this item is a Contract Amendment.

2. The **RFP** was closed on **August 18, 2017**. *(When applicable)* There is an SBE or DBE participation/goal (list the % of both).

3. *[Option 1]* There were 16 bids/proposals/applications) pulled from OPD, **15** submitted for review, **11** approved.

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

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.

6. *[Option 4]* If an RFP Exemption is being requested please list the reason a competitive process was not utilized. **Contract Amendment**

C. Contractor and Project Information

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

Cuyahoga County Board of Health

5550 Venture Drive

Parma, Ohio 44130

Council District 04

2. The (owners, executive director, other[specify]) for the contractor/vendor is ()

Terrance Allen, Health Commissioner.

3.a *[When applicable]* The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):

3.b. *[When applicable]* The project is located in Council District (xx) **various**

The Prevent Premature Fatherhood Program is held at various schools and/or community centers throughout the Cuyahoga County.

D. Project Status and Planning

1. The project **reoccurs annually**

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).

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).

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

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

E. Funding

1. The project is funded **100% by HHS Levy Dollars.**

2. The schedule of payments is **monthly.**

3. *[When applicable]* The project is an amendment to a **contract**. This amendment **extends the term date to December 31, 2019** and is the **first** amendment of the contract. The history of the amendments is: **This is the first amendment. The original contract value was \$70,000.00 and the term was Jan 1, 2018 thru Dec 31, 2018.**

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

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.

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

HHS/Fatherhood Initiative; WT-17-40361 2019 MetroHealth System; Amendment Boot Camp for New Dads

A. Scope of Work Summary

1. **Fatherhood Initiative** is requesting approval of an **amendment** with **MetroHealth System** for the anticipated cost of **\$44,000.00**, not-to-exceed **\$88,000.00**.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. **R2017-0244**

Describe the exact services being provided.

MetroHealth partners with hospitals within the Cleveland Clinic and University Hospital systems to provide the Boot Camps for New Dads program. Locations included in the collaboration are Fairview Hospital, Hillcrest Hospital, Stephanie Tubbs Jones Health Center, Parma General Hospital, MetroHealth, St. John’s Medical Center, Garfield Heights Womankind and University Hospitals MacDonald Women’s Hospital, University Rainbow Center, University Hospital Bedford.

The anticipated start-completion dates are **01/01/2019 thru 12/31/2019**

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

- **Cuyahoga County is leading the state in infant deaths. One of the Boot Camp for New Dads program objectives is to promote and educate fathers on Safe Sleep practices.**
- **To conduct one hundred sixteen (116) Boot Camp for New Dads sessions spread across all nine (9) program locations to service a total of 718 fathers.**

To create stronger relationships between fathers and children, this program seeks the following deliverables/outcomes for “rookie” fathers:

- **Improved competencies in holding, diapering, burping, calming, swaddling and caring for the physical needs of new babies**

- Learn about typical and potential changes in personal and family dynamics and functioning with the addition of a newborn (e.g., maternal postpartum depression, work-home balance, etc.)
- Learn concrete ways to protect/nurture their partners and babies; learn appropriate ways to deal with stress and/or fatigue inherent in caring for a newborn;
- Learn about Shaken Baby Syndrome and state at least one way in which they can prevent it and **cope with crying babies**
- **Learn the ABC's of Safe Sleep** (Alone, on their backs in a bare crib); Learn that smoking in the home of an infant in the first year of life increases the risk of their baby dying from Sudden Unexplained Infant Death (SIDS or SUID). In 2015, **every baby** that died from SIDS in Cuyahoga County lived with a smoker in their home. Learn about the role of breast milk as a protective factor against infant mortality, the longer babies receive breast milk as nutrition, the greater they can reduce the risk of SIDS for their baby
- Increased involvement of non-custodial fathers; increased awareness about resources and programs regarding fatherhood and childhood development.
- Build the parenting skills of fathers, provides peace of mind, presents

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

4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment: N/A

- 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 a RFP done in 2017 for \$832,000.00. The process for this item is a Contract Amendment.

2. The **RFP** was closed on **February 18, 2017**. *(When applicable)* There is an SBE or DBE participation/goal (list the % of both).

3. *[Option 1]* There were 16 bids/proposals/applications) pulled from OPD, **15** submitted for review, **11** approved.

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

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.

6. *[Option 4]* If an RFP Exemption is being requested please list the reason a competitive process was not utilized. **Contract Amendment**

C. Contractor and Project Information

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

MetroHealth System
2500 MetroHealth Drive
Cleveland, OH 44109
Council District 03

2. The (owners, executive director, other[specify]) for the contractor/vendor is **Vendor is a Public Entity. Michael Stern, EVP Chief Operating Officer.**

3.a *[When applicable]* The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):

Boot Camp for New Dads is held at Hospitals and Medical Clinics throughout Cuyahoga County.

3.b. *[When applicable]* The project is located in Council District (xx) **various**

The Boot Camp for New Dads Program are held at the following hospitals/clinics throughout Cuyahoga County: Fairview Hospital, Hillcrest Hospital, Stephanie Tubbs Jones Health Center, Parma General Hospital, MetroHealth, Southwest General Hospital, St. John's Medical Center, Garfield Heights Womankind and University Hospitals MacDonal Women's Hospital, University Hospitals Rainbow Babies and Children

D. Project Status and Planning

1. The project **reoccurs annually**

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).

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).

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

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

E. Funding

1. The project is funded **100% by HHS Levy Dollars.**

2. The schedule of payments is **monthly.**

3. *[When applicable]* The project is an amendment to a **contract**. This amendment **extends the term date to December 31, 2019** and is the **first** amendment of the contract. The history of the amendments is: **This is the first amendment. The original contract value was \$44,000.00 and the term was Jan 1, 2018 thru Dec 31, 2018.**

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

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.

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

HHS/Fatherhood Initiative; WT-17-40361, 2018, Towards Employment; Amendment – Networks 4 Success

A. Scope of Work Summary

1. **Fatherhood Initiative** is requesting approval of an **amendment** with **Towards Employment** for the anticipated cost of **\$484,330.00** not-to-exceed **\$610,455.00**.

If the Project is not new to the County List the Prior Board Approval Number or Resolution Number. **R2017-0244**

Describe the exact services being provided.

This is a Workforce Development/Training program at Towards Employment aimed at previously incarcerated fathers. It is a six-week training program with the goal of assisting fathers to reconnect with their families and preparing them to be a productive part of the workforce. This amendment component of the contract adds activities outlined in the Families Forward Demonstration Project which is designed to test a new employment-focused program for low-income noncustodial parents (NCPs) who are unable to fully meet their child support obligations. The key objective is to identify effective strategies to improve earning capacity and financial capacity-building of NCPs, thereby increasing their ability to support their children.

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

- **Towards Employment through the Networks for Success program will recruit and serve sixty-eight (68) fathers with fifty-one (51) of those program participants completing the curriculum and thirty-three (33) to be successfully employed for contract year.**
- **Towards Employment through the Families Forward Demonstration grant component of the contract will serve 150 individuals throughout the entire**

grant period (18 during the initial October 1 through December 31.2018 period).

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

(When applicable, Municipality of project)

4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment: N/A

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 a RFP done in 2017 for \$832,000.00. The process for this item is a Contract Amendment.

2.The **RFP** was closed on **August 18, 2017**. (*When applicable*) There is an SBE or DBE participation/goal (list the % of both).

3.[*Option 1*] There were **16 bids/proposals** pulled from OPD, **15** submitted for review, **11** approved.

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

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.

6. [*Option 4*] If an RFP Exemption is being requested please list the reason a competitive process was not utilized. **Contract Amendment.**

C. Contractor and Project Information

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

Towards Employment, Inc

1255 Euclid Avenue

Cleveland, Ohio 44115

Council District 07

2. The (owners, executive director, other[specify]) for the contractor/vendor is **Jill Rizika Executive Director.**

3.a [When applicable] The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):

The Networks 4 Success Program is held at Towards Employment, address listed above.

3.b. [When applicable] The project is located in Council District 07.

D. Project Status and Planning

1. The project **reoccurs annually**

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).

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).

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

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

E. Funding

1. Funding for the \$490,830.00 amendment:

\$390,830.00 - from the Families Forward Demonstration Grant.

\$93,500.00 – From HHS Levy

2. The schedule of payments is **monthly.**

3. [When applicable] The project is an amendment to a **contract.** This amendment **extends the term date to December 31, 2018** and is the **first** amendment of the contract. The history of the amendments is: **This is the second amendment. The original contract value was \$100,000.00 and the term was Jan 1, 2018 thru Dec 31, 2018.**

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

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.

CONTRACT HISTORY/EVALUATION FORM

Contractor						Cuyahoga County District Board of Health					
Contract/Agreement No.						AG1700112					
RQ#						WT-17-40361					
Time Period of Original Contract						Jan 1, 2018 thru Dec 31, 2018					
Background Statement											
Service Description						This program targets teen males aged 12-17 to prevent premature fatherhood with a curriculum that will be intertwined with after school community events for male youth and families. This program is available to be held at locations in all communities throughout the county.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$70,000.00						1/23/2018		R2017-0244	
Prior Amendment Amounts (List separately)											
*corrected by OPD											
Pending Amendment											
Total Amendment(s)				\$70,000.00		12/31/2019					
Total Contract Amount		\$70,000.00									
Performance Indicators		<ol style="list-style-type: none"> 1) Ability to successfully recruit adequate numbers of program participants. 2) Number of events held to outreach and present complete curriculum modules to teen males. 3) Quality of events as demonstrated by completed program evaluations. 4) Feedback (evaluative and anecdotal) from program participants on decisions to avoid premature fatherhood. 5) Quality of teaching evaluations for all program presenters. 6) Successful completion of all required monthly reports. 									
Actual performance versus performance indicators (include statistics):		<p>The stated program goal for the Prevention of Premature Fatherhood program is to serve 1,200 teen males in all curriculum components for the current contract period. During the first seven (7) months of this contract period the program has served 872 teens males through 30 teen and/or family focused events and 2 community forums with the funding received from The Cuyahoga County Fatherhood Initiative. The Prevention of Premature Fatherhood program has been able to serve almost 16,000 teen males and their parents throughout the County since the program began as part of the Fatherhood Initiative.</p> <p>The Prevention of Premature Fatherhood Program continues to receive high level evaluations from eighty-seven percent (87%) of all program participants, including parents/families. The program is on track to meet all the annual performance goals. The program has also done a good job of penetrating into new areas of the county to offer the services to teen males i.e. East Cleveland, Euclid, Lakewood and additional high school is the CMSD.</p>									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	

Select One (X)	x				
Justification of Rating	See Above				
Dept. Contact	Aldonis Grimes				
User Dept.	Cuyahoga County Fatherhood Initiative				
Date	8/28/2018				

CONTRACT HISTORY/EVALUATION FORM

Contractor						MetroHealth System - Boot Camp for New Dads					
Contract/Agreement No.						AG1700113-02					
RQ#						WT-17-40361					
Time Period of Original Contract						1/1/2018 thru 12/31/2018					
Background Statement											
Service Description						MetroHealth partners with hospitals within the Cleveland Clinic and University Hospital systems to provide the Boot Camps for New Dads program. Locations included in the collaboration are Fairview Hospital, Hillcrest Hospital, Stephanie Tubbs Jones Health Center, Parma General Hospital, MetroHealth, Southwest General Hospital, St. John's Medical Center, Garfield Heights Womankind and University Hospitals MacDonal Women's Hospital and Rainbow Babies and Children's Hospital.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$44,000.00						1/23/2018		R2017-0244	
Prior Amendment Amounts (List separately)											
*corrected by OPD											
Pending Amendment				\$44,000.00		12/31/2019					
Total Amendment(s)											
Total Contract Amount		\$44,000.00									
Performance Indicators		<ol style="list-style-type: none"> Continued delivery of nationally recognized and award winning Boot Camp for New Dads curriculum, complete with all related program evaluations. Successful recruitment of appropriate candidates at each program sites. Number of program attendees completing the curriculum. Delivery of high quality program services as evidenced through program evaluations. Completion of all required monthly reports within constraints of HIPAA regulations. 									
Actual performance versus performance indicators (include statistics):		The Cuyahoga County Fatherhood Initiative contracted with MetroHealth to conduct one hundred-sixteen (116) Boot Camp for New Dads sessions spread across all nine (9) program locations to service a total of 718 fathers. During the first seven (7) months of this contract period, the Boot Camp for New Dads program has provided its curriculum to six hundred and thirty-five (635) new fathers or fathers-to-be Further, program evaluations indicate that over ninety percent (95%) of program participants continue to rank this program with the highest quality level and would recommend it to their friends and family members. MetroHealth has also completed all required monthly reports within HIPAA constraints. The program is on track to meet all annual performance goals.									
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)		x									

Justification of Rating	See Above
Dept. Contact	Aldonis Grimes
User Dept.	Cuyahoga County Fatherhood Initiative
Date	8/28/2018

CONTRACT HISTORY/EVALUATION FORM

Contractor						Towards Employment, Inc					
Contract/Agreement No.						CE1700349-01					
RQ#						WT-17-40361					
Time Period of Original Contract						January 1, 2018 thru December 31, 2018					
Background Statement											
Service Description						This is a Workforce Development/Training program at Towards Employment aimed at previously incarcerated fathers. It is a six-week training program with the goal of assisting fathers to reconnect with their families and preparing them to be a productive part of the workforce. This amendment component of the contract adds activities outlined in the Families Forward Demonstration Project which is designed to test a new employment-focused program for low-income noncustodial parents (NCPs) who are unable to fully meet their child support obligations. The key objective is to identify effective strategies to improve earning capacity and financial capacity-building of NCPs, thereby increasing their ability to support their children.					
	Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #						
Original Contract/Agreement Amount	\$100,000.00			2/5/2018	R2017-0244						
Prior Amendment Amounts (List separately)		\$26,125.00	12/31/2018	10/22/2018	BC2018-714						
*corrected by OPD											
Pending Amendment		\$484,330.00	12/31/2019								
Total Amendment(s)		\$510,455.00									
Total Contract Amount		\$610,455.00									
Performance Indicators	1) Ability to successfully recruit number of contract specified program participants. 2) Number of program participants to successfully complete the program curriculum. 3) Number of program participants successfully achieving employment. 4) Overall quality of program as indicated on formal program evaluations. 5) Successful completion of all required monthly reports.										
Actual performance versus performance indicators (include statistics):	The Towards Employment program is contracted to recruit and serve sixty -eight (68) fathers with fifty-one (51) of those program participants completing the curriculum and thirty-three (33) to be successfully employed for the new contract year. The Towards Employment program has been able to provide the following services during the first seven 7 months of the current contract period: eighty-four (84) fathers have been assessed, forty-one (41) fathers have completed the program and twenty-four (24) have been successfully placed in jobs. In addition Towards Employment has worked closely with the OCSS. The Towards Employment has met all monthly reporting requirements. The program is on track to meet all of the annual performance goals.										
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor						
Select One (X)	x										
Justification of Rating	See Above										

Dept. Contact	Aldonis Grimes
User Dept.	Cuyahoga County Fatherhood Initiative
Date	8/28/2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0258

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Families Services</p>	<p>A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract 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 Health and Human Services/Cuyahoga Job and Family Services has recommended a contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019; and

WHEREAS, the primary goal of this project is to serve as fiscal agent to perform administrative duties related to the distribution, monitoring and oversight of Cuyahoga County funds to meet the emergency food needs of residents in the County; and

WHEREAS, the project is funded 100% by Health and Human Services Levy; 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 contract with United Way of Greater Cleveland in the amount not-to-exceed \$1,095,450.00 for fiscal agent services for emergency food purchases for Cuyahoga County residents for the period 1/1/2019 - 12/31/2019.

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

OnBase Item Detail Briefing Memo - Form

Title:

CJFS WT-19-43671 2019 CONTRACT WITH UNITED WAY OF GREATER CLEVELAND FOR EMERGENCY FOOD PURCHASES

A. Scope of Work Summary

1. CJFS is requesting approval of a contract with United Way of Greater Cleveland for the anticipated cost of \$1,095,450.00.

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

R2017-0222 (01/01/2018 to 12/31/2018)

Describe the exact services being provided.

United Way will provide professional services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.

The anticipated start-completion dates are 01/01/2019 to 12/31/2019.

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

- To provide eligible individuals and families residing in Cuyahoga County with a diverse inventory of food at one of the 37 Hunger Networks.

- To coordinate the allocation of funds for the purchase of food.

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

N/A

B. Procurement

1. The procurement method for this project was RFP Exemption. The total value of the RFP Exemption is \$1,095,450.00.

2. The (above procurement method) was closed on (date). (*When applicable*) There is an SBE or DBE participation/goal (list the % of both).

N/A

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

RFP Exemption pursuant to Cuyahoga County Code Section 501.12 (B)(2). This falls under Professional Services, sub –type financial. United Way is the fiscal manager of these dollars that will be disbursed to the 37 hunger centers across the County.

C. Contractor and Project Information

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

UNITED WAY OF GREATER CLEVELAND
1331 EUCLID AVENUE
CLEVELAND, OH 44115
Council District (07)

2. The President & CEO for the contractor/vendor is August A. Napoli Jr.

3.a [When applicable] The address or location of the project is: (provide the full address or list the municipality(ies) impacted by the project in the following format):

UNITED WAY OF GREATER CLEVELAND
1331 EUCLID AVENUE
CLEVELAND, OH 44115
Council District (07)

D. Project Status and Planning

1. The project reoccurs annually.

E. Funding

1. The project is funded 100% by the Health and Human Services Levy dollars.

2. The schedule of payments is by monthly invoice.

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

CONTRACT HISTORY/EVALUATION FORM

Contractor						United Way of Greater Cleveland					
Contract/Agreement No.						CE1700231					
RQ#						WT-17-40818					
Time Period of Original Contract						1/1/18 to 12/31/18					
Background Statement						United Way of Greater Cleveland serves as the fiscal agent to perform the administrative duties related to the distribution, monitoring, and oversight of Cuyahoga County funds to meet the emergency food needs in the County. Currently, the Hunger Network of Greater Cleveland on behalf of their 33 affiliated hunger centers and 5 inner-ring suburb food centers purchase food from the Cleveland Foodbank. In addition, United Way is responsible for providing administrative oversight of County funds, ensuring there is a diverse inventory of food and providing on-going evaluation of the success of this method of distribution.					
Service Description						To provide professional services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.					
		Original Amount		Amendment Amount		Amended End Date		Approval Date		Approval #	
Original Contract/Agreement Amount		\$1,095,450.00						11/28/2017		R2017-0222	
Prior Amendment Amounts (List separately)											
Pending Amendment											
Total Amendment(s)											
Total Contract Amount		\$1,095,450.00									
Performance Indicators						See Sheet 2					
Actual performance versus performance indicators (include statistics):						See Sheet 2					
Rating of Overall Performance of Contractor		Superior		Above Average		Average		Below Average		Poor	
Select One (X)				X							
Justification of Rating						United Way is currently meeting program expectations and continues to survey the centers and clients as to determine the overall satisfaction of services. CJFS will continue to provide support to ensure contracted services are of the highest quality for our clients.					
Dept. Contact						Michelle Churchill					
User Dept.						Division of Contract Administration and Performance					
Date						10/1/2018					

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0259

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; 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 Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, for the period 5/1/2017 - 12/31/2019 for additional funds in the amount not-to-exceed \$2,081,638.00; and

WHEREAS, the primary goal to this amendment is to continue to: (1) provide shelter to homeless clients, (2) reduce the length of stay at the shelter by providing clients with appropriate services in the community, and (3) implement a continuum of care goal of assisting clients to attain permanent housing as quickly as possible; and

WHEREAS, this project is funded 100% by the Health and Human Services levy; 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. CE1700066-01 with Lutheran Metropolitan Ministry for emergency shelter services for single adults at the Men’s Emergency Shelter, located

Journal _____
_____, 20__

OnBase Item Detail Briefing Memo - Form

Directions: Use the following form when requesting approval of a contract, agreement, an amendment, lease, permits 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:

Office of Homeless Services; RQ38561, 2018, Lutheran Metropolitan Ministry; Contract Amendment; Emergency Shelter for Men

A. Scope of Work Summary

1. Office of Homeless Services requesting approval of a contract amendment, with Lutheran Metropolitan Ministry for the anticipated cost of \$2,081,638.00. The original Contract was approved as **R2017-0083** and amended previously as **BC2017-972**.

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

Describe the exact services being provided. **Lutheran Metropolitan Ministry (LMM) operates the Emergency Shelter for Single Adult Men which accommodates 345 men a night, located at 2100 Lakeside Avenue. Shelter, meals, access to laundry and services to link men with employment and housing are provided 365 days/year. LMM also facilitates the provision of Overflow shelter services for single men and families in partnership with community providers.**

The anticipated start-completion dates are 5/01/2017 – 12/31/2019. The contract is being extended to 12/31/2019.

2. The primary goals of the project are to:

(a) provide safe, appropriate emergency shelter for single men with respect and compassion

(b) assist clients to attain and maintain permanent housing as quickly as possible ;

(c) coordinate with Coordinated Entry and community partners to manage any needed Overflow Emergency Shelter services in the community.

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

(When applicable, Municipality of project)

4. **N/A** (When applicable) Technology Items - If the request is for the purchase of software or technical equipment:

- 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 was \$1,701,638.00.

2. The above procurement method was closed on **11/29/2016**

3. There were 3 bids pulled from OPD, LMM was the only bidder to provide Emergency Shelter for Single Adult Men. Based on the review and scoring, LMM was recommended for, and approved.

C. Contractor and Project Information

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

Lutheran Metropolitan Ministry
4515 Superior Avenue
Cleveland, Ohio 44103
Council District 7

2. The executive director for the contractor is Andrew Genzler.

3.a The address or location of the project is:

2100 Lakeside Emergency Men’s Shelter
2100 Lakeside Avenue)
Cleveland, Ohio 44114

3.b. The project is located in Council District 7

D. Project Status and Planning

1. The project reoccurs annually.

2. **N/A** [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).

3. **N/A** [*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).

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

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

E. Funding

1. The project is funded **100% by the Health and Human Services Levy**.

2. The schedule of payments is monthly.

3. The project is an amendment to a contract. This amendment changes:

- the amount of the contract by adding \$2,081,638;
- the term by extending the contract through 12/31/2019.
- this is the **2nd amendment** to the contract. The history of the amendments is:
Original Contract: 5/01/2017 – 12/31/2018 - \$2,836,064
Amendment #1: SAME - 75,000

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

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.

CONTRACT HISTORY/EVALUATION FORM

Contractor						Lutheran Metropolitan Ministry					
Contract/Agreement No.						CE1700066					
RQ#						HO-16-38561					
Time Period of Original Contract						5/01/2017 -12/31/2019					
Background Statement						The contract was awarded through an RFP process.					
Service Description						Lutheran Metroplitan Ministry manages the 365 bed Emergency Shelter for Single Men located at 2100 Lakeside. In addition, LMM coordinates the Overflow Shelter services for Single Men and Families at sites outside of 2100 Lakeside Ave.					
		Original Amount	Amendment Amount	Amended End Date	Approval Date	Approval #					
Original Contract/Agreement Amount		\$4,537,702.00			5/23/2017	R2017-0083					
Prior Amendment Amounts (List separately)			\$75,000.00	12/31/2019	12/18/2017	BC2017-972					
			\$310,000.00	12/31/2019	5/29/2018	BC2018-339					
Pending Amendment			\$2,081,638.00	12/31/2019							
Total Amendment(s)			\$2,466,638.00								
Total Contract Amount		\$7,004,340.00									
Performance Indicators		Number of persons served; exits to permanent housing; length of stay; client grievance resolution.									
Actual performance versus performance indicators (include statistics):		LMM provided shelter for over 3,500 unduplicated individuals over the previous 12 month period. 59% of those exiting left to a permanent housing option. Because the pattern of shelter use for single adults is episodic, as opposed to a single entry and then an exit like the family profile, the Length of Stay metric is									
Rating of Overall Performance of Contractor		Superior	Above Average	Average	Below Average	Poor					
Select One (X)			X								
Justification of Rating		LMM provides a client centered shelter; anticipates and accommodates the needs of the populations accessing shelter with empathy and responsiveness. LMM effectively coordinates Overflow Shelter for families and singles with other community partners.									
Dept. Contact		Ruth Gillett									
User Dept.		Community Initiatives, Office of Homeless Services									
Date		8/27/2018									

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0234

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution authorizing a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and SIGMA CAMA Software System for the period 1/1/2019 - 12/31/2019; authorizing the County Executive to execute the contract 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/Fiscal Officer has recommended a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and SIGMA CAMA Software System for the period 1/1/2019 - 12/31/2019; and

WHEREAS, the purpose of this project is to provide maintenance and support services on the Manatron Visual Property Tax System and SIGMA CAMA Software System and to properly maintain the County's infrastructure; and

WHEREAS, this project is funded 100% with the Real Estate Assessment 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 a sole source contract with Manatron, Inc. in the amount not-to-exceed \$593,589.00 for support and maintenance services for the Manatron Visual Property Tax System and SIGMA CAMA Software System for the period 1/1/2019 - 12/31/2019.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0216

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 - 8/12/2018 to exercise an option to extend the time period to 8/12/2033, to change the terms, effective 8/13/2018, and for additional revenue in the amount not-to-exceed \$1,034,531.25; 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 Public Works has recommended an amendment to an agreement with Five Star Aviation, LLC for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 - 8/12/2018 to exercise an option to extend the time period to 8/12/2033, to change the terms, effective 8/13/2018, and for additional revenue in the amount not-to-exceed \$1,034,531.25; and

WHEREAS, the goal of this amendment is to increase ground rent, fuel flow and added snow removal in addition to eliminating the apron fee that was paid in full at end of the original term; 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 authorizes an amendment to an agreement with Five Star Aviation, LLC for lease of land and a

corporate hangar facility at the Cuyahoga County Airport, located at 26500 Curtiss-Wright Parkway, Highland Heights, for the period 8/13/1993 - 8/12/2018 to exercise an option to extend the time period to 8/12/2033, to change the terms, effective 8/13/2018, and for additional revenue in the amount not-to-exceed \$1,034,531.25.

SECTION 2. That the County Executive is authorized to execute the amendment 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: October 23, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0219

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 12/31/2018 to extend the time period to 3/31/2019, to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,293,827.00; 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 Health and Human Services/ Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 12/31/2018 to extend the time period to 3/31/2019, to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,293,827.00; and

WHEREAS, the nature of the change in scope of services is that the Provider shall lead a consortium of youth workforce providers that will serve as an infrastructure for the TANF eligible youth component of Cuyahoga County's overall workforce system; and

WHEREAS, the goals of this project are to: (a) continue to provide workforce services to youth and young adults ages 16-24 and (b) provide work experiences enriched with training opportunities that will serve as a significant pipeline to career pathway credential training programs offered throughout the community; and

WHEREAS, this project is funded 100% from TANF 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 an amendment to Contract No. CE1600077-01 with Youth Opportunities Unlimited for the Temporary Assistance to Needy Families Summer Youth Employment Program for the period 5/1/2016 - 12/31/2018 to extend the time period to 3/31/2019, to change the scope of services, effective 1/1/2019, and for additional funds in the amount not-to-exceed \$1,293,827.00.

SECTION 2. That the County Executive is authorized to execute the amendment 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: October 23, 2018
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0220

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing an amendment to Contract No. CE1600093-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$522,274.00; 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 Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to Contract No. CE1600093-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$522,274.00; and

WHEREAS, the primary goal of this project is to evaluate applicants' job readiness and identify potential barriers to employment prior to being assigned to work and training activities that will assist them in becoming self-sufficient; and

WHEREAS, the project is funded 100% by Federal Temporary Assistance to Needy Families ("TANF") 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 an amendment to Contract No. CE1600093-01 with Catholic Charities Corporation for pre-employment screening services for Ohio Works First applicants for the period 7/1/2016 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$522,274.00.

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County Council of Cuyahoga County, Ohio

Resolution No. R2018-0221

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services</p>	<p>A Resolution authorizing an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the total amount not-to-exceed \$2,860,766.00; 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 Health and Human Services/ Division of Senior and Adult Services has recommended an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the total amount not-to-exceed \$2,860,766.00 as follows:

1. A-1 Health Care, Inc.
2. ABC International Services, Inc.
3. Buckeye Homecare Services, Inc.
4. Casleo Corporation
5. Critical Signal Technologies, Inc.
6. Family & Community Services, Inc.
7. First Choice Medical Staffing, Inc.
8. Geocare Inc.
9. Home Care Relief Inc.
10. Priority Home Health Care, Inc.
11. Renaissance Home Health Care
12. Rose Centers for Aging Well, LLC
13. RX Home Healthcare Inc.
14. Senior Transportation Connection
15. Solutions Premier Training Services
16. The Benjamin Rose Institute

17. TOBI Transportation LLC
18. Transport Assistance, Inc.
19. U First Homecare Services, Inc.
20. Visiting Nurse Association Healthcare Partners of Ohio
21. Xcel Healthcare Providers Inc.; and

WHEREAS, the primary goal of the OPTIONS for Independent Living Services Program is to provide a flexible, affordable in-home care program to Cuyahoga County residents aged 60 and above who, because of income and/or assets, are not eligible for Medicaid waiver or other programs; and

WHEREAS, the various services provided by the program that are essential to Cuyahoga County senior include: 1) assistance with larger household chores; 2) medical emergency response services; 3) grab bar installation; 4) homemaking assistance; 5) home delivered meals; 6) assistance with personal care and/or transportation for medical-related appointments; and

WHEREAS, this program is funded 100% by Health and Human Services Levy 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 an amendment to a Master Contract, which includes Nos. CE1700245-01 - CE1700265-01, with various providers for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2018 - 12/31/2018 to exercise an option to extend the time period to 12/31/2019 and for additional funds in the total amount not-to-exceed \$2,860,766.00 as follows:

1. A-1 Health Care, Inc.
2. ABC International Services, Inc.
3. Buckeye Homecare Services, Inc.
4. Casleo Corporation
5. Critical Signal Technologies, Inc.
6. Family & Community Services, Inc.
7. First Choice Medical Staffing, Inc.
8. Geocare Inc.
9. Home Care Relief Inc.
10. Priority Home Health Care, Inc.
11. Renaissance Home Health Care
12. Rose Centers for Aging Well, LLC

13. RX Home Healthcare Inc.
14. Senior Transportation Connection
15. Solutions Premier Training Services
16. The Benjamin Rose Institute
17. TOBI Transportation LLC
18. Transport Assistance, Inc.
19. U First Homecare Services, Inc.
20. Visiting Nurse Association Healthcare Partners of Ohio
21. Xcel Healthcare Providers Inc.

SECTION 2. That the County Executive is authorized to execute the amendment 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: October 23, 2018
Committee(s) Assigned: Health, Human Services & Aging

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November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0222

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services	A Resolution authorizing an amendment to Contract No. CE1700229-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for coordinated intake and assessment services for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$600,000.00; 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, County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. CE1700229-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for coordinated intake and assessment services for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$600,000.00; and

WHEREAS, the primary goal for this project is to provide homeless individuals with coordinated case management and care; and

WHEREAS, this project is funded by the State Housing Trust 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. CE1700229-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for coordinated intake and assessment services for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to

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November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0223

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700230-01 with Emerald Development and Economic Network, Inc. for the Rapid Re-housing Program for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,677,615.00; 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 Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. CE1700230-01 with Emerald Development and Economic Network, Inc. for the Rapid Re-housing Program for homeless individuals and families for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,677,615.00; and

WHEREAS, the primary goals of this project are to a) provide short term rental assistance; and b) move people from homelessness into housing quickly while providing supportive services; and

WHEREAS, this project is funded by (a) 43% (\$726,315.00) from the Department of Housing and Urban Development; and (b) 57% (\$951,300.00) from the State Housing Trust 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. CE1700230-01 with Emerald Development and Economic Network, Inc. for the Rapid Re-housing Program for homeless individuals

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November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0230

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Shane Alex Pellom, upon his taking the oath of office, as Director of the Department of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ordinance No. O2011-0037, the County Council established the Cuyahoga County Department of Public Safety and Justice Services; and,

WHEREAS, Cuyahoga County Code Section 202.12 provides that specific goals, duties and activities of the Department of Public Safety and Justice Services shall be further determined by the County Executive who shall employ and supervise a Director and such number of deputies, assistants and employees as shall be reasonably necessary to assist the County Executive in carrying out the duties of the Department of Public Safety and Justice Services; and,

WHEREAS, the County Executive has nominated Shane Alex Pellom for the appointment to the position of Director of the Department of Public Safety and Justice Services; and,

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on November 27, 2018; and,

WHEREAS, the Council elects to confirm the County Executive's appointment of Shane Alex Pellom to the position of Director of the Department of Public Safety and Justice Services; and,

WHEREAS, it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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 Shane Alex Pellom, upon his taking the oath of office, as Director of the Department of Public Safety and Justice Services.

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 eight 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 13, 2018

Committee(s) Assigned: Committee of the Whole

Journal CC032

November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0231

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to an agreement with CGF Realty LLC (formerly BSREP II Multifamily LLC) for lease of land and a facility located at 1 AEC Parkway, Richmond Heights, for the period 10/16/1990 - 10/15/2025 to extend the time period to 10/15/2068, to change the terms, effective 11/16/2018, and for additional revenue in the amount not-to-exceed \$967,903.87; 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 Public Works has recommended an amendment to an agreement with CGF Realty LLC (formerly BSREP II Multifamily LLC) for lease of land and a facility located at 1 AEC Parkway, Richmond Heights, for the period 10/16/1990 - 10/15/2025 to extend the time period to 10/15/2068, to change the terms, effective 11/16/2018, and for additional revenue in the amount not-to-exceed \$967,903.87; and

WHEREAS, the primary goal of this project is for use of the Cuyahoga County Airport facilities located at 1 AEC Parkway, Richmond Heights; and

WHEREAS, the project is funded 100% from revenue generated from the lease; 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 an agreement with CGF Realty LLC (formerly BSREP II Multifamily LLC) for lease of land and a facility located at 1 AEC Parkway, Richmond Heights, for the period 10/16/1990 - 10/15/2025 to extend the time period to 10/15/2068, to

change the terms, effective 11/16/2018, and for additional revenue in the amount not-to-exceed \$967,903.87.

SECTION 2. That the County Executive is authorized to execute the amendment 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 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: November 13, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0232

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing an amendment to an agreement with Progressive Casualty Insurance Company for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26340 Curtiss-Wright Parkway, Richmond Heights, for the period 10/1/2006 - 9/30/2011 to exercise options to extend the time period to 9/30/2021 and for additional revenue in the amount not-to-exceed \$960,574.40; 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 Public Works has recommended an amendment to an agreement with Progressive Casualty Insurance Company for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26340 Curtiss-Wright Parkway, Richmond Heights, for the period 10/1/2006 - 9/30/2011 to exercise options to extend the time period to 9/30/2021 and for additional revenue in the amount not-to-exceed \$960,574.40; and

WHEREAS, the primary goal of this project is for continued use of the Cuyahoga County Airport facilities located at 26340 Curtiss-Wright Parkway in the City of Richmond Heights; and

WHEREAS, this project is revenue generating from the lease; 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 an agreement with Progressive Casualty Insurance Company for lease of land and a corporate hangar facility at the Cuyahoga County Airport, located at 26340 Curtiss-Wright Parkway, Richmond Heights, for the period 10/1/2006 -

First Reading/Referred to Committee: November 13, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

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County Council of Cuyahoga County, Ohio

Resolution No. R2018-0233

<p>Sponsored by: County Executive Budish/Department of Public Works on behalf of Fiscal Officer</p>	<p>A Resolution authorizing a First Amendment to Contract No. CE1300539-02 with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018 to exercise an option to extend the time period to 11/30/2023 and for additional funds in the amount not-to-exceed \$414,800.40; 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 Works has recommended a First Amendment to Contract No. CE1300539-02 with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018 to exercise an option to extend the time period to 11/30/2023 and for additional funds in the amount not-to-exceed \$414,800.40; and

WHEREAS, the goal is to continue to provide 3,192 square feet of office space and at least thirty (30) parking spaces (PPN 232-25-007) for the Fiscal Office, Auto Title Regional Office West located at 27029 Brookpark Extension Road, North Olmsted; and

WHEREAS, this funded with Certificate of Title 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 an a First Amendment to Contract No. CE1300539-02 with Sparky Plaza, LLC (formerly

Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 - 11/30/2018 to exercise an option to extend the time period to 11/30/2023 and for additional funds in the amount not-to-exceed \$414,800.40.

SECTION 2. That the County Executive is authorized to execute the amendment 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 13, 2018
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0235

Sponsored by: County Executive Budish/Fiscal Officer/County Treasurer	A Resolution authorizing amendments to various contracts in connection with a master services agreement with KeyBank National Association for various program services for the period 5/1/2014 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments 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/Fiscal Officer/County Treasurer has recommended amendments to various contracts in connection with a master services agreement with KeyBank National Association for various program services for the period 5/1/2014 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- i) Nos. CE1400155-01 and CE1400156-01 in the total amount not-to-exceed \$250,000.00 for Corporate Credit Card Program services for duty-related travel.
- ii) Nos. CE1400157-01 and CE1500263-01 in the total amount not-to-exceed \$129,300.00 for Procurement Card Program services.
- iii) No. CE1500283-01 in the amount not-to-exceed \$230,000.00 for Commercial Fleet Card Program services; and

WHEREAS, the primary goal of this project is to continue to provide various program services to the County; and

WHEREAS, this project is funded by General Fund, Maintenance Garage and other funding sources; 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 amendments to various contracts in connection with a master services agreement with KeyBank National Association for various program services for the period 5/1/2014 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- i) Nos. CE1400155-01 and CE1400156-01 in the total amount not-to-exceed \$250,000.00 for Corporate Credit Card Program services for duty-related travel.
- ii) Nos. CE1400157-01 and CE1500263-01 in the total amount not-to-exceed \$129,300.00 for Procurement Card Program services.
- iii) No. CE1500283-01 in the amount not-to-exceed \$230,000.00 for Commercial Fleet Card Program services.

SECTION 2. That the County Executive is authorized to execute the amendments 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 13, 2018

Committee(s) Assigned: Finance & Budgeting

Journal CC032

November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0237

Sponsored by: County Executive Budish/Department of Health and Human Services/Cuyahoga Job and Family Services	A Resolution authorizing amendments to contracts with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds; authorizing the County Executive to execute the amendments 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 Health and Human Services/Cuyahoga Job and Family Services has recommended amendments to contracts with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- a) No. CE1700341-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- b) No. CE1700342-01 with The Children’s Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad’s Count Program.
- c) No. CE1700343-01 with The Center for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- d) No. CE1700344-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- e) No. CE1700345-01 with Domestic Violence & Child Advocacy Center in the not-to-exceed \$123,000.00 for the Supervised Visitation Program.
- f) No. CE1700346-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- g) No. CE1700347-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.

- h) No. CE1700348-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.

WHEREAS, the goals of the Fatherhood Initiative amendments are to continue to: (1) promote public awareness of the importance of the role of a father, (2) provide access to public services to young men and fathers in order to educate them about fatherhood and responsibilities of being a father, and (3) fund fatherhood related programs at the county level; and

WHEREAS, the project is funded 100% by Health and Human Services Levy; 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 amendments to contracts with various providers for various programs and services for the Cuyahoga County Fatherhood Initiative for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds as follows:

- a) No. CE1700341-01 with Career Development and Placement Strategies Inc. in the amount not-to-exceed \$100,000.00 for the Rising Above Program.
- b) No. CE1700342-01 with The Children's Museum of Cleveland in the amount not-to-exceed \$30,000.00 for the Dad's Count Program.
- c) No. CE1700343-01 with The Center for Families and Children in the amount not-to-exceed \$83,000.00 for the Families and Fathers Together Program.
- d) No. CE1700344-01 with JDC Advertising in the amount not-to-exceed \$70,000.00 for a Public Awareness Campaign.
- e) No. CE1700345-01 with Domestic Violence & Child Advocacy Center in the not-to-exceed \$123,000.00 for the Supervised Visitation Program.
- f) No. CE1700346-01 with University Settlement, Incorporated in the amount not-to-exceed \$52,000.00 for the Healthy Fathering Program.
- g) No. CE1700347-01 with Murtis Taylor Human Services System in the amount not-to-exceed \$60,000.00 for the Strong Fathers Program.

- h) No. CE1700348-01 with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$100,000.00 for the Jobs for Dads Program.

SECTION 2. That the County Executive is authorized to execute the amendments 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 13, 2018
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0239

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1700281-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for temporary housing for single adults and youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,422,993.00; 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 Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. CE1700281-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for temporary housing for single adults and youth for the period 1/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$1,422,993.00; and

WHEREAS, the primary goal of this project is to continue to provide safe, high quality, temporary housing services for single adults and youth in Cuyahoga County; and

WHEREAS, this project is funded by Health and Human Services Levy 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 an amendment to Contract No. CE1700281-01 with Mental Health Services for Homeless Persons, Inc. dba FrontLine Service for temporary housing for single adults

First Reading/Referred to Committee: November 13, 2018
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0240

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing an amendment to Contract No. CE1800167-01 with Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$2,850,000.00; 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.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. CE1800167-01 with Young Women’s Christian Association of Greater Cleveland, Ohio (YWCA) for operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 5/1/2018 - 12/31/2018 to extend the time period to 12/31/2019 and for additional funds in the amount not-to-exceed \$2,850,000.00; and

WHEREAS, the goal of this amendment is to continue to provide operation and case management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland; and

WHEREAS, this project is funded 100% by the Health and Human Services levy; 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:

First Reading/Referred to Committee: November 13, 2018
Committee(s) Assigned: Health, Human Services & Aging

Journal CC032
November 27, 2018

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0218

<p>Sponsored by: County Executive Budish/Department of Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board</p> <p>Co-sponsored by: Councilmember Houser</p>	<p>A Resolution authorizing amendments to an agreement and contracts with various providers for various programs and services for youth in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds; authorizing the County Executive to execute the amendments 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 Workforce Development, in partnership with City of Cleveland/Cuyahoga County Workforce Development Board, has recommended amendments to an agreement and contracts with various providers for various programs and services for youth in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds as follows:

- i) Agreement:
 - a. No. AG1600217-01 with Cuyahoga Community College District for In-School and Out-of-School Youth Programs in the amount not-to-exceed \$488,708.00.
- ii) Contracts:
 - a. No. CE1600287-01 with Linking Employment Abilities and Potential for the In-School Youth Program in the amount not-to-exceed \$75,000.00.
 - b. No. CE1600290-01 with Youth Opportunities Unlimited for the Youth Resource Center in the amount not-to-exceed \$340,000.00.
 - c. No. CE1600289-01 with Towards Employment, Inc. for the Out-of-School Youth Program, Youth Resource Center and Social Program Administrator support in the amount not-to-exceed \$876,241.00.

WHEREAS, the primary goal of this project addresses the issue of job preparation, training, education and employment for youth and young adults; and

WHEREAS, the project is 100% funded by Federal Workforce Innovation and Opportunity Act funds (Youth Allocation); 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 amendments to an agreement and contracts with various providers for various programs and services for youth in connection with the Workforce Innovation and Opportunity Act for the period 7/1/2016 - 6/30/2019 for additional funds as follows:

i) Agreement:

- a. No. AG1600217-01 with Cuyahoga Community College District for In-School and Out-of-School Youth Programs in the amount not-to-exceed \$488,708.00.

ii) Contracts:

- a. No. CE1600287-01 with Linking Employment Abilities and Potential for the In-School Youth Program in the amount not-to-exceed \$75,000.00.
- b. No. CE1600290-01 with Youth Opportunities Unlimited for the Youth Resource Center in the amount not-to-exceed \$340,000.00.
- c. No. CE1600289-01 with Towards Employment, Inc. for the Out-of-School Youth Program, Youth Resource Center and Social Program Administrator support in the amount not-to-exceed \$876,241.00.

SECTION 2. That the County Executive is authorized to execute the amendments 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 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

