



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 25, 2021
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) January 11, 2022 Committee of the Whole Meeting [See Page 20]
 - b) January 11, 2022 Regular Meeting [See Page 22]
- 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 REFERAL TO COMMITTEE**
 - 1) R2022-0017: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become [See Page 32]

immediately effective.

Sponsor: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

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

- 1) R2022-0001: 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 81]

Sponsor: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

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

c) CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2022-0001: An Ordinance making confirmable by Council the appointments of the Directors of Child Support Services, Children and Family Services, Cuyahoga Job and Family Services, the Family and Children First Council, the Fatherhood Initiative, Invest in Children, the Office of Homeless Services, the Office of Reentry, and Senior and Adult Services; and declaring the necessity that this Ordinance become immediately effective. [See Page 143]

Sponsors: Councilmember Conwell and Council President Jones

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

- 1) R2022-0018: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 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 148]

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

- 2) R2022-0019: A Resolution accepting the report containing findings and recommendations of Fact-Finder Robert M. Lustig regarding negotiations between Cuyahoga County and the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 27 for a collective bargaining agreement covering approximately 207 employees in various classifications at the Department of Health and Human Services, Division of Cuyahoga Job and Family Services, Office of Child Support Services for the period 1/1/2021 - 12/31/2023; and declaring the necessity that this Resolution become immediately effective. [See Page 160]

Sponsor: County Executive Budish/Department of Law/Department of Health and Human Services

- 3) R2022-0020: A Resolution approving a proposed settlement in the matter of Lipman, et al. vs. County Executive Cuyahoga County, et al., United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:18-cv-02985; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective. [See Page 163]

Sponsor: County Executive Budish\Department of Law

- 4) R2022-0021: A Resolution approving a proposed settlement in the matter of Dionne Brooks, individually and as administratrix of the Estate of Shone Trawick, et al., v. Cuyahoga County, et al., United States District Court for the Northern District of Ohio, Eastern Division, Case No. 1:21-cv-387; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become [See Page 166]

immediately effective.

Sponsor: County Executive Budish Department of Law

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

- 1) R2022-0022: A Resolution extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 169]

Sponsor: County Executive Budish

- 2) R2022-0023: A Resolution authorizing a contract with Kofile Technologies, Inc. in the amount not-to-exceed \$3,264,300.00 for a cloud-based records management system and support and maintenance services for the Fiscal Department/Transfer and Recording Division, commencing upon contract signature of all parties for a period of 5 years; authorizing the County Executive to execute Contract No. 2127 and all other documents consistent with said Resolution and declaring the necessity that this Resolution become immediately effective. [See Page 171]

Sponsor: County Executive Budish/Department of Information Technologies, Inc.

- 3) R2022-0024: A Resolution making awards on RQ6408 to various providers in the total amount not-to-exceed \$5,330,000.00 for family-centered support services for at-risk children and families for the period 1/1/2022 – 12/31/2023; 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 184]
 - a) Contract No. 2042 with Applewood Centers, Inc. in the amount not-to-exceed \$1,200,000.00.
 - b) Contract No. 2043 with Beech Brook in the amount not-to-exceed \$900,000.00.
 - c) Contract No. 1955 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$178,230.00.

- d) Contract No. 2044 with Catholic Charities Corporation in the amount not-to-exceed \$1,340,000.00.
- e) Contract No. 2045 with The Cleveland Christian Home Incorporated in the amount not-to-exceed \$90,000.00.
- f) Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$320,000.00.
- g) Contract No. 2051 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$90,000.00.
- h) Contract No. 2047 with OhioGuidestone in the amount not-to-exceed \$301,770.00.
- i) Contract No. 2049 with Ohio Mentor, Inc. in the amount not-to-exceed \$140,000.00.
- j) Contract No. 2050 with Pressley Ridge in the amount not-to-exceed \$610,000.00.
- k) Contract No. 2052 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$160,00.00.

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

- 4) R2022-0025: A Resolution making awards on RQ6690 to various municipalities and providers in the total amount not-to-exceed \$7,138,350.00 for the Community Social Services Program for the period 1/1/2022 – 12/31/2023; 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 216]
 - a) Contract No. 1936 with City of Bedford in the amount not-to-exceed \$108,084.00 for Adult Development, Congregate Meals and Transportation services.

- b) Contract No. 1938 with City of Bedford Heights in the amount not-to-exceed \$233,810.00 for Adult Development, Congregate Meals and Transportation services.
- c) Contract No. 1939 with City of Berea in the amount not-to-exceed \$226,036.00 for Adult Development, Delivered Meals and Transportation services.
- d) Contract No. 1940 with City of Euclid in the amount not-to-exceed \$152,810.00 for Adult Development, Congregate Meals, Holiday Meals and Transportation services.
- e) Contract No. 1946 with City of Lakewood in the amount not-to-exceed \$91,000.00 for Adult Development and Transportation services.
- f) Contract No. 1941 with City of Maple Heights in the amount not-to-exceed \$114,800.00 for Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- g) Contract No. 1942 with City of Olmsted Falls in the amount not-to-exceed \$59,990.00 for Adult Development services.
- h) Contract No. 1943 with City of Solon in the amount not-to-exceed \$119,626.00 for Adult Development services.
- i) Contract No. 1944 with City of Strongsville in the amount not-to-exceed \$220,950.00 for Adult Development and Transportation services.
- j) Contract No. 1926 with Catholic Charities Corporation on behalf of Fatima Family Center in the amount not-to-exceed \$175,312.50 for Adult Development and Congregate Meals services.
- k) Contract No. 1925 with Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$239,750.00 for Adult Development, Congregate Meals, Transportation and Outreach services.

- l) Contract No. 1927 with Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$178,640.00 for Adult Development and Transportation services.
- m) Contract No. 1945 with Cleveland Clergy Alliance in the amount not-to-exceed \$300,000.00 for Outreach services.
- n) Contract No. 1947 with Community Partnership on Aging in the amount not-to-exceed \$140,000.00 for Adult Development and Transportation services.
- o) Contract No. 1948 with The East End Neighborhood House Association in the amount not-to-exceed \$345,788.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- p) Contract No. 1952 with Eliza Bryant Village in the amount not-to-exceed \$156,000.00 for Adult Day and Transportation services.
- q) Contract No. 1953 with The Harvard Community Services Center in the amount not-to-exceed \$265,504.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services.
- r) Contract No. 1954 with Linking Employment, Abilities and Potential (LEAP) in the amount not-to-exceed \$50,000.00 for Adult Development services.
- s) Contract No. 1955 with The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$288,000.00 for Adult Development, Congregate Meals and Transportation services.
- t) Contract No. 1956 with Murtis Taylor Human Services System in the amount not-to-exceed \$815,244.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.

- u) Contract No. 1957 with Near West Side Multi-Service Corporation dba May Dugan Center in the amount not-to-exceed \$50,000.00 for Adult Development services.
- v) Contract No. 1958 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$957,686.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services.
- w) Contract No. 1959 with The Salvation Army in the amount not-to-exceed \$242,302.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services.
- x) Contract No. 1960 with Senior Citizen Resources, Inc. in the amount not-to-exceed \$493,042.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation.
- y) Contract No. 1961 with Senior Transportation Connection in the amount not-to-exceed \$400,000.00 for Transportation services.
- z) Contract No. 1962 with University Settlement, Inc. in the amount not-to-exceed \$295,978.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services.
- aa) Contract No. 1964 with West Side Community House in the amount not-to-exceed \$417,997.50 for Adult Development, Congregate Meals, Holiday Meals and Transportation services.

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

- 5) R2022-0026: A Resolution making awards on various requisitions to various providers in the total amount not-to-exceed \$123,000,000.00 for out-of-home placement and foster care services for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute the Contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 285]

a) on RQ6211:

- 1) Contract No. 1991 with Adelphoi Village, Inc. in the amount not-to-exceed \$2,447,192.00.
- 2) Contract No. 2016 with Applewood Centers, Inc. in the amount not-to-exceed \$2,765,118.00.
- 3) Contract No. 2018 with Beech Brook in the amount not-to-exceed \$4,285,624.00.
- 4) Contract No. 2071 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$6,264,838.00.
- 5) Contract No. 2072 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$4,894,384.00.
- 6) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$1,275,886.00.
- 7) Contract No. 2085 with Boys to Men Transitional Home, Inc. in the amount not-to-exceed \$49,800.00.
- 8) Contract No. 2075 with Cadence Care Network in the amount not-to-exceed \$49,800.00.
- 9) Contract No. 2076 with Caring for Kids, Inc. in the amount not-to-exceed \$2,871,502.00.
- 10) Contract No. 2077 with Carrington Behavioral Health, LLC in the amount not-to-exceed \$251,990.00.
- 11) Contract No. 2078 with Catholic Charities Corporation in the amount not-to-exceed \$1,669,310.00.
- 12) Contract No. 2079 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$668,322.00.
- 13) Contract No. 2007 with Cleveland Christian Home in the amount not-to-exceed \$3,844,592.00.
- 14) Contract No. 2008 with Cornell Abraxas Group, LLC in the amount not-to-exceed \$1,291,882.00.

- 15) Contract No. 2009 with Destiny Family Services in the amount not-to-exceed \$90,836.00.
- 16) Contract No. 2010 with Detroit Behavioral Institute, Inc. in the amount not-to-exceed \$1,376,484.00.
- 17) Contract No. 2011 with Eastway Corporation in the amount not-to-exceed \$205,178.00.
- 18) Contract No. 2012 with ENA, Inc. dba Necco Center in the amount not-to-exceed \$2,808,942.00.
- 19) Contract No. 2013 with Freedom Youth Program in the amount not-to-exceed \$494,020.00.
- 20) Contract No. 2014 with Gracehaven, Inc. in the amount not-to-exceed \$419,020.00.
- 21) Contract No. 2015 with Habilitation Centers, LLC dba Little Creek Behavioral Health in the amount not-to-exceed \$428,482.00.
- 22) Contract No. 2030 with Habilitation Centers, LLC dba Millcreek of Arkansas in the amount not-to-exceed \$2,509,940.00.
- 23) Contract No. 2032 with House of New Hope in the amount not-to-exceed \$5,408,324.00.
- 24) Contract No. 2034 with Keystone Richland Center LLC dba Foundations for Living in the amount not-to-exceed \$628,082.00.
- 25) Contract No. 2035 with Laurel Oaks Behavioral Health Center in the amount not-to-exceed \$264,938.00.
- 26) Contract No. 2036 with Life's Right Direction, Inc. in the amount not-to-exceed \$410,156.00.
- 27) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services in the amount not-to-exceed \$91,632.00.

- 28) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services in the amount not-to-exceed \$1,766,918.00.
- 29) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T. (Support To At-Risk Teens) in the amount not-to-exceed \$1,824,288.00.
- 30) Contract No. 2040 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$9,840,560.00.
- 31) Contract No. 2059 with Necco, LLC in the amount not-to-exceed \$49,800.00.
- 32) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC in the amount not-to-exceed \$1,242,022.00.
- 33) Contract No. 2064 with New Directions, Inc. in the amount not-to-exceed \$98,106.00.
- 34) Contract No. 2065 with Northeast Ohio Adoption Services in the amount not-to-exceed \$358,562.00.
- 35) Contract No. 2066 with Oesterlen Services for Youth, Inc. in the amount not-to-exceed \$326,690.00.
- 36) Contract No. 2067 with Ohio Mentor, Inc. in the amount not-to-exceed \$12,658,346.00.
- 37) Contract No. 2068 with OhioGuidestone in the amount not-to-exceed \$11,607,478.00.
- 38) Contract No. 2069 with Pathway Caring for Children in the amount not-to-exceed \$2,101,976.00.
- 39) Contract No. 2070 with Piney Ridge Treatment Center, LLC in the amount not-to-exceed \$1,992.00.
- 40) Contract No. 1998 with Pressley Ridge in the amount not-to-exceed \$2,538,824.00.

- 41) Contract No. 1999 with Quality Care Residential Homes, Inc. in the amount not-to-exceed \$597,604.00.
- 42) Contract No. 2000 with Raven House in the amount not-to-exceed \$358,562.00.
- 43) Contract No. 2001 with Rite of Passage, Inc. in the amount not-to-exceed \$420,116.00.
- 44) Contract No. 2002 with Rolling Hills Hospital, Inc. in the amount not-to-exceed \$464,836.00.
- 45) Contract No. 2003 with RTC Acquisition Corporation in the amount not-to-exceed \$639,836.00.
- 46) Contract No. 2004 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$12,537,678.00.
- 47) Contract No. 2005 with The Bair Foundation in the amount not-to-exceed \$2,704,162.00.
- 48) Contract No. 2006 with The Twelve of Ohio, Inc in the amount not-to-exceed \$1,484,052.00.
- 49) Contract No. 2019 with The Village Network in the amount not-to-exceed \$2,622,618.00.
- 50) Contract No. 2020 with Young Star Academy, LLC. dba Mohican Young Star Academy in the amount not-to-exceed \$3,071,514.00.
- 51) Contract No. 2021 with Youth Intensive Services, Inc in the amount not-to-exceed \$412,348.00.
- 52) Contract No. 2022 with Youth Opportunity Investments, LLC in the amount not-to-exceed \$191,234.00.

b) on RQ7102

- 53) Contract No. 2023 with Artis's Tender Love & Care, Inc. in the amount not-to-exceed \$2,385,638.00.

54) Contract No. 2024 with Focus 2 Focus, Inc. in the amount not-to-exceed \$165,338.00.

55) Contract No. 2025 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$2,131,458.00.

56) Contract No. 2026 with Jaystarr Homes 2, Inc. in the amount not-to-exceed \$581,370.00.

57) Contract No. 1996 with Open Arms Adoption, Inc. in the amount not-to-exceed \$49,800.00.

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

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

- 1) R2021-0290: A Resolution approving an additional Right-of-Way Exhibit as set forth in Plat No. M-5036 for the replacement of Jefferson Avenue Bridge No. 00.57 between West 3rd Street and the Cuyahoga River in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; and declaring the necessity that this Resolution become immediately effective. [See Page 378]

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

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

- 2) R2021-0291: A Resolution authorizing Contract No. 1921 with SMG/Huntington Convention Center of Cleveland in the amount not-to-exceed \$989,350.00 for lease of space at Huntington Convention Center of Cleveland and the Global Center for Health Innovation, located at 1 St. Clair Avenue NE, Cleveland for jury duty operations for the Cuyahoga County Court of Common Pleas for the period 8/28/2021 – 6/30/2022; 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 384]

Sponsor: County Executive Budish/Department of Public Works

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

- 3) R2021-0292: A Resolution making awards on RQ4593 to various providers in the total amount not-to-exceed \$11,092,322.00 for funding for one-time capital and programmatic costs to support delivery of services to persons with serious mental illness, serious mental illness with co-occurring substance abuse or substance abuse/addiction for the period 1/1/2022 – 6/30/2024; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 392]
- a) Alliant Health Group in the amount not-to-exceed \$26,240.00 for the purchase of a van to transport clients and the purchase of furnishings and equipment for a sober living facility.
 - b) Community Assessment & Treatment Services, Inc. in the amount not-to-exceed \$200,000.00 for renovation of a sober living facility.
 - c) Edna House for Women, Inc. in the amount not-to-exceed \$375,000.00 for renovation of property to serve as a sober living facility for women.
 - d) Northern Ohio Recovery Association in the amount not-to-exceed \$28,960.00 for the purchase of furnishings for an inpatient treatment facility and the purchase of a van to transport clients.
 - e) Stella Maris, Inc. in the amount not-to-exceed \$5,598,232.00 for renovations, purchase of property, and the purchase of furnishings for addiction treatment facilities.
 - f) The Briermost Foundation, Inc. in the amount not-to-exceed \$665,582.00 for the purchase of property, renovation and furnishings for a sober living facility.

- g) YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$4,198,308.00 for renovations and the purchase of furnishings for an interim housing facility that provides substance use disorder treatment and mental health counseling services.

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

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

- 4) R2022-0005: A Resolution confirming the County Executive’s appointment of Paul Herdeg to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and declaring the necessity that this Resolution become immediately effective. [See Page 417]

Sponsor: County Executive Budish

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

- 5) R2022-0006: A Resolution confirming the County Executive’s reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 –1/22/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 423]

Sponsor: County Executive Budish

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

- 6) R2022-0009: A Resolution authorizing revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Agreement No. 2140 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 431]

Sponsors: County Executive Budish/Department of Public

Works and Councilmember Conwell

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

- 7) R2022-0010: A Resolution making an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1977 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 437]

Sponsor: County Executive Budish/Department of Human Resources

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

- 8) R2022-0011: A Resolution making an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1978 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 450]

Sponsor: County Executive Budish/Department of Human Resources

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

- 9) R2022-0012: A Resolution making an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga

County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 1976 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 463]

Sponsor: County Executive Budish/Department of Human Resources

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

- 10) R2022-0014: A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023; authorizing the County Executive to execute Contract No. 2120 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 473]

Sponsor: County Executive Budish/Court of Common Pleas/Corrections Planning Board

Committee Assignment and Chair: Public Safety & Justice Affairs – Gallagher

- 11) R2022-0015: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 2017 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 482]

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

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

- 12) R2022-0016: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 1876 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 492]

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

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

g) CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) O2022-0002: An Uncodified Ordinance establishing a COVID-19 Testing Policy to be applicable to all County Executive Employees and declaring the necessity that this Ordinance become immediately effective. [See Page 501]

Sponsor: County Executive Budish/Department of Human Resources

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, FEBRUARY 8, 2022
5:00 PM / 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 COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 11, 2022
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
4:00 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 4:08 p.m.

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers Schron, Conwell, Turner, Simon, Baker, Miller, Sweeney, Tuma, Gallagher and Jones were in attendance and a quorum was determined.

[Clerk's Note: Councilmember Stephens joined the meeting during Executive Session.]

3. PUBLIC COMMENT

There were no public comments given.

4. DISCUSSION/EXECUTIVE SESSION

a) Collective bargaining matters, including:

- 1) a successor Collective Bargaining Agreement between Cuyahoga County and the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 2-B, Local 70, representing approximately 41 Corrections Officer Corporals in the Sheriff's Department for the period 1/1/2021 - 12/31/2023

A motion was made by Ms. Conwell, seconded by Mr. Sweeney and approved by unanimous roll-call vote to move to Executive Session for the purpose of discussing a collective bargaining matter and for no other purpose whatsoever. Executive Session was

then called to order by Council President Jones at 4:10 p.m. The following Councilmembers were present: Baker, Miller, Sweeney, Tuma, Gallagher, Schron, Conwell, Turner, Simon and Jones. [Clerk's Note: Councilmember Stephens joined the meeting during Executive Session.] The following additional attendees were present: Law Director Law Gregory Huth; Deputy Chief Law Director Nora Hurley; Administrator of Corrections Ronda Gibson; Lieutenant Bryan Smith; Council Chief of Staff Joseph Nanni; Legislative Budget Advisor Trevor McAleer; Policy Advisor James Boyle and Special Counsel Brendan Doyle.

At 4:19 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.

Council President Jones passed the gavel to Mr. Miller, Chair of the Finance & Budgeting Committee.

- b) An amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$2,571,470.00.

Mr. Huth and Mr. Jeremy Mio, Information Security Officer with the Department of Information Technology, addressed the Committee and provided an update on an amendment to Contract No. CE1900330 with Hylant Group, Inc. Discussion ensued.

Committee members asked questions of Mr. Huth and Mr. Mio pertaining to the item, which they answered accordingly.

Chairman Miller returned the gavel to Council President Jones to chair the remainder of the meeting.

5. MISCELLANEOUS BUSINESS

Mr. Miller and Council President Jones congratulated Ms. Stephens on being nominated to run for Lieutenant Governor of the State of Ohio.

6. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:42 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 11, 2021
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
5:00 PM**

1. CALL TO ORDER

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

2. ROLL CALL

Council President Jones asked Clerk Richardson to call the roll. Councilmembers Tuma, Gallagher, Schron, Conwell, Turner, Stephens, Simon, Baker, Miller, Sweeney and Jones were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

There was no moment of silent meditation.

5. PUBLIC COMMENT

Gina Calabrese addressed Council regarding safety concerns at the Norma Herr Women's Shelter.

Loh addressed Council regarding safety concerns at the Norma Herr Women's Shelter.

6. APPROVAL OF MINUTES

- a) December 7, 2021 Committee of the Whole Meeting
- b) December 7, 2021 Regular Meeting

A motion was made by Ms. Stephens, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the December 7, 2021 Committee of the Whole and the Regular meeting.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

There were no messages from Council President Jones.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Budish provided an update on a collaboration between the City of Cleveland and Cuyahoga County and urged Council members to provide any questions or concerns they may have to him for discussion at future scheduled meetings that will occur with the newly elected Mayor of the City of Cleveland, the honorable Justin Bibb.

9. LEGISLATION INTRODUCED BY COUNCIL

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

- 1) R2022-0001: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Baker on behalf of the Cuyahoga County Personnel Review Commission

Council President Jones referred Resolution No. R2022-0001 to the Human Resources, Appointments & Equity Committee.

10. LEGISLATION INTRODUCED BY EXECUTIVE

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

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution Nos. R2022-0002, R2022-0003 and R2022-0004.

- 1) R2022-0002: A Resolution amending the 2022/2023 Biennial Operating Budget for 2022 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.

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2022-0002 was considered and adopted by unanimous vote.

- 2) R2022-0003: A Resolution approving a successor Collective Bargaining Agreement between Cuyahoga County and the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Region 2-B, Local 70, representing approximately 41 Corrections Officer Corporals in the Sheriff's Department for the period 1/1/2021 - 12/31/2023; 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/Sheriff's Department/ Department of Human Resources and Department of Law

On a motion by Mr. Jones with a second by Mr. Miller, Resolution No. R2022-0003 was considered and adopted by unanimous vote.

- 3) R2022-0004: A Resolution extending the appointment of Interim Director of Public Safety and Justice Services Brandy Carney to March 8, 2022; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2022-0004 was considered and adopted by unanimous vote.

c) **CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2022-0005: A Resolution confirming the County Executive's appointment of Paul Herdeg to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0005 to the Human Resources, Appointments & Equity Committee.

- 2) R2022-0006: A Resolution confirming the County Executive's reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 –1/22/2026; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0006 to the Human Resources, Appointments & Equity Committee.

- 3) R2022-0007: A Resolution confirming the County Executive's appointment of Brandy Carney, upon her taking the oath of office, as Director of Public Safety and Justice Services; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish

Council President Jones referred Resolution No. R2022-0007 to the Committee of the Whole.

- 4) R2022-0008: A Resolution declaring official intent under U.S. Treasury Regulations with respect to reimbursements from bond proceeds of temporary advances, made for payments in connection with the development of a new County jail, prior to issuance of bonds, and related matters; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Finance/Department of Public Works

Council President Jones referred Resolution No. R2022-0008 to the Finance & Budgeting Committee.

- 5) R2022-0009: A Resolution authorizing revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Agreement No. 2140 and all other documents consistent with said Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Public Works

Council President Jones referred Resolution No. R2022-0009 to the Public Works, Procurement & Contracting Committee.

- 6) R2022-0010: A Resolution making an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1977 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

Council President Jones referred Resolution No. R2022-0010 to the Human Resources, Appointments & Equity Committee.

- 7) R2022-0011: A Resolution making an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and

Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1978 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

Council President Jones referred Resolution No. R2022-0011 to the Human Resources, Appointments & Equity Committee.

- 8) R2022-0012: A Resolution making an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 1976 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Department of Human Resources

Council President Jones referred Resolution No. R2022-0012 to the Human Resources, Appointments & Equity Committee.

- 9) R2022-0013: A Resolution authorizing a contract with InfoPro Computer Solutions in the amount not-to-exceed \$897,000.00 for sole source maintenance services and the development of a web-based application and related training services for the Buckeye Case Management and Computer Network Systems for the period 4/1/2022 – 3/31/2025; authorizing the County Executive to execute Contract No. 2099 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/on behalf of Court of Appeals of Ohio, Eighth Appellate District

Council President Jones referred Resolution No. R2022-0013 to the Finance & Budgeting Committee.

- 10) R2022-0014: A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementation of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023; authorizing the County Executive to execute Contract No. 2120 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Budish/Court of Common Pleas/Corrections Planning Board

Council President Jones referred Resolution No. R2022-0014 to the Public Safety & Justice Affairs Committee.

- 11) R2022-0015: A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 2017 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 Jones referred Resolution No. R2022-0015 to the Education, Environment & Sustainability Committee.

- 12) R2022-0016: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute Agreement No. 1876 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 Early Childhood

Council President Jones referred Resolution No. R2022-0016 to the Education, Environment & Sustainability Committee.

- d) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF A RESOLUTION FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote to suspend Rules 9D requiring three readings and 12S discharging from committee by petition, dispensing with committee review and discharging Resolution No. R2021-0282 to the full Council for consideration for final passage.

- 1) R2021-0282: A Resolution authorizing an amendment to Contract No. CE1900330 with Hylant Group, Inc. for insurance brokerage and risk management services for the period 1/1/2020 – 12/31/2021 to extend the time period to 12/31/2022 and for additional funds in the amount not-to-exceed \$2,571,470.00; 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 Law

Committee Assignment and Chair: Finance & Budgeting – Miller

Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2021-0282.

A motion was then made by Mr. Miller, seconded by Ms. Conwell and approved by unanimous vote to substitute Resolution No. R2021-0282.

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2021-0282 was considered and adopted by unanimous vote, as substituted.

- e) COMMITTEE REPORT AND CONSIDERATION OF A RESOLUTION FOR THIRD READING ADOPTION

- 1) R2021-0268: A Resolution authorizing HOME loans to various organizations, or their designees, in the total amount not-to-exceed \$2,250,000.00 for various affordable housing projects; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loans and this Resolution; and declaring the necessity that this Resolution become immediately effective:
 - a) Cuyahoga TAY in the amount not-to-exceed \$450,000.00 for the development of a new, 50-unit supportive housing building for transition-aged youth experiencing homelessness in Cuyahoga County.
 - b) The Arch at Saint Michael in the amount not-to-exceed \$450,000.00 to renovate the former Central Catholic School and convent to a 46-unit, senior independent living building, located at 3146 Scranton Road in Clark-Fulton Neighborhood in the City of Cleveland.
 - c) Jennings Center for Older Adults and PIRHL Developers, LLC in the amount not-to-exceed \$450,000.00 for the development of Hazelwood Court, a 53-unit senior community in City of Maple Heights.
 - d) The Warner and Swasey in the amount not-to-exceed \$450,000.00 to construct 140 units for a mixed-used, mixed-income, mixed-population, historic adaptive-reuse of the former Warner and Swasey Manufacturing Plant, located at in the City of Cleveland.
 - e) Benjamin Rose Institute on Aging in the amount not-to-exceed \$450,000.00 for the development of the Margaret Wagner Apartments III, to construct 20 new units of Housing and Urban Development (HUD) Section 202 Supportive Housing for the elderly, located at 2373 Euclid Heights Boulevard in City of Cleveland Heights.

Sponsors: County Executive Budish/Department of Development, Council President Jones and **Councilmembers Conwell and Turner**

Committee Assignments and Chairs: Economic Development & Planning – Schron and Community Development – Stephens

On a motion by Mr. Schron with a second by Mr. Sweeney, Resolution No. R2021-0268 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budget meeting will be held on Monday, January 31st at 1:00 p.m. for review of the Enterprise Resource Planning System; Thursday, February 3rd at 10:00 a.m. for an Enterprise Resource Planning System Project update from Zig Berzins; and the Post Audit meeting will be held on Thursday, January 20th at 1:00 p.m.

Mr. Tuma reported that the Public Works Procurement & Contracting Committee will meet on Wednesday, January 19th at 10:00 a.m.

Mr. Gallagher reported that the Public Safety & Justice Affairs Committee will meet on Tuesday, January 18th at 1:00 p.m.

Ms. Baker reported that the Human Resources, Appointments & Equity Committee will meet on Tuesday, January 18th at 10:00 a.m.

Mr. Sweeney reported that the Council Operations, Intergovernmental Relations & Public Transportation Committee will meet on Tuesday, January 18th at 3:00 p.m.

Ms. Simon reported that the Education, Environment & Sustainability Committee will meet on Wednesday, January 19th at 3:00 p.m.

12. MISCELLANEOUS BUSINESS

Councilman Gallagher recognized the St. Edward Eagles and congratulated them on winning the Ohio high school football Division 1 State Championship and all the schools that participated.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 5:33 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0017

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 January 6, 2022 the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through F) 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 Revised Classifications:

Exhibit A: Class Title: *Data Analyst*

Class Number: 16131
Pay Grade: 9B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions, language, and
formatting. A Technology Requirements section was added. No
change to pay grade or FLSA status.

Exhibit B: Class Title: *Executive Officer*
Class Number: 10201
Pay Grade: 19A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to distinguishing characteristics, essential job
functions, and language and formatting. A Technology
Requirements section was added. No change to pay grade or FLSA
status.

Exhibit C: Class Title: *Senior Supervisor, Mailroom (Manager, Mailroom)*
Class Number: 10032
Pay Grade: 9A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to distinguishing characteristics, essential job
functions, minimum qualifications, level of analysis, and language
and formatting. A Technology Requirements section was added.
Title changed from Senior Supervisor, Mailroom to Manager,
Mailroom to reflect the multiple levels of supervision. Pay Grade
increased from 7A to 9A. No change to FLSA status

Proposed Deleted Classification:

Exhibit D: Class Title: *Data Control Technician*
Class Number: 16001
Pay Grade: 4A/Non-Exempt
* The classification is vacant, and the department has no intentions
to utilize this classification as the duties have been redistributed to
other classifications in the department.

Exhibit E: Class Title: *Early Child Care Specialist*
Class Number: 13051
Pay Grade: 7A/Non-Exempt
* The classification is vacant, and the department has no intentions
to utilize this classification as the duties have been redistributed to
other classifications in the department.

Exhibit F: Class Title: *Employment Contract Negotiator/Evaluator*
Class Number: 19001
Pay Grade: 8A/Exempt

* The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.

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

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

On a motion by _____, seconded by _____, the 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__



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

To: PRC Commissioners

From: Rebecca Kopcienski, Director

Date: January 6, 2022

Re: Classification Plan Administration (1/12/22 PRC Meeting)

I am requesting the following modifications to the Cuyahoga County Non-Bargaining Classification Plan be considered by the Personnel Review Commission at the January 6, 2022, Commission meeting. Routine maintenance and changes in departments' operational needs necessitate classifications be created, revised, and deleted. These changes have been prepared by the PRC Class and Comp staff and reviewed by the PRC's Manager of Classification and Compensation, who has worked extensively with the Department of Human Resources and County's management teams to ensure they are fully informed of these proposed changes.

Below are the recommended changes.

REVISED CLASSIFICATIONS <i>(Revised Title)</i>	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Data Analyst 16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology
Executive Officer 10201	19A Exempt	19A Exempt (No Change)	Health and Human Services
Senior Supervisor, Mailroom 10032 <i>(Manager, Mailroom 10032)</i>	7A Non-Exempt	9A Non-Exempt	Public Works

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT
Data Control Technician 16001	4A Non-Exempt	Health and Human Services
Early Child Care Program Specialist 13051	7A Non-Exempt	Health and Human Services
Employment Contract Negotiator/Evaluator 19001	8A Exempt	Health and Human Services

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16131	Data Analyst	Information Technology	Non-Exempt	9B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16131	Data Analyst	Information Technology	Non-Exempt	9B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, language, and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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>
Lorenzo Rose – Manager, IT Infrastructure and Operations	10/19/2021 11/9/2021	Email Email	Class Spec Draft Review Reminder
Jim Battigaglia, Archer Consultant	12/10/2021 12/22/2021	Email Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	16131
FLSA:	Non-Exempt	Pay Grade:	9B
Departments:	Information Technology		

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various county projects.

Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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.

60% +/- 10%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assists users with understanding program applications; instructs and trains users in the operation and function of new and existing systems.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (SSRS), business intelligence software (Tableau, Power BI), , IT Service Desk software (Cherwell), relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related

Data Analyst

documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, co-workers, end-users, 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
10201	Executive Officer	Health and Human Services	Exempt	19A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10201	Executive Officer	Health and Human Services	Exempt	19A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Two (2)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robin Martin – Executive Officer	11/9/2021 11/30/2021	Email Email	Class Spec Draft Review Reminder
Rebekah Dorman – Executive Officer	11/9/2021	Email	Class Spec Draft Review
David Merriman – HHS Director	11/9/2021	Email	Class Spec Draft Review
Jim Battigaglia, Archer Consultant	12/3/2021 12/22/2021	Email Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Executive Officer	Class Number:	10201
FLSA:	Exempt	Pay Grade:	19A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to plan, coordinate, direct, and monitor the operations of a County department or office within the HHS agency.

Distinguishing Characteristics

This is a senior management level classification that reports directly to a Director of an HHS agency. Incumbents in this classification manage or assist with managing one of the major program divisions within the HHS agency. Incumbents participate as a member of senior management to assist in planning and coordinating agency service programs in the context of the overall human services system to ensure a variety of services are available to County citizens to meet their needs and/or to fulfill mandated functions at the state and federal level. These individuals oversee all work activities of their assigned department/office to accomplish the tasks and objectives of the department and have the responsibility of assisting with/establishing department objectives, policies, budget, and operations.

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%

- Plans, coordinates, directs, and monitors the operations of a County department or office within the HHS agency; plans, develops, and coordinates the department/office programs in conjunction with the Director and other key management staff; works to ensure that programs and services meet community needs, are in compliance with relevant federal, state, and county laws, regulations, policies, and procedures, and meet the agency’s standards for quality service; monitors and evaluates individual service programs outcomes and effectiveness; researches, develops, recommends, and implements new and revised policies, procedures, best practices, and data collection and analysis in order to effect maximum operational efficiency and efficacy of programs and ensure compliance with applicable county, state, and federal requirements; provides interpretation and clarification of applicable policies and programs of the department for administrative and line staff, and other agencies, groups, and individuals in the community; oversees the development of new programs and initiatives in response to community needs; develops or coordinates the preparation of major departmental position papers and reports for internal staff, various boards, commissions, and/or councils.

20% +/- 10%

- Manages the department’s fiscal operations, funding activities, and contractual services; directs and/or participates in the preparation of the department’s annual budget for programs and services; monitors expenditures and recommends/makes budget adjustments to assist with achievement of desired outcomes; oversees service delivery, budget, expenditures, and evaluation of services on grant funded contracts; develops and/or reviews content for Request for Proposals (RFPs) and Request for Quotes (RFQs); manages contracted services including reviewing contract performance and making recommendations on system improvements; writes grant proposals and completes

Effective Date: 1997
Last Modified: 03.01.2017

Executive Officer

ongoing communication with funders; completes paperwork and reports needed to apply for funding; reviews and approves invoices.

20% +/- 10%

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

20% +/- 10%

- Serves as the department's primary point of contact with federal, state, county, community, and other human service organizations, partners, stakeholders, and committees; coordinates, assists, and/or works in conjunction with management and administrative staff at partner agencies and public systems; presents at local and national conferences and meetings; serves on job-related boards and committees; participates in advocacy for programs at the state and federal levels; plans, oversees, and/or participates in communication campaigns and community events and initiatives.

10% +/- 5%

- Performs supporting administrative functions; completes paperwork and reports needed for audits; prepares information packets needed for meetings; stays current on issues related to social program planning, related regulations, community needs, and public and private community resources; stays current on the use of technology to improve program management and service delivery.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, public administration, business, early childhood development, psychology, education, or related field with nine (9) years of related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Executive Officer

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and data management software (Microsoft Access, Peerplace, etc.).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including requests for information, requests for quotes, purchase orders, contracts, budget invoices, vendor invoices, productivity reports, program evaluation reports, various monthly, semi-annual, and annual reports, meeting agendas and minutes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, state guidelines for programs, department policies and procedures, and various other policies and procedures manuals.
- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, contracts, Requests for Proposals (RFPs), press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, mental health, human services, and program-related regulatory terminology and language.

Executive Officer

- Ability to communicate effectively with staff, directors, county employees, department administrators, service providers, state and federal agencies, media, liaisons from partner agencies, businesses, and organizations, civic leaders, local union officials, 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
10032	Senior Supervisor, Mailroom	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10032	Manager, Mailroom	Public Works	Non-Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	7A: \$44,137.60 - \$61,796.80 9A: \$50,440.00 - \$70,553.60 Current employee salary does not fall within the new pay grade; adjustment required. \$1,497.60 min. adjustment to new pay grade.
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Staffing Implications:	Adjustment to be decided by Human Resources
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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>
Nichole English	7/22/2021 8/5/2021 9/2/2021 9/15/2021 11/19/2021 11/19/2021 11/19/2021 12/7/2021 12/10/2021	Email Email Phone Call Email Email Phone Call Email Email Email	Questions regarding CPQ Class Spec Draft Review Discussion regarding duties and pay grade Review of Update Class Spec Draft Set up time to call Discussion regarding pay grade Recap of conversation Notification of PG change Clarification regarding process
Kelli Neale - HR	12/7/2021 12/10/2021	Email Email	Notification of PG change Clarification regarding process
Michael Dever – PW Director	12/7/2021 12/10/2021	Email Email	Notification of PG change Clarification regarding process
Jim Battigaglia, Archer Consultant	9/15/2021 12/3/2021	Email Email	Pay grade evaluation Pay Grade evaluations after changes

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Manager, Mailroom	Class Number:	10032
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works		

Classification Function

The purpose of this classification is to manage the overall operations of multiple mailroom facilities and to supervise lower-level mailroom supervisors and other staff in the distribution of mail to various County departments.

Distinguishing Characteristics

This is a manager level classification. The employee is responsible for managing the daily operations of multiple mailroom facilities and overseeing the distribution of County mail and supervising lower-level mailroom supervisors and other assigned staff. This class requires the solution of operational, technical, administrative, and management problems related to mailroom facilities and operations. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class is distinguished from the Supervisor, Mailroom in that it supervises the latter position, requires a higher level of experience, and has responsibility for overall management of the department.

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%
- Directs the overall operations of multiple mailroom facilities; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; collects and corrects mail for delivery from the post office; delivers and picks up mail from various departments; reviews contracts with outside vendors and oversees delivery of services; informs clerks and supervisors of any changes to processes; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom; drives to County mail room locations to oversee operations.

- 40% +/- 10%
- Supervises and directs the work of the Supervisor, Mailroom, Mail Clerks, and other assigned staff in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; prepares, reviews and monitors mailroom budget reports; collaborates with the Fiscal Department to submit the section's bi-annual budget and to monitor budget expenses; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules; maintains payroll for clerks; fills in for staff when there are absences.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree or equivalent with three (3) years of mail processing experience, including one (1) year of related supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., and ability to bend and twist.

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including telephone messages, delivery schedules and route charts, time sheets, mobile control reports, mailing invoices, mail drop reports, billing invoices, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, costing sheets, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, external partner agencies, customers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to weather extremes, wetness, and humidity.

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
16001	Data Control Technician	Health and Human Services	Non-Exempt	4A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to 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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tammy Mearig, Manager, Human Resources
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Control Technician	Class Number:	16001
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a framework of policies, 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.

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in state and county computer systems; prints new, overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director’s signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Data Control Technician

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.
- Ability to crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

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 relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, 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 maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County personnel 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
13051	Early Child Care Program Specialist	Health and Human Services	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to 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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tammy Mearig, Manager, Human Resources
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Early Child Care Program Specialist	Class Number:	13051
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. 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.

55% +/- 10%

- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.

20% +/- 10%

- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.

25% +/- 10%

- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Early Child Care Program Specialist

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 billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, contract amendments, 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 communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional site visits.

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
19001	Employment Contract Negotiator/Evaluator	Health and Human Services	Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by 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):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources Contact(s):	Tammy Mearig, Manager, Human Resources
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Management Contact(s):	N/A
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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Contract Negotiator/Evaluator	Class Number:	19001
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a framework of policies, 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.

- 45% +/- 10%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursement of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.

- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.

- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related 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.

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 to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Employment Contract Negotiator/Evaluator

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.

Posted: 1/6/2022
Meeting: 1/12/22

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
REVISED					
Data Analyst	16131	9B Non-Exempt	9B Non-Exempt (No Change)	Information Technology	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, language, and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Executive Officer	10201	19A Exempt	19A Exempt (No Change)	Health and Human Services	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
Senior Supervisor, Mailroom (<i>Manager, Mailroom</i>)	10032	7A Non-Exempt	9A Non-Exempt	Public Works	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, minimum qualifications, level of analysis, and language and formatting. A Technology Requirements section was added. Title changed from Senior Supervisor, Mailroom to Manager, Mailroom to reflect the multiple levels of supervision. Pay Grade increased from 7A to 9A. No change to FLSA status.

DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	<u>Rationale</u>
Data Control Technician 16001	4A Non-Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.
Early Child Care Program Specialist 13051	7A Non-Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification as the duties have been redistributed to other classifications in the department.
Employment Contract Negotiator/Evaluator 19001	8A Exempt	Health and Human Services	The classification is vacant, and the department has no intentions to utilize this classification. The duties are being performed by other classifications in the department.

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Data Analyst	Class Number:	16131
FLSA:	Non-Exempt	Pay Grade:	9B
Departments:	Information Technology	EXHIBIT A	

Classification Function

The purpose of this classification is to collect, process, and perform statistical analysis of data and produce related reports, charts, dashboards, and visualizations for various county projects.

Distinguishing Characteristics

This is a technical entry-level classification that is responsible for analyzing system data to assist business leaders in making informed decisions. The work requires knowledge of various business functions and the underlying data structures supporting those functions. Employees in this class work under general supervision but are expected to work with a degree of independence and ensure 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.

60% +/- 10%

- Utilizes business intelligence software to develop reports, charts, dashboards, applications, and visualizations to support business decisions; prepares ad-hoc, monthly, quarterly, and/or annual data reports, dashboards, and visualizations for agency end users and management by writing and executing SQL code utilizing various reporting software programs; prepares presentations, spreadsheets, and graphics to present data and analyses results to end users; monitors and reviews data quality; solves data integrity problems and data-related issues; mines data from multiple data sources; cleans and reformats data; manipulates, analyzes, and interprets data using standard statistical tools and techniques; pinpoints trends, correlations, or patterns in complex data sets; prepares technical documentation including instruction and procedure manuals to assist users with understanding program applications; instructs and trains users in the operation and function of new and existing systems.

30% +/- 10%

- Works with Information Technology (IT), agency end users, and/or analytics teams and participates in the design, testing, and implementation of analytic tools that support agency reporting and improve data collection and reporting strategies; inquires with IT management on system problems; researches corrective actions and recommends solutions; determines requirements for development of systems and modifications of existing systems; evaluates and recommends applicable techniques and programming packages; designs software solutions and system test procedures; performs testing and monitoring of system after changes.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; keep current on industry trends and technologies; identify and recommend training needs to management; attends various trainings and meetings; conducts training for County employees on analytics related to software systems; provides technical support to agency end users and management.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in statistics, mathematics, computer science, business administration, or related field and one (1) year of data analytics experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), report generation software (SSRS), business intelligence software (Tableau, Power BI), , IT Service Desk software (Cherwell), relational database system software (Microsoft SQL Server, Oracle), Structured Query Language (T-SQL, PL/SQL), and other software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine and advanced 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 utilize a variety of analytical tools, business intelligence tools, and database management systems.
- Ability to comprehend a variety of informational documents including data reports, analytic reports, technical literature, spreadsheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Administrative Code, Ohio Revised Code, and technical instruction manuals.
- Ability to prepare status reports, data reports, graphs, charts, statistical reports, visualizations, dashboards, user instruction and procedure manuals, correspondence, and other job-related

Data Analyst

documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, co-workers, end-users, 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:	Executive Officer	Class Number:	10201
FLSA:	Exempt	Pay Grade:	19A
Dept:	Health and Human Services	EXHIBIT B	

Classification Function

The purpose of this classification is to plan, coordinate, direct, and monitor the operations of a County department or office within the HHS agency.

Distinguishing Characteristics

This is a senior management level classification that reports directly to a Director of an HHS agency. Incumbents in this classification manage or assist with managing one of the major program divisions within the HHS agency. Incumbents participate as a member of senior management to assist in planning and coordinating agency service programs in the context of the overall human services system to ensure a variety of services are available to County citizens to meet their needs and/or to fulfill mandated functions at the state and federal level. These individuals oversee all work activities of their assigned department/office to accomplish the tasks and objectives of the department and have the responsibility of assisting with/establishing department objectives, policies, budget, and operations.

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%
- Plans, coordinates, directs, and monitors the operations of a County department or office within the HHS agency; plans, develops, and coordinates the department/office programs in conjunction with the Director and other key management staff; works to ensure that programs and services meet community needs, are in compliance with relevant federal, state, and county laws, regulations, policies, and procedures, and meet the agency’s standards for quality service; monitors and evaluates individual service programs outcomes and effectiveness; researches, develops, recommends, and implements new and revised policies, procedures, best practices, and data collection and analysis in order to effect maximum operational efficiency and efficacy of programs and ensure compliance with applicable county, state, and federal requirements; provides interpretation and clarification of applicable policies and programs of the department for administrative and line staff, and other agencies, groups, and individuals in the community; oversees the development of new programs and initiatives in response to community needs; develops or coordinates the preparation of major departmental position papers and reports for internal staff, various boards, commissions, and/or councils.

- 20% +/- 10%
- Manages the department’s fiscal operations, funding activities, and contractual services; directs and/or participates in the preparation of the department’s annual budget for programs and services; monitors expenditures and recommends/makes budget adjustments to assist with achievement of desired outcomes; oversees service delivery, budget, expenditures, and evaluation of services on grant funded contracts; develops and/or reviews content for Request for Proposals (RFPs) and Request for Quotes (RFQs); manages contracted services including reviewing contract performance and making recommendations on system improvements; writes grant proposals and completes

Executive Officer

ongoing communication with funders; completes paperwork and reports needed to apply for funding; reviews and approves invoices.

20% +/- 10%

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

20% +/- 10%

- Serves as the department's primary point of contact with federal, state, county, community, and other human service organizations, partners, stakeholders, and committees; coordinates, assists, and/or works in conjunction with management and administrative staff at partner agencies and public systems; presents at local and national conferences and meetings; serves on job-related boards and committees; participates in advocacy for programs at the state and federal levels; plans, oversees, and/or participates in communication campaigns and community events and initiatives.

10% +/- 5%

- Performs supporting administrative functions; completes paperwork and reports needed for audits; prepares information packets needed for meetings; stays current on issues related to social program planning, related regulations, community needs, and public and private community resources; stays current on the use of technology to improve program management and service delivery.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in social work, public administration, business, early childhood development, psychology, education, or related field with nine (9) years of related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

Executive Officer

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), presentation software (Microsoft PowerPoint), and data management software (Microsoft Access, Peerplace, etc.).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including requests for information, requests for quotes, purchase orders, contracts, budget invoices, vendor invoices, productivity reports, program evaluation reports, various monthly, semi-annual, and annual reports, meeting agendas and minutes, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, the Ohio Revised Code, state guidelines for programs, department policies and procedures, and various other policies and procedures manuals.
- Ability to prepare annual and quarterly reports, budgetary recommendations and reports, management reports, contracts, Requests for Proposals (RFPs), press releases and statements, presentations, policies and procedures, performance evaluation forms, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage programs and people, to supervise and counsel employees, to convince and influence others, to negotiate, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, mental health, human services, and program-related regulatory terminology and language.

Executive Officer

- Ability to communicate effectively with staff, directors, county employees, department administrators, service providers, state and federal agencies, media, liaisons from partner agencies, businesses, and organizations, civic leaders, local union officials, 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:	Manager, Mailroom	Class Number:	10032
FLSA:	Non-Exempt	Pay Grade:	9A
Dept:	Public Works	EXHIBIT C	

Classification Function

The purpose of this classification is to manage the overall operations of multiple mailroom facilities and to supervise lower-level mailroom supervisors and other staff in the distribution of mail to various County departments.

Distinguishing Characteristics

This is a manager level classification. The employee is responsible for managing the daily operations of multiple mailroom facilities and overseeing the distribution of County mail and supervising lower-level mailroom supervisors and other assigned staff. This class requires the solution of operational, technical, administrative, and management problems related to mailroom facilities and operations. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties. This class is distinguished from the Supervisor, Mailroom in that it supervises the latter position, requires a higher level of experience, and has responsibility for overall management of the department.

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%
- Directs the overall operations of multiple mailroom facilities; develops goals and objectives; evaluates delivery schedules and revises as necessary; coordinates mail and package pick-up times according to postal and delivery service schedules; manages the metering of mail; responds to customer service requests; operates equipment; collects and corrects mail for delivery from the post office; delivers and picks up mail from various departments; reviews contracts with outside vendors and oversees delivery of services; informs clerks and supervisors of any changes to processes; adds postage money to mailing machines; sorts mail for delivery; processes outgoing mail; maintains office supplies and mailing equipment inventory for mailroom; drives to County mail room locations to oversee operations.

- 40% +/- 10%
- Supervises and directs the work of the Supervisor, Mailroom, Mail Clerks, and other assigned staff in the distribution of County mail to the various departments; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

15% +/- 5%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; prepares, reviews and monitors mailroom budget reports; collaborates with the Fiscal Department to submit the section's bi-annual budget and to monitor budget expenses; submits mileage reports; responds to emails and phone calls; attends various trainings and meetings; updates postage rates; coordinates office machine maintenance agreements; prepares billings; prepares employee work schedules; maintains payroll for clerks; fills in for staff when there are absences.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates degree or equivalent with three (3) years of mail processing experience, including one (1) year of related supervisory experience; or an equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, multifunction printer, and postage meter machine.
- Ability to stand and walk for extended periods of time, ability to push, pull and lift up to 50 lbs., and ability to bend and twist.

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, 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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including telephone messages, delivery schedules and route charts, time sheets, mobile control reports, mailing invoices, mail drop reports, billing invoices, time off requests, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, collective bargaining agreement, index codes, equipment manuals, and postal regulations.
- Ability to prepare performance appraisals, purchase requisitions, correspondence, budget reports, costing sheets, weekly schedules, mileage reports, time adjustment forms, mailing guidelines, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic accounting terminology and language.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, external partner agencies, customers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and traveling between County buildings.
- Work may involve exposure to weather extremes, wetness, and humidity.

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:	Data Control Technician	Class Number:	16001
FLSA:	Non-Exempt	Pay Grade:	4
Dept:	Health and Human Services	EXHIBIT D	

Classification Function

The purpose of this classification is to process, verify, document, and distribute data in state and county computer systems.

Distinguishing Characteristics

This is an entry-level classification that works under the general supervision of the Data Processing Supervisor and is responsible for processing, verifying, documenting and distributing data in state and county computer systems. The employee works within a framework of policies, 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.

- 80% +/- 10%
- Updates data in county and state computer systems; keeps track of current caseworkers; verifies utility payments, county warrants, sanctions, cash assistance, and Prevention, Retention, and Contingency (PRC) requests; processes and documents PRC payments, utility payments, relief orders, county warrants, school attendance, in state and county computer systems; prints new, overdue and received PRC applications; updates provider Gateway data; retrieves food stamp documents and creates report; updates information to align invoice numbers for Relief Orders in county system.
- 15% +/- 10%
- Distributes and documents county reports; distributes various county reports to administrators, case managers, supervisors, employees, center managers, team coordinators, and payment processing department as appropriate.
- 5% +/- 2%
- Performs related administrative duties; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; imprints County Auditor and JFS Director's signatures on Relief Orders/Emergency Vouchers; keeps record of relief orders received and distributed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and one (1) year of computer operations or data processing experience; or any equivalent combination of training and experience.

Additional Requirements for all levels

No special license or certification is required.

Effective Date: 1993
Last Modified: 05.24.2017

Data Control Technician

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.
- Ability to crouch, bend, twist, lift up to 50lbs., and push or pull up to 100lbs.

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 relevant County and State computer reports, daily warrants, relief orders and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual.
- Ability to prepare relief order log, spreadsheet of reports received/distributed, 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 maintain confidentiality of restricted information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with immediate supervisors, coworkers, other County personnel 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:	Early Child Care Program Specialist	Class Number:	13051
FLSA:	Non-Exempt	Pay Grade:	7
Dept:	Health and Human Services	EXHIBIT E	

Classification Function

The purpose of this classification is to provide support to ensure the success of an early care and education program for children and to ensure vendor compliance with contract provisions.

Distinguishing Characteristics

This is an entry level classification with responsibility for providing assistance with the initiatives of an early care and education program for children and ensuring vendor compliance with contract provisions. 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.

55% +/- 10%

- Conducts review of vendor invoices and maintains vendor contract documentation; reviews Universal Pre-Kindergarten Program (UPK) billing invoices; compares invoices to contract provisions; identifies errors with billing invoices; requests or sends revised documentation for invoices; compiles and inputs documents for contracts and contract amendments into electronic agenda management system and database for approval; conducts site visits for UPK vendors to ensure compliance with contracts; assists with creating and updating of UPK Monitoring Summary; assists with review and evaluation of proposals obtained through the Request for Proposal (RFP) process.

20% +/- 10%

- Determines initial and on-going family eligibility for UPK Parent Scholarships; examines annual family income to determine level of assistance to be provided; examines documents to verify correct residence; examines records to ensure continuing compliance with attendance requirements.

25% +/- 10%

- Performs related administrative duties; prepares various related reports, records, and other documents; responds to emails and phone calls; attends various meetings, seminars, conferences, and trainings; serves as department representative on committees; assists with review and update of program documents and guidelines; assists with researching best practices and developing new policies and procedures to improve processes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor’s degree in social work, public administration, early childhood education or related field with two (2) years of human services or early child care experience; or any equivalent combination of training and experience.
- Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

Early Child Care Program Specialist

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 billing invoices, contracts, contract amendments, income and residence verification documents, insurance documentation, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Agency's Policies and Procedures, Ohio Revised Code, UPK Program and Implementation Handbook, and Federal Poverty Guidelines.
- Ability to prepare monthly reports, annual reports, contracts, contract amendments, 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 communicate with supervisors, co-workers, outside agencies, vendors, other County employees and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and occasional site visits.

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:	Employment Contract Negotiator/Evaluator	Class Number:	19001
FLSA:	Exempt	Pay Grade:	8
Dept:	Health and Human Services	EXHIBIT F	

Classification Function

The purpose of this classification is to provide fiscal control and contract management of federal and state monies disseminated to secure employment and training services.

Distinguishing Characteristics

This is a journey level classification that works under the general supervision of the Work First Services Manager and is responsible for providing fiscal control and contract management of federal and state monies disseminated to secure employment and training services. The employee works within a framework of policies, 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.

- 45% +/- 10%
- Provides fiscal control and contract management of federal and state monies disseminated to secure employment and training services; prepares contracts, amendments and statements of work; reviews source documents for invoice processing; coordinates invoice verification process; develops and maintains contract reporting controls; reviews profit and non-profit company budgets; monitors reimbursement of fund expenditures; develops and issues corrective actions; ensures operation within federal and state regulations.

- 35% +/- 10%
- Evaluates, negotiates and prepares contracts with new and existing service providers; reviews and evaluates proposals obtained through RFP process; reviews organizations' budgets including the assistance in development of monitoring activities, program budgets, fund sourcing and program management; monitors reimbursement of fund expenditures; writes and issues corrective actions; reviews year-end and participant close-out reports; obtains and reviews contract statistical performance data; reviews monitoring reports and audits; compares invoices to contract provisions; conducts cost/price analysis.

- 10% +/- 5%
- Creates and collects documentation to submit transactions within County electronic management system for procurement; updates and adheres to changes made to the procurement process.

- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records and other documents; responds to emails and phone calls; attends various trainings and meetings; compiles and maintains records of all back-up data; attends meetings and conferences regarding contract issues.

Employment Contract Negotiator/Evaluator

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, finance, accounting or related degree with three (3) years of accounting, finance, or related 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.

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 to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including financial statements, vendor documents, Financial Accounting and Management Information System (FAMIS) reports, Provider proposals, invoices, budgets, correspondence, reports and records.
- Ability to comprehend a variety of reference books and manuals including government auditing standards, FAMIS system manuals, and Personnel Policies and Procedures Manual.
- Ability to prepare contract evaluations, invoice tracking reports, budget spreadsheets, projected expense reports, utilization reports, funds transfer letters, contracts, correspondence and other job related documents in accepted 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 accounting and basic legal terminology and language.
- Ability to communicate with supervisors, coworkers, Providers, Law Department, Office of Procurement and other County employees.

Employment Contract Negotiator/Evaluator

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0001

Sponsored by: Councilmember Baker 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 December 6, 2021, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through K) 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: *Crime Stoppers*
 Number: 12145

Pay Grade: 7A/Non-Exempt

Proposed Revised Classifications:

- Exhibit B: Class Title: *Employment Testing Proctor*
Class Number: 10131
Pay Grade: 3A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the essential job functions, minimum qualifications, mathematical ability, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit C: Class Title: *Employment Testing Specialist*
Class Number: 14161
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit D: Class Title: *Family & Children First Council Service Coordinator*
Class Number: 13151
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit E: Class Title: *Section Manager, Facilities*
Class Number: 18061
Pay Grade: 17A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the classification function, essential job functions, minimum training and experience, certifications, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
- Exhibit F: Class Title: *Senior Employment Testing Specialist*
Class Number: 14162
Pay Grade: 14A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the distinguishing characteristics, essential

job functions, supervisory responsibilities, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.

- Exhibit G: Class Title: *Service Desk Analyst*
Class Number: 16011
Pay Grade: 6B/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to the distinguishing characteristics, essential job functions, and formatting and language. A technology requirements section was added. No change to pay grade or FLSA status
- Exhibit H: Class Title: *Certified Medical Billing Specialist (Supervisor, Certified Medical Insurance)*
Class Number: 17091
Pay Grade: 9A/Exempt
* Request from department to update the essential job functions and make the position supervisory to reflect the needs of the department. Changes were made to the position purpose, distinguishing characteristics, essential job functions, minimum qualifications, and level of analysis. A technology requirement section was added.
- Exhibit I: Class Title: *Supervisor, Custodial Worker*
Class Number: 15061
Pay Grade: 6A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions, physical requirements, and general formatting and language. Technology requirements section was added. The pay grade has increased from 5A to 6A.
- Exhibit J: Class Title: *Supervisor, Electronic Technician*
Class Number: 15181
Pay Grade: 8A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2017.
Updates were made to essential job functions, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
- Exhibit K: Class Title: *Talent Acquisition & Employment Specialist*
Class Number: 14141
Pay Grade: 10A/Exempt (No change)

* PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 11, 2022
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



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

**CUYAHOGA COUNTY
 PERSONNEL REVIEW COMMISSION
 MEMORANDUM**

DATE: December 7, 2021

TO: Cuyahoga County Council President Pernel Jones Jr.
 Nan Baker, Chairwoman, Human Resources, Appointments & Equity
 Committee
 Council Members, Human Resources, Appointments & Equity
 Committee

FROM: Thomas Colaluca, Chairman
 Cuyahoga County Personnel Review Commission

RE: Recommending Modifications to Class Plan

Please be advised that on December 6, 2021, 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:

NEW CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	
Crime Stoppers Coordinator 12145	7A Non-Exempt	Sheriff	
PROPOSED REVISED CLASSIFICATIONS			
REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Employment Testing Proctor 10131	3A Non-Exempt	3A Non-Exempt (No Change)	Personnel Review Commission
Employment Testing Specialist 14161	13A Exempt	13A Exempt (No Change)	Personnel Review Commission

Family and Children First Council Service Coordinator 13151	13A Exempt	13A Exempt (No Change)	Health and Human Services
Section Manager, Facilities 18061	17A Exempt	17A Exempt (No Change)	Public Works
Senior Employment Testing Specialist 14162	14A Exempt	14A Exempt (No Change)	Personnel Review Commission
Service Desk Analyst 16011	6B Non-Exempt	6B Non-Exempt (No Change)	Information Technology
Certified Medical Billing Specialist (Supervisor, Certified Medical Insurance) 17091	7A Non-Exempt	9A Exempt	HHS (Senior and Adult Services)
Supervisor, Custodial Worker 15061	5A Non-Exempt	6A Non-Exempt	Public Works
Supervisor, Electronic Technician 15181	8A Non-Exempt	8A Non-Exempt (No Change)	Public Works
Talent Acquisition & Employment Specialist 14141	10A Exempt	10A Exempt (No Change)	Human Resources

cc: Deborah Southerington, Commissioner
F. Allen Boseman, Commissioner
Rebecca Kopcienski, PRC Director
Armond Budish, County Executive
Sheba Marshall, Interim HR Director

Joseph Nanni, Council Chief of Staff
Kelli Neale, Program Officer 4
Andria Richardson, Clerk of Council

PROPOSED NEW CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
12145	Crime Stoppers Coordinator	Sheriff's Department	Non-Exempt	7A

Requested By:	Personnel Review Commission
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Rationale:	This is a new classification requested by the Sheriff'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:	Sheriff's Department
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Fiscal Impact:	PG 7A \$43,264 - \$60,590.40 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):	Alexandra Hamame, 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>
Donald Gerome, Deputy Sheriff Captain	11/18/2021	Email	Sent spec draft
Michael Engelhart and Chris Kozup	11/18/2021	Email	Copied on email for spec draft
Kelli Neal, Program Officer 4- Compensation	11/23/2021	Email	Notification of pay grade evaluation

Donald Gerome, Deputy Sheriff Captain	11/23/2021	Email	Notification of pay grade evaluation
Donald Gerome, Deputy Sheriff Captain	11/23/2021	Email	Answer questions

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Crime Stoppers Coordinator	Class Number:	12145
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Sheriff's Department		

Classification Function

The purpose of this classification is to plan, direct, and implement the day-to-day operations of the Crime Stoppers Program.

Distinguishing Characteristics

This is an entry level classification that reports to the Deputy Sheriff Captain with responsibility for overseeing the Crime Stoppers program following a framework of well-defined policies, procedures, regulations, and guidelines. The incumbent exercises discretion in handling anonymous tips involving violent crimes that are committed in Cuyahoga County.

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%
- Plans, directs, coordinates the operations of the Crime Stoppers program; monitors 24-hour hotline, web, and text tips; maintains security and anonymity of tips; utilizes data system to obtain crime tips; updates data into system to document received tips; collaborates with law enforcement to send, receive, and follow up on crime cases; utilizes law enforcement database systems to research incoming tips; participates in committee-based decision-making to recommend and/or develop program operations; develops plans for implementing the selected course of action including resource and time estimates; facilitates the implementation of proposed plans.
- 10% +/- 5%
- Researches, analyzes, and evaluates information to determine impact and/or feasibility of proposed changes in program operations, systems, and/or procedures; conducts program needs analysis; researches and initiates surveys to determine best practices and strategies; compiles results to identify areas of inadequacy in the program; researches tips received for authenticity; responds to requests for information; makes recommendations to improve direction, goals, and objectives of the program.
- 10% +/- 5%
- Maintains records; compiles, records, and updates information and documents in paper and/or electronic filing systems; establishes a recordkeeping system for documentation and retrieval; maintains and organizes confidential documents in electronic/hardcopy formats for storage and recordkeeping; utilizes scanning software to copy/scan documents to create digital images of documents.
- 5% +/- 2%
- Serves as program liaison; conducts interviews concerning the Crime Stoppers program; recommends crimes to be featured on media outlets; assists with media productions; attends meetings and seminars; assists families by offering rewards through Crime Stoppers program; meets with tipsters to make arrangements for financial reward payouts.

Crime Stoppers

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, agendas, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains office supply inventory; develops presentations; revises operational systems, policies, and/or procedures; transcribes board member decisions and requests into written correspondence.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in criminal justice or a related field with one (1) year of law enforcement experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines including a computer, calculator, and multi-function printer.

Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), and data entry software (Tipsoft).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including anonymous tips, billing reports, financial reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, departmental and County policy and personnel manuals, and by-laws of the Crime Stoppers program.

Effective Date: TBD
Last Modified: TBD

Crime Stoppers

- Ability to prepare weekly activity reports, tip rewards, annual reports, media releases, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret basic terminology, and language related to assignment.
- Ability to communicate with supervisor, co-workers, department leadership, local and federal law enforcement, Crime Stoppers board members, other County employees, anonymous tipsters, media, community activists, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.
- Work may involve exposure to temperature/weather extremes, wetness, humidity, disease, and bodily fluids.

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
10131	Employment Testing Proctor	Personnel Review Commission	Non-Exempt	3A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10131	Employment Testing Proctor	Personnel Review Commission	Non-Exempt	3A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the essential job functions, minimum qualifications, mathematical ability, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Skye Gillispie – Senior Employment Testing Specialist	9/8/2021 9/9/2021	Email Email	Review of Final Draft Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Proctor	Class Number:	10131
FLSA:	Non-Exempt	Pay Grade:	3A
Dept:	Personnel Review Commission		

Classification Function

The purpose of this classification is to provide administrative and clerical support for the Personnel Review Commission's employment testing functions.

Distinguishing Characteristics

This is an entry level classification. The incumbent works under general supervision while assisting with test administration(s) and related clerical functions for the Personnel Review Commission (PRC). This class works within a well-defined framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 60% +/- 10%
 - Conducts test administration; prepares and maintains testing rooms and materials; compiles test packets; checks candidates' identification before test; distributes and collects test materials; provides instruction and explanation regarding exam process; answers candidates' questions; monitors candidates during test sessions to ensure a secure testing environment; addresses scenarios where cheating is observed or alleged; controls admission to and from the testing room; operates automated grading machines to grade test materials and reports results to ETS; maintains confidentiality and security of all testing materials, test logs, and other test documents.
- 40% +/- 10%
 - Performs supporting administrative duties; maintains organization of electronic testing files and documents; creates check in/check out sheets to monitor candidate attendance during testing periods; scans test materials for record retention; files test packets and disposes of unused and unneeded test packets in accordance with PRC record retention schedule.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and one (1) year of clerical experience including at least six (6) months of customer service experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Employment Testing Proctor

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

Technology Requirements

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- 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 graded answer sheets, interviews, reports, instructions, correspondence, and lists.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Personnel Review Commission Administrative testing rules, and internal team procedures.
- Ability to prepare testing documents, lists and test logs.
- Ability to follow instructions, to record and deliver information, and to explain procedures to large groups of people.
- Ability to communicate with supervisor, coworkers, candidates, other County employees, and the general public.
- Ability to effectively address potential cheating and ensure integrity of test administration practices.

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
14161	Employment Testing Specialist	Personnel Review Commission	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14161	Employment Testing Specialist	Personnel Review Commission	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Eight
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
George Vaughan, Manager, Employment Testing	8/11/2021 9/8/2021	Email Email	Review of Final Draft Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Employment Testing Specialist	Class Number:	14161
FLSA:	Exempt	Pay Grade:	13A
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to develop valid and reliable testing solutions for classified employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification that is responsible for developing valid and reliable selection tests for employment positions. This position works under direction of the Manager, Employment Testing and a lead worker. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbent exercises discretion in applying procedures to resolve issues.

Essential Job Functions

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

- 35% +/- 10%

• Develops employment tests for positions that require testing; creates initial test plan based on job analysis results to document linkages between job and test content; constructs valid and reliable test content according to legal guidelines and professional standards; creates test scoring protocols and methodologies for test; coordinates with Subject Matter Expert (SME) on test content and scoring; pilots test and revises test content and plan based on pilot; conducts post-test analysis to evaluate test; utilizes analysis to determine need for improvement and identify appropriate revisions; maintains confidentiality, security, and trade secret of all testing documents and materials.
- 30% +/- 10%

• Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts to collect information regarding job tasks and relevant knowledge, skills, and abilities (KSAs); writes position description to document results of job analysis; works with the SME to obtain and integrate feedback on position description, KSAs, and linkages; synthesizes data and finalizes position descriptions.
- 10% +/- 5%

• Scores tests and establishes and maintains list of candidates eligible for hire; scores candidates' multiple-choice answer sheets, test responses, and structured interview answers; compiles candidates' final test scores and ranks candidates according to their scores and administrative rules to create final rank ordering of the civil service eligibility list; contacts candidates to inform them when the eligibility list is posted and to collect feedback; creates certified names list and sends names to the Department of Human Resources to notify hiring stakeholders; updates candidates' eligibility status; reviews requests for restoration.

Employment Testing Specialist

10% +/- 5%

- Coordinates test administrations; determines optimal testing dates and times by considering relevant variables; schedules test administrations; creates and sends exam announcements; assesses and coordinates request for reasonable accommodation and/or test rescheduling; develops test administration manual to standardize administration process; briefs PRC test proctor regarding administration and remains available to answer questions/troubleshoot issues during ongoing test administrations; administers structured interviews in person or via telecommunication.

10% +/- 5%

- Screens applications; reviews classification specification to determine minimum requirements; works with SMEs to determine minimum qualification equivalencies; reviews applications to determine applicants' education and experience qualifications; evaluates eligibility for testing by comparing applicants' qualifications to the minimum requirements; notifies applicants of screening decisions; evaluates requests for reconsideration; documents evaluation decisions.

5% +/- 2%

- Recommends revisions to testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; evaluates current procedures to identify problems and inefficiencies; researches potential solutions and improvements and presents changes to management.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office machines and equipment including a computer, audio recorder, telephone, calculator, overhead projector, multifunction printer, optical mark recognition scoring machine, etc.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

Employment Testing Specialist

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), PDF software (Nitro PDF Pro), and statistical computing software (R).

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 and apply a variety of legal guidelines, reference books, manuals, and professional standards relevant to the field of industrial-organizational (I-O) Psychology, particularly the areas of job analysis and personnel selection, including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of informational documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.
- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, administrations, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to I-O psychology, particularly in the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Incumbent will occasionally need to travel to other County offices and worksites for meetings.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
13151	Family and Children First Council Service Coordinator	Health and Human Services	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
13151	Family and Children First Council Service Coordinator	Health and Human Services	Exempt	13A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to distinguishing characteristics, essential job functions, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	Health and Human Services
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation Alexandra Hamame, Classification and Compensation Specialist
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Robin Martin, FCFC Program Director	9/3/2021	Email	Sent spec draft
Robin Martin, FCFC Program Director	9/21/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	10/14/2021	Email	Pay grade evaluation Request
Jim Battigaglia, Archer Consultant	10/26/2012	Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Family and Children First Council Service Coordinator	Class Number:	13151
FLSA:	Exempt	Pay Grade:	13A
Department:	Health and Human Services		

Classification Function

The purpose of this classification is to oversee the County's Family and Children First Councils Service Coordination Mechanism and provide technical assistance to the Service Coordination Team (SCT) members as the team develops care plans to meet clients' needs.

Distinguishing Characteristics

This is a journey-level classification that is responsible for overseeing the Service Coordination process to assist youth and their families access appropriate community services and to ensure effective coordination and delivery of services among appropriate systems. This position works under general direction from an Executive Officer and receives instruction or assistance as new or unusual situations arise. The employee works within a framework of policies, procedures, and regulations and ensures that activities are performed 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.

60% +/- 10%

- Utilizes the wraparound process to develop a tailored plan to meet client families' needs; works with Service Coordination Liaisons to identify potential clients; consults with families in need of services and support and educates them on the Service Coordination process; completes Strength Needs and Culture Assessment, Child and Adolescent Needs and Strength (CANS) assessments to gain an understanding of the family's needs, strengths, and challenges; gathers information from various departments (e.g., DCFS, Mental Health Board, Juvenile Court) that have had interactions with family to gather information of the family's experience with offered services; plans, coordinates, and facilitates Service Coordination Team Meetings with client families to gain an understanding of the family's problems and work towards developing a care plan; identifies system or resource (i.e., mental health provider, Juvenile Court, etc.) where the issues are arising and works to overcome that barrier; develops a care plan for the family by utilizing the information gained from assessments and information gathered regarding service issues; maintains proper documentation in the data management system; prepares reporting for SCT activity and outcomes; reviews, receives, and processes applications for local wraparound funding including but not limited to Family Centered Services and Supports (FCSS), local Multi-Youth (MSY), and Community Assistance; conducts training or identifies external trainers for SCT liaisons and community partners.

20% +/- 10%

- Coordinates with internal team members, community agencies direct service providers, and system liaisons on shared projects; ensures that questions that arise within the Service Coordination Team are answered; ensures that any requests for technical assistance or the attendance of individuals at specific meetings are communicated and fulfilled; participates in meetings with multi-system agency liaisons and external providers to set goals and priorities to address gaps and barriers in overall service delivery and follow up with the planning process.

Effective Date: 09.28.2017
Last Modified: 09.28.2017

10% +/- 5%

- Serves as an administrator over internal database system; ensures system information is up-to-date in the database with all current and past projects; ensures that each meeting and its related documentation is captured in the system; gives system access to individuals with proper authority; analyzes the system challenges and proposes solutions.

10% +/- 5%

- Develops new operations, systems, policies, and/or procedures for new and existing County programs; researches new legislation to address required changes in existing operations, policies, and/or procedures; researches customer, client, or citizen complaints; develops and examines alternative options to ensure they address previously identified needs or deficiencies; makes presentations to report findings and make recommendations for new operations, systems, policies, and/or procedures; develops plans for implementation and carries out implementation; conducts program surveys to determine program effectiveness and gather feedback.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in social work, psychology, or related field with six (6) years of social program administration experience including two (2) years of experience in high fidelity wraparound meeting facilitation or another family team meeting equivalent; or any equivalent combination of education, training, and experience.
- Must be able to provide verification of training in high fidelity wraparound or another family team meeting facilitation equivalent.
- Valid driver's license, proof of automobile insurance, and access to a vehicle

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), publishing software (Microsoft Publisher), and data management system (PeerPlace).

Supervisory Responsibilities

- No supervisory responsibilities required.

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 monthly reports, SCT Action Plans, Safety Plans, CANS Assessment, FCSS logs and approvals, SCT Release of Information, statistical reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including HIPAA, FERPA, LISW code of ethics, Service Coordination Mechanism, FCSS Guidance Document, administrative procedure manuals, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare SCT Release of Information, monthly, quarterly, semi-annual, and annual reports, statistical reports, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel clients, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret terminology and language related to counseling, mental health, and juvenile court, and ability to communicate with cultural competency
- Ability to communicate with managers, supervisors, clients, client's families, system partners, direct service providers, SCT liaisons, community agencies, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to violence.

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
18061	Section Manager, Facilities	Public Works	Exempt	17A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
18061	Section Manager, Facilities	Public Works	Exempt	17A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the classification function, essential job functions, minimum training and experience, certifications, and general formatting and language. Technology requirements section was added. No changes to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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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):	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>
Matthew Rymer – Facility Design and Maintenance Administrator	7/7/2021 7/22/2021 9/14/2021	Email Email Email	Sent draft for review Reminder Final Reminder
Michael Dever – Director, Public Works	7/7/2021 7/22/2021 9/14/2021	Email Email Email	Sent draft for review Reminder Final Reminder
Jim Battigaglia, Archer Consultant	10/14/2021 10/28/2021	Email Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Section Manager, Facilities	Class Number:	18061
FLSA:	Exempt	Pay Grade:	17A
Dept:	Public Works		

Classification Function

The purpose of this classification is to plan, organize, manage, and control the Facilities Design and Construction section in the Public Works Department. This classification is responsible for ensuring improvements to County facilities and buildings meet end user needs while adhering to sound architectural and engineering principles.

Distinguishing Characteristics

This is a senior management level classification with responsibility for planning, directing, and controlling a section of the Public Works Department, under general direction. This class requires the analysis and solution of operational, technical, administrative, and management problems related to architecture, engineering, and facilities design. The incumbent collaborates with Public Works Administrators to discuss plans, programs, and objectives, and to present solutions to identified concerns. The incumbent works under general direction from the Administrator, Facilities and Design Maintenance. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

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%

- Plans, organizes, directs, and controls assigned functions of the facilities department in compliance with State and local laws, regulations, and architectural requirements; directs projects, programs, objectives, policies, procedures, and staffing plans in conjunction with the Department Administrators; oversees the coordination of work between internal staff and consultants toward the completion of departmental projects; approves and oversees the progress and completion of plans created by internal staff and consultants; determines project delivery schedules; develops funding strategies for projects; develops and monitors project budgets in conjunction with public works management and fiscal personnel; manages projects of high importance above 20 million dollars; advises the Director of Public Works on policy and project status; provides support and advice to other County employees regarding feasibility, budget, and scheduling of proposed building and facility improvements; interprets and applies codes, ordinances, and standards in regard to buildings and facilities.

25% +/- 10%

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

Section Manager, Facilities

25% +/- 10%

- Manages the use and work of consultants and contractors; reviews projects and plans to determine need for external help; reviews and evaluates requests for proposals or qualifications submitted by contractors and consultants; negotiates and reviews contract terms, scope of service, change orders, schedules, and other documents from contractors and consultants; reviews and approves contractor applications for payments and invoices prior to submittal to the fiscal department; observes and inspects field projects under construction; develops solutions to project problems; observes field conditions of proposed projects.

10% +/- 5%

- Performs supporting administrative responsibilities; reviews documents, drawings, specifications, correspondence, and forms prepared by staff prior to issuance or submittal; tracks procurement process for progress on authorization for capital improvement projects; drafts letters to respond to correspondence; responds to inquiries from other public agencies; serves on various committees; attends and conducts meetings.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Bachelor's Degree in architecture, engineering, or a related field with eight (8) years previous architecture or engineering project management experience, including one (1) year of supervisory experience.
- Must possess a professional architect or professional engineer license.

Additional Requirements

- Must possess and maintain a professional architect or professional engineer license with the State of Ohio within six months of hire.

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.

Technology Requirements

- Ability to use a variety of software including computer aided design software (AutoCAD), email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word).

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 prepare employee performance evaluations.
- 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, calculate decimals and percentages, and perform routine and advanced statistical analysis, geometry, algebra, and calculus.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including project plans, contracts, change orders, construction financial documents, requests for proposals/qualifications, environmental or material testing reports, project work schedules, timesheets, leave requests, various functional reports, and legislative agreements.
- Ability to comprehend a variety of reference books and manuals including architectural design manuals, departmental policy manual, the Employee Handbook, various state and federal building and construction codes, product and material codes, reference manuals, Ohio Revised Code, contracts, and codes.
- Ability to prepare memos, performance appraisals, correspondence, agreements, contracts, construction documents, cost estimates, requests for proposal/qualifications, project/construction schedules, change orders, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to counsel and advise administrators, 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 architectural, legal, construction, and accounting terminology and language.
- Ability to communicate with staff, section chiefs, consultants, vendors, departmental employees, the public, and county administrators.

Environmental Adaptability

- Work is typically performed in an office environment and in the field.

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
14162	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	14A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14162	Senior Employment Testing Specialist	Personnel Review Commission	Exempt	14A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, supervisory responsibilities, and general formatting and language. A technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One
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Dept.(s) Affected:	Personnel Review Commission
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
George Vaughan, Manager, Employment Testing	8/11/2021 9/8/2021	Email Email	Review of Final Draft Confirmation of Changes
Jim Battigaglia, Archer Consultant	9/15/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Employment Testing Specialist	Class Number:	14162
FLSA:	Exempt	Pay Grade:	14A
Departments:	Personnel Review Commission		

Classification Function

The purpose of this classification is to serve as the team lead in the development of valid and reliable testing solutions for classified employment positions throughout the County.

Distinguishing Characteristics

This is a professional level classification, working under direction of the Manager, Employment Testing. The employee in this class supervises Employment Testing Proctor(s) and serves as a lead worker over Employment Testing Specialists (ETs). Positions at this level receive instruction or assistance only as unusual situations arise and are expected to exercise independent judgment and initiative.

Essential Job Functions

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

60% +/- 10%

- Serves as the Employment Testing Specialist team lead; takes lead on testing projects of particular complexity, priority, and visibility; reviews preliminary test plans, position descriptions, and test content developed by ETs; provides feedback and collaborates with ETs to address concerns and modify content; identifies targeted training needs of testing staff, Human Resources' (HR) personnel, and county hiring teams and recommends training needs to Manager; develops and administers training material as necessary and directed; leads and/or significantly contributes to the development of criterion-related validation studies to support validity of tests; designs and implements candidate feedback surveys on testing operations and analyzes and interprets results; assists the Manager in identifying priority projects and operational needs and coordinates project completion as directed; assumes basic day-to-day administrative responsibilities of the Manager in the Manager's absence.

10% +/- 5%

- Develops employment tests for positions requiring testing; creates initial test plan based on job analysis results to document linkages between job and test content; constructs valid and reliable test content according to legal guidelines and professional standards; creates test scoring protocols and methodologies for test; coordinates with Subject Matter Expert (SME) on test content and scoring; pilots test and revises test content and plan based on pilot; conducts post-test analysis to evaluate test; utilizes analysis to determine need for improvement and identify appropriate revisions; maintains confidentiality, security, and trade secret of all testing documents and materials.

5% +/- 2%

- Conducts job analysis for positions requiring testing; reviews all available job analysis material; conducts individual and/or group interviews/observations with subject matter experts to collect information regarding job tasks and relevant knowledge, skills, and abilities (KSAs); writes position description to document results of job analysis; works with the SME to obtain and integrate feedback on position description, KSAs, and linkages; synthesizes data and finalizes position descriptions.

Senior Employment Testing Specialist

5% +/- 2%

- Scores tests and establishes and maintains list of candidates eligible for hire; scores candidates' multiple-choice answer sheets, test responses, and structured interview answers; compiles candidates' final test scores and ranks candidates according to their scores and administrative rules to create final rank ordering of the civil service eligibility list; contacts candidates to inform them when the eligibility list is posted and to collect feedback; creates certified names list and sends names to the Department of Human Resources to notify hiring stakeholders; updates candidates' eligibility status; reviews requests for restoration.

5% +/- 2%

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

5% +/- 2%

- Screens applications; reviews classification specification to determine minimum requirements; works with SMEs to determine minimum qualification equivalencies; reviews applications to determine applicants' education and experience qualifications; evaluates eligibility for testing by comparing applicants' qualifications to the minimum requirements; notifies applicants of screening decisions; evaluates requests for reconsideration; documents evaluation decisions.

5% +/- 2%

- Coordinates test administrations; schedules eligible candidates for test time and date; assesses and coordinates requests for reasonable accommodation and/or test rescheduling; develops test administration manual to standardize administration process; administers structured interviews in person or via telecommunication.

5% +/- 2%

- Reviews, recommends, and revises testing practices and procedures; ensures practices/procedures meet legal guidelines and professional standards; evaluates current procedures to identify problems and inefficiencies; researches potential solutions and improvements and presents changes to management; assists in implementing solutions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in industrial-organizational psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer, audio recorder, telephone, calculator, overhead projector, multifunction printer, optical mark recognition scoring machine, etc.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, and divide, calculate decimals and percentages, and calculate routine and advanced statistics including means, standard deviations, correlations, reliability coefficients, item-level probabilities, point-biserial correlations, and similar statistical functions, as well as their correct use and interpretation.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), PDF software (Nitro PDF Pro), and statistical computing software (R).

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 and apply a variety of legal guidelines, reference books, manuals and professional standards relevant to the field of industrial-organizational (I-O) psychology, particularly the areas of job analysis and personnel selection, including Cuyahoga County Charter, Cuyahoga County Code, Ohio Revised Code, PRC Administrative Rules, EEOC Uniform Guidelines on Employee Selection Procedures, Title VII of the Civil Rights Act of 1964, Principles for the Validation and Use of Personnel Selection Procedures, and Standards for Educational and Psychological Testing. Requires sufficient understanding to determine best course of action, define consequences of actions, and assess the quality of alternative procedures.
- Ability to comprehend a variety of information documents including requests for reconsideration, employment applications, position descriptions, requests for test rescheduling, correspondence, and other reports and records.

Senior Employment Testing Specialist

- Ability to prepare test documents, position descriptions, scoring reports and analyses, validation reports, test administration manuals, practice/procedure manuals and revisions, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to review, evaluate, and revise work products submitted by team members and make recommendations to Manager.
- Ability to identify, develop, and implement targeted training needs for team members.
- Ability to write test content that is clear, understandable, internally consistent, and relevant.
- Ability to follow necessary procedures to ensure the fairness, confidentiality, security, and trade secret of all testing procedures, documents, and materials.
- Ability to use and interpret legal and professional terminology and language relevant to (I/O) psychology, particularly the area of test development and validation.
- Ability to communicate effectively with supervisor, co-workers, subject matter experts, department directors, hiring managers, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Incumbent will occasionally need to travel to other County offices and worksites for meetings.

Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to 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
16011	Service Desk Analyst	Information Technology	Non-Exempt	6B

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16011	Service Desk Analyst	Information Technology	Non-Exempt	6B

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to the distinguishing characteristics, essential job functions, and formatting and language. A technology requirements section was added. No change to pay grade or FLSA status
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Information Technology
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	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>
Lorenzo Rose - Manager, IT Infrastructure and Operations	10/19/2021 11/9/2021	Email Email	Review Drafts Reminder
Jim Battigaglia, Archer Consultant	11/18/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Service Desk Analyst	Class Number:	16011
FLSA:	Non-Exempt	Pay Grade:	6B
Dept:	Information Technology		

Classification Function

The purpose of the classification is to provide assistance to County end users who have issues or questions regarding hardware, software or applications supported by the County Department of Information Technology (IT).

Distinguishing Characteristics

This is a technical, entry level classification. Employees initially receive specific direction from management progressing to general direction with instruction or assistance as new or unusual situations arise. Incumbents are expected to become/remain up-to-date regarding methods, protocols, procedures, and applicable 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.

80% +/- 10%

- Answers telephone calls or emails from County employees for assistance with technical problems or a service request with hardware, software, applications, telephones, or equipment supported by the Department of IT; performs minor troubleshooting (e.g., password resets, mainframe passwords resets, email access, software access, etc.); creates service tickets for issues not able to be resolved during the initial contact with the Service Desk, and relays ticket to appropriate team; creates and sends out an email notification to County employees if there is a countywide problem; handles printer requests and service calls; remotes in to users' desktops to correct issues and/or help users set up accounts or software; performs administrative tasks in Cherwell associated with managing accounts, workflows, and processes to reflect current IT policies; informs management when Severity 1 incidents occur (e.g. County wide email outage); ensures that appropriate documentation is completed.

20% +/- 10%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; develops training materials; maintains filing system according to department procedures; manages inventory requests and records; creates identification tags and places tags on County equipment for tracking purposes; contacts vendors regarding equipment warranties for replacement parts or service.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in computer science or related field and six (6) months of experience that includes troubleshooting and resolving computer problems, or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Effective Date: 06.02.2014
Last Modified: 03.01.2017

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirement

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. 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 emails, problem cards, training requests, vendor service reports, calendars, webpages, network diagrams, and other documentation.
- Ability to comprehend a variety of reference books and manuals including technical reference manuals, informational documents, business, and information technology procedures, computer software manuals, and the Employee Handbook.
- Ability to prepare training manuals, procedures, solutions, status reports, documentation related to incidents and solutions, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret computer terminology and language.
- Ability to communicate with client users, co-workers, supervisor, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.

Service Desk Analyst

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
17091	Certified Medical Billing Specialist	Health and Human Services	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17091	Supervisor, Certified Medical Insurance	Senior and Adult Services	Exempt	9A

Requested By:	Personnel Review Commission
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Rationale:	Request from department to update the essential job functions and make the position supervisory to reflect the needs of the department. Changes were made to the position purpose, distinguishing characteristics, essential job functions, minimum qualifications, and level of analysis. A technology requirement section was added.
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No. of Employees Affected:	None
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	PG 7A \$43,264.00 - \$60,590.40 PG 9A \$49,441.60 - \$69,160.00 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 and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Darlene Wade, SPA 4	7/8/2021 8/9/2021 8/16/2021 8/18/2021 9/1/2021 10/14/2021 11/10/2021 10/17/2021	Email Email Email Email Email Email Email Email	Request Received CPQ Received Clarification Regarding Purpose of Position Draft Review Reminder Follow-up regarding title Notification of Pay grade Clarification Regarding Pay grade
Tracey Mason, Administrator, DSAS	10/17/2021	Email	Clarification regarding pay grade
Jim Battigaglia, Archer Consultant	10/14/2021	Email	Request for Pay Grade Evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Certified Medical Insurance	Class Number:	17091
FLSA:	Exempt	Pay Grade:	9A
Dept:	Senior and Adult Services		

Classification Function

The purpose of this classification is to manage medical insurance claim processing and credentialing activities for the Department of Senior and Adult Services.

Distinguishing Characteristics

This is a supervisor level classification that is responsible for overseeing all medical billing activities for the Department of Senior and Adult Services. This position ensures Clinical Service programs are properly reimbursed for medical services provided to insured clients. Incumbents work under general direction of an Administrator, Social Program 4 in the form of broad goals and objectives. The incumbent exercises direction 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.

- 40% +/- 10%
- Plans, directs, and manages medical billing credentialing and reconciliation within DSAS; ensures DSAS maintains its medical billing credentials with medical insurance companies; seeks out new credentialing opportunities from insurers; complete process to become credentialed with new medical insurance companies; prepares and analyzes insurance contracts; prepares for audits with regulatory bodies (e.g., Ohio Board of Health, WRAAA); answers inquiries and provides information regarding billing, coding, and credentialing via email, phone, and in-person meetings.
- 30% +/- 10%
- Monitors department metrics and enacts changes to improve performance; analyzes and updates the copayment structure to ensure equitable distribution across clinical programs; analyzes Explanation of Benefits (EOBs) to determine coverage and claim distribution to ensure maximum reimbursement; prepares comprehensive reports of department for stakeholders; identifies and communicates claim trends, account issues, and policy issues to management.
- 15% +/- 5%
- Develops and updates policies and procedures and ensures that medical billing practices within DSAS adhere to regulations; develops and updates procedures for claims follow-up, reconciliation, past-due accounts, and over-payment; ensures compliance with HIPAA and HITECH; ensures compliance with Medicaid and Medicare regulations and stays abreast of updates in regulations.
- 15% +/- 5%
- Supervises and directs the work of the Medical Records Technicians, Program Officer 2s, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops

Supervisor, Certified Medical Insurance

and monitors employee work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in health information management or a related field with five (5) years of electronic health records, medical documentation, medical clerical, or medical administrative experience and one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.
- A Certified Professional Coder (CPC), Certified Coding Specialist (CCS), Certified Medical Insurance Specialist (CMIS), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or equivalent medical billing certification is required.

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 and multifunction printer .

Technology Requirements

- Ability to operate a variety of software including database software (Microsoft Access), data management systems (PeerPlace, iHaven, CareWare), email software (Microsoft Outlook), graphic design software (Microsoft Publisher), internet browsing software (Google Chrome), presentation software (Microsoft PowerPoint), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including patient records, explanation of benefits (EOB), HCFA 1500 form, standardized credentialing form, minimum data set (MDS), information request, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, ICD-10-CM Codes, OBRA 87 Manual, Medicare and Medicaid Guidelines, Commercial Insurance guidelines, Fair Debt Collection practices, HIPPA guidelines, grant guidelines, and medical textbooks.
- Ability to prepare audit reports, patient records, diagnosis lists, admission and discharge registries memos, CMS 1500 form, flow charts, diagrams, annual medical billing report, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret medical billing and social work terminology and language.
- Ability to communicate effectively with social service personnel, health care providers, insurance agencies, grant funding agencies, clients, insurance agents, fiscal department, and staff.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15061	Supervisor, Custodial Worker	Public Works	Non-Exempt	5A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15061	Supervisor, Custodial Worker	Public Works	Non-Exempt	6A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, physical requirements, and general formatting and language. Technology requirements section was added. The pay grade has increased from 5A to 6A.
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No. of Employees Affected:	Seventeen (17)
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Dept.(s) Affected:	Public Works
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Fiscal Impact:	PG 5A: \$37,128.00 – \$51,937.60 PG 6A: \$40,185.60 – \$56,284.80 All current employees are within the new pay grade pay range.
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Staffing Implications:	None
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PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation Alexandra Hamame, Classification and Compensation Specialist
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Ben Cannon, Superintendent Building Maintenance	9/14/2021	Email	Sent class spec draft
Ben Cannon, Superintendent Building Maintenance	9/30/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	10/14/2021	Email	Pay grade evaluation request
Jim Battigaglia, Archer Consultant	10/26/2021	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Custodial Worker	Class Number:	15061
FLSA:	Non-Exempt	Pay Grade:	5A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Custodial Workers and to coordinate and oversee custodial work in County building(s).

Distinguishing Characteristics

This is a supervisor classification with responsibility for supervising a unit of Custodial Workers in the daily operations of performing general custodial work in County buildings. Employees in this classification work under direction of the Supervisor, Building Maintenance. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

- 50% +/- 10%
- Supervises and directs the work of Custodial Workers and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; resolves disputes between staff members or between staff members and other building employees; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 25% +/- 10%
- Coordinates custodial work in County building(s) and performs general supervision and maintenance duties; inspects building and grounds for cleanliness and maintenance issues; responds to customer complaints, inquiries, and work orders; transports managers and staff members to other County facilities; coordinates with contractors and tradesmen providing contracted repairs, inspections, and services; coordinates event scheduling and room set up.
- 10% +/- 5%
- Maintains and operates building maintenance equipment; operates custodial equipment to perform custodial tasks or to demonstrate proper operation of equipment; inspects and maintains equipment.
- 15% +/- 5%
- Performs supporting administrative duties; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; posts available overtime opportunities; orders, receives, and stocks equipment and supplies; oversees delivery of equipment and supplies; prepares and reviews work orders; maintains records of completed work orders.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with two (2) years of custodial experience; or any equivalent combination of education, training, and experience.
- Valid driver license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of custodial equipment including floor buffer, floor scrubber, pressure washer, carpet cleaner, furniture shampooer, extractor, vacuums, snow blower, steam cleaners, trash compactor, pallet jack, fire extinguishers, electrostatic sanitizing gun, and a variety of automated and manual hand tools.
- Ability to stand and walk for prolonged period of time, ability to bend or twist; ability to climb; ability to crawl or crouch; ability to push and pull up to 100lbs and lift up to 50lbs.

Technology Requirements

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

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 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.

Supervisor, Custodial Worker

- Ability to comprehend a variety of informational documents including time sheets, payroll documents, work orders, incident reports, inspection reports, delivery slips, invoices, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including union contracts, safety data sheets, equipment manuals, OSHA regulation manual, and the Employee Handbook.
- Ability to prepare payroll documents, overtime reports, incident reports, attendance records, time adjustment forms, AWOL reports, work orders, supply orders, quality progress reports, accident reports, supply inventory, equipment inventory, costing sheets, variety of logs, inspection reports, 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 explain procedures, to record and deliver information, and to follow instructions.
- Ability to communicate with supervisors, custodial staff, building staff, building tradesmen, contractors, other County employees, delivery drivers, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment, within various buildings, and outdoors.
- Work may involve exposure to temperature/weather extremes, strong odors, disease or bodily fluids, vibrations, machinery, and traffic hazards.

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
15181	Supervisor, Electronic Technician	Public Works	Non-Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15181	Supervisor, Electronic Technician	Public Works	Non-Exempt	8A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2017. Updates were made to essential job functions, environmental adaptability, and general formatting and language. Technology requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	One (1)
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Dept.(s) Affected:	All Departments
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Alexandra Hamame, 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>
Francis Doherty, Senior Superintendent Facilities	10/22/2021	Email	Sent spec draft
Francis Doherty, Senior Superintendent Facilities	10/25/2021	Email	Ask Question
Jim Battigaglia, Archer Consultant	10/26/2021	Email	Pay grade evaluation Request
Jim Battigaglia, Archer Consultant	11/15/2021	Email	Pay grade evaluation Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Electronic Technician	Class Number:	15181
FLSA:	Non-Exempt	Pay Grade:	8A
Dept:	Public Works		

Classification Function

The purpose of this classification is to supervise Electronic Technicians and oversee building control systems.

Distinguishing Characteristics

This is a supervisory classification that is responsible for supervising Electronic Technicians in the daily operations of building control systems. Employees in this classification carry out necessary activities without direction except as new or unusual circumstances arise. Incumbents in this classification exercise discretion in following and ensuring adherence to protocol, procedures, laws, and regulations in the performance of duties.

Essential Job Functions

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

40% +/- 10%

Oversees building control systems; interprets control systems computers for secured facilities and public facilities; interprets computer reports; prepares flow chart diagrams; monitors control systems; informs others of problems; corresponds with coordinating personnel on control systems management; manages and trains staff performing data input for the work order dispatch program.

30% +/- 10%

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

25% +/- 10%

Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; prepares and reviews documents related to payroll, attendance, time sheets, requests for leave, and overtime; meets with supervisor to discuss problems and concerns; prepares and reviews work orders; maintains records of completed work orders; performs additional duties as required.

5% +/- 2%

- Operates and tests building automated systems, fire alarm systems and generator monitoring systems; coordinates with outside vendors to schedule yearly testing for fire alarm systems and troubleshoots any problems with the system.

Minimum Training and Experience Required to Perform Essential Job Functions

Effective Date: 1993
Last Modified: 04.13.2017

Supervisor, Electronic Technician

- Associate degree in electronics technology or related field with two (2) years of data processing experience and supervisory training; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate portable hand radio, building security control computers, fire alarm systems, generator monitoring systems, and remote terminals.
- Ability to stand and walk for a prolonged period of time; ability to lift, push, and pull up to 25 pounds.

Technology Requirement

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), desktop publishing software (Adobe reader), and data entry software (Metasys and Simplex Fire System).

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 discipline or discharge of employees.
- Ability to recommend the transfer, selection, evaluating, or promotion of employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-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.

Supervisor, Electronic Technician

- Ability to comprehend a variety of informational documents including attendance reports, computer diagnostics and readouts, work orders, invoices, correspondence, payroll documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including standard building automated systems, fire alarm systems, and generator monitoring systems rules and regulations, OSHA, Personnel Policies and Procedures Manual and other manuals, policies, and procedures.
- Ability to prepare diagnostic fire reports, diagnostic building automated system reports, work orders, generator monitoring system reports, payroll documents, purchase orders, data forms, performance evaluations, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret mechanical, electrical, and engineering terminology and language.
- Ability to communicate with supervisors, vendors, security personnel, fire department personnel, facility tradesmen, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to smoke, dust, pollen, and electrical currents.

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
14141	Talent Acquisition & Employment Specialist	Human Resources	Exempt	10A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
14141	Talent Acquisition & Employment Specialist	Human Resources	Exempt	10A

Requested By:	Personnel Review Commission
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Rationale:	PRC routine maintenance. Classification last revised in 2016. Changes were made to distinguishing characteristics, essential job functions, physical requirements, and language and formatting. A Technology Requirements section was added. No change to pay grade or FLSA status.
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No. of Employees Affected:	Four (4)
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Dept.(s) Affected:	Human Resources
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Fiscal Impact:	None
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Staffing Implications:	None
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PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Julie McNulty, Manager TA&E	8/3/2021	Email	Sent drafted specifications
Julie McNulty, Manager TA&E	8/13/2021	Email	Reminder
Jim Battigaglia, Archer Consultant	8/24/2021	Email	Pay grade evaluation
Jim Battigaglia, Archer Consultant	9/9/2021	Email	Reminder

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Talent Acquisition & Employment Specialist	Class Number:	14141
FLSA:	Exempt	Pay Grade:	10A
Dept:	Human Resources		

Classification Function

The purpose of this classification is to identify, develop, and implement talent acquisition and employment projects and programs to meet the County's current and future staffing needs.

Distinguishing Characteristics

This is a journey level classification with responsibility for developing and managing talent acquisition projects and assisting with talent acquisition programs under general supervision from the Manager, Talent Acquisition & Employment. The employee in this class is expected to use judgment and ensure that work activities are performed in a timely manner and according to policies, procedures, and related regulations. The incumbents exercise discretion in applying procedures to resolve issues.

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%

- Develops and coordinates talent acquisition projects in conjunction with the appointing authority for unclassified positions and classified positions post Personnel Review Commission certification lists; coordinates with hiring managers and other subject matter experts to develop an understanding of job requirements; utilizes class plan to choose appropriate classification to fill a vacant/new position; works with hiring managers to identify departmental skill gaps and identify and/or create entry employment opportunities to meet needs; assists in identifying and/or creating mechanisms to retain employees; coordinates and facilitates applicant screening processes for bargaining and unclassified positions; ensures that candidates meet the minimum qualifications by screening applications; forwards suitable candidates to hiring manager and makes recommendations if applicable; communicates with candidates regarding test notices, rejection notices, invitations to interview, offer letters; tracks vacancies to determine status and ensure timelines are met; tracks and monitors the filling of positions based on the talent acquisition goals; prepares hiring reports, hiring recommendation reports, days-to-hire reports, and other reports as needed; prepares new-hire and termination paperwork; responds to inquiries from stakeholders.

35% +/- 10%

- Supports organization-wide hiring needs in alignment with the County's mission and vision, strategic plan, and Diversity and Inclusion initiatives; plans for future hiring needs by building applicant sources; identifies and solicits possible internship, cooperative education, or other training programs by researching and contacting local schools, professional groups, etc. to assist in early talent identification; develops and coordinates talent acquisition outreach projects and programs, such as job fairs, veteran contacts, and vocational programs; networks with professionals in both public and private sector to enhance talent acquisition opportunities/resources (e.g. educational institutions, employment agencies, professional groups, unemployment agencies, welfare co-work, community leaders, etc.); assists in developing online and offline outreach strategies to engage prospective candidates and representatives from community-based organizations.

15% +/- 5%

- Assists in the development, planning, implementation, and evaluation of existing and new talent acquisition programs; assembles functional work teams to initiate, coordinate and lead programs and to continually evaluate program effectiveness; develops mechanisms to capture and report talent acquisition program metrics to continually evaluate program effectiveness; assists in developing survey tools and analyzing related data to understand new employee experiences; keeps updated on new talent acquisition processes for professional development purposes; maintains accurate employment data for talent acquisition purposes; collects and interprets data and makes recommendations based on hiring patterns, terminations, turnover data, skill set availability, and local, state, and federal unemployment rate.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor and employee relations, business management, or a related field with three (3) years of experience in project management including communication and implementation related to talent acquisition, compensation, benefits, training, employee and labor relations, performance management, or organizational development; or an equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), presentation software (Microsoft PowerPoint), word processing software (Microsoft Word), and human resource information system software.

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 vacancy reports, time to fill reports, closure orientation, background check information, new hire paperwork, resumes/applications, classification specifications, job descriptions, temporary work level assignments documents, assessment scores, personnel request forms, PRC guidelines to minimums and timelines, and other reports and records.

Talent Acquisition & Employment Specialist

- Ability to comprehend a variety of books and manuals including the Employee Handbook, fair adverse action process, Ohio Revised Code, Personnel Policies and Procedures Manual, Union Collective Bargaining Agreements, current HR policies, laws, regulations.
- Ability to prepare charts, graphs, hiring request forms, hiring recommendations, vacancy reports, recruitment plans, written updates to agency directors and hiring managers, correspondence and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to represent the County in various environments, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret human resource terminology and language.
- Ability to communicate with supervisor, co-workers, management from other departments, other county employees, outside agencies, job candidates, 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.

County Council of Cuyahoga County, Ohio

Ordinance No. O2022-0001

Sponsored by: County Councilmember Conwell and Council President Jones	An Ordinance making confirmable by Council the appointments of the Directors of Child Support Services, Children and Family Services, Cuyahoga Job and Family Services, the Family and Children First Council, the Fatherhood Initiative, Invest in Children, the Office of Homeless Services, the Office of Reentry, and Senior and Adult Services; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Article VIII, Section 8.01 of the Charter of Cuyahoga County provides for the establishment of a Department of Health and Human Services; and

WHEREAS, pursuant to Article VIII, Section 8.02 of the Charter, the Director of the Department of Health and Human Services shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, the Director of the Department of Health and Human Services oversees multiple agencies within the Department which consist of Child Support Services, Children and Family Services, Cuyahoga Job and Family Services, the Family and Children First Council, the Fatherhood Initiative, Invest in Children, the Office of Homeless Services, the Office of Reentry, and Senior and Adult Services; and

WHEREAS, there are Directors at each of these agencies who report to the Director of Health and Human Services and who manage the agency operations and employees; and

WHEREAS, the Directors at these agencies are currently appointed by the County Executive but not confirmed by County Council, and

WHEREAS, in accordance with Section 3.09(2) of the Charter, the County Council desires to make confirmable by Council the appointments of the Directors of Child Support Services, Children and Family Services, Cuyahoga Job and Family Services, the Family and Children First Council, the Fatherhood Initiative, Invest in Children, the Office of Homeless Services, the Office of Reentry, and Senior and Adult Services; and

WHEREAS, it is necessary that this Ordinance become immediately effective in order that Charter requirements can be complied with and that critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of County government.

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

SECTION 1. Section 202.10 of the Cuyahoga County Code is hereby amended to read as follows (deletions are stricken, additions are bold and underlined):

Section 202.10 Department of Health and Human Services

- A. There is hereby established the Department of Health and Human Services. The duties, functions, and employees of the former Departments of Children & Family Services, Employment & Family Services, Cuyahoga Support Enforcement Agency, and Senior & Adult Services, each of which have historically operated as its own department, shall be incorporated as three separate divisions within the Department of Health and Human Services. These divisions shall be known as Cuyahoga Job and Family Services, Children and Family Services, and Senior and Adult Services.; Each of these divisions will be supervised by an ~~Administrator~~ **Director** who will report to the Director of Health and Human Services.
- B. The Department of Health and Human Services shall also contain the Community Initiatives Division, consisting of the Family and Children First Council, the Office of Early Childhood, the Office of Homeless Services, and the Office of Re-entry.
- C. The Department of Health and Human Services shall also contain the Office of the Director.
- D. The Director of Health and Human Services is hereby authorized to employ and supervise **directors**, deputies, assistants and employees as shall be conducive to the efficient performance of the duties of the Department of Health and Human Services and is consistent with approved budgetary parameters determined by Council.
- E. After the effective date of this ordinance, and except as otherwise set forth herein, the Directors of Child Support Services, Children and Family Services, Cuyahoga Job and Family Services, the Family and Children First Council, the Fatherhood Initiative, Invest in Children, the Office of Homeless Services, the Office of Reentry, and Senior and Adult Services shall be appointed by the County Executive, subject to confirmation by the Council in accordance with Section 2.03(2) of the Charter, and shall be the heads of their respective agencies.**

Any current Directors of Child Support Services, Children and Family Services, Cuyahoga Job and Family Services, the Family and Children First Council, the Fatherhood Initiative, Invest in Children, the Office of Homeless

Services, the Office of Reentry, and Senior and Adult Services, at the time this ordinance is passed, shall be deemed confirmed in accordance with this paragraph E unless the Council President requests in writing to the County Executive within sixty (60) days of the passage of this ordinance that one or more of the current Director(s) be appointed by the County Executive and be confirmed by Council.

F. ~~E.~~ Health and Human Services Planning Process

1. The County Executive and the Director of Health and Human Services shall prepare and present to Council by July 1, 2017, a proposed five-year Health and Human Services Plan which may include any or all of the following elements and any other elements at the discretion of the Director of Health and Human Services:
 - a. A map showing what health and human services are currently available in Cuyahoga County and who provides them;
 - b. An identification of needs and gaps in Cuyahoga County's health and human services and an assessment of the adequacy of current funding sources to meet those needs and gaps;
 - c. A statement of priorities and goals for the Department of Health and Human Services;
 - d. Identification of best strategies for implementing a prevention-oriented approach designed to reduce long-term demand for services;
 - e. A plan for creating more effective collaborations among the divisions of the Department of Health and Human Services and community agencies to achieve greater efficiency, reduce overlap, and more accessible intake procedures, while also ensuring compliance with all applicable laws related to information sharing;
 - f. Identification of strategies for making better use of technology and business improvement models to improve service delivery;
 - g. Identification of strategies for helping people gain well-compensated employment and economic self-sufficiency through collaboration among the health and human services system and other large systems in our community, including workforce development, economic development, education, criminal justice, and others as appropriate; and
 - h. Identification of measurement strategies to assess progress made in achieving the priorities and goals set forth in the plan
2. The Director of Health and Human Services is encouraged to facilitate involvement by members of County Council, other stakeholders, and the public during the planning process.
3. No later than ninety days after the plan is presented to Council, the Council may adopt the plan with such changes as the Council and the

Executive shall agree upon prior to adoption. If the Council fails to act within ninety days, the plan shall become effective as presented.

4. The County Executive and the Director of Health and Human services shall present a revision of the five-year Health and Human Services plan every four years after the presentation of the original plan and may at their sole discretion present revisions in the interim. Revisions of the Health and Human Services Plan shall be reviewed by Council as provided in paragraph (E)(3) of this Section.
5. The Director of Health and Human Services, under the direction of the County Executive, may contract for professional services to assist in preparing the Health and Human Services Plan, consistent with the procedures for contracting, procurement, and budgeting provided in Title 5 and Title 7 of this Code.
6. The Director of Health and Human Services shall maintain a copy of the current Health and Human Services Plan and each prior plan that became effective on the appropriate County website.

~~G.F.~~ Nothing in Section 202.10 of the Cuyahoga County Code is intended to limit the ability of the County Executive and the Director of the Department of Health and Human Services to abolish positions for the purpose of enhancing the efficiency of operations or for any other reason permitted by general law.

~~H.G.~~ Displacement rights following the abolishment of a position within the Department of Health and Human Services are hereby delineated and wholly defined as displacement within the Division to which each employee is assigned (i.e., the Division of Children and Family Services; the Division of Senior and Adult Services; Cuyahoga Job and Family Services; or, the Division of Community Initiatives Services). In the case of the employees of the Office of the Director, displacement rights shall be limited to that office.

- ~~H.~~ 1 No employee within the Department of Health and Human Services may displace another employee who has more retention points, regardless of the classification of either employee.
- ~~I.~~ 2. Section 202.10 of the Cuyahoga County Code specifically overrides any and all conflicting ordinances, as well as the provision set forth in OAC 123:1-41-12(E) that creates an additional displacement category for employees of county departments of job and family services defined as displacement in classifications previously held. Unless provided for otherwise in a collective bargaining agreement, in which case the terms of the agreement shall apply, employees in the Department of Health and Human Services shall have only those displacement rights contained herein.

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

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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 Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0018

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

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2022 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations and to transfer cash between budgetary funds, to accommodate the operational needs of certain County departments, offices and agencies; and

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

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

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

Fund Nos./Budget Accounts

Journal Nos.

A.	2315 – Sports Facilities Enhancement			BA2218005
	FS315100 – 2015 Excise Tax			
	Other Expenses	\$	23,000,000.00	
	2335 – Lodging Tax Fund			
	FS335100 – Hotel/Lodging Tax			
	Other Expenses	\$	27,000,000.00	

The Fiscal Officer requests to appropriate budgets for the Cigarette and Alcohol Excise Tax, and Hotel Lodging Tax accounts. Appropriation is required to make distributions to municipalities and other entities of tax revenues collected by the County as acting fiduciary. Expenses recorded are offset equally by tax revenues and result in zero impact to other County Funds. Funding sources are respective County levied taxes.

B.	2300 – Other Social Services			BA2219616
	HS300130 – Early Childhood UPK Grants			
	Other Expenses	\$	2,454,104.72	

The Department of Health and Human Services – Office of Early Childhood is requesting new appropriations in the amount of \$2,454,104.72 for the purpose of appropriating all remaining cash privately donated to Cuyahoga County or otherwise earmarked as part of the UPK 2.0 expansion. These funds will be used to support and enhance the ongoing Universal Pre-Kindergarten (UPK) program. The source of these donations includes the Cleveland Clinic (activity HS-16-CC-UPK2), the Cleveland Foundation (activities HS-16-CF-UPK2 and HS-16-CF-UNRES), Huntington Bank (activity HS-16-HF-UPK2), KeyBank (activity HS-16-KB-UPK2), and a previous, one-time infusion of funds from the HHS Levy Fund (activity HS-16-LEVY-UPK2). No cash match is required.

C.	2325 – Victim Assistance			BA2219619
	JC325100 – VOCA Safe Harbor			
	Other Expenses	\$	(118,970.21)	

Juvenile Court is requesting an appropriation reduction in the amount of \$118,970.21 for the purpose of closing out the FFY 2021 VOCA Safe Harbor grant award (activity JC-20-VOCA-SH). This grant funded residential treatment services offered through Juvenile Court’s Safe Harbor docket. The grant was funded by the U.S. Department of Justice (ALN 16.575), passed through the Ohio Attorney General’s Office and covered the performance period of October 1, 2020 to September 30, 2021. 6% of the grant or \$7,153.44 was spent. There is no cash balance to resolve.

D.	2325 – Victim Assistance			BA2219620
	JC325100 – VOCA Safe Harbor			
	Personal Services	\$	(632.37)	
	Other Expenses	\$	(322,825.34)	

Juvenile Court is requesting an appropriation reduction in the amount of \$323,457.71 for the purpose of closing out the FFY 2017-2020 VOCA Safe Harbor grant award (activity 2017VOCA4355157). This grant funded the Safe Harbor Human Trafficking

Project. The grant was funded by the U.S. Department of Justice (ALN 16.575), passed through the Ohio Attorney General’s Office and covered the performance period of October 1, 2016 to September 30, 2020. \$483,735.56 in grant funds were expended and reimbursed. A cash transfer is also included on this fiscal agenda that will return unspent cash match dollars to the HHS Levy Fund.

E.	2285 – Other Judicial		BA2219623
	JC285160 – Juvenile Court Other Judicial Grants		
	Other Expenses	\$	(47,793.25)

Juvenile Court is requesting an appropriation reduction in the amount of \$47,793.25 for the purpose of closing out the 2021 Coronavirus Emergency Supplemental Funding grant award (activity JC-21-COVID). This grant was used to make purchases related to the COVID-19 response including personal protective equipment (PPE) and computer equipment to enable remote working capabilities. This grant was funded by the U.S. Department of Justice (ALN 16.034), passed through the Ohio Department of Public Safety and covered the performance period of March 1, 2020 to September 30, 2021. 83% of the grant or \$236,753.30 was spent. There is no cash balance to resolve.

F.	2300 – Other Social Services		BA2219624
	WF300110 – Workforce Development Other Social Services Grants		
	Other Expenses	\$	(526,852.87)

The Department of Workforce Development is requesting an appropriation reduction in the amount of \$526,852.87 for the purpose of closing out a WIOA National Dislocated Worker grant award (activity PY18P4W14340). This grant was used for outreach, recruitment, enrollment, training, supportive services, job placement in high-growth industries, monitoring, and data collection of eligible participants and employers into the National Dislocated Worker Grant Program. This grant was funded by the U.S. Department of Labor (ALN 17.277), passed through PARTNER4WORK, and covered the performance period of October 1, 2018 to September 30, 2020. 59% of the grant or \$773,147.13 was spent. There is no cash balance to resolve.

G.	2285 – Other Social Services		BA2219625
	JC285160 – Juvenile Court Other Judicial Grants		
	Other Expenses	\$	(338.33)

Juvenile Court is requesting an appropriation reduction in the amount of \$338.33 for the purpose of closing out a 2021 Technology Fund Grant award (activity JC-21-OSC-TECH2). This grant was used to improve data storage capacity by purchasing additional cloud-based storage. This grant was funded by the Supreme Court of Ohio and covered the performance period of May 20, 2021 to May 31, 2022. 99% of the grant or \$30,556.80 was spent. This grant was paid as an advanced payment, which means the unspent grant funds must be returned to the grantor.

H.	2245 – Child Support Enforcement		BA2219627
	HS245110 – CSEA Grants		
	Personal Services	\$	(58,101.16)
	Other Expenses	\$	(130,285.51)

The Department of Health and Human Services - Office of Child Support Services is requesting an appropriation reduction in the amount of \$188,386.67 for the purpose of closing out the Families Forward Demonstration grant award (activity SE-18-ODJFS-FFD). Grant funds were used to evaluate employment-focused programs integrated into child support systems with the expectation of improving earnings outcomes for non-custodial parents. This grant was funded by the U.S. Department of Health and Human Services (ALN 93.563), passed through the Ohio Department of Job and Family Services, and the W.K. Kellogg Foundation and covered the performance period of June 1, 2018, to June 30, 2021. 70% of the grant or \$892,462.27 was spent. A cash transfer is also included on this fiscal agenda that will return unspent cash match dollars to the HHS Levy Fund.

I.	2285 – Other Judicial		BA2219629
	ME285105 – DNA Backlog Reduction Program		
	Other Expenses	\$	321,946.00

The Department of Public Safety and Justice Services, on behalf of the Medical Examiner's Office, is requesting new appropriations in the amount of \$321,946 for the purpose of establishing the FFY 2021 DNA Capacity Enhancement and Backlog Reduction Program grant award (ME-21-DOJ-DNA). These funds will support supplies, travel and other miscellaneous costs incurred by the Medical Examiner's Office related to addressing the DNA backlog. This grant is funded by the U.S. Department of Justice (ALN 16.741) and covers the performance period of October 1, 2021 to September 30, 2023. This grant is paid on a reimbursable basis and requires no cash match.

J.	2320 – Treatment Alternatives for Safer Communities		BA2219630
	CP320135 – Veterans Court – ODMHAS		
	Personal Services	\$	35,000.00

Common Pleas Court is requesting new appropriation in the amount of \$35,000 for the purpose of establishing a SFY 2022 Specialized Docket Payroll Subsidy Project grant award (activity CP-21-OMHAS-VC). Grant funds will be used to offset the costs of operating the Cuyahoga County Veterans Treatment Court. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021 to June 30, 2022. This grant was paid as an advance payment and there is no required cash match.

K.	2320 – Treatment Alternatives for Safer Communities		BA2219631
	CP320140 – Adult Drug Court – ODMHAS		
	Personal Services	\$	45,000.00

Common Pleas Court is requesting new appropriation in the amount of \$45,000 for the purpose of establishing a SFY 2022 Specialized Docket Payroll Subsidy Project grant award (activity CP-21-OMHAS-ADC). Grant funds will be used to offset the costs of operating the Cuyahoga County Adult Drug Court. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021 to June 30, 2022. This grant was paid as an advance payment and there is no required cash match.

L.	2320 – Treatment Alternatives for Safer Communities		BA2219632
	CP320140 – Adult Drug Court – ODMHAS		
	Personal Services	\$	75,000.00

Common Pleas Court is requesting appropriations in the amount of \$75,000 for the purpose of establishing a SFY 2022 Specialized Docket Payroll Subsidy Project grant award (activity CP-21-OMHAS-DC). Grant funds will be used to offset the costs of operating the Cuyahoga County Drug Court. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021 to June 30, 2022. This grant was paid as an advance payment and there is no required cash match.

M.	2320 – Treatment Alternatives for Safer Communities		BA2219633
	CP320145 – Payroll Subsidy – Recovery Drug Court		
	Personal Services	\$	55,000.00

Common Pleas Court is requesting appropriations in the amount of \$55,000 for the purpose of establishing a SFY 2022 Specialized Docket Payroll Subsidy Project grant award (activity CP-21-OMHAS-RDC). Grant funds will be used to offset the costs of operating the Cuyahoga County Recovery Drug Court. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021 to June 30, 2022. This grant was paid as an advance payment and there is no required cash match.

N.	4600 – Capital Projects		BA2219634
	PW600100 – Capital Projects		
	Personal Services	\$	203,732.76
	Other Expenses	\$	591,622.94

The Department of Public Works is requesting an appropriation increase in the amount of \$795,355.70 for the Central Booking capital project (activity CFJCT0001101). This project will provide professional design, pre-construction, and construction services for an interim comprehensive central booking facility to be located within various floors of the Justice Center and Corrections Center. The estimated cost of the project is \$4,279,860.70; \$1,574,569.16 has been expended to date. This project is included on the 2020 Capital Improvements Plan and will be funded by the General Fund Capital Improvements Subsidy.

O.	4600 – Capital Projects		BA2219635
	PW600100 – Capital Projects		
	Other Expenses	\$	612,000.00

The Department of Public Works is requesting an appropriation increase in the amount of \$612,000 for the JJC Mechanical Penthouse 1-4 capital project (activity CFJJC0001401). This project will replace the existing hot water tank and boiler in each of the four mechanical penthouses at the Juvenile Justice Center. The estimated cost of the project is \$782,500; \$0 has been expended to date. This project is included as part of the 2021 Capital Improvements Plan and will be funded by the General Fund Capital Improvements Subsidy.

P.	2320 – Treatment Alternatives for Safer Communities	BA2219636
	CP320140 – Adult Drug Court – ODMHAS	
	Personal Services	\$ 20,000.00

Common Pleas Court is requesting an appropriation increase in the amount of \$20,000 for a SFY 2021 Specialized Docket Payroll Subsidy Project grant award (activity CP-20-OMHAS-ADC). Grant funds will be used to offset the costs of operating the Cuyahoga County Adult Drug Court. This appropriation increase represents additional, one-time funds awarded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County with a grant performance period is July 1, 2020, to June 30, 2021. This grant was paid as an advance payment and there is no required cash match.

Q.	2320 – Treatment Alternatives for Safer Communities	BA2219637
	CP320140 – Adult Drug Court – ODMHAS	
	Personal Services	\$ 20,000.00

Common Pleas Court is requesting an appropriation increase in the amount of \$20,000 for a SFY 2021 Specialized Docket Payroll Subsidy Project grant award (activity CP-20-OMHAS-VC). Grant funds will be used to offset the costs of operating the Cuyahoga County Veterans Treatment Court. This appropriation increase represents additional, one-time funds awarded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County. The grant performance period is July 1, 2020 to June 30, 2021. This grant was paid as an advance payment and there is no required cash match.

R.	2320 – Treatment Alternatives for Safer Communities	BA2219638
	CP320145 – Payroll Subsidy – Recovery Drug Court	
	Personal Services	\$ 20,000.00

Common Pleas Court is requesting an appropriation increase in the amount of \$20,000 for a SFY 2021 Specialized Docket Payroll Subsidy Project grant award (activity CP-20-OMHAS-RDC). Grant funds will be used to offset the costs of operating the Cuyahoga County Recovery Drug Court. This appropriation increase represents additional, one-time funds awarded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County. The grant performance period is July 1, 2020 to June 30, 2021. This grant was paid as an advance payment and there is no required cash match.

S.	2260 – Human Services	BA2219639
	HS260120 – Universal Pre-K	
	Other Expenses	\$ 2,454,104.72

The Office of Budget and Management, on behalf of the Office of Early Childhood, is requesting an appropriation increase of \$2,454,104.72 to facilitate a cash transfer of all remaining cash privately donated to Cuyahoga County or otherwise earmarked as part of the UPK 2.0 expansion. The cash is being moved to a new accounting unit created specifically for grants and contributions that will support the ongoing Universal Pre-Kindergarten program. The cash transfer request is also included on this fiscal agenda.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2285 – Other Judicial	BA2219617
JC285160 – Juvenile Court Other Judicial Grants	
Personal Services	\$ 35,000.00
TO: 2285 – Other Judicial	
JC285160 – Juvenile Court Other Judicial Grants	
Other Expenses	\$ 35,000.00

Juvenile Court is requesting an appropriation transfer in the amount of \$35,000 from payroll to other expenses for the SFY 2022 Specialized Docket Payroll Subsidy Project grant award (activity JC-21-SDPSP-FDC). This grant, which will be used to offset the costs of operating the Cuyahoga County Juvenile Court Family Drug Program, was incorrectly appropriated in October 2021 and should have been appropriated in other expenses. This grant is funded by the Ohio Department of Mental Health and Addiction Services, passed through the ADAMHS Board of Cuyahoga County and covers the performance period of July 1, 2021, to June 30, 2022. This grant was paid as an advance payment.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2325 – Other Judicial	CT2219621
JC325100 – VOCA Safe Harbor	
Trans Out – Transfer Out	\$ 1,506.45
TO: 2255 – Health and Human Services Levy	
FS255105 – HHS Levy 4.8 Subsidies	
Trans In – Transfer In	\$ 1,506.45

The Office of Budget and Management, on behalf of the Juvenile Court, is requesting a cash transfer in the amount of \$1,506.45 for the purpose of closing out the FFY 2017-2020 VOCA Safe Harbor grant award (activity 2017VOCA4355157). This cash transfer represents unspent match funds as required by acceptance of the grant. An appropriation reduction to close this grant is also included on this fiscal agenda.

B. FROM: 2245 – Child Support Enforcement	CT2219628
HS245110 – CSEA Grants	
Trans Out – Transfer Out	\$ 198,562.82
TO: 2255 – Health and Human Services Levy	
FS255105 – HHS Levy 4.8 Subsidies	
Trans In – Transfer In	\$ 198,562.82

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Office of Child Support Services, is requesting a cash transfer in the amount of \$198,562.82 for the purpose of closing out the Families Forward Demonstration grant award (activity SE-18-ODJFS-FFD). This cash transfer represents unspent match funds as required by acceptance of the grant. The funding source of this cash transfer is the HHS Levy Fund. An appropriation reduction to close this grant is also included on this fiscal agenda.

C. FROM: 2260 – Human Services	CT2219640
HS260120 – Universal Pre-K	
Trans Out – Transfer Out	\$ 2,454,104.72
TO: 2300 – Other Social Services	
HS300130 – Early Childhood UPK Grants	
Trans In – Transfer In	\$ 2,454,104.72

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Office of Early Childhood, is requesting a cash transfer in the amount of \$2,454,104.72. This request will transfer all remaining cash privately donated to Cuyahoga County or otherwise earmarked as part of the UPK 2.0 expansion to a new accounting unit created specifically for grants that will support the ongoing Universal Pre-Kindergarten program.

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 CC045
January 25, 2022



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: January 18, 2022

Re: Fiscal Agenda – 1/25/2022 - Proposed

cc: Michael Chambers, Fiscal Office; Mary Louise Madigan, Communications

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 **January 25, 2022**. The requested fiscal items, including additional appropriations, appropriation transfers, and cash transfers, are necessary to reconcile the originally adopted 2022 Budget. Items of note on this agenda include:

- Request to provide appropriation increase/decrease as requested
- Request grant appropriation as requested
- Request to provide appropriation transfer as requested
- Cash Transfers as requested

Additional Appropriation Summary – Additional appropriation is requested to cover expenditures that exceed 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	Item	Funding Source	Purpose
Fiscal Office	\$23,000,000.00	A	Sports Facilities Enhancement	Appropriation Increase
Fiscal Office	\$27,000,000.00	A	Lodging Tax Fund	Appropriation Increase
Early Childhood	\$2,454,104.72	B	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Juvenile Court	\$(118,970.21)	C	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Decrease

Juvenile Court	\$(323,457.71)	D	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Decrease
Juvenile Court	\$(47,793.25)	E	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Decrease
Workforce Development	\$(526,852.87)	F	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Decrease
Juvenile Court	\$(338.33)	G	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Decrease
Child Support Services	\$(188,386.67)	H	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Decrease
Public Safety and Justice Services	\$321,946.00	I	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Common Pleas Court	\$35,000.00	J	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Common Pleas Court	\$45,000.00	K	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Common Pleas Court	\$75,000.00	L	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Common Pleas Court	\$55,000.00	M	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Public Works	\$795,355.70	N	CIP	Appropriation Increase
Public Works	\$612,000.00	O	CIP	Appropriation Increase
Common Pleas Court	\$20,000.00	P	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Common Pleas Court	\$20,000.00	Q	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Common Pleas Court	\$20,000.00	R	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase
Early Childhood	\$2,454,104.72	S	Grant – No General/HHS Levy Fund Impact	Grant Appropriation Increase

Appropriation Transfer Summary – Transfers between budget accounts in the same fund or between different resolution categories within the same budget account.

Department	Amount Transferred	Item	Funding Source	Purpose
Juvenile Court	\$35,000.00	A	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer

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	Item	Funding Source	Purpose
Juvenile Court	\$1,506.45	A	Grant – No General/HHS Levy Fund Impact	Cash Transfer
Child Support Services	\$198,562.82	B	Grant – No General/HHS Levy Fund Impact	Cash Transfer
Early Childhood	\$2,454,104.72	C	Grant – No General/HHS Levy Fund Impact	Cash Transfer

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0019

<p>Sponsored by: County Executive Budish/Department of Law/Department of Health and Human Services</p>	<p>A Resolution accepting the report containing findings and recommendations of Fact-Finder Robert M. Lustig regarding negotiations between Cuyahoga County and the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 27 for a collective bargaining agreement covering approximately 207 employees in various classifications at the Department of Health and Human Services, Division of Cuyahoga Job and Family Services, Office of Child Support Services for the period 1/1/2021 - 12/31/2023; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the Cuyahoga County Department of Law, on behalf of the County of Cuyahoga (hereinafter collectively referred to as “County”), has been engaged in negotiations with the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 27 for a successor collective bargaining agreement that covers approximately 207 employees in various classifications at the Department of Health and Human Services, Division of Cuyahoga Job and Family Services, Office of Child Support Services; and

WHEREAS, O.R.C. 4117.14(C)(3) of the Public Employees Collective Bargaining Act expressly authorizes parties who are engaged in collective bargaining negotiations to request fact-finding, an impasse resolution procedure, and the appointment of a fact-finding panel to assist the parties to resolve an impasse in contract negotiations; and

WHEREAS, the parties reached impasse in contract negotiations and submitted their unresolved issues to fact-finding pursuant to the CBA and O.R.C. 4117.14 (C), and a fact-finding hearing was conducted before Robert M. Lustig; and

WHEREAS, pursuant to O.R.C. 4117.14(C)(6)(a) and a mutual agreement of the parties, the legislative body, by a three-fifths vote of its membership, may reject the recommendations, and if the recommendations are not rejected on or before January 26, 2022, the recommendations shall be deemed agreed upon as the final resolution of the issues submitted and a collective bargaining agreement shall be executed between the parties, including the fact-finding panel’s recommendations, except as otherwise modified by the parties by mutual agreement; and

WHEREAS, Fact-Finder Robert M. Lustig sent his findings and recommendations on January 14, 2022, and the County Executive, Department of

Law, and Department of Health and Human Services are recommending that the Fact-Finding report be accepted; and

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

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

SECTION 1. The findings and recommendations of Fact-Finder Robert M. Lustig regarding open issues in the collective bargaining negotiations between the County and American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO, Local 27 for a collective bargaining agreement covering approximately 207 employees in various classifications in the Department of Health and Human Services, Division of Cuyahoga Job and Family Services, Office of Child Support Services for the period of 1/1/2021 – 12/31/2023 are hereby accepted.

SECTION 2. 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.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Resolution receives the affirmative vote of seven members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 CC045
January 25, 2022

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0020

Sponsored by: County Executive Budish/Department of Law	A Resolution approving a proposed settlement in the matter of <u>Lipman, et al. vs. County Executive Cuyahoga County, et al.</u> , United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:18-cv-02985; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the estate of Ta’Naejah McCloud filed a civil action docketed as Lipman, et al. vs. County Executive Cuyahoga County, et al., United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:18-cv-02985; and

WHEREAS, Lipman and the County of Cuyahoga, Ohio, wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that Lipman has or may have against the County of Cuyahoga and any of its officers, employees, or officials; and

WHEREAS, the parties hereto have reached a settlement agreement that, if performed, will fully settle and resolve all such alleged claims; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

SECTION 1. The Cuyahoga County Council hereby approves the settlement agreement with Plaintiff in the matter of Lipman, et al. vs. County Executive Cuyahoga County, et al., United States District Court, Northern District of Ohio, Eastern Division, Case No. 1:18-cv-02985, in the total amount of Three Million Dollars (\$3,000,000.00), inclusive of all costs and attorneys’ fees.

SECTION 2. The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

SECTION 3. If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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 CC045
January 25, 2022

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0021

Sponsored by: County Executive Budish/Department of Law	A Resolution approving a proposed settlement in the matter of <u>Dionne Brooks, individually and as administratrix of the Estate of Shone Trawick, et al., v. Cuyahoga County, et al.</u> , United States District Court for the Northern District of Ohio, Eastern Division, Case No. 1:21-cv-387; authorizing the County Executive and/or his designee to execute the settlement agreement and any related documentation; authorizing the appropriation of funds for payment of settlement amounts set forth herein; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the estate of Shone Trawick filed a civil action docketed as Dionne Brooks, individually and as administratrix of the Estate of Shone Trawick, et al., v. Cuyahoga County, et al., United States District Court for the Northern District of Ohio, Eastern Division, Case No. 1:21-cv-387; and

WHEREAS, Brooks and the County of Cuyahoga, Ohio, wish to fully and completely resolve with finality any and all alleged claims of whatever kind or nature that Brooks has or may have against the County of Cuyahoga and any of its officers, employees, or officials; and

WHEREAS, the parties hereto have reached a settlement agreement that, if performed, will fully settle and resolve all such alleged claims; and

WHEREAS, Council, having been briefed about the facts and the history of the case, approves of the proposed settlement.

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

SECTION 1. The Cuyahoga County Council hereby approves the settlement agreement with Plaintiff in the matter of Dionne Brooks, individually and as administratrix of the Estate of Shone Trawick, et al., v. Cuyahoga County, et al., United States District Court for the Northern District of Ohio, Eastern

Division, Case No. 1:21-cv-387, in the total amount of One Million, One Hundred Thousand Dollars (\$1,100,000.00), inclusive of all costs and attorneys' fees.

SECTION 2. The County Executive (or his authorized designee) is hereby authorized to execute a settlement agreement and any other documents to effectuate the settlement in accordance with this Resolution.

SECTION 3. If any specific appropriation is necessary to effectuate this settlement, such appropriation is approved, and the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

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 CC045
January 25, 2022

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0022

Sponsored by: County Executive Budish	A Resolution extending the appointment of Interim Director of the Department of Human Resources, Sheba N. Marshall, to June 29, 2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Article II, Section 2.03(2) of the Charter of Cuyahoga County, the County Executive may appoint interim officers to serve as any departmental director, as Inspector General, or in any position outlined in Article V of this Charter without confirmation by the Council for a period not to exceed 120 days. An interim appointment may continue beyond 120 days by extension or reappointment or another person may be successively appointed to the same position on an interim basis only if confirmed by the Council prior to the expiration of the initial interim appointment; and

WHEREAS, the initial term of Interim Director of the Department of Human Resources, Sheba N. Marshall, is set to expire on March 1, 2022; and

WHEREAS, County Executive Armond Budish has recommended extending the term of Ms. Marshall's appointment as Interim Director of the Department of Human Resources until June 29, 2022; 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 extension of the term of Interim Director of the Department of Human Resources, Sheba N. Marshall, until June 29, 2022, or until a permanent appointment is made, whichever is sooner.

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:

Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0023

Sponsored by: County Executive Budish/Department of Information Technology	A Resolution authorizing a contract with Kofile Technologies, Inc. in the amount not-to-exceed \$3,264,300.00 for a cloud-based records management system and support and maintenance services for the Fiscal Department/Transfer and Recording Division, commencing upon contract signature of all parties for a period of 5 years; authorizing the County Executive to execute Contract No. 2127 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Information Technology has recommended a contract with Kofile Technologies, Inc. in the amount not-to-exceed \$3,264,300.00 for a cloud-based records management system and support and maintenance services for the Fiscal Department/Transfer and Recording Division, commencing upon contract signature of all parties for a period of 5 years; and

WHEREAS, the primary goal of this project is to provide a fully integrated recorder's imaging/indexing system with the ability to add conveyance information, collect fees and record DTE forms within a single system; and

WHEREAS, this project is funded 100% by 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 contract with Kofile Technologies, Inc. in the amount not-to-exceed \$3,264,300.00 for a cloud-based records management system and support and maintenance services for the Fiscal Department/Transfer and Recording Division, commencing upon contract signature of all parties for a period of 5 years.

SECTION 2. That the County Executive is authorized to execute Contract No. 2127 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

Department of Information Technology on behalf of the Fiscal Office Real Estate Services Division;
CM2127 2022 Kofile Technologies, Inc.; Contract Kofile Cloud Recording System

Scope of Work Summary

Department of Information Technology on behalf of the Fiscal Office Real Estate Services Division requesting approval of a contract with Kofile Technologies, Inc. for the anticipated cost of \$3,264,300.00.

The Cloud Recording System will replace the end-of-life recorder system, DocRecorder used by the Real Estate Services Department of the Cuyahoga County Fiscal Office (aka Transfer and Recording Office). The agreement includes software, licensing and permits, support and maintenance, data storage, disaster recovery, micrographic conversion services & document indexing services. The anticipated start-completion dates are upon Executive execution for a period of 5 years.

Kofile will provide the County with a fully integrated recorder's imaging/indexing system with the ability to add conveyance information, collect fees and record DTE forms within a single system.

TAC approval received on November 18, 2021 under TAC2021-RE-001.

Procurement

The procurement method for this project was GSA joint cooperative purchasing under GSA schedule GS-35F-275AA. The total value of the contract is \$3,264,300.00

Kofile is able to provide Cuyahoga County with GSA pricing under GS-35F-275AA, which expires on March 21, 2023. The Kofile GovOS Cloud System pricing has been vetted and determined fair and reasonable by the US General Services Administration.

Contractor and Project Information

Kofile Technologies, Inc.

6300 Cedar Springs Road

Dallas, Texas 75235

The sales executive for Kofile is Dave Weaver.

Project Status and Planning

The project is a new to the County and will replace the current failing Docrecorder system.

Funding

The project is funded 100% by Real Estate Assessment Fund.

The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Infor/Lawson PO# Code (if applicable):	JCOP
CM Contract#	2127

	Department initials	Clerk of the Board
Briefing Memo	KK	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	---	-----------------------------

OTHER THAN FULL AND OPEN COMPETITION Government Cooperative Purchase (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			KK	OK (revised attached 1/10/2022)
IG#	21-0369		KK	OK
Annual Non-Competitive Bid Contract Statement (<i>only needed if not going to BOC or Council for approval</i>)	Date:	12/01/2021 1/5/2022	KK	OK (current uploaded 1/6/2022)
Debarment/Suspension Verified	Date:	11/29/2021	KK	OK
Auditor's Finding	Date:	11/29/2021	KK	OK
Vendor's Submission			KK	OK (vendor's contract)
Independent Contractor (I.C.) Requirement	Date:	12/01/2021	KK	OK
Cooperative Purchase Contract Cover Sheet			KK GS-35F-275AA	OK (attached by Department of Purchasing)
Cover - <i>Master contracts only</i>				OK
Contract Evaluation – <i>if required</i>				N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			KK TAC2021-RE-001	OK (TAC2021-RE-001, 11/18/2021)
Checklist Verification			KK	

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	KK
Matrix Law Screen shot	KK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	KK
Workers’ Compensation Insurance	KK

Accounting Units – per revised checklist (2nd) 1/6/2022

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
Upon Execution – 12/31/2022	FS305100	54300	0200	\$652,860.00
01/01/2023 – 12/31/2023	FS305100	54300	0200	\$652,860.00
01/01/2024 – 12/31/2024	FS305100	54300	0200	\$652,860.00
01/01/2025 – 12/31/2025	FS305100	54300	0200	\$652,860.00
01/01/2026 – 12/31/2026	FS305100	54300	0200	\$652,860.00
1/1/2027-End Date				\$0.00
			TOTAL	\$3,264,300.00

Accounting Units – per revised checklist 1/6/2022

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	FS305100	54300	0200	\$652,860.00
01/01/2023 – 12/31/2023	FS305100	54300	0200	\$652,860.00
01/01/2024 – 12/31/2024	FS305100	54300	0200	\$652,860.00
01/01/2025 – 12/31/2025	FS305100	54300	0200	\$652,860.00
01/01/2026 – 12/31/2026	FS305100	54300	0200	\$652,860.00
			TOTAL	\$3,264,300.00

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	FS305100	54300	0200	\$652,860.00
01/01/2023 – 12/31/2023	FS305100	54300	0200	\$652,860.00
01/01/2024 – 12/31/2024	FS305100	54300	0200	\$652,860.00
01/01/2025 – 12/31/2025	FS305100	54300	0200	\$652,860.00
01/01/2026 – 12/31/2026	FS305100	54300	0200	\$652,860.00
			TOTAL	\$3,264,300.00

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	JCOP
Lawson RQ# (if applicable)	
CM Contract#	2127

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$3,264,300.00				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	
CM#:	2127
Vendor Name:	Kofile Technologies, Inc.
ftp:	5 year term
Amount:	\$3,264,300.00mm
History/CE:	OK
EL:	Needs WET
Procurement Notes:	<p>1/11/2022: Department of Purchasing corrected line expiration to 12/31/2022 in order for the line to be activated properly – this will not be done in the future for other actions – to move the action along.</p> <p>1/7/2022: Revised Justification answer for question #1 has dates of parties execution to 12/31/2026; however, the contract is written as 5 years from execution, not 12/31/2026, revise justification or contract as needed; Briefing memo should be revised as needed.</p> <p>Contract tab effective date and line effective date should be for a future date (after expected Council approval), then contract tab expiration date to be the expected end date of contract, unless a revised contract lists end date of 12/31/2026. If an amendment is completed at a later date, the contract tab dates must be correctly adjusted.</p> <p>1/6/2022: There is no line entry for the 2022 encumbrance. If the contract dates are to be January 1, 2022 - December 31, 2026 (as entered on the contract tab and in the justification and accounting on the checklist), those dates need to be specified in a revised contract, or your checklist revised to reflect to start upon execution for the 5 years term as is listed currently in the</p>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>contract (the revised contract attached 1/6/2022) and the accounting information to match in order for the contract cover to be properly completed.</p> <p>12/7/2021: e-mail to department (Per my conversation today with Andria, this is not being walked on Council's agenda - it needs to go through the proper process. I will be returning the action in contract management - if the contract dates are to be January 1, 2022 - December 31, 2026, those dates need to be specified in the contract, or your checklist update to reflect to start upon execution for the 5 years term as is listed currently in the contract. Per the contract, the offer expires if not approval & executed prior to 12/20/2021, so if the amount of the contract changes, that information needs to be reflected in revised checklist.) If anything changes with the above, keep me informed.</p> <p>12/6/2021: Information provided by Department (justification, etc) has contract dates of 1/1/2022 – 12/31/2026; however, the contract specifies a 5-year term from execution. Item must go to County Council for approval – is the Department walking this action onto Council? The offer expires if not approval & executed prior to 12/20/2021. E-mail to department to verify.</p>
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Purchasing Buyer approval: **OK, ssp 1/11/2022**



JUSTIFICATION FOR USE OF NON-COMPETITIVE PROCESS

The County requires submitting departments to provide a business case which includes specific details supporting the Contract/Purchase being made.

As a consequence, departments need to provide detailed information justifying any purchases to be made non-competitively. The County has developed a justification packet for completion. If submitting a request for a non-competitive purchase, the department must complete this form, and attach it (along with supporting documentation) in the Procurement software system.

A review of the Contract/Purchase request will not be completed without a signed completed Justification packet uploaded as an attachment when submitting the contract/purchase request in the Procurement software system. It is critically important, and incumbent upon the department to fully and accurately complete the form in order to avoid any lengthy and unnecessary delays in processing the contract/purchase request.

Requestor	Kristen Kaspar
Requestor Phone Number	216.443.5546
Date	12/01/2021
Contract Number	2127

OPERATING DEPARTMENT & ACTIVITY: (Choose 1)

The Department of Information Technology on behalf of The Fiscal Department Real Estate Services plans to contract with Kofile Technologies, Inc., for a period of 5 years, for Kofile Cloud Recording System in the amount of \$3,264,300.00.

CM# 2127

Check the appropriate box:

Governmental Purchase - County Code 501.12 (B)(8)

State Contract Purchase – County Code 501.12(B)(19)

Lower than State Contract Purchase

Government Cooperative Purchasing - County Code 501.12(B)(18)

Federal Contracts

Joint Purchasing Programs (includes GSA)

Contract Amendment

Contract # _____ RQ# _____

RFP Exemption – County Code 501.12(D)

Community Rehabilitation Program (CRP) - O.R.C. 125.60 - O.R.C. 125.607

Ohio Industries for the Handicapped (OIH) - County Code 501.12(B)(13)

Public Utility (911 System) - O.R.C. 128.03 (F)

Exemption from Aggregation of Contracts -County Code 501.05(C)

Alternative Procurement Process – County Code 501.12(B)(15)

Federal, State, or Other Grant Application Program (County Code 501.12(B)(16))

1. Description of Supplies or Services, amount of purchase; if a contract or an amendment list start date and end date, and/or scope change if an amendment.

The Department of Information Technology on behalf of The Fiscal Department Real Estate Services plans to contract with Kofile Technologies, Inc., beginning upon County executive execution for a period of five years for Cloud Recording System in the amount of \$3,264,300.00. The Cloud Recording System will replace the end of life recorder system, DocRecorder used by the Real Estate Services Department of the Cuyahoga County Fiscal Office (aka Transfer and Recording Office). The agreement includes software, licensing and permits, support and maintenance, data storage, disaster recovery, micrographic conversion services & document indexing services.

If contract or contract amendment term has begun, please respond to questions 1a. and 1b below:

1a. Why is the contract/amendment being submitted late? N/A

1b. What is being done to prevent this from reoccurring? N/A

2. Funding Source(s) including percentage breakdown and identify the actual fund name(s).

100% FS305100 54300-0200

3. Was the specific project funding included in OBM-approved budget for the current year? If not, please explain.

Yes.

4. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

Kofile is able to provide Cuyahoga County with GSA pricing under GS-35F-275AA, which expires on March 21, 2023. The Kofile GovOS Cloud System pricing has been vetted and determined fair and reasonable by the US General Services Administration.

5. What other available options and/or vendors were evaluated? If none, include the reasons why (*Attach supporting documentation such as other vendor quotes/pricing*).

After contacting Ann Block, the Monroe County Recorder and President of the Ohio Recorders Association, she provided the county with a list of the five vendors currently providing Recording system solutions in Ohio. A committee of both Fiscal & IT personnel (and representatives of the title insurance industry) reviewed the available solutions currently utilized by those counties in the State of Ohio and unanimously agree that the Kofile Land Records Cloud solution not only meets but exceeds the county's needs. Kofile GovOS is currently utilized by 36 counties in Ohio and hundreds more throughout the US. This will provide the county with a fully integrated recorder's imaging/indexing system including the ability to add conveyance information, collect conveyance fees & record DTE forms within a single system. The system will have capabilities for multiple workflows with full indexing capabilities at all stations. The system will provide a single source e-recording solution to allow staff to process all electronic submissions through a single portal. Kofile will also convert all existing data and images onto their cloud database. All future recorded CUYAHOGA COUNTY FISCAL OFFICE documents will be fully indexed by Kofile staff within 24 hours of submittal. Their cloud storage would both relieve the overtaxed county servers while protecting the county records from ransomware and other malicious cyber threats which have befallen County Recorder's offices throughout the state. The system will not only solve the current crisis but will dramatically improve the efficiency of the department while providing new and exciting services to both professional and general end users. The County will be able to offer electronic recording of all document types to the public; fraud alert protection for property owners; advanced OCR search functionality for public web search.

6. What ultimately led you to this product or service? Why was the recommended vendor selected? How was it determined that the anticipated cost is fair and reasonable? (*Attach supporting documentation*).

The Transfer & Recording division of the Fiscal Office currently utilizes a document management system known as “Docrecorder” which was developed and implemented by the former elected Recorder in 2004. The system was developed by a company known as “Broma Information Technology” which is no longer in existence. Our IT department does not possess the source code to this system and has minimal knowledge of the interworking’s of the program. The system was also programmed to work with specific hardware which is no longer supported by any maintenance agreement. The Docrecorder system is in imminent danger of experiencing a fatal error, which would be catastrophic and lead to the inability to process & receipt recorded documents. Both the real estate & lending industries in this county rely on access to these documents to insure all real property sales and the mortgages that finance them.

Kofile is able to provide Cuyahga County with GSA pricing under GS-35F-275AA. The Kofile GovOS Cloud System pricing has been vetted and determined fair and reasonable by the US General Services Administration.

7. Provide an explanation of unacceptable delays in fulfilling the County’s need that would be incurred if award was made through a competitive process. (*Attach supporting documentation*).

The Docrecorder system is in imminent danger of experiencing a fatal error, which would be catastrophic and lead to the inability to process & receipt recorded documents. Both the real estate & lending industries in this county rely on access to these documents to insure all real property sales and the mortgages that finance them. Kofile is able to provide Cuyahga County with GSA pricing under GS-35F-275AA. The Kofile GovOS Cloud System pricing has been vetted and determined fair and reasonable by the US General Services Administration.

8. Describe what future plans, if any, your department can take to permit competition before any subsequent purchases of the required supplies or services. In none, please explain why.

The Department of Information Technology, on behalf of the Fiscal Office Real Estate Services, will continue to utilize open and transparent formal and informal bidding processes when appropriate. This purchase will be made using US General Services Administration approved GSA Pricing.

CERTIFICATION REQUIREMENTS

I certify that the information contained in and attached to this Justification is accurate and complete to support the recommendation.

I further certify that the attached narrative justification verifies Cuyahoga County's minimum need or schedule requirements and any rationale used to justify the non-competitive request.

Signature of Director: Andrew P. Molls

Date: 12/2/2021

CM#2127 _____

Procurement software system title: Cloud Recording System

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0024

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution making awards on RQ6408 to various providers in the total amount not-to-exceed \$5,330,000.00 for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2022 – 12/31/2023; 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 RQ6408 to various providers in the total amount not-to-exceed \$5,330,000.00 for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2022 – 12/31/2023 as follows:

1. Contract No. 2042 with Applewood Centers, Inc. in the amount not-to-exceed \$1,200,000.00
2. Contract No. 2043 with Beech Brook in the amount not-to-exceed \$900,000.00
3. Contract No. 1955 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$178,230.00
4. Contract No. 2044 with Catholic Charities Corporation in the amount not-to-exceed \$1,340,000.00
5. Contract No. 2045 with The Cleveland Christian Home Inc. in the amount not-to-exceed \$90,000.00
6. Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$320,000.00
7. Contract No. 2051 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$90,000.00
8. Contract No. 2047 with OhioGuidestone in the amount not-to-exceed \$301,770.00
9. Contract No. 2049 with Ohio Mentor, Inc. in the amount not-to-exceed \$140,000.00
10. Contract No. 2050 with Pressley Ridge in the amount not-to-exceed \$610,000.00
11. Contract No. 2052 with Specialized Alternative for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$160,000.00

WHEREAS, the primary goal of this project is to continue 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) 67% Title IV-E Funds and (b) 33% from Health and Human Service 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 RQ6408 to various providers in the total amount not-to-exceed \$5,330,000.00 for Family Centered Support Services for At-Risk Children and Families for the period 1/1/2022 – 12/31/2023 as follows:

1. Contract No. 2042 with Applewood Centers, Inc. in the amount not-to-exceed \$1,200,000.00
2. Contract No. 2043 with Beech Brook in the amount not-to-exceed \$900,000.00
3. Contract No. 1955 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$178,230.00
4. Contract No. 2044 with Catholic Charities Corporation in the amount not-to-exceed \$1,340,000.00
5. Contract No. 2045 with The Cleveland Christian Home Inc. in the amount not-to-exceed \$90,000.00
6. Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$320,000.00
7. Contract No. 2051 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$90,000.00
8. Contract No. 2047 with OhioGuidestone in the amount not-to-exceed \$301,770.00
9. Contract No. 2049 with Ohio Mentor, Inc. in the amount not-to-exceed \$140,000.00
10. Contract No. 2050 with Pressley Ridge in the amount not-to-exceed \$610,000.00
11. Contract No. 2052 with Specialized Alternative for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$160,000.00

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

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20__

Title: Division of Children and Family Services(DCFS) RQ# 6408 2022-2023 Various Providers Master Agreement for In-Home Family Centered Support Services

Scope of Work Summary

DCFS is requesting approval of a master contract with various providers for the anticipated cost of \$5,330,000.00 for the time period January 1, 2022 through December 31,2023.

This is not a new project. Previous approvals:

R2018-255 approved 12/11/18 \$3,500,00.00

R2019-0292 approved 1/14/20 \$3,500,000.00

R2021-0060 approved 3/9/21 \$2,665,000.00

The Services being provided:

Providers will provide timely services which contribute to stabilizing and strengthening families to prevent the need for out-of-home care when possible. Services which are evidenced-based must be delivered to fidelity of the model. Program capacity must take into account families that are referred on an “emergency basis” as well as severity of need and must have 24/7 on call capacity for families experiencing a crisis after hours.

High Fidelity Wrap Around Services

Wraparound is a planning process that follows a series of steps to help children and families achieve stated goals. The goal of Wraparound is to reduce the risk of out-of-home placement by helping maintain stable family environments. Children and adolescents experiencing serious emotional disturbance often have very complicated plans from several different systems. High Fidelity (HiFi) Wraparound eagerly 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 short-term, family-focused services designed to assist families in crisis by improving parenting and family functioning while keeping children safe. The families that are served through family preservation services may require both traditional therapies and non-traditional services. Services provided to the family 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. Families may include biological, foster, adoptive or kinship caregivers.

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. Intensive family preservation services (IFPS), like family preservation services, are family-focused, community-based crisis intervention services. IFPS are characterized by small caseloads for workers, short duration of services, 24-hour availability of staff, and the provision of services primarily in the family's home or in another environment familiar to the family. They are often offered to families as an alternative to their children's out-of-home placement. Services may be required on an "emergency" basis. There are five categories of Family Preservation referrals which typically differ in terms of primary focus, target population, and service duration:

Family Focus/Family Preservation Service	Target Population	Duration
Intensive In-Home Services	Moderate to high-risk families in crisis; Families in need of a safety plan	90 consecutive days 50 Service hours maximum
Family in need of Services	Overwhelmed parents/caretakers Family in crisis but child not deemed "dependent" by DCFS	90 consecutive days 30 service hours maximum
Parent-Teen Conflict Services	Families with parent-teen conflict/crisis due to unruly delinquent, aggressive violent, gang involvement, runaway	90 consecutive days 40 service hours maximum
Reunification Services	Families in need of initial and ongoing support with re-integrating child after removal; may include children seeking out birth parents	120 consecutive days 50 service hours maximum 5 service hours minimum the first week of placement, then as
Resource Family Support	Families in need of support for children with behavior issues, adoptive child integration, and children seeking out birth parents	90 consecutive days 30 service hours maximum 5 service hours minimum the first week of placement, then as

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. For the purpose of the RFP, several modalities have been successfully implemented with at-risk families and families in crisis. These modalities include the following:

Parent Child Interaction Therapy (PCIT) - is an evidence-based treatment for young children (ages 3-6 years) with emotional and behavioral disorders that places emphasis on improving the quality of the parent-child relationship and changing parent-child interaction patterns. Children and their caregivers are seen together in PCIT. Most of the session time is spent coaching caregivers in the application of specific therapy skills. Concluding each session, therapist and caregiver together decide which skill to focus on most during daily 5- minute home practice sessions the following week.

Trauma Focused Cognitive Behavioral Therapy (TF CBT) - is a conjoint child and parent psychotherapy approach for children and adolescents (ages 3-18 years) who are experiencing significant emotional and behavioral difficulties related to traumatic life events. It is a treatment model that incorporates trauma-sensitive interventions with cognitive behavioral, family, and humanistic principles and techniques. Children and parents learn new skills to help process thoughts and feelings related to traumatic life events; manage and resolve distressing thoughts, feelings, and behaviors related traumatic life events; and enhance safety, growth, parenting skills, and family communication. TF-CBT is designed to be a relatively short-term treatment, typically lasting 12 to 16 sessions. Treatment may be provided for longer periods depending upon individual child and family needs. TF-CBT can be used as part of a larger treatment plan for children with complex difficulties.

Alternatives for Families Cognitive Behavioral Therapy (AF CBT) - is an evidence- supported intervention that targets (1) diverse individual child and caregiver characteristics related to conflict and intimidation in the home and (2) the family context in which aggression or abuse may occur. This approach emphasizes training in intra- and interpersonal skills designed to enhance self-control and reduce violent behavior. AF-CBT is designed to intervene with families referred for conflict or coercion, verbal or physical aggression by caregivers (including the use of excessive physical force or threats), behavior problems in children/adolescents, or child physical abuse.

Nurturing Parenting™

The Nurturing Parenting programs target all families at risk for abuse and neglect with children birth to 18 years. The programs have been adapted for special populations, including Hmong families, military families, Hispanic families, African American families, teen parents, foster and adoptive families, families in alcohol treatment and recovery, parents with special learning needs, and families with children with health challenges. The programs feature activities to foster positive parenting skills and self-nurturing, home practice exercises, family nurturing time, and activities to promote positive brain development in children birth to 18 years. Lessons can be delivered in a home-based setting, group-based setting, or combination of home and group settings. Parents and children attend separate groups that meet concurrently designed to build self-awareness, positive concept/self-esteem and build levels of empathy; teach alternatives to hitting and yelling; enhance family communication and awareness of needs; replace abusive behaviors with nurturing behaviors; promote healthy physical and emotional development; and teach appropriate role and developmental expectations. 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 generally as a requirement of family reunification. Supported visits should be arranged in a neutral environment such as a community-based agency. Visit coaching and support is a practice that helps families to make significant changes and life alterations in a short time frame. Visit coaching can replace parenting classes and office-based visits with hands-on guidance for families in meeting their children’s needs. Visit coaching and support directly address the issues that brought the child into care, building on family strengths and guiding improved parenting. This service requires parent coaches to support visitation with families after a recent custody episode. The visit coach helps parents take charge of visits and demonstrate more responsiveness to each child. 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 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 provided will support families and their team with medical concerns/diagnoses that have brought them to the attention of the agency. The ideal 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.

Youth Acceptance Project (or Family Acceptance Program)

The Youth Acceptance Project works with the families of lesbian, gay, bisexual and transgender (LGBT) and gender non-conforming children and youth in foster care or involved in the child welfare continuum. The intervention serves as a family preservation and family reunification tool, assisting families who are struggling with the sexual orientation and/or gender identity/expression of their child. Family advocates use a psycho-educational model to address the misinformation, resistance, fear and grief that families often struggle with; ultimately moving families to a place of acceptance of their child. The intervention is based on research that documents the impact and harm that families can create when they are not accepting of their child. The result is families that become accepting and affirming of their children. The intervention reduces the time that children spend in foster care and reunites children with their families.

Multiethnic Placement Act Assessment (MEPA)

DCFS is seeking assistance to administer the MEPA assessment of a child's placement needs related to race, color or national origin (RCNO). The assessment must be conducted by one of the following:

- A licensed child psychiatrist
- A licensed child psychologist
- A licensed independent social worker

The primary goals of the project are.

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

Procurement

The procurement method for this project was RFP

The (above procurement method) was closed on June 29, 2021. There is not an SBE or DBE participation/goal.

There were 28 applications pulled from OPD, 14 proposals submitted for review, 11 proposals approved.

Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102
(216) 521-6511
Council District 3
Jennifer Yarham, Executive Director
blumhagenj@wingspancg.org

Beech Brook
3737 Lander Road
Cleveland, Ohio 44124
(216) 831-2255
Council District 9
Heidi Lang, Senior Director, Development
hlang@beechbrook.org

Bellefaire JCB
22001 Fairmount Blvd
Shaker Heights, Ohio 44118
(216)320-8402
Council District 10
Jeffrey Lox, Executive Director
loxj@bellefairejcb.org

Catholic Charities Corporation
3135 Euclid Avenue, Suite 101
Cleveland, Ohio 44115
(216) 334-2936
Council District 7
Joan Hinkelman, Senior Director of Family Services
jmhinkelman@ccdocle.org

The Cleveland Christian Home Incorporated
4614 Prospect Avenue, Suite 240
Cleveland, Ohio 44103
(216) 688-7214
District 8
Charles Tuttle, CEO
ctuttle@cchome.org

Mental Health Services for Homeless Persons, Inc. dba Frontline Service
1744 Payne Avenue
Cleveland, Ohio 44114
(216) 274-3303
Council District 7
Naomi Worthington, Grants Manager
Naomi.worthington@frontlineservice.org

National Youth Advocate Program
1801 Watermark Drive Ste 200
Columbus, OH 43215
(614) 487-758
Council District N/A
Kelly Davis, Associate Executive Director
kdavis@nyap.org

Ohio Guidestone
434 Eastland Road
Berea, Ohio 44017
(440)260-8338
Council District 5
Donna Keegan, Executive VP
Donna.keegan@OhioGuidestone.org

Ohio Mentor, Inc.
6200 Rockside Woods Boulevard, Suite 305
Independence, Ohio 44131
(216) 525-1885
Council District 6
Chip Bonsutto, Executive Director,
Angelo.Bonsutto@TheMentorNetwork.com

Pressley Ridge
23701 Miles Road
Cleveland, Ohio 44128
(216)763-0800
Council District 9
Lisa Allomong, Program Director
lallomong@pressleyridge.org

Specialized Alternatives for Families and Youth of Ohio, Inc.
20600 Chagrin Boulevard, Suite 320 Shaker Heights, Ohio 44112
(419) 890-3772
Council District 9
Faith Morehouse, Associate Executive Director
morehousef@safy.org

The project is located in various Council Districts

Project Status and Planning

The project reoccurs annually.

The project term is 1/1/2022 – 12/31/2023. The item is being submitted late due to delays in vendors submission of insurance documents that complied with requirements. In the future a more proactive approach will be taken with vendors during the RFP process to avoid these delays during the award process.

Funding

The project is funded Title IV-E 67% and HHS Levy 33%

- The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6408
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1207
CM Contract#	1995 Bellefaire JCB

	Department initials	Clerk of the Board
Briefing Memo	CM	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
Why is the contract being submitted late?	The item is being submitted late due to delays in vendors submission of insurance documents that complied with requirements.	
What is being done to prevent this from reoccurring?	In the future a more proactive approach will be taken with vendors during the RFP process to avoid these delays during the award process.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			CM	See Note - OK
Bid Specification Packet			CM	See Note - OK
Evaluation Summary (names of evaluators to be included)			CM	See Note - OK
Diversity Documents – <i>if required (goal set)</i>			Not required	N/R
Award Letter (sent to awarded vendor)			CM	See Note - OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			Not requested	N/R
Tabulation Sheet			CM	See Note - OK
IG#	12-0611 12/31/2023 Bellefaire JCB 12-0611-REG 31DEC2023		CM	OK
Debarment/Suspension Verified	Date:	11042021	CM	OK
Auditor’s Finding	Date:	11042021	CM	OK
Vendor’s Submission			CM	OK
Independent Contractor (I.C.) Requirement	Date:	09102021	CM	OK
Cover - <i>Master contracts only</i>			CM	See Note - OK
Contract Evaluation – <i>if required</i>			CM	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			CM	OK AHW

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	CM
Matrix Law Screen shot	CM
COI	CM
Workers’ Compensation Insurance	CM
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS260180	56030	UCH09999	\$140,000.00
1/1/2022-12/31/2022	HS260150	56000	UCH05942	\$110,000.00
1/1/2022-12/31/2022	HS260150	56110	UCH05930	\$200,000.00
1/1/2023-12/31/2023	HS260180	56030	UCH09999	\$140,000.00
1/1/2023-12/31/2023	HS260150	56000	UCH05942	\$110,000.00
1/1/2023-12/31/2023	HS260150	56110	UCH05930	\$200,000.00
	-	-	TOTAL	\$900,000.00
1/1/2022-12/31/2022	HS260160	55130	UCH02123	\$89,115.00
1/1/2023-12/31/2023	HS260160	55130	UCH02123	\$89,115.00
			TOTAL	\$178,230.00

Contract History CE/AG# (if applicable)	150
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	6408
CM Contract#	1995

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$5,330,000.00		1/1/22-12/31/23		
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			

2 | Page

Revised 9/17/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount					

Purchasing Use Only:

Prior Resolutions	
CM#:	1995
Vendor Name:	Bellefaire JCB
ftp:	1/1/2022-12/31/2023
Amount:	\$178,230.00 mm
History/CE:	OK
EL:	OK
Procurement Notes:	<p>11.15.2021: This is the Master and contains the following Master Documents for all 11 contracts:</p> <ul style="list-style-type: none"> • Briefing Memo • Notice of Intent to Award • Bid Specification Packet (Final RFP from event) • Evaluation Summary with Team Names • Award Letter • Tabulation Sheet • Signed Contract • Contract Cover • Late Explanation on Checklist CM1995 <p>Need: Signed contract. Questions: #10 is unanswered and #11 is incorrect. Delete the line – it will be added once approve by Council. Accounting Units Table: Incorrect needs updating</p> <p>12.27.2021:</p> <ol style="list-style-type: none"> 1. Vendor Agreement Button: Commitment tab change Create GL Commitments to Line. 2. Need to spread the lines to the GL. 3. Line Expiration date for Lines 1 and 2 should be 1/1/2022 – 12/31/2022 <p>12.29.2021: All changes made as requested.</p> <p>OK to approve once all 11 contracts have been reviewed. AHW</p>

Purchasing Buyer approval: ok to approve, AHW 12.29.2021

CONTRACT EVALUATION FORM

Contractor	Applewood Centers				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	136				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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.				
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):	Applewood has accepted 26 Family Preservation referrals, 50 wraparound referrals, 7 MSTPSB referrals, and 5 TFCBT referrals in 2021. Applewood continues to meet or exceed their identified benchmarks, including timely engagement (100%), improved functioning scores (89%), and family stability measures (100%) in 2021 and continue to provide access and capacity to DCFS when urgent cases are presented.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Applewood continues to be a valuable partner to DCFS. During this contract period, Applewood met or exceeded the provider performance expectations identified for the multiple programs offered and continues to support the families and children referred.				
Department Contact	Karen Stormann				
User Department	Division of Children and Family Services				
Date	10.15.21				

CONTRACT EVALUATION FORM

Contractor	Beech Brook				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	149				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	BeechBrook has accepted the following # of referrals in 2021: wraparound: 28, Family Preservation: 24, Nurturing parenting: 76, Supported Visitation: 22, TFEBT: 20, AFEBT: 7, PCIT 2. BeechBrook provides multiple programming options for DCFS families. Outcomes vary by program. Family stability is achieved 76%-97% of the time (benchmark 80%) based on program and parenting skills improved 83% (benchmark 75%) of the time and a 94% satisfaction rate (benchmark 80%).				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	BeechBrook continues to partner with DCFS and provide multiple evidence based programming options to meet families where they are at. Some program areas/capacity have been impacted by recruitment/retention challenges,				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10/15/21				

CONTRACT EVALUATION FORM

Contractor	Bellefaire JCB				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	150				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	Bellefaire has accepted 7 Family Preservation referrals and 28 Medical Case Management referrals in 2021. They meet or exceed benchmarks set forth under this contract including improved youth functioning (75%) and increased familial knowledge of medical diagnosis (90%).				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Bellefaire meets or exceeds the performance expectations during this contract period. They provide high quality services to DCFS children and families. They have not been able to accept a high volume of Family Preservation referrals due to lower than usual staffing levels this year.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10/15/21				

CONTRACT EVALUATION FORM

Contractor	Catholic Charities Corporation				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	157				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	Catholic Charities has accepted 36 wraparound, 25 family preservation, 12 IHBT, 8 TBCBT, and 43 supported visit referrals to date. They continue to meet or exceed programmatic benchmarks identified within the contract. Family stability 93/80%, increased youth functioning 81/75%, improved family supports 83/80%, and 100% family satisfaction rates.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Catholic Charities continues to be a valued partner to DCFS. They meet contractual expectations and provide critical services to our children and families.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

CONTRACT EVALUATION FORM

Contractor	Cleveland Christian Home				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	165				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	Cleveland Christian Home has accepted 50 family preservation referrals in 2021. Cleveland Christian Home is meeting most benchmarks set forth in the contract. 80/75% cases saw an increase in youth functioning; 84/80% families successfully completed programming.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Cleveland Christian Home continues to be a valued partner to DCFS. They have provided family preservation services for many years and meet all programmatic expectations. Cleveland Christian Home has experienced challenges with staffing levels this contract period and is not able to accept referrals at all times.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

CONTRACT EVALUATION FORM

Contractor	Mental Health Services for Homeless Persons dba Frontline				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	267				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	In 2021, Frontline has accepted 11 TFCBT cases. Frontline reports that 100% of counselors implement TF-CBT services with 80% fidelity to the model as observed and documented on the TF-CBT Brief Practice Checklist. Clients report a reduction in symptoms on the PTSD RI measure upon closure.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Frontline continues to be a valued partner to DCFS. They are an asset to the community in terms of trauma response and crisis. Frontline continues to meet or exceed contractual expectations.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

CONTRACT EVALUATION FORM

Contractor	National Youth Advocate Program (NYAP)				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 191 CE1700303-01				
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.				
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 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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	9/2/2021

CONTRACT EVALUATION FORM

Contractor	Ohio Guidestone				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	176				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	In 2021, Ohio Guidestone has received 12 family preservation referrals, 93 nurturing parenting referrals, and 22 supported visitation referrals. Ohio Guidestone continues to meet most of the benchmarks set forth in their contract. /7575% caregivers reported an improvement in their child's daily functioning. 85/100% families received an initial contact attempt within the timeframe specified.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Ohio Guidestone continues to be a valued partner to DCFS. They openly communicate with DCFS regarding capacity and meet monthly with staff liaisons to address barriers and programmatic challenges.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

CONTRACT EVALUATION FORM

Contractor	Ohio MENTOR				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	270				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	Ohio Mentor has received/accepted 53 referrals for family preservation services this year and 5 referrals for TFCBT. 82% (80% benchmark) of the families achieved the identified treatment goals; 100% (80% benchmark) of children/families who completed the program showed a decrease score in the CANS subsection Exposure to Potentially Traumatic/Adverse Childhood Experiences Domain.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Ohio Guidestone continues to be a valued partner to DCFS. They are available to assist in emergency referral situations and meet monthly with DCFS liaisons to discuss programmatic issues and keep capacity information up to date.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

CONTRACT EVALUATION FORM

Contractor	Pressley Ridge				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	172				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	Pressley Ridge has accepted 32 wraparound referrals this year. 89% (80% benchmark) of children receiving wraparound remained in the least restrictive environment at time of discharge; 100% (90% benchmark) of families who completed PR wraparound had zero incidents of abuse/neglect during programming.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Pressley Ridge continues to be a valued partner to DCFS. They continue to meet or exceed the benchmarks set forth in the current contract. Pressley Ridge meets monthly with DCFS liaisons to maintain communication and troubleshoot referral issues and training schedules.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

CONTRACT EVALUATION FORM

Contractor	Specialized Alternatives for Families and Youth (SAFY)				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	171				
RQ#	4259				
Time Period of Original Contract	1/1/2019 – 12/31/2019				
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 but are not limited to, 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.				
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):	SAFY has accepted 50 referrals for family preservation this year. SAFY continues to meet or exceed programmatic benchmarks that are set forth in the current contract. 92% (75% benchmark) of the youth who received family preservation with SAFY showed a increase in youth functioning; the same amount (92%) also showed an increase in family functioning. 87% of the families enrolled showed a demonstrated increase in positive connections and family supports (75% benchmark).				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	SAFY continues to be a valued partner to DCFS. They continue to meet or exceed the benchmarks set forth in the current contract. SAFY meets monthly with DCFS liaisons to maintain communication and troubleshoot referral issues and training schedules.				
Department Contact	Karen Stormann				
User Department	Cuyahoga County Division of Children and Family Services				
Date	10.18.21				

RFP6408 FCSS (DCFS) Evaluation Summary

Team C	Ace Wellness		Bellefaire		NYAP		Pinnacle	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	10	17	11.5	21	10	19	10	17
Program Management and Reporting	11.5	16.5	13	18	15	20.4	12	16.2
Organizational Capacity and Prior Experience	7	9	11	15	0	0	11	14
Internal Evaluation and Accountability	7.5	7	11	11	10	13	12	12
Program Budget and Narrative	3	1	4	0	12	12	2.5	0
Total Evaluation Score (Maximum 102 points)	39	51	50.5	65	47	64	47.5	59

Team B	Catholic Charities		Ohio MENTOR		Pressley Ridge		Youth Villages	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	12.5	22	12	22	11	20	9	15
Program Management and Reporting	10	15.4	19.5	28.2	14	20.5	11	16.2
Organizational Capacity and Prior Experience	10.5	14	13.5	18	11	14	9	12
Internal Evaluation and Accountability	10	10	15	15	10	10	9	9
Program Budget and Narrative	5	9	4	7	4	7	2.5	5
Total Evaluation Score (Maximum 102 points)	48	70	64	90	50	72	40.5	57

Team D	Applewood		Frontline		SAFY		Score	Adj. Score
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score		
Program Model & Design	15	25	11.5	14	11.5	22	0	0
Program Management and Reporting	14.5	20.4	16	24.9	14	22.4	0	0
Organizational Capacity and Prior Experience	12	16	13	17	12	16	0	0
Internal Evaluation and Accountability	10.5	11	13	13	11.5	12	0	0
Program Budget and Narrative	4	8	4	7	3	6		
Total Evaluation Score (Maximum 102 points)	56	80	57.5	76	52	78	0	0

Team A	Beech Brook		Cleveland Christian Home		Ohio Guidestone		Score	Adj. Score
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score		
Program Model & Design	11.5	20	10.5	17	10.5	18	0	0
Program Management and Reporting	15	22.4	14	20.4	12.5	19.2	0	0
Organizational Capacity and Prior Experience	11.5	16	7.5	10	9.5	13	0	0
Internal Evaluation and Accountability	11.5	12	8.5	8	10	10	0	0
Program Budget and Narrative	4	7	4	7	3	6		
Total Evaluation Score (Maximum 102 points)	53.5	77	44.5	62	45.5	66	0	0

Review Team Members: Team A. Karen Storman (lead) Kara Davis, Latoya Hall, Olivia Goins-Jordan; Team B - Nicole Scalish (lead), Lashawn Robinson, Elizabeth Nekoloff, Aaron Carlson; Team C - Carletta McCoy (lead) Staci Garlington, Alyssa Williams, Paul Porter; Team D - Raymond James (lead) Andrea Colson, Sylvia Jackson

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0025

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Senior and Adult Services	A Resolution making awards on RQ6690 to various municipalities and providers in the total amount not-to-exceed \$7,138,350.00 for the Community Social Services Program for the period 1/1/2022 - 12/31/2023; 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 RQ6690 to various municipalities and providers in the total amount not-to-exceed \$7,138,350.00 for the Community Social Services Program for the period 1/1/2022 - 12/31/2023 as follows:

- 1) Contract No. 1936 with City of Bedford in the amount not-to-exceed \$108,084.00 for Adult Development, Congregate Meals and Transportation services
- 2) Contract No. 1938 with City of Bedford Heights in the amount not-to-exceed \$233,810.00 for Adult Development, Congregate Meals and Transportation services
- 3) Contract No. 1939 with City of Berea in the amount not-to-exceed \$226,036.00 for Adult Development, Delivered Meals and Transportation services
- 4) Contract No. 1940 with City of Euclid in the amount not-to-exceed \$152,810.00 for Adult Development, Congregate Meals, Holiday Meals and Transportation services
- 5) Contract No. 1946 with City of Lakewood in the amount not-to-exceed \$91,000.00 for Adult Development and Transportation services
- 6) Contract No. 1941 with City of Maple Heights in the amount not-to-exceed \$114,800.00 for Congregate Meals, Delivered Meals, Holiday Meals and Transportation services
- 7) Contract No. 1942 with City of Olmsted Falls in the amount not-to-exceed \$59,990.00 for Adult Development services
- 8) Contract No. 1943 with City of Solon in the amount not-to-exceed \$119,626.00 for Adult Development services

- 9) Contract No. 1944 with City of Strongsville in the amount not-to-exceed \$220,950.00 for Adult Development and Transportation services
- 10) Contract No. 1926 with Catholic Charities Corporation on behalf of Fatima Family Center in the amount not-to-exceed \$175,312.50 for Adult Development and Congregate Meals services
- 11) Contract No. 1925 with Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$239,750.00 for Adult Development, Congregate Meals, Transportation and Outreach services
- 12) Contract No. 1927 with Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$178,640.00 for Adult Development and Transportation services
- 13) Contract No. 1945 with Cleveland Clergy Alliance in the amount not-to-exceed \$300,000.00 for Outreach services
- 14) Contract No. 1947 with Community Partnership on Aging in the amount not-to-exceed \$140,000.00 for Adult Development and Transportation services
- 15) Contract No. 1948 with The East End Neighborhood House Association in the amount not-to-exceed \$345,788.00 for Adult Development, Congregate Meals Delivered Meals, Holiday Meals and Transportation services
- 16) Contract No. 1952 with Eliza Bryant Village in the amount not-to-exceed \$156,000.00 for Adult Day and Transportation services
- 17) Contract No. 1953 with The Harvard Community Services Center in the amount not-to-exceed \$265,504.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services
- 18) Contract No. 1954 with Linking Employment, Abilities and Potential (LEAP) in the amount not-to-exceed \$50,000.00 for Adult Development services
- 19) Contract No. 1955 with The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$288,000.00 for Adult Development, Congregate Meals and Transportation services
- 20) Contract No. 1956 with Murtis Taylor Human Services System in the amount not-to-exceed \$815,244.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services
- 21) Contract No. 1957 with Near West Side Multi-Service Corporation dba May Dugan Center in the amount not-to-exceed \$50,000.00 for Adult Development services
- 22) Contract No. 1958 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$957,686.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services
- 23) Contract No. 1959 with The Salvation Army in the amount not-to-exceed \$242,302.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services
- 24) Contract No. 1940 with Senior Citizen Resources, Inc. in the amount not-to-exceed \$493,042.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services
- 25) Contract No. 1961 with Senior Transportation Connection in the amount not-to-exceed \$400,000.00 for Transportation services

- 26) Contract No. 1962 with University Settlement, Inc. in the amount not-to-exceed \$108,084.00 for Adult Development, Congregate Meals and Transportation services
- 27) Contract No. 1964 with West Side Community House in the amount not-to-exceed \$417,997.50 for Adult Development, Congregate Meals, Holiday Meals and Transportation services

WHEREAS, the primary goal of this project is to provide programming at senior centers throughout Cuyahoga County; and

WHEREAS, the funding for this project is as follows: (a) 67% Title IV-E Funds and (b) 33% from Health and Human Service 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 RQ6690 to various municipalities and providers in the total amount not-to-exceed \$7,138,350.00 for the Community Social Services Program for the period 1/1/2022 - 12/31/2023 as follows:

- 1) Contract No. 1936 with City of Bedford in the amount not-to-exceed \$108,084.00 for Adult Development, Congregate Meals and Transportation services
- 2) Contract No. 1938 with City of Bedford Heights in the amount not-to-exceed \$233,810.00 for Adult Development, Congregate Meals and Transportation services
- 3) Contract No. 1939 with City of Berea in the amount not-to-exceed \$226,036.00 for Adult Development, Delivered Meals and Transportation services
- 4) Contract No. 1940 with City of Euclid in the amount not-to-exceed \$152,810.00 for Adult Development, Congregate Meals, Holiday Meals and Transportation services
- 5) Contract No. 1946 with City of Lakewood in the amount not-to-exceed \$91,000.00 for Adult Development and Transportation services
- 6) Contract No. 1941 with City of Maple Heights in the amount not-to-exceed \$114,800.00 for Congregate Meals, Delivered Meals, Holiday Meals and Transportation services
- 7) Contract No. 1942 with City of Olmsted Falls in the amount not-to-exceed \$59,990.00 for Adult Development services
- 8) Contract No. 1943 with City of Solon in the amount not-to-exceed \$119,626.00 for Adult Development services

- 9) Contract No. 1944 with City of Strongsville in the amount not-to-exceed \$220,950.00 for Adult Development and Transportation services
- 10) Contract No. 1926 with Catholic Charities Corporation on behalf of Fatima Family Center in the amount not-to-exceed \$175,312.50 for Adult Development and Congregate Meals services
- 11) Contract No. 1925 with Catholic Charities Corporation on behalf of Hispanic Senior Center in the amount not-to-exceed \$239,750.00 for Adult Development, Congregate Meals, Transportation and Outreach services
- 12) Contract No. 1927 with Catholic Charities Corporation on behalf of St. Martin de Porres Family Center in the amount not-to-exceed \$178,640.00 for Adult Development and Transportation services
- 13) Contract No. 1945 with Cleveland Clergy Alliance in the amount not-to-exceed \$300,000.00 for Outreach services
- 14) Contract No. 1947 with Community Partnership on Aging in the amount not-to-exceed \$140,000.00 for Adult Development and Transportation services
- 15) Contract No. 1948 with The East End Neighborhood House Association in the amount not-to-exceed \$345,788.00 for Adult Development, Congregate Meals Delivered Meals, Holiday Meals and Transportation services
- 16) Contract No. 1952 with Eliza Bryant Village in the amount not-to-exceed \$156,000.00 for Adult Day and Transportation services
- 17) Contract No. 1953 with The Harvard Community Services Center in the amount not-to-exceed \$265,504.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services
- 18) Contract No. 1954 with Linking Employment, Abilities and Potential (LEAP) in the amount not-to-exceed \$50,000.00 for Adult Development services
- 19) Contract No. 1955 with The Mandel Jewish Community Center of Cleveland in the amount not-to-exceed \$288,000.00 for Adult Development, Congregate Meals and Transportation services
- 20) Contract No. 1956 with Murtis Taylor Human Services System in the amount not-to-exceed \$815,244.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services
- 21) Contract No. 1957 with Near West Side Multi-Service Corporation dba May Dugan Center in the amount not-to-exceed \$50,000.00 for Adult Development services
- 22) Contract No. 1958 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$957,686.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services
- 23) Contract No. 1959 with The Salvation Army in the amount not-to-exceed \$242,302.00 for Adult Development, Congregate Meals, Delivered Meals and Transportation services
- 24) Contract No. 1940 with Senior Citizen Resources, Inc. in the amount not-to-exceed \$493,042.00 for Adult Development, Congregate Meals, Delivered Meals, Holiday Meals and Transportation services
- 25) Contract No. 1961 with Senior Transportation Connection in the amount not-to-exceed \$400,000.00 for Transportation services

- 26) Contract No. 1962 with University Settlement, Inc. in the amount not-to-exceed \$108,084.00 for Adult Development, Congregate Meals and Transportation services
- 27) Contract No. 1964 with West Side Community House in the amount not-to-exceed \$417,997.50 for Adult Development, Congregate Meals, Holiday 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 _____
_____, 20__

Title: Division of Senior and Adult Services; 6690 – 2022– Multiple Vendors – RFP Master Agreement–Community Social Services Program (CSSP)

Scope of Work Summary

The Division of Senior and Adult Services is requesting approval of an RFP master agreement to increase provision of specialized community center-based services from various Providers to assist DSAS in providing an array of social services to seniors and at-risk residents of Cuyahoga County.

The vendors are as follows: 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; City of Bedford; City of Bedford Heights; City of Berea; City of Euclid; City of Lakewood; City of Maple Heights; City of Olmsted Falls; City of Solon; City of Strongsville; Cleveland Clergy Alliance; Community Partnership of Aging; The East End Neighborhood House Association; Eliza Bryant Village; Harvard Community Services Center; Linking Employment Abilities and Potential (LEAP); The Mandel Jewish Community Center of Cleveland; Murtis H. Taylor Services System; Near West Side Multi-Service Corporation dba May Dugan Center; Rose Centers for Aging Well, LLC; The Salvation Army; Senior Citizen Resources, Inc.; Senior Transportation Connection (STC); University Settlement, Inc.; and West Side Community House. The anticipated cost not-to-exceed for the master agreement is \$7,138,350.00. The Term is 01/01/2022 thru 12/31/2023.

The vendors shall deliver the following services to seniors and adults with disabilities at senior centers throughout Cuyahoga County: Adult Development, Adult Day Care, Congregate Meals, Transportation, and Outreach.

The primary goals of the project are:

- To reduce loneliness and isolation
- To improve physical and mental health
- To reduce food insecurity

Procurement

The procurement method for this project was RFP. The total value of the RFP is \$7,138,350.00.

The RFP was closed on 7/12/2021.

There were 1,116 RFPs pulled from OPD, 31 proposals submitted for review 27 proposals approved.

Contractor and Project Information

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. City of Bedford
124 Ellenwood Ave
Bedford, OH 44146
Council District 9
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 Solon
34200 Bainbridge Road
Solon, OH 44013
Council District 6
12. City of Strongsville
16099 Foltz Parkway
Strongsville, OH 44149

Council District 5

13. Cleveland Clergy Alliance
3130 East Drive
Cleveland Heights, OH 44121
Council District 10
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. Eliza Bryant Village
7201 Wade Park Ave.
Cleveland, OH 44103
Council District 7
17. Harvard Community Services Center, The
18240 Harvard Avenue
Cleveland, OH 44128
Council District 9
18. Linking Employment Abilities and Potential (LEAP)
2545 Lorain Avenue
Cleveland, OH 44113
Council District 7
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. Near West Side Multi-Service Corp dba May Dugan Center
4115 Bridge Avenue
Cleveland, OH 44113
Council District 7

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. Senior Transportation Connection
4735 W. 150th Street Suite A
Cleveland, OH 44135
Council District 7

26. University Settlement, Inc.
4800 Broadway Avenue
Cleveland, OH 44127
Council District 8

27. West Side Community House
9300 Lorain Avenue
Cleveland, OH 44102
Council District 3

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
Fredy Robles, Chief Program Officer
2. Catholic Charities Community Services Corp. on behalf of the Hispanic Senior Center
Fredy Robles, Chief Program Officer
3. Catholic Charities Community Services Corp. on behalf of the St. Martin de Porres Family Center
Fredy Robles, Chief Program Officer
4. City of Bedford
Michael Mallis, City Manager

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
Meghan George, Mayor
9. City of Maple Heights
Annette Blackwell, Mayor
10. City of Olmsted Falls
James Graven, Mayor
11. City of Solon
Edward Kraus, Mayor
12. City of Strongsville
Thomas Perciak, Mayor
13. Cleveland Clergy Alliance
Reverend Lorenzo Norris, President/CEO
14. Community Partnership on Aging
Wendy Albin-Sattin, Executive Director
15. East End Neighborhood House Association, The
Zulma Zabala, Chief Executive Officer
16. Eliza Bryant Village
Danny R. Williams, President and CEO
17. Harvard Community Services Center, The
Elaine Gohlstin, President/CEO
18. Linking Employment Abilities and Potential (LEAP)
Melanie Hogan, Executive Director
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. Near West Side Multi-Service Corp dba May Dugan Center
Rick Kemm, Executive Director
22. Rose Centers for Aging Well, LLC
Dabney Conwell, Executive Director
23. Salvation Army, The
Michael Southwick, Secretary
24. Senior Citizen Resources
Mark Mazzone, President of the Board
25. Senior Transportation Connection
Janice Dzigiel, Executive Director
26. University Settlement
Earl Pike, Executive Director
27. West Side Community House
Rachelle Milner, Executive Director

The address or location of the project is: Countywide
The project is located in Council Districts 2-11.

Project Status and Planning

The project reoccurs annually.

Funding: The project is funded 100% by the Cuyahoga County Health and Human Services Levy.
The schedule of payments is monthly.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6690
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1245-1
CM Contract#	1926

	Department initials	Clerk of the Board
Briefing Memo	AC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	Insurance certification issues for multiple vendors	
What is being done to prevent this from reoccurring?	Trying to be more inclusive of insurance in RFP processes moving forward	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION		
Formal RFP		
Reviewed by Purchasing		
CSSP22 - Catholic Charities - Fatima	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	AC	10/25/21 OK
Bid Specification Packet	AC	OK
Evaluation Summary (names of evaluators to be included)	AC	OK – higher scoring vendors not being awarded is explained on the Tab Sheet
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	AC	(10/5/21) Revised needed
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	AC	OK
IG# 12-0766-REG	AC	OK
Debarment/Suspension Verified Date: 12/15/2021	AC	OK
Auditor’s Finding Date: 12/15/2021	AC	OK
Vendor’s Submission	AC	OK
Independent Contractor (I.C.) Requirement Date: 10/14/2021	AC	OK
Cover - <i>Master contracts only – This is the Master</i>	AC	OK
Contract Evaluation – <i>if required</i>	AC	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	AC	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AC
Matrix Law Screen shot	N/A
COI	AC
Workers’ Compensation Insurance	AC
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS260265	56110	UCH09303	\$40,000.00
01/01/2023 – 12/31/2023	HS260265	56110	UCH09303	\$40,000.00
01/01/2022 – 12/31/2022	HS260265	56110	UCH09304	\$47,656.25
01/01/2023 – 12/31/2023	HS260265	56110	UCH09304	\$47,656.25
			TOTAL	\$175,312.50

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	6690
CM Contract#	1926

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$7,138,350.00		01/01/2022 – 12/31/2023	Pending Approval	Pending Approval
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$7,138,350.00			

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Revised 9/17/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount (CSSP19)	\$1,741,596.00		01/01/2019 – 12/31/2019	12/11/2018	R2018-0256
Amendment 1		\$1,953,105.00	01/01/2020 – 12/31/2020	10/22/2019	R2019-0231
Amendment 2		\$1,803,105.00	01/01/2021 – 12/31/2021	12/08/2021 12/8/2020	R2020-027
Amendment 3		\$600,000.00	10/26/2021 – 12/31/2021	10/26/2021	R2021-0237
Total Contract Amount (CSSP19) Total Amendments		\$6,097,806.00 \$4,356,210.00	01/01/2019 – 12/31/2021		
New Contract Amount (CSSP22)	\$7,138,348.96	\$	01/01/2022 – 12/31/2023	Pending Approval	Pending Approval
Total Contract Amount (CSSP19 & CSSP22) Total Contract Amount	\$13,236,154.96	\$6,097,806.00	01/01/2019 – 12/31/2022		

Purchasing Use Only:

Prior Resolutions	
CM#:	1926
Vendor Name:	Catholic Charities Corporation on behalf of the Fatima Family Center
ftp:	1/1/2022 – 12/31/2023
Amount:	\$175,312.50 MM
History/CE:	OK (corrected by DoP)
EL:	OK
Procurement Notes:	Explanation needed on scoring eval as to why vendors who scored higher than others were not rewarded. Revised Award letter is needed, it does not show the vendor(s) it was sent to. Please update the Award Letter as a PDF, not the email. Contract Tab expiration date needs to be corrected. Contract History needs to be completed for the previous CSSP Master, because this is the same vendor with the same scope of services. Contract total does not match contract cover submitted by dept, please clarify. Comment is needed that lists all of the common contract documents and that they are housed in Contract 1926.

Purchasing Buyer approval: LATE – Late Explanation included on Checklist. CSSP Master Contract Award 1 of 27. All 27 contracts will need to be approved before this contract will be approved to BOC. Budget Breakdown matches Master Cover submitted by dept. TN 12/27/2021



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 6690	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$3,213,105.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: July 12, 2021	NUMBER OF RESPONSES (issued/submitted): 1,116/31
REQUESTING DEPARTMENT: Senior & Adult Services	COMMODITY DESCRIPTION: 2022 Community Social Services Program	
DIVERSITY GOAL/SBE 0 %	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" 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 PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PEF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1.	Ashbury Senior Computer Community Center 11011 Ashley Avenue Cleveland, OH 44106	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Seeking additional funds for this service, no award at this time for Innovation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			OPD Buyer Initials: TN					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Barton Center Inc. 14300 Detroit Ave Lakewood, OH 44107	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Seeking additional funds for this service, no award at this time for Innovation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3.	Catholic Charities Corp – Fatima Family Center 6600 Lexington Ave Cleveland, OH 44103	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4.	Catholic Charities Corp –St. Martin De Porres Family Center 1264 East 123 rd Cleveland, OH 44103	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5.	Catholic Charities Corp – The Hispanic Senior Center 7800 Detroit Ave Cleveland, OH 44102	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
6.	City of Bedford 165 Center Road Bedford, OH 44146	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> N/A OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
7.	City of Bedford Heights 5661 Perkins Road Bedford Heights, OH 44146	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
8.	City of Berea 451 Front Street Berea, Ohio 44017	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
9.	City of Euclid 585 East 222 nd Euclid, OH 44123	N/A	N/A	Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
10.	City of Lakewood	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
11. City of Maple Heights 15901 Libby Road Maple Heights, OH 44137	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
12.	City of Olmsted Falls 26100 Bagley Rd. Olmsted Falls, OH 44138	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
13.	City of Solon 35000 Portz Parkway Solon, OH 44139	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
14. City of Strongsville 18100 Royalton Road Strongsville, OH 44136	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
15.	Cleveland Clergy Alliance 310 Eastwick Dr. Cleveland Heights, OH 44121	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0005 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
16.	Community Partnership on Aging 1370 Victory Dr. South Euclid, OH 44121	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0146 NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
17.	East End Neighborhood House Assoc. 2749 Woodhill Road Cleveland, OH 44104	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1174 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
18.	Eliza Bryant Village 7201 Wade Park Ave. Cleveland, OH 44103	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1202 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> N/A OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
19.	Fairhill Partners 12200 Fairhill Road Cleveland, OH 44120	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1266 NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Seeking additional funds for this service, no award at this time for Innovation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
20.	Greater Cleveland Neighborhood Centers Association Wakefield Lofts 1814 East 40 th Street, Suite 4 D Cleveland, OH 44120	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: **Needed NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Seeking additional funds for this service, no award at this time for Innovation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
21.	Harvard Community Services Center 18240 Harvard Ave Cleveland, OH 44128	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1457 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
22.	Linking, Employment, Abilities and Potential 2545 Lorain Avenue Cleveland, OH 44113	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-3395 NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
23.	Mandel Jewish Community Center of Cleveland, OH 44122	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> IG Number: 20-0312 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
24.	Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> IG Number: 12-1963 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
25.	Near West Side Multi-Service Corp dba May Dugan Center 4115 Bridge Ave Cleveland, OH 44113	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2002 NCA: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					
26.	Rose Centers for Aging 11890 Fairhill Road Cleveland, OH 44120	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0225 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
				PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: TN					
27.	Salvation Army 2507 E. 22 nd Street Cleveland, OH 44115	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

				<input checked="" type="checkbox"/> Yes IG Number: 12-2752 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No			
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	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
28.	Senior Citizens Resources 3100 Devonshire Rd Cleveland, OH 44109	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0319 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" 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: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)

Transaction ID:

29.	Senior Transportation Connection 4735 West 150 th St. Suite A Cleveland, OH 44135	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0277 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
30.	University Settlement 4800 Broadway Avenue Cleveland, OH 44127	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2872 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

	Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
31.	West Side Community 9300 Lorain Ave. Cleveland, OH 44102	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2980 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No OPD Buyer Initials: TN	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No		Awarded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

RFP6211 Out of Home Care (DCFS) Evaluation Summary

Vendor name	Ashbury		Barton Senior Center		CC - Fatima		CC - Hispanic Senior Center	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	12	20	8.5	15	11.39	18	12	20
Program Management and Reporting	11	14	5	7.4	10.25	14	8	11
Organizational Capacity and Prior Experience	9.5	21	8	17	12.4	25	9.5	18
Internal Evaluation and Accountability	9.5	10	6.5	9	12	12	10.5	10
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	0	0	0	0	2.5	5	3	6
Total Evaluation Score (Maximum 102 points)	42	65	28	48	46.04	69	40	59

Vendor name	CC - SMDP		Cleveland Clergy Alliance		City of Bedford		City of Bedford Heights	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	11.5	18	3	4	8.1	14	13.5	22
Program Management and Reporting	9	13.2	5	6	7.8	9.7	9.5	12.4
Organizational Capacity and Prior Experience	10	13	4	9	7.4	15	8	21
Internal Evaluation and Accountability	9	9	1	2	9.9	10	8	8
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	5	10	0	0	1	2	0	0
Total Evaluation Score (Maximum 102 points)	44.5	63.2	13	21	34.2	50.7	39	63.4

Vendor name	City of Berea		City of Euclid		City of Lakewood		City of Maple Hts	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	11	18	12	20	11	18	12	20
Program Management and Reporting	10	13.2	10	12.8	9	12	10	12.8
Organizational Capacity and Prior Experience	12	24	9	17	8	16	10	21
Internal Evaluation and Accountability	10.5	11	7	8	9	9	10	7
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	2.33	5.00	4	8	2	4	4	8
Total Evaluation Score (Maximum 102 points)	45.83	71.2	42	65.8	39	59	46	68.8

Vendor name	City of Olmsted Falls		City of Solon		City of Strongsville		Community Partnership on Aging	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	10.5	18	14.2	24	10.5	18	13	23
Program Management and Reporting	7	10	14.6	19.3	9.5	11.6	12	15.6
Organizational Capacity and Prior Experience	6	14	15	30	10	19	11.5	25
Internal Evaluation and Accountability	7	7	14.5	14	10.5	11	11.5	12
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	3	6	5	10	2.5	5	1	2
Total Evaluation Score (Maximum 102 points)	33.5	55	63.3	97.3	43	64.6	49	77.6

Vendor name	East End		Eliza Bryant Village		Fairhill Partners		Greater Cleveland Neighborhood Ctrs	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	13.5	23	8	11	11.5	20	11.5	19
Program Management and Reporting	14	16.8	7	7.6	7.5	10	10.5	14.8
Organizational Capacity and Prior Experience	11.38	24	6	16	7.5	15	8.5	18
Internal Evaluation and Accountability	12	12	9	8	8.5	9	10.5	10
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	2	4	1	2	1	2	4	8
Total Evaluation Score (Maximum 102 points)	52.88	79.8	31	44.6	36	56	45	69.8

RFP6211 Out of Home Care (DCFS) Evaluation Summary

Vendor name	Harvard Community Services Center		LEAP		Mandel JCC		May Dugan Center	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	15	25	11.25	19	14.3	24	11.5	18
Program Management and Reporting	13.63	18.7	10.5	14.7	9.9	13.7	10	12.8
Organizational Capacity and Prior Experience	13.88	29	12.38	25	10.3	23.0	9.5	21
Internal Evaluation and Accountability	13.88	13	10.25	10	8.6	9	9.5	10
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	3	6	1	2	2.2	4	1	2
Total Evaluation Score (Maximum 102 points)	59.39	91.7	45.38	70.7	45.3	73.7	41.5	63.8

Vendor Name	Murtis Taylor HSS		Rose Centers for Aging Well		Salvation Army		Senior Citizen Resources	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	15	25	13	20	13	21	10	17
Program Management and Reporting	13.5	18.8	12.5	17.4	9	12.6	8.5	13.2
Organizational Capacity and Prior Experience	20	30	10	26	8.5	18	7	19
Internal Evaluation and Accountability	13	13	14	14	5	6	10	10
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	4	8	0	0	5	10	4.4	4
Total Evaluation Score (Maximum 102 points)	65.5	94.8	49.5	77.4	40.5	67.6	39.9	63.6

Vendor Name	Senior Transportation Connection		University Settlement		West Side Community House		Score	Adj. Score
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score		
Program Model & Design	9.4	16	13	22	13.5	22	0	0
Program Management and Reporting	11.4	15.7	12.5	15.8	11.5	16.8	0	0
Organizational Capacity and Prior Experience	12.6	26	12.5	24	12	26	0	0
Internal Evaluation and Accountability	8	9	11	10	12.5	12	0	0
Program Budget and Narrative	Score	Adj Score	Score	Adj Score	Score	Adj Score	Score	Adj Score
Total Section Score (Maximum 10 points)	0	0	2	4	0	0		
Total Evaluation Score (Maximum 102 points)	41.4	66.7	51	75.8	49.5	76.8	0	0

Comment: TEAM 1 Daphne James Melissa Lerner, Tracey Mason, Darlene Wade, Catherine Rush
 TEAM 2 Kit Newell Richelle Sims, Prekeyse Chatmon, Janet Keeler, PhD
 TEAM 3 Christian Tobin Molly McLaughlin, Dingana Ajong, Marlene Robinson-Statler, Paul Sturman
 TEAM 4 La Teisa Crockett David Latsko, Denise Rucker-Burton, Camille Anderson, David Smith
 TEAM 5 Freda Houchins Anne Konarski, Staci Garlington, Cheryl Bradas, Maridell Couture
 TEAM 6 Tim Greenwood Julie Johnson, Christopher Walter, Cynthia Mason, Marcos Cortes
 TEAM 7 Denise Rucker-Burton Tanisha Washington, Holly Williams, Lauren Forbes, Paul Porter
 TEAM 8 Daphne James Kathy Hallisey, Sheronda Isler-Hunter, Monica Roberts, Sharon Speigner

CONTRACT EVALUATION FORM

Contractor	Catholic Charities Corporation – Fatima Family Center				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 31				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019 - 12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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 internal budget.				
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, and they submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Catholic Charities Corporation - Hispanic Senior Center				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 40				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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 internal budget.				
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, and they submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	DSAS				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Catholic Charities Corporation - St. Martin de Porres Family Center				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 79				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019 - 12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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 internal budget.				
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, and they submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	City of Bedford Heights				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 13				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Transportation for seniors				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/21				

CONTRACT EVALUATION FORM

Contractor	City of Berea				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 34				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Freda Houchins				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	City of Euclid				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 116				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/21				

CONTRACT EVALUATION FORM

Contractor	City of Lakewood				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 115				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/21				

CONTRACT EVALUATION FORM

Contractor	City of Maple Heights				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 145				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/19/2021				

CONTRACT EVALUATION FORM

Contractor	City of Olmsted Falls				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 127				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/19/2021				

CONTRACT EVALUATION FORM

Contractor	City of Solon				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 36				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/19/2021				

CONTRACT EVALUATION FORM

Contractor	City of Strongsville				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1142				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Community Partnership on Aging				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 130				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Senior Transportation Connection
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE2000507 CM#227 PO200134
RQ#	47893
Time Period of Original Contract	04/27/2020 – 01/31/2021
Background Statement	Cuyahoga County has pledged to provide \$200,000.00 in annual funding for general operational support for Senior Transportation Connection, a nonprofit that transports seniors throughout Cuyahoga County. Funds will support recruitment, hiring, retention and training of qualified personnel; investment in optimal fleet maintenance and new vehicle acquisitions for safe, comfortable and accessible vehicles; and long-range strategy of technology investments to improve ease of use, registration/reservation experiences, and trip routing.
Service Description	<p>STC is unique in that the sole criteria for service is age or disability. Any county resident who is age 60 or older may ride with STC. The organization serves individuals who have mobility challenges due to age, lack of access, disability, frailty or inability to drive. More than 14,000 residents are registered to ride. Most passengers are female, slightly more than half are 75 or older; 47% percent are African American. The majority of users are low income and are often Medicaid recipients. Only one third of passengers are ambulatory. Most use a wheelchair, walker or other aid to mobility; or, are too frail to walk distances or enter/exit a vehicle unassisted.</p> <p>The leading trip purpose is a medical appointment, including dialysis, rehabilitation or other treatment. Senior centers for meals and programs are the second most in-demand destination. Other frequent destinations are grocery shopping, beauty appointments and social/educational opportunities. This maintains access to activities essential to independent living and supports personal fulfillment, and community connectivity.</p>

Performance Indicators	Increase in ridership, new riders, timeliness and customer satisfaction.				
Actual Performance versus performance indicators (include statistics):	Vendor maintains capacity to deliver over 10,000 one-way trips per month during the past year, but ridership is still down due to the COVID-19 pandemic. The vendor continues providing services – especially trips to and from medical facilities – which is essential during this pandemic.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Ability to fully realize benchmarks has been impacted by the COVID-19 pandemic, including a reduction in services to ensure the health and safety of population, which is especially vulnerable. STC has trained drivers in COVID-19 precautions and has continued to provide services to fill the critical need, including vital meal delivery service. Despite the challenges presented, STC remains on track to meet some benchmarks				
Department Contact	Paul Porter				
User Department	DCAP				
Date	12/29/21				

CONTRACT EVALUATION FORM

Contractor	East End Neighborhood House				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 995				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Eliza Bryant Village				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 126				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Day Service and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	The Harvard Community Services Center				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 55				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	The Mandel Jewish Community Center of Cleveland				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 27				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Murtis Taylor Human Services System				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 57				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Rose Centers for Aging Well				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 1284				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Congregate Meals				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	The Salvation Army				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800387				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Freda Houchins				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	Senior Citizen Resources				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 56				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	University Settlement, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 49				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

CONTRACT EVALUATION FORM

Contractor	West Side Community House				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 58				
RQ#	SA-18-42490				
Time Period of Original Contract	1/1/2019-12/31/2019				
Background Statement	DSAS sought vendors to deliver services to seniors at senior centers throughout Cuyahoga County.				
Service Description	Adult Development, Congregate Meals and Transportation				
Performance Indicators	Vendor will deliver services to seniors, maintaining a high rate of client satisfaction (over 75% satisfied) and reporting delivery of 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.				
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. They also submitted a timely and accurate report of services delivered.				
Department Contact	Paul Porter				
User Department	Division of Senior and Adult Services				
Date	10/20/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0026

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Children and Family Services	A Resolution making awards on various requisitions to various providers in the total amount not-to-exceed \$123,000,000.00 for Out-of-Home Placement and Foster Care Services for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute a 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, 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 awards on various requisitions to various providers in the total amount not-to-exceed \$123,000,000.00 for Out-of-Home Placement and Foster Care Services for the period 1/1/2022 – 12/31/2023 as follows:

A) On RQ6211

- 1) Contract No. 1991 with Adelphoi Village, Inc. in the amount not-to-exceed \$2,447,192.00
- 2) Contract No. 2016 with Applewood Centers, Inc. in the amount not-to-exceed \$2,765,118.00
- 3) Contract No. 2018 with Beech Brook in the amount not-to-exceed \$4,285,624.00
- 4) Contract No. 2071 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$6,264,838.00
- 5) Contract No. 2072 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$4,894,384.00
- 6) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$1,275,886.00
- 7) Contract No. 2085 with Boys to Men Transitional Home, Inc. in the amount not-to-exceed \$49,800.00
- 8) Contract No. 2075 with Cadence Care Network in the amount not-to-exceed \$49,800.00

- 9) Contract No. 2076 with Caring for Kids, Inc. in the amount not-to-exceed \$2,871,502.00
- 10) Contract No. 2077 with Carrington Behavioral Health, LLC in the amount not-to-exceed \$251,990.00
- 11) Contract No. 2078 with Catholic Charities Corporation in the amount not-to-exceed \$1,669,310.00
- 12) Contract No. 2079 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$668,322.00
- 13) Contract No. 2007 with Cleveland Christian Home in the amount not-to-exceed \$3,844,592.00
- 14) Contract No. 2008 with Cornell Abraxas Group, LLC in the amount not-to-exceed \$1,291,882.00
- 15) Contract No. 2009 with Destiny Family Services in the amount not-to-exceed \$90,836.00
- 16) Contract No. 2010 with Detroit Behavioral Institute, Inc. in the amount not-to-exceed \$1,376,484.00
- 17) Contract No. 2011 with Eastway Corporation in the amount not-to-exceed \$205,178.00
- 18) Contract No. 2012 with ENA, Inc. dba Necco Center in the amount not-to-exceed \$2,808,942.00
- 19) Contract No. 2013 with Freedom Youth Program in the amount not-to-exceed \$494,020.00
- 20) Contract No. 2014 with Gracehaven, Inc. in the amount not-to-exceed \$419,020.00
- 21) Contract No. 2015 with Habilitation Centers, LLC dba Little Creek Behavioral Health in the amount not-to-exceed \$428,482.00
- 22) Contract No. 2030 with Habilitation Centers, LLC dba Millcreek of Arkansas in the amount not-to-exceed \$2,509,940.00
- 23) Contract No. 2032 with House of New Hope in the amount not-to-exceed \$5,408,324.00
- 24) Contract No. 2034 with Keystone Richland Center LLC dba Foundations for Living in the amount not-to-exceed \$628,082.00
- 25) Contract No. 2035 with Laurel Oaks Behavioral Health Center in the amount not-to-exceed \$264,938.00
- 26) Contract No. 2036 with Life's Right Direction, Inc. in the amount not-to-exceed \$410,156.00
- 27) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services in the amount not-to-exceed \$91,632.00
- 28) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services in the amount not-to-exceed \$1,766,918.00
- 29) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T. (Support to At-Risk Teens) in the amount not-to-exceed \$1,824,288.00
- 30) Contract No. 2040 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$9,840,560.00
- 31) Contract No. 2059 with Necco, LLC in the amount not-to-exceed \$49,800.00

- 32) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC in the amount not-to-exceed \$1,242,022.00
- 33) Contract No. 2064 with New Directions, Inc. in the amount not-to-exceed \$98,106.00
- 34) Contract No. 2065 with Northeast Ohio Adoption Services in the amount not-to-exceed \$358,562.00
- 35) Contract No. 2066 with Oesterlen Services for Youth, Inc. in the amount not-to-exceed \$326,690.00
- 36) Contract No. 2067 with Ohio Mentor, Inc. in the amount not-to-exceed \$12,658,346.00
- 37) Contract No. 2068 with OhioGuidestone in the amount not-to-exceed \$11,607,478.00
- 38) Contract No. 2069 with Pathway Caring for Children in the amount not-to-exceed \$2,101,976.00
- 39) Contract No. 2070 with Piney Ridge Treatment Center, LLC. in the amount not-to-exceed \$1,992.00
- 40) Contract No. 1998 with Pressley Ridge in the amount not-to-exceed \$2,538,824.00
- 41) Contract No. 1999 with Quality Care Residential Homes, Inc. in the amount not-to-exceed \$597,604.00
- 42) Contract No. 2000 with Raven House in the amount not-to-exceed \$358,562.00
- 43) Contract No. 2001 with Rite of Passage, Inc. in the amount not-to-exceed \$420,116.00
- 44) Contract No. 2002 with Rolling Hills Hospital, Inc. in the amount not-to-exceed \$464,836.00
- 45) Contract No. 2003 with RTC Acquisition Corporation in the amount not-to-exceed \$639,836.00
- 46) Contract No. 2004 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$12,537,678.00
- 47) Contract No. 2005 with The Bair Foundation in the amount not-to-exceed \$2,704,162.00
- 48) Contract No. 2006 with The Twelve of Ohio, Inc. in the amount not-to-exceed \$1,484,052.00
- 49) Contract No. 2019 with The Village Network in the amount not-to-exceed \$2,622,618.00
- 50) Contract No. 2020 with Young Star Academy, LLC dba Mohican Young Star Academy in the amount not-to-exceed \$3,071,514.00
- 51) Contract No. 2021 with Youth Intensive Services, Inc. in the amount not-to-exceed \$412,348.00
- 52) Contract No. 2022 with Youth Opportunity Investments, LLC in the amount not-to-exceed \$191,234.00

B) On RQ7102

- 53) Contract No. 2023 with Artis's Tender Love & Care in the amount not-to-exceed \$2,385,638.00

- 54) Contract No. 2024 with Focus 2 Focus, Inc. in the amount not-to-exceed \$165,338.00
- 55) Contract No. 2025 with Focus in Cleveland, Inc. in the amount not-to-exceed \$2,131,458.00
- 56) Contract No. 2026 with Jaystarr Homes 2, Inc. in the amount not-to-exceed \$581,370.00
- 57) Contract No. 1996 with Open Arms Adoption, Inc. in the amount not-to-exceed \$49,800.00

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% Title IV-E Funds and (b) 70% from Health and Human Service 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 various requisitions to various providers in the total amount not-to-exceed \$123,000,000.00 for Out-of-Home Placement and Foster Care Services for the period 1/1/2022 – 12/31/2023 as follows:

A) On RQ6211

- 1) Contract No. 1991 with Adelphoi Village, Inc. in the amount not-to-exceed \$2,447,192.00
- 2) Contract No. 2016 with Applewood Centers, Inc. in the amount not-to-exceed \$2,765,118.00
- 3) Contract No. 2018 with Beech Brook in the amount not-to-exceed \$4,285,624.00
- 4) Contract No. 2071 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$6,264,838.00
- 5) Contract No. 2072 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$4,894,384.00
- 6) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$1,275,886.00
- 7) Contract No. 2085 with Boys to Men Transitional Home, Inc. in the amount not-to-exceed \$49,800.00
- 8) Contract No. 2075 with Cadence Care Network in the amount not-to-exceed \$49,800.00

- 9) Contract No. 2076 with Caring for Kids, Inc. in the amount not-to-exceed \$2,871,502.00
- 10) Contract No. 2077 with Carrington Behavioral Health, LLC in the amount not-to-exceed \$251,990.00
- 11) Contract No. 2078 with Catholic Charities Corporation in the amount not-to-exceed \$1,669,310.00
- 12) Contract No. 2079 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$668,322.00
- 13) Contract No. 2007 with Cleveland Christian Home in the amount not-to-exceed \$3,844,592.00
- 14) Contract No. 2008 with Cornell Abraxas Group, LLC in the amount not-to-exceed \$1,291,882.00
- 15) Contract No. 2009 with Destiny Family Services in the amount not-to-exceed \$90,836.00
- 16) Contract No. 2010 with Detroit Behavioral Institute, Inc. in the amount not-to-exceed \$1,376,484.00
- 17) Contract No. 2011 with Eastway Corporation in the amount not-to-exceed \$205,178.00
- 18) Contract No. 2012 with ENA, Inc. dba Necco Center in the amount not-to-exceed \$2,808,942.00
- 19) Contract No. 2013 with Freedom Youth Program in the amount not-to-exceed \$494,020.00
- 20) Contract No. 2014 with Gracehaven, Inc. in the amount not-to-exceed \$419,020.00
- 21) Contract No. 2015 with Habilitation Centers, LLC dba Little Creek Behavioral Health in the amount not-to-exceed \$428,482.00
- 22) Contract No. 2030 with Habilitation Centers, LLC dba Millcreek of Arkansas in the amount not-to-exceed \$2,509,940.00
- 23) Contract No. 2032 with House of New Hope in the amount not-to-exceed \$5,408,324.00
- 24) Contract No. 2034 with Keystone Richland Center LLC dba Foundations for Living in the amount not-to-exceed \$628,082.00
- 25) Contract No. 2035 with Laurel Oaks Behavioral Health Center in the amount not-to-exceed \$264,938.00
- 26) Contract No. 2036 with Life's Right Direction, Inc. in the amount not-to-exceed \$410,156.00
- 27) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services in the amount not-to-exceed \$91,632.00
- 28) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services in the amount not-to-exceed \$1,766,918.00
- 29) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T. (Support to At-Risk Teens) in the amount not-to-exceed \$1,824,288.00
- 30) Contract No. 2040 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$9,840,560.00
- 31) Contract No. 2059 with Necco, LLC in the amount not-to-exceed \$49,800.00

- 32) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC in the amount not-to-exceed \$1,242,022.00
- 33) Contract No. 2064 with New Directions, Inc. in the amount not-to-exceed \$98,106.00
- 34) Contract No. 2065 with Northeast Ohio Adoption Services in the amount not-to-exceed \$358,562.00
- 35) Contract No. 2066 with Oesterlen Services for Youth, Inc. in the amount not-to-exceed \$326,690.00
- 36) Contract No. 2067 with Ohio Mentor, Inc. in the amount not-to-exceed \$12,658,346.00
- 37) Contract No. 2068 with OhioGuidestone in the amount not-to-exceed \$11,607,478.00
- 38) Contract No. 2069 with Pathway Caring for Children in the amount not-to-exceed \$2,101,976.00
- 39) Contract No. 2070 with Piney Ridge Treatment Center, LLC. in the amount not-to-exceed \$1,992.00
- 40) Contract No. 1998 with Pressley Ridge in the amount not-to-exceed \$2,538,824.00
- 41) Contract No. 1999 with Quality Care Residential Homes, Inc. in the amount not-to-exceed \$597,604.00
- 42) Contract No. 2000 with Raven House in the amount not-to-exceed \$358,562.00
- 43) Contract No. 2001 with Rite of Passage, Inc. in the amount not-to-exceed \$420,116.00
- 44) Contract No. 2002 with Rolling Hills Hospital, Inc. in the amount not-to-exceed \$464,836.00
- 45) Contract No. 2003 with RTC Acquisition Corporation in the amount not-to-exceed \$639,836.00
- 46) Contract No. 2004 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$12,537,678.00
- 47) Contract No. 2005 with The Bair Foundation in the amount not-to-exceed \$2,704,162.00
- 48) Contract No. 2006 with The Twelve of Ohio, Inc. in the amount not-to-exceed \$1,484,052.00
- 49) Contract No. 2019 with The Village Network in the amount not-to-exceed \$2,622,618.00
- 50) Contract No. 2020 with Young Star Academy, LLC dba Mohican Young Star Academy in the amount not-to-exceed \$3,071,514.00
- 51) Contract No. 2021 with Youth Intensive Services, Inc. in the amount not-to-exceed \$412,348.00
- 52) Contract No. 2022 with Youth Opportunity Investments, LLC in the amount not-to-exceed \$191,234.00

B) On RQ7102

- 53) Contract No. 2023 with Artis's Tender Love & Care in the amount not-to-exceed \$2,385,638.00

- 54) Contract No. 2024 with Focus 2 Focus, Inc. in the amount not-to-exceed \$165,338.00
- 55) Contract No. 2025 with Focus in Cleveland, Inc. in the amount not-to-exceed \$2,131,458.00
- 56) Contract No. 2026 with Jaystarr Homes 2, Inc. in the amount not-to-exceed \$581,370.00
- 57) Contract No. 1996 with Open Arms Adoption, Inc. in the amount not-to-exceed \$49,800.00

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(s) Assigned:

Journal _____
_____, 20__

Title: Division of Children and Family Services (DCFS); RQ# 6211 & 7102; 2022 2023 Out of Home Care (OOHC) Master Contract; Various Vendors; Master Contract

Scope of Work Summary

The Health and Human Services Division of Children and Family Services requesting approval of an Out of Home Care (OOHC) Master Contract with Attached List for the anticipated cost not-to-exceed \$123,000,000.00.

Describe the exact services being provided. The anticipated start-completion dates are 01/01/2022 – 12/31/2023.

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

- Adding providers to add locations and services
- Adding providers to suit the need of the children

Procurement

The procurement method for this project was RFP # 6211 and #7102. The total value of the RFP is \$123,000,000.00.

Funding sources

- 70% HHS- HHS Levy
- 30% Federal IV-E

The above procurement method was closed on June 4, 2021. There is an SBE or DBE participation/goal 0%.

There were 54 pulled from OPD, 54 submitted for review, 53 approved, 1 provider rescinded their proposal 52 TOTAL – RFP 6211 and There were 5 pulled from OPD, 5 submitted for review, 5 approved – RFP 7102 = 57 Total.

Contractor and Project Information

Adelphoi Village, Inc.
1119 Village Way
Latrobe, PA 15650
724-804-7000
Nancy Kukovich
Nancy.Kukovich@adelphoi.org
CEO
Chief Operating Officer
mark.mortimer@adelphoi.org
Council District - N/A
Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102
Adam G. Jacobs, PhD.
Telephone #: 216-320-8222
johnsonl@wingspancg.org
eisenberge@wingspancg.org

Council District – 3

Beech Brook
3737 Lander Road
Pepper Pike, Ohio 44124
Thomas Royer
troyer@beechbrook.org
(216) 831-2255
Council District – 9

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
eisenberge@wingspancg.org
Council District – 9

BHC Belmont Pines Hospital, Inc.
615 Churchill- Hubbard Rd.
Youngstown, OH 44505
Contact Person: Linda Finnigan
Telephone #: 330-759-2700
linda.finnigan@uhsinc.com
Director of Business Development
Council District - N/A

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)
Mackendrick, Randall
Randy.Mackendrick@uhsinc.com
Council District - N/A

Boys to Men Transitional Home Inc.
117 Ashwood Ave.
Dayton, Ohio 45405
Jemone McIntosh
513-264-5749
Jmcintosh@btmth.org
Council District - N/A

Cadence Care Network (fka Homes for Kids of Ohio, Inc.)
165 East Park Avenue.
PO Box 683
Niles, OH 44446
Matt Kresic, MPA
CEO
matt@hfk.org
330-544-8005
Council District - N/A

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
Council District - N/A

Carrington Youth Academy LLC
2114 Noble Road
Cleveland, Ohio 44112
Administrator
Bernard Pawlikowsky
bernardf@carringtonkids.org
Office: 216-268-2400 x2014
Council District – 10

Catholic Charities Corporation
6753 State Road
Parma, Ohio 44134
216-391-2064 Ext. 12
Johnson, Keith
kjohnson@ccdacle.org
Smith, Jennifer M. jmsmith@ccdacle.org
Council District – 4

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
Council District – N/A

Cleveland Christian Home Incorporated
11401 Lorain Avenue
Cleveland, OH 44111
Charles Tuttle, CEO
216-668-7214
ctuttle@ccnworks.org
Council District – 3

Cornell Abraxas Group, LLC
2840 Liberty Avenue,
Suite 300
Pittsburgh, Pennsylvania 15222
Shayna Raver
412-201-4112
sraver@abraxasyfs.com
Council District – N/A

Destiny Family Services
20600 Chagrin Boulevard
Suite 600
Shaker Heights, Ohio 44122
Crystal R. Hill
513-290-7947
crystal.hill@destinyfamilyservices.org
Council District – 9

Detroit Behavioral Institute, LLC dba Capstone Academy
1333 Brewery Park Boulevard
Suite 140
Detroit, Michigan 48207
Kelly George
313-576-2513
kelly.george@wellplace.com
Council District – N/A

Eastway Corporation
600 Wayne Avenue
Dayton, OH 45410
Kelli Rhea Ott, LISW-S
937-396-2560
Lesley Brose
Vice President
Director Of Care Management & Compliance
Phone: 937-396-2511
Lesley Brose lbrose@eastway.org
Council District – N/A

ENA, Inc, dba Necco Center
115 Private Rd 977
Pedro, OH 45659
606-831-1611 cell
740-534-1386 office
Bianca Sexton
VP Residential Services
bsexton@necco.org
Council District – N/A

Freedom Youth Program
1421 East 174th Street
Cleveland, Ohio 44110
Zarell Patton (CEO)
patton.z@freedomyouthprogram.com
(216) 712-0056
Council District – 10

Gracehaven, Inc.
1723 County Road 130
Bellefontaine, OH 43311
Melissa Harvin
mharvin@gracehavenhouse.org
614-848-4870 x6600
Council District – N/A

Habilitation Centers, LLC dba Little Creek Behavioral Health
161 Skunk Hollow Road
Conway, Arkansas 72032
Ericka Burrini, Director of Marketing and Contracts
973-600-9841
ericka.burrini@acadiahealthcare.com
Council District – N/A

Habilitation Centers, LLC dba Millcreek of Arkansas
1828 Industrial Drive
Fordyce, Arkansas 71742
Ericka Burrini, Director of Marketing and Contracts
973-600-9841
ericka.burrini@acadiahealthcare.com
Council District – N/A

House of New Hope
8135 Mt. Vernon Rd.
St. Louisville, OH 43071
Contact Person: Sharon Simmons, MSW, LSW - COO
ssimmons@houseofnewhope.org
740-345-5437

Council District – N/A

Keystone Richland Center LLC DBA Foundations for Living
1451 Lucas Road
Mansfield, Ohio 44903
Dept 888060
(RemAdd) Knoxville, TN 37995-8060
Karen Spires
1-419-589-5511
Karen.spires@uhsinc.com

Council District – N/A

Laurel Oaks Behavioral Health Center (UHS, Inc.)
700 E. Cottonwood Rd.
Dothan, AL 36301
Jeanette Jackson - CEO
jeanette.jackson@uhsinc.com
cell - 850-524-2639
Council District – N/A

Life's Right Direction, Inc.
3493 Raymont Boulevard
University Heights, Ohio 44118
Apryl Bailey-Gordon
216-456-6682
agordon@lifesrighdirection.org
Council District – 10

Lighthouse Youth Services, Inc.
401 E. McMillian Street
Cincinnati, OH 45206
Paul Haffner - President and CEO
Jodi Harding, Chief Operating Officer
513-487-6778
Contact Person Email Address: jharding@lys.org
Council District – N/A

Lutheran Homes Society, Inc. dba Genacross Family & Youth Services
1905 Perrysburgh Holland Road
Holland, OH 43528
P: 419-693-1520
F: 419-693-3295
Contact: Katie Zawisza

Aimee Kaminski
1-419-693-1520 ext. 306
AKaminski@Genacross.org
Council District – N/A

Lutheran Metropolitan Ministry dba S.T.A.R.T. Support To At-Risk Teens
4515 Superior Avenue
Cleveland, OH 44101
Maria A. Foschia - COO
216-696-1132
mfoschia@lutheranmetro.org
Council District – 7

National Youth Advocate Program
1801 Watermark Drive, Suite 200
Columbus, Ohio 43215
(614) 487-8758
Kelly Davis PhD, LISW-S
Associate Executive Director
kdavis@nyap.org
Council District – N/A

Necco, LLC
1404 Race Street
Suite 302
Cincinnati, Ohio 45202
Ernest Lockett
(513)381-1531
Amy Schuck aschuck@necco.org
Council District – N/A

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
Council District – N/A

New Directions, Inc.
30800 Chagrin Blvd
Cleveland, Ohio 44124
Contact Person: Michael Matoney, CEO
Telephone #: 216-591-0324
mmatoney@newdirect.org
Council District – 9

NOAS (Northeast Ohio Adoption Services)
5000 E. Market St, Suite 26
Warren, OH 44484
Kim Stewart, LISW-S
Director of Foster Care Program & Licensing
NOAS (Northeast Ohio Adoption Services)
330-856-5582 ext. 107
Kim Stewart kstewart@noas.com
Council District – N/A

Oesterlen Services for Youth, Inc.
1918 Mechanicsburg Road
Springfield, Ohio 45503
Donald L. Warner
937-399-6101 ext 111
dwarner@oesterlen.org
Council District – N/A

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
Council District – N/A

OhioGuidestone
202 East Bagley Road
Berea, Ohio 44017
Contact Person: Debora Gault, LISW-S
Director of Foster Care
Gault, Debora L Debora.Gault@ohioguidestone.org
Phone: 440-260-8367
Mobile: 216-402-4280
Fax: 440-234-0787
www.ohioguidestone.org
Council District – 5
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
Council District – N/A

Piney Ridge Treatment Center
4253 N. Crossover Road
Fayetteville, AR 72703-4593
Erica Burrini, Director of Marketing and Contracts
ericka.burrini@acadiahealthcare.com
Cell: 973-600-9841
Council District – N/A

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
Council District – 9

Quality Care Residential Homes, Inc.
P.O. Box 605641
Cleveland, Ohio 44105
Renee Witcher-Johnson
216-410-6236
E-mail: rjohnson@gcrhome.org
Council District – 8

Raven House
9349 Gaylord Ave.
Cleveland, Ohio 44105-5208
Contact Person: Roshawn Sample, CEO
Telephone #: (216) 713-1956
ravenhouseinc@yahoo.com
Council District – 8

Rite of Passage, Inc.
2560 Business Parkway Suite A
Minden, NV 89423
Lynda Kyhl
775-392-2636
lkyhl@rop.com
Rusty E. Alexander, Jr., MBA

Business Managing Director
Direct: (775) 392-2639
Cell: (775) 790-6798
Fax: (775) 392-3453
Rusty Alexander rusty.alexander@rop.com
Council District – N/A

Rolling Hills Hospital, LLC.
1000 Rolling Hills Lane
Ada, OK 74820
Ericka Burrini, Director of Marketing and Contracts
ericka.burrini@acadiahealthcare.com
Cell: 973-600-9841
Council District – N/A

RTC Resource Acquisition Corporation dba Resource Treatment Center
1404 S. State Street
Indianapolis, IN 46203
Andrea Baughman
Business Office Director
Resource Treatment Facility
Polaris/Carina Group Homes
1404 South State Ave
Indianapolis, IN 46203
Andrea.baughman@resourcetreatmentcenter.com
Office: 317-757-6577 ext. 231
Jay Thompson
CFO
Resource Residential Treatment Center
(Office) 317-757-6577 x226
(Mobile) 260-273-4225
jay.thompson@ResourceTreatmentCenter.com
Council District – N/A

Specialized Alternatives for Families and Youth of Ohio, Inc.
10100 Elida Road
Delphos, Ohio 45833
Tonya Brooks-Thomas - Executive Director
brooksthomast@safy.org
1-419-890-3772
Council District – N/A
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

Council District – N/A

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
Council District – N/A

The Village Network
PO Box 518
Smithville, Ohio 44677
Contact Person: Richard Graziano, Executive Director
Telephone #: 330-264-3232
RGraziano@TheVillageNetwork.com
Council District – N/A

Young Star Academy, LLC. (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)
1012 ODNR, Mohican 51
Perrysville, OH 44864
Dawn Maneese dmaneese@mohicanysa.com
Dawn Maneese
Intake - Business Development Director
Phone: 419-994-0300
Fax: 419-994-0679
Council District – N/A

Youth Intensive Services, Inc
238 S. Meridian Rd.
Youngstown, OH 44509
Megan Bennett, Residential Administrator
mbennett@youthintensiveservices.com
Office: 330-318-3436 Ext. 0113
Fax: 1-330-319-8800
Cell: 330-301-7080
Council District – N/A

Youth Opportunity Investments, LLC
12775 Horseferry Road
Suite 230
Carmel, Indiana 46032
PJ Moraci
860-919-4894
PJ.Moraci@youthopportunity.com

Council District – N/A

Artis's Tender Love & Care, Inc.

2003 Mc Guffy Road
Youngstown, OH 44505

Artis Gillam Sr

330-743-8781

agillamsr@aol.com

Adrienne L. Gillam - Davis

C.F.O./ Executive Director

330-746-2852

artis_tlc@aol.com

Council District – N/A

Focus 2 Focus, Inc.

436 Lovisa St.

Akron, Ohio 44311

Russell White CEO/Founder

rwhite@infocusofcleveland.com

440-343-8397

Council District – N/A

In Focus of Cleveland, Inc.

19008 Nottingham Road

Cleveland, Ohio 44110

Contacts: Russell White, Chief Executive Officer

Brandon D. Cox, Interim Executive Director

rwhite@infocusofcleveland.com

440 343-8397

bcox@infocusofcleveland.com

216 481-7841

Council District – 10

Jaystarr Homes 2 Inc

13503 Saybrook Ave

Garfield Heights, OH 44125

Contact Person: Starlicia Miller - CEO

StarliciaMiller@jaystarrhomes2.org

(216)635-8811

Council District – 8

Open Arms Adoptions, Inc

9205 State Route 43

Suite 208

Streetsboro, OH 44241

Contact person: Jackie Smigel, Director

Tel: (330)697-4751

Email: jackie@openarmsadopt.com

Council District – N/A

The (owners, executive director, other[specify]) for the contractor/vendor is Nancy Kukovich – CEO; Adam G. Jacobs, PhD. – CEO; Thomas Royer – CEO; Adam G. Jacobs, PhD. – CEO; Linda Finnigan - Director of Business Development; Randall Mackendrick – CEO; Jemone McIntosh – CEO; Matt Kresic, MPA – CEO; Patricia S. Ameling, M.A., PCC - Executive Director; Bernard Pawlikowsky – Administrator; Jennifer Smith - Foster Care Program Director; Kevin Hewitt – CEO; Charles Tuttle – CEO; Shayna Raver - Manager, Contracts; Crystal R. Hill - Executive Director/ Administrator; Kelly George – COO; Lesley Brose - Vice President - Director Of Care Management & Compliance; Bianca Sexton - VP Residential Services; Zarell Patton – CEO; Melissa Harvin - Administrative Director; Ericka Burrini - Director of Marketing and Contracts; Melissa Harvin - Administrative Director; Ericka Burrini - Director of Marketing and Contracts; Sharon Simmons – COO; Karen Spires – CEO/Managing Director; Jeanette Jackson – CEO; Apryl Bailey-Gordon – Director; Jodi Harding - Chief Operating Officer; Katie Zawisza – Executive Director; Maria A. Foschia – COO; Kelly Davis PhD, LISW-S - Associate Executive Director; Ernest Lockett – Regional Director of Independent Living; Chappie Bair – Executive Director; Michael Matoney – CEO; Kim Stewart, LISW-S Director of Foster Care Program & Licensing; *Donald L. Warner - Executive Director*; A.M. Chip Bonsutto, Ed.D. - Executive Director; Debora Gault, LISW-S - Director of Foster Care; Wendy Tracy - Executive Director; Ericka Burrini - Director of Marketing and Contracts; Lisa Allomong, M.Ed., PCC-S - Program Director; Renee Witcher-Johnson -Administrator; Roshawn Sample – CEO; Rusty E. Alexander, Jr - Business Managing Director; Ericka Burrini - Director of Marketing and Contracts; Jay Thompson – CFO; Tonya Brooks-Thomas - Executive Director; Susan Rickard - Executive Director; John D. Stoia - Executive Director; Richard Graziano - Executive Director; Dawn Maneese - Business Development Director; Megan Bennett - Residential Administrator; PJ Moraci - VP of Business Development; Adrienne L. Gillam – Davis - C.F.O./ Executive Director; Russell White CEO/Founder; Russell White, Chief Executive Officer - Brandon D. Cox, Interim Executive Director; Starlicia Miller – CEO; Jackie Smigel, Director.

The address or location of the project is:

Adelphoi Village, Inc.
1119 Village Way
Latrobe, PA 15650

Applewood Centers, Inc.
10427 Detroit Avenue
Cleveland, Ohio 44102

Beech Brook
3737 Lander Road
Pepper Pike, Ohio 44124

Bellefaire Jewish Children's Bureau
22001 Fairmount Blvd.
Shaker Hts., OH 44118

BHC Belmont Pines Hospital, Inc.
615 Churchill- Hubbard Rd.
Youngstown, OH 44505

BHC Fox Run Hospital, Inc.
Fox Run: The Center for Children and Adolescents
67670 Traco Dr.
St. Clairsville, Ohio 43950

Boys to Men Transitional Home Inc.
117 Ashwood Ave.
Dayton, Ohio 45405

Cadence Care Network (fka Homes for Kids of Ohio, Inc.)
165 East Park Avenue.
PO Box 683
Niles, OH 44446

Caring for Kids, Inc.
650 Graham Road, Suite 101
Cuyahoga Falls, OH 44221

Catholic Charities Corporation
6753 State Road
Parma, Ohio 44134

Christian Children's Home of Ohio, Inc.
P.O. Box 765 / 2685 Armstrong Road
Wooster, OH 44691

Cleveland Christian Home Incorporated
11401 Lorain Avenue
Cleveland, OH 44111

Cornell Abraxas Group, LLC
2840 Liberty Avenue,
Suite 300
Pittsburgh, Pennsylvania 15222

Destiny Family Services
20600 Chagrin Boulevard
Suite 600
Shaker Heights, Ohio 44122

Detroit Behavioral Institute, LLC dba Capstone Academy
1333 Brewery Park Boulevard
Suite 140
Detroit, Michigan 48207

Eastway Corporation

600 Wayne Avenue
Dayton, OH 45410
ENA, Inc, dba Necco Center
115 Private Rd 977
Pedro, OH 45659

Freedom Youth Program
1421 East 174th Street
Cleveland, Ohio 44110

Gracehaven, Inc.
1723 County Road 130
Bellefontaine, OH 43311

Habilitation Centers, LLC dba Little Creek Behavioral Health
161 Skunk Hollow Road
Conway, Arkansas 72032

Habilitation Centers, LLC dba Millcreek of Arkansas
1828 Industrial Drive
Fordyce, Arkansas 71742

House of New Hope
8135 Mt. Vernon Rd.
St. Louisville, OH 43071

Keystone Richland Center LLC DBA Foundations for Living
1451 Lucas Road
Mansfield, Ohio 44903

Laurel Oaks Behavioral Health Center (UHS, Inc.)
700 E. Cottonwood Rd.
Dothan, AL 36301

Life's Right Direction, Inc.
3493 Raymont Boulevard
University Heights, Ohio 44118

Lighthouse Youth Services, Inc.
401 E. McMillian Street
Cincinnati, OH 45206

Lutheran Homes Society, Inc. dba Genacross Family & Youth Services
1905 Perrysburgh Holland Road
Holland, OH 43528
Lutheran Metropolitan Ministry dba S.T.A.R.T. Support To At-Risk Teens
4515 Superior Avenue
Cleveland, OH 44101

National Youth Advocate Program
1801 Watermark Drive, Suite 200
Columbus, Ohio 43215

Necco, LLC
1404 Race Street
Suite 302
Cincinnati, Ohio 45202

New Beginnings Residential Treatment Center, LLC
100 Broadway St.
Youngstown, Ohio 44505

New Directions, Inc.
30800 Chagrin Blvd
Cleveland, Ohio 44124

NOAS (Northeast Ohio Adoption Services)
5000 E. Market St, Suite 26
Warren, OH 44484

Oesterlen Services for Youth, Inc.
1918 Mechanicsburg Road
Springfield, Ohio 45503

Ohio Mentor, Inc.
Alabama MENTOR
3085 W. Market Street, Suite 101
Fairlawn, OH 44333

OhioGuidestone
202 East Bagley Road
Berea, Ohio 44017

Pathway Caring for Children
4895 Dressler Rd. NW, Suite A
Canton, OH. 44718

Piney Ridge Treatment Center
4253 N. Crossover Road
Fayetteville, AR 72703-4593

Pressley Ridge
23701 Miles Road

Cleveland, Ohio 44128

Quality Care Residential Homes, Inc.
P.O. Box 605641
Cleveland, Ohio 44105

Raven House
9349 Gaylord Ave.
Cleveland, Ohio 44105-5208

Rite of Passage, Inc.
2560 Business Parkway Suite A
Minden, NV 89423

Rolling Hills Hospital, LLC.
1000 Rolling Hills Lane
Ada, OK 74820

RTC Resource Acquisition Corporation
dba Resource Treatment Center
1404 S. State Street
Indianapolis, IN 46203
Specialized Alternatives for Families and Youth of Ohio, Inc.
10100 Elida Road
Delphos, Ohio 45833

The Bair Foundation
241 High Street
New Wilmington, PA 16142
RemAdd 275 Martinal Dr.
Kent, Ohio 44240

The Twelve of Ohio, Inc
619 Tremont SW PO Box 376
Massillon, Ohio 44648

The Village Network
PO Box 518
Smithville, Ohio 44677

Young Star Academy, LLC. (Tri-State Youth Authority, Inc. dba Mohican Youth Academy)
1012 ODNR, Mohican 51
Perrysville, OH 44864

Youth Intensive Services, Inc
238 S. Meridian Rd.
Youngstown, OH 44509

Youth Opportunity Investments, LLC
12775 Horseferry Road
Suite 230
Carmel, Indiana 46032

Artis's Tender Love & Care, Inc.
2003 Mc Guffy Road
Youngstown, OH 44505

Focus 2 Focus, Inc.
436 Lovisa St.
Akron, Ohio 44311

In Focus of Cleveland, Inc.
19008 Nottingham Road
Cleveland, Ohio 44110

Jaystarr Homes 2 Inc
13503 Saybrook Ave
Garfield Heights, OH 44125

Open Arms Adoptions, Inc
9205 State Route 43
Suite 208
Streetsboro, OH 44241

The project is located in Council District – Various.

Project Status and Planning
The project reoccurs annually.

Funding
70% HHS- HHS Levy and 30% Federal IV-E
The schedule of payments is Monthly by Invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6211
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1042
CM Contract#	1991

2022 2023 OOHC Master Contract - Adelphoi Village, Inc.	Department initials	Clerk of the Board
Briefing Memo	DL	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	The reason for the delay is that over 50% of the vendors had various deficiencies with their certificates of insurance and we’ve been working for a month to get those resolved.	
What is being done to prevent this from reoccurring?	The plan for the future is for our risk manager and Law Department to examine whether our requirements can be reduced up front, and they’re also considering establishing a risk pool so our vendors can get affordable cyber coverage.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION				
Informal RFP / RFQ (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Bid Specification Packet			DL	See Notes – OK AHW
Award Letter			DL	See Notes – OK AHW
Evaluation Summary			DL	See Notes – OK AHW
IG#	15-0164-REG exp 12/31/2023		DL	See Notes – OK AHW
Debarment/Suspension Verified	Date:	11/04/2021	DL	See Notes – OK AHW
Auditor’s Finding	Date:	11/04/2021	DL	See Notes – OK AHW
Vendor’s Submission			DL	See Notes – OK AHW
Independent Contractor (I.C.) Requirement	Date:	09/10/2021	DL	See Notes – OK AHW
<i>Cover - Master contracts only</i>			DL	See Notes – OK AHW
Contract History– (complete the chart below) -if required			DL	See Notes – OK AHW
Contract Evaluation – <i>if required</i>			DL	See Notes – OK AHW
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required			N/A	N/A
*If a second effort is necessary, attach screen shots of the first and second effort Informal bid “bid ending date” and “bid available date” from the vendor Tab			DL	N/A
Checklist Verification			DL	OK AHW

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	DL
Matrix Law Screen shot	DL
COI	DL
Workers’ Compensation Insurance	DL

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2022 – 12/31/2022	HS215110	56010	600	\$1,223,596.00
01/01/2023 – 12/31/2023	HS215110	56010	600	\$1,223,596.00
			TOTAL	\$2,447,192.00

Contract History CE/AG# (if applicable)	43
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	6211
CM Contract#	1991

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$123,000,000.00		01/01/2022 – 12/31/2023	Pending	Pending
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount	\$123,000,000.00	\$123,000,000.00			

Purchasing Use Only:

Prior Resolutions	
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Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

CM#	1991
Vendor Name	Adelphoi Village Inc.
ftp:	1/1/2022 – 12/31/2023
Amount	\$2,447,192.00 mm
History/CE	OK
EL	OK
Procurement Notes:	<p>11/8/2021:</p> <ol style="list-style-type: none"> 1. Incorrect checklist – please upload Formal RFP checklist. 2. Need Final RFP for RQ7102 uploaded. 3. Need Evaluation Summary for RFP RQ7102 with names of reviewers. 4. Include letter of recission from the vendor that requested to be removed from RQ6211. 5. Evaluation Summary for RQ6211: Does not have the Village Network Evaluated 6. Need DOP Tab sheet with signature of Director and completed by Department for RQ6211. 7. Need DOP Tab sheet with signature of Director and completed by Department for RQ7102. 8. Need addendum uploaded for RQ6211. 9. Need Master Contract signed by all vendors. 10. Need Letter of Intent to Award for RQ7102. 11. Need Vendor Submission file uploaded. 12. Award Letter for all RQ6211 vendors selected – DOP cannot confirm all recipients received Intent to Award Email from Email address listing. 13. Award Letter for all RQ7102 vendors selected. 14. Briefing Memo: <ul style="list-style-type: none"> B. Procurement 1. The procurement method for this project was RFP # 6621 and #7102. The total value of the RFP is \$123,000,000.00. 15. Briefing Memo: In 3a. (Listing of location/address of the project) Laurel Oaks and Focus 2 Focus are not listed. <p>11.16.2021: Regarding the Master for RQ6211 and 7102 – below is an updated list of documents needed in CM1991 as the Master for both RQ6211 and 7102:</p> <ol style="list-style-type: none"> 1. Need Final RFP for RQ7102 uploaded. 2. Need Evaluation Summary for RFP RQ7102 with names of reviewers. 3. Evaluation Summary for RQ6211: Does not have the Village Network Evaluated 4. Need Master Contract signed by all vendors. 5. Need Letter of Intent to Award for RQ7102. 6. Need Vendor Submission file uploaded. 7. Award Letter for all RQ7102 vendors selected - DOP cannot confirm all recipients received Intent to Award Email from Email address listing. 8. Briefing Memo: <ul style="list-style-type: none"> B. Procurement 1. The procurement method for this project was RFP # 6621 and #7102. The total value of the RFP is \$123,000,000.00.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>9. Briefing Memo: In 3a. (Listing of location/address of the project) Laurel Oaks and Focus 2 Focus are not listed.</p> <p>The following documents for this Master agreement are housed in this Contract comments section for all 57 contracts:</p> <ul style="list-style-type: none">• Briefing Memo• Bid Specification Packet for RQ6211 and RQ7102• Notice of Intent to Award and Award Letter for RQ6211 and RQ7102 (all vendors were selected so the Intent and Award Letter would be the same OK per CT)• Evaluation Summary for RQ6211 and RQ7102• Tabulation Sheet for RQ6211 and RQ7102• Contract Cover• Signed Contracts with all Exhibits• Late Explanation on CM1991 Checklist <p>1.4.2022 All changes made as requested. Will approve once all 57 contracts have been reviewed/approved. AHW</p>
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Purchasing Buyer approval: **ok to approve AHW 1.4.2022**



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 6211/Event #1042	TYPE: RFP	ESTIMATE: \$123,000,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2023	RFP DUE DATE: June 4, 2021	NUMBER OF RESPONSES (issued/submitted): 99/54
REQUESTING DEPARTMENT: Division of Children and Family Services	COMMODITY DESCRIPTION: Out of Home Care for Children in the Custody of the Division of Children and Family Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
Adelphoi Village, Inc. 1119 Village Way Latrobe, Pennsylvania 15650	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0164 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		(Answer: No) Buyer Initials: SSP		
	Beech Brook 3737 Lander Road Cleveland, Ohio 44124	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0604 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	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 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Belmont Pines Hospital 615 Churchill-Hubbard Road Youngstown, Ohio 44505	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0633 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		(Answer: No) Buyer Initials: SSP		
	BHC Fox Run Hospital Inc. 67670 Traco Drive St Clairsville, Ohio 43950	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 13-0428 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Boys to Men Transitional Home Inc 117 Ashwood Avenue Dayton, Ohio 45405	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> No Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Cadence Care Network (fka Homes for Kids of Ohio, Inc.) 165 E Park Avenue P.O. Box 683 Niles, Ohio 44446	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 18-0107* NCA: <input checked="" type="checkbox"/> Yes PH: <input type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		<p style="text-align: center;">Buyer Initials: SSP</p> <p style="text-align: center;">*Registered with IG as Homes for Kids of Ohio</p>		
	<p>Caring for Kids, Inc. 650 Graham Road Suite 101 Cuyahoga Falls, Ohio 44221</p>	<p style="text-align: center;">Compliant: <input checked="" type="checkbox"/> Yes</p> <p style="text-align: center;">IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0743</p> <p style="text-align: center;">NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p style="text-align: center;">Buyer Initials: SSP</p>		<p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Carrington Behavioral Health, LLC 2114 Noble Road Cleveland, Ohio 44112</p>	<p style="text-align: center;">Compliant: <input checked="" type="checkbox"/> Yes</p> <p style="text-align: center;">IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0029</p> <p style="text-align: center;">NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p style="text-align: center;">Buyer Initials: SSP</p>		<p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Catholic Charities Corporation 7911 Detroit Avenue Cleveland, Ohio 44102</p>	<p style="text-align: center;">Compliant: <input checked="" type="checkbox"/> Yes</p> <p style="text-align: center;">IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0766</p> <p style="text-align: center;">NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes</p>		<p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		(Answer: Yes) Buyer Initials: SSP		
	Christian Children's Home of Ohio, Inc. 2685 Armstrong Road Wooster, Ohio 44691	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0838 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Cleveland Christian Home 4614 Prospect Avenue E Suite 240 Cleveland, Ohio 44113	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0106 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Columbus Hospital, LLC dba Columbus Behavioral Center for Children & Adolescents 2223 Poshard Drive Columbus, Indiana 47203	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Provider Rescinded

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		<p>(Answer: No)</p> <p>Buyer Initials: SSP *as determined by Interim Director, Dept. of Purchasing</p>		
	<p>Cornell Abraxas Group, Inc. dba Abraxas Ohio 2840 Liberty Avenue, Suite 300 Pittsburgh, Pennsylvania 15222</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0045</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Gracehaven, Inc. Affiliate of Center Ohio Youth for Christ (submitted as COYFC/Gracehaven) 5000 Arlington Center Boulevard, Box B9 Columbus, Ohio 43220</p>	<p>Compliant: <input type="checkbox"/> No*</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 17-0095</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP *Duplicate Submission (same as submitted in supplier portal as Gracehaven, Inc.)</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Destiny Family Services 20600 Chagrin Boulevard Suite 600 Shaker Heights, Ohio 44122</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p>		<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		
	Detroit Behavioral Institute, LLC dba Capstone Academy 1333 Brewery Park Boulevard Suite 140 Detroit, Michigan 48207	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0039 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Eastway Corporation 600 Wayne Avenue Dayton, Ohio 45410	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0010 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	ENA, Inc. dba Necco Center 115 Private Road 977 Pedro, Ohio 45659	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 17-0101 NCA: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
	Freedom Youth Program 1421 East 174 th Street Cleveland, Ohio 44110	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0177 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Gracehaven, Inc. 5000 Arlington Center Boulevard, Box B9 Columbus, Ohio 43220	Compliant: <input checked="" type="checkbox"/> No* IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 17-0095 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP *Duplicate Submission (same as submitted in supplier portal as COYFC/Gracehaven)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Habilitation Centers, LLC dba Little Creek Behavioral Health 161 Skunk Hollow Road Conway, Arkansas 72032	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0082		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		
	Habilitation Centers, LLC dba Millcreek of Arkansas 1828 Industrial Drive Fordyce, Arkansas 71742	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0082 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	House of New Hope 8135 Mt. Vernon Road St. Louisville, Ohio 43071	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1501 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Keystone Richland Center, LLC. dba Foundations for Living 1451 Lucas Road Mansfield, Ohio 44903	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0047		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
	Laurel Oaks Behavioral Health Center, Inc. 700 East Cottonwood Road Dothan, Alabama 36301	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0126 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	LHS Family & Youth Services dba Genacross Family & Youth Services 1905 Perrysburg-Holland Road Holland, Ohio 43528	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 15-0071 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Life's Right Direction, Inc. 3493 Raymont Boulevard University Heights, Ohio 44118	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		<p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>		
	<p>Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services 401 E. McMillan Street Cincinnati, Ohio 45206</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 17-0142</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Lutheran Metropolitan Ministry 4515 Superior Avenue Cleveland, Ohio 44103</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1788</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Young Star Academy LLC dba Mohican Young Star Academy 1012 ODNR Mohican 51 Perrysville, Ohio 44864</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0034</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		<p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>		
	<p>National Youth Advocate Program, Inc. 1801 Watermark Drive Suite 200 Columbus, Ohio 43215</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-997</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Necco, LLC 1404 Race Street Suite 302 Cincinnati, Ohio 45202</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>New Beginnings Residential Treatment Center, LLC 100 Broadway Youngstown, Ohio 44505</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0055</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		<p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Buyer Initials: SSP</p>		
	<p>New Directions, Inc. 30800 Chagrin Boulevard Cleveland, Ohio 44124</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2017</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Northeast Ohio Adoption Services 5000 E. Market Street Warren, Ohio 44484</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0048</p> <p>NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes)</p> <p>Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Ohio MENTOR, Inc. 6200 Rockside Woods Boulevard Suite 305</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	Independence, Ohio 44131	IG Number: 13-0439 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		
	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 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Oesterlen Services for Youth, Inc. 1918 Mechanicsburg Road Springfield, Ohio 45503	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0116 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Pathway Caring for Children 4895 Dressler Road NW Suite A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
Canton, Ohio 44718	IG Number: 21-0078 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
Piney Ridge Treatment Center, LLC 4253 N. Crossover Road Fayetteville, Arkansas 72703	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 18-0074 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Quality Care Residential Homes, Inc. P.O. Box 605641 Cleveland, Ohio 44105	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
		IG Number: 12-2309 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
	Raven House 9349 Gaylord Avenue Cleveland, Ohio 44105	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0171 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Rite of Passage, Inc. 2560 Business Parkway Suite A Minden, Nevada 89423	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 13-0017 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Rolling Hills Hospital, LLC 1000 Rolling Hills Lane	Compliant: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	Ada, Oklahoma 74820	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 19-0036 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
	RTC Resource Treatment Acquisition Corporation dba Resource Treatment Center 1404 S. State Avenue Indianapolis, Indiana 46203	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 18-0052 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Specialized Alternatives for Families & 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 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	The Bair Foundation 275 Martinel Drive	Compliant: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	Kent, Ohio 44240	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2703 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
	The Twelve of Ohio, Inc. 619 Tremont Avenue SW Massillon, Ohio 44647	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0200 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	The Village Network 2000 Noble Drive Wooster, Ohio 44691	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2765 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Youth Intensive Services 238 S. Meridian Road	Compliant: <input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review: Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	Youngstown, Ohio 44509	IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0085 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		
	Youth Opportunity Investments, LLC 12775 Horseferry Road Suite 230 Carmel, Indiana 46032	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Department of Purchasing Tabulation Sheet

Digitally signed by
Paul Porter
 Date: 2021.11.09
 08:20:07 -05'00'

REQUISITION NUMBER: 7102 EVENT: 1657	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$123,000,000 (over two years)
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: September 20, 2021	NUMBER OF RESPONSES (issued/submitted): 47/5
REQUESTING DEPARTMENT: Children and Family Services	COMMODITY DESCRIPTION: Out of Home Care for Children in the Custody of the Division of Children and Family Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid \$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" 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 PEF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" 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: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Artis's Tender Love & Care, Inc. 2003 McGuffey Rd. Youngstown, OH 44505	N/A	N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0004 Exp 31DEC2024 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			Buyer Administrative Review: <input checked="" type="checkbox"/> Yes Buyer Initials: COOP: OPD Buyer Initials: AHW			SBE: _____ % MBE: _____ % WBE: _____ % Total % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		

2.	Focus 2 Focus, Inc. 25321 Pleasant Trail Richmond, OH 44143		Buyer Administrative Review: <input checked="" type="checkbox"/> Yes Buyer Initials: OPD Buyer Initials: IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	SBE / MBE / WBE Subcontractor Name(s):		X Yes <input type="checkbox"/> No
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Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials 20-0066 Exp31DEC2024 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AHW	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)								
						<table border="1"> <tr> <td>SBE/MBE/WBE Prime: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</td> </tr> <tr> <td>Total %</td> <td>SBE: _____ % MBE: _____ % WBE: _____ %</td> </tr> <tr> <td>SBE/MBE/WBE Comply: (Y/N)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>SBE/MBE/WBE Comments and Initials:</td> <td></td> </tr> </table>	SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No	Total %	SBE: _____ % MBE: _____ % WBE: _____ %	SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials:			
SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No															
Total %	SBE: _____ % MBE: _____ % WBE: _____ %															
SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No															
SBE/MBE/WBE Comments and Initials:																

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
3. In Focus of Cleveland, Inc. 19008 Nottingham Rd. Cleveland, OH 44110			Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0201 Exp 12/31/24 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AHW	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: ___ % MBE: ___ % WBE: ___ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
4. Jaystarr Homes 2, Inc. 13503 Saybrook Ave. Garfield Heights, OH 44125			Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Note: IG lists Jaystarr Homes, vendor submitted Jaystarr Homes 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
5. Open Arms Adoption, Inc. 11 River Street, Suite B Kent, OH 44240			Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 20-0279-REG Exp 12/31/24 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AHW	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No Total % SBE: _____ % MBE: _____ % WBE: _____ % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

RFP6211 Out of Home Care (DCFS) Evaluation Summary

	Laurel Oaks		Mohican Youth Academy		House of New Hope		Boys To Men	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	22	18	19	15	21	16	10	8
Program Management and Reporting	24	24	20	20	17	17	10	10
Organizational Capacity and Prior Experience	9	22	7	17	9	9	8	19
Internal Evaluation and Accountability	15	20	10	14	10	14	5	7
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	70	84	56	66	57	56	33	44

	New Beginnings		Eastway		Youth Opportunities		Rites of Passage	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	13	10	19	15	24	21	19.5	16
Program Management and Reporting	5	6	21	19	23	23	18	18
Organizational Capacity and Prior Experience	10	25	10	25	10	25	7	18
Internal Evaluation and Accountability	8	11	11	16	14	19	13	18
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	36	52	61	75	71	88	57.5	69

	Ohio Guidestone		Millcreek		Beech Brook		Pressley Ridge	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	17	13	14	9	25	20	24	19
Program Management and Reporting	17	17	15	15	24	24	25	25
Organizational Capacity and Prior Experience	6	15	5	13	10	25	10	25
Internal Evaluation and Accountability	7	10	7	10	15	20	15	20
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	47	55	41	47	74	90	74	90

	Gracehaven		Cadence		Detroit Behavioral		Life's Right Direction	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	25	20	22	17	24	19	17	14
Program Management and Reporting	14	14	23	23	25	25	5	5
Organizational Capacity and Prior Experience	10	25	10	25	10	25	4	11
Internal Evaluation and Accountability	9	12	15	20	15	20	3	4
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	58	71	70	86	74	90	29	34

	Raven House		Osterlan		Ohio Menor		Fox Run	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	13	11	25	20	25	20	12	10
Program Management and Reporting	4	4	20	20	23	23	13	13
Organizational Capacity and Prior Experience	2	6	10	25	10	25	5.5	14
Internal Evaluation and Accountability	1	1	15	20	15	20	8	11
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	20	22	70	86	73	89	38.5	47

	Pathway		NECCO		SAFY		Bair Foundation	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	18	14	20.5	16	21	17	20.5	16
Program Management and Reporting	18.5	18.5	18.5	18.5	20	20	19.5	19.5
Organizational Capacity and Prior Experience	6.5	17	7	17	10	25	10	25
Internal Evaluation and Accountability	11	15	11	15	14.5	20	14	19
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	54	64	57	67	65.5	81	64	80

RFP6211 Out of Home Care (DCFS) Evaluation Summary

	Youth Intensive Services		Piney Ridge		Belmont Pines		Columbus Behavioral Institute	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	15	12	23.5	19	18	15	22	18
Program Management and Reporting	6	6	23	23	19.5	19.5	16.5	16.5
Organizational Capacity and Prior Experience	2	4	9	23	10	25	8	20
Internal Evaluation and Accountability	0	0	12	16	14	19	12	16
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	23	22	67.5	81	61.5	78	58.5	71

	Freedom Youth Program		Resource Residential Treatment Center		Applewood Centers		Lutheran Metropolitan Ministry	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	19	15	17.5	14	22	17	16.5	13
Program Management and Reporting	14.5	14.5	21	21	22	22	18.5	18.5
Organizational Capacity and Prior Experience	3	9	8	20	9	22	8	20
Internal Evaluation and Accountability	7	10	11	15	15	20	10	14
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	43.5	48	57.5	70	68	82	53	65

	Cornell Abraxas		Christian Children's Home		Quality Care		Carrington Youth Academy	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	21	17	16	13	15	12	18	15
Program Management and Reporting	19	19	22	22	10.5	10.5	20	20
Organizational Capacity and Prior Experience	8.5	21	8	20	7	16	7.5	19
Internal Evaluation and Accountability	11	15	9.5	13	6	8	8	11
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	59.5	72	55.5	68	38.5	47	53.5	65

	NYAP		Keystone/Foundations for Living		LHS Family & Youth/Genacross		Adelphoi	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	19	16	21	17	16	13	16.5	13
Program Management and Reporting	18.5	18.5	16	16	12	12	17	17
Organizational Capacity and Prior Experience	7.5	19	8.5	22	6	15	10	25
Internal Evaluation and Accountability	12	16	11	15	9	12	10.5	14
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	57	69	56.5	70	43	52	54	70

	Catholic Charities		Rolling Hills		Bellefaire		New Directions	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	19.5	15	19.5	16	24	19	25	20
Program Management and Reporting	16	16	20	20	18	18	15.5	15.5
Organizational Capacity and Prior Experience	10	25	6.5	17	8	20	10	25
Internal Evaluation and Accountability	12	16	11	15	10.5	14	14	19
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	57.5	73	57	68	60.5	71	64.5	80

	The Twelve		Northern Ohio Adoption Services		Little Creek		Lighthouse Services	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	14	11	16.5	13	19	16	20.5	17
Program Management and Reporting	10.5	10.5	21.5	21.5	18.5	18.5	18.5	18.5
Organizational Capacity and Prior Experience	6	15	7.5	19	8	20	8	21
Internal Evaluation and Accountability	11	15	9	12	10.5	14	11	15
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	41.5	51	54.5	66	56	68	58	71

RFP6211 Out of Home Care (DCFS) Evaluation Summary

	Caring for Kids		Destiny		Cleveland Children's		ENA/NECCO	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	21.5	17	14	11	22	17	20.5	16
Program Management and Reporting	6	6	13	13	18.5	18.5	18.5	18.5
Organizational Capacity and Prior Experience	6	15	2	5	7	18	7	17
Internal Evaluation and Accountability	11	15	8.5	12	11	15	11	15
Program Budget and Narrative								
Total Evaluation Score (Maximum 102 points)	44.5	53	37.5	40.8	58.5	69	57	67

Review team members: Karen Anderson, Chelsay Eskra, Derrick McClain, LaTanya Moultry
 Jen Croessmann, Jessica Berry, Yvette Wheeler, Jenni Kovi
 LaToya Howard, Donna Scott, Angelie Franklin-Branch, Denise Caviness
 Joe Jackson, Christina Kerfonta, Olivia Goins-Jordan, David Latsko
 Elizabeth Nekoloff, Eboni Freeman, Craig Riedel, Kate McBride
 David Gray, Maria Armao, Carley Robertson, Avis Rias, Paul Sturman
 Guillermo Torres, Kristy VanDivner, Adam Stout, Prekeyse Chatmon
 Jocelyn Jones, Marquetese Betts, Shawn Green, Judi Judge, La Teisa Crockett
 Andrea Hampton, Pam Pruitt, Cynthia Hurry, Tammy Hornak
 Nabratia Chapman, Mary Price, Yvonne Williams, Maureen Draye, Maria Santana
 Freda Houchins, Lalita Watkins-Edmonds, Vanessa West, Paul Porter
 Carletta McCoy, Michelle Shears, John Kish, Dana Wood
 Christian Tobin, Felicia Hart, Rhonda Parmer, Karin Austin
 Emily Lockshine, Anthony Rentas, Bryan Stanton, Lynetta Hood-Taylor

RFP6211 Out of Home Care (DCFS) Evaluation Summary

	Artis TLC		Focus 2 Focus		In-Focus		Jaystarr Homes		Open Arms Adoptions	
	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score	Score	Adj. Score
Program Model & Design	13	10	19.5	16	19.5	16	14	11	19	15
Program Management and Reporting	9	9	14.5	14.5	14.5	14.5	5	5	16	16
Organizational Capacity and Prior Experience	4	11	4	12	4	12	2.5	8	7	17
Internal Evaluation and Accountability	8	11	7	10	7	10	5	7	12	16
Program Budget and Narrative	2.5	5	3	6	3	6	0	0	6	10
Total Evaluation Score (Maximum 102 points)	36.5	46	48	59	48	59	26.5	31	60	74

Review Team Members: David Gray, Guillermo Torres, Nabratia Chapman

CONTRACT EVALUATION FORM

Contractor	Adelphoi Village, Inc				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 43 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. competencies of young adolescent males through musical rhythmic activities, group challenging games that build character and interpersonal communication skills, and self-awareness training through council discussion practices and mindful breathing exercises				
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	FYP is currently being utilized by other county child welfare agencies. Accepted our youth that has been in and out of our building for the last 45 days, when no other program was willing to work with him.
Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Applewood Centers, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 552 CE1700283-01				
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.				
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.				
Department Contact	David Gray				

User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Artis's Tender Love & Care, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 43 CE1700284-01				
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.				
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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Artis's Tender Love & Care, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	43				
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.				
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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2021

CONTRACT EVALUATION FORM

Contractor	Beech Brook				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 103 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.				
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.				
Department Contact	David Gray				
User Department	Cuyahoga County Division of Children and Family Services				

Date	09/02/2020
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CONTRACT EVALUATION FORM

Contractor	Bellefaire Jewish Children's Bureau				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 892 CE1700287-01				
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 intensive 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.				
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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	BHC Belmont Pines Hospital, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 109 CE1700288-01				
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.				
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.
Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Caring for Kids, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 250 CE1700290-01				
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.				
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.				
Department Contact	David Gray				

User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Carrington Youth Academy				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 513 CE1700291-01				
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.				
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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Catholic Charities Corporation				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 117 CE1700292-01				
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.				
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.				
Department Contact	David Gray				

User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Christian Children's Home of Ohio, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 714 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.				
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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	COMPASS Family and Community Services				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 211				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/01/18 - 12/31/18				
Background Statement	Daybreak has been the only youth crisis shelter available in the Mahoning Valley since 1976. It is a community-based, ten-bed shelter providing a comprehensive safe haven as well as crisis counseling services to run away, “throwaway” or otherwise homeless youth from ages 11 to 18.				
Service Description	SHELTER - Safe, temporary shelter for youth ages 11-18 in a home-like atmosphere. Along with food, clothing, and transportation to school. Transportation to and from school during their stay at Daybreak. Tutors to ensure schoolwork doesn’t add to their stress. Assistance in beginning or maintaining educational services. Recreation and enrichment activities. Preliminary Health Assessment, Psychosocial Assessment, Individual, Group, and Family Counseling, Information and referrals to other community resources, Guidance and encouragement to youth in their efforts to make constructive and positive decisions regarding their lives, Encouraging the resolution of family conflicts through counseling and referrals, when safe and appropriate, Reuniting young people with their families, or when it is not possible, arranging placement to the most appropriate, safe housing available, Independent living skills, Support for youth struggling with peer relationships, bullying, and other barriers to stability.				
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):	TBD				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor

Select One (X)			x		
Justification of Rating	Service that is currently being utilized by other county child welfare agencies. Accepted our youth from the hospital and assisted in minimizing trauma from recent assault.				
Department Contact	David Gray				
User Department	Cuyahoga County Division of Children and Family Services				
Date	09/02/2020				

CONTRACT EVALUATION FORM

Contractor	Cornell Abraxas Group, Inc. d.b.a. Abraxas Ohio				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 114 CE1700295-01				
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.				
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.				

Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	09/02/2020

CONTRACT EVALUATION FORM

Contractor	Detroit Behavioral Institute LLC. dba Capstone Academy				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 112 CE1700296-01				
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.				
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.
Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	9/2/2020

CONTRACT EVALUATION FORM

Contractor	Eastway Corporation DBA Eastway Behavioral Health				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 886 20001039				
RQ#	CF- 17-39540				
Time Period of Original Contract	01/14/20 - 12/31/20				
Background Statement	Incorporated in 1957, Eastway Behavioral Healthcare’s mission is to advance the overall health and security of individuals and the community by providing excellent behavioral healthcare, rehabilitation and housing services and to advocate on behalf of individuals with special needs.				
Service Description	Northcutt Residential Treatment Center provides a safe, healing environment for elementary school-aged boys who have experienced abuse and neglect, exhibit severe emotional and behavioral issues or have been in and out of local school or juvenile systems. Services are grounded in the philosophy of Trauma-Informed Care, which has demonstrated positive outcomes for victims of trauma. Using a multi-disciplinary team approach, we wrap services around the child and family to help them heal, and to transition back to home, school, and the community.				
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 Eastway Corporation DBA Eastway Behavioral Health 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	Eastway is a member of the Ohio Children's Alliance and are a preferred community partner of Franklin and Summit County Children's Services. Their trauma-informed approach is consistent with the type and quality of care that we would expect from our residential providers.				
Department Contact	David Gray				
User Department	Cuyahoga County Division of Children and Family Services				
Date	9/2/2020				

CONTRACT EVALUATION FORM

Contractor	ENA, Inc. - NECCO				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM 137 CE1800126-01				
RQ#	CF- 17-39540				
Time Period of Original Contract	05/17/18 - 12/31/18				
Background Statement	At Necco we are purpose-driven, and that purpose is to lift children out of an impossible situation and into a world filled with hope. Our purpose is to not only change their circumstances but their journey. This change requires a sense of safety, stability, and a strong support network that can only come from caring adults - foster parents like you.				
Service Description	Across West Virginia, Ohio, Kentucky, and Georgia we've placed thousands of children with supportive and caring families. We have foster parents from a variety of backgrounds and walks of life. Married, single, same-sex parents, homemakers, professionals, and everyone in between, all that matters is your desire to give these children comfort, stability, and love.				
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 ENA, Inc. - NECCO 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	ENA, 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.
Department Contact	David Gray
User Department	Cuyahoga County Division of Children and Family Services
Date	9/2/2020

CONTRACT EVALUATION FORM

Contractor	HHC Augusta Inc dba Lighthouse Care Center of Augusta
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	1116
RQ#	CF-17-39540
Time Period of Original Contract	01/01/18 - 12/31/20
Background Statement	HHC Augusta Inc dba Lighthouse Care Center of Augusta, located in Augusta, Georgia, provides treatment to children and adolescents experiencing psychological issues. In addition to our clinical care services, we also provide a variety of recreational opportunities and an accredited on-campus school. We assist our patients in recovery by keeping their minds and bodies active and providing an opportunity for social interaction.
Service Description	<ul style="list-style-type: none">) Assessments: A comprehensive assessment is completed by a therapist and psychiatrist upon admission to identify concerns and problems and individualize treatment goals for the patient. Along with the assessments, a complete history and physical evaluation helps us understand the past and current needs of the child.) Medication management: Often during a residential admission, medication stabilization is an important step toward assisting the continued care of the patient.) Person-centered care: Each patient has a treatment plan and goals that are tailored to their unique identified and agreed upon with the treatment team, patient, and parent or guardian.) Psychiatrist visits: Patients meet with their doctor on a regular basis to discuss their treatment goals, medication management and overall wellbeing.) Individual therapy: Patients meet with their therapist weekly.) Family therapy: One of the most important components of residential treatment is the involvement of family and loved ones. Family involvement increases the likelihood of positive outcomes for patients.) Group therapy: Therapeutic groups are an important part of the treatment program in which individuals gain better insight into their individual issues and have the opportunity to learn new,

	<p>appropriate coping skills.</p> <p>) Structured days: Structure is a key component of our program. Groups help build problem-solving skills through multiple therapeutic avenues such as recreational and activity therapy, cognitive-behavioral therapy, dialectical behavior therapy exercises, educational groups and coping-skill development.</p> <p>) Discharge and aftercare planning: Medication management education, community resource information and appropriate discharge referrals are provided prior to and at discharge. These are key tools that assist individuals as they continue on the path of healing mentally and emotionally after leaving our program.</p>										
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 HHC Augusta Inc dba Lighthouse Care Center of Augusta 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	<table border="1"> <thead> <tr> <th>Superior</th> <th>Above Average</th> <th>Average</th> <th>Below Average</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">x</td> <td></td> <td></td> </tr> </tbody> </table>	Superior	Above Average	Average	Below Average	Poor			x		
Superior	Above Average	Average	Below Average	Poor							
		x									
Select One (X)											
Justification of Rating	Lighthouse Care Center of Augusta is a new provider with whom Cuyahoga County will be partnering with for the first time. However, they are managed by KidLink who also manages Fox Run, Belmont Pines, and Foundations for Living whom we do contract with. They are Joint Commission accredited.										
Department Contact	Paul Porter										
User Department	Cuyahoga County Division of Children and Family Services										
Date	09/14/2021										

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0290

Sponsored by: County Executive Budish/Department of Public Works/Division of County Engineer	A Resolution approving an additional Right-of-Way Exhibit as set forth in Plat No. M-5036 for the replacement of Jefferson Avenue Bridge No. 00.57 between West 3 rd Street and the Cuyahoga River in the City of Cleveland; authorizing the County Executive through the Department of Public Works to acquire said necessary Right-of-Way; 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 approving an additional Right-of-Way Exhibit as set forth in Plat No. M-5036 for the replacement of Jefferson Avenue Bridge No. 00.57 between West 3rd Street and the Cuyahoga River in the City of Cleveland; and

WHEREAS, the primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for Plat No. M-5036 for the replacement of Jefferson Avenue Bridge No. 00.57 between West 3rd Street and the Cuyahoga River in the City of Cleveland; and

WHEREAS, the project is located in Council District 7; and

WHEREAS, the estimated right-of-way acquisition cost is \$500,000.00, which will be funded 100% by County Road and Bridge Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby approves an additional Right-of-Way Exhibit as set forth in Plat No. M-5036 for the replacement of Jefferson Avenue Bridge No. 00.57 between West 3rd Street and the Cuyahoga River in the City of Cleveland.

SECTION 2. That the County Executive through the Department of Public Works is hereby authorized to acquire the Right-of-Way necessary for said improvement.

SECTION 3. That all proceedings relative to the additional Right-of-Way Exhibit as set forth in Plat No. M-5036 are hereby ordered copied into the Road Record of the County by the Department of Public Works are copied into all other proper records of the County by the Fiscal Officer as required by law.

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: December 7, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

Seeking Authority to Acquire Additional Right-of-Way for the Jefferson Avenue Bridge 00.57 Project

Scope of Work Summary

This Legislative Action Request does not involve a contract.

The Department of Public Works is seeking the following in connection with the Jefferson Avenue Bridge 00.57 Project: (1) approval of the additional Right-of-Way Exhibit M-5036 (2) authority to acquire additional required right-of-way; and (3) ruling that special assessments are not to be levied and collected to pay any part of the County's costs of these improvements.

Since November 1, 2021 and continuing until the Resolution granting the requested action is either adopted or rejected, the Department of Public Works has posted and provided continuous notice of the following on its website:

- The Department of Public Works has submitted the Project's Right of Way Property Exhibit for County Council approval and that the same are available for viewing on said website;
- The Department of Public Works intends to acquire right-of-way for said improvement;
- That a First Reading of the Resolution approving the revised right-of-way plans will be made by the Cuyahoga County Council at its meeting scheduled to begin at 5:00 p.m. on November 23, 2021; and,
- That general public access and ability to review the right-of-way plans via an electronic link as indicated.

There were originally a total of 4 ownerships and 4 parcels associated with the acquisition of right-of-way for this project – all acquisitions were for temporary easements. The Exhibit was approved by Cuyahoga County Council on 5/28/2019 through R2019-018. This Amendment adds one additional owner and parcel to the project. This acquisition is also for a temporary easement.

The primary goal of this project is to obtain Council's review and approval of the right-of-way plans and approval of the required acquisitions needed for the Jefferson Ave. Bridge 00.57 Project

Location: Jefferson Avenue between West 3rd Street and the Cuyahoga River in the City of Cleveland.

District 7

Project Status

Acquisition must be completed by the first quarter of 2022. The Project is anticipated for construction in 2022.

Funding

The right-of-way estimate is \$500,000.00 – Road & Bridge Funds

Prior Resolutions: R2019-0108 Convenience and Welfare scheduled
 R2019-0118 Approval of ROW



EXHIBIT "A"

**PARCEL 6-T
JEFFERSON AVENUE BRIDGE 00.57**

**TEMPORARY EASEMENT FOR THE PURPOSE OF PERFORMING WORK,
INGRESS, & EGRESS, NECESSARY FOR THE REPLACEMENT OF A BRIDGE
FOR 24 MONTHS FROM THE DATE OF ENTRY BY THE COUNTY OF
CUYAHOGA, OHIO**

The below legal description is based on the subject parcel's (004-33-001) description taken from the deed recorded in Cuyahoga County Records Volume 95311 Page 9, under section 'Site Name: PLANT "J", Parcel No. 1, page 19 of 20.

Situated in the City of Cleveland, County of Cuyahoga and State of Ohio and known as being part of Original Brooklyn Township Lot No. 87 and being 0.9435 Acres (41097.5179 square feet). Said easement being parts of sublots 1116, 1117, 1118, 1119, 1127, 1128, 1129, 1130, 1131, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, a part of Scothan Avenue, S.W., and a vacated part of Scothan Avenue, S.W., all in S. S. Stone's Survey of College Tract of, as shown by the recorded plat in Volume 2, Page 31 of Cuyahoga County Records. Temporary Easement No. 6-T, for the replacement of Jefferson Avenue bridge No. 00.57 and on land conveyed to Cleveland Builders Supply by deed recorded in Cuyahoga County Records Volume 95311 Page 9, under the section titled 'Site Name: PLANT "J", Parcel No. 1, page 19 of 20, from a survey performed by Charles W. Root, P.E., P.S. in February, 1936.

And further described as follows:

Commencing (**POC**) at the intersection of the northwesterly line of Mary Avenue S.W., (66') and the northeasterly line of West 3rd Street, thence 140.02 feet north 53 degrees 09 minutes 40 seconds east to a point on the northwesterly line of said Mary Avenue, thence 247.29 feet north 37 degrees 00 minutes 00 seconds west, parallel with the northeasterly line of said West 3rd Street, to a point of curvature, thence turning to the right along an arc of a curve defined by the following; chord distance of 198.49 feet, a chord bearing of north 22 degrees 12 minutes 26 seconds west, a delta of 29 degrees 35 minutes 09 seconds, a tangent of 102.65 feet, an arc length of 200.71 feet, and a radius of 388.70 feet, to the Principal Point of Beginning (**PPOB**) of the easement herein described:

COURSE I - Continuing along the curve deflecting to the right defined by the following; chord distance of 63.97 feet, a chord bearing of north 02 degrees 41 minutes 38 seconds west, a delta of 9 degrees 26 minutes 26 seconds, a tangent of 32.10 feet, an arc length of 64.05 feet, and a radius of 388.70 feet;

<CONTINUED>





EXHIBIT "A"

- COURSE II** - Thence a distance of 325.77 feet north 02 degrees 23 minutes 50 seconds east along the easterly line of property owned by Tremont Industrial Properties Co. as recorded in Deed Volume 87-74427 Page 4, to the southerly line of Jefferson Avenue (60');
- COURSE III** - Thence a distance of 120.04 feet south 87 degrees 36 minutes 10 seconds east, to a point on the southerly line of Jefferson Avenue (60'), said point distant 105.37 feet from the intersection of the southerly line of said Jefferson Avenue and the dock line as described by the City of Cleveland Ordinance No. 43854;
- COURSE IV** - Thence a distance of 355.41 feet south 05 degrees 25 minutes 40 seconds east to a point on the south line of the parcel, said point also being the western most angle point of the south parcel line;
- COURSE V** - Thence a distance of 102.41 feet south 71 degrees 20 minutes 24 seconds west to the PRINCIPAL PLACE OF BEGINNING (PPOB) of the easement herein described and containing 41097.5179 square feet (0.9435 acres) of land according to an administrative legal description by Dino Lustri, P.E. (#79759), P.S. (#8360), of Cuyahoga County Department of Public Works, dated November 3, 2021, be the same, more or less, but subject to all legal highways.

*** The intent of this description is to describe the western area of parcel 004-33-001, with bounds on the south, west, and north boundary lines containing an area to be used for improvement plans by Palmer Engineering from Medina, dated 10/21/2021, containing 41097.5179 square feet (0.9435 acres) plus or minus. ***

Dino.Lustri, P.E., P.S.

Digitally signed by Dino Lustri,
P.E., P.S.
DN: C=US, E=dino@dles.co,
O=D.L. Engineering &
Surveying, CN="Dino Lustri,
P.E., P.S."
Date: 2021.11.03 13:26:23-04'00'



County Council of Cuyahoga County, Ohio

Resolution No. R2021-0291

Sponsored by: County Executive Budish/Department of Public Works	A Resolution authorizing Contract No. 1921 with SMG/Huntington Convention Center of Cleveland in the amount not-to-exceed \$989,350.00 for lease of space at Huntington Convention Center of Cleveland and the Global Center for Health Innovation, located at 1 St. Clair Avenue NE, Cleveland for jury duty operations for the Cuyahoga County Court of Common Pleas for the period 8/28/2021 – 6/30/2022; 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: Construction has recommended Contract No. 1921 with SMG/Huntington Convention Center of Cleveland in the amount not-to-exceed \$989,350.00 for lease of space at Huntington Convention Center of Cleveland and the Global Center for Health Innovation, located at 1 St. Clair Avenue NE, Cleveland for jury duty operations for the Cuyahoga County Court of Common Pleas for the period 8/28/2021 – 6/30/2022; and

WHEREAS, the primary goal of this project is to provide use of space for Common Pleas Court proceedings; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes Contract No. 1921 with SMG/Huntington Convention Center of Cleveland in the amount not-to-exceed \$989,350.00 for lease of space at Huntington Convention Center of Cleveland and the Global Center for Health Innovation, located at 1 St. Clair Avenue NE,

First Reading/Referred to Committee: December 7, 2021
Committee(s) Assigned: Public Works, Procurement & Contracting

Legislation Substituted in Committee: January 19, 2022

Journal _____
_____, 20__

Scope of Work Summary

Public Works is requesting approval of a contract with SMG for the anticipated cost of \$379,328.00. The anticipated start date is 8/28/2021.

The primary goal of the project is to provide Use of Space for Common Pleas Court proceedings.

Procurement

The procurement method for this project was Exemption. The total value of the RFB is \$379,328.00.

Contractor and Project Information

The address(es) of all vendors and/or contractors is:

SMG

1 St. Clair NE

Cleveland, Ohio 44114

George A. Hillow/Executive Director

Project Status and Planning

The project occurs as needed to provide the Common Pleas Court space to hold court proceedings.

Funding

The project is funded 100% by the General Fund, PW750100.

The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	None
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	CM1921

Briefing Memo	10.15.21	Department initials tw	Clerk of the Board <input type="checkbox"/>
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Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Courts were discussing the contract term length.	
What is being done to prevent this from reoccurring?	Require more clarity from the interested parties.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form		10.13.21	tw	Ok per va
IG#	12.1512 REG	12.31.21	tw	Ok per va
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	n/a	tw	n/a going to BOC
Debarment/Suspension Verified	Date:	9.14.21	tw	Ok per va – “dated 10/15/21”
Auditor’s Finding	Date:	9.8.21	tw	Ok per va – “dated 10/15/21”
Vendor’s Submission				Ok per va-agreement
Independent Contractor (I.C.) Requirement	Date:	10.21.21	tw	Ok per va
Cover - <i>Master contracts only</i>				n/a not a master contract
Contract Evaluation – <i>if required</i>			tw	Ok per va
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a
Checklist Verification		10.14.21	tw	va

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Law	
Department initials	

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	Agreement	tw
Matrix Law Screen shot	PWD-2709	tw
COI	PWD-2712 email	Tw
Workers’ Compensation Insurance	6.21 – 6.22 10.22.21 rec	tw

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
8.23.21 – 12.31.21	PW750100	55130		\$379,328.00
			TOTAL	\$379,328.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$379,328.00		8/28/2021 – 12/31/2021	TBD	TBD
Prior Amendment Amounts (list separately)		\$0			
		\$			
		\$			
Pending Amendment		\$0			
Total Amendments		\$0			
Total Contact Amount		\$379,328.00			

Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	1921
Vendor Name:	Cuyahoga County Convention Fac
ftp:	8/28/2021- 12/31/2021
Amount:	\$379,328.00

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	ok
EL:	Need WET signature
Procurement Notes:	Buyer review completed

Purchasing Buyer approval:

CONTRACT EVALUATION FORM

Contractor	SMG/Cleveland Convention Center				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM123				
RQ#	n/a				
Time Period of Original Contract	September 01, 2020 – June 30, 2021				
Background Statement	SMG/Cleveland Convention Center contract is for leased space at the Huntington Convention Center and Global Center for Health Innovation				
Service Description	Use of space for operations of the Cuyahoga County Common Pleas Court				
Performance Indicators	Clean space, audio visual equipment available with no issues Wireless internet accessible				
Actual Performance versus performance indicators (include statistics):	There have been no issues with the space.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	They are performing to standard with no issues.				
Department Contact	Greg Popovich, Court Administrator				
User Department	Court of Common Pleas				
Date	October 27, 2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2021-0292

<p>Sponsored by: County Executive Budish/Department of Public Safety and Justice Services</p>	<p>A Resolution making awards on RQ4593 to various providers in the total amount not-to-exceed \$11,092,322.00 for funding for one-time capital and programmatic costs to support delivery of services to persons with serious mental illness, serious mental illness with co-occurring substance abuse or substance abuse/addiction for the period 1/1/2022 – 6/30/2024; authorizing the County Executive to execute the contracts and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Public Safety and Justice Services has recommended awards on RQ4593 to various providers in the total amount not-to-exceed \$11,092,322.00 for funding for one-time capital and programmatic costs to support delivery of services to persons with serious mental illness, serious mental illness with co-occurring substance abuse or substance abuse/addiction for the period of 1/1/2022 – 6/30/2024 as follows:

- a) Alliant Health Group in the amount not-to-exceed \$26,240.00 for the purchase of a van to transport clients and the purchase of furnishings and equipment for a sober living facility;
- b) Community Assessment & Treatment Services, Inc. in the amount-not-exceed \$200,000.00 for renovation of a sober living facility;
- c) Edna House for Women, Inc. in the amount not-to-exceed \$375,000.00 for renovation of property to serve as a sober living facility for women;
- d) Northern Ohio Recovery Association in the amount not-to-exceed \$28,960.00 for the purchase of furnishings for an inpatient treatment facility and the purchase of a van to transport clients;
- e) Stella Maris, Inc. in the amount not-to-exceed \$5,598,232.00 for renovations, purchase of property and the purchase of furnishings for addiction treatment facilities;

- f) The Briermost Foundation, Inc. I the amount not-to-exceed \$665,582.00 for the purchase of property, renovation and furnishings for a sober living facility;
- g) YMCA of Greater Cleveland Foundation in the amount not-to-exceed \$4,198,308.00 for renovations and the purchase of furnishings for an interim housing facility that provides substance use disorder treatment and mental health counseling services; and

WHEREAS, the primary goal of this project is to expand availability of residential, treatment and supportive services for Cuyahoga County residents who suffer from serious mental illness with co-occurring substance abuse/addiction; and

WHEREAS, this project is funded 100% by the Opioid Settlement 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 RQ4593 to various providers in the total amount not-to-exceed \$11,092,322.00 for funding for one-time capital and programmatic costs to support delivery of services to persons with serious mental illness, serious mental illness with co-occurring substance abuse or substance abuse/addiction for the period of 1/1/2022 – 6/30/2024 as follows:

- a) Alliant Health Group in the amount not-to-exceed \$26,240.00 for the purchase of a van to transport clients and the purchase of furnishings and equipment for a sober living facility;
- b) Community Assessment & Treatment Services, Inc. in the amount-not-exceed \$200,000.00 for renovation of a sober living facility;
- c) Edna House for Women, Inc. in the amount not-to-exceed \$375,000.00 for renovation of property to serve as a sober living facility for women;
- d) Northern Ohio Recovery Association in the amount not-to-exceed \$28,960.00 for the purchase of furnishings for an inpatient treatment facility and the purchase of a van to transport clients;
- e) Stella Maris, Inc. in the amount not-to-exceed \$5,598,232.00 for renovations, purchase of property and the purchase of furnishings for addiction treatment facilities;

First Reading/Referred to Committee: December 7, 2021
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

Title: Cuyahoga County Executive RQ4593 2021 Various Providers Award Agreement for one-time costs associated with provision of services to persons with serious mental illness (SMI), SMI with co-occurring substance abuse, or substance abuse/addiction

Scope of Work Summary

County Executive requesting approval of award agreements with various service providers in the aggregate amount not-to-exceed ~~\$11,512,625~~ **\$11,092,322.00**.

Agency	Award Amount not-to-exceed	Scope of Work
Stella Maris	\$6,018,535 \$5,598,232.00	Renovations, purchase of property, and purchase of furnishings for addiction treatment facilities
Y-Haven YMCA Program)	\$4,198,308	Renovations and purchase of furnishings for interim housing facility that provides substance use disorder treatment and mental health counseling
Briermost Foundation	\$665,582	Purchase of property, renovation and furnishings for sober living facility
Edna House	\$375,000	Renovation of property to serve as sober living facility for women
Community Assessment & Treatment Services (CATS)	\$200,000	Renovation of sober living facility
Northern Ohio Recovery Association (NORA)	\$28,960	Purchase of furnishings for inpatient treatment facility and purchase of van to transport clients
Alliant	\$26,240	Purchase of van to transport clients and purchase of furnishings and equipment for sober living facility

The anticipated start date of the projects is January 1, 2022 and the anticipated completion date of the projects is June 30, 2024.

The primary goal of all projects funded by this award is to expand availability of residential services, treatment services and supportive services for Cuyahoga County residents who suffer from serious mental illness (SMI), SMI with co-occurring substance abuse, or substance abuse/addiction. This is to be accomplished by awarding support to local service providers for one-time capital or programmatic costs of operations.

Procurement

The procurement method for this project was request for proposal, RQ4593.

The RFP closed on March 10, 2021. The Diversity SBE/MBE/WBE goals established by OPD for the project were 0%.

Eleven proposals were submitted for review and seven proposals were selected for awards.

Contractor and Project Information

Ada Nworie, CEO
Alliant Health Group
3535 Lee Road
Shaker Heights, OH 44120
Council District - 9

Ms. Erin Helms, Executive Director
The Briermost Foundation
PO Box 34024
Parma, OH 44134
Council District –10

John Scalish, CEO
Community Assessment and Treatment Services
8411 Broadway Avenue
Cleveland, OH 44105
Council District - 8

Ms. Jennifer Lasky, Executive Director
Edna House
2007 W. 65th Street
Cleveland, OH 44102
Council District – 3

Ms. Anita Bradley, President and CEO
Northern Ohio Recovery Association
1400 E. 55th Street
Cleveland, OH 44103
Council District – 7

Mr. Daniel Lettenberger-Klein, CEO
Stella Maris
1320 Washington Avenue
Cleveland, OH 44113
Council District – 7

Mr. Ed Gemerchak, Executive Director
Y-Haven
6001 Woodland Ave
Cleveland, OH 44104
Council District - 8

Project Status and Planning
The project is new to the County.

Upon approval, funds will be awarded to recipients on a reimbursement basis, which is the next phase of the project.

Funding

The project is funded 100% by the County's Opioid Settlement Funds.

The schedule of payments will be established based on the complexity of each individual project.



Office of Procurement and Diversity Tabulation Sheet

REQUISITION NUMBER: 4593	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$2,500,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: March 10, 2021	NUMBER OF RESPONSES (issued/submitted): 93/11
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Diversion Center – Phase II Services for Off-Site Delivery	
DIVERSITY GOAL/SBE %0	DIVERSITY GOAL/WBE 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/WBE/MBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidders / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
1. Alliant Health Group 3535 Lee Rd. Shaker Hts OH 44120	Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials		Dept. Tech. Review	Award: (Y/N)
	<input type="checkbox"/> N/A PH: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____			

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
2. The Briermont Foundation Inc PO Box 34024 Parma OH 44134	Compliant: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input type="checkbox"/> Yes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	<input checked="" type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: <u>MMH</u>		

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
3. B. Riley House 3719 Denison Ave Cleveland OH 44109	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>No component 3 goods requested</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address		Buyer Administrative Review: OPD Buyer Initials		Dept. Tech. Review		Award: (Y/N)
		IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer				

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials Initials: _____ MMH	Dept. Tech. Review	Award: (Y/N)

4. Bidder's / Vendors Name and Address Catholic Charities 7911 Detroit Ave Cleveland OH 44102	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0766 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Dept. Tech. Review <i>No comment 3 funds requested</i>	Award: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials		Dept. Tech. Review	Award: (Y/N)
	PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: <u>MMH</u>			

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
5. Community Assessment & Treatment Services 8411 Broadway Ave Cleveland OH 44105	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-0767 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MMH		

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
6. The Edna House 2007 West 65th Street Cleveland OH 44102	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	<p>NCA: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>OPD Buyer Initials: _____ MMH</p>		

Transaction ID:

<p>Bidders / Vendors Name and Address</p>	<p>Buyer Administrative Review: OPD Buyer Initials</p>	<p>Dept. Tech. Review</p>	<p>Award: (Y/N)</p>
<p>7. Hitchcock Center for Women Inc 1227 Ansel Rd Cleveland OH 44108</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IG Number: 19-0195</p> <p>NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>	<p><i>No compact 3 funds requested</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (V/N)
	CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MNH		

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (V/N)
8. Northern Ohio Recovery Association 1400 E 55 th Street	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
Cleveland OH 44103	IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IG Number: n/a NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
.	OPD Buyer Initials: _____ MMIH		

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
9. Recovery Resources 4269 Pearl Rd Cleveland OH 44109	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2349 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	project completed prior to completion of approval and contract process	DMG

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials		Dept. Tech. Review (Y/N)	Award: (Y/N)
	PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MIMH			

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
10. Stella Maris 1320 Washington Ave Cleveland OH 44113	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 12-2611 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A CC8B: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CC8EIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials	Dept. Tech. Review	Award: (Y/N)
	COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MMH		
11. Bidder's / Vendors Name and Address VMCA of Greater Cleveland 1801 Superior Ave # 130 Cleveland OH 44114	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Number: 20-0157 NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A PH: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dept. Tech. Review	Award: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Buyer Administrative Review: OPD Buyer Initials		Dept. Tech. Review	Award: (Y/N)
	<input type="checkbox"/> N/A CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A COOP: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A OPD Buyer Initials: _____ MMH			

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0005

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s appointment of Paul Herdeg to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council,” and

WHEREAS, the City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise Code Chapter 6301; and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

WHEREAS, County Executive Armond Budish has nominated Paul Herdeg (replacing Ted Carter) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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 Paul Herdeg (replacing Ted Carter) to serve on the City

of Cleveland/Cuyahoga County Workforce Development Board for an unexpired term ending 6/30/2022.

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, 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: January 11, 2022

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



December 7, 2021

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cleveland/Cuyahoga County Workforce Development Board

Dear President Jones:

The Cleveland/Cuyahoga County Workforce Development Board fulfills the functions outlined in the Workforce Innovation and Opportunity Act of 2014. This joint operation between the City of Cleveland and Cuyahoga County provides public policy guidance and exercises oversight of local programs of workforce activities. For this Board, I am pleased to offer the following appointments:

- **Paul Herdeg**, unexpired term ending June 30, 2022
 - New appointment
 - Replacing Ted Carter
 - Currently resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are 19 candidates on file for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish

Paul Herdeg
Director, Cuyahoga County Department of Development



Lead Cuyahoga County's community development, economic development, and workforce innovation strategy and execution. Align Cuyahoga County's development and workforce innovation activity with complementary activities and funding of its public sector, philanthropic sector, and private sector partners, to accomplish key economic development strategic goals.

PREVIOUS CUYAHOGA COUNTY EXPERIENCE

Deputy Chief Economic Development Office
Director, Strategic Planning and Business Intelligence
Administrator, Community Development and Housing
Housing Manager

Negotiated and directed the closing and implementation of agreements for development financing leveraging well over \$1 billion of new and renovated housing, commercial, and industrial construction throughout Cuyahoga County. Areas of responsibility progressively grew to include affordable housing, market rate housing, lead remediation, vacant property demolition and nuisance abatement, renovation of vacant residential and commercial properties, storefront renovation, business growth lending, brownfield cleanup, large scale business attraction.

Stood up both small business assistance and emergency rental assistance programs during the COVID-19 pandemic, engaging stakeholders and leading operational planning to deploy over \$8 million of small business grants, over \$3 million of loans, and over \$10 million of rental assistance. Lead planning and execution of ongoing countywide business and housing COVID recovery work.

Planned, resourced and led execution of strategies to advance Cuyahoga County's housing, community, and economic development. Coordinated development strategies with County-led workforce innovation programing including the SkillUp service and workforce funder alignment .

Managed staff hiring, training, evaluation, coaching, and progressive discipline for a work unit of up to 40 staff. Assigned staff to duties based on their skills, knowledge, abilities, needs of the County, and available funding. Outsourced service delivery as needed to ensure quality of work.

Prepared budgets, controlled spending, and allocated funding of \$6 to over \$20 million per year. Managed performance and financial reporting to funding sources, ensuring compliance with both program and fiscal regulations. Managed the federal and state audit process for my programs and received consistently positive monitoring and audit reports for federally funded activities.

Directed strategic and operational planning for federally funded activities including housing, community development, and affirmatively furthering fair housing. Led the development of a departmental strategic plan aligned with the County strategic plan. Led annual updating of the County's five year economic development plan. Led performance measurement and reporting for the County strategic plan and five year economic development plan. Led the development of economic measures for the five year economic development plan. Created an analytical process to better analyze the County's return on its economic development funding investments.

OTHER PROFESSIONAL EXPERIENCE

Executive Director, Union-Miles Development Corporation

Directed all activities of nonprofit agency in southeast Cleveland. Hired, trained, evaluated, promoted, and assigned staff as needed to execute strategy within resource limits. Developed both housing and economic development projects to advance placemaking and job creation goals. Maintained strong stakeholder relationships with elected officials, funders, and intermediaries.

Specialist Attorney, Law Reform Unit, Legal Aid Society of Cleveland

Led teams of attorneys in complex federal civil rights and consumer litigation. Led both internal and external teams to update and revise the standard reference manual for Ohio consumer law.

EDUCATION AND TRAINING

J.D., Cleveland-Marshall College of Law, *magna cum laude*

Admitted to the practice of law in Ohio and in the U.S. District Court, Northern District of Ohio

B.S. in Mathematics, Case Western Reserve University, *cum laude*

Strategic Leadership Training, Cleveland Neighborhood Progress
Neighborhood Development Leadership, Development Training Institute
Public Sector Leadership, Fisher College of Business, Ohio State University

Housing Development Finance Professional, National Development Council
Economic Development Finance Professional, National Development Council

ASSOCIATION LEADERSHIP

National Association for County Community and Economic Development – Housing Committee
Chair, Member of the Board of Directors 2012-14

Ohio Conference of Community Development – Sessions and Training Committee Chair, Member
of the Executive Board 2015-19, Vice President 2016-17, President 2017-18

April 27th 2020	Cleveland/Cuyahoga County Workforce Development Board	Sheila Wright
April 28th 2020	Cleveland/Cuyahoga County Workforce Development Board	Camille Ali
July 16th 2020	Cleveland/Cuyahoga County Workforce Development Board	Janine Kaiser
July 27th 2020	Cleveland/Cuyahoga County Workforce Development Board	Tracy McArthur
June 10th 2020	Cleveland/Cuyahoga County Workforce Development Board	Camille Ali
June 22nd 2020	Cleveland/Cuyahoga County Workforce Development Board	Tunisia Bailey
June 5th 2020	Cleveland/Cuyahoga County Workforce Development Board	Kim Shelnick
Aug. 4th 2020	Cleveland/Cuyahoga County Workforce Development Board	Grace Gallucci
Aug. 11th 2020	Cleveland/Cuyahoga County Workforce Development Board	Nicholas Young
Nov. 4th 2020	Cleveland/Cuyahoga County Workforce Development Board	Ronique Valentine
Nov. 30th 2020	Cleveland/Cuyahoga County Workforce Development Board	Cathy Belk
Jan. 8th 2021	Cleveland/Cuyahoga County Workforce Development Board	Ramonita Vargas
May 14th 2021	Cleveland/Cuyahoga County Workforce Development Board	Glen Shumate
July 23rd 2021	Cleveland/Cuyahoga County Workforce Development Board	LaToya Smith
Nov. 30th 2021	Cleveland/Cuyahoga County Workforce Development Board	Paul Herdeg
Nov. 14th 2019	None of the Below/Workforce Development Board	Amanda Marker
May 28th 2019	None of the Below/Workforce Development Board W.I.B.	Harriet Applegate
June 4th 2019	None of the Below/Workforce Development Board W.I.B.	Ethan Karp
June 4th 2019	None of the Below/Workforce Investment Board	Theodore Carter

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0006

Sponsored by: County Executive Budish	A Resolution confirming the County Executive’s reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 –1/22/2026; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, pursuant to Ohio Revised Code Section 5126.02, the County of Cuyahoga shall have its own county board of developmental disabilities; and

WHEREAS, pursuant to the provisions in Ohio Revised Code Section 5126.021, the Cuyahoga County Board of Developmental Disabilities consists of seven members. Five members are appointed by the County and two members are appointed by the Probate Court; and

WHEREAS, members appointed to fill a vacancy in the Cuyahoga County board of Developmental Disabilities shall service a term of four years; and

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

WHEREAS, the County Executive has nominated Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provides by Cuyahoga County can continue and to provide for the usual, daily operation of a County Board.

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 reappointment of Mozelle Jackson to serve on the Cuyahoga County Board of Developmental Disabilities for the term 1/27/2022 – 1/22/2026.



December 28, 2021

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

Re: Cuyahoga County Board of Developmental Disabilities

Dear President Jones:

Pursuant to the provisions found in Ohio Revised Code Section 5126, I submit the following nominee for reappointment to the Cuyahoga County Board of Developmental Disabilities:

- **Mozelle Jackson**, 4-year term, 01/27/2022 – 01/22/2026
 - Reappointment
 - Currently resides in Solon (Cuyahoga County)

The Board of Developmental Disabilities is composed of seven members. Five of the members are appointed by the County and two are appointed by the Probate Court. The Board helps to establish policies to assist children and adults with developmental disabilities so they can live, learn, work and play in our community. Also, the Board and the policies it enacts, play a pivotal role in providing needed resources and assistance for families who have family members receiving services from this body.

The nominee's resume has been attached for your review.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are (14) candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Michele Pomerantz in my office at 216-443-7125.

Sincerely,

Armond Budish
County Executive



Mozelle Jackson

Vice President, Chief Financial Officer and Treasurer

Make-A-Wish America

Mozelle Jackson is a Senior Executive with 25+ years of strategic, financial, and operational experience in a variety of industries with global public, private and PE-owned companies. Her background includes leadership of Finance and Accounting, Operations, HR, IT, purchasing, ERM, legal, process improvement and revenue generation. Her industry experience includes manufacturing, distribution, financial technology, banking and sports and entertainment. She has had significant experience in building infrastructures for companies that allow for fast-paced growth, along with ensuring that cash flow supports company growth and investments, aligning and reporting on metrics that drive the business, M&A activity, including due diligence, integration, and identification of synergies as well as debt financing / refinancing experience.

Mozelle currently serves as the Vice President, Chief Financial Officer and Treasurer at Make-A-Wish America (National Office). Make-A-Wish operates as a Federated model with 59 Chapters across the United States. Make-A-Wish creates life-changing wishes for children with critical illnesses. She is responsible for Finance/Accounting, Strategy, Investments, Compliance, Enterprise Risk Management, Process Improvement and Facilities. Mozelle works closely with the National Office leadership team as well as with the CEOs, Operations and Finance professionals across the 59 Chapters and also works with Make-A-Wish International.

Prior to joining Make-A-Wish America, Mozelle was the Vice President of Global Finance of Diebold Nixdorf, Incorporated, a \$4.5 billion NYSE listed company (DBD) with 23,000+ employees and 100+ locations globally headquartered in North Canton, Ohio. She managed DBD's business finance, including strategic decision analysis, management reporting, board reporting, business support for all earnings and financing, cash flow management and performance analysis. Mozelle also led the finance transformation, where she was responsible for identifying and executing initiatives to become a world-class Finance organization.

Previously Mozelle served as the EVP, Chief Financial and Administrative Officer at Cavaliers Holdings, LLC, a 2,000 employee, privately held sports and entertainment company operating multiple sports properties and facilities that were ranked one of the most active venues in the world. During her 8 years at Cavaliers Holdings, LLC, she managed accounting/finance, facility operations (maintenance of all the venues, security, guest services and housekeeping), booking, legal, human resources, engagement, and inclusion, ERM, sourcing and process improvement. She partnered with the RNC Committee on arrangements to execute a flawless Republican National Convention. Mozelle led multiple financings providing cash flow flexibility to meet multiple operating priorities while balancing investment needs. She also led the improvement in fan / customer experience through Disney's Elevate Program delivered to 2,200, including 3rd party partners (police, concessionaires, parking).

Mozelle served as the Chief Financial Officer for Elyria Foundry a \$150 million PE owned firm of highly engineered gray and ductile iron castings during the tenure of 4 CEOs. She led a \$100 million bond placement, which effectively required the company to report as if a public company to its bondholders. She led the due diligence and worked closely with the PE firm on a substantial acquisition and identified synergistic cost savings opportunities post acquisition.

Mozelle's earlier roles include SVP, of Fifth Third Northeastern Ohio which had \$16 billion of assets, \$1.5 billion of net revenue and included oversight of 6 different affiliate markets. She led as President, the turnaround of a privately held plastic injection molding business managing strategy, sales, marketing, manufacturing (plastic injection molding), supply chain, finance, human resources, research and development and quality. Mozelle served Vice President, Finance at Corpro Companies, Inc. a \$200 million NYSE global provider of corrosion control engineering services, systems, and equipment where her responsibilities included building an infrastructure that would support the fast growth of the business, due diligence and integration of acquisitions, management and SEC reporting. Mozelle began her career at Arthur Andersen in the Cleveland office.

Mozelle currently serves on the Board of Directors of The Achievement Centers for Children, Cuyahoga County Board of Developmental Disabilities and serves as the outside advisor to the Audit Committee of The Cleveland Foundation, in which role she has full voting rights.

Her formal qualifications include a BBA from Cleveland State University and a CPA.



March 22nd 2021	Board of Developmental Disabilities	Ebony Spano
June 12th 2020	Board of Developmental Disabilities	Ebony Spano
Oct. 20th 2020	Board of Developmental Disabilities	Janet Carpenter
Nov. 10th 2020	Board of Developmental Disabilities	Cynthia Schulz
Nov. 10th 2020	Board of Developmental Disabilities	Steven M Licciardi
Nov. 28th 2020	Board of Developmental Disabilities	Kim Thomas
Dec. 8th 2020	Board of Developmental Disabilities	Richard Montgomery
Feb. 3rd 2021	Board of Developmental Disabilities	Shreya Modi
Feb. 4th 2021	Board of Developmental Disabilities	Alaina McCruel
Feb. 5th 2021	Board of Developmental Disabilities	Pines Deborah
Feb. 15th 2021	Board of Developmental Disabilities	Jeromey Barksdale
March 3rd 2021	Board of Developmental Disabilities	Ebony Spano
Sept. 23 2021	Board of Developmental Disabilities	Lisa Hunt
Oct. 19th 2021	Board of Developmental Disabilities	Mozelle Jackson

Declaration by Member of the Cuyahoga County Board of Developmental Disabilities

1275 Lakeside Ave East, Cleveland, Ohio 44114

I, Mozelle Jackson [name of Board member] am a member of the Cuyahoga County Board of Developmental Disabilities (referred to as the "DD Board"). I make the following declaration in accordance with ORC 5126.024:

1. I am a citizen of the United States.
2. I am a resident of Cuyahoga County.
3. I am interested and knowledgeable in the field of developmental disabilities.

Relationship to person(s) served: *(Check all which apply)*

- I have an immediate family member who is eligible to receive early intervention services or services for preschool or school-age children from the DD Board.
- I have an immediate family member who is eligible to receive adult services from the DD Board.
- I have an immediate family member who is eligible to receive residential or supported living services from the DD Board.

The information gathered below will help determine whether your relationships/and or activities may disqualify you from serving on the Board. Some activities are allowed but will require that you abstain from voting on items where there is a conflict of interest. "Immediate family" means parents, grandparents, brothers, sisters, spouses, sons, daughters, aunts, uncles, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law. This definition applies to all of Chapter 5126 of the Ohio Revised Code which governs the operations of county boards of developmental disabilities.

Check all which apply:

Potential conflicts of interest:

- I have an ownership interest in the _____ agency, which has a contract with the DD Board. The nature of this ownership interest is as follows:

- I have an immediate family member who has an ownership interest in the _____ agency, which has a contract with the DD Board. The nature of this ownership interest is as follows:

- I have a contract with the _____ agency which has a contract with the DD Board. The nature of the contract is as follows:

Potential conflicts of interest (continued):

- I have an immediate family member who has a contract with the _____ agency which has a contract with the DD Board. The nature of the contract is as follows:

- I am a board member or employee of the Achievement Centers for Children agency which is licensed or certified by the Ohio Department of DD and which provides services to individuals with DD.
- I have an immediate family member who is a board member or employee of the _____ agency which is licensed or certified by the Ohio Department of DD and which provides services to individuals with DD.
- I am a board member or employee of the _____ agency, which is not licensed or certified by the Ohio Department of DD, which provides services to individuals with DD and which is under contract with the DD Board.
- I have an immediate family member who is a board member or employee of the _____ agency which is not licensed or certified by the Ohio Department of DD, which provides services to individuals with DD and which is under contract with the DD Board.
- I am an elected public official in the following position: _____
- I have an immediate family member who is currently a county commissioner, executive or county council member in _____ County.

Other relationships with the Cuyahoga DD and/or any other county board of developmental disabilities:

- I have an immediate family member who is currently on the DD Board.
- I am currently an employee of the DD Board.
- I was an employee of the DD Board and terminated my employment with the DD Board on the following date: _____
- I have an immediate family member who is currently an employee of the DD Board. If yes, please list name: _____
- I am a current or past employee of another county board of DD. (If yes, indicate location and dates): _____
- I have an immediate family member who is a current or past employee of another county board of DD. (If yes, indicate relationship, location, and dates): _____

The above statements and written responses are true to the best of my knowledge.

In the event of a change in circumstances, please notify the Superintendent and complete an updated form.

October 4, 2021
Date

Mozelle T. Jackson
Signature

Mozelle T. Jackson
Print Name

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0009

<p>Sponsored by: County Executive Budish/Department of Public Works</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution authorizing a revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Agreement No. 2140 and all other documents consistent with said 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 revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022; and

WHEREAS, the City of Cleveland Heights desires to retain Cuyahoga County to perform certain services for the City of Cleveland Heights to aid with the maintenance and repair of storm and sanitary sewers located in County Sewer District No. 17; and

WHEREAS, pursuant to R.C. §307.15, a county may contract with any municipal corporation to render any service, on behalf of the municipal corporation; and

WHEREAS, this project is located in County Council District No. 17; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical sewer maintenance and repair services can be provided by Cuyahoga County for the City of Cleveland Heights.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a revenue generating Agreement No. 2140 with the City of Cleveland Heights in the amount not-to-exceed \$600,000.00 for maintenance and repair of storm and sanitary sewers located in county Sewer District No. 17 for the period 1/1/2022 – 12/31/2022.

SECTION 2. That the County Executive is authorized to execute Agreement No. 2140 and all 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: January 11, 2022
Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested: January 19, 2022

Journal _____
_____, 20__

DPW, 2022 City of Cleveland Heights Utility Sewer Maintenance Agreement, revenue generating \$600,000

Scope of Work Summary:

Department of Public Works is requesting approval of the Sewer Maintenance Utility Agreement between the City of Cleveland Heights and the County of Cuyahoga. pursuant to the authority of Cleveland Heights Resolution No. 159-2021 passed by Cleveland Heights City Council on December 6, 2021, in the amount not-to-exceed \$600,000. This Utility Sewer Agreement is an update to the previous 2021 Cleveland Heights Sewer Maintenance Agreement (R2021-0022) for \$600,000. The effective dates for this 2022 agreement are 1/1/2022 to 12/31/2022.

The primary goal is for the County to continue to assist with sanitary and storm sewer maintenance with the City of Cleveland Heights. This is a direct bill revenue generating agreement.

The location of the project is Cleveland Heights

The project is in Council District ~~10~~ 17.

Procurement

This is an update to the 2021 Sewer Maintenance Agreement with Cleveland Heights (R2021-0022)

Contractor and Project Information

City of Cleveland Heights

40 Severance Circle

Cleveland Heights, Ohio 44118

Council District ~~10~~ 17

Funding

This is a Revenue Generating Agreement. Funds shall be deposited to PW715100-5200-SWD1716.

This is the Sewer District Fund for the City of Cleveland Heights (District 17)

The schedule of payments is by direct bill quarterly invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A-2022 Cleveland Heights Utility Sewer Maintenance Agreement
Infor/Lawson PO# Code (if applicable):	-
Event #	-
CM Contract#	2140

	Department initials	Clerk of the Board
Briefing Memo	AMS	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form, if purchase over \$5k			AMS	Okay per MH
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A- law email	n/a, requires approval. Okay per MH
IG#	Not required for political subdivisions per Section 501.19 €(1) of County Code		N/A	Okay per MH
Debarment/Suspension Verified	Date:	12/8/2021	AMS	Okay per MH
Auditor’s Finding	Date:	12/8/2021	AMS	Okay per MH
Cover - <i>Master contracts only</i>				n/a Okay per MH
Contract Evaluation – <i>if required</i>			N/A- County is the contractor providing the services	Okay per MH
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a Okay per MH
Checklist Verification			AMS	Okay per MH

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AMS
Matrix Law Screen shot	PWD-2779
COI	N/A- not in the Agreement
Workers’ Compensation Insurance	N/A- not in the Agreement

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	PW715100	5200	SWD1716	\$600,000
			TOTAL	\$600,000

Contract History CE/AG# (if applicable)	New annual Agreement for 2022
Infor/Lawson PO# and PO Code (if applicable)	N/A
Lawson RQ# (if applicable)	N/A
CM Contract#	2140

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$600,000		12/31/2022	TBD	TBD
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$600,000			

Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	2140
Vendor Name:	City of Cleveland
ftp:	Jan. 1, 2022 – Dec. 31, 2022
Amount:	(revenue-generating)
History/CE:	Okay per MH
EL:	n/a
Procurement Notes:	Revenue generating contract agreement with the City of Cleveland Heights in the amount of \$600,000.00 ftp 1/1/2022 - 12/31/2022.

Purchasing Buyer approval: **Okay per MH. 12/8/2021**

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0010

<p>Sponsored by: County Executive Budish/Department of Human Resources</p>	<p>A Resolution making an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1977 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; and

WHEREAS, the primary goal is to provide group healthcare benefits for County employees and their eligible dependents; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an award on RQ6057 to Medical Mutual of Ohio dba Medical Mutual Services, LLC in the amount not-to-exceed \$285,376,490.00 for group healthcare benefits for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024.

Human Resources 2021 Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for contract award for healthcare benefit management services for the period 1/1/2022-12/31/2024 for the amount not-to-exceed \$285,376,490.

Scope of Work Summary

Human Resources requesting approval of a contract with Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for the anticipated cost not-to-exceed \$285,376,490.00.

Previous Contract Approvals:

Original Approval: R2017-0212 (12/12/2017)

Amendment 1: BC2018-917 (12/17/2018)

Amendment 2: BC2019-231 (3/18/2019)

Amendment 3: R2021-0005 (1/12/2021)

Medical Mutual will provide the County with healthcare benefit management services, ensuring continuation of healthcare coverage for County employees and their dependents. The primary goal is to provide healthcare benefit management services to County employees and their eligible dependents.

Procurement

The procurement method for this project was an RFP for medical and prescription benefits administration. The total value of the RFP is \$331,315,160.00.

The RFP was closed on June 22, 2021. There were 12 RFP packets pulled from OPD, 11 proposals submitted for review, 2 proposals approved for award.

Contractor and Project Information

Medical Mutual Services, L.L.C.

2060 East Ninth Street

Cleveland, Ohio 44115-1355

Council District 7

The President, Chairman & CEO for the vendor is Rick Chiricosta

Project Status and Planning

The project reoccurs annually to ensure continuation of employee benefits.

Funding

The project is funded 100% by the Self-Insurance Fund. Payment is by weekly invoice

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6057
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1152
CM Contract#	1977

	Department initials	Clerk of the Board
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in contracting drafting process	
What is being done to prevent this from reoccurring?	Begin RFP process earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION		
Formal RFP		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK
Evaluation Summary (names of evaluators to be included)	SW	OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SW	OK (attached 12/17/2021)
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
IG# 21-0138 12-1040-REG	SW	OK
Debarment/Suspension Verified	Date: 11/22/2021	SW OK
Auditor’s Finding	Date: 11/22/2021	SW OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement	Date: 11/3/21	SW OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers’ Compensation Insurance	SW
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		\$83,550,000.00
1/1/2022-12/31/2022	HR765115	55130		\$9,302,000.00
1/1/2023-12/31/2023	HR765100	55130		\$83,550,000.00
1/1/2023-12/31/2023	HR765115	55130		\$9,457,000.00
1/1/2024-12/31/2024	HR765100	55130		\$89,398,500.00
1/1/2024-12/31/2024	HR765115	55130		\$10,118,990.00
			TOTAL	\$285,376,490.00

Contract History CE/AG# (if applicable)	CE1800002
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	BSO 40263
CM Contract#	CM261

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$303,412,998.00		12/31/2020	12/12/2017	R2017-0212
Prior Amendment Amounts (list separately)		\$5,000.00	12/31/2020	12/17/2018	BC2018-917
		\$0.00	12/31/2020	3/18/2019	BC2019-231
		\$98,243,820.48	12/31/2021	1/12/2021	R2021-0005
Pending Amendment		\$			
Total Amendments		\$98,248,820.48			
Total Contact Amount		\$401,661,818.48			

Purchasing Use Only:

Prior Resolutions	R2021-0005, BC2019-231, BC2018-917, R2017-0212
CM#:	1977
Vendor Name:	Medical Mutual Services, L.L.C

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2022 – 12/31/2024
Amount:	\$285,376,490.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	12/21/2021: The 2022 budget is now open; however, the department has not completed the commitment spread upon re-submission for review. Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget per contract cover. 12/16/2021: Attach award letter for Medical Mutual Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget

Purchasing Buyer approval: **OK, ssp 12/21/2021**



Department of Purchasing Tabulation Sheet

Robert M. Marshall 10/27/21

REQUISITION NUMBER: 6057	TYPE: RFP	ESTIMATE: \$351,000,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2022	RFP DUE DATE: June 22, 2021	NUMBER OF RESPONSES (issued/submitted): 12/11
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Medical and Prescription Drug Benefits Third Party Administration Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Aetna Life Insurance Company 7400 West Campus Road New Albany, Ohio 43054	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No</p> <p>IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>PH: <input checked="" type="checkbox"/> Yes</p> <p>COOP: <input checked="" type="checkbox"/> Yes (Answer: no)</p> <p>Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2. Allegiance Benefit Plan Management, Inc. 2806 S. Garfield Street P.O. Box 3018 Missoula, Montana 59806</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p> <p>*on planholders' list as Cigna</p>		
<p>3. IngenioRx, Inc. 450 Headquarters Plaza East Tower, 7th Floor 2 Speedwell Avenue Morristown, New Jersey 07960</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as Anthem</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>4. Capital Rx Inc. 228 Park Avenue S. Suite 87234 New York, New York 10003</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. CaremarkPCS Health, L.L.C. Employers Health Purchasing Corporation One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>	<p>Award prescription drug administration</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>6. CaremarkPCS Health, L.L.C. Health Action Council One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1040 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>7. IEC Group, Inc. dba AmeriBen 2888 W. Excursion Lane Meridian, Idaho 83642</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as Anthem</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
8.	<p>Magellan Rx Management, LLC County Executives of America 4801 East Washington Street Suite 100 Phoenix, Arizona 85034</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.	<p>Medical Mutual 2060 East Ninth Street Cleveland, Ohio 44115</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0138 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as MMO</p>	<p>Award medical benefits administration</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
10.	<p>OPTUMRx Health Action Council 1600 McConnor Parkway Schaumburg, Illinois 60173</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> No Buyer Initials: SSP</p> <p>*as determined by Interim Director</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11.	<p>UnitedHealthcare Services, Inc. 9900 Bren Road East Minnetonka, Minnesota 55343</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CONTRACT EVALUATION FORM

Contractor	Medical Mutual of Ohio				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800002				
RQ#	BSO 40263				
Time Period of Original Contract	1/1/2018-12/31/2021				
Background Statement	Medical Benefits Administration				
Service Description	Provide cost efficient medical benefits administration for County employees to combat rising healthcare costs.				
Performance Indicators	Low cost administrative services. Cost efficient medical benefits administration with competitive coverage, cost containment measures, pricing models that demonstrate cost efficiencies, data connectivity between the wellness vendor and prescription drug provider, attendance at all wellness fairs and other county events. Include regionalization segregated claim, administration and billing functions.				
Actual Performance versus performance indicators (include statistics):	Met all expectations.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Vendor met all expectations and contained costs.				
Department Contact	Sheba Marshall				
User Department	Human Resources				
Date	11/30/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0011

<p>Sponsored by: County Executive Budish/Department of Human Resources</p>	<p>A Resolution making an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; authorizing the County Executive to execute Contract No. 1978 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024; and

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

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

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

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

SECTION 1. That the Cuyahoga County Council hereby authorize an award RQ6057 to Caremark PCS Health, LLC in the amount not-to-exceed \$53,000,000.00 for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024.

SECTION 2. That the County Executive is authorized to execute Contract No. 1978 and all other documents consistent with this Resolution.

Human Resources 2021 CaremarkPCS Health, L.L.C. (CVS) contract award for pharmacy benefit management services for the period 1/1/2022-12/31/2024 for the amount not-to-exceed \$53,000,000.00.

Scope of Work Summary

Human Resources requesting approval of a contract with CaremarkPCS Health, L.L.C. (CVS) for the anticipated cost not-to-exceed \$53,000,000.00.

Previous Contract Approvals:

Original Approval: R2017-0211 (12/12/2017)

Amendment: R2021-0006 (1/12/2021)

CVS will provide the County with pharmacy benefit management services, ensuring continuation of pharmacy benefits for County employees and their dependents.

The primary goal is to provide pharmacy benefit management services to County employees and their eligible dependents.

Procurement

The procurement method for this project was an RFP for medical and prescription benefits administration. The total value of the RFP is \$331,315,160.00.

The RFP was closed on June 22, 2021.

There were 12 RFP packets pulled from OPD, 11 proposals submitted for review, 2 proposal approved for award.

Contractor and Project Information

CaremarkPCS Health, L.L.C.

One CVS Drive

Woonsocket RI 02895

Council District NA

The CEO for the vendor is Larry Merlo

Project Status and Planning

The project reoccurs annually to ensure continuation of employee benefits.

Funding

The project is funded 100% by the Self-Insurance Fund. Payment is by weekly invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6057
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1152
CM Contract#	1978

	Department initials	Clerk of the Board
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in contracting drafting process	
What is being done to prevent this from reoccurring?	Begin RFP process earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION		
Formal RFP		
Reviewed by Purchasing		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK
Evaluation Summary (names of evaluators to be included)	SW	OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
IG# 12-1040-REG	SW	OK
Debarment/Suspension Verified Date: 11/8/2021	SW	OK
Auditor’s Finding Date: 11/8/2021	SW	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement Date: 10/28/21	SW	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW
Workers’ Compensation Insurance	SW

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Performance Bond	N/A
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Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		\$17,250,000.00
1/1/2023-12/31/2023	HR765100	55130		\$17,250,000.00
1/1/2024-12/31/2024	HR765100	55130		\$18,500,000.00
			TOTAL	\$53,000,000.00

Contract History CE/AG# (if applicable)	CE1800156
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	BSO 40263
CM Contract#	CM209

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$56,349,720.00		1/1/2018-12/31/2020	12/12/2017	R2017-0211
Prior Amendment Amounts (list separately)		\$18,539,400.00	12/31/2021	1/12/2021	R2021-0006
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$74,889,120.00			

Purchasing Use Only:

Prior Resolutions	R2021-0006, R2017-0211
CM#:	1978
Vendor Name:	CaremarkPCS Health, L.L.C
ftp:	1/1/2022-12/31/2024
Amount:	\$53,000,000.00mm
History/CE:	OK
EL:	Needs WET

2 | Page

Revised 9/17/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	<p>11/30/2021: Correct supplier 3607 being used. Due to the time of the year, cover has the 2022 amount to be encumbered; however, no line issued for the amount – once Council approval is given, item will be Disapproved in order for department to submit action to encumber 2022 funds.</p> <p>11/17/2021: The actual amount of the contract is not listed in the contract; however, Law Department has approved. Enter PO code (see previous disapproval comments). W-9 attached remittance does not match information in Infor under the supplier 2475. Supplier 2475 (tax ID 05-0340626) company name is “CVS Pharmacy Inc”, not name as listed in the contract or the vendor’s RFP submission. Federal tax ID# listed in RFP submission is 75-2882129. This needs to be sorted out prior to re-submission, with vendor's written confirmation of federal tax ID# to be used for the contract.</p> <p>11/15/2021: Contract and Tab Sheet not attached, Department of Purchasing cannot verify related information. Enter PO code.</p>
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Purchasing Buyer approval: **OK, ssp 11/30/2021**

Type	Comment Title	Attachment	Latest Docu...	Latest Adde...	Include Atta...
Manual	RFP Complete	RFP057 Complete RFP.pdf	Yes	No	Yes
Manual	Tab Sheet	RFP057 MedRx RFP Scoring 2022.xlsx	No	No	Yes
Manual	CVS Submission	CVS LHFCO Complete Proposal.pdf	No	No	Yes
Manual	CVS W-9	CVS Caremark W-9.pdf	No	No	Yes
Manual	CVS COI	CVS COI.pdf	No	No	Yes
Manual	Matrix COI Approval	HRD-3510 CVS COI Approval.pdf	No	No	Yes
Manual	Briefing Memo	Briefing Memo.doc	No	No	Yes
Manual	Intent To Award Letter	RFP057 Medical and Prescription Drug Intent To Award Letter.pdf	No	No	Yes
Manual	Award Letter	RFP057 Medical and Prescription Drug RFP Rx Award Letter.pdf	No	No	Yes
Manual	Intent To Award Email	RFP057 Intent Email.pdf	No	No	Yes
Manual	Evaluation Scoring	RFP057 MedRx RFP Scoring 2022.xlsx	No	No	Yes
Manual	Auditors	CVS Auditors.pdf	No	No	Yes
Manual	Independent Contractor	031017-independent contractor worksheet knowledge management form.pdf	No	No	Yes
Manual	Contract Evaluation	contractevaluationform.doc	No	No	Yes
Manual	Matrix Contract Approval	HRD-3510 CVS Contracts Approval.pdf	No	No	Yes
Manual	Debarment	CVS Debarment.pdf	No	No	Yes
Manual	Checklist	checklist.doc	No	No	Yes
Manual	Contract		No	No	No



Department of Purchasing Tabulation Sheet

Abba K. M. Ansell 10/27/21

REQUISITION NUMBER: 6057	TYPE: RFP	ESTIMATE: \$351,000,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2022	RFP DUE DATE: June 22, 2021	NUMBER OF RESPONSES (issued/submitted): 12/11
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Medical and Prescription Drug Benefits Third Party Administration Services	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Aetna Life Insurance Company 7400 West Campus Road New Albany, Ohio 43054	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2. Allegiance Benefit Plan Management, Inc. 2806 S. Garfield Street P.O. Box 3018 Missoula, Montana 59806</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP *on planholders' list as Cirna</p>		
<p>3. IngenioRx, Inc. 450 Headquarters Plaza East Tower, 7th Floor 2 Speedwell Avenue Morristown, New Jersey 07960</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP *on planholders' list as Anthem</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>4. Capital Rx Inc. 228 Park Avenue S. Suite 87234 New York, New York 10003</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. CaremarkPCS Health, L.L.C. Employers Health Purchasing Corporation One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>	<p>Award prescription drug administration</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>6. CaremarkPCS Health, L.L.C. Health Action Council One CVS Drive Woonsocket, Rhode Island 02895</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1040 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		
<p>7. IEC Group, Inc. dba AmeriBen 2888 W. Excursion Lane Meridian, Idaho 83642</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as Anthem</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
<p>8. Magellan Rx Management, LLC County Executives of America 4801 East Washington Street Suite 100 Phoenix, Arizona 85034</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>9. Medical Mutual 2060 East Ninth Street Cleveland, Ohio 44115</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0138 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> Yes (Answer: yes) Buyer Initials: SSP</p> <p>*on planholders' list as MMO</p>	Award medical benefits administration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>10. OPTUMRx Health Action Council 1600 McConnor Parkway Schaumburg, Illinois 60173</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes* COOP: <input checked="" type="checkbox"/> No Buyer Initials: SSP *as determined by Interim Director</p>		
<p>11. UnitedHealthcare Services, Inc. 9900 Bren Road East Minnetonka, Minnesota 55343</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: no) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CONTRACT EVALUATION FORM

Contractor	CaremarkPCS Health, L.L.C.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800156-01 & 02				
RQ#	BSO 40263				
Time Period of Original Contract	1/1/2018-12/31/2021				
Background Statement	Medical Benefits Prescription Drug Benefits				
Service Description	Provide a cost efficient prescription drug plan to control the rising cost of prescription drugs.				
Performance Indicators	Low cost administrative services. Cost efficient prescription drug plan with competitive coverage, cost containment measures, pricing models that demonstrate cost efficiencies, data connectivity between the wellness vendor and healthcare provider, attendance at all wellness fairs and other county events. Include regionalization segregated claim, administration and billing functions. Pharmacy management solutions flexibility.				
Actual Performance versus performance indicators (include statistics):	Met all expectations.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Vendor met all expectations and contained costs.				
Department Contact	Sheba Marshall				
User Department	Human Resources				
Date	11/8/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0012

Sponsored by: County Executive Budish/Department of Human Resources	A Resolution making an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 1976 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Human Resources has recommended an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2022; and

WHEREAS, the primary goal is to reduce the County's risk as a self-insured healthcare provider; and

WHEREAS, this project will be funded 100% by the Self-Insurance Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an award on RQ6836 to Medical Mutual of Ohio in the amount not-to-exceed \$1,459,171.00 for stop loss insurance services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2022.

SECTION 2. That the County Executive is authorized to execute Contract No. 1976 and all other documents consistent with this Resolution.

Journal _____
_____, 20__

Human Resources 2021 Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for contract award for Stop Loss Insurance services for the period 1/1/2022-12/31/2022 for the amount not-to-exceed \$1,459,171.00.

Scope of Work Summary

Human Resources requesting approval of a contract with Medical Mutual Services, L.L.C. (Medical Mutual of Ohio) for the anticipated cost not-to-exceed \$1,459,171.00.

Previous Contract Approvals:

Original Approval: R2017-0270 (12/28/2017)

Amendment 1: R2019-0082 (4/9/2019)

Amendment 2: BC2020-170 (3/9/2020)

Amendment 3: R2021-0113 (6/9/2020)

Amendment 4: R2021-0150 (6/22/2021)

Medical Mutual will provide the County with Stop Loss Insurance service, ensuring that the County is protected from excessively high medical costs for employees. The primary goal is to reduce the County's risk as a self-insured healthcare provider.

Procurement

The procurement method for this project was an RFP for Stop Loss coverage services. The total value of the RFP is \$1,459,171.00.

The RFP was closed on July 23, 2021. There were 12 RFP packets pulled from OPD, 2 proposals submitted for review, 1 proposal approved for award.

Contractor and Project Information

The address of the vendor is:

Medical Mutual Services, L.L.C.

2060 East Ninth Street

Cleveland, Ohio 44115-1355

Council District 7

The President, Chairman & CEO for the vendor is Rick Chiricosta

Project Status and Planning

The project reoccurs annually to ensure continued risk mitigation.

Funding

The project is funded 100% by the Self-Insurance Fund. Payment is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6836
Infor/Lawson PO# Code (if applicable):	RFP
Event #	1391
CM Contract#	1976

	Department initials	Clerk of the Board
Briefing Memo	SW	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Delays in contracting drafting process	
What is being done to prevent this from reoccurring?	Begin RFP process earlier	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
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	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK (uploaded 12/17/2021)
Evaluation Summary (names of evaluators to be included)	SW	OK
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
IG#	21-0138 42-1040-REG	OK
Debarment/Suspension Verified	Date: 11/22/2021	OK
Auditor’s Finding	Date: 11/22/2021	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement	Date: 11/3/21	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Workers' Compensation Insurance	SW
Performance Bond	N/A

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HR765100	55130		\$996,000.00
1/1/2022-12/31/2022	HR765115	55130		\$463,171.00
			TOTAL	\$1,459,171.00

Contract History CE/AG# (if applicable)	CE1800017
Infor/Lawson PO# and PO Code (if applicable)	CONV
Lawson RQ# (if applicable)	N/A
CM Contract#	454

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$4,210,000.00		1/1/2018-12/31/2018	12/28/2017	R2017-0270 R2017-0210
Prior Amendment Amounts (list separately)		\$1,250,000.00	12/31/2019	4/9/2019	R2019-0082
		\$0.00	12/31/2019	3/9/2020	BC2020-170
		\$1,250,000.00	12/31/2020	6/9/2020 6/23/2020	R2020-0113
		\$1,340,000.00	12/31/2021	6/22/2021	R2021-0150
Total Amendments		\$3,840,000.00			
Total Contact Amount		\$8,050,000.00			

Purchasing Use Only:

Prior Resolutions	R2021-0150, R2020-0113, BC2020-170, R2019-0082, R2017-0210
CM#:	1976
Vendor Name:	Medical Mutual of Ohio
ftp:	1/1/2022 – 12/31/2022
Amount:	\$1,459,171.00mm
History/CE:	OK
EL:	Needs WET signature

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	<p>12/21/2021: The 2022 budget is now open; however, the department has not completed the commitment spread upon re-submission for review. Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget per contract cover.</p> <p>12/17/2021: Attach complete RFP package to fulfill bid specification requirement; Will need to be disapproved in order for GL line commitment spread to be entered once Council approval – 2022 budget</p>
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Purchasing Buyer approval: **OK, ssp 12/21/2021**



Department of Purchasing Tabulation Sheet

Stat 10/8/21

REQUISITION NUMBER: 6836	TYPE: RFP	ESTIMATE: \$1,340,000.00
CONTRACT PERIOD: January 1, 2022 – December 31, 2022	RFP DUE DATE: August 23, 2021	NUMBER OF RESPONSES (issued/submitted): 12/2
REQUESTING DEPARTMENT: Department of Human Resources		COMMODITY DESCRIPTION: Stop Loss Coverage
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award:(Y/N)
<p>1. Anthem Stop Loss 4773 Barnsleigh Drive Akron, Ohio 44333</p>	<p>Buyer Administrative Review:</p> <p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: No) Buyer Initials: SSP</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2. Medical Mutual of Ohio 2060 East Ninth Street Cleveland, Ohio 44115</p>	<p>Buyer Administrative Review:</p> <p>Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0138 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes (Answer: Yes) Buyer Initials: SSP</p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**CUYHAOGA COUNTY EVALUATION - RQ# 6:
STOP LOSS COVERAGE RFP**

VENDOR	PROPOSED SOLUTION (10 PTS)		SCOPE OF WORK (10 PTS)		PROJECT MGMT (10 PTS)		PERF EVAL (10 PTS)		ANTICIPATED WORK SCHEDULE (10 PTS)		VENDOR QUALS (10 PTS)		STAFF QUALS (10 PTS)		BUDGET / PRICING (30 PTS)		TOTAL (100 PTS)	
<u>Anthem</u>	8		9		8		8		8		10		10		10		25	86
<u>Medical Mutual</u>	8		9		9		10		10		10		10		10		30	96

ADDITIONAL NOTES

Evaluator: Sheba N. Marshall, Adrienne Nickerson, Jesse S. Drucker

CONTRACT EVALUATION FORM

Contractor	Medical Mutual of Ohio				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1800017				
RQ#	RQ40216				
Time Period of Original Contract	1/1/2018-12/31/2021				
Background Statement	Stop Loss insurance for healthcare claims				
Service Description	Vendor provides stop loss coverage for healthcare claims to protect the county from unusually expensive claims by County employees.				
Performance Indicators	Number of rejected stop loss claims. Stop loss is risk mitigation and can go unused for lengthy periods of time.				
Actual Performance versus performance indicators (include statistics):	No rejected claims known.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	See performance above.				
Department Contact	Stephen Witt				
User Department	Human Resources				
Date	12/1/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0014

Sponsored by: County Executive Budish/Court of Common Pleas/Corrections Planning Board	A Resolution authorizing a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementations of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period 7/1/2021 – 6/30/2023; authorizing the County Executive to execute Contract No. 2120 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/Corrections Planning Board has recommended a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementations of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023; and

WHEREAS, the primary goals of this project are to target the recidivism rates of probationers by providing them with (1) regular cognitive skills development sessions (which includes a research-based curriculum developed by the University of Cincinnati called the Cognitive Behavioral Interventions for Offenders Seeking Employment) (2) follow-up job placement opportunities, and (3) on-going case management; and

WHEREAS, this project is 100% funded by Justice Reinvestment Incentive Grant 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 authorizes a contract with Passages Connecting Fathers and Sons, Inc. in the amount not-to-exceed \$1,065,476.00 for the implementations of the Cognitive Behavioral Interventions for

Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed for the period of 7/1/2021 – 6/30/2023.

SECTION 2. That the County Executive is authorized to execute Contract No. 2120 in connection with said award and all 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: January 11, 2022
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

Title: Passages Connecting Fathers and Sons Inc.

Lead Department/Court Name: Common Pleas Court and the Corrections Planning Board

Year: Services will occur from 07/01/21 - 6/30/23.

Agency/Vendor Name: Passages Connecting Fathers and Sons Inc.

~~Agreement/Contract type: New contract between two government entities~~

Scope of Work Summary

Common Pleas Court and the Corrections Planning Board requesting authority to contract with Passages Connection Fathers and Sons Inc. in the amount of \$1,065,476.00 to provide Cognitive Behavioral Interventions (CBI) programming for Offenders Seeking Employment (EMP) and employment placement. Services will occur from 07/01/21 - 6/30/23. The vendor Passages Connection Fathers and Sons Inc. will provide assessment and specialized programming (including individual and gender-specific counseling) to address the employment needs of offenders, both male and female. Based upon the assumption that meaningful and legal employment is one key element of becoming a productive member of society, and justice system involvement can be a barrier to employment, Passages Connection Fathers and Sons Inc. will implement a program designed for criminal justice involved individuals who present as moderate to high need in the area of employment. By targeting cognitive behavioral interventions in combination with employment opportunities, specific problem-solving skills are learned which greatly assist in both lawful behaviors exhibited by probationers as well as engagement in on-going legal employment.

Services will occur from 07/01/21 - 6/30/23.

The goals of the program are to target the recidivism rates of probationers by providing them with (1) regular cognitive skills development sessions (which includes a research-based curriculum developed by the University of Cincinnati called the Cognitive Behavioral Interventions for Offenders Seeking Employment) (2) follow-up job placement opportunities, and (3) on-going case management.

Procurement

The Procurement method for this project was an RFI via the Corrections Planning Board.

The above procurement method closed on 01/08/2018.

100% of the project was awarded to a DBE Vendor.

Contractor and Project Information

Vendor/Contractor Name: Passages Connecting Fathers and Sons Inc.

Street Number and Name: 4600 Carnegie Ave.

City, State, and Zip Code: Cleveland, OH 44103

Council District: This program serves the entire county.

Rev. Dr. Brian Moore, President and CEO

Passages Connecting Fathers and Sons Inc.

This program serves the entire county.

Project Status and Planning

The reason this item is being submitted well after the contract start date of July 1, 2021 includes the following historical and current issues influencing the submission date for Board of Control approval.

- The State of Ohio's current two (2) year did not become effective until July 1, 2021.
- The Corrections Planning Board received a notice of award for Community Corrections Act (CCA 407) funding from the Bureau of Community Sanctions until the second week in July.
- Once received, we had to go through the Board of Control to accept the grant award.
- Once passed by the Board of Control, we had to submit an appropriation request for these funds. The appropriation request then had to be approved by the County Council for funds to be available.
- The Corrections Planning Board moved to accept this award at the bi-annual October 13th Corrections Planning Board meeting.
- Lastly, I was out of the office for several weeks in late October/early November , and the Corrections Planning Board does not have the staffing that is required collect supplementary documents and move the agreement forward in the Lawson system.

Funding

Justice Reinvestment Incentive Grant (JRIG)

The schedule of payments is quarterly

This is a new contract.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	n/a
Infor/Lawson PO # Code (if applicable):	
CM Contract#	2120

	Department initials	Clerk of the Board
Briefing Memo: Passages CBI-EMP	CPB-LL	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	See attached explanation.	
What is being done to prevent this from reoccurring?	See attached explanation.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LL	ok
IG#	12-2161 (Cleveland – 31DEC2023)		LL	Passages Connecting Fathers and Sons, Inc. 12- 2161-REG 31DEC2023
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		n/a (see RFI response)	n/a
Debarment/Suspension Verified	Date:	11.15.21	LL	ok
Auditor's Finding	Date:	11.15.21	LL	ok
Vendor's Submission			LL	Vendor Signed contract attached
Independent Contractor (I.C.) Requirement	Date:	9.2.21	LL	ok
Cover - <i>Master contracts only</i>			n/a	n/a
Contract Evaluation – <i>if required</i>			LL	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			n/a	n/a
Checklist Verification			LL	ok

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuvahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION	
RFP Exemptions (Contract)	
Reviewed by Law	
	Department initials

1 | Page

Revised 9/17/2021

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	LL
Matrix Law Screen shot	LL
COI	LL (approved through Matrix on 11.22.21)
Workers’ Compensation Insurance	LL (approved through Matrix on 11.17.21)

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Activity Code	Dollar Amount
07/01/2021-12/31/2021	CP285170	55130		CP-21-JRIG23	\$266,369.00
01/01/2022-12/31/2022	CP285170	55130		CP-21-JRIG23	\$532,738.00
01/01/2023-06/30/2023	CP285170	55130		CP-21-JRIG23	\$266,369.00
				TOTAL	\$1,065,476.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	n/a
CM Contract#	2120

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$1,065,476.00		07/01/2021-06/30/2022 6/30/2023		
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	n/a
CM#:	2120
Vendor Name:	Passages Connecting Fathers and Sons, Inc

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	7/1/2021-6/30/2023
Amount:	\$1,065,476.00
History/CE:	n/a
EL:	ok
Procurement Notes:	Buyer review completed

Purchasing Buyer approval: **ok to approve. 12/8/2021**

Per the procedures, as this item needs Board of Control approval, the department will need to enter into OnBase for a future agenda under the ERP-BOC/Council Approval Request Form.

Once approved by the BOC, the request will have final OPD approval in Infor in order for the department to move forward with the AP process.

CONTRACT EVALUATION FORM

Contractor	Passages Fathers & Sons Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	BC2018-503; BC2019-234				
RQ#	n/a				
Time Period of Original Contract	July 1, 2021 to June 30, 2023				
Background Statement	Contract with Passages Connecting Fathers and Sons Inc. regarding Cognitive Behavioral Interventions (CBI) for Offenders Seeking Employment (EMP) and employment placement.				
Service Description	The vendor Passages Connection Fathers and Sons Inc. will provide assessment and specialized programming (including individual and gender-specific counseling) to address the employment needs of offenders, both male and female.				
Performance Indicators	Contract with mutually agreed upon certified service provider for this program as identified and approved via Ohio Community Corrections Act (CCA) Grant. Monitor service provider for compliance on all certifications.				
Actual Performance versus performance indicators (include statistics):	Services are to be provided utilizing CCA grant funding through 06/30/23 when the grant funding ends. Passages Connecting Fathers and Sons, Inc. has maintained a previous 100% compliance rate when contracting with network service providers for programming, and 100% compliance with monitoring.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	Passages Connecting Fathers and Sons, Inc. has previously performed the same contract functions; no audit findings have been identified during Corrections Planning Board audits.				
Department Contact	Martin P. Murphy, Corrections Planning Board - 216-443-5076				
User Department	Probation/Common Pleas Court				
Date	November 16, 2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0015

Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution authorizing a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2022; authorizing the County Executive to execute Contract No. 2017 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/Division of Community Initiatives/Family and Children First Council has recommended a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2022; and

WHEREAS, the primary goal of this project is to coordinate, enhance and maximize existing after-school and summer programs for children and youth in Cuyahoga County; and

WHEREAS, the project is funded 100% by the 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 a contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$1,900,000.00 for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2022.

SECTION 2. That the County Executive is authorized to execute Contact No. 2017 and all other documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: January 11, 2022
Committee(s) Assigned: Education, Environment & Sustainability

[Clerk's Note: Due to typographical errors, technical corrections to the time period were made by the Clerk at the request of the Law Department: January 11, 2021]

Journal _____
_____, 20__

Title: FCFC 2021 Child Care Resource Center of Cuyahoga County dba Starting Point Contract Out-of-School Time (OST) Services for Youth in Cuyahoga County

Scope of Work Summary

FCFC requesting approval of a sole source contract with Child Care Resource Center of Cuyahoga County dba Starting Point for the anticipated cost of \$1,900,000.00 for the time period of 1/1/2022 to 12/31/2022

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

Contract/Amend	Approval Number
Original Contract	R2021-0007

Describe the exact services being provided.

Contracting with community partners to provide OST activities including tutoring, kindergarten clubs, a screen writing contest, post-secondary access services, social support and wellness, and workforce development

- Managing the County’s outcome measurement tools, processes, and data systems used by current OST contracted partners including training and providing technical assistance to users
- Improving developmental assets in youth participating in OST activities as well as overall OST program quality
- Delivering professional development training to youth serving staff that align with core knowledge and competencies of national afterschool associations

The anticipated start-completion dates are 1/1/22-12/31/22

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

To contract with a lead organization that can coordinate, enhance, and maximize existing after-school and summer programs for children and youth in Cuyahoga County.

Procurement Method – Sole Source – The department posted a public notice of intent to purchase. The request was reviewed by the Department of Purchasing and determined that it is compliant with the requirements of a sole source purchase. The vendor provided a sole source affidavit.

The procurement method for this project was Sole Source. The total value of the Sole Source is \$1,900,000.00.

The Sole Source bid was opened on 10/29/2021 and closed on 11/4/2021. There was no SBE goal.

The proposed contract is an OPD approved sole source item with materials attached.

Contractor and Project Information

Child Care Resource Center of Cuyahoga County dba Starting Point
4600 Euclid Avenue, STE 500
Cleveland, Ohio 44103
Council District 7

The Executive Director for the contractor is Nancy Mendez

The project is located in Council District 7

Project Status and Planning

The project reoccurs annually

Funding

The project is funded by 100% Health and Human Services Levy.

The schedule of payments is monthly by invoice

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	7200
Infor/Lawson PO# Code (if applicable):	Sole Source
Event #	2032
CM Contract#	

	Department initials	Clerk of the Board
Briefing Memo	MRC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We had to follow the sole source process	
What is being done to prevent this from reoccurring?	We will plan to issue much earlier to be prepared	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Sole Source Purchases (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Sole Source Justification Form			MRC	OK
IG#	12-2605 – 12/31/2023		MRC	OK
Annual Non-Competitive Bid Contract Statement <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	11/2/2021 10/22/2021	MRC	OK
Auditor’s Finding	Date:	10/22/2021	MRC	OK
Vendor’s Submission			N/A	Signed Contract OK
Independent Contractor (I.C.) Requirement	Date:	6/9/2021	MRC	OK
Sole Source Affidavit			MRC	OK
Sole Source 5-day Posting	Dates: 10/29/21-11/4/21		OK	OK
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			MRC	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MRC	OK

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MRC
Matrix Law Screen shot	N/A

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

COI	MRC
Workers’ Compensation Insurance	MRC

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS260300	55130	UCH08346	\$1,900,000.00
			TOTAL	\$1,900,000.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	
CM#:	2017
Vendor Name:	Child Care Resource Center of Cuyahoga County dba Starting Point
ftp:	1/1/2022 – 12/31/2022
Amount:	\$1,900,000.00 MM
History/CE:	N/A
EL:	OK

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	11/23/21: Sole Source Affidavit is missing and required. TN
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Purchasing Buyer approval: LATE – Late explanation on Checklist. **OK to proceed. TN 11/23/21**

CONTRACT EVALUATION FORM

Contractor	Child Care Resource Center of Cuyahoga County dba Starting Point
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1700241-01 247
RQ#	
Time Period of Original Contract	01/01/2018-12/31/2020
Background Statement	<p>The Ohio Family and Children First Council is statutorily defined as the Governor’s Cabinet for children and families in the 1993 Ohio Revised Code 121.37. The Council has eleven state agencies which include (Ohio Department of Agriculture, Ohio Department of Alcohol and Drug Addiction Services, Ohio Department of Development Disabilities, Ohio Department of Education, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Rehabilitation Services Commission, and Ohio Budget and Management). Ohio Family and Children First has 4 core responsibilities: engaging and empowering families, shared accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities and families. Local Councils exist in each of the 88 counties. There are formal by-laws for electing leadership, making decisions, standing committees, guiding principles and the roles of officers and staff. The Council focuses on enhancing the well-being of Ohio’s children and families by building community capacity, coordinating systems and services, and engaging and empowering families. Family and Children First Council (FCFC) provides a simple and organized service coordination mechanism at the county level.</p> <p>As the planning entity for Cuyahoga County, FCFC promotes collaborative coordination across a continuum of family-centered, neighborhood based culturally competent services ensuring the well-being of every child in order to preserve and strengthen families in their communities. The Cuyahoga County FCFC does not provide any direct social services. FCFC facilitates planning for direct services for families and children prenatal through 21. The FCFC member’s systems provide the direct services for individual and families. FCFC can direct families to individual systems to help them access quality services. Through collaborative efforts FCFC</p>

	continues to achieve the following accomplishments; participation and promotion of Parent Services and activities, Youth Engagement through the development of the Youth Advisory Leadership Coalition, continued support to the Service Coordination Team, the administration of youth internships, and providing support to other county-wide youth development strategies.				
Service Description	Out of School Time and Transition Services				
Performance Indicators	Number of parents and youth accessing services through consultation services and online. Number of programs receiving a contract for service through Starting Point's re-granting process. Number of youth served through funded OST providers. Number of activities available for youth by neighborhood. Number of OST/Youth Transition programs listed with Starting Point. Number of licensed OST programs listed. Number of OST practitioners trained. Number of training sessions conducted. Number of technical assistance sessions conducted. Number of funded OST/Youth Transitions programs that participate in YPQA assessments. Increased OST/Youth Transitions Programs YPQA Youth Interactions and Engagement Scores. Number of funded OST/Youth Transitions Agencies implementing Family Engagement Strategies				
Actual Performance versus performance indicators (include statistics):	Over 2,292 youth were served on average of every year.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	All contract deliverables are met in a timely manner.				
Department Contact	Kathleen Johnson				
User Department	Family and Children First Council				
Date	10/29/2021				

County Council of Cuyahoga County, Ohio

Resolution No. R2022-0016

<p>Sponsored by: County Executive Budish/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; authorizing the County Executive to execute the Agreement No. 1876 and all other documents consistent with said agreement and 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 Early Childhood has recommended an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023; and

WHEREAS, the primary goals of this project are to: (a) promote healthy social and emotional development of young children, (b) prevent and/or provide early intervention of mental health difficulties, and (c) provide treatment of mental health conditions among very young children in the context of their families; and

WHEREAS, the funding for this project is 100% from the Health and Human Services Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,639,104.00 for fiscal agent and program administration

First Reading/Referred to Committee: January 11, 2022
Committee(s) Assigned: Education, Environment & Sustainability

Journal _____
_____, 20__

Title: Office of Early Childhood/Invest in Children 2022-2023 Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, Contract for the Early Childhood Mental Health Program

Scope of Work Summary

Office of Early Childhood/Invest in Children requesting approval of a Contract, with Alcohol, Drug Addiction and Mental Health Services Board for the anticipated cost of \$1,639,104.00.

Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families.

The anticipated start dates are: 1/1/2022 – 12/31/2023.

The primary goals of the project are:

- Promote healthy social and emotional development.
- Prevention and early intervention of mental health difficulties.
- Treatment of mental health conditions among very young children in the context of their families.

Procurement

The procurement method for this project was other-Government Purchase. The total value of the \$1,639,104.00.

Contractor and Project Information

Alcohol, Drug Addiction and Mental Health Services Board
2012 W. 25th Street, 6th Floor
Cleveland, Ohio 44113

The executive director for the contractor/vendor is Scott Osiecki

The project is located in Council District: County Wide

Project Status and Planning

The project reoccurs annually.

Funding

Health and Human Services Levy-100%.

The schedule of payments is by invoice.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	GOVT
CM Contract#	1876

	Department	Clerk of the Board
Briefing Memo	MRC	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			MRC	OK
Debarment/Suspension Verified	Date:	10/1/2021	MRC	OK
Auditor’s Finding	Date:	10/13/2021	MRC	OK
Vendor’s Submission			N/A	Signed Contract OK
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			MRC	Contract time period was 1/1/2020 – 12/31/21 OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			MRC	OK

Intra-Agency: A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	MRC
Matrix Law Screen shot	N/A
COI	MRC
Workers’ Compensation Insurance	MRC

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2022-12/31/2022	HS260240	55130	UCH09999	\$819,552.00
1/1/2023-12/31/2023	HS260240	55130	UCH09999	\$819,552.00
			TOTAL	\$1,639,104.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# and PO Code (if applicable)	
Lawson RQ# (if applicable)	
CM Contract#	

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$			

Purchasing Use Only:

Prior Resolutions:	
CM#:	1876
Vendor Name:	Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
ftp:	1/1/2022 – 12/31/2023
Amount:	\$1,639,104.00 MM
History/CE:	N/A
EL:	OK
Procurement Notes:	11/17/21: PO Code needs to be updated to GOVP. TN

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Purchasing Buyer approval: OK to proceed. TN 11/18/21

CONTRACT EVALUATION FORM

Contractor	Alcohol, Drug Addiction and Mental Health Services Board				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM #1581				
RQ#	N/A				
Time Period of Original Contract	1/1/2021-12/31/2022				
Background Statement					
Service Description	<p>The goals of the ECMH program are to identify children, ages 0 through 6, in need of ECMH services, ensure timely access to ECMH services, engage the family in a treatment plan, and assure that necessary follow-up and transition services occur. Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families.</p>				
Performance Indicators	<p>Total number of unduplicated children served: Target 800 # 200 Treatment # 400 Consultation</p>				
Actual Performance versus performance indicators (include statistics):	<p>The total numbers served between January 1, 2019 and September 30, 2019 was 797 unduplicated children.</p>				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	<p>The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, and the provider agencies funded through this program, have been consistent in meeting goals and outcomes for many year including the most recent year.</p>				

Department Contact	Marcos Cortes
User Department	Office of Early Childhood/Invest in Children
Date	9/24/2021

County Council of Cuyahoga County, Ohio

Ordinance No. O2022-0002

Sponsored by: County Executive Budish/Department of Human Resources	An Uncodified Ordinance establishing a COVID-19 Testing Policy to be applicable to all County Executive Employees; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the life, safety, and welfare of the residents of Cuyahoga County are in jeopardy due to the continued spread of the deadly infectious disease identified as the Coronavirus disease (COVID-19); and

WHEREAS, Cuyahoga County is committed to the health and well-being of its residents and its employees and their families; and

WHEREAS, the County Executive/Department of Human Resources has recommended establishing a COVID-19 Testing Policy to be applicable to all County Executive Employees; and

WHEREAS, pursuant to Section 9.01 of the County Charter human resources policies are to be establish by ordinance; and

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

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

SECTION 1. The COVID-19 Testing Policy applicable to all County Executive Employees, as set forth in attached Exhibit A (“Policy”), is hereby established. The Department of Human Resources shall disseminate the policy to all employees subject to the Policy in accordance with the Department’s usual method of dissemination.

SECTION 2. It is necessary that this uncodified Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

Attachment A to
Uncodified Ordinance
O2022-_____

Cuyahoga County
COVID-19 Employee Testing Policy
For County Executive Employees

It is important to Cuyahoga County to support the health and safety of our employees, and the public who must visit our buildings. Over time, we have seen various measures taken by the County to mitigate the spread of the virus. However, we must remain vigilant if we are to continue to provide a safe working environment.

As such, effective Monday January 31, 2022, all unvaccinated Cuyahoga County employees (full time, part time, temporary, etc.) must provide proof of a negative COVID-19 test once a week.

Program Design

Vaccinated Employees

Employees who have been fully vaccinated and have provided proof of vaccination will not be required to participate in the COVID-19 employee testing program. A person is considered fully vaccinated two weeks after completion of a two-dose series such as Pfizer-BioNTech or Moderna, or two weeks after a single dose of the Janssen/Johnson & Johnson vaccine. Proof of Vaccination can be submitted through MYHR. Additional instructions on submission will be provided. The County recommends those eligible for a booster receive it as soon as possible.

Proof of Negative Test

Unvaccinated employees are required to submit proof of a negative COVID-19 test once a week. Tests must be submitted each week no later than end of day on Thursday, commencing Thursday, February 3, 2022. If Thursday is a holiday, test results must be submitted no later than end of day on Wednesday. Testing will be completed during the employees' regularly scheduled workday.

Weekly test results must be submitted electronically. Additional details will be provided in subsequent communications, and prior to the commencement of the testing requirement date.

Positive COVID-19 Tests

Employees who test positive must notify their supervisor and Human Resources manager, and then leave the office immediately. Employee paid leave and return-to-work must be consistent with current County policy or applicable collective bargaining agreement.

Telecommuting and Extended Leave

Employees who are telecommuting or on extended leave are not required to participate in the COVID-19 testing program if they neither enter a County building at any time nor come into contact with the public as part of their work responsibilities.

Availability of COVID-19 Tests

Cuyahoga County will provide COVID-19 self-service testing kits to employees beginning on Monday, January 31st. Employees will complete weekly testing at work during their regularly scheduled workday and will be required to begin electronically submitting their test results no later than Thursday, February 3rd. There will be self-service instructions provided and someone to assist employees with questions for the first time if needed.

The County will be utilizing the On/Go COVID-19 antigen self-test. The On/Go COVID-19 test is a portable, reliable, self-administered rapid antigen test, able to deliver the results in ten minutes: <https://www.letsongogo.com/>. Employees will be able to provide the test results electronically through a guided mobile application. If employees do not have this capability, an alternative for submission will be provided.

Additionally, on-site testing will be provided for Sheriff Correction staff. Individuals will be available at the Justice Center to assist employees through the process.

Employees may choose to schedule their own test, and not use the self-service testing kit provided by the County. Test results must be provided to your HR manager no later than Thursday of each week, starting Thursday, February 3, 2022. Acceptable tests include proctored antigen or PCR (polymerase chain reaction) tests or tests administered by a pharmacy or qualified healthcare professional. If employees elect to schedule their own test, they will not be paid for time used to take the test. However, employees may be reimbursed for the cost of the test, or the test may be covered through the employees' health plan.

Started the Vaccination Process

Employees who have begun the vaccination process (having one shot if two are required) will be required to submit weekly tests results until they provide proof of full vaccination to their HR manager.

Failure to Provide Weekly Test

For the safety of the public and our County workforce, any unvaccinated employee who fails to submit a test result by 4 p.m. of Thursday of each week will not be permitted to return to work until the employee produces evidence of a negative test. Such employees will be permitted a reasonable amount of time to comply with this requirement, not to exceed one (1) working day. During the time allotted, employees may use applicable leave in accordance with the Employee Handbook or applicable collective bargaining agreement, or, if the employee is without applicable paid time in their banks, the employee will be

placed in an unpaid leave status. Unvaccinated employees who fail to submit proof of a negative Covid-19 test, are not eligible for the Paid Emergency Administrative Leave provided by Cuyahoga County Ordinance O2021-0017 unless and until they provide proof that they have actually tested positive for Covid-19.

If an employee fails to produce their Covid-19 test result within the reasonable time allotted, the employee will be considered absent without an approved leave pursuant to the Employee Handbook or the applicable attendance control policy set forth in a collective bargaining agreement. If an employee produces a positive Covid-19 test result within the reasonable time allotted or thereafter, employees must follow the County's Protocol for Confirmed/Positive COVID-19 Test Results.

Revision, Termination

The Director of Human Resources may revise this policy as necessary to address the spread of COVID-19 among County Executive Employees. County Executive Employees shall be advised of any such revisions not less than 10 business days prior to any such revision becoming effective.

The Director of Human Resources is further authorized to terminate this policy when appropriate, in consultation with the Cuyahoga County Board of Health.

Discipline

Unvaccinated employees who do not comply with the COVID-19 Testing Policy may be subject to progressive discipline pursuant to their applicable collective bargaining agreement, applicable attendance control policy, the Cuyahoga County Employee Handbook, and/or any other applicable policy. Examples of actions subject to discipline include, but are not limited to, failing to provide a test result, providing falsified and forged results, and failing to provide results in a timely manner.

Disciplinary actions will not begin until thirty (30) days after the commencement of the program, i.e., March 2, 2022 . This allows employees time to adjust to this new program.