



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 24, 2023
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) October 10, 2023 Committee of the Whole Meeting [See Page 17]
 - b) October 10, 2023 Regular Meeting [See Page 19]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
 - a) Presentation of a Proclamation to Commemorate October as Domestic Violence Awareness Month in Cuyahoga County.
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**
 - a) **CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE**

- 1) R2023-0295: A Resolution awarding a Community Development Grant in a total amount not to exceed \$250,000.00, to Warner and Swasey LLC for the benefit of a mixed-use real estate redevelopment project for a property located at 5701 Carnegie Avenue in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective. [See Page 47]

Sponsor: Council President Jones

- 2) R2023-0296: A Resolution awarding a total sum, not to exceed \$11,400, to the Cleveland Treatment Center for the theatrical production of “Fragmented – A Family’s Toil Through Trying Times” from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 49]

Sponsor: Councilmember Sweeney

- 3) R2023-0297: A Resolution awarding a total sum, not to exceed \$25,000, to the Urban Community School for the purpose of adding fire hydrants to the school campus from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 52]

Sponsor: Councilmember Sweeney

- 4) R2023-0298: A Resolution awarding a total sum, not to exceed \$50,000, to Neighborhood Health Care Inc. d.b.a. Neighborhood Family Practice for the Increasing Access to Health Care for Underserved Populations Project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 55]

Sponsor: Councilmember Sweeney

- 5) R2023-0299: A Resolution awarding a total sum, not to exceed \$250,000, to Olympia Foundation Inc., for the rehabilitation of the Olympia Building from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 59]

Sponsor: Council President Jones

- 6) R2023-0300: A Resolution awarding a total sum, not to exceed \$10,000, to Music Through the Streets for the Battle of the Bands from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 62]

Sponsor: Councilmember Turner

- 7) R2023-0301: A Resolution awarding a total sum, not to exceed \$10,000, to the Joseph Legacy d.b.a. Momentous Mentoring for the Momentous Mentoring Museum and HBCU College Tour from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 65]

Sponsor: Councilmember Turner

- 8) R2023-0302: A Resolution awarding a total sum, not to exceed \$10,000, to the Community Partnership on Aging for the Safe at Home Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 68]

Sponsor: Councilmember Simon

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2023-0278: A Resolution awarding a total sum, not to exceed \$125,000, to Community Housing Solutions for the CHS Home Repair Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 71]

Sponsors: Councilmembers Conwell and Kelly

Committee Assignment and Chair: Community Development – Stephens

- 2) R2023-0279: A Resolution awarding a total sum, not to exceed \$30,000, to the Rid-All Foundation for the Green Partnerships Veterans Training Program from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 74]

Sponsors: Councilmembers Jones, Turner, Simon and Conwell

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

- 3) R2023-0280: A Resolution awarding a total sum, not to exceed \$10,000, to the Collaborative to End Human Trafficking for the Human Trafficking Education and Training Program for Schools from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 77]

Sponsors: Councilmembers Turner, Simon and Conwell

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

- 4) R2023-0281: A Resolution awarding a total sum, not to exceed \$10,000, to the Shaker Schools Foundation for the Aisha Fraser Fund from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 81]

Sponsors: Councilmembers Turner, Simon and Conwell

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

- 5) R2023-0282: A Resolution awarding a total sum, not to exceed \$10,000, to the Diaper Bank of Greater Cleveland for the Diaper Bank Expansion Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 84]

Sponsors: Councilmembers Turner and Conwell

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

- 6) R2023-0283: 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 88]

Sponsor: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission

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

c) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2023-0237: A Resolution allocating capital funds in the total amount of \$311,691.95 in support of the Veterans Service Commission of Cuyahoga County's headquarters project funded from the Veterans Services Fund in 2022; and declaring the necessity that this Resolution become immediately effective. [See Page 175]

Sponsor: Council President Jones

Committee Assignment and Chair: Finance & Budgeting – Miller

- 2) R2023-0256: A Resolution awarding a total sum, not to exceed \$20,000, to Forget Me Not Animal Rescue for food and medical expenses for rescued animals from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 178]

Sponsors: Councilmembers Sweeney and Simon

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

- 3) R2023-0257: A Resolution awarding a total sum, not to exceed \$100,000, to Providence House for the Providence House East Side Community Services Hub from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.[See Page 181]

Sponsors: Councilmembers Conwell and Turner

Committee Assignment and Chair: Community Development – Stephens

- 4) R2023-0258: A Resolution awarding a total sum, not to exceed \$175,000, to the Greater Cleveland Habitat for Humanity, Inc. for the Cleveland Habitat Headquarters Building Acquisition Project from the Districts 3, 7, 8 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 185]

Sponsors: Councilmembers Conwell, Sweeney, Jones and Turner

Committee Assignment and Chair: Community Development – Stephens

- 5) R2023-0260: A Resolution awarding a total sum, not to exceed \$500,000, to the Famicos Foundation for the Glenville Housing Preservation Project from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 189]

Sponsor: Councilmember Conwell

Committee Assignment and Chair: Community Development – Stephens

- 6) R2023-0261: A Resolution awarding a total sum, not to exceed \$10,000, to the Lee Road Baptist Church for the Harvard Family Institute Program from the District 9 ARPA Community Grant Fund, and declaring the necessity that this Resolution become immediately effective. [See Page 193]

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development – Stephens

10. LEGISLATION INTRODUCED BY EXECUTIVE

d) CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- 1) R2023-0303: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the

budgetary needs of various County departments; and declaring the necessity that this Resolution become immediately effective. [See Page 196]

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

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

- 1) R2023-0304: A Resolution confirming the County Executive's appointment of Michael W. Chambers, upon his taking the oath of office, as County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective. [See Page 210]

Sponsor: County Executive Ronayne

- 2) R2023-0305: A Resolution confirming the County Executive's appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027; and declaring the necessity that this Resolution become immediately effective: [See Page 215]

Appointments:

- i) Michelle Curry
- ii) Molly Wimbiscus, MD

Sponsor: County Executive Ronayne

- 3) R2023-0306: A Resolution making awards on RQ12846 to two providers in the combined amount not-to-exceed \$800,000.00 for general sanitary engineering services, effective upon signature of all parties, for a period of (3) years; authorizing the County Executive to execute Contract Nos. 3784 and 3785 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 228]

- a) Contract No. 3784 with MS Consultants, Inc. in the amount not-to-exceed \$400,000.00.
- b) Contract No. 3785 with Environmental Design Group in the amount not-to-exceed \$400,000.00.

Sponsor: County Executive Ronayne/Department of Public Works

- 4) R2023-0307: A Resolution making an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for a period of (5) years; authorizing the County Executive to execute Contract No. 3793 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.[See Page 232]

Sponsor: County Executive Ronayne/Department of Public Works

- 5) R2023-0308: A Resolution authorizing an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3803 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 236]

Sponsor: County Executive Ronayne/Department of Housing and Community Development

- 6) R2023-0309: A Resolution making an award on RQ12167 to MedMutual Life Insurance Company in the amount not-to-exceed \$7,690,403.00 for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2024 – 12/31/2027; authorizing the County Executive to execute Contract No. 3828 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 242]

Sponsor: County Executive Ronayne/Department of Human Resources

- 7) R2023-0310: A Resolution authorizing an amendment to Contract No. 3057 (fka Contract No. 2017) with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time services for youth for the period 1/1/2022

– 12/31/2023 to extend the time period to 12/31/2024, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$1,650,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 248]

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

f) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2023-0267: A Resolution confirming the County Executive’s reappointment of Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective. [See page 254]

Sponsor: County Executive Ronayne

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

- 2) R2023-0288: A Resolution authorizing a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; authorizing the County Executive to execute Agreement No. 3627 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 258]

Sponsor: County Executive Ronayne/Department of Housing and Community Development

Committee Assignment and Chair: Community Development – Stephens

- 3) R2023-0289: A Resolution making an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers’ Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026;

authorizing the County Executive to execute Contract No. 3670 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 267]

Sponsor: County Executive Ronayne/Department of Human Resources

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

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

- 1) R2023-0277: A Resolution making an award on RQ12944 to various providers in the amount not-to-exceed \$1,257,500.00 for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training Program for the period 10/1/2023 – 9/30/2024; 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 282]
 - a) Contract No. 3684 with The Centers for Families and Children in an anticipated amount not-to-exceed \$130,000.00.
 - b) Contract No. 3704 with Cleveland Center for Arts & Technology dba NewBridge Cleveland in an anticipated amount not-to-exceed \$400,000.00.
 - c) Contract No. 3707 with Cuyahoga County Public Library in an anticipated amount not-to-exceed \$27,500.00.
 - d) Contract No. 3710 with Goodwill Industries of Greater Cleveland in an anticipated amount not-to-exceed \$50,000.00.
 - e) Contract No. 3706 with Lutheran Metropolitan Ministry in an anticipated amount not-to-exceed \$150,000.00.
 - f) Contract No. 3708 with Towards Employment in an anticipated amount not-to-exceed \$200,000.00.

g) Contract No. 3711 with West Side Catholic Center in an anticipated amount not-to-exceed \$300,000.00.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Job and Family Services

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

- 2) R2023-0291: A Resolution authorizing an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$775,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.[See Page 328]

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

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

- 3) R2023-0292: A Resolution (i) authorizing the County Executive, to execute the Memorandum of Understanding among Cuyahoga County, Cuyahoga County Board of Elections, and the Ohio Department of Administrative Services, in connection with the funding for the purchase of electronic pollbooks and other necessary equipment; and (ii) authorizing a state contract term Purchase Agreement with Tenex Software Solutions, Inc., in an amount not-to-exceed \$1,046,283.00 for the purchase of electronic pollbooks and other necessary equipment; authorizing the County Executive to execute all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
[Pending referral from Committee] [See Page 337]

Sponsor: County Executive Ronayne/Board of Elections

Committee Assignment and Chair: Committee of the Whole – Jones

h) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 1) R2023-0263: A Resolution confirming the County Executive’s appointment of Rebekah Dorman, Ph.D. to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 349]

Sponsors: County Executive Ronayne, Conwell, Miller, Sweeney, Gallagher and Turner

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

- 2) R2023-0264: A Resolution confirming the County Executive’s reappointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/15/2023 – 10/14/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 351]

Sponsors: County Executive Ronayne and Councilmember Miller

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

- 3) R2023-0265: A Resolution confirming the County Executive’s appointment of Adrian Maldonado to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 356]

Sponsors: County Executive Ronayne and Councilmember Sweeney

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

- 4) R2023-0266: A Resolution confirming the County Executive's appointment of Michael Schoop to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 361]

Sponsor: County Executive Ronayne

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

- 5) R2023-0268: A Resolution confirming the County Executive's appointment of Airica Steed to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 366]

Sponsors: County Executive Ronayne and Councilmember Conwell

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

- 6) R2023-0269: A Resolution confirming the County Executive's appointment of William Seelbach to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 376]

Sponsors: County Executive Ronayne and Councilmember Miller

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

- 7) R2023-0271: A Resolution confirming the County Executive's appointment of Brad Cromes, upon his taking the oath of office, as County Treasurer, and declaring the necessity that this Resolution become immediately effective. [See Page 380]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole –
Jones

- 8) R2023-0272: An Emergency Resolution authorizing the County Executive to enter into a Local Governance Agreement with the City of Cleveland and a to-be-formed non-profit organization to carry out workforce development activities for the Cleveland-Cuyahoga County Workforce Development Area; and declaring the necessity that this Resolution become immediately effective. [See Page 386]

Sponsor: County Executive Ronayne

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

- 9) R2023-0274: A Resolution authorizing an amendment to Contract No. 3672 (fka CE1400135) with Alto 55 Erieview, LLC dba Alto 55 for lease of space located at 75 Erieview Plaza, Cleveland, for the operation of the Family Justice Center by the Department of Public Safety and Justice Services/Witness/Victim for the period 6/1/2014 – 10/31/2023 to extend the time period to 12/31/2027 and for additional funds in an amount not-to-exceed \$915,400.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 390]

Sponsor: County Executive Ronayne/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim

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

i) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- 1) O2023-0016: An Ordinance enacting Section 208.05 of the Cuyahoga County Code to establish a Cuyahoga County Women’s Health Advisory Council to serve as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women’s access to the full range of healthcare options, including reproductive and maternal health and to eliminate health disparities; and declaring the necessity that this Ordinance [See Page 402]

become immediately effective.

Sponsors: County Executive Ronayne and Councilmembers
Turner, Stephens, Conwell, Sweeney and Miller

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

11. MISCELLANEOUS COMMITTEE REPORTS

12. MISCELLANEOUS BUSINESS

13. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, NOVEMBER 14, 2023
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 COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 10, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
3:30 PM

1. CALL TO ORDER

Council President Jones called the meeting to order at 3:34 p.m.

2. ROLL CALL

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

[Clerk's Note: Councilmember Turner joined the meeting shortly after the roll call was taken.]

3. PUBLIC COMMENT

There were no public comments given.

4. ITEM REFERRED TO COMMITTEE / CONFIRMATION HEARING:

- a) R2023-0271: A Resolution confirming the County Executive's appointment of Brad Cromes, upon his taking the oath of office, as County Treasurer, and declaring the necessity that this Resolution become immediately effective.

Council President Jones made a brief statement regarding the confirmation hearing process for Resolution No. R2023-0271.

Mr. Brad Cromes, County Executive Ronayne's nominee for the position of County Treasurer, was called upon to deliver an opening statement. He provided background into his education, experience and qualifications for the position.

Councilmembers asked questions of Mr. Cromes pertaining to his experience and expertise, which he answered accordingly.

On a motion by Ms. Simon with a second by Mr. Schron, Resolution No. R2023-0271 was considered and approved by unanimous roll-call vote to be referred to the full Council agenda for second reading.

5. EXECUTIVE SESSION

- a) Pending or imminent court action

A motion was made by Mr. Sweeney, seconded by Ms. Simon and approved by unanimous roll-call vote to move to Executive Session for the purposes of discussing pending or imminent court action and for no other purpose whatsoever. Executive Session was then called to order by Council President Jones at 3:59p.m. The following Councilmembers were present: Simon, Kelly, Miller, Sweeney, Tuma, Schron, Turner and Jones.

The following additional attendees were present: Law Director Rick Manoloff; Civil Division Chief David Lambert; Attorney A. Steven Dever, CO. L.P.A.; Council Chief of Staff Joseph Nanni, Legislative Budget Advisor Trevor McAleer and Special Counsel Michael King.

At 4:25 p.m., Executive Session was adjourned without objection and Council President Jones then reconvened the meeting.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 4:25 p.m., without objection.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, OCTOBER 10, 2023
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 5:04 p.m.

2. ROLL CALL

Councilmembers Turner, Simon, Kelly, Miller, Sweeney, Tuma Gallagher, Schron and Jones were in attendance and a quorum was determined. Councilmembers Conwell and Stephens were absent.

A motion was made by Mr. Jones, seconded by Mr. Schron and approved by unanimous vote to excuse Councilmembers Yvonne Conwell and Cheryl Stephens from the meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Ms. Simon made a statement regarding the tragic events occurring in Israel and said the brutal massacre of Jewish civilians must be condemned as a crime against humanity and there is no place for these violence acts in a civilized society; stated that the cycle of violence is heartbreaking and that calls for long-term peace must continue with unyielding determination.

Mr. Schron stated that while the body of Council sometimes differentiates on points of legislation within the County, he is bonded with Councilwoman Simon on her statements and commented for God to bless the people of Israel.

Mr. Jones then requested a moment of silence to acknowledge the senseless loss to the people of Israel.

5. PUBLIC COMMENT

- a) Larry Heller addressed Council regarding jail reform.**
- b) Jon Eckerle addressed Council regarding his endorsement of the appointment of Christopher Alvarado as Director of the Department of Regional Collaboration.**
- c) Abbas Hamideh addressed Council regarding Wage Disparity for Protective Services employees.**
- e) Elizabeth Plumlee-Watson addressed Council regarding the new jail.**
- d) Loh addressed Council regarding various non-agenda items.**
- e) Amber Akhter, Partners in Health at Case Western Reserve University addressed Council regarding Medicare for all.**
- f) Sean Liu, Partners in Health at Case Western Reserve University addressed Council regarding Medicare for all.**
- g) Libby Maillox, Partners in Health at Case Western Reserve University addressed Council regarding Medicare for all.**
- h) LaTonya Goldsby, President of Black Lives Matter, Cleveland Chapter addressed Council regarding the new jail and land purchase.**
- i) Reverend E. Regis Bunch addressed Council regarding the new jail project.**

6. APPROVAL OF MINUTES

- a) September 26, 2023 Committee of the Whole Meeting**
- b) September 26, 2023 Regular Meeting**

A motion was made by Mr. Sweeney, seconded by Ms. Turner and approved by unanimous vote to approve the minutes from the September 26, 2023 Committee of the Whole and Regular meetings.

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

- a) Presentation of a proclamation to commemorate October as Disability Employment Awareness Month in Cuyahoga County.

Council President Jones presented a proclamation to Nancy Sidell, Ohio Means Jobs|Cleveland-Cuyahoga County to commemorate October as Disability Employment Awareness Month in Cuyahoga County.

Mr. Greg Palumbo, Executive Director and Mr. Ted Prasse, President of the Soldiers' and Sailors' Monument presented Resolutions to the Cuyahoga County Bricklayers to commend them for their work on the Cuyahoga County Soldiers' and Sailors' Monument and recognized Mr. Otilio Morales, Senior Project Manager for the Department of Public Works, for his leadership on this project. Mr. Gallagher and Mr. Sweeney thanked the bricklayers for their dedication and hard work. A written statement was read by honoree, Mr. Kevin Drazen, on behalf of Mr. Nicholas Paparosa, who was unable to attend the meeting.

8. MESSAGES FROM THE COUNTY EXECUTIVE

County Executive Ronayne thanked the building trades for their work on the Soldiers' and Sailors' Monument; observed the passing of Judge Michael Russo, Court of Common Pleas and extended condolences to his family; spoke about the vigil at the Jewish Community Federation, that he attended with Councilwoman Simon, in support of Israel and to mourn those who lost their lives and extended condolences to their families; acknowledged the Forbes 30 under 30 delegation, which brought thousands of visitors to Cleveland and showcased some of our local, young entrepreneurs and thanked Forbes and the County and City leaders for hosting the event; thanked Mr. John Mitterholzer, Program Director for Climate and Environmental Justice for The George Gund Foundation and Mr. Stephen Love, Program Director, Environmental Initiatives for The Cleveland Foundation for their work on climate matters; spoke about the launch event of the second phase of the Rock Hall of Fame and said that musician and former Detroit Councilwoman, Ms. Martha Reeves, extended her appreciation to the Councilmembers for the work they do; thanked the Councilmembers for their support of the proposed jail and to all who supported the site selection and also thanked those who dissented for their research and for expressing their concerns and wants to continue to work together on the jail project; thanked Ms. Katherine Gallagher, Chief of Operations and Community Innovation for the Executive's Office, Mr. Michael Chambers, Interim Fiscal Officer and Mr. Walter Parfejewiec, Director of the Office of Budget & Management for their work on the Biennial Budget; and spoke about the importance of the Health and Human Services Levy that is being introduced.

9. LEGISLATION INTRODUCED BY COUNCIL

a) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2023-0278: A Resolution awarding a total sum, not to exceed \$125,000, to Community Housing Solutions for the CHS Home Repair Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Conwell

Council President Jones referred Resolution No. R2023-0278 to the Community Development Committee.

- 2) R2023-0279: A Resolution awarding a total sum, not to exceed \$30,000, to the Rid-All Foundation for the Green Partnerships Veterans Training Program from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Jones **and** Turner

Council President Jones referred Resolution No. R2023-0279 to the Education, Environment & Sustainability Committee.

- 3) R2023-0280: A Resolution awarding a total sum, not to exceed \$10,000, to the Collaborative to End Human Trafficking for the Human Trafficking Education and Training Program for Schools from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Council President Jones referred Resolution No. R2023-0280 to the Education, Environment & Sustainability Committee.

- 4) R2023-0281: A Resolution awarding a total sum, not to exceed \$10,000, to the Shaker Schools Foundation for the Aisha Fraser Fund from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Council President Jones referred Resolution No. R2023-0281 to the Education, Environment & Sustainability Committee.

- 5) R2023-0282: A Resolution awarding a total sum, not to exceed \$10,000, to the Diaper Bank of Greater Cleveland for the Diaper Bank Expansion Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Council President Jones referred Resolution No. R2023-0282 to the Health, Human Services & Aging Committee.

- 6) R2023-0283: 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 Turner on behalf of Cuyahoga County Personnel Review Commission

Council President Jones referred Resolution No. R2023-0283 to the Human Resources, Appointments & Equity Committee.

b) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING

- 1) R2023-0237: A Resolution allocating capital funds in the total amount of \$311,691.95 in support of the Veterans Service Commission of Cuyahoga County's headquarters project funded from the Veterans Services Fund in 2022; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Jones

Committee Assignment and Chair: Finance & Budgeting – Miller

Clerk Richardson read Resolution No. R2023-0237 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 2) R2023-0256: A Resolution awarding a total sum, not to exceed \$20,000, to Forget Me Not Animal Rescue for food and medical expenses for rescued animals from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Sweeney and Simon

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

Clerk Richardson read Resolution No. R2023-0256 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 3) R2023-0257: A Resolution awarding a total sum, not to exceed \$100,000, to Providence House for the Providence House East Side Community Services Hub from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell **and Turner**

Committee Assignment and Chair: Community Development – Stephens

Clerk Richardson read Resolution No. R2023-0257 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 4) R2023-0258: A Resolution awarding a total sum, not to exceed \$175,000, to the Greater Cleveland Habitat for Humanity, Inc. for the Cleveland Habitat Headquarters Building Acquisition Project from the Districts 3, 7, 8 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell, Sweeney, Jones and Turner

Committee Assignment and Chair: Community Development – Stephens

Clerk Richardson read Resolution No. R2023-0258 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 5) R2023-0260: A Resolution awarding a total sum, not to exceed \$500,000, to the Famicos Foundation for the Glenville Housing Preservation Project from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Conwell

Committee Assignment and Chair: Community Development – Stephens

Clerk Richardson read Resolution No. R2023-0260 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 6) R2023-0261: A Resolution awarding a total sum, not to exceed \$10,000, to the Lee Road Baptist Church for the Harvard Family Institute Program from the District 9 ARPA Community Grant Fund, and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development – Stephens

Clerk Richardson read Resolution No. R2023-0261 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- c) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION

- 1) R2023-0222: A Resolution awarding a total sum, not to exceed \$250,000, to Mobile Med1 d.b.a. Medworks for the

purpose of expanding Medworks Oral Health and Dental Care in Cleveland from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Conwell, Turner, Miller and Sweeney

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

On a motion by Mr. Sweeney with a second by Mr. Miller, Resolution No. R2023-0222 was considered and adopted by unanimous vote.

- 2) R2023-0230: A Resolution awarding a total sum, not to exceed \$20,000, to the Metro West Community Development Corp for the Future Ink Graphics' Creative Development Project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Sweeney

Committee Assignment and Chair: Community Development – Stephens

On a motion by Mr. Sweeney with a second by Mr. Miller, Resolution No. R2023-0230 was considered and adopted by unanimous vote.

- 3) R2023-0231: A Resolution awarding a total sum, not to exceed \$25,000, to the Downtown Cleveland Alliance for the Neighborhood Safety Specialist Program from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmember Sweeney and Conwell

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

On a motion by Mr. Gallagher with a second by Ms. Turner, Resolution No. R2023-0231 was considered and adopted by unanimous vote.

- 4) R2023-0232: A Resolution awarding a total sum, not to exceed \$100,000, to Hazelwood Court, LLC for the Hazelwood

Court Senior Housing Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Jones and Turner

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

On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2023-0232 was considered and adopted by unanimous vote.

- 5) R2023-0233: A Resolution awarding a total sum, not to exceed \$10,000, to Ohio Voice for repairs and refrigerator replacement at the Fifth Christian Church from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development – Stephens

On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2023-0233 was considered and adopted by unanimous vote.

- 6) R2023-0234: A Resolution awarding a total sum, not to exceed \$20,000, to Delta Alpha Lambda Foundation, Inc. for the Food Pantry Site Building Grounds Driveway and Rear Access Improvement Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development – Stephens

On a motion by Ms. Turner with a second by Ms. Simon, Resolution No. R2023-0234 was considered and adopted by unanimous vote.

- 7) R2023-0236: A Resolution approving the appointment or reappointment of various individuals to serve on the Cuyahoga County Soldiers' and Sailors' Monument Commission Board of Trustees for various terms, and

declaring the necessity that this Resolution become immediately effective:

i) Appointment:

for an unexpired term ending 11/5/2025:

a) Brigadier General Peter Collins

ii) Reappointments:

for the term 11/16/2023 – 11/15/2028:

a) Donald N. Jaffe

b) Richard T. Prasse

c) Michael R. Sliwinski

Sponsor: Council President Jones

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

On a motion by Ms. Turner with a second by Ms. Simon, Resolution No. R2023-0236 was considered and adopted by unanimous vote.

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

1) O2023-0015: An Ordinance amending Section 206.12 of the Cuyahoga County Code to codify the county's planning regions represented by the Cuyahoga County Planning Commission and to clarify the procedures for the designation of alternates, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Simon

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

On a motion by Ms. Simon with a second by Ms. Turner, Ordinance No. O2023-0015 was considered and adopted by unanimous vote.

10. LEGISLATION INTRODUCED BY EXECUTIVE

- e) CONSIDERATION OF A RESOLUTION 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 No. R2023-0284.

- 1) R2023-0284: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, amending Resolution No. R2023-0238 dated 9/12/2023; and declaring the necessity that this Resolution become immediately effective.

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

On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0284 was considered and adopted by unanimous vote.

- f) CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- 1) R2023-0285: A Resolution adopting the 2024/2025 Biennial Operating Budget and Capital Improvements Program; and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2023-0285 to the Committee of the Whole.

- 2) R2023-0286: A Resolution authorizing an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2023 – 11/30/2023 to extend the time period to 11/30/2028, to

change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works on behalf of Fiscal Officer **and Councilmember Kelly**

Council President Jones referred Resolution No. R2023-0286 to the Public Works, Procurement & Contracting Committee.

- 3) R2023-0287: A Resolution making an award on RQ12300 to Kone Inc. in the amount not-to-exceed \$3,843,640.00 for vertical transport (elevator) maintenance and repair services for various County facilities for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3677 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

Council President Jones referred Resolution No. R2023-0287 to the Public Works, Procurement & Contracting Committee.

- 4) R2023-0288: A Resolution authorizing a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; authorizing the County Executive to execute Agreement No. 3627 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Housing and Community Development

Council President Jones referred Resolution No. R2023-0288 to the Community Development Committee.

- 5) R2023-0289: A Resolution making an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3670 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Human Resources

Council President Jones referred Resolution No. R2023-0289 to the Human Resources, Appointments & Equity Committee.

- 6) R2023-0290: A Resolution authorizing an amendment to Contract No. 2120 with Passages Connecting Fathers and Sons, Inc. 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 7/1/2021 – 6/30/2023 to extend the time period to 6/30/2025, to change the terms effective 7/1/2023, and for additional funds in the amount not-to-exceed \$1,065,476.00; 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 Ronayne/Court of Common Pleas/Corrections Planning Board

Council President Jones referred Resolution No. R2023-0290 to the Public Safety & Justice Affairs Committee.

- 7) R2023-0291: A Resolution authorizing an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men's Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$775,000.00; authorizing the County Executive to execute the amendment and all other

documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.

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

Council President Jones referred Resolution No. R2023-0291 to the Health, Human Services & Aging Committee.

- 8) R2023-0292: A Resolution (i) authorizing the County Executive, to execute the Memorandum of Understanding among Cuyahoga County, Cuyahoga County Board of Elections, and the Ohio Department of Administrative Services, in connection with the funding for the purchase of electronic pollbooks and other necessary equipment; and (ii) authorizing a state contract term Purchase Agreement with Tenex Software Solutions, Inc., in an amount not-to-exceed \$1,046,283.00 for the purchase of electronic pollbooks and other necessary equipment; authorizing the County Executive to execute all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Board of Elections

Council President Jones referred Resolution No. R2023-0292 to the Committee of the Whole.

- 9) R2023-0293: A Resolution declaring the necessity of submitting to the electors of Cuyahoga County the question of the renewal of a 4.8-mill tax levy for the purpose of supplementing general fund appropriations for health and human or social services, for eight years, outside the ten-mill limitation, in accordance with Section 5705.191 of the Ohio Revised Code; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne, Council President Jones, and Councilmembers Conwell, Kelly, Miller, Sweeney, Tuma, Gallagher, Turner, Stephens and Simon

Council President Jones referred Resolution No. R2023-0293 to the Committee of the Whole.

- 10) R2023-0294: A Resolution determining to proceed with submitting to the electors of Cuyahoga County the question of renewing an existing 4.8-mill tax levy outside the ten-mill limitation for the purpose of supplementing general fund appropriations for health and human or social services, for eight years, in accordance with Section 5705.191 of the Ohio Revised Code, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne, Council President Jones, and Councilmembers Conwell, Kelly, Miller, Sweeney, Tuma, Gallagher, Turner, Stephens and Simon

Council President Jones referred Resolution No. R2023-0294 to the Committee of the Whole.

g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- 1) R2023-0263: A Resolution confirming the County Executive's appointment of Rebekah Dorman, Ph.D. to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne, Conwell, Miller, Sweeney, Gallagher and Turner

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

Clerk Richardson read Resolution No. R2023-0263 into the record.

This item will move to the October 24, 2023 Council meeting agenda for consideration for third reading adoption.

- 2) R2023-0264: A Resolution confirming the County Executive's reappointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/14/2023 – 10/13/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne and Councilmember Miller

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

Clerk Richardson read Resolution No. R2023-0264 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2023-0264. Zoe Toscos, Special Projects Manager, County Executive’s Office, presented the item.

A motion was then made by Mr. Jones, seconded by Ms. Turner and approved by unanimous vote to accept the proposed substitute.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 3) R2023-0265: A Resolution confirming the County Executive’s appointment of Adrian Maldonado to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne and Councilmember Sweeney

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

Clerk Richardson read Resolution No. R2023-0265 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 4) R2023-0266: A Resolution confirming the County Executive’s appointment of Michael Schoop to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

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

Clerk Richardson read Resolution No. R2023-0266 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 5) R2023-0268: A Resolution confirming the County Executive's appointment of Airica Steed to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne and Councilmember Conwell

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

Clerk Richardson read Resolution No. R2023-0268 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 6) R2023-0269: A Resolution confirming the County Executive's appointment of William Seelbach to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne and Councilmember Miller

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

Clerk Richardson read Resolution No. R2023-0269 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 7) R2023-0271: A Resolution confirming the County Executive's appointment of Brad Cromes, upon his taking the oath of office, as County Treasurer, and declaring the necessity that this Resolution become immediately effective.
Pending referral from Committee

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole – Jones

Clerk Richardson read Resolution No. R2023-0271 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 8) R2023-0272: An Emergency Resolution authorizing the County Executive to enter into a Local Governance Agreement with the City of Cleveland and a to-be-formed non-profit organization to carry out workforce development activities for the Cleveland-Cuyahoga County Workforce Development Area; and declaring the necessity that this Resolution become immediately effective.

County Executive Ronayne

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

Clerk Richardson read Resolution No. R2023-0272 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- 9) R2023-0274: A Resolution authorizing an amendment to Contract No. 3672 (fka CE1400135) with Alto 55 Erievue, LLC dba Alto 55 for lease of space located at 75 Erievue Plaza, Cleveland, for the operation of the Family Justice Center by the Department of Public Safety and Justice Services/Witness/Victim for the period 6/1/2014 – 10/31/2023 to extend the time period to 12/31/2027 and for additional funds in an amount not-to-exceed \$915,400.00; 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 Ronayne/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim

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

Clerk Richardson read Resolution No. R2023-0274 into the record.

This item will move to the October 24, 2023 Council meeting agenda for third reading adoption.

- h) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS 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 and to place on final passage Resolution Nos. R2023-0270; R2023-0273; R2023-0275 & R2023-0276.

- 1) R2023-0270: A Resolution confirming the County Executive's appointment of Stephen Love to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne **and Councilmember Miller**

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

On a motion by Ms. Turner with a second by Mr. Schron, Resolution No. R2023-0270 was considered and adopted by unanimous vote.

- 2) R2023-0273: A Resolution authorizing an amendment to revenue generating Agreement No. 50 with the City of Cleveland to lease space located at 1300 Ontario Street, Cleveland, for the period 10/2/2018 – 10/1/2023 to extend the time period to 10/1/2024 in an amount not-to-exceed \$2,307,513.00 at an increased rate of \$18,00 per square foot for 114,500 square feet, \$9.00 per square foot for another 7,557 square feet, plus parking fees and the cost of proportional share of utilities; 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 Ronayne/Department of Public Works

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

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0273 was considered and adopted by unanimous vote.

- 3) R2023-0275: A Resolution making an award on RQ12689 to The Ruhlin Company in an amount not-to-exceed \$28,771,797.70 for rehabilitation of various Pleasant Valley Road bridges in the City of Independence and Village of Valley View; authorizing the County Executive to execute Contract No. 3737 and all other documents consistent with said award and this Resolution; authorizing the County Engineer, on behalf of the County Executive, to make an allocation from County Motor Vehicle \$5.00 License Tax Funds in the amount \$7,049,090.44 to fund said contract; and declaring the necessity that this Resolution become immediately effective:
 - a) Bridge No. 09.03 over Riverview Road and an unnamed creek in the City of Independence.
 - b) Bridge No. 09.35 over Cuyahoga Valley Scenic Railroad in the City of Independence.
 - c) Bridge No. 09.68 over Cuyahoga River in the Cities of Independence and Village of Valley View.

Sponsor: County Executive Ronayne/Department of Public Works

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

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0275 was considered and adopted by unanimous vote.

- 4) R2023-0276: A Resolution authorizing amendments to two revenue generating agreements with Educational Service Center of Cuyahoga County for the lease of two Cuyahoga County Board of Developmental Disabilities Centers for operation of Bright Beginnings Programs fka Help Me Grow Programs for the period 9/15/2013- 9/14/2023 to extend the time period to 9/14/2026, to change the terms effective 9/15/2023, and for additional revenue in the total amount not-to-exceed \$6.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- a) Contract No. 3681 Green Road Services Center, located at 4329 Green Road, Highland Hills, in the amount not-to-exceed \$3.00.
- b) Contract No. 3682 William Patrick Day Services Center, located at 2421 Community College Avenue, Cleveland, in the amount not-to-exceed \$3.00.

Sponsors: County Executive Ronayne/on behalf of Cuyahoga County Board of Developmental Disabilities **and Councilmember Turner**

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0276 was considered and adopted by unanimous vote.

i) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

1) R2023-0227: A Resolution amending Resolution No. R2020-0100 dated 6/23/2020, which declared public convenience and welfare for the resurfacing of various roads, avenues and streets located in various municipalities in connection with the 2021-2024 Transportation Improvement Program, by changing the termini for Forbes Road from First Place to Richmond Road to Fair Oaks Road to Richmond Road in the Cities of Bedford, Bedford Heights and Village of Oakwood and to change the total estimated project cost from \$930,000.00 to \$2,130,000.00; and declaring the necessity that this Resolution become immediately effective:

- i) Forbes Road from First Place to Richmond Road in the City of Bedford Heights and Village of Oakwood - Council Districts 6 and 9; total estimated project cost \$930,000.00.
- ii) Harvard Road from East 190th Street to Warrensville Center Road in the City of Warrensville Heights- Council District 9; total estimated project cost \$900,000.00.
- iii) Green Road from Miles Road to Emery Road in the City of Warrensville Heights- Council District 9; total estimated project cost \$780,000.00.

- iv) Green Road from Mayfield Road to Cedar Road in the City of South Euclid- Council District 11; total estimated project cost is \$3,200,000.00.
- v) Wilson Mills Road from Richmond Road to the Eastern Corporation Line in the City of Richmond Heights- Council District 11; total estimated project cost \$860,000.00.
- vi) Ridge Road from Pearl Road to Flowerdale Avenue in the Cities of Brooklyn, Cleveland and Parma- Council District 2 and 4; total estimated project cost \$3,460,000.00.
- vii) Broadway Avenue from Macedonia Road to Richmond Road in the Village of Oakwood- Council District 6; total estimated project cost \$1,930,000.00.
- viii) Clague Road from Lorain Road to Marion Road in the City of North Olmsted- Council District 1; total estimated project cost \$840,000.00.
- ix) Rockside Road from East 141st Street to Sector Drive in the City of Maple Heights- Council District 8; total estimated project cost \$2,180,000.00.
- x) Hilliard Road from Warren Road to Riverside Drive in the City of Lakewood- Council District 2; total estimated project cost \$2,850,000.00.
- xi) Wilson Mills Road from Lander Road to Alpha Drive in the City of Highland Heights and Village of Mayfield- Council District 11; total estimated project cost \$860,000.00.
- xii) East 200th Street from Mohican Avenue to Lakeshore Boulevard in the Cities of Cleveland and Euclid- Council District 10 and 11; total estimated project cost \$1,670,000.00.

- xiii) Grant Avenue from East 49th Street to East 71st Street in the City of Cleveland and Village of Cuyahoga Heights- Council District 8; total estimated project cost \$1,050,000.00.
- xiv) Sheldon Road from Engle Road to Smith Road in the Cities of Brook Park and Middleburg Heights- Council District 2 and 4; total estimated project cost \$770,000.00

Sponsors: County Executive Ronayne/Department of Public Works/Division of County Engineer and Councilmembers Miller, Simon, Stephens, Conwell, Turner and Kelly

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

On a motion by Mr. Tuma with a second by Mr. Sweeney, Resolution No. R2023-0227 was considered and adopted by unanimous vote.

- 2) R2023-0241: A Resolution confirming the County Executive’s appointment of Christopher Alvarado as Director of the Department of Regional Collaboration, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne and Councilmembers Conwell, Stephens, Turner, Sweeney, Jones, **Miller and Tuma**

Committee Assignment and Chair: Committee of the Whole – Jones

On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0241 was considered and adopted by unanimous vote.

[Clerk’s Note: Immediately after passage of Resolution No. R2023-0241, County Executive Ronayne administered the oath of office to Christopher Alvarado.]

- 3) R2023-0246: A Resolution authorizing a payment to The Mt. Sinai Health Care Foundation, as fiscal agent for The Lead Safe Cleveland Coalition, in the amount not-to-exceed \$800,000.00 for operational support for the period 9/26/2023 – 12/31/2023; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of

Development and Councilmembers Turner, Conwell and Miller

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

On a motion by Mr. Sweeney with a second by Ms. Turner, Resolution No. R2023-0246 was considered and adopted by unanimous vote.

- 4) R2023-0247: A Resolution authorizing an Economic Development Loan in the amount not-to-exceed \$2,000,000.00 to 2168 West 25th Street, LLC for the benefit of a mixed-use, real estate redevelopment project for property located at 2168 West 25th Street, Cleveland, Ohio; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Development and Councilmember Conwell

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Mr. Gallagher, Resolution No. R2023-0247 was considered and adopted by unanimous vote.

- 5) R2023-0248: A Resolution amending Resolution No. R2023-0122, dated 5/23/2023, which made awards to various municipalities for various projects or programs in connection with the 2022 & 2023 Community Development Block Grant Program for the period 4/1/2023 - 9/30/2023, by removing Village of Highland Hills and reducing the total not-to-exceed amount from \$3,004,930.00 to \$2,854,930.00; and declaring the necessity that this Resolution become immediately effective:

- h) Village of Highland Hills in the amount not-to-exceed \$150,000.00 for a Comprehensive Plan Update.

- a) City of Bedford in the amount not-to-exceed \$150,000.00 for the Bedford Gazebo and Train Station Repair Project.

- b) City of Berea in the amount not-to-exceed \$150,000.00 for the Emerson Avenue Improvement Project.
- c) City of Brooklyn in the amount not-to-exceed \$150,000.00 for Brooklyn Recreation Center Natatorium Roof and Skylight Replacement.
- d) City of Brooklyn Heights in the amount not-to-exceed \$150,000.00 for the ADA Restroom Project.
- e) Village of Cuyahoga Heights in the amount not-to-exceed \$150,000.00 for the East 71st Street Stabilization Project.
- f) City of Fairview Park in the amount not-to-exceed \$150,000.00 for the Public Facility Regional Environmental Improvement Project.
- g) City of Garfield Heights in the amount not-to-exceed \$150,000.00 for the Dan Kostel Recreation Center Infrastructure and Accessibility Improvement Project.
- i) City of Maple Heights in the amount not-to-exceed \$150,000.00 for the Stafford Park Restoration Project-Phase 2: Construction of Shelter and Bandstand.
- j) City of Mayfield Heights in the amount not-to-exceed \$150,000.00 for installation of ADA Playground Equipment and Surfacing.
- k) City of Middleburg Heights in the amount not-to-exceed \$150,000.00 for the Bardbury Avenue Resurfacing Project.
- l) Village of Newburgh Heights in the amount not-to-exceed \$69,930.00 for Master Planning services.
- m) City of North Olmsted in the amount not-to-exceed \$150,000.00 for the Brookpark Road Underpass Pedestrian Safety Enhancement Project.

- n) Village of North Randall in the amount not-to-exceed \$150,000.00 for the Housing Rehabilitation and Preservation Program.
- o) Village of Oakwood in the amount not-to-exceed \$150,000.00 for the Tryon Road Pedestrian Safety Improvement Project.
- p) Olmsted Township in the amount not-to-exceed \$150,000.00 for the Cook Road Sidewalk Project.
- q) City of Parma Heights in the amount not-to-exceed \$150,000.00 for the purchase of a Fire Paramedic Vehicle.
- r) City of Richmond Heights in the amount not-to-exceed \$150,000.00 for Richmond Heights Fire Station No. 1 Roof Replacement.
- s) City of South Euclid in the amount not-to-exceed \$150,000.00 for the South Belvoir Boulevard Phase 2: Concrete Repair Project.
- t) City of Warrensville Heights in the amount not-to-exceed \$150,000.00 for the Granada Boulevard Reconstruction: Street and Road Repair Project – Phase 4.
- u) Village of Woodmere in the amount not-to-exceed \$85,000.00 for the Exterior Home Maintenance Grant Program.

Sponsors: County Executive Ronayne/Department of Housing and Community Development and Councilmembers Turner, Tuma, Sweeney, Kelly, Simon and Gallagher

Committee Assignment and Chair: Community Development – Stephens

On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2023-0248 was considered and adopted by unanimous vote.

- 6) R2023-0250: A Resolution authorizing an amendment to Contract No. 2487 with Empowering and Strengthening Ohio’s People for counseling and financial assistance services to

income-eligible tenants in connection with the Emergency Rental Assistance 2 Program for the period 6/1/2022 – 3/31/2025 to extend the time period to 6/30/2025 and for additional funds in the amount not-to-exceed \$10,000,000.00; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Housing and Community Development

Committee Assignment and Chair: Community Development – Stephens

On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2023-0250 was considered and adopted by unanimous vote.

j) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION

- 1) O2023-0014: An Ordinance providing for the adoption of a new Section 3.04 of the Cuyahoga County Employee handbook; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: County Executive Ronayne/Department of Human Resources and Councilmember Conwell

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

On a motion by Ms. Turner with a second by Ms. Simon, Ordinance No. O2023-0014 was considered and adopted by unanimous vote.

11. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will not meet next week, but Budget hearings will take place on Monday, October 11 at 1:00 p.m. and Tuesday, October 17 at 1:00pm.

Mr. Tuma reported that Public Works, Procurement & Contracting will tentatively meet on Wednesday, October 18 at 10:00 a.m., depending upon the urgency of the two referred items.

Ms. Simon reported that Education, Environment & Sustainability will meet on Wednesday, October 18 at 3:00 p.m.

Ms. Turner reported that Human Resources, Appointments & Equity will meet on Tuesday, October 17 at 10:00 a.m.

Mr. Jones, on behalf of Ms. Stephens, reported that Community Development will meet on Monday, October 16 at 10:00 a.m.; and on behalf of Ms. Conwell, reported that Health, Human Services & Aging will meet on Wednesday, October 18 at 1:00 p.m.

Clerk Richardson reported that Budget Hearings will take place during the Committee of the Whole on the following dates:

**Monday, October 23 at 1:00 p.m.
Monday, October 30 at 1:00 p.m.
Thursday, November 2 at 1:00 p.m.
Monday, October 23 at 1:00 p.m.
Monday, October 30 at 1:00 p.m.
Monday, November 6 at 1:00 p.m.
Monday, November 13 at 1:00 p.m.
Monday, November 20 at 1:00 p.m.
Tentatively - Monday, November 27 at 1:00 p.m.**

12. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 6:32 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0295

Sponsored by: Councilmember Jones	A Resolution awarding a Community Development Grant in a total amount not to exceed \$250,000.00, to Warner and Swasey LLC for the benefit of a mixed-use real estate redevelopment project for a property located at 5701 Carnegie Avenue in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the Cuyahoga County Community Development Fund is funded by the gross casino revenues distributed to Cuyahoga County; and

WHEREAS, the Warner and Swasey rehabilitation project is for the benefit of a mixed-use real estate redevelopment of a property located at 5701 Carnegie Avenue in the City of Cleveland (the “Project”); and

WHEREAS, Midtown Cleveland, Inc. anticipates the Project will bring approximately 140 units of senior, family, and workforce housing to the neighborhood, while preserving a key historic building; and

WHEREAS, pursuant to Cuyahoga County Council Resolution Nos. R2021-0055 and R2023-0102, Council previously authorized an Economic Development and Redevelopment Modernization Loan in an amount not to exceed \$1,000,000.00 to support the Project, scheduled to sunset on March 22, 2024; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a Community Development Grant in an amount not to exceed \$250,000.00 to the Warner and Swasey, LLC from the County’s Community Development Fund for

the benefit of a mixed-use real estate redevelopment project for a property located at 5701 Carnegie Avenue in the City of Cleveland.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0296

Sponsored by: Councilmember Sweeney	A Resolution awarding a total sum, not to exceed \$11,400, to the Cleveland Treatment Center for the theatrical production of “Fragmented – A Family’s Toil Through Trying Times” from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$11,400 to the Cleveland Treatment Center for the theatrical production of “Fragmented – A Family’s Toil Through Trying Times”; and

WHEREAS, the Cleveland Treatment Center estimates approximately 600-650 people will be served annually through this award; and

WHEREAS, the Cleveland Treatment Center estimates approximately 24 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Cleveland Treatment Center estimates the total cost of the project is \$18,000; and

WHEREAS, the Cleveland Treatment Center is estimating the start date of the project will be September 2023 and the project will be completed by December 2023; and

WHEREAS, the Cleveland Treatment Center requested \$11,400 from the District 3 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$11,400 to the Cleveland Treatment Center to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$11,400 to the Cleveland Treatment Center from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the theatrical production of “Fragmented – A Family’s Toil Through Trying Times”.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____

_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0297

Sponsored by: Councilmember Sweeney	A Resolution awarding a total sum, not to exceed \$25,000, to the Urban Community School for the purpose of adding fire hydrants to the school campus from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$25,000 to the Urban Community School for the purpose of adding fire hydrants to the school campus; and

WHEREAS, the Urban Community School estimates approximately 5,000 people will be served annually through this award; and

WHEREAS, the Urban Community School estimates the total cost of the project is \$105,000; and

WHEREAS, the Urban Community School indicates the other funding source(s) for this project includes \$80,000 from private philanthropy; and

WHEREAS, the Urban Community School is estimating the start date of the project will be June 2024 and the project will be completed by August 2024; and

WHEREAS, the Urban Community School requested \$25,000 from the District 3 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$25,000 to the Urban Community School to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$25,000 to the Urban Community School from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of adding fire hydrants to the school campus.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____

_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0298

Sponsored by: Councilmember Sweeney	A Resolution awarding a total sum, not to exceed \$50,000, to Neighborhood Health Care Inc. d.b.a. Neighborhood Family Practice for the Increasing Access to Health Care for Underserved Populations Project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$50,000 to Neighborhood Family Practice for the Increasing Access to Health Care for Underserved Populations Project; and

WHEREAS, Neighborhood Family Practice estimates approximately 8,500 people will be served annually through this award; and

WHEREAS, Neighborhood Family Practice estimates approximately 18 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, Neighborhood Family Practice estimates the total cost of the project is \$1,864,628; and

WHEREAS, Neighborhood Family Practice indicates the other funding source(s) for this project includes:

- A. \$504,000 from Tenant Improvement from Landlord;
 - B. \$466,691 from ARPA HRSA Federal Capital Grant;
 - C. \$152,575 from Delta Dental Foundation;
 - D. \$29,805 from NFP Fundraising Event;
 - E. \$200,000 from the City of Cleveland (pending);
 - F. \$100,000 from the Samuel H. and Maria Miller Foundation (pending);
 - G. \$100,000 from the Charles M. Helen M Brown Foundation (pending);
 - H. \$261,557 from philanthropic support from donors (pending);
- and

WHEREAS, Neighborhood Family Practice is estimating the start date of the project will be January 2024 and the project will be completed by August 2024; and

WHEREAS, Neighborhood Family Practice requested \$50,000 from the District 3 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$50,000 to Neighborhood Family Practice to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$50,000 to Neighborhood Health Care Inc. d.b.a. Neighborhood Family Practice from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Increasing Access to Health Care for Underserved Populations Project.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____

_____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0299

Sponsored by: Council President Jones	A Resolution awarding a total sum, not to exceed \$250,000, to Olympia Foundation Inc., for the rehabilitation of the Olympia Building from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 8 ARPA Community Grant Fund in the amount of \$250,000 to Olympia Foundation Inc. for the rehabilitation of the Olympia Building; and

WHEREAS, Olympia Foundation Inc. estimates approximately twenty households will be served annually through this award; and

WHEREAS, Olympia Foundation Inc. estimates approximately 35 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, Olympia Foundation Inc. estimates the total cost of the project is \$2,900,000; and

WHEREAS, Olympia Foundation Inc. indicates the other funding source(s) for this project includes:

- A. \$1,450,000 from OHFA;

- B. \$485,000 from the City of Cleveland;
- C. \$350,000 from the Developer's Fee
- D. \$365,000 from Debt; and

WHEREAS, Olympia Foundation Inc. is estimating the start date of the project will be February 2024 and the project will be completed by December 2024; and

WHEREAS, Olympia Foundation Inc. requested \$250,000 from the District 8 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$250,000 to Olympia Foundation Inc. to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$250,000 to Olympia Foundation Inc. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the rehabilitation of the Olympia Building.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0300

Sponsored by: Councilmember Turner	A Resolution awarding a total sum, not to exceed \$10,000, to Music Through the Streets for the Battle of the Bands from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to Music Through the Streets for the Battle of the Bands; and

WHEREAS, Music Through the Streets estimates approximately 1,200 people will be served annually through this award; and

WHEREAS, Music Through the Streets estimates the total cost of the project is \$170,000; and

WHEREAS, Music Through the Streets is estimating the start date of the project will be completed by September 2023; and

WHEREAS, Music Through the Streets requested \$10,000 from the District 10 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to Music Through the Streets to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to Music Through the Streets from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Battle of the Bands.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0301

Sponsored by: Councilmember Turner	A Resolution awarding a total sum, not to exceed \$10,000, to the Joseph Legacy d.b.a. Momentous Mentoring for the Momentous Mentoring Museum and HBCU College Tour from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the Joseph Legacy for the Momentous Mentoring Museum and HBCU College Tour; and

WHEREAS, the Joseph Legacy estimates approximately 75-90 students will be served annually through this award; and

WHEREAS, the Joseph Legacy estimates the total cost of the project is \$63,942; and

WHEREAS, the Joseph Legacy indicates the other funding source(s) for this project includes \$4,000 from Mycom; and

WHEREAS, the Joseph Legacy is estimating the start date of the project will be October 2023 and the project will be completed by November 2023; and

WHEREAS, the Joseph Legacy requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Joseph Legacy to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Joseph Legacy d.b.a. Momentous Mentoring from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Momentous Mentoring Museum and HBCU College Tour.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0302

Sponsored by: Councilmember Simon	A Resolution awarding a total sum, not to exceed \$10,000, to the Community Partnership on Aging for the Safe at Home Program from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 11 ARPA Community Grant Fund in the amount of \$10,000 to the Community Partnership on Aging for the Safe at Home Program; and

WHEREAS, the Community Partnership on Aging estimates approximately 200 people will be served annually through this award; and

WHEREAS, the Community Partnership on Aging estimates approximately 1 permanent job will be created or retained through this project; and

WHEREAS, the Community Partnership on Aging estimates the total cost of the project is \$159,000; and

WHEREAS, the Community Partnership on Aging indicates the other funding source(s) for this project includes:

- A. \$100,000 from the Western Reserve Area Agency on Aging;

- B. \$4,000 from the Ohio Injury Prevention Program;
 - C. \$40,000 from NOPEC (requested);
 - D. \$5,000 from the Legacy Village Foundation Fund (requested);
- and

WHEREAS, the Community Partnership on Aging is estimating the start date of the project will be October 2023 and the project will be ongoing; and

WHEREAS, the Community Partnership on Aging requested \$10,000 from the District 11 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Community Partnership on Aging to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Community Partnership on Aging from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Safe at Home Program.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0278

<p>Sponsored by: Councilmember Conwell</p> <p>Co-sponsored by: Councilmember Kelly</p>	<p>A Resolution awarding a total sum, not to exceed \$125,000, to Community Housing Solutions for the CHS Home Repair Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$125,000 to Community Housing Solutions for the CHS Home Repair Program; and

WHEREAS, Community Housing Solutions estimates approximately 7 people will be served annually through this award; and

WHEREAS, Community Housing Solutions estimates the total cost of the project is \$175,000; and

WHEREAS, Community Housing Solutions indicates the other funding source(s) for this project includes \$50,000 from the Federal Home Loan Bank of Cincinnati; and

WHEREAS, Community Housing Solutions is estimating the start date of the project will be October 2023 and the project will be completed by December 2023; and

WHEREAS, Community Housing Solutions requested \$125,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$125,000 to Community Housing Solutions to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$125,000 to Community Housing Solutions from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the CHS Home Repair Program.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Community Development

Additional Sponsorship Requested in Committee: October 16, 2023

Journal _____

_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0279

Sponsored by: Councilmember Jones Co-sponsored by: Councilmembers Turner, Simon and Conwell	A Resolution awarding a total sum, not to exceed \$30,000, to the Rid-All Foundation for the Green Partnerships Veterans Training Program from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 8 ARPA Community Grant Fund in the amount of \$30,000 to the Rid-All Foundation for the Green Partnerships Veterans Training Program; and

WHEREAS, the Rid-All Foundation estimates approximately 15-20 veterans will be served annually through this award; and

WHEREAS, the Rid-All Foundation estimates approximately 3-5 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Rid-All Foundation estimates the total cost of the project is \$40,000; and

WHEREAS, the Rid-All Foundation indicates the other funding source(s) for this project includes \$10,000 from the Rid-All Foundation in in-kind contributions; and

WHEREAS, the Rid-All Foundation is estimating the start date of the project will be November 2023 and the project will be completed by May 2024; and

WHEREAS, the Rid-All Foundation requested \$30,000 from the District 8 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$30,000 to the Rid-All Foundation to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$30,000 to the Rid-All Foundation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Green Partnerships Veterans Training Program.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: October 10, 2023
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested on the Floor: October 10, 2023

Additional Sponsorship Requested: October 18, 2023

Legislation Amended in Committee: October 18, 2023

Journal _____
_____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0280

Sponsored by: Councilmember Turner Co-sponsored by: Councilmembers Simon and Conwell	A Resolution awarding a total sum, not to exceed \$10,000, to the Collaborative to End Human Trafficking for the Human Trafficking Education and Training Program for Schools from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the Collaborative to End Human Trafficking for the Human Trafficking Education and Training Program for Schools; and

WHEREAS, the Collaborative to End Human Trafficking estimates approximately 1,300 people will be served annually through this award; and

WHEREAS, the Collaborative to End Human Trafficking estimates approximately 1 permanent and temporary job will be created or retained through this project; and

WHEREAS, the Collaborative to End Human Trafficking estimates the total cost of the project is \$85,000; and

WHEREAS, the Collaborative to End Human Trafficking indicates the other funding source(s) for this project includes:

- A. \$42,000 from VOCA;
- B. \$23,000 from the Cleveland Foundation;
- C. \$10,000 from Fundraising Activities; and

WHEREAS, the Collaborative to End Human Trafficking is estimating the start date of the project will be November 2023 and the project will be completed by June 2024; and

WHEREAS, the Collaborative to End Human Trafficking requested \$10,000 from the District 3 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Collaborative to End Human Trafficking to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Collaborative to End Human Trafficking from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Human Trafficking Education and Training Program for Schools.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested in Committee: October 18, 2023

Legislation Amended in Committee: October 18, 2023

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0281

<p>Sponsored by: Councilmember Turner</p> <p>Co-sponsored by: Councilmembers Simon and Conwell</p>	<p>A Resolution awarding a total sum, not to exceed \$10,000, to the Shaker Schools Foundation for the Aisha Fraser Fund from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.</p>
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the Shaker Schools Foundation for the Aisha Fraser Fund; and

WHEREAS, the Shaker Schools Foundation estimates approximately 120 students will be served annually through this award; and

WHEREAS, the Shaker Schools Foundation estimates the total cost of the project is \$51,000; and

WHEREAS, the Shaker Schools Foundation indicates the other funding source(s) for this project includes funding from the Shaker School District and families with financial means; and

WHEREAS, the Shaker Schools Foundation requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Shaker Schools Foundation to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Shaker Schools Foundation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Aisha Fraser Fund.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested in Committee: October 18, 2023

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0282

<p>Sponsored by: Councilmember Turner</p> <p>Co-sponsored by: Councilmember Conwell</p>	<p>A Resolution awarding a total sum, not to exceed \$10,000, to the Diaper Bank of Greater Cleveland for the Diaper Bank Expansion Project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.</p>
---	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the Diaper Bank of Greater Cleveland for the Diaper Bank Expansion Project; and

WHEREAS, the Diaper Bank of Greater Cleveland estimates approximately 600 people will be served annually through this award; and

WHEREAS, the Diaper Bank of Greater Cleveland estimates approximately 3 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Diaper Bank of Greater Cleveland estimates the total cost of the project is \$50,000; and

WHEREAS, the Diaper Bank of Greater Cleveland indicates the other funding source(s) for this project includes:

- A. \$5,000 from First Year Cleveland;
- B. \$2,500 from National Diaper Bank Network;
- C. \$15,000 from individual giving; and

WHEREAS, the Diaper Bank of Greater Cleveland is estimating the start date of the project will be July 2023 and the project will be completed by December 2023; and

WHEREAS, the Diaper Bank of Greater Cleveland requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Diaper Bank of Greater Cleveland to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Diaper Bank of Greater Cleveland from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Diaper Bank Expansion Project.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

First Reading/Referred to Committee: October 10, 2023
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: October 18, 2023

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0283

Sponsored by: Councilmember Turner on behalf of Cuyahoga County Personnel Review Commission	A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan and declaring the necessity that this Resolution become immediately effective.
--	---

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 September 13, 2023, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through N) 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)

Driver's License Project: The PRC is committed to supporting the County's efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's non-bargaining classified jobs in an effort to increase accessibility to those

jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.

Proposed Revised Classifications:

Exhibit A: Class Title: *Accountant 1*
Class Number: 11061
Pay Grade: 16A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.

Exhibit B: Class Title: *Accountant 2*
Class Number: 11062
Pay Grade: 8A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirement section was added. No change to PG or FLSA status.

Exhibit C: Class Title: *Board of Control Coordinator*
Class Number: 10101
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirement section was added. No change to PG or FLSA status.

Exhibit D: Class Title: *Business Intelligence Analyst*
Class Number: 16421
Pay Grade: 9B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential job functions, language and formatting. A technology section was added. No change to pay grade or FLSA status.

Exhibit E: Class Title: *Case Manager*
Class Number: 10021
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology section was added. No change to PG or FLSA status.

- Exhibit F: Class Title: *Medical Secretary*
Class Number: 10011
Pay Grade: 4A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements and language and formatting. A technology requirement was added. No change to PG or FLSA status.
- Exhibit G: Class Title: *Physical Structure Security Specialist*
Class Number: 15021
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential job functions, physical ability, environmental ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit H: Class Title: *Residential/Agricultural Appraisal Coordinator*
Class Number: 20011
Pay Grade: 13A/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit I: Class Title: *Senior Business Intelligence Analyst*
Class Number: 16422
Pay Grade: 13B/Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, degree requirements, language and formatting. A technology section was added. No change to pay grade or FLSA status.
- Exhibit J: Class Title: *Senior Supervisor, Nursing*
Class Number: 17032
Pay Grade: 13A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language and formatting. A technology section was added. Pay grade increased from 12A to 13A.
- Exhibit K: Class Title: *Supervisor, Case Manager (Supervisor, MEO Administrative)*
Class Number: 10022
Pay Grade: 7A/Non-Exempt (No change)
* PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions,

minimum qualifications, additional requirements, and language and formatting. A technology requirement was added. No change to PG or FLSA status.

Exhibit L: Class Title: *Supervisor, Nursing*
Class Number: 17031
Pay Grade: 12A/Exempt
* PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language and formatting. A technology section was added. Paygrade increased from 11A to 12A.

Proposed Deleted Classifications:

Exhibit M: Class Title: *Assistant Director*
Class Number: 10271
Pay Grade: 17A/Exempt
* This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.

Exhibit N: Class Title: *Supervisor, Medical Secretary*
Class Number: 10012
Pay Grade: 7/Non-Exempt
* The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____,20__



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

**CUYAHOGA COUNTY
PERSONNEL REVIEW COMMISSION
MEMORANDUM**

Date: September 21, 2023

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

From: Deborah Southerington, Chairwoman
Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

Please be advised that on September 13, 2023, the Personnel Review Commission considered and approved recommending modifications to the County's classification plan. In accordance with PRC Rule 4.06, these proposed changes were posted on the PRC's website before any formal action was taken on them.

The PRC is committed to supporting the County's diversity and inclusion efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team reviewed those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools as it disproportionately affects people of color, and we wanted to ensure the license is truly a legitimate requirement for each of these classifications. As a result of this project, we are recommending removing the drivers license requirement from 30 (25%) of the 119 classifications requiring it.

Details of the recommended changes are below:

DRIVERS LICENSE PROJECT	PAY GRADE and FLSA STATUS	DEPARTMENT
See attached	No Change	See attached

PROPOSED REVISED CLASSIFICATIONS

REVISED CLASSIFICATIONS (Revised Title)	CURRENT PAY GRADE & FLSA	RECOMMENDED PAY GRADE & FLSA	DEPARTMENT
Accountant 1 11061	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments
Accountant 2 11062	8A Exempt	8A Exempt (No Change)	All Departments
Board of Control Coordinator 10101	13A Exempt	13A Exempt (No Change)	Purchasing
Business Intelligence Analyst 16421	9B Exempt	9B Exempt (No Change)	All Departments
Case Manager 10021	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner
Medical Secretary 10011	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner
Physical Structure Security Specialist 15021	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works
Residential/Agricultural Appraisal Coordinator 20011	13A Exempt	13A Exempt (No Change)	Fiscal
Senior Business Intelligence Analyst 16422	13B Exempt	13B Exempt (No Change)	All Departments
Senior Supervisor, Nursing 17032	12A Exempt	13A Exempt	Human Services
Supervisor, Case Manager (Supervisor, MEO Administrative) 10022	7A Non-Exempt	7A Non-Exempt (No Change)	Medical Examiner
Supervisor, Nursing 17031	11A Exempt	12A Exempt	Human Services

PROPOSED DELETED CLASSIFICATIONS

Classification Title	Classification Number	Pay Grade	Department
Assistant Director 10271	10271	17A Exempt	All Departments
Supervisor, Medical Secretary 10012	10012	7 Non-Exempt	Medical Examiner

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

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

Posted: 9/7/2023
 Meeting: 9/13/2023

	<u>Classification Number</u>	<u>Current Pay Grade & FLSA</u>	<u>RECOMMENDED PAY GRADE & FLSA</u>	<u>Department</u>	<u>Rationale</u>
DRIVERS LICENSE PROJECT	See Attached	N/A	N/A	See Attached	The PRC is committed to supporting the County's efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County's non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County's classifications currently require a driver's license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.

<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					
Accountant 1	11061	6A Non-Exempt	6A Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Accountant 2	11062	8A Exempt	8A Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Board of Control Coordinator	10101	13A Exempt	13A Exempt (No Change)	Purchasing	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Business Intelligence Analyst	16421	9B Exempt	9B Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Case Manager	10021	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.

Medical Secretary	10011	4A Non-Exempt	4A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Physical Structure Security Specialist	15021	7A Non-Exempt	7A Non-Exempt (No Change)	Public Works	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, physical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Residential/Agricultural Appraisal Coordinator	20011	13A Exempt	13A Exempt (No Change)	Fiscal	PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Senior Business Intelligence Analyst	16422	13B Exempt	13B Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, degree requirements, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
Senior Supervisor, Nursing	17032	12A Exempt	13A Exempt	Human Services	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 12A to 13A.
Supervisor, Case Manager (Supervisor, MEO Administrative)	10022	7A Non-Exempt	7A Non-Exempt (No Change)	Medical Examiner	PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions, minimum qualifications, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
Supervisor, Nursing	17031	11A Exempt	12A Exempt	Human Services	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 11A to 12A.
DELETED CLASSIFICATION	PAY GRADE and FLSA STATUS	DEPARTMENT	Rationale		
Assistant Director 10271	17A Exempt	All Departments	This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.		
Supervisor, Medical Secretary 10012	7 Non-Exempt	Medical Examiner	The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.		

Personnel Review Commission DEI Initiative

Class Number	Classification Title	Department	FLSA Status	Pay Grade
See attached	See attached	See attached	No Change	No Change

Rationale:	The PRC is committed to supporting the County’s efforts to become an employer of choice through our work with the systems involved in employment for non-bargaining classified personnel. One of our goals in 2023 is to address potential barriers to employment in the County’s non-bargaining classified jobs in an effort to increase accessibility to those jobs. Nearly 30% of the County’s classifications currently require a driver’s license. The Class and Comp team is reviewing those classifications to ensure that this requirement is a valid one; the requirement may have a socio-economic impact on our applicant pools and we want to ensure the license is truly a legitimate requirement for each of these classifications.
-------------------	---

No. of Classifications:	119 Total 1 To be deleted 88 will keep current drivers license requirement 30 (25%) will be revised to remove drivers license requirement
--------------------------------	--

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Classification	Department	Language	Keep or Remove	Basis
9-1-1 Coordinator	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to the 22 Dispatch Centers in the County. They must attend and/or provide training on & off site and must attend various meetings held throughout the County.
Administrator, Facilities Maintenance	Public Works	Valid Driver's License and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to all County buildings as they are responsible for all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others.
Administrator, Senior Records Management	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Advocacy Officer	Senior and Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Area Construction Engineer	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between multiple project sites.
Assistant Superintendent, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance	Keep	This position requires the incumbent employee to drive to all County buildings.
Associate Warden	Sheriff's Department	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Behavior Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to foster sites, other shelters, etc. for training courses once a week on average.
Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive so they can inspect single and multi-family residential structures around the County.
Chief Dog Warden	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive out of the office several times a week on cases.
Chief Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Chief Investigator	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Keep	This position requires the incumbent employee to drive to death scenes.
Chief Investigator - Sheriff's Department	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Chief Surveyor	Public Works	A valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive when needed to visit survey site or survey field crews.
Child Health Specialist	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive for training purposes or meetings with contracted providers/external partners.
Classification and Compensation Specialist	Personnel Review Commission	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Clinical Coordinator	Health and Human Services	Valid driver's license and proof of automobile insurance	Keep	This position requires the incumbent employee to drive for training purposes; observing/supporting staff with family sessions or team meetings; required trainings.
Communications Coordinator 2	Information Technology	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Compensation Analyst	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Construction Technician	Public Works	Valid driver's license and proof of automobile insurance is required.	Keep	This position requires the incumbent employee to drive daily from project site to project site.
Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to the homes of consumers who file complaints with the County, travel to a business location that is the subject of a complaint, travel to off site locations for task force meetings, visit remote locations to further the goals of Scam Squad and other Consumer Affairs partnerships.
Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive for outreach. They travel multiple times a week to remote locations with materials (boxes, tent, tablecloth, etc.) . He also does speaking engagements on behalf of the department and is responsible for arranging Scamo games at remote locations.
Contract Analyst	All Departments	Valid driver license, proof of automobile insurance, and access to a vehicle	Keep	This position requires the incumbent employees to drive and monitor contracted community programs.
Contract Analyst	All Departments	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre-bid/pre-proposal meetings and outreach events.
Critical Infrastructure Analyst	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Data Systems Security Coordinator	Information Technology	Valid Ohio driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Deputy Sheriff, Captain	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice for after-hours and emergency responses.
Early Childhood Mental Health System Coordinator	HHS - Office of Early Childhood/Invest in Children	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings and outreach events.
Early Childhood Mental Health Therapist	Children and Family Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to provide ECMH consultation and therapy to children and families, attending team meetings; school observations and court hearings.
Early Childhood Resource & Training Coordinator	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to outside meetings and outreach events.
Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.

Employment Test Associate	Personnel Review Commission	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Proctor	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Engineer 1	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 2	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 3	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 4	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Environmental Compliance Coordinator	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive between County buildings frequently.
Facilities Energy Coordinator	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive between County buildings.
Forensic Pathologist 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Foster/Adoptive Recruitment Specialist	Children and Family Services	Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to obtain fingerprints and provide pre-service training to prospective foster parents.
Fraud Auditor	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for a briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Homeless Management Information System Administrator	Health and Human Services	Valid driver license, proof of automobile insurance, and a vehicle	Remove	No need to drive to perform essential functions.
Human Resource Generalist	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings to support employees.
Human Resources Business Partner	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings to support employees.
IT Infrastructure Engineer 1	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 2	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 3	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings for computer deployments or issues.
IT Infrastructure Engineer 4	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
IT Infrastructure Engineer 5	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
IT Infrastructure Engineer 6	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive on short notice to County buildings for IT support.
Manager, CECOMS	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Manager, Commercial/Industrial Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Emergency Management	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Manager, Environmental Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily from pump stations or sanitary project sites.
Manager, External Affairs	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily for garage vehicles or to help pick up vehicles.
Manager, Health and Human Services Training	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Keep	This position requires the incumbent employee to drive to and from county buildings for meetings. It also requires driving to area agencies courtrooms, colleges, universities, hospitals, etc.
Manager, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Manager, IT Infrastructure and Operations	Information Technology	Valid driver's license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Manager, Mail Room	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily between mailrooms, Post Offices and drop routes
Manager, Morgue Operations and Investigations	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.

Manager, Multi-Media	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to work sites where video productions are being made.
Manager, Neighborhood Center	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to each of the County's managed facilities.
Manager, Print Production	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Residential/Agricultural Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Witness/Victim Services	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings and events across Cuyahoga County and throughout the State of Ohio.
Medical Examiner Investigator 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Medical Examiner Investigator 2	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to death scenes.
Multi-Media Designer	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to offsite events, meetings, productions as well as transport production equipment.
Organizational and Employee Development and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Project Inspector	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive daily from project site to project site
Purchasing Agent	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Analyst	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Section Chief, Engineering	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between the office, project sites, project meetings, etc.
Senior and Adult Assessment Specialist	Senior & Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to conduct client visits.
Senior Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre-bid/pre-proposal meetings and outreach events.
Senior Development Housing Specialist	Development	Valid driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Senior Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Senior Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Senior Information System Administrator	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior OED and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Senior Project Manager	Public Works	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive between the office, other County facilities, project sites, project meetings, etc.
Senior Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Supervisor, CECOMS Operations	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Senior Supervisor, Sewer Maintenance	Public Works	Valid Ohio driver license, proof of automobile insurance	Keep	This position requires the incumbent employee to drive daily from pump stations or sanitary project sites.
Senior Supervisor, Social Services	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at County buildings, court hearings and family homes.
Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Superintendent, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Superintendent, Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive and inspects single and multi-family residential structures around the County.
Supervisor, Custodial Worker	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive between County buildings.
Supervisor, Emergency Management	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle for travel.	Keep	This position requires the incumbent employee to drive to Columbus, Ohio for briefings. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Supervisor, Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to client visits and trainings.
Supervisor, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily for garage vehicles or to help pick up vehicles.
Supervisor, Geriatric Behavioral Health Nurse	Senior & Adult Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the incumbent employee to drive and conduct client visits.
Supervisor, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to death scenes and client homes.

Supervisor, Mail Room	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily between mailrooms, Post Offices and drop routes
Supervisor, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive daily from project site to project site.
Supervisor, Nursing	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive and conduct client visits.
Supervisor, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to each of the County's managed facilities
Supervisor, Pathology Assistant	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Remove	No need to drive to perform essential functions.
Supervisor, Procurement Audit	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	To be Deleted	N/A
Supervisor, Project Inspection	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Sewer Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Sign Shop	Public Works	Valid driver's license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive from project site to project site
Supervisor, Social Services	Health and Human Services	Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the incumbent employee to drive to meetings at County buildings, court hearings and family homes.
Talent Advisor	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Volunteer Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	This position requires the incumbent employee to drive to events, pick up donations, other community outreach
Workers Compensation Coordinator	Human Resources	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workforce Analyst	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Youth Development Program Coordinator	Health and Human Services	Valid driver's license, proof of automobile insurance, and access to a vehicle.	Keep	This position requires the incumbent employee to drive and perform agency visits and attend out-side events.

Classification	Department	Language	Keep or Remove	Basis
9-1-1 Coordinator	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	The person in this position is required to travel to the 22 Dispatch Centers in the County. They must attend and/or provide training on & off site and must attend various meetings held throughout the County.
Administrator, Facilities Maintenance	Public Works	Valid Driver's License and proof of automobile insurance.	Keep	The incumbent must travel to all County buildings as they are responsible for all levels of facilities maintenance operations including facility improvements, building staff, custodial staff and others.
Area Construction Engineer	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Incumbents are responsible for oversight of multiple construction and/or maintenance teams and travels between project sites.
Assistant Superintendent, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance	Keep	Among the duties is overseeing the maintenance of and capital improvements to all Public Works Buildings. Must be able to travel between all County buildings.
Associate Warden	Sheriff's Department	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Behavior Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to foster sites, other shelters, etc. for training courses once a week on average.
Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Inspects single and multi-family residential structures around the County.
Chief Dog Warden	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Needs to be in field several times a week on cases.
Chief Investigator	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Keep	Travels to death scenes.
Chief Investigator - Sheriff's Department	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Chief Surveyor	Public Works	A valid driver's license and proof of automobile insurance.	Keep	Driving occurs when needed to visit survey site or survey field crews.
Child Health Specialist	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires the employee to be able to drive for training purposes or meetings with contracted providers/external partners.
Clinical Coordinator	Health and Human Services	Valid driver's license and proof of automobile insurance	Keep	Yes, this position requires the employee to be able to drive. Typically driving is required 3-4 times per month for training purposes; observing/supporting staff with family sessions or team meetings; required trainings. The amount of driving can significantly increase when onboarding new staff due to the amount of training and observation needed when teaching the MST model.
Construction Technician	Public Works	Valid driver's license and proof of automobile insurance is required.	Keep	Driving occurs daily from project site to project site.
Consumer Affairs Investigator	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	Investigators may intermittently travel to the homes of consumers who file complaints with us, travel to a business location that is the subject of a complaint, travel to off site locations for task force meetings, visit remote locations to further the goals of Scam Squad and other Consumer Affairs partnerships.
Consumer Affairs Specialist	Fiscal Office – Consumer Affairs	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	Our specialist's main function is outreach. He travels multiple times a week to remote locations with materials (boxes, tent, tablecloth, etc.) . He also does speaking engagements on behalf of the department and is responsible for arranging Scamo games at remote locations.
Contract Analyst	All Departments	Valid driver license, proof of automobile insurance, and access to a vehicle	Keep	The dept. plans on doing on-site monitoring of programs in the future.
Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre bid/pre-proposal meetings and outreach events.
Critical Infrastructure Analyst	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Deputy Sheriff, Captain	Sheriff's Department	Valid driver's license and proof of automobile insurance.	Keep	Must be able to come in on short notice for after-hours and emergency responses.
Early Childhood Mental Health System Coordinator	HHS - Office of Early Childhood/Invest in Children	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travel to meetings and outreach events.
Early Childhood Mental Health Therapist	Children and Family Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	This position requires the employee to be able to drive to provide ECMH consultation and therapy to children and families, attending team meetings; school observations and court hearings.
Early Childhood Resource & Training Coordinator	Children and Family Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to outside meetings and outreach events.

Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Engineer 1	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 2	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 3	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Engineer 4	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc. Daily travel occurs for construction engineers.
Environmental Compliance Coordinator	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to County buildings frequently.
Facilities Energy Coordinator	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must occasionally travel between County buildings.
Forensic Pathologist 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Foster/Adoptive Recruitment Specialist	Children and Family Services	Valid Ohio Driver's License, proof of automobile insurance, and a reliable vehicle.	Keep	This position requires travel to obtain fingerprints and provide pre-service training to prospective foster parents.
Fraud Auditor	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Drives to client visits and trainings.
Hazardous Materials (HazMat) Coordinator	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Human Resource Generalist	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	Travels between County buildings to support employees.
Human Resources Business Partner	Human Resources	Valid Ohio driver license and proof of automobile insurance.	Keep	Travels between County buildings to support employees.
IT Infrastructure Engineer 1	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 2	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 3	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings for computer deployments or issues.
IT Infrastructure Engineer 4	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel would cause downtime of critical systems and cost for 3rd party support.
IT Infrastructure Engineer 5	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel would cause downtime of critical systems and cost for 3rd party support.
IT Infrastructure Engineer 6	Information Technology	Valid driver's license and proof of automobile insurance.	Keep	Not being able to travel to various County facilities would cause downtime of critical systems and cost for 3rd party support.
Manager, CECOMS	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Manager, Commercial/Industrial Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	Verification of staff work. Attending meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Emergency Management	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Manager, Environmental Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from pump stations or sanitary project sites.
Manager, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily for garage vehicles or to help pick up vehicles.
Manager, Health and Human Services Training	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Keep	The position requires driving to and from county buildings for meetings. It also requires driving to area agencies courtrooms, colleges, universities, hospitals, etc.
Manager, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to client visits and trainings.
Manager, Mail Room	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Yes. Driving occurs daily between mailrooms, Post Offices and drop routes
Manager, Morgue Operations and Investigations	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Manager, Multi-Media	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Needs to travel to work sites where video productions are being made.
Manager, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Needs to drive to each of the County's managed facilities.

Manager, Residential/Agricultural Appraisal	Fiscal Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Keep	Verification of staff work. Attending meetings at Administration building, City Hall(s) presentations, community outreach, and training.
Manager, Witness/Victim Services	Public Safety and Justice Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	This person is required to attend meetings and events across Cuyahoga County and throughout the State of Ohio.
Medical Examiner Investigator 1	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Medical Examiner Investigator 2	Medical Examiner's Office	Valid driver's license and proof of automobile insurance.	Keep	Travels to death scenes.
Multi-Media Designer	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Incumbent must be able to attend offsite events, meetings, productions as well as transport production equipment.
Project Inspector	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Driving occurs daily from project site to project site
Section Chief, Engineering	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Travel happens between the office, project sites, project meetings, etc.
Senior and Adult Assessment Specialist	Senior & Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to conduct client visits.
Senior Contract Compliance Officer	Equity and Inclusion	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must drive to business locations to perform onsite visits with owners at the location as part of the certification process. Also, employee must drive to pre bid/pre-proposal meetings and outreach events.
Senior Emergency Management Specialist	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Senior Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle	Keep	Drives to client visits and trainings.
Senior Project Manager	Public Works	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Keep	Travel happens between the office, other County facilities, project sites, project meetings, etc.
Senior Supervisor, CECOMS Operations	Public Safety and Justice Services	Valid driver's license, proof of automobile insurance, and a vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county AOR and travels to the sites at least once per week.
Senior Supervisor, Sewer Maintenance	Public Works	Valid Ohio driver license, proof of automobile insurance	Keep	Driving occurs daily from pump stations or sanitary project sites.
Senior Supervisor, Social Services	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Required to drive to meetings at County buildings, court hearings and family homes.
Superintendent, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Superintendent, Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Building Maintenance	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Building Rehabilitation Specialist	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Inspects single and multi-family residential structures around the County.
Supervisor, Custodial Worker	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Daily travel between County buildings.
Supervisor, Emergency Management	Public Safety and Justice Services	Valid driver license, proof of automobile insurance, and access to a personal vehicle	Keep	At a minimum, the employee must drive to Columbus, Ohio for a briefing. It is required based upon their security clearance. That must be done at least 4 times a year. This position also provides training to our five-county area of responsibility and travels to the sites at least once per week.
Supervisor, Examiner	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Drives to client visits and trainings.
Supervisor, Fleet Services	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily for garage vehicles or to help pick up vehicles.
Supervisor, Geriatric Behavioral Health Nurse	Senior & Adult Services	Valid driver license, proof of automobile insurance, and a vehicle.	Keep	Must be able to conduct client visits.
Supervisor, Investigation	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Travels to death scenes and client homes.
Supervisor, Mail Room	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Driving occurs daily between mailrooms, Post Offices and drop routes
Supervisor, Maintenance	Public Works	Requires a driver's license in the State of Ohio and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site.
Supervisor, Nursing	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	Must be able to conduct client visits.
Supervisor, Parking Facility	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Keep	On occasion they need to drive to each of our managed facilities
Supervisor, Project Inspection	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Sewer Maintenance	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Sign Shop	Public Works	Valid driver's license and proof of automobile insurance.	Keep	Driving occurs daily from project site to project site
Supervisor, Social Services	Health and Human Services	Valid Ohio driver, proof of automobile insurance, and a reliable vehicle.	Keep	Required to drive to meetings at County buildings, court hearings and family homes.
Volunteer Coordinator	Public Works	Valid Ohio driver license and proof of automobile insurance.	Keep	Drives to events, pick up donations, other community outreach
Youth Development Program Coordinator	Health and Human Services	Valid driver's license, proof of automobile insurance, and access to a vehicle.	Keep	Must be able to perform agency visits and attend out-side events.

Classification	Department	Language	Keep or Remove	Basis
Administrator, Senior Records Management	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Advocacy Officer	Senior and Adult Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Chief Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Classification and Compensation Specialist	Personnel Review Commission	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Communications Coordinator 2	Information Technology	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Compensation Analyst	Human Resources	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Contract Analyst	All Departments	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Data Systems Security Coordinator	Information Technology	Valid Ohio driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Employment Test Associate	Personnel Review Commission	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Proctor	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Forensic Photographer	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Homeless Management Information System Administrator	Health and Human Services	Valid driver license, proof of automobile insurance, and a vehicle	Remove	No need to drive to perform essential functions.
Manager, External Affairs	Medical Examiner's Office	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, IT Infrastructure and Operations	Information Technology	Valid driver's license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Manager, Neighborhood Center	Health and Human Services	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Manager, Print Production	Public Works	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Organizational and Employee Development and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Agent	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Purchasing Analyst	Purchasing	Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.	Remove	No need to drive to perform essential functions.
Senior Development Housing Specialist	Development	Valid driver license and proof of automobile insurance.	Remove	No need to drive to perform essential functions.
Senior Employment Testing Specialist	Personnel Review Commission	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior Information System Administrator	Information Technology	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Senior OED and Training Specialist	Human Resources	Valid driver license, proof of automobile insurance, and a vehicle.	Remove	No need to drive to perform essential functions.
Senior Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Staff Auditor	Internal Audit	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Supervisor, Pathology Assistant	Medical Examiner's Office	Must be capable of obtaining a valid Ohio driver's license.	Remove	No need to drive to perform essential functions.
Talent Advisor	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workers Compensation Coordinator	Human Resources	Valid Ohio driver's license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.
Workforce Analyst	Development	Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.	Remove	No need to drive to perform essential functions.

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11061	Accountant 1	All Departments	Non-Exempt	6A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11061	Accountant 1	All Departments	Non-Exempt	6A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	No change to Pay Grade or FLSA status
-----------------------	---------------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 1	Class Number:	11061
FLSA:	Non-Exempt	Pay Grade:	6A
Dept:	All Departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state, and local regulations.

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 1 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

Essential Job Functions

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

50% +/- 10%

- Audits contractor invoices submitted for payment against terms of contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; reviews and prepares billings for construction and engineering projects and submits same for reimbursements; coordinates billings and account receivables; prepares and analyzes capital and operating leases; maintains and updates information in accounting and automated data systems; completes month end closing process including cost allocation plan, compliance/distribution, and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists with preparing Comprehensive Annual Financial Report (CAFR) reports and schedules; assists in the annual budget process for assigned department.

30% +/- 10%

- Processes requisitions, encumbrances, and encumbrance adjustments; processes purchases and controls office supplies; responds to vendor inquiries; reviews and analyzes input into the accounting system (Infor Lawson); prepares necessary correspondence; prepares, files, and distributes various financial reports and records; provides assistance to supervisor.

20% +/- 10%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes financial system reports.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting or a related field with five (5) months of experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- No certifications or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, invoice reconciliation forms, contracts, billings, budget reports, encumbrances, accounting reports, financial documents, cash financial statements, inventory reports, grants, and the Comprehensive Annual Financial Reports (ACFR).
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), fiscal policies and procedures, and related websites and system program manuals.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, correspondence, spreadsheets, and 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.

Accountant 1

- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate effectively with supervisors, vendors, contractors, external governmental employees, external auditors, 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
11062	Accountant 2	All Departments	Exempt	8A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
11062	Accountant 2	All Departments	Exempt	8A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
-------------------	--

No. of Employees Affected:	Four (4)
-----------------------------------	----------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	No change to Pay Grade or FLSA status
-----------------------	---------------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 2	Class Number:	11062
FLSA:	Exempt	Pay Grade:	8A
Dept:	All Departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state, and local regulations.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 2 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

Essential Job Functions

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

20% +/- 10%

- Coordinates accounting activities of the departmental unit; coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, and cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; ensures proper coding of revenue and expenditures; establishes and maintains bank accounts; maintains computer generated systems and reports; audits fuel consumption and vehicle/equipment usage; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; recommends internal accounting procedures; implements new policies and procedures; uses the County financial information system (Infor Lawson) for client tracking and ledger reporting.

20% +/- 10%

- Prepares monthly financial reports; audits financial system (Infor Lawson) postings; audits and reconciles municipal billing reports; proofreads and audits construction bid packages prior to placement for advertisement; prepares actions for County Council.

20% +/- 10%

- Assists with setting tax rates for all political subdivisions in the County; audits tax budgets received from various political subdivisions; issues Certificate of Estimated Resources for political subdivisions; advances real estate property taxes; settles real estate taxes; settles other tax collections with political subdivisions; certifies property tax levies requested by political subdivisions; maintains bond/note system; determines property tax millage limitations; supplies information necessary for Official Statements; supplies information for Comprehensive Annual Financial Report (ACFR) schedules.

Accountant 2

20% +/- 10%

- Establishes and maintains accounting systems of investment data; maintains and analyses investment activity records and reports related to overnight repos for all broker accounts; keeps track of all securities held by custodial bank and reconciles account activity with County investment portfolio; analyzes monthly statements for all brokers and reconciles account activity to monthly trade investments; calculates, maintains, and reviews banking fees.

10% +/- 5%

- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes accounting system reports; answers calls from taxpayers; responds to mail information requests.

10% +/- 5%

- May function as lead worker over lower-level accountants, account clerks, and other assigned staff; assigns work and reviews completed work assignments; provides orientation, training, and instruction; responds to problems and issues.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in accounting or a related field with two (2) years of experience in accounting or a related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

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

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 established criteria to define consequences and develop alternatives.

Accountant 2

- Ability to comprehend a variety of informational documents including invoices, invoice reconciliation forms, contracts, billings, budget reports, encumbrances, Budgeting, Reporting, and Accounting for Social Services (BRASS) budget reports, tax budgets, Department of Tax Equalization forms, accounting reports, financial documents, cash financial statements, inventory reports, bank websites, investment maturity list, grants, and ACFR reports.
- Ability to comprehend a variety of reference books and manuals including the *Government, Accounting, Auditing, and Financial Reporting* (GAAFR), Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), the Employee Handbook, fiscal policies and procedures, Federal Emergency Management Agency (FEMA) manuals, related websites and system program manuals.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, billing statements, financial statements, tax settlements, Certificate of Estimated Resources, fuel/vehicle usage reports, CD Bank reconciliations, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and related legal terminology and language.
- Ability to communicate effectively with supervisors, vendors, bank officials, contractors, external governmental employees, external auditors, 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
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10101	Board of Control Coordinator	Department of Purchasing	Exempt	13A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
-------------------	--

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Department of Purchasing
---------------------------	--------------------------

Fiscal Impact:	No change to Pay Grade or FLSA status
-----------------------	---------------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Paul Porter, Director of Purchasing	7/6/2023 7/6/2023	Email Email	Review of Draft Confirmation of Min Qualifications
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Board of Control Coordinator	Class Number:	10101
FLSA:	Exempt	Pay Grade:	13A
Dept:	Department of Purchasing		

Classification Function

The purpose of the classification is to coordinate the Board of Control meetings by drafting and disseminating Board of Control agendas, attending and recording Board of Control meetings, and supervising assigned staff.

Distinguishing Characteristics

This is a journey level classification that is responsible for coordinating the development of the Board of Control (BOC) agendas and recording the Board of Control and Executive Staff Meetings. The employee works under general supervision of the Director, Department of Purchasing and works within a framework of established policies and procedures. Employees are expected to use judgment in application of policies and procedures. This classification serves as a supervisor of assigned staff.

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%

- Establishes agenda for the Board of Control meetings; compiles, reviews, and processes all agenda items submitted in the agenda management system for the BOC; provides technical and processing assistance for items to be placed on an agenda; researches relevant history of items to formulate captions for the draft agenda; ensures all items have the necessary attachments, reports, and/or funding sources; contacts interdepartmental staff to verify incomplete or inaccurate vendor information and ensure compliance with policies, procedures, and ordinances; prepares summaries of agenda items ('captions') for BOC draft agendas so all pertinent information is available when making decisions; sends draft agendas to appropriate parties via email; creates captions for walk-on request items for the draft agenda; prepares draft summary (caption) of Executive's Sponsored Item for placement on County Council agenda; makes updates to draft agendas as discussed during the Executive Review Meeting; distributes final BOC agendas and County Executive Sponsored Items to appropriate parties via email.

15% +/- 5%

- Coordinates the Executive Review Meetings; schedules Executive Review Meetings; notates who presents agenda items; record notes of necessary changes to be made to the agenda; establishes the agenda for the BOC meeting by finalizing all items and summaries approved by the County Executive.

15% +/- 5%

- Coordinates the Board of Control Meetings; schedules BOC meetings; prepares outline for reading of items into the record at the BOC meeting; records minutes of BOC meeting including who presented information, who made motions, and who voted for and against items; transcribes meeting minutes; posts Board of Control agendas and meeting minutes to the County's website; ensures that signatures are collected as required on approved items; notarizes various documents approved at the Board of Control meetings; maintains records, databases, and official documents for public record

Effective Date: 04.11.2019
Last Modified: 04.11.2019

Board of Control Coordinator

requests; sends approval documentation to County departments so they can proceed with the approved purchase.

10% +/- 5%

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

10% +/- 5%

- Coordinates the placing of items on the County Council's agenda; finalizes and submits proposed Council items and related attachments to the Law Department; coordinates completion of Questions and Answers document from County Council to provide requested information.

5% +/- 2%

- Reviews travel related items submitted by the Fiscal Office; verifies the itemized expenses are accurate and adheres to the guidelines; confirms the least expensive form of transportation is utilized.

5% +/- 2%

- Trains department and Department of Purchasing staff on how to navigate and submit items on the agenda management software system; trains staff of the proper procedures; answers staff questions about the system or process.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

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

Effective Date: 04.11.2019

Last Modified: 04.11.2019

Board of Control Coordinator

- 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 such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including public records requests, letters, memoranda, contracts, permits, grant awards, proposed purchase list, purchasing buyer's checklist, meeting minutes, agendas, Requests for Proposal, bid tabulation sheets, collective bargaining agreements, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Department of Purchasing Procurement Checklists and Purchasing Procedures, Ohio Administrative Code, Ohio Revised Code, and Cuyahoga County's Contracting and Purchasing Procedures Code.
- Ability to prepare employee performance evaluations, Board of Control Agenda, Questions and Answers document, Executive's Sponsored Item summaries, meeting notices, meeting minutes, reports, spreadsheets, letters, memoranda, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with supervisor, employees, the County Executive, department directors, managers, Clerk of Council, Assistant Law Directors, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CURRENT CLASSIFICATION				
------------------------	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16421	Business Intelligence Analyst	All Departments	E	9B

PROPOSED REVISED CLASSIFICATION				
---------------------------------	--	--	--	--

Class Number	Classification Title	Department	FLSA Status	Pay Grade
16421	Business Intelligence Analyst	All Departments	E	9B

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
-------------------	--

No. of Employees Affected:	Three (3)
-----------------------------------	-----------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
---------------------------------------	-------------------------	-------------------------	----------------

Contact(s):			
DeShawn Matthews, Program Officer 4	2/24/2023	Email	Sent drafted class spec
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Business Intelligence Analyst	Class Number:	16421
FLSA:	Exempt	Pay Grade:	9B
Departments:	All Departments		

Classification Function

The purpose of this classification is to coordinate the business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

Distinguishing Characteristics

This is an entry-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under supervision and within a framework of well-defined procedures. Employees perform activities in a timely manner and according to policies, procedures, and related regulations.

Essential Job Functions

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

- 50% +/- 10%
- Coordinates and supports business data intelligence activities of a County department or agency; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction processes; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; creates analytical prototypes.
- 35% +/- 10%
- Develops and supports static and interactive visualizations and reports using the available data sources; fulfills ad-hoc marketing, clerical, and data requests; creates and analyzes ad-hoc reporting; conducts tests to ensure visualizations are reflective of the data and consistent with defined needs; works with Information Technology (IT) to publish visualizations.
- 5% +/- 2%
- Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; completes self-appraisals.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, or related field and two (2) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of education, training, and experience.

Effective Date: 08.07.2019
Last Modified: 08.07.2019

Business Intelligence Analyst

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 computer and multifunction printer.

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and technical instruction manuals.
- Ability to prepare visualizations, data reports, correspondence, payment logs, summary files, enrollment reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to coordinate the programs and/or typical problems associated with the job, 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, subject matter experts, stakeholders, and other County employees.

Business Intelligence Analyst

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
10021	Case Manager	Medical Examiner's Office	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10021	Case Manager	Medical Examiner's Office	Non-Exempt	4A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
-------------------	--

No. of Employees Affected:	Four (4)
-----------------------------------	----------

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	No change to Pay Grade or FLSA status
-----------------------	---------------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karen Lahiff, Supervisor, Case Manager	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Case Manager	Class Number:	10021
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to obtain and receive information from multiple sources to complete death certificate filing for the Medical Examiner.

Distinguishing Characteristics

This is an entry level clerical/administrative classification working under supervision of the Supervisor, MEO Administrative. Positions in this class initially receive immediate supervision, progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This class is distinguished from the Supervisor, Case Manager in that the latter supervises this class and performs the more complex work of the unit.

Essential Job Functions

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

25% +/- 10%

- Completes death certificates once cause of death is determined; collects and processes payments from funeral homes for burial permits; completes the fields in the death certificate necessary for a burial/cremation permit; approves the burial/cremation permits for funeral homes to print a copy; enters the cause of death and completes the death certificate using the database system once pathologists have ruled on the cause of death; prints the death certificate; proofreads certificate and report; submits to the Medical Examiner for signature; completes necessary documentation and filing according to procedure.

25% +/- 10%

- Fills records requests submitted by family members, insurance companies, attorneys, and the general public; receives requests via phone, email, or in person; makes determination on whether or not records can be released based on stated procedures; locates records from data system, storage drive, or microfilm and creates a hard or digital copy; verifies information and approves burial or cremation permits for funeral home personnel; processes payments and issues receipts for permits and records; balances daily receipts; sends digital and hard copies of records to individuals and agencies as requested.

25% +/- 10%

- Provides pathologists with records needed to complete death certificates; requests records necessary to complete death certificates from funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, and other relevant parties; checks records for accuracy; organizes received documents into the appropriate case files; provides physical copies of relevant records to pathologists to help determine cause of death; finds or requests additional documents as requested by pathologists and adds them to the case file.

10% +/- 5%

- Finalizes the autopsy report; proofreads the toxicology report and autopsy report to eliminate typos and errors; writes a narrative summary of the events surrounding the decedent's death using information from the various reports and supporting documents in the case file; completes the verdict page by using the information in the pathologist's report along with the narrative summary; combines the verdict and reports into a single document and submits the final report to the Medical Examiner for review and signature.

10% +/- 5%

- Performs supporting administrative responsibilities; answers general office phone line; inputs data into database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list, and provides the information online to the appropriate organization; processes received subpoenas by time stamping, logging, and passing out to the appropriate department.

5% +/- 2%

- Notarizes documents for insurance and legal justice purposes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent with one (1) year of clerical and/or customer service experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to copy, compile, collate, transcribe, file and post data/information following a specific schema or plan for the purpose of recording, referencing or simple reporting; requires and understanding of both straightforward verbal and written instructions.
- Ability to comprehend a variety of informational documents including cases, orders for reports, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate clearly and to develop and maintain effective working relationships with supervisor, family members of the deceased, funeral homes personnel, police personnel, nursing home staff, other departmental employees and administrators, 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
10011	Medical Secretary	Medical Examiner's Office	Non-Exempt	4A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10011	Medical Secretary	Medical Examiner's Office	Non-Exempt	4A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
-------------------	--

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	No change to Pay Grade or FLSA status
-----------------------	---------------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karen Lahiff, Supervisor, Case Manager	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Confirmation of Changes
	6/7/2023	Email	Confirmation of Changes
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Medical Secretary	Class Number:	10011
FLSA:	Non-Exempt	Pay Grade:	4A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to perform administrative duties involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is an entry level clerical classification performing under supervision of the Supervisor, MEO Administrative. Positions in this class initially receive immediate supervision progressing to general supervision as the incumbents become able to work independently to perform the duties associated with this class. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees.

Essential Job Functions

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

- 50% +/- 10%
- Prepares cause of death slips, autopsy reports and final reports of cases; obtains medical and legal information and records from multiple sources (e.g., funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, etc.); transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; verifies accuracy of records by comparing original documentation to what has been transcribed; processes received toxicology reports by having pathologists review and initial them to finalize autopsy reports; keeps track of pathologist's caseload and progress of open cases; prepares reports to monitor performance and turn-around times of pathologists' cases.
- 25% +/- 10%
- Communicates with Pathologists, outside agencies, and the general public; answers phone and takes messages or provides information; assists families with questions regarding death of a family member; calls Children & Family Services on cases involving individuals under eighteen (18) years old; faxes reports for children two (2) years and under to Sudden Infant Death Network of Ohio; prepares and mails weekly bereavement letters; maintains list of contacts for technology/trade schools, medical schools, and hospitals; coordinates medical school residents/students and autopsy demonstration classes.
- 20% +/- 10%
- Performs related administrative responsibilities; creates bills for autopsies performed for other counties and forwards to appropriate agencies; files toxicology reports, subpoenas, records, and miscellaneous case paperwork according to established procedures; locates, obtains, and prints vital statistics sheets for child fatalities cases for child death meetings; performs data entry of case information into database system; maintains monthly inventory and orders department supplies; processes invoices for equipment and supplies (e.g., photographs, histology slides, specimens, etc.); assists with reporting and coordinating repair of department equipment and software issues.

- Notarizes documents for insurance and legal justice purposes.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent and two (2) years of experience performing clerical duties and/or working with the public; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), electronic mail software (Microsoft Outlook), transcription software (Olympus), and data management system (VertiQ).

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add and subtract.

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 cause of death rough drafts, anatomic and microscopic descriptions, monthly lists of child deaths, records request slips from Pathologists.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, state laws regarding autopsy reports, Ohio Revised Code 313, a dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare Sudden Infant Death Network reports, bills for out-of-county cases, records request forms, child fatality lists, purchase orders, vital statistics reports, death certificates, supplemental

Medical Secretary

death certificate, autopsy report transcriptions, bereavement letters, cause of death slip, demonstration autopsy class requests, out-of-County billing, invoices, photography requests, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate with family members of the deceased, funeral home personnel, law enforcement, nursing home staff, other departmental employees and administrators, personnel from medical facilities, government records agencies, insurance companies, 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
15021	Physical Structure Security Specialist	Public Works	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
15021	Physical Structure Security Specialist	Public Works	Non-Exempt	7A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential job functions, physical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
-------------------	---

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Public Works
---------------------------	--------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Jay Hodge, Deputy Sheriff Captain	6/22/2023	Email	Sent drafted specification
Jay Hodge, Deputy Sheriff Captain	7/13/2023	Email	Reminder
Jay Hodge, Deputy Sheriff Captain	7/21/2023	Email	Final reminder
Jay Hodge, Deputy Sheriff Captain	7/24/2023	Phone call	Ask/answer questions
Jim Battigaglia, Archer Consultant	8/7/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Physical Structure Security Specialist	Class Number:	15021
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Public Works and Sheriff's Office		

Classification Function

The purpose of this classification is to plan and organize security related projects at County-owned and leased facilities.

Distinguishing Characteristics

This is a journey level classification responsible for planning and coordinating the County's security related projects. This classification works under general supervision of a Deputy Sheriff Captain. The incumbent works under a framework of defined procedures and regulations but is expected to work independently and exercise discretion in planning security related projects and ensure projects 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.

- 60% +/- 10%
- Plans and organizes security related projects at County owned and leased facilities; coordinates the development, inspection, and maintenance of all in-house alarms including building intrusion alarms, burglar, hold-up, metal detectors, x-ray machines equipment repairs, and wireless duress; troubleshoots and diagnoses security systems equipment; oversees performs security assessments of County facilities; makes recommendations on equipment and new technology upgrades and purchases; processes project quotes and associated invoices; prepares bids for vendors; coordinates and communicates with vendors.
- 20% +/- 10%
- Trains and assists staff on security equipment operations; answers staff questions about security concerns.
- 10% +/- 5%
- Coordinates and confers with County Project Managers in the design phase of new security projects.
- 10% +/- 5%
- Conducts research into applicable security codes, standards, and laws.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in criminal justice, law enforcement, or related field with three (3) years of security system experience; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

Physical Structure Security Specialist

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 computer and computer and multifunction printer.
- Ability to operate handheld tools such as screwdrivers, pliers, soldering gun, multimeter, and wire cutters.
- Ability to push/pull and lift up to 100 pounds.

Mathematical Ability

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

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

- No supervisory responsibilities required.

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 consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including incident reports, blueprints, electrical and mechanical placement, closed circuit television and access controls, contracts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including purchasing manuals, equipment manuals, Ohio Building Code, Fire Code, electrical standards, Ohio Revised Code, and the Employee Handbook.
- Ability to prepare reports, equipment specifications, request for proposals, order forms, annual reports, inventory, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret construction and current security technology terminology and language.

Physical Structure Security Specialist

- Ability to communicate with managers, supervisors, security personnel, vendors, contractors, public agencies, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and outdoors.
- Work may involve exposure to smoke, dust, pollen, electrical currents, noise extremes, machinery, vibrations, wetness, humidity, and bright or dim lights.

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

CURRENT CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
20011	Residential/Agricultural Appraisal Coordinator	Fiscal Office	Exempt	13A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the additional requirements, mathematical ability, environmental ability, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
-------------------	---

No. of Employees Affected:	Two (2)
-----------------------------------	---------

Dept.(s) Affected:	Fiscal Office
---------------------------	---------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Neil Winans, Manager, Residential/Agricultural Appraisal	8/18/2023	Email	Sent spec draft
Neil Winans, Manager, Residential/Agricultural Appraisal	8/22/2023	Phone Call	Ask questions
Jim Battigaglia, Archer Consultant	8/31/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraisal Coordinator	Class Number:	20011
FLSA:	Exempt	Pay Grade:	13A
Dept:	Fiscal Office		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a supervisory level classification with responsibility for supervising, coordinating, and performing technical activities in the Real Estate Appraisal division of the County Fiscal Office. This class works under general direction of the Manager, Residential/Agricultural Appraisal and receives direction from management in the form of broad objectives or as new or unusual situations arise. The employee works within a framework of established laws, regulations, policies, and procedures. Incumbents ensure that responsibilities are completed in a timely manner and adhere to applicable standards and regulations.

Essential Job Functions

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

- 30% +/- 10%
- Supervises and directs work of Appraisers and other assigned staff; oversees staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; dispatches appraisers and field staff to places of work; 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 unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Oversees and participates in the appraisal of agricultural and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 10%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 20% +/- 10%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions, and resolves complaints by phone, mail, and the internet regarding property characteristics and value;

Residential/Agricultural Appraisal Coordinator

reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in finance, economics, business, or a related field with five (5) years of experience in real estate, appraisal, property valuation, finance, or related field; or an equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain a Real Estate Appraiser license within 2 years of hire date.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and perform routine statistics, geometry, algebra, 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 established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, building permits, property inquiry reports, permit summaries, data input sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.

Residential/Agricultural Appraisal Coordinator

- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), National Certification USPAP Guidelines for appraising, State of Ohio Department of Taxation and Appraisal laws, tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, and the Employee Handbook.
- Ability to prepare weekly production report, planned production report, mileage reports, weekly activity reports, inventory sheets, data input sheets, sales verification documents, appraisals, training manuals, reports, forms, lists, 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 legal and real property appraisal terminology and language.
- Ability to communicate effectively with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may involve exposure to wetness/humidity, temperature/weather extremes, and animals/wildlife.

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

CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16422	Senior Business Intelligence Analyst	All Departments	E	13B
PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
16422	Senior Business Intelligence Analyst	All Departments	E	13B

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to essential functions, degree requirements, language, and formatting. A technology section was added. No change to pay grade or FLSA status.
-------------------	---

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
---------------------------------------	-------------------------	-------------------------	----------------

Contact(s):			
Ronda Gibson, Administrator Correction	6/5/2023	Email	Sent drafted class spec
Joyce Perez-Stable, Administrator, Social Program 4	6/5/2023	Email	Sent drafted class spec
Joyce Perez-Stable, Administrator, Social Program 4	6/20/2023	Email	Reminder
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Business Intelligence Analyst	Class Number:	16422
FLSA:	Exempt	Pay Grade:	13B
Departments:	All Departments		

Classification Function

The purpose of this classification is to support the business data intelligence activities of a County department or agency by developing analytical tools that provide insights into departmental processes.

Distinguishing Characteristics

This is a journey-level classification that is responsible for providing descriptive and diagnostic analytical tools to measure performance management and provide insights into departmental processes and transactions. Employees in this class work under general supervision and perform activities in a timely manner and according to policies, procedures, and related regulations. This position requires a higher level of complex project planning and analyses as well as more time spent planning and strategizing with agency leaders than the Business Intelligence Analyst.

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%
- Leads business data intelligence activities of a County department or agency; develops and executes project plans; coordinates with subject matter experts (SMEs) to identify data sources and understand system structure and data extraction process; collects, reviews, and manipulates data; prepares documentation of visualization creation process including tools, data dictionary, analytic approach, and methods; develops analytical prototypes; develops and supports static and interactive visualizations and reports using the available data sources; supports ad hoc data requests; prepares ad hoc reports for management; leads testing in partnership with the agency/department to ensure visualizations are reflective of the data and consistent with defined needs.
- 30% +/- 10%
- Drives the establishment of goals in alignment with agencies strategic plan; leads planning sessions with business unit and agency leaders to identify requirements, business processes, key performance metrics, and goals; presents analytical prototypes to business unit leaders to ensure visualizations meet requirements; maintains communication with business unit leaders throughout analysis, design, production, and maintenance lifecycle; presents end product, analytical findings, and key observations to stakeholders to increase operational efficiency.
- 10% +/- 5%
- Assists with the development and presentation of end user training on existing visualizations; engages in training and development opportunities in order to stay abreast of new tools, techniques, and best practices in the field.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and

Senior Business Intelligence Analyst

meetings; completes self-appraisals; creates and updates various reports; delivers data reports during meetings with County leaders and external stakeholders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree in business analytics, computer science, information systems, mathematics, finance, business administration, or related field and five (5) years of data extraction, data analytics, data profiling, or related experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

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

- 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 utilize a variety of analytical tools, business intelligence tools, and database query tools.
- Ability to comprehend a variety of informational documents including application operational reports, data reports, analytic reports, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook and technical instruction manuals.

Senior Business Intelligence Analyst

- Ability to prepare visualizations, data extracts, monthly/yearly reports, project plans, data reports, spreadsheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to work with management to coordinate the more complex problems, to represent the department with others, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate with management, coworkers, subject matter experts, stakeholders, 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
17032	Senior Supervisor, Nursing	Human Services	Exempt	12A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17032	Senior Supervisor, Nursing	Human Services	Exempt	13A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 12A to 13A.
-------------------	---

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	PG 12A: \$65,977.60 - \$92,372.80 PG 13A: \$69,076.80 - \$96,699.20 Step Placement TBD by Human Resources
-----------------------	---

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Ronda Gibson, Administrator Social Program 5	6/23/2023	Email	Sent drafted specification
Jim Battigaglia, Archer Consultant	6/28/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Supervisor, Nursing	Class Number:	17032
FLSA:	Exempt	Pay Grade:	12A
Dept:	Human Services		

Classification Function

The purpose of this classification is to assist the Director, Nursing with supervising Supervisor, Nursing employees and coordinating the home care skilled services programs.

Distinguishing Characteristics

This is a management level classification responsible for coordinating and supervising care giving or delivery of medical services. The class works under direction of the Director, Nursing and the incumbent is expected to exercise discretion in applying policies and procedures to situations and in resolving day-to-day issues. Employees are expected to promote the efficiency of the unit, incorporate process improvements, and 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.

45% +/- 10%

- Supervises and directs the work of the Supervisor, Nursing 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 and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; reviews and approves individual travel expense reports; monitors and maintains appropriate staffing levels and appropriate caseload sizes.

25% +/- 10%

- Monitors direct patient care and health status; monitors in-home clinical assessments; identifies appropriate level of care following directions in the client's plan of care; ensures the appropriate documentation of information in all medical, client, and supervisory records; monitors and evaluates performance of Home Health Aides; makes client visits; responds to client complaints and concerns; conducts home visits to ensure safety, patient satisfaction, and compliance with patient care plans.

15% +/- 5%

- Develops and coordinates regular and special in-service training programs and independent study topics for nurses and home health aides; develops course curriculum; evaluates and modifies curriculum; supervises nurse trainers; ensures training compliance with all regulatory requirements; conducts training programs; assists orienting new employees; maintains training records.

15% +/- 5%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; assists with developing and monitoring quality assurance programs and compliance with program specifications; monitors compliance and maintenance of records and forms in a timely manner; attends trainings,

Effective Date: 01.09.1999
Last Modified: 11.27.2019

Senior Supervisor, Nursing

conferences, and interagency and community meetings; develops and maintains policies and procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as a registered nurse by the Ohio Board of Nursing.
- Five (5) years of nursing experience including two (2) years in a supervisory capacity.

Additional Requirements

- Biennial renewal of license 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 computer and multifunction printer.
- Ability to use and operate a variety of nursing and medical equipment and tools including thermometer, pulse oximeter, stethoscope, intravenous pumps, sphygmomanometer, Hoyer lift, transfer board, etc.
- Ability to stand, walk, bend, twist and push and pull up to 200lbs (with assistance) and lift up to 50lbs.

Technology Requirements

- 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, Microsoft Publisher), and data entry software (PeerPlace).

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 evaluate, coordinate, strategize, systemize, and correlate, using discretion in determining time, place and/or sequence of

Senior Supervisor, Nursing

operations within an organizational framework. Requires the ability to implement decisions based on such data and overseeing the execution of these decisions.

- Ability to comprehend a variety of informational documents including drug orders, laboratory reports, client records, medical charts, nursing assignments, employee travel reimbursement forms, HHA Productivity Reports, performance evaluations, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, medical books and desk references, lab referral reference, Ohio Administrative Code (OAC), and Ohio Department of Health regulations and policies and procedures manuals.
- Ability to prepare training programs, quality assurance reports; nursing program reports, employee's investigative reports, performance evaluations, schedules, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise, 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 use and interpret medical terminology and language.
- Ability to communicate effectively with employees, supervisor, physicians, clients, families, community groups, medical staff, law enforcement staff, other County employees, and the general public.

Environmental Adaptability

- Work is typically performed in a health care facility.
- Work may involve exposure to strong odors, toxic/poisonous agents, and disease/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
10022	Supervisor, Case Manager	Medical Examiner's Office	Non-Exempt	7A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
10022	Supervisor, MEO Administrative	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Updates were made to the title, essential job functions, minimum qualifications, additional requirements, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.
-------------------	---

No. of Employees Affected:	One (1)
-----------------------------------	---------

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	No change to Pay Grade or FLSA status
-----------------------	---------------------------------------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Karen Lahiff, Supervisor, Case Manager	9/1/2023	Email	Question regarding CPQ Reminder
	9/6/2023	Email	
Hugh Shannon, Director MEO Operations	6/1/2023	Email	Review of Draft Discussion re. requested Changes Reminder 2 nd Reminder Question regarding CPQ Reminder
	6/7/2023	Email	
	6/21/2023	Email	
	7/6/2023	Email	
	9/1/2023	Email	
Jim Battigaglia	9/6/2023	Email	Request for Pay Grade Recommendation
	7/6/2023	Email	

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, MEO Administrative	Class Number:	10022
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise lower-level administrative employees in the Medical Examiner's Office (MEO) and to complete and oversee administrative work including death certificate filing, transcription of autopsy protocol, and preparation of final autopsy reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor class that is responsible for supervising a unit of Case Managers and Medical Secretaries in completing administrative work including death certificate filing, transcription of autopsy protocol, and preparation of final autopsy reports for pathologist's signature. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. The employee in this class works under general direction of the Director, MEO Operations and oversees the operations and promotes the efficiencies of the unit they supervise.

Essential Job Functions

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

- 20% +/- 10%
- Supervises and directs the work of Case Managers, Medical Secretaries, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

- 20% +/- 10%
- Oversees finalization and processing of autopsy reports; receives and proofreads the toxicology report and autopsy report to eliminate typos and errors; writes a narrative summary of the events surrounding the decedent's death using information from the various reports and supporting documents in the case file; completes the verdict page by using the information in the pathologist's report along with the narrative summary; ensures quality of verdicts by proofreading and confirming information as necessary; assembles pathology report, toxicology report, and verdict into a final autopsy report and verifies accuracy of information and proper completion; submits the final report to the Medical Examiner for review and signature; completes necessary documentation and filing according to procedure.

- 15% +/- 5%
- Oversees completion of death certificates once the cause of death is determined; logs cause of death report rule date and distributes to employees; assists Case Managers with logging and preparing death certificates when needed; proofreads the certificate and report; submits to the Medical Examiner for signature; completes necessary documentation and filing according to procedure.

10% +/- 5%

- Oversees and completes transcription of autopsy reports for pathologists and the Medical Examiner; transcribes dictation of Pathologist/Medical Examiner's autopsy protocol including anatomic and microscopic descriptions; completes final pathologic diagnosis reports to be filed appropriately with the State; verifies accuracy of records by comparing original documentation to what has been transcribed.

10% +/- 5%

- Provides pathologists/Medical Examiner with records needed to complete death certificates; requests records necessary to complete death certificates from funeral homes, family members of the deceased, police department personnel, hospitals, nursing homes, emergency medical services, and other relevant parties; checks records for accuracy; organizes received documents into the appropriate case files; provides physical copies of relevant records to pathologists to help determine cause of death; finds or requests additional documents as requested by pathologists and adds them to the case file; tracks status of case files.

5% +/- 2%

- Oversees fulfillment of records requests submitted by family members, insurance companies, attorneys, and the general public; receives requests via phone, email, or in person; makes determination on whether or not records can be released based on stated procedures; locates records from data system, storage drive, or microfilm and creates a hard or digital copy; sends digital and hard copies of records to individuals and agencies as requested.

20% +/- 10%

- Performs supporting administrative responsibilities; answers general office phone line; responds to emails and phone calls; attends various professional meetings; takes minutes for staff meetings; performs various calendar scheduling, room scheduling, and travel coordination responsibilities for MEO personnel and the Medical Examiner; inputs data into database systems; reports traffic accidents and child deaths to appropriate departments/organizations; reviews cases to determine drug involvement, develops a list, and provides the information online to the appropriate organization; completes pathologist report, monthly open case reports, and pathologist assignment notices; notarizes documents for insurance and legal justice purposes.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associates Degree in business or related field and three (3) years of clerical and/or customer service experience; or an equivalent combination of education, training, and experience.

Additional Requirements

- Completion of FEMA ICS 100, 200, and 700 courses is required within the probationary period (180 days).
- Certification as Ohio Public Notary is required within the probationary period (180 days).

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisor, MEO Administrative

Technology Requirements

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

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

- 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 patient records, death certificates, verdicts, cases, police reports, emergency medical services run reports, hospital records, nursing home records, and fire reports.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, sunshine laws, a dictionary of medical abbreviations, drug abuse reporting handbook, and directory of addresses and phone numbers.
- Ability to prepare vital statistics reports, Medical Examiner's verdict, death certificate, supplemental death certificate, autopsy protocol, case reports, meeting minutes, 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, record, and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret basic medical terminology.
- Ability to communicate and to develop and maintain effective working relationships with supervisor, staff, family members of the deceased, funeral homes personnel, police personnel, nursing home staff, other departmental employees and administrators, and the general public.

Supervisor, MEO Administrative

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
17031	Supervisor, Nursing	Human Services	Exempt	11A

PROPOSED REVISED CLASSIFICATION

Class Number	Classification Title	Department	FLSA Status	Pay Grade
17031	Supervisor, Nursing	Human Services	Exempt	12A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	PRC routine maintenance. Classification last revised in 2019. Changes were made to the essential functions, language, and formatting. A technology section was added. Paygrade increased from 11A to 12A.
-------------------	---

No. of Employees Affected:	Seven (7)
-----------------------------------	-----------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	PG 11A: \$62,878.40 - \$88,025.60 PG 12A: \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
-----------------------	---

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	---

Human Resources and Management Contact(s):	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
Lorsonja Moore, Senior, Supervisor Nursing	6/30/2023	Email	Sent drafted specification
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Lorsonja Moore, Senior, Supervisor Nursing	7/17/2023	Email	Answer questions
Jim Battigaglia, Archer Consultant	7/18/2023	Email	Pay grade evaluation

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Nursing	Class Number:	17031
FLSA:	Exempt	Pay Grade:	11A
Dept:	Health and Human Services		

Classification Function

The purpose of this classification is to supervise and coordinate the work of Family Service Aids as well as to provide nursing services.

Distinguishing Characteristics

This is a supervisory level classification that coordinates and performs nursing services. The employee works under direction from the Senior Supervisor, Nursing and performs duties 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.

- 40% +/- 10%
- Supervises and directs the work of Family Service Aides and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; coordinates schedules; manages and monitors caseloads; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; reviews and approves travel forms; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Provides nursing services; makes patient visits to observe and evaluate physical and emotional status; visits patients every 60 days for re-certification; reviews medication policies and records; assesses patient functioning and develops patient care plans; implements care plans; documents assessment findings and care plans in agency database; audits patients' records; provides direct nursing services when necessary; rotates as the Nurse on-call for Adult Protective Services (APS); conducts discharge planning for skilled care to close the case; performs biometric screenings and presentations in the community; obtains and interprets individual findings; disseminates educational information and makes recommendations in accordance with the CDC guidelines.
- 15% +/- 5%
- Coordinates nursing activity within Skilled Services; assesses, designs, implements, and evaluates new Skilled Service referral care plans; updates and reviews patient charts and care plans for effectiveness; oversees direct patient care delivery.
- 15% +/- 5%
- Performs related administrative duties; sets up reporting system to be promptly informed of changes in patient status; attends Adult Protective Service (APS) collaborative meetings; attends seminars,

Supervisor, Nursing

in-service training, meetings, etc. related to nursing care and supervision; provides technical support; maintains records; assists in educational activities for staff, patients, and families; reviews billing and treatment information in data management system to ensure accuracy and answer client questions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be licensed as registered nurse by the Ohio Board of Nursing with two (2) years of nursing experience including one (1) year as a registered nurse; or an equivalent combination of education, training, and experience.
- Valid driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Biennial renewal of license 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 medical equipment including pulse oximeter, sphygmomanometer, biohazard equipment, stethoscope, thermometer, and other diagnostic instruments and equipment.
- Ability to stand, walk, bend, twist, and push, pull, and lift up to 50lbs.

Technology Requirements

- 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, Microsoft Publisher) and data entry software (PeerPlace).

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

Supervisor, Nursing

- 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 drug orders, laboratory reports, employee physical forms, patient charts, travel reports, Random Moments surveys, timesheets, surveys, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Ohio Board of Nursing, the Employee Handbook, Centers for Medicare and Medicaid Services, Nursing Supervisor and Home Health Aide Manuals, Ohio Revised Code, and collective bargaining agreements.
- Ability to prepare employee evaluations, home visit schedules, patient charts, meeting agendas, nurse evaluations, patient assessment, travel report, timesheets, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, to maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret medical terminology and language.
- Ability to communicate effectively with supervisors, Home Health Aides, medical professionals, caseworkers, patients, and patients' families.

Environmental Adaptability

- Work is typically performed in an office environment and patients' homes.
- Work may involve exposure to disease, bodily fluids, smoke, strong odors, and animals.

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
10271	Assistant Director	All Departments	Exempt	17A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	All Departments
---------------------------	-----------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources Contact(s):	Kelli Neale, Program Officer 4
------------------------------------	--------------------------------

Management Contact(s):	N/A
-------------------------------	-----

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Assistant Director	Class Number:	10271
FLSA:	Exempt	Pay Grade:	17
Dept:	All departments		

Classification Function

The purpose of this classification is to assist a department director with managing the department including developing objectives and policies, assisting with administrative and budgetary matters; and supervising staff.

Distinguishing Characteristics

This is a senior management classification with responsibility for assisting the department director with administrative and budgetary matters. This class works under administrative direction from the Department Director, and requires the analysis and solution of operational, technical, administrative and management problems related to the designated department. The incumbent exercises discretion in applying policies and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 40% +/- 10%
- Assists department director in defining goals and objectives; advises and assists the director on matters of administration, budgetary problems, or other specialized phases concerning policy; designs and schedules programs; develops department policies and procedures; advises in carrying out policies and procedures.

- 30% +/- 10%
- Supervises department personnel; plans, coordinates, assigns and reviews work; evaluates performance; responds to employee problems; maintains work standards; provides instruction and training; recommends selection, transfer, promotion, or discipline of employees; evaluates performance; reviews and approves requests for leave.

- 15% +/- 10%
- May manage special projects and keep director apprised of project progress and conclusion.

- 15% +/- 10%
- Represents director in meetings with other departments or with public; speaks and attends meetings; prepares reports and financial statements.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor’s degree in business administration, public administration, or other related field with nine (9) years of related experience including five (5) years in a supervisory experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of 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 contracts, union contracts, budget forecasts, budget reports, legal documents, production reports, department specific reports, and performance evaluations.
- Ability to comprehend a variety of reference books and manuals including the Personnel Policies and Procedures Manual, Ohio Revised Code, department specific operating manuals, state and federal guidelines, and job classification listing.
- Ability to prepare departmental monthly reports, statistical reports, progress reports, correspondence, performance appraisals, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage people and programs, supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal, public administration, and finance terminology and language.
- Ability to communicate with directors, managers, supervisors, vendors, other County employees, and the 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
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

Requested By:	Personnel Review Commission
----------------------	-----------------------------

Rationale:	The duties of this classification have been distributed to the Supervisor, Case Manager (Now Supervisor, MEO Administrative) and there is no intention to utilize this classification in the future.
-------------------	--

No. of Employees Affected:	None
-----------------------------------	------

Dept.(s) Affected:	Medical Examiner's Office
---------------------------	---------------------------

Fiscal Impact:	None
-----------------------	------

Staffing Implications:	None
-------------------------------	------

PRC Contact(s):	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
------------------------	--

Human Resources Contact(s):	Kelli Neale, Program Officer 4
------------------------------------	--------------------------------

Management Contact(s):	Hugh Shannon, Director of MEO Operations
-------------------------------	--

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Supervisor, Medical Secretary	Class Number:	10012
FLSA:	Non-Exempt	Pay Grade:	7A
Dept:	Medical Examiner's Office		

Classification Function

The purpose of this classification is to supervise the administrative duties of Medical Secretaries involved in the transcription of autopsy reports, preparation of cause of death slips, and preparation of final reports for pathologist's signature.

Distinguishing Characteristics

This is first-line supervisor classification that is responsible for supervising a unit of Medical Secretaries in completing the processes required for finalizing death certificates, transcribing autopsy reports, and completing case files. This position assigns work, provides technical oversight and assistance to staff, and ensures that assigned cases and activities are completed in a timely and efficient manner. Employees in this class carry out necessary activities with only general direction except as new or unusual circumstances arise.

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%

- Supervises and directs the work of Medical Secretaries; 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 assists with problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Prepares and processes cause of death slips, autopsy reports, and final reports of cases; obtains medical and legal information and records at request of Pathologist; transcribes autopsy reports; types final reports including anatomic and microscopic descriptions; completes final pathologic diagnosis reports; verifies accuracy of records.

20% +/- 10%

- Performs quality assurance of autopsy case paperwork and no-post marks; verifies accuracy of information and proper completion.

20% +/- 10%

- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; processes received toxicology reports; processes slides received from outside agencies; prepares 45-60 day open autopsy case reports; performs data entry of case information; performs various calendar scheduling and travel coordination responsibilities for personnel at the MEO; serves on various committees.

Effective Date: 07.28.2014
Last Modified: 10.23.2019

Supervisor, Medical Secretary

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in medical or business administration or related field and two (2) years experience performing medical transcription duties; or an equivalent combination of education, training, and experience.

Additional Requirements

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

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

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.

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes, and/or guidelines and/or group, rank, investigate, and problem solve. Requires discretion in determining and referencing established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including final pathologic diagnosis, toxicology reports, dictation reports, anatomic and microscopic descriptions, records request slips from Pathologists, and no-post decedent cases.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, standard operating procedures, personnel manuals, medical dictionaries, dictionary of medical abbreviations, and directory of addresses and phone numbers.
- Ability to prepare standard operating procedures, final pathologic diagnosis, 45-60 day open autopsy case reports, performance reviews, discipline reports, correspondence, and other job-

Effective Date: 07.28.2014
Last Modified: 10.23.2019

Supervisor, Medical Secretary

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

- Ability to serve in a supervisory capacity, influence others, record and deliver information, explain procedures, and follow instructions.
- Ability to use and interpret basic medical and forensic pathology terminology.
- Ability to communicate and to develop and maintain effective working relationships with family members of the deceased, supervisor, case managers, Medical Examiner, out of county coroners, and other individuals or agencies.

Environmental Adaptability

- Work is typically performed in an office environment.

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

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0237

Sponsored by: Council President Jones	A Resolution allocating capital funds in the total amount of \$311,691.95 in support of the Veterans Service Commission of Cuyahoga County’s headquarters project funded from the Veterans Services Fund in 2022; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Chapter 5901 of the Ohio Revised Code established a veterans service commission in each Ohio county, among whose duties include providing for the “administration of assistance” to veterans and “establishing programs of outreach and coordination with other agencies to enhance available services to veterans within the county;” and

WHEREAS, the Veterans Service Commission of Cuyahoga County is required to annually determine the amount it needs to provide assistance to veterans and must prepare and submit a budget to the Cuyahoga County Council, such budget to be within a statutorily prescribed formula; and

WHEREAS, the Council may review the proposed budget, but is required to appropriate the requested amount so long as the proposed budget is within the statutorily prescribed formula; and

WHEREAS, by Ordinance No. O2012-0013, Cuyahoga County Council established the Veterans Services Fund, whereby the amounts appropriated and unspent by the Veterans Service Commission of Cuyahoga County are to be placed in a Veterans Services Fund and used to benefit veterans of the county; and

WHEREAS, \$311,691.95, originally budgeted for the 2022 operations of the Veterans Service Commission of Cuyahoga County, went unspent; and

WHEREAS, the Council has determined to reserve \$311,691.95 of the budgeted but unspent funding in support of the Veterans Service Commission of Cuyahoga County headquarters project; and

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

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

SECTION 1. The Cuyahoga County Council hereby authorizes the Fiscal Officer to reserve funds in the Veterans Services Fund for use by Cuyahoga County Department of Public Works for built out and capital needs of the new office space in support of the Veterans Service Commission, in the total amount of \$311,691.95.

SECTION 2. This resolution supersedes any current requirements for the Veterans Services Fund in the County Code.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 12, 2023
Committee(s) Assigned: Finance & Budgeting

Journal _____

_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0256

Sponsored by: Councilmember Sweeney Co-sponsored by: Councilmember Simon	A Resolution awarding a total sum, not to exceed \$20,000, to Forget Me Not Animal Rescue for food and medical expenses for rescued animals from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 3 ARPA Community Grant Fund in the amount of \$20,000 to Forget Me Not Animal Rescue for food and medical expenses for rescued animals; and

WHEREAS, Forget Me Not Animal Rescue estimates approximately 160 families will be served annually through this award; and

WHEREAS, Forget Me Not Animal Rescue estimates the total cost of the project is \$20,000; and

WHEREAS, Forget Me Not Animal Rescue indicates the other funding source(s) for this project includes:

- A. \$1,000 from Football Squares;
- B. \$500 from raffles with donated prizes;
- C. \$300 from Holiday Photo Shoot; and

WHEREAS, Forget Me Not Animal Rescue is estimating the start date of the project will be November 2023 and the project will be completed by October 2024; and

WHEREAS, Forget Me Not Animal Rescue requested \$20,000 from the District 3 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$20,000 to Forget Me Not Animal Rescue to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$20,000 to Forget Me Not Animal Rescue from the General Fund made available by the American Rescue Plan Act revenue replacement provision for food and medical expenses for rescued animals.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. 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 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: September 26, 2023
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested in Committee: October 4, 2023

Journal _____
_____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0257

Sponsored by: Councilmember Conwell	A Resolution awarding a total sum, not to exceed \$100,000, to Providence House for the Providence House East Side Community Services Hub from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
Co-Sponsored by: Councilmember Turner	

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$100,000 to the Providence House for the Providence House East Side Community Services Hub; and

WHEREAS, the Providence House estimates approximately 250 families will be served annually through this award; and

WHEREAS, the Providence House estimates approximately 75 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Providence House estimates the total cost of the project is \$5,513,000; and

WHEREAS, the Providence House indicates the other funding source(s) for this project are being sought from the FY 23-24 Ohio State Capital Budget, private funders, and the City of Cleveland; and

WHEREAS, the Providence House is estimating the start date of the project will be Spring 2023 and the project will be completed by Spring 2024; and

WHEREAS, the Providence House requested \$500,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$100,000 to the Providence House to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$100,000 to the Providence House from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Providence House East Side Community Services Hub.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

First Reading/Referred to Committee: September 26, 2023
Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: October 10, 2023

Journal _____
_____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0258

Sponsored by: Councilmember Conwell, Sweeney, Jones and Turner	A Resolution awarding a total sum, not to exceed \$175,000, to the Greater Cleveland Habitat for Humanity, Inc. for the Cleveland Habitat Headquarters Building Acquisition Project from the District 3, 7, 8, & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide \$100,000 from the District 3 ARPA Community Grant Fund, \$25,000 from the District 7 ARPA Community Grant Fund, \$25,000 from the District 8 ARPA Community Grant Fund, and \$25,000 from the District 9 ARPA Community Grant Fund for a total amount of \$175,000 to the Greater Cleveland Habitat for Humanity for the Cleveland Habitat Headquarters Building Acquisition Project; and

WHEREAS, the Greater Cleveland Habitat for Humanity estimates approximately 50,000 people and 80 households will be served annually through this award; and

WHEREAS, the Greater Cleveland Habitat for Humanity estimates approximately 75 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Greater Cleveland Habitat for Humanity estimates the total cost of the project is \$2,800,000; and

WHEREAS, the Greater Cleveland Habitat for Humanity indicates the other funding source(s) for this project includes:

- A. \$500,000 from the City of Cleveland
- B. \$100,000 from the Cuyahoga County District 3 ARPA Community Grant Fund;
- C. Habitat Cash;
- D. Private Financing; and

WHEREAS, the Greater Cleveland Habitat for Humanity is estimating the start date of the project will be March 2023 and the project will be completed by December 2024; and

WHEREAS, the Greater Cleveland Habitat for Humanity requested \$250,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$175,000 to the Greater Cleveland Habitat for Humanity to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$175,000 to the Greater Cleveland Habitat for Humanity, Inc. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Cleveland Habitat Headquarters Building Acquisition Project.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

First Reading/Referred to Committee: September 26, 2023
Committee(s) Assigned: Community Development

Legislation Substituted in Committee: October 2, 2023

Journal _____
_____, 20____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0260

Sponsored by: Councilmember Conwell	A Resolution awarding a total sum, not to exceed \$500,000, to the Famicos Foundation for the Glenville Housing Preservation Project from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
--	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$500,000 to the Famicos Foundation for the Glenville Housing Preservation Project; and

WHEREAS, the Famicos Foundation estimates approximately five households will be served annually through this award; and

WHEREAS, the Famicos Foundation estimates approximately 10 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Famicos Foundation estimates the total cost of the project is \$1,750,000; and

WHEREAS, the Famicos Foundation indicates the other funding source(s) for this project includes:

- A. \$1,000,000 from a Village Capital Corporation Loan;
- B. \$200,000 from equity;
- C. \$50,000 from other sources; and

WHEREAS, the Famicos Foundation is estimating the start date of the project will be January 2024 and the project will be completed by Fall 2025; and

WHEREAS, the Famicos Foundation requested \$500,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$500,000 to the Famicos Foundation to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$500,000 to the Famicos Foundation from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Glenville Housing Preservation Project.

SECTION 2. No award funds shall be disbursed until the Famicos Foundation has confirmed receipt of all other funding sources necessary to finance the project. In the event the Famicos Foundation has not confirmed receipt of all other funding sources within six months of the effective date of this Resolution, the award made herein shall be null and void; and

SECTION 3. If any specific appropriation is necessary to effectuate this agreement, 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. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 5. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 6. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 7. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 8. 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 9. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: September 26, 2023
Committee(s) Assigned: Community Development

Journal _____
_____, 20 _____

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0261

Sponsored by: Councilmember Turner	A Resolution awarding a total sum, not to exceed \$10,000, to the Lee Road Baptist Church for the Harvard Family Institute Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 9 ARPA Community Grant Fund in the amount of \$10,000 to the Lee Road Baptist Church for the Harvard Family Institute Program; and

WHEREAS, the Lee Road Baptist Church estimates approximately 150 people will be served annually through this award; and

WHEREAS, the Lee Road Baptist Church estimates approximately 5 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, the Lee Road Baptist Church estimates the total cost of the project is \$25,000; and

WHEREAS, the Lee Road Baptist Church indicates the other funding source(s) for this project includes:

- A. \$7,000 from the American Baptist Churches Home Missions;

- B. \$4,000 from the Lee Road Baptist Church;
- C. \$4,000 from the Fairmount Presbyterian Church; and

WHEREAS, the Lee Road Baptist Church is estimating the start date of the project will be October 2023 and the project will be completed by September 2024; and

WHEREAS, the Lee Road Baptist Church requested \$10,000 from the District 9 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to the Lee Road Baptist Church to ensure this project is completed; and

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

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to the Lee Road Baptist Church from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Harvard Family Institute Program.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0303

<p>Sponsored by: County Executive Ronayne/Interim Fiscal Officer/Office of Budget and Management</p>	<p>A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

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

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

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

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

Fund Nos./Budget Accounts

Journal Nos.

A. 2285 – Other Judicial			BA2314884
PS285110 – Internet Crimes Against Children			
Personal Services	\$	571,317.00	
Other Expenses	\$	106,822.00	

The Prosecutor’s Office is requesting an appropriation increase of \$678,139 for the purpose of establishing the 2023 Ohio Internet Crimes Against Children (ICAC) Task force. The performance period is October 1, 2023 through September 30, 2024. This is a continuing grant, and the funding source is the U.S Department of Justice, Department of Justice Services. There is no cash match required.

B. 2215 – Children Services			BA2316429
HS215110 – Purch. Congregate & Foster Care			
Other Expenses	\$	1,920,771.60	
2215 – Children Services			
HS215100 – Client Support Services			
Other Expenses	\$	261,923.40	

The Department of Health and Human Services - Division of Children and Family Services requests an appropriation increase of \$2,182,695 for the State Fiscal Year 2024 Multi-System Youth allocation awarded by the State of Ohio to county Public Children Services Agencies. Funds will be used to assist the local provision of services to families and children from July 01, 2023 through December 31, 2023. Per ODJFS requirements, 12% of this allocation is designated and will be distributed to Family and Children First Council (Section 1, Item C). The funding source is the Ohio Department of Job and Family Services (ODJFS).

C. 2300 – Other Social Services			BA2316430
HS300155 – Family & Children First			
Other Expenses	\$	261,923.40	

The Department of Health and Human Services – Family and Children First Council is requesting an appropriation increase of \$261,923.40 for the SFY24 Multi-System Youth (MSY) allocation awarded by the State of Ohio. The award was received by the County’s Public Children Services Agency, the Division of Children and Family Services. Per State requirements, 12% of the total allocation (Section 1, Item B) is designated to be distributed to FCFC. MSY funds are used to assist the local provision of services to families and children from July 01, 2023 through June 30,

2024. The funding source is the Ohio Department of Job and Family Services (ODJFS).

D. 4605 – Road Capital Projects		BA2323050
PW605100 – ODOT-LPA		
Other Expenses	\$	284,200.00

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$284,200 for the Bikeshare Stations Expansion. The funding source is the Federal Northeast Ohio Areawide Coordinating Agency funds.

E. 4605 – Road Capital Projects		BA2323051
PW605100 – ODOT-LPA		
Personal Services	\$	30,510.94

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$30,510.94 for the Old Rockside Bridge Project to allow for 2022 Public Works expenses to be transferred to the project. The Old Rockside Bridge Project is an LPA project that is 32% Federally funded, 38% funded by Cuyahoga County via the Motor Vehicle Gas Tax and 30% funded by OPWC. The project is included in the 2022 CIP.

F. 4605 – Road Capital Projects		BA2323052
PW605100 – ODOT-LPA		
Personal Services	\$	32,742.85

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$32,742.85 for the Memphis Road Bridge Replacement Project to allow for 2023 Public Works expenses to be transferred to the project. The Memphis Road Bridge Replacement Project is an LPA project that is 54% federally funded, 20% funded by OPWC and 26% funded by Cuyahoga County via the Motor Vehicle Gas Tax. The project is included in the 2020 CIP.

G. 4605 – Road Capital Projects		BA2323053
PW605100 – ODOT-LPA		
Personal Services	\$	26,420.73

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$26,420.73 for the Ridge Road Resurfacing Project to allow for 2022 and 2023 Public Works expenses to be transferred to the project. The Ridge Road Resurfacing Project is an LPA project that is 50% federally funded, 20% funded by OPWC, 15% funded by Cuyahoga

County via the Motor Vehicle Gas Tax, and 15% municipality funded. The project is included in the 2021 CIP.

H.	4605 – Road Capital Projects		BA2323054
	PW605105 – Oh Dept of Pub Wrks Integrating		
	Personal Services	\$	79,004.53

The Department of Public Works - Road and Bridge is requesting an appropriation increase of \$79,004.53 for the Sprague Road Improvement Project to allow for 2022 Public Works expenses to be transferred to the project. The Sprague Road Improvement Project is an OPWC PROJECT that is 50% funded by OPWC, 25% funded by Cuyahoga County via the Motor Vehicle Gas Tax, and 25% municipality funded. The project is included in the 2021 CIP.

I.	4605 – Road Capital Projects		BA2323055
	PW605105 – Oh Dept of Pub Wrks Integrating		
	Personal Services	\$	40,347.02

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$40,347.02 for the Green Road Bridge Project to allow for 2022 Public Works expenses to be transferred to the project. The Green Road Bridge Project is an OPWC PROJECT that is 50% funded by OPWC, 39% funded by Cuyahoga County via the Motor Vehicle Gas Tax, and 11% municipality funded. The project is included in the 2020 CIP.

J.	4605 – Road Capital Projects		BA2323056
	PW605105 – Oh Dept of Pub Wrks Integrating		
	Personal Services	\$	761.98

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$761.98 for the York Road Improvement Project to allow for 2022 Public Works expenses to be transferred to the project. The York Road Improvement Project is an OPWC PROJECT that is 30% funded by OPWC, 63% funded by Cuyahoga County via the Motor Vehicle Gas Tax, and 7% municipality funded. The project is included in the 2021 CIP.

K.	4605 – Road Capital Projects		BA2323057
	PW605105 – Oh Dept of Pub Wrks Integrating		
	Personal Services	\$	28,023.93

The Department of Public Works – Road and Bridge is requesting an appropriation increase of \$28,023.93 for the Green Road and Ivanhoe Road

rehab project to allow for 2022 Public Works expenses to be transferred to the project. The Green Road and Ivanhoe Road rehab project is an OPWC project that is 57% funded by Cuyahoga County via the Motor Vehicle Gas Tax, 29% funded by OPWC, and 14% municipality funded. The project is included in the 2022 CIP.

L.	6750 – Central Custodian Services		BA2323061
	PW750110 – FAC-Custodial Services		
	Other Expenses	\$	87,756.03

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting additional appropriations of \$87,756.03 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the Central Custodial Internal Service Fund. The balance as of October 10, 2023 is \$4,480,193.84.

M.	1100 – General Fund		BA2323062
	HR100100 – Administration		
	Other Expenses	\$	10,777.56

The Office of Budget and Management, on behalf of the Department of Human Resources, is requesting additional appropriations of \$10,777.56 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the General Fund.

N.	6765 – Health Insurance		BA2323063
	HR765100 – Hospitalization - Self-Insurance		
	Other Expenses	\$	40,317.53

The Office of Budget and Management, on behalf of the Department of Human Resources, is requesting additional appropriations of \$40,317.53 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the Health Insurance Internal Service Fund. The balance as of October 10, 2023 is \$18,642,190.88.

O.	6765 – Health Insurance		BA2323064
	HR765120 – Wellness Benefits		
	Other Expenses	\$	3,412.68

The Office of Budget and Management, on behalf of the Department of Human Resources, is requesting additional appropriations of \$3,412.68 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the Health Insurance Internal Service Fund. The balance as of October 10, 2023 is \$18,642,190.88.

P. 1100 – General Fund **BA2323065**
PW100105 – Archives
Other Expenses \$ 18,370.92

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting additional appropriations of \$18,370.92 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the General Fund.

Q. 2270 – Motor Vehicle Gas Tax **BA2323066**
PW270105 – Administration
Other Expenses \$ 7,208.71

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting additional appropriations of \$7,208.71 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is Motor Vehicle Gas Tax. The balance as of October 10, 2023 is \$65,647,544.57.

R. 2270 – Motor Vehicle Gas Tax **BA2323067**
PW270170 – Road & Bridge Maint Admin.
Other Expenses \$ 16,417.48

The Office of Budget and Management, on behalf of Department of Public Works, is requesting additional appropriations of \$16,417.48 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is Motor Vehicle Gas Tax. The balance as of October 10, 2023 is \$65,647,544.57.

S. 2280 – Other Health and Safety **BA2323068**
PW280100 – Dog & Kennel
Other Expenses \$ 153,362.66

The Office of Budget and Management, on behalf of Department of Public Works, is requesting additional appropriations of \$153,362.66 to allow

Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the Other Health and Safety Special Revenue Fund. The balance as of October 10, 2023 is \$10,716,155.06.

T. 6755 – Maintenance		BA2323069
PW755100 – Maintenance Garage		
Other Expenses	\$	105,769.44

The Office of Budget and Management, on behalf of Department of Public Works, is requesting additional appropriations of \$105,769.44 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the Maintenance Garage Internal Services Fund. The balance as of October 10, 2023 is \$2,586,634.13.

U. 6780 – Printing		BA2323070
PW780100 – Print Shop		
Other Expenses	\$	61,240.93

The Office of Budget and Management, on behalf of Department of Public Works, is requesting additional appropriations of \$61,240.93 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the Printing Internal Service Fund.

V. 2285 – Other Judicial		BA2325932
SH285125 – Sheriff Other Judicial Grants		
Personal Services	\$	126,117.36
Other Expenses	\$	64,846.00

The Sheriff’s Department is requesting an appropriation increase of \$190,963.36 for the American Rescue Plan Act First Responder Wellness, Recruitment, Retention and Resiliency Grant program for the period of July 1, 2022 to December 31, 2024. Funds will be used to improve the delivery of mental health and wellness services by providing Law Enforcement funding for Peer Support, Wellness programs and training. This is a new grant approved by the Board of Control via CON2023-26 on March 13, 2023. The funding source is the Ohio Emergency Management Agency (OEM). There is no cash match required.

W. 7805 – Other Judicial		BA2325933
PJ805100 – Special Emergency Planning		
Other Expenses	\$	147,856.00

The Department of Public Safety & Justice Services, Office of Emergency Management, is requesting an appropriation increase of \$147,856 for the SFY 2024 State Emergency Response Commission (SERC) on behalf of the Local Emergency Planning Commission (LEPC) for the period of July 1, 2023 to June 30, 2024. This is a continuation grant approved by the Board of Control via CON2023-96 on September 18, 2023. The funding source is the Ohio State Emergency Response Commission passed through the Chemical Emergency Planning and Community Right to Know Program. There is no cash match required.

X. 1100 – General Fund		BA2314888
JC100105 – Legal		
Other Expenses	\$	220,000.00

The Office of Budget and Management, on behalf of the Department of Juvenile Court, is requesting additional appropriations of \$220,000 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the General Fund.

Y. 1100 – General Fund		BA2314889
JC100115 – Detention Center		
Other Expenses	\$	220,000.00

The Office of Budget and Management, on behalf of the Department of Juvenile Court, is requesting additional appropriations of \$220,000 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the General Fund.

Z. 1100 – General Fund		BA2314886
PS100105 – Child Support		
Other Expenses	\$	110,000.00

The Office of Budget and Management, on behalf of the Department of the Prosecutor’s Office, is requesting additional appropriations of \$110,000 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the General Fund.

AA. 1100 – General Fund		BA2314887
PS100110 – Children & Family Services		
Other Expenses	\$	25,000.00

The Office of Budget and Management, on behalf of the Department of the Prosecutor’s Office, is requesting additional appropriations of \$25,000 to allow Space Maintenance (2021 and 2022 Reconciliation) and other internal services charges to post through December 31, 2023. The funding source is the General Fund.

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

<u>Fund Nos./Budget Accounts</u>	<u>Journal Nos.</u>
A. FROM: 2215 – Children Services	BA2316431
HS215100 – Client Support Services	
Other Expenses	\$ 5,000,000.00
TO: 2215 – Children Services	
HS215110 – Purch. Congregate & Foster Care	
Other Expenses	\$ 5,000,000.00

The Department of Health and Human Services - Division of Children and Family Services requests an appropriation transfer of \$5,000,000 to realign budget to cover anticipated expenditures in the Out of Homecare/Residential master contract through December 31, 2023. The funding source is the Health and Human Services Levy.

B. FROM: 2285 – Other Judicial	BA2325931
CP285170 – CCA Probation Improve/Incentiv	
Other Expenses	\$ 49,504.00
TO: 2285 – Other Judicial	
HS260290 – CCA Probation Improve/Incentiv	
Personal Services	\$ 49,504.00

The Office of Common Pleas is requesting an appropriation transfer of \$49,504 to close out the Community-Based Corrections Program 407 Subsidy grant. The performance period was July 1, 2021 to June 30, 2023. The funding source is the Community Corrections Act Funds, passed through the Ohio Department of Rehabilitation and Correction. There is no cash match required.

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

Fund Nos./Budget Accounts

Journal Nos.

N/A

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 CC
October 24, 2023



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: October 17, 2023

Re: Fiscal Agenda – 10/24/2023 - Proposed

cc: Katherine Gallagher, Chief of Operations & Community Innovation; Michael Chambers, Fiscal Office; Shawntaye McCurdy, David Razum, Deputy Chief of Communications & Strategy

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 **October 24, 2023**. The requested fiscal items are necessary to reconcile the originally adopted 2023 Budget. Items of note on this agenda include:

- Request to provide appropriation increases/decreases
- Request to provide appropriation transfers
- Request to provide cash transfers

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
Prosecutor's Office	\$678,139.00	A	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Children and Family Services	\$2,182,695.00	B	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Family and Children First Council	\$261,923.40	C	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$284,200.00	D	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$30,510.94	E	CIP	Appropriation Increase

Public Works	\$32,742.85	F	CIP	Appropriation Increase
Public Works	\$26,420.73	G	CIP	Appropriation Increase
Public Works	\$79,004.53	H	CIP	Appropriation Increase
Public Works	\$40,347.02	I	CIP	Appropriation Increase
Public Works	\$761.98	J	CIP	Appropriation Increase
Public Works	\$28,023.93	K	CIP	Appropriation Increase
Public Works	\$87,756.03	L	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Human Resources	\$10,777.56	M	General Fund	Appropriation Increase
Human Resources	\$40,317.53	N	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Human Resources	\$3,412.68	O	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$18,370.92	P	General Fund	Appropriation Increase
Public Works	\$7,208.71	Q	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$16,417.48	R	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$153,362.66	S	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$105,769.44	T	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$61,240.93	U	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Sheriff's Department	\$190,963.36	V	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Safety and Justice Services	\$147,856.00	W	Grant – No General/HHS Levy Fund Impact	Appropriation Increase

Juvenile Court	\$220,000.00	X	General Fund	Appropriation Increase
Juvenile Court	\$220,000.00	Y	General Fund	Appropriation Increase
Prosecutor's Office	\$110,000.00	Z	General Fund	Appropriation Increase
Prosecutor's Office	\$25,000.00	AA	General Fund	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 Requested	Item	Funding Source	Purpose
Children and Family Services	\$5,000,000.00	A	HHS Levy	Appropriation Transfer
Common Pleas Court	\$49,504.00	B	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.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0304

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Michael W. Chambers, upon his taking the oath of office, as County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, the County Fiscal Officer shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article V, Section 5.02 of the Charter provides for the powers, duties and qualifications of the County Fiscal Officer; and

WHEREAS, the County Executive has nominated Michael W. Chambers for appointment to the position of County Fiscal Officer; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on _____, 2023; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Michael W. Chambers to the position of County Fiscal Officer; 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 appointment of Michael W. Chambers to serve as County Fiscal Officer upon his taking the oath of office.

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 _____
_____, 2023



October 17, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Fiscal Officer*

Dear Council President Jones,

Pursuant to Article V, Section 5.02 of the Cuyahoga County Charter, I am pleased to nominate **Michael Chambers** as the next Fiscal Officer of Cuyahoga County. Mr. Chambers is a Certified Public Accountant and has 5 years of experience in the management of financial matters of a political subdivision.

Mr. Chamber's background includes serving as Senior Business Services Manager/Fiscal Officer for Cuyahoga County's Department of Public Works; serving as Fiscal Officer for Cuyahoga County Engineer; Assistant City Controller for the City of Cleveland; and serving as Assistant Supervisor for the Accounting/Cashiering Department for the Cuyahoga County Treasurer. Mr. Chamber's experience with finance, the goals of the county and local government are pertinent in ensuring that the County stays on the proper fiscal course in order to sustain or advance current services, programs and developments.

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

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne
County Executive

Michael W. Chambers, CPA

Experienced, dedicated, and trusted financial professional with a proven history of implementing fiscal accountability, streamlining expenditures, increasing productivity, and protecting public resources.

EXPERIENCE

Fiscal Officer – Chief Financial Officer Cuyahoga County	<i>2019 – Pres.</i>
Operations and Finance Administrator DPW-Cuyahoga County	<i>2016 – 2019</i>
Senior Business Services Manager/ Fiscal Officer DPW-Cuyahoga County	<i>2011 – 2016</i>
Fiscal Officer Cuyahoga County Engineer	<i>2001 – 2011</i>
Assistant City Controller City of Cleveland	<i>1999 – 2001</i>
Supervisor, Accounting Department Cuyahoga County Treasurer	<i>1990 – 1999</i>

LICENSE/EDUCATION

Certified Public Accountant State of Ohio	<i>2000</i>
Bachelor of Business Administration Cleveland State University	<i>1990</i>

SKILLS

- CFO for one of the top 35 counties in the Country
 - Experienced financial leader of large local government with a \$1.7 billion, (Debt \$1.1 billion),
 - Responsible for annual audit, property tax collections (\$3 billion), accounts payable, revenue, payroll, appraisal, auto title, budget commission, transfer and recording, and real property
 - Skilled employment manager of large departments (270 direct employees / 7,000 indirect)
 - Strategic Planner and Change Agent
 - Excellent communication skills and negotiator
 - Enterprise Resource Planning (ERP)
 - Microsoft Office proficiency in Word, Excel, Outlook, Infor, OnBase, and PowerPoint
-



SERVICE/AFFILIATIONS

- Youth Basketball Coach
 - Professional Standards and Responsibility – Ethics Compliance – (OSCPA)
 - Member of the Ohio Society of Certified Public Accountants, Government Finance Officers Association, County Auditors Association, County Recorders Association, Audit Committee, Board of Control, Records Commission, and Budget Commission
-

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0305

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027 and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated the following individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027:

Appointments:

1. Michelle Curry (replacing Max Rodas)
2. Dr. Molly Wimbiscus, MD (replacing Daniel Kelly)

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 various individuals to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027:

Appointments:

1. Michelle Curry (replacing Max Rodas)
2. Dr. Molly Wimbiscus, MD (replacing Daniel Kelly)

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

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

Journal _____
_____, 20__



October 17, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board*

Dear President Jones:

I am pleased to nominate the following individuals for appointment to the Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board (ADAMHS) Board:

- **Dr. Molly Wimbiscus, MD**, 4-year term, 7/1/2023 – 6/30/2027
 - Replacing Daniel Kelly
 - Resides in Cleveland (Cuyahoga County)
 - Currently serves on the following boards/commissions: Youth Risk Behavior Survey Advisory Council (Better Health Partnership Youth Mental Health Subcommittee); Woodruff Foundation board; and the American Academy of Child and Adolescent Psychiatry Schools Committee

- **Michelle Curry**, 4-year term, 7/1/2023 – 6/30/2027
 - Replacing Max Rodas
 - Resides in Bedford Heights (Cuyahoga County)
 - Currently serves on the following boards/commissions: Step Forward

The ADAMHS Board is authorized by Section 340.02 of the Ohio Revised Code. The Board consists of 18 members, 10 of whom are appointed by the Executive, subject to Council confirmation, and 8 of whom are appointed by the Ohio Department of Alcohol & Drug Addiction Services. The ADAMHS Board's mission is to promote and enhance the quality of life of Cuyahoga County residents through a commitment to excellence in mental health, alcohol, drug, and other addiction services.

There are no known conflicts of interest for which an advisory opinion has been requested. The nominee's resumes are attached for your review. There are 9 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne
County Executive

MICHELLE R. CURRY

PROFESSIONAL SUMMARY

A leader with over 25 years' experience and a commitment to excellence in serving diverse populations. Adept at developing and maintaining a strategic workforce and budgetary plans to manage million-dollar budgets that are integrated from various funding sources. Grant writer who has obtained lucrative federal, state, and local funding. Proven problem-solver committed to identifying, assessing, and eliminating barriers. Outstanding communication, interpersonal skills, and the ability to multi-task within and across federal, state, and local organizational lines to achieve goals and objectives.

KEY SKILLS

Visionary
Grant Writing
Problem Solving
Workforce Planning

Board Level Reporting
Data Analysis
Human Resource Management
Strategic Thinking

Team Leadership
Budget Management
Multi-Level Collaboration
Adaptability to Change

PROFESSIONAL EXPERIENCE

Neighborhood Family Practice Community Health Centers

Vice President of Human Resources & Chief Diversity Officer • February 2021 – Present

Serve as the strategic business partner in developing and leading NFP's Human Resources department in the areas of talent acquisition, organizational and performance management, succession planning, change management, employee relations, total compensation approach including benefit offerings and alignment of current and anticipated employee needs. Focus on attracting and retaining top talent, employee and organizational development, compliance, coaching and counseling. Serve as the organization's Chief Diversity Officer, develops and oversees the overarching vision, strategic direction, implementation and monitoring of the diversity, equity, inclusion and intersectionality program.

Merrick House Neighborhood Center

Executive Director • May 2016 – January 2021

Responsible for the planning, implementation, and execution of all programs. Manage 24+ employees throughout four programs: MomsFirst, Early Childhood Education, Youth Leadership and Development and Adult Education and Career Preparation. Oversee the efficient and effective day-to-day operations of the agency and its facilities. Develop, manage, and assure financial integrity of the organizations \$1.4 million-dollar multi-funded budget. Manage fund development efforts including annual campaign, grant proposals, and cultivating relationships with potential funders. Work collaboratively with the Board on matters of policy, mission, and strategic planning. Identify opportunities for program capacity building and expansion of services to meet the changing needs of the community. Administer all aspects of human resources and labor relations including recruitment, selection, onboarding, union negotiations, grievance hearings and conflict resolution. Conduct ongoing performance management of staff. Foster a talented and diverse workforce.

Accomplishments:

- \$100,000 foundation funding awarded in 2020
- \$118,000 foundation funding awarded in 2019
- \$338,229 foundation funding awarded in 2018
- \$197,340 foundation funding awarded in 2017
- Fundraised \$114,784
- Oversaw \$35,000 in facilities repairs
- Administered \$10,000 in information technology upgrades
- Instituted organizational culture shift through accountability, alignment with our brand and measuring our efforts
- Implemented human resource and accounting procedures

Catholic Charities Corporation

Director of Early Learning Programs • August 2004 - February 2016

Managed 100+ employees across nine Early Learning Centers throughout the Greater Cleveland Community serving 716 children. Develop strategic workforce and budgetary planning for approximately \$5.7 million (4 million dollars in federal funds, \$983,703 in Universal Pre-Kindergarten-County funds, \$136,000 in Early Childhood-State funds, \$57,900 in Step Up To Quality-State funds and \$204,000 in voucher funding). Knowledgeable in the Head Start Enterprise System (HSES) which was used to input the Program Information Report (PIR).

Accomplishments:

Grants Obtained:

- \$983,703 Universal Pre-Kindergarten funding
- \$1.5 million State of Ohio Early Learning Initiative
- Administered over \$25,000 in technological infrastructure
- Brought the program out of a Federal Review deficient status for Early Prevention and Intervention
- Implemented \$52,000 in program improvements, \$75,000 in playground construction & \$24,000 in capital improvements.

Human Resources Administrator • April 2000 - August 2004

Primary human resource contact for Head Start and Day Care management and employees. Administered the collective bargaining agreement and provided support to management and employees. Recruited new Head Start and Day Care personnel as required to include, posting advertisements, interviewing, reference checks and recommendations for hire. Reviewed and updated job descriptions as needed to accurately reflect job responsibilities and assure compliance with ADA. Provided training to management staff on supervision, progressive discipline, conflict resolution, team building, and performance evaluation procedures. Hearing officer for grievances and conflict resolution. Responsible for handling employee and labor relations issues. Vital Member of the negotiating team for management. Wrote and revised Head Start Policies and procedures. Administered the pension plan. Responded to EEOC/OCRC complaints and Unemployment hearings.

State of Ohio, Office of the Auditor, Performance Audit Division – Cleveland Region

Assistant Auditor - Human Resources Team • January 1999 - November 1999

Conducted performance audits under the direction of Jim Petro for the 21 urban school district initiative. An associate on the human resources team, which performed audits on the school districts human resources departments based on performance measures along with the functionality's typically performed by a human resources department. Obtained and documented the internal control structure of clients in a variety of audit environments. Developed audit findings and prepared a well-written draft for inclusion in audit reports and other communications. Prepared audit work that clearly provides evidence of the nature, timing and extent of the work performed and supports the results of the audit as presented in reports.

Cuyahoga Metropolitan Housing Authority

Personnel Specialist • April 1993 - April 1995 and February 1997 - November 1998

Position required contact at all levels within CMHA as well as a myriad of outside contacts. Responsible for primary personnel services for 50% of the agency approximately 550 employees. Actively recruited both exempt and non-exempt positions as well as union and non-union positions. Administered staffing and recruitment efforts for temporary grant projects not to exceed six months. Screened numerous applications and resumes to ensure candidates meet legal or contractual requirements. Examined pay scales and analyzed external comparable wages in accordance with CMHA and Housing and Urban Development policies. Conducted research on disciplinary actions and grievances. Participated in cases relating to EEOC, unfair labor practices and sexual harassment. Assisted with termination proceedings, layoffs and/or resignations. Responsible for resolving unemployment issues with the Bureau of Employment Services.

Budget Analyst • April 1995- February 1997

Performed budget analysis for all aspects of over \$250 million in modernization grant funds for assigned program areas. Prepared budget requests and justifications by consolidating statistical data. Examined budget requests for accuracy and conformance with procedures and regulations. Screened requests for allocations of approved budgets and recommended approval or modifications based on availability of funds. Analyzed operating reports to monitor program expenditures and obligations. Certified obligations and expenditures.

EDUCATION

Cleveland State University • Master of Public Administration • Bachelor of Arts - Communications

ASSOCIATIONS/BOARDS/AWARDS

- Step Forward Board of Directors
- LeadDiversity 2022
- Leadership Cleveland (LC2) 2015, 2019
- Leadership Cleveland 2014
- Neighborhood Leadership Cleveland 16th Class
- Catholic Charities Executive Leadership Program

References Available Upon Request

Molly Wimbiscus, MD



EDUCATION/TRAINING

Kenyon College, Gambier, Ohio, USA 1995-1997

Science Honor Scholar, Jordan Environmental Scholar

The University of Aberdeen, Aberdeen, Scotland 1997-1999

Bachelors of Science (Plant and Soil Science), *Honors in Soil Science*

University of Tennessee College of Medicine, Memphis, Tennessee, USA 2002-2006

Doctorate of Medicine

Cleveland Clinic, Cleveland, Ohio, USA

Residency in Psychiatry 2006-2009

Fellowship in Child and Adolescent Psychiatry, *chief* 2009-2011

Professional Appointments

Cleveland Clinic

Staff, Child and Adolescent Psychiatry, 2011-present

School Mental Health Program, Director, 2019-present

Associate Training Director, 2018-2021

Fellowship Training Director, 2014-2018

Cleveland Clinic Lerner College of Medicine (CCLCM), Case Western Reserve University (CWRU)

Assistant Professor, 2014-present

Co-Director, Foundations of Medicine, 2011-2015

Neighborhood Family Practice (FQHC)

Staff, Child Psychiatrist, 2016-present

Beechbrook Community Mental Health Agency

Staff, Child Psychiatrist, 2011-2013

St. Vincent Charity Psychiatric Emergency Department

Staff, 2009-2011

Certification and Licensure

American Board of Psychiatry and Neurology: Psychiatry, 09/2011

Licensure State/Number: OH 63125

American Board of Psychiatry: Child and Adolescent Psychiatry 11/15/2013



Honors and Awards

Unsung Heroes Community Leadership Award, Cleveland Public Library, 01/2020
Teacher of the Year Award, Cleveland Clinic, Child and Adolescent Psychiatry, 06/2019
Teacher of the Year Award, Cleveland Clinic, Child and Adolescent Psychiatry, 06/2017
Gender Equity Award for Pre-Clinical Faculty, CWRU School of Medicine, 05/2016
Scholarship in Teaching Award (CWRU), Development and Implementation of a Cohesive Health Care Systems Curricular Block for Year 1 and Year 2 Medical Students at CCLCM, 03/2014
Michener Leadership Award: Photography Perspective Project, Cleveland Clinic, 05/10/2010
Child and Adolescent Psychiatry Fellowship, Chief, 07/2010-06/2011
Hand Scholar: University of Tennessee College of Medicine, 05/2005
William Carlos Williams Poetry Award, First Place: NEOUCOM, 04/2004
Professionalism Committee, Elected Member, University of Tennessee COM, 2002-2004
Propper Prize in Poetry, First Place: Kenyon College, 05/1996

Membership in Professional Societies

Schools Committee Member, American Academy of Child and Adolescent Psychiatry, 2020-present
American Academy of Child and Adolescent Psychiatry, Member, 2013-present
American Academy of Psychiatry Residency Training Directors, Member, 2014-2020
American Psychiatry Academy, Member, 2016-present
Ohio Psychiatry Physicians' Association, Member, 2016-present

Community Leadership/Service

Better Health Partnership, Youth Mental Health Subcommittee, 2021-present
Woodruff Foundation, Trustee, 2020-present
Youth Risk Behavior Survey, Cuyahoga County, Advisory Board, 2016-present
Friends of Intergenerational Schools, 2018-2022 (chair, 2020-2022)
Near West Intergenerational School, Board of Directors and founding member: 2010-2022
Say Yes to Education Health Integration Task Force (Cleveland Metropolitan School District), 2019-present
Day to Liv: Transition Bridge Program, co-founder, 2017-present
Trainer, Youth Mental Health First Aid, 2017-present
Co-Founder, Near West Eating Cooperative(ly), 2017-2020
Cleveland Youth Suicide Taskforce, 2017-2019
Cleveland Education Compact, Special Education Committee, Member, 2016-2019
Project AWARE (Advancing Wellness and Resilience in Education), Cuyahoga County, Advisory Board, 2017-2019
Healthy Strides (formerly Walk with a Doc), Lutheran Hospital, 2014-2017, 2019

Professional Services

Women Professional Staff Association, executive council member-at-large, 2019-2022
Lakewood City Schools Mental Health and Wellness Task Force, 2018-present
Opioid Prevention and Education Committee, Cleveland Clinic: 2019-2021
Lutheran Hospital Ethics Committee, Cleveland Clinic: 2015-2021
Neurological Institute Education Committee, Cleveland Clinic: 2013-2018
Basic Science Education Committee, Cleveland Clinic Lerner College of Medicine: 2011-2015
Foundations of Clinical Medicine Committee, Cleveland Clinic Lerner College of Medicine, 2011-2015
Anxiety Carepath Development Group, Cleveland Clinic, Department of Child and Adolescent Psychiatry, 2013-2014

Professional Development

Women in Leadership, Neurologic Institute Cohort, Cleveland Clinic. 2020-2022
Program Director Certification Program, Cleveland Clinic Education Institute, 2016-2017
Essentials in Clinical and Classroom Teaching Certification, Cleveland Clinic Education Institute, 2013-2014

Teaching Activities & Administration

Residents/Fellows *Cleveland Clinic*

School Psychiatry Longitudinal Program, Clinical Director: 2014-present

Collaborative Care Clinic, Supervisor (located at Neighborhood Family Practice): 2016-present

Child and Adolescent Psychiatry Didactic Series: 2013-2018

Fellow Longitudinal Clinic, Supervisor: 2012-2017

Develop and teach seminars in psychopathology, clinical care, child development, risk and protective factors of mental health challenges, medical humanities, bioethics: 2012-present

Medical Students *Case Western Reserve University and Cleveland Clinic Lerner College of Medicine*

Mentor, First Generation Medical Student Group, CWRU, 2020-present

Foundations of Medicine Seminars 1 and 2, Co-Director: 2011-2015

Medical Student Longitudinal Clinic, Staff Supervisor: 2015-2016

Medical Students *Ohio University Heritage College of Osteopathic Medicine*

Mentorship and supervision of medical students rotating through psychiatry

Adjunct Clinical Assistant Professor, Department of Specialty Medicine, 2022-2025

Presentations

National

1. Shah L, Wimbiscus M, Carr M, Tucker C, Rappaport N. Helping Students Transition Back to School: Addressing School Avoidance and Absenteeism Through Collaboration. Podium Presentation, Clinical Perspectives. AACAP, October 23-28, 2023, NYC.
2. Sayal A, Grech O, Wimbiscus M. All Hands on Deck: Family Medicine Residency and Child Psychiatry Responding to the Youth Mental Health Crisis through School-Based Collaborative Care. Forum for Behavioral Science in Family Medicine, Milwaukee, WI. September 6-9, 2023.
3. Wimbiscus M, Ripperger-Suhler J, Feuer V, Waldman D, Phelps-Tschang J, Edwards S. Talking to Each Other: Opportunities and Challenges of Care Coordination Between Hospitals, Clinics and Schools. Accepted for Clinical Perspectives in-person presentation, AACAP, Toronto, Canada. October 19, 2022.
4. Alleyne S, Bostic J, Ordonez A, Hoover S, Johnson B, Hamoda H, Lemelle T, Potter M, McWilliams J, Wimbiscus M. Addressing the Child Mental Health Crisis and Mental Health Inequities Through School Consultation: 'Equipping' Child and Adolescent Psychiatrists with a School Consultation Toolbox. Accepted for Member Services Forum in-person presentation, AACAP, Toronto, Canada. October 18, 2022.
5. Wimbiscus M, Carr M, Morio K. Talking to Each Other: The Impact of Care Coordination. Advancing School Mental Health Conference (National Center for School Mental Health), online. October 15, 2021.
6. Hoover S, Bostic J, Joshi S, Ahn M, Ryst E, Ordoñez A, Wilkens K, Allyne S, Wimbiscus M. School Closures and Re-Opening During COVID-19: Considerations for a Child Psychiatrist. AACAP Member Forum, October 22, 2020.
7. Wimbiscus M, Carr M. Spanning Clinical and Educational Boundaries: The Patient Navigator. Advancing School Mental Health Conference (National Center for School Mental Health), online. October 29, 2020.
8. Barber S and Wimbiscus, M. Day to Liv: Transition Bridge Program. Advancing School Mental Health Conference (National Center for School Mental Health), Austin, Texas. 11/7/2019.
9. Esplin B, Wimbiscus, M, Ford P. Advocacy from the Inside/Out: Bioethics, Humanities, and Neurodiversity at American Society of Bioethics and Humanities: Washington DC. 10/6/2016
10. Ahuja V, Austerman J, Wimbiscus M. Exploring the Clinical Diagnosis of Autism, Anxiety, and ADHD. Milestones Autism Conference, Cleveland, Ohio. 6/18/2015
11. Cole C, Kodish R, Wimbiscus M. Interests at Odds. Patient Experience Summit, Cleveland Clinic: 5/18/2015

Ohio

1. Wimbiscus M, Lampl M, Shamblin S. Behavioral Health and School-Based Health Care, panel presentation. Ohio School Based Health Alliance, virtual, 12/13/22.
2. Palumbo C, Bruening L, Carr M, Wimbiscus M. Partnering for Progress: Collaborative Mental Healthcare in Lakewood City Schools. Podium presentation. Ohio School Board Association Conference. Columbus, Ohio. November 7, 2021.

3. Taylor J, Carr M, Wimbiscus M. Patient Navigation and Family Support in Schools: Presented at SUCCESS, Ohio school mental health conference. Hosted by Miami University, Oxford, Ohio. 6/24/20 (virtual).
4. Barber S, Richmond L, Wimbiscus M. Day to Liv: Transition Bridge Program. Presented at SUCCESS, Ohio state school mental health conference. Oxford, Ohio. 6/20/2019
5. Barber S, Richmond L, Wimbiscus M. Day to Liv: Transition Bridge Program. Presented to Ohio Mental Health Network for School Success, Columbus, Ohio. 8/27/2018.

Local

1. Wimbiscus M, Carr M. Spanning Boundaries: The Lakewood Patient Navigator Program. Department of Psychiatry Grand Rounds, Cleveland Clinic, 11/12/2020.
2. Wimbiscus M, Adams S, Khan Z, Larkin C. The Art and Science of Psychopharmacology. Cleveland Metropolitan School District, Department of School Psychology. 2/12/2021 (virtual).
3. Wimbiscus M and Carr M. Spanning Clinical and Ethical Boundaries: The Mental Health Patient Navigator. Grand Rounds, Department of Psychiatry, Cleveland Clinic, Cleveland, Ohio. 11/12/2020 (virtual).
4. Carr M and Wimbiscus M. Care Transition for Youth with Mental Illness in Schools: Lakewood City Schools, Professional Development, Lakewood, Ohio. 5/29/20 (virtual).
5. Penman A and Wimbiscus M. Anxiety Management in Schools: Lakewood City Schools, Professional Development, Lakewood, Ohio. 5/29/20 (virtual).
6. Richmond L and Wimbiscus, M. Adolescent Mental Health in Schools: teacher professional development, St. Ignatius High School, Cleveland, Ohio. 1/10/2020.
7. Barber S, Richmond L, Wimbiscus M. Angst: Panel Discussion. Berea City School District community event. Berea, Ohio. 4/23/19.
8. Richmond L and Wimbiscus M. Anxiety in schools. Teacher and staff Professional Development seminar. Lakewood City Schools, Ohio. 2/15/2019.
9. Wimbiscus M. Coordination with Schools in Healthcare. Neighborhood Family Practice Professional Development Series, Cleveland, Ohio. 1/17/2019.
10. Wimbiscus M et al. Mental Health in Youth, hosted by Lakewood *Alive!* Lakewood city-wide forum, moderator. 11/13/18.
11. Jensen V, Parsons H, Cartaya J, Wimbiscus M. Complexities in Care of Transgender and Gender non-conforming Youth. Grand Rounds, Department of Pediatrics, Cleveland Clinic. 9/11/2018. Presented by GUIDE care team.
12. Wimbiscus M. Mental Health Collaboration in Schools. Project IMPACTT learning collaborative webinar. Cleveland, Ohio. 8/23/2018.
13. Panelist, School Safety Panel: Community Discussion, City of Lakewood, Ohio. Panelist. Hosted by LakewoodALIVE. 4/12/2018.
14. Wimbiscus M. Clinical Strategies for Managing Depression in Primary Care Setting. Neighborhood Family Practice staff development seminar. Cleveland, Ohio. 5/31/2018.
15. Wimbiscus M. Mental Health in Schools: What We Learn from Listening. Presented to Brunswick City Schools psychological services. 12/12/2017.
16. Wimbiscus M, Ford P, Washington M. Advocacy from the Inside/Out. Bioethics Grand Rounds, Cleveland Clinic: Cleveland, Ohio. 10/10/2016.
17. Wimbiscus, M. Management of pediatric ADHD for primary care. Neighborhood Family Practice staff development seminar. Cleveland, Ohio. 3/23/2017.
18. Wimbiscus, M. Management of pediatric depression for primary care. Cleveland Clinic webinar. Cleveland, Ohio. 8/23/2016 and 9/8/2016.
19. Thomas S, Barrett L, Wimbiscus M. Bioethics and Social Media in Medical Training. Pediatrics Grand Rounds, Cleveland Clinic, Cleveland, Ohio. 5/26/2015
20. Wimbiscus M, Malone D. Panel Talk Back following *Johanna: Facing Forward*, Cleveland Public Theater, Cleveland, Ohio. 5/30/2015
21. Herrera M, Menefee L, Richmond L, Wimbiscus M. Building a school psychiatry longitudinal program. Psychiatry Grand Rounds, Cleveland Clinic, Cleveland, Ohio. 6/4/2015
22. Wimbiscus, M. Photography Perspective Project. Child and Adolescent Psychiatry Grand Rounds, Cleveland Clinic. Cleveland, Ohio. 5/26/2011.
23. Wimbiscus M. Environmental Roots of Childhood Mental Illness. Child and Adolescent Psychiatry Grand Rounds, Cleveland Clinic, Cleveland, Ohio. 06/23/2010.
24. Wimbiscus M. Environmental Roots of Mental Illness. Academic Initiative, Cleveland Clinic Department of Psychiatry. 02/04/2009.
25. Wimbiscus M. Duty to Warn. Case Conference, Cleveland Clinic Department of Psychiatry. 12/19/2008.

Poster Presentations

1. Cantu-Weinstein A, Wimbiscus M, Rome E. Perceptions from School Personnel on Adolescents with Parents Experiencing Addiction. AACAP, October 23-28, 2023, NYC
2. Cantu-Weinstein A, Wimbiscus M, Rome E. Perceptions from School Personnel on Adolescents with Parents Experiencing Addiction. Pediatric Research Day. Cleveland Clinic, Cleveland, Ohio. May 24, 2022.
3. Wimbiscus M, Kohn M, Menefee E, Burke K, McBratney J. The Story in Medicine: Dissecting Literature with Literary Experts. Innovations in Medical Education. 3/2/2017
4. Burke K, Menefee E, Wimbiscus M. The Fresh Face of Education: Verbatim Theatre as a Reflective Activity. Innovations in Medical Education. 3/2/2017
5. Wimbiscus M, Menefee E, Burke K. Contemporary Issues in Foundations of Medicine. Innovations in Medical Education. 3/2/2017.
6. Ahuja V, Wimbiscus M. Innovations in Medical Education: Two-year longitudinal interactive course in child and adolescent development. 3/3/2016
7. Richmond E, Wimbiscus M. Innovations in Medical Education poster: School Mental Health Longitudinal Learning Collaborative. 3/3/2016
8. Ford P, Wimbiscus M. Innovations in Medical Education poster: Moral Reasoning Seminar for Medical Trainees. 3/3/2016
9. Wimbiscus M; Falcone T. Psychosis and Violence. Presented at 2010 Annual AACAP Conference; NYC. 10/30/2010.
10. Wimbiscus M, Ikomi J, Falcone T. Once Psychogenic, Always Psychogenic? Presented at Cleveland Consultation Liaison Society Meeting; Cleveland, Ohio. 05/14/2008.
11. Wimbiscus M, Burns S, Pozuelo L. The Case of the Missing Toenails. Presented at Cleveland Consultation-Liaison Society Meeting; Cleveland, OH. 05/16/2007.

Research

1. Wimbiscus M, Carr M, Morio L, Slaughter A. Assessing the effectiveness of the Transition Bridge and Patient Navigator programs for youth with mental illness: a mixed methods analysis (IRB study 20-1334). In conjunction with Miami University, Oxford, Ohio, IRB study protocol ID 01915r. 11/2020-present.
2. Cantu-Weinberg A, Wimbiscus M, Rome E. Identification of Gaps in Teacher Support for Adolescents Affected by Parental Substance Use in Greater Cleveland. Case Western Reserve University (IRB 20210279), 5-2021-present. Publication pending.
3. Wimbiscus, M, Adams S, Falcone T. Mental Wellness and School Health Responses During COVID-19 Quarantine (IRB study 21-451).
4. Herrera M, Menefee L, Kannali R, Wimbiscus M. Improving Collaboration between Schools and Mental Health Care Providers for Collaboration, 03/2015-present. IRB study number 15-358
5. Burke K, Rubin S, Kohn M, Wimbiscus M. Devising Healthy Communities: A Student Learning Experience, 10/2013-06/2014. IRB study number 13-1218
6. Wimbiscus M. Photography Perspective Project: a Longitudinal Arts-Based Program for Teens with Depression; 8/2010-6/2011. IRB study number 10-783

Grants

SAMHSA 4-year Award: Expanding Comprehensive School Mental Health Systems in Northeast Ohio, funded through NEO ESC. (NOFO) # SM-22-017. 12/2022-12/2026.

Peer Reviewed Articles

Cantu-Weinstein, A., Fischer, M., Garb, M. *et al.* Perceptions from School Personnel on the Impact of Disordered Parental Substance Use Among Adolescents. *School Mental Health* (2022).

<https://doi.org/10.1007/s12310-022-09544-z>

Mabel H, Morley G, Jensen VK, Sankary LR, Wimbiscus M, Cartaya J, Rome ES. Clinician and Ethicist Perspectives: Understanding Moral Distress in Gender-Affirming Care for Pediatric Patients. *J Pediatr*. 2022 Jan;240:265-271. doi: 10.1016/j.jpeds.2021.10.059. Epub 2021 Nov 14. PMID: 34788678.

Wimbiscus M, Kostenko O, Malone D. MAOIs: Evaluating their Risks, Benefits, and Lore. *Cleveland Clinic Journal*. January, 2011.

Invited, Non-Peer Reviewed

Barber S, Richmond L, Wimbiscus M. Talking to Each Other. AACAP News. Jan/Feb 2021, 14-17.

Wimbiscus M. 'Photography Perspective Project' Takes Fresh View of Interventions for Adolescent Mood Disorders. Insights, Publication for Behavioral Health: Cleveland Clinic, 2012-13, 14-16.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0306

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making an award on RQ12846 with two providers in the combined amount not-to-exceed \$800,000.00 for general sanitary engineering services, effective upon signature of all parties, for a period of 3 years; authorizing the County Executive to execute Contract Nos. 3784 and 3785 and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Public Works recommends an award on RQ12846 with two providers in the combined amount not-to-exceed \$800,000.00 for general sanitary engineering services, effective upon signature of all parties, for a period of 3 years as follows:

- a) Contract No. 3784 with MS Consultants, Inc in the amount not-to-exceed \$400,000.00; and
- b) Contract No. 3785 with Environmental Design Group in the amount not-to-exceed \$400,000.00; and

WHEREAS, the primary goal of this project is to maximize resources to address emergency infrastructure needs, changes in project schedules and/or ancillary project design/implementation needs; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12846 with two providers in the combined amount not-to-exceed \$800,000.00

for general sanitary engineering services, effective upon signature of all parties, for a period of 3 years as follows:

- a) Contract No. 3784 with MS Consultants, Inc in the amount not-to-exceed \$400,000.00; and
- b) Contract No. 3785 with Environmental Design Group in the amount not-to-exceed \$400,000.00; and

SECTION 2. That the County Executive is authorized to execute Contract Nos. 3784 & 3785 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__

2023 Public Works, Submit & Award to Environmental Design Group and ms consultants, inc. for Sanitary General Engineering Services, RFQ #12846, \$800,000 Total, \$400,000 each vendor.

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. The Department of Public Works is requesting an award and approval of TWO Sanitary General Engineering Services task-order based contracts for the not-to-exceed cost of **\$800,000.00**. Each vendor to be awarded a SEPARATE \$400,000 contract. The anticipated start completion dates will be based on the execution date of this contract, anticipated execution from **11/28/2023– 11/27/2026** for a three-year contract.
2. The primary goal of this contract is to allow the Department of Public Works to maximize our resources (staff & financial) to address emergency infrastructure needs, changes in project schedules, and/or ancillary project design/implementation needs. Basic services may include, but are not limited to, tasks concerning pump stations, sewage force main and general hydraulic design, sanitary/storm sewer and water main design, sanitary/storm rate model studies and development, sewer master plan development and MS4 permitting capabilities.

B. Procurement

- a. The procurement method for this project was RFQ #12846. The total value of the **RFQ is \$800,000.00** for TWO SEPARATE VENDORS at \$400,000.00 each.
- 2a. The RFQ was closed on July 31, 2023. There is a 30% Diversity goal with these Agreements.
- b. There were 58 issued from OPD and Six (6) proposals submitted for review, with TWO vendors selected. Environmental Design Group (SBE set aside) and ms consultants, inc. were selected for \$400,000.00 each contract.

C. Contractor and Project Information

1. The address is:

Environmental Design Group	ms consultants, inc.
2814 Detroit Avenue	425 Literary Avenue
Cleveland, Ohio 44113	Cleveland, Ohio 44113
Council District 7	Council District 7
2. The Project Manager for Environmental Design Group is Dave McCallops, P.E, and for ms consultants, inc. is Craig Mulichak, P.E.
3. These are task-order based contracts that can be located in any of the Council Districts

D. Project Status & Planning

1. These are task order-based contracts for a three-year time period.
2. N/A

E. Funding

1. The project is funded by 100% Sanitary Engineering funds (PW715200-55130)
2. The schedule of payments is by monthly invoice and is task order based.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0307

Sponsored by: County Executive Ronayne/Department of Public Works	A Resolution making an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for a period of 5 years; authorizing the County Executive to execute Contract No. 3793 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Departments of Public Works recommends an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for a period of 5 years; and

WHEREAS, the primary goal of this project is for Professional Design/Engineering, Construction Administration, Construction Inspection and Consulting Services for projects and future Layout Plan for Cuyahoga County Airport; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12393 to C&S Engineers, Inc. in the amount not-to-exceed \$650,000.00 for general engineering services for the Cuyahoga County Airport, effective upon contract signature of all parties, for the period of 5 years.

SECTION 2. That the County Executive is authorized to execute Contract No. 3793 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____

Public Works, 2023, Submit & Award Contract with
C & S Engineers, Inc.
for General Engineering Services for Cuyahoga County Airport
RFQ#12393, \$650,000

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary:

1. Department of Public Works is requesting to submit and award the contract agreement with **C & S Engineers, Inc.** for the General Engineering Services for Cuyahoga County Airport in the amount of **\$650,000.**

The contract term is five years from the signature of all parties (“Effective Date”).

2. The County has determined the need to engage this consultant to perform the primary goal of General Engineering Services for Cuyahoga County Airport.

B. Procurement

- a. The procurement method for this project was RFQ 12393. The total value of the RFQ was for \$650,000.

2a. The RFQ was closed on July 27, 2023

- b. There were 3 proposals submitted for review, and one (1) proposal selected, with **C & S Engineers, Inc.**

- c. There was no DEI goal due to Federal funded reimbursements.

C. Consultant and Project Information

1. The addresses are:

C & S Engineers, Inc.
17401 Lorain Ave., Suite 100
Cleveland, Ohio 44111

2. The C & S Engineers Project Manager is Maria Benovic (216) 325-1844.

D. Project Status & Planning

1. This project is new to the County.

E. Funding

1. The project is funded by 100% County Airport fund. **PW600135-55130**
2. The schedule of payments is by invoice.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0308

Sponsored by: County Executive Ronayne/Department of Housing and Community Development	A Resolution authorizing an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3803 and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department Housing and Community Development recommends an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025; and

WHEREAS, the primary goal of this project is to provide qualifying households with payment to cover the entire or insufficient amounts that the household cannot pay for housing and housing-related costs, such as rental assistance, security deposits and utility deposits; and

WHEREAS, this project is funded by 100% HOME-ARP Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025.

SECTION 2. That the County Executive is authorized to execute Agreement No. 3803 and all documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20__

Vendor Name and address:	Owner, executive director, other (specify):
City of Lakewood 12650 Detroit Ave Lakewood, OH 44107	Meghan F George, Mayor
Vendor Council District:	Project Council District:
District 2	Districts 2 & 3
If applicable provide the full address or list the municipality(ies) impacted by the project.	

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

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

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

100% HOME-ARP Funds

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

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

Provide status of project.

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

Reason:

Timeline:

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

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

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

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

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

HISTORY (see instructions):

Contract 2751 for \$909,459 for Emergency Rental Assistance 10/1/2022 to 12/31/2022.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0309

Sponsored by: County Executive Ronayne/Department of Human Resources	A Resolution making an award on RQ12167 to MedMutual Life Insurance Company in the amount not-to-exceed \$7,690,403.00 for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2024 – 12/31/2027; authorizing the County Executive to execute Contract No. 3828 and all other documents consistent with said award and this Resolution, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Human Resources recommends an award on RQ12167 to MedMutual Life Insurance Company in the amount not-to-exceed \$7,690,403.00 for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2024 – 12/31/2027; and

WHEREAS, the primary goal of this project is to provide group life, voluntary life and accidental death insurance for County employees; and

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

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12167 to MedMutual Life Insurance Company in the amount not-to-exceed \$7,690,403.00 for group life, voluntary life and accidental death insurance for County employees for the period 1/1/2024 – 12/31/2027.

SECTION 2. That the County Executive is authorized to execute Contract No. 3828 and all documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2023; Contract with MedMutual Life Insurance Company for Basic and Voluntary Life Insurance Coverage for County Employees for the period 1/1/2024-12/31/2027 in the amount not-to-exceed \$7,690,403.00.
Department or Agency Name	Human Resources
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3828	MedMutual Life Insurance Company	1/1/2024-12/31/2027	\$7,690,403.00		PENDING

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

As part of the County's Total Rewards, the County provides basic and voluntary life insurance benefits to eligible employees. As part of this, the County is providing \$30,000 in basic life insurance to employees at no cost with discounted life insurance available up to \$500,000 in coverage as part of employee payroll deductions. This is an increase in basic life coverage from \$10,000. The coverage for basic life is the only true cost to the County at \$0.01 per \$1,000 of coverage (\$0.30 PEPM).

In addition, MedMutual Life will provide employees with a true open enrollment where employees that have not elected additional coverage in the past can enroll in up to \$250,000 without providing eligibility of insurability. Voluntary life insurance coverage is paid entirely by employees through payroll deductions with the County as a pass-through.

MedMutual Life also agreed to hold their rates for 4 years, which will help guard against increasing benefits costs for the County.

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

Project Goals, Outcomes or Purpose (list 3):
 The goals of this contract are to continue to provide quality benefits to our employees and their families, increase retention, and improve hiring with our benefits package.

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

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

Vendor Name and address:	Owner, executive director, other (specify):
--------------------------	---

Rev. 7/24/23

MedMutual Life Insurance Company 100 American Rd, Brooklyn, OH 44144	Steven C. Glass, CEO
Vendor Council District:	Project Council District:
03	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 39 / 4	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): (0) DBE (1) SBE (0) MBE (0) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain: <i>As part of the RFP process, vendors were evaluated on more than just price. While MedMutual Life tied for the lowest basic life, which is the only real cost to the County. As for voluntary life, only one vendor was noticeably lower but offered worse terms for our employees, did not offer a true open enrollment as requested, and limited coverage based on employee salaries. MedMutual Life also agreed to lock their rates for 4 years rather than 3. With these factors, both the evaluation team and the County's consultant recommended MedMutual life for award.</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Pricing for basic life was equal with the lowest. Voluntary life, paid by employees, was noticeable higher than the lowest vendor, but as detailed above, terms with MedMutual Life were significantly better for the County and employees.	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related Yes No. If yes, complete section below:

Rev. 7/24/23

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

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

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Provide status of project.	
This is an ongoing service with the current contract expiring 12/31/2023. Rates will be included in the upcoming open enrollment for employee benefits.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline:	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
Previous Contract 1/1/2020-12/31/2022: CE1900413 / CM1203 / CM2248
Original Contract - \$5,400,368.00 – R2019-0280 12/10/2019
Amendment 1 - \$1,871,168.00 – R2022-0408 12/06/2022

Rev. 7/24/23

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0310

Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council	A Resolution authorizing an amendment to Contract No. 3057 (fka Contract No. 2017) with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$1,650,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council recommends an amendment to Contract No. 3057 (fka Contract No. 2017) with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$1,650,000.00; 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 by 100% Health and Human Services Levy Funds; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3057 (fka Contract No. 2017) with Child Care Resource Center of Cuyahoga County dba Starting Point for Out-of-School Time services for youth for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$1,650,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Out of School Time
Department or Agency Name	Family and Children First Council
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
Original	2017	Child Care Resource Center of Cuyahoga County dba Starting Point	1/1/2022 - 12/31/2022	\$1,900,000.00	1/25/2022	R2022-0017
Amendment 1	3057(201 7)	same	1/1/2023 - 12/31/2023	\$1,900,000.00	12/6/2022	Ro00-0449
Amendment 2	3057(201 7)	same	1/1/2024 - 12/31/2024	\$1,650,000.00	pending	pending

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

Requesting approval of an amendment as indicated in the chart above or with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount of \$1,650,000.00 for the period of 01/01/2024-12/31/2024.

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

Serves at least 2,000 youth per year.

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

Project Goals, Outcomes or Purpose (list 3):
 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.

Rev. 7/24/23

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

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

Vendor Name and address: Child Care Resource Center of Cuyahoga County dba Starting Point 4600 Euclid Avenue, STE 500 Cleveland, Ohio 44103	Owner, executive director, other (specify): Nancy Mendez, President and CEO
Vendor Council District: Council District 7	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. A Sole Source was granted for the vendor as they are the only Child Care Resource Center in Northeast as deemed by the State of Ohio. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. None required	<input checked="" type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting (1).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement) Sole Source <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	

Rev. 7/24/23

Are services covered under the original ERP Budget or Project? Yes No, please explain.

Are the purchases compatible with the new ERP system? Yes No, please explain.

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

HHS Levy

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

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

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Provide status of project.

New Service or purchase Recurring service or purchase

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

Reason:

Timeline:

Project/Procurement Start Date (date your team started working on this item):	8/30/2023
Date documents were requested from vendor:	8/30/2023
Date of insurance approval from risk manager:	
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	9/28/2023

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

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

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

HISTORY (see instructions):

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0267

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and declaring the necessity that this Resolution become immediately effective.
---	---

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 Chris Ronayne has nominated Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Kim Shelnick to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 17, 2023

Journal _____
_____, 20__



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

March 24, 2023

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 Council 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 nominate the following individual for reappointment:

- **Kim Shelnick**, 3-year term ending 7/31/2026

Supporting documentation, including biographical information about the nominee are attached for your review.

There are five additional candidates on file that have applied 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive



KIM SHELNICK
Vice President, Human Resources, University Hospitals

Bio

Kim Shelnick is the Vice President, Human Resources for University Hospitals (UH) since January, 2007 and leads Talent Acquisition, Office of Physician Services and Workforce Planning and Development.

UH provides patient-centered care at over 50 locations across Northeast Ohio. It is the second largest private sector employer in the Northeast region with more than 28,000 employees and physicians. University Hospitals' footprint includes our 8-county region, with hospitals in Ashtabula, Cuyahoga, Geauga, Lorain, and Portage counties, and doctors' offices and outpatient clinics in all the targeted eight counties.

Prior to working for University Hospitals, Kim had the opportunity to be in Recruitment Leadership roles at Progressive Insurance for 9 years and was employed within Human Resources at Key Bank for 10 years. She is a member of the Cleveland/Cuyahoga County Workforce Development Board as well as the Strategic Functions sub-committee. Also, Kim is a representative on the Workforce board of NewBridge.

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0288

Sponsored by: County Executive Ronayne/Department of Housing and Community Development	A Resolution authorizing a Purchase & Sale Agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; authorizing the County Executive to execute Agreement No. 3627 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, the County Executive/Department of Housing and Community Development recommends a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; and

WHEREAS, the primary goal for this project is for the sale of property at 3270 Franklin Boulevard, Cleveland, Ohio 44114 to CCLRC Fairview Gardens LLC; and

WHEREAS, this project is revenue generating; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Ohio 44114.

SECTION 2. That the County Executive is authorized to execute Agreement No. 3627 all documents consistent with this contract and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2023
Committee(s) Assigned: Community Development

Journal _____

_____,20____

PURCHASE-RELATED TRANSACTIONS

Title	2023-Department of Housing and Community Development; CCLRC Fairview Gardens LLC; CM3627; Sale of Property at 3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002)
Department or Agency Name	Department of Housing and Community Development
Requested Action	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3627	CCLRC Fairview Gardens LLC	N/A	\$10.00	Pending	Pending

<p>Service/Item Description (include quantity if applicable). Indicate whether <input checked="" type="checkbox"/> New <u>or</u> <input type="checkbox"/> Existing service or purchase.</p> <p>The Department of Housing and Community Development is seeking approval of a contract for the sale of property at 3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002) to CCLRC Fairview Gardens LLC for the amount of \$10.00.</p> <p>Fairview Gardens, a 40-unit senior affordable building located at 3207 Franklin Avenue, was constructed in 2002 on land leased from Cuyahoga County. Ohio City Incorporated assumed the building in 2018 to safeguard homes for nearly 70 low-income seniors and their families in a neighborhood with rapidly diminishing affordable housing options.</p> <p>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement Age of items being replaced: How will replaced items be disposed of?</p> <p>Project Goals, Outcomes or Purpose (list 3):</p> <p>Upon transfer to CCLRC Fairview Gardens LLC, the project will be exempt from property taxes to help secure the building as senior affordable housing in perpetuity.</p> <p>Safeguard homes for nearly 70 low-income seniors and their families in a 40-unit senior affordable building located in a neighborhood with rapidly diminishing affordable housing options.</p> <p>Ohio City Incorporated will continue to work with the City of Cleveland on a payment plan for the building's high taxes, debt service, and upgrade of aging mechanical systems.</p> <p>If a County Council item, are you requesting passage of the item without 3 readings. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Rev. 7/24/23

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
CCLRC Fairview Gardens LLC 812 Huron Road E, Suite 800 Cleveland OH, 44115	Ricardo Leon – Chief Operating Officer
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002)

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT X
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. The transaction follows the blueprint of other Land Trusts in the State of Ohio, including the Columbus Land Trust, which is also closely aligned with the Franklin County Land Bank. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <input checked="" type="checkbox"/> Other Procurement Method, please describe: NONPO – Sale of Property

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

Rev. 7/24/23

Are the purchases compatible with the new ERP system? Yes No, please explain.

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

N/A – Revenue Generating

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

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

Commented [CK1]: Suggestion by MHV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Provide status of project.

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

Reason:

Timeline:

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

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

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

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

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

HISTORY (see instructions):

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	NA
Infor/Lawson PO # Code (if applicable):	NOPO
CM Contract#	3627

	Department initials	Clerk of the Board
Briefing Memo	CF	<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 type="checkbox"/>
---	------------------------------	-----------------------------

OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			N/A	NA
IG#			N/A – under \$10K	GHM
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	NA
Debarment/Suspension Verified	Date:	9/18/2023	CF	GHM
Auditor’s Finding	Date:	9/18/2023	CF	GHM
Vendor’s Submission			N/A	NA
Independent Contractor (I.C.) Requirement	Date:	8/23/23	CF	GHM
Cover - <i>Master contracts only</i>			N/A	NA
Contract Evaluation – <i>if required</i>			N/A	NA
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	NA
Checklist Verification			CF	GHM

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
Agreement/Contract and Exhibits	CF document attached GHM
Matrix Law Screen shot	N/A
COI	N/A
Workers’ Compensation Insurance	N/A

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
N/A				\$
			TOTAL	

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

	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:	NA
CM#:	3627
Vendor Name:	CCLRC Fairview Gardens LLC
ftp:	NA
Amount:	\$10.00
History/CE:	NA
EL:	Needs wet
Procurement Notes:	The Department of Housing and Community Development is seeking approval of a contract for the sale of property at 3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002) to CCLRC Fairview Gardens LLC for the amount

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<p>of \$10.00. Fairview Gardens, a 40-unit senior affordable building located at 3207 Franklin Avenue, was constructed in 2002 on land leased from Cuyahoga County. Ohio City Incorporated assumed the building in 2018 to safeguard homes for nearly 70 low-income seniors and their families in a neighborhood with rapidly diminishing affordable housing options.</p>
--	---

Purchasing Buyer approval: GHM 09/18/2023

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0289

Sponsored by: County Executive Ronayne/Department of Human Resources	A Resolution making an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3670 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
---	--

WHEREAS, the County Executive/Department of Human Resources recommends an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026; and

WHEREAS, the primary goal of this project is to provide assist the County's Workers' Compensation division with management of the program, responding to claims and maintaining best practices; and

WHEREAS, the project is funded 100% Workers' Compensation Administration Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12170 to Sedgwick Claims Management Services in the amount not-to-exceed \$542,500.00 for Workers' Compensation Third Party Administrator services for the period 1/1/2024 – 12/31/2026.

SECTION 2. That the County Executive is authorized to execute Contract No. 3670 and all documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Human Resources; 2023; Sedgwick Claims Management Services, Inc. ; Workers' Compensation Third Party Administration Services for the period 1/1/2024-12/31/2026 in the amount NTE \$542,500.00.
Department or Agency Name	Human Resources
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
(O)	3670	Sedgwick Claims Management Services, Inc.	1/1/2024-12/31/2026	\$542,500.00		Pending

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 Workers' Compensation Third Party Administration is an ongoing service to assist the County's Workers' Compensation division with management of the program, responding to claims, and maintaining best practices.

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

Project Goals, Outcomes or Purpose (list 3):
 The goals of this agreement are to provide consulting services for Workers' Compensation, assist managing claims, and assist in claims hearings.

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

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

Vendor Name and address:	Owner, executive director, other (specify):
5555 Glendon Ct., Dublin, OH 43016	Dave North, CEO
Vendor Council District:	Project Council District:
N/A	Administration in district 07 & County-wide service
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT RQ # if applicable <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	NON-COMPETITIVE PROCUREMENT Provide a short summary for not using competitive bid process.
--	--

Rev. 7/24/23

	*See Justification for additional information.
The total value of the solicitation: \$542,500.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 14/4	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE (10) SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain. Vendor was DEI compliant with good faith effort to meet the goal. No vendor proposals met any portion of the goal.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please explain: Vendor was not the lowest prices but provided the highest scoring proposal despite the low pricing score.	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Vendor's proposal was higher than the other proposals but negotiation following award brought pricing closer, though still higher.	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

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

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

Provide status of project. Existing contract is set to expire 12/31/2023. This award will provide services through 12/31/2026 for this on-going need.	
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23

Reason:	
Use of a third-party administrator (TPA) for Workers' Compensation is an industry standard due to the complexity of the Workers' Compensation claims process. This service allows the County to maintain up-to-date best practices and ensure all claims and responded to and investigated appropriately.	
Timeline:	2/16/2023
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	6/8/2023
Date of insurance approval from risk manager:	8/30/2023
Date Department of Law approved Contract:	8/4/2023
Date item was entered and released in Infor:	8/31/2023
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: N/A	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
Previous Contract CM1840 resulting from RFP# 6058: 1/1/2022-12/31/2023 \$353,500.00 Approved 10/18/2021, BC2021-585

Rev. 7/24/23

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12170
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4189
CM Contract#	3670

	Department initials	Clerk of the Board
Briefing Memo	SW	<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"/>
---	------------------------------	--

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
Final DEI Goal Setting Worksheet	SW	OK
Diversity Documents – <i>if required (goal set)</i>	SW (In Proposal)	OK
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
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	SW	OK
IG# 21-0276-REG	SW	OK
Debarment/Suspension Verified Date: 8/21/2023	SW	OK
Auditor’s Finding Date: 8/21/2023	SW	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement Date: 6/12/2023 9/6/2023	SW	OK (current uploaded 9/6/2023)
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), <i>if required</i> .	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

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW
Workers’ Compensation Insurance	SW
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
01/01/2024-12/31/2024	HR770100	55130			\$178,500.00
01/01/2025-12/31/2025	HR770100	55130			\$182,000.00
01/01/2026-12/31/2026	HR770100	55130			\$182,000.00
			TOTAL		\$542,500.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		6058			
CM Contract#		CM1840			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$353,500.00		12/31/2023 1/1/2022- 12/31/2023	10/18/2021	BC2021-585
	Prior Amendment Amounts (list separately)	\$			
		\$			
	Pending Amendment	\$			
	Total Amendments	\$0.00			
Total Contract Amount	\$353,500.00				

PURCHASING USE ONLY

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions	BC2021-585
CM#:	3670
Vendor Name:	Sedgwick Claims Management Services, Inc.
ftp:	1/1/2024 – 12/31/2026
Amount:	\$542,500.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	8/31/2023: 2024 funds – once agenda item approved, this action will be disapproved until 2024 funds are able to be encumbered and department will need to complete line and send back for approval. Contract not attached; Attach completed new Independent Contractor form, per Purchasing Director e-mail 8/10/2023
Purchasing Buyer’s initials and date of approval	OK, ssp 9/12/2023



Department of Purchasing Tabulation Sheet

Juanita Namontel
6/8/2023

REQUISITION NUMBER: 12170	EVENT: 4189	TYPE: RFP	ESTIMATE: \$570,000.00
CONTRACT PERIOD: 3-yr contract	RFP DUE DATE: May 8, 2023	NUMBER OF RESPONSES (issued/submitted): 14/4	
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Workers' Compensation Third Party Administrator Services		
DIVERSITY GOAL/SBE 10%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1 Matrix Claims Management, LLC 644 Linn Street Suite 900 Cincinnati, Ohio 45203	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> No Department of Purchasing: SSP	SBE / MBE / WBE Subcontractor Name(s): N/A SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 5/9/2023 <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials: Full waiver requested- SS 5/8/2023 Vendor requesting full waiver , per the listing of certified diversity business in my field related to workers compensation.” JW 5/9/2023 Provide list of search for “other” on SBE/MBE/WBE List. No documentation or evidence of additional searches and/or outreach via email/phone to determine with services. Nevertheless, due to unique scope of work/limited number of certified diversity vendors for this scope of work, will accept the search of listing for this RQ only. LL 5/9/2023</p>		
<p>3 Sedgwick Claims Management Services, Inc. 5555 Glendon Court Dublin, Ohio 43016</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0276</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: no)</p>	<p>Subcontractor Name(s): N/A</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p>	<p>AP 6/18/23</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
	Department of Purchasing: SSP	SBE / MBE / WBE Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		
		SBE/MBE/WBE Comply: (Y/N)	<input checked="" type="checkbox"/> Yes LL 5/9/2023 <input type="checkbox"/> No		
		SBE/MBE/WBE Comments and Initials:	Waiver is requested but did not indicate if it is full or partial-SS 5/8/2023. div-3 page 1 and 2 completed, vendor provided additional written statement on Good Faith Effort. Emails to subs included, JW 5/9/2023 LL 5/9/2023.		
4 Sheakley UniService, Inc. One Sheakley Way Cincinnati, Ohio 45246	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP	Subcontractor Name(s):	N/A		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		SBE/MBE/WBE Prime: (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		
		Total %	SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %		

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 5/9/2023		
		SBE/MBE/WBE Comments and Initials:	Waiver is requested, but did not indicate if it is full or partial--SS 5/8/2023 JW 5/9/2023 No reason provided for requesting the waiver. No good faith effort documentation/details provided. LL 5/9/2023		

CONTRACT EVALUATION FORM

Contractor	Sedgwick Claims Management Services, Inc.				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CE1840				
RQ#	6058				
Time Period of Original Contract	1/1/2022-12/31/2023				
Background Statement	Third party administration services in support of the County's Workers' Compensation management.				
Service Description	Sedgwick provides third party administrator services for the County's Workers' Compensation management. These services include consulting on program decisions, best practices, cost estimating, assisting with claims, and supporting claims hearings.				
Performance Indicators	Responsiveness, claims handling, accuracy of information.				
Actual Performance versus performance indicators (include statistics):	Sedgwick is quick to respond, knowledgeable reps, and able to assist when necessary.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)	x				
Justification of Rating	No complaints from staff. Information provided has been exceedingly helpful to date.				
Department Contact	Stephen Witt				
User Department	Human Resources				
Date	8-21-2023				

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0277

Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Job and Family Services	A Resolution making an award on RQ12944 with various providers in the amount not-to-exceed \$1,257,500.00 for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training Program for the period 10/1/2023 – 9/30/2024; 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.
---	--

WHEREAS, the County Executive/Department of Health and Human Services/Division of Job and Family Services recommends an award on RQ12944 with various providers in the amount not-to-exceed \$1,257,500.00 for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training Program for the period 10/1/2023 – 9/30/2024 as follows:

- a) Contract No. 3684 with The Centers for Families and Children in an anticipated amount of \$130,000.00; and
- b) Contract No. 3704 with Cleveland Center for Arts & Technology dba New Bridge Cleveland in an anticipated amount of \$400,000.00; and
- c) Contract No. 3706 with Lutheran Metropolitan Ministry in an anticipated amount of \$150,000.00; and
- d) Contract No. 3707 with Cuyahoga County Public Library in an anticipated amount of \$27,500.00; and
- e) Contract No. 3708 with Towards Employment in an anticipated amount of \$200,000.00; and
- f) Contract No. 3710 with Goodwill Industries of Greater Cleveland in an anticipated amount of \$50,000.00; and
- g) Contract No. 3711 with West Side Catholic Center in an anticipated amount of \$300,000.00; and

WHEREAS, the primary goal of this project is to provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T); and

WHEREAS, the project is funded 100% Federal Food Assistance Employment & Training Fund (FAET); and

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

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

SECTION 1. That the Cuyahoga County Council hereby makes an award on RQ12944 with various providers in the amount not-to-exceed \$1,257,500.00 for Supplemental Nutrition Assistance Program (SNAP) to Skills Employment and Training services for the period 10/1/2023 – 9/30/2024 as follows:

- a) Contract No. 3684 with The Centers for Families and Children in an anticipated amount of \$130,000.00; and
- b) Contract No. 3704 with Cleveland Center for Arts & Technology dba New Bridge Cleveland in an anticipated amount of \$400,000.00; and
- c) Contract No. 3706 with Lutheran Metropolitan Ministry in an anticipated amount of \$150,000.00; and
- d) Contract No. 3707 with Cuyahoga County Public Library in an anticipated amount of \$27,500.00; and
- e) Contract No. 3708 with Towards Employment in an anticipated amount of \$200,000.00; and
- f) Contract No. 3710 with Goodwill Industries of Greater Cleveland in an anticipated amount of \$50,000.00; and
- g) Contract No. 3711 with West Side Catholic Center in an anticipated amount of \$300,000.00; and

SECTION 2. That the County Executive is authorized to execute the master contract and all 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,

PURCHASE-RELATED TRANSACTIONS

Title	RQ12944 – 2023/24 – Multiple Vendors – RFP Master Contract – SNAP to Skills Employment and Training Services
Department or Agency Name	Cuyahoga Job and Family Services
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3684, 3704, 3706, 3707, 3708, 3710, 3711	Multiple Vendors	10/1/2023 - 9/30/2024	\$1,257,500.00	Pending	Pending

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

Cuyahoga Job and Family Services is requesting approval of RFP 12944 master agreement with seven (7) vendors, (The Centers for Families and Children, Cleveland Center for Arts & Technology dba NewBridge Cleveland, Cuyahoga County Public Library, Goodwill Industries of Greater Cleveland, Lutheran Metropolitan Ministry, Towards Employment and West Side Catholic Center) for the **SNAP to Skills Employment and Training Program** in the amount of **\$1,257,500.00** for the time period of 10/1/2023- 9/30/2024.

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

Project Goals, Outcomes or Purpose (list 3):

- To increase the number of SNAP participants who are able to obtain employment at a wage allowing them to sustain their families.
- To increase the rate of SNAP participants retaining employment.
- To provide case management, supportive services, and soft skills training to SNAP participants

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

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

Vendor Name and address:	Owner, executive director, other (specify):
The Centers for Families and Children 4500 Euclid Avenue Cleveland, Ohio 44103	Eric Morse, President & Chief Executive Officer

Vendor Council District: 07	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
Vendor Name and address:	Owner, executive director, other (specify):
Cuyahoga County Public Library 2111 Snow Road Parma, Ohio 44134	Pamela K. Jankowski, Deputy Director – Public Services
Vendor Council District: 04	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
Vendor Name and address:	Owner, executive director, other (specify):
Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. 408 Ninth Street, SW Canton, Ohio 44707	Mark Trew, Vice President of Missions Services
Vendor Council District: N/A	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
Vendor Name and address:	Owner, executive director, other (specify):
Lutheran Metropolitan Ministries 4515 Superior Avenue Cleveland, Ohio 44103	Ian Marks, Vice President of Workforce Development
Vendor Council District: 07	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
Vendor Name and address:	Owner, executive director, other (specify):
Cleveland Center for Arts & Technology dba New Bridge 3634 Euclid Avenue, Suite 100 Cleveland, Ohio 44115	Arman Ochoa, Chief Financial Operator / Chief Operating Officer
Vendor Council District: 07	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
Vendor Name and address:	Owner, executive director, other (specify):
Towards Employment 1255 Euclid Avenue, Suite 300 Cleveland, Ohio 44115	Jill Rizika, Executive Director
Vendor Council District: 07	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide
Vendor Name and address:	Owner, executive director, other (specify):

West Side Catholic Center 3135 Lorain Avenue Cleveland, Ohio 44113	John Litten, Executive Director
Vendor Council District: 07	Project Council District: Serving Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # 12944 <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: July 28, 2023	Provide a short summary for not using competitive bid process. N/A *See Justification for additional information.
The total value of the solicitation: \$2,129,407.50	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received): 65 Sent/ 7 Received	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: N/A	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? N/A	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

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

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

Provide status of project.	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason: N/A	
Timeline: Project/Procurement Start Date (date your team started working on this item):	5/9/2023
Date documents were requested from vendor:	8/30/2023
Date of insurance approval from risk manager:	5/1/2023
Date Department of Law approved Contract:	TBD
Date item was entered and released in Infor:	TBD
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: Initial requisition was not routed correctly which caused us to resubmit the requisition. DCAP was waiting for information for DEI on whether we had to submit anything additional for the goals so that the RFP can finish being created. The person who processes the goals was out on vacation which caused another delay. After trying to find the routing issue, the requisition was submitted incorrect and a new RQ# had to be created which was on 6/14/2023. The final RFP was completed on 6/23/2023. The RFP close date was 7/28/2023. Proposal were ready for pick up and picked up on 7/31/2023. Review time and scoring was completed from 8/2/2023-8/18/2023. Budget breakdown and final scores were sent to Paul bounds on 8/23/2023. Met with Paul Bounds on 8/25/2023 to discuss contracts and who we are awarding. Paul Bounds had to send over a new proposed amount to send out to vendors due to the SNAP E&T budget. Paul Bound sent the recommended budgets on 8/29/2023. Award letters went out to the vendors on 8/30/2023 to request revised budgets. All the revised budgets were received between 9/5/2023-9/8/2023. All documents were upload to the law department and master contract was created on 9/11/2023. Email went out to vendors to return the signed contract on 9/13/2023.	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
O – BC2020-645 – 12/07/2020
A-1 – BC2021-301 – 06/21/2021
A-2 - R2021-0214 – 9/28/2021
A-3 – R2022-0438 – 11/22/2022
A-4 – ION#3 – 6/5/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4572
CM Contract#	3684

SNAP E&T 2023-24- The Centers (1 of 7)	Department initials	Clerk of the Board
Briefing Memo	AL	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION			
Formal RFP			
Reviewed by Purchasing			
SNAP E&T 2023-24- The Centers (1 of 7)		Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)		AL	EB 9/13/2023
Bid Specification Packet		AL	EB 9/13/2023
Final DEI Goal Setting Worksheet		AL	EB 9/13/2023
Diversity Documents – <i>if required (goal set)</i>		N/A	N/A
Award Letter (sent to awarded vendor)		AL	EB 9/13/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	N/A
Tabulation Sheet		AL	EB 9/13/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).		AL	EB 9/13/2023
IG#	12-0785-REG 12-0785-REG 31DEC2023	AL	EB 9/13/2023
Debarment/Suspension Verified	Date: 8.31.2023	AL	EB 9/13/2023
Auditor’s Finding	Date: 8.31.2023	AL	EB 9/13/2023
Vendor’s Submission		AL	EB 9/13/2023
Independent Contractor (I.C.) Requirement	Date: 8.24.23	AL	EB 9/13/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i>	LS	EB 9/13/2023
Contract Evaluation – <i>if required</i>	AL	EB 9/13/2023
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	AL	EB 9/13/2023

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	AL
Matrix Law Screen shot	AL
COI	AL
Workers’ Compensation Insurance	AL
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023- 12/31/2023	HS260195	55130	UCH08397	55130	\$32,500.00
1/1/2024- 9/30/2024	HS260195	55130	UCH08397	55130	\$97,500.00
			TOTAL		\$130,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	12944
CM Contract#	3684

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount (CM#197)	\$481,000.25		10/1/2020-9/30/2021	12/7/2020	BC2020-645
Prior Amendment Amounts (list separately)		\$407,234.00	6/22/2021-9/30/2021	6/21/2021	BC2021-301
		\$1,108,274.00	10/1/2021- 9/30/2022	9/28/2021	R2021-0214
		\$1,441,475.00	10/1/2022- 9/30/2023	11/22/2022	R2022-0438

2 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$0.00	Effective upon signature- 9/30/2023	6/5/2023	ION #3
Pending Amendment					
Total Amendments		\$2,956,983.00			
Total Contact Amount		\$3,437,983.25			
New Contract Action: <i>Master Contract (CM#3684)</i>		\$1,257,500.00	10/1/2023- 9/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	BC2020-645, BC2021-301, R2021-0214, R2022-0438
CM#:	3684
Vendor Name:	The Centers for Families and Children
ftp:	10/1/2023 – 9/30/2024
Amount:	\$130,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Late submittal - We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly. El Barrio & Workforce is a location listed under the Centers for Family & Children
Purchasing Buyer's initials and date of approval	EB 9/13/2023

CONTRACT EVALUATION FORM

Contractor	The Centers for Family and Children								
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM197								
RQ#	RQ# 2259								
Time Period of Original Contract	10/1/2022 – 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> • Assist SNAP clients by providing education and support services • Assist SNAP participants in finding employment by providing job and career services 								
Actual Performance versus performance indicators (include statistics):		Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
	#	175	46			18	39	14.98	76
Rating of Overall Performance of Contractor	Superior	Above Average			Average		Below Average		Poor
Select One (X)				X					
Justification of Rating	The Centers was very successful in getting the clients they had an opportunity to work with employed. Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								
Department Contact	Paul Bounds								
User Department	Job and Family Services								
Date	6/22/2023								

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4572
CM Contract#	3704

SNAP E&T 2023-24 NewBridge 5 of 7	Department initials	Clerk of the Board
Briefing Memo	LC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing
--

SNAP E&T 2023-24 _NewBridge 5 of 7	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	LS	EB 9/13/2023
Bid Specification Packet	LS	EB 9/13/2023
Final DEI Goal Setting Worksheet	LS	EB 9/13/2023
Diversity Documents – <i>if required (goal set)</i>	N/A	N/A
Award Letter (sent to awarded vendor)	LS	EB 9/13/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	LS	EB 9/13/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).	LS	EB 9/13/2023
IG# 21-0181-REG exp. 12.31.2025	LS	EB 9/13/2023
Debarment/Suspension Verified exp. 10.24.2023 Date: 08.24.2023	LS	EB 9/13/2023
Auditor’s Finding exp. 10.24.2023 Date: 08.24.2023	LS	EB 9/13/2023
Vendor’s Submission	LS	EB 9/13/2023
Independent Contractor (I.C.) Requirement exp. 08.25.2024 Date: 08.25.2023	LS	EB 9/13/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i> –	LS	EB 9/13/2023
Contract Evaluation – <i>if required</i>	SM	EB 9/14/2023
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SM	EB 9/13/2023

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	LS
Matrix Law Screen shot	SM
COI exp. 04.23.2024	LS
Workers’ Compensation Insurance exp. 07.01.2024	LS
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023 – 12/1/2023	HS260195	55130	UCH08397	55130	\$100,000.00
01/01/2024 – 09/30/2024	HS260195	55130	UCH08397	55130	\$300,000.00
			TOTAL		\$400,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A				
Infor/Lawson PO# and PO Code (if applicable)	RFP				
Lawson RQ# (if applicable)	12944				
CM Contract#	3704				
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount (CM #1482)	\$481,000.25		10/01/2020-09/30/2021	12/7/2020	BC2020-645
Prior Amendment Amounts (list separately)		\$407,234.00	06/22/2021-09/30/2021	6/21/2021	BC2021-301
		\$1,108,274.00	10/1/2021-09/30/2022	09/28/2021	R2021-0214
		\$1,144,475.00	10/1/2022-09/30/2023	11/22/2022	R2022-0438

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$0.00	Effective upon signature- 9/30/2023	6/5/2023	ION #3
Pending Amendment					
Total Amendments		\$2,956,983.00			
Total Contact Amount		\$3,437,983.25			
New Contract Action: Master Contract (CM #3704)		\$1,257,500.00	10/1/2023-09/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	BC2020-645, BC2021-301, R2021-0214, R2022-0438
CM#:	3704
Vendor Name:	Cleveland Center for Arts & Technology dba New Bridge
ftp:	10/1/2023 – 9/30/2024
Amount:	\$400,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Late submittal - We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly. The total on the exhibit is less due to the 5% county holdback
Purchasing Buyer's initials and date of approval	EB 9/14/2023

CONTRACT EVALUATION FORM

Contractor	NewBridge								
Current Contract History: CE/AG# (if applicable) Infor/Laws on PO#: RQ#	CM210								
Time Period of Original Contract	10/1/2022 – 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> • Assist SNAP clients by providing education and support services • Assist SNAP participants in finding employment by providing job and career services 								
Actual Performance versus performance indicators (include statistics):		Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
	#	51	10				2	15.50	
Rating of Overall Performance of Contractor	Superior		Above Average		Average		Below Average		Poor
Select One (X)					X				
Justification of Rating	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								
Department Contact	Paul Bounds								

User Department	Job and Family Services
Date	6/22/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4572
CM Contract#	3707

SNAP E&T 2023-24- CCPL (2 of 7)	Department initials	Clerk of the Board
Briefing Memo	SM	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
SNAP E&T 2023-24- CCPL (2 of 7)			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			AL	EB 9/13/2023
Bid Specification Packet			AL	EB 9/13/2023
Final DEI Goal Setting Worksheet			AL	EB 9/13/2023
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			AL	EB 9/13/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			AL	EB 9/13/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			AL	EB 9/13/2023
IG#			N/A- Gov’t Entity	N/A– Govt Entity
Debarment/Suspension Verified	Date:	8.31.2023	AL	EB 9/13/2023
Auditor’s Finding	Date:	8.31.2023	AL	EB 9/13/2023
Vendor’s Submission			AL	EB 9/13/2023
Independent Contractor (I.C.) Requirement	Date:		N/A- Gov’t Entity	N/A-Govt Entity

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i>	AL	EB 9/13/2023
Contract Evaluation – <i>if required</i>	AL	EB 9/13/2023
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	AL	EB 9/13/2023

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	AL
Matrix Law Screen shot	AL
COI	AL
Workers’ Compensation Insurance	AL
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023- 12/31/2023	HS260195	55130	UCH08397	55130	\$6,875.00
1/1/2024- 9/30/2024	HS260195	55130	UCH08397	55130	\$20,625.00
			TOTAL		\$27,500.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	12944
CM Contract#	3707

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount (CM#1483)	\$481,000.25		10/1/2020-9/30/2021	12/7/2020	BC2020-645
Prior Amendment Amounts (list separately)		\$407,234.00	6/22/2021-9/30/2021	6/21/2021	BC2021-301
		\$1,108,274.00	10/1/2021- 9/30/2022	9/28/2021	R2021-0214
		\$1,441,475.00	10/1/2022- 9/30/2023	11/22/2022	R2022-0438

2 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$0.00	Effective upon signature- 9/30/2023	6/5/2023	ION #3
Pending Amendment					
Total Amendments		\$2,956,983.00			
Total Contact Amount		\$3,437,983.25			
New Contract Action: <i>Master Contract (CM#3707)</i>		\$1,257,500.00	10/1/2023- 9/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	BC2020-645, BC2021-301, R2021-0214, R2022-0438
CM#:	3707
Vendor Name:	Cuyahoga County Public Library
ftp:	10/1/2023 – 9/30/2024
Amount:	\$27,500.00
History/CE:	OK
EL:	OK
Procurement Notes:	Late submittal - We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly. Amount in exhibit is minus 5% county holdback charge
Purchasing Buyer's initials and date of approval	EB 9/13/2023

CONTRACT EVALUATION FORM

Contractor	Cuyahoga County Public Library								
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM1483								
RQ#	RQ# 2259								
Time Period of Original Contract	10/1/2022 – 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> • Assist SNAP clients by providing education and support services • Assist SNAP participants in finding employment by providing job and career services 								
Actual Performance versus performance indicators (include statistics):		Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
	#	45	2			2	1	17.00	4
Rating of Overall Performance of Contractor	Superior		Above Average		Average		Below Average		Poor
Select One (X)					X				
Justification of Rating	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								
Department Contact	Paul Bounds								
User Department	Cuyahoga Job and Family Services								
Date	6/22/2023								

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4572
CM Contract#	3710

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered in incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being properly routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
SNAP E & T - Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. (3 Of 7)			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			LC	EB 9/13/2023
Bid Specification Packet			LC	EB 9/13/2023
Final DEI Goal Setting Worksheet			LC	EB 9/13/2023
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			LC	EB 9/13/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			LC	EB 9/13/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			LC	EB 9/13/2023
IG#	21-0095-REG 31DEC2025		LC	EB 9/13/2023
Debarment/Suspension Verified	Date:	8/24/2023	LC	EB 9/13/2023
Auditor’s Finding	Date:	8/24/2023	LC	EB 9/13/2023
Vendor’s Submission			LC	EB 9/13/2023
Independent Contractor (I.C.) Requirement	Date:	8/24/2023	LC	EB 9/13/2023
Cover - <i>Master contracts only</i>			LC	EB 9/13/2023
Contract Evaluation – <i>if required</i>			LC	EB 9/13/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	LC	EB 9/13/2023

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	LC
Matrix Law Screen shot	DA
COI	LC
Workers' Compensation Insurance	LC
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023 – 12/31/2023	HS260195	55130	UCH08397	55130	\$12,500.00
1/1/2024 – 09/30/2024	HS260195	55130	UCH08397	55130	\$ 37,500.00
			TOTAL		\$50,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		12944			
CM Contract#		3710			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$481,000.25		10/1/2020-9/30/2021	12/7/2020	BC2020-645
	Prior Amendment Amounts (list separately)	\$407,234.00	6/22/2021-9/30/2021	6/21/2021	BC2021-301
		\$1,108,274.00	10/1/2021- 9/30/2022	9/28/2021	R2021-0214
		\$1,441,475.00	10/1/2022- 9/30/2023	11/22/2022	R2022-0438
		\$0.00	Effective upon signature – 9/30/2023	6/5/2023	ION #3

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Pending Amendment				
	Total Amendments	\$2,956,983.00			
Total Contact Amount	\$3,437,983.25				
New Contract Action: Master Contract (CM#3710)	\$1,257,500.00		10/1/2023 – 09/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	BC2020-645, BC2021-301, R2021-0214, R2022-0438
CM#:	3710
Vendor Name:	Goodwill Industries of Greater Cleveland and East Central Ohio, INC
ftp:	10/1/2023 – 9/30/2024
Amount:	\$50,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Late Submittal -We attempted to issue the RFP earlier in the process, but the original requisition request was entered in incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly. Amount on exhibit(agreement) is less than the amount listed on checklist due to county holdback on \$49,541
Purchasing Buyer’s initials and date of approval	EB 9/13/2023

CONTRACT EVALUATION FORM

Contractor	Goodwill Industries								
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM#1484								
RQ#	RQ2259								
Time Period of Original Contract	10/1/2022 – 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> • Participants who achieve education, training, or employment at exit from the program (50.9%); • Participants who maintain education, training, or employment at the 2nd quarter after program exit (69.0%) • Credential attainment (34.0%) • Measurable skills gains (14.4%) 								
Actual Performance versus performance indicators (include statistics):		Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
	#	27	10			4	11	12.80	4
Rating of Overall Performance of Contractor	Superior		Above Average		Average		Below Average		Poor
Select One (X)					X				
Justification of Rating	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								

Department Contact	Paul Bounds
User Department	Job and Family Services
Date	6/22/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4347
CM Contract#	3706

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			DA	EB 9/13/2023
Bid Specification Packet			DA	EB 9/13/2023
Final DEI Goal Setting Worksheet			DA	EB 9/13/2023
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			DA	EB 9/13/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			DA	EB 9/13/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			DA	EB 9/13/2023
IG#	21-0372-REG 31DEC2025		SM	EB 9/13/2023
Debarment/Suspension Verified	Date:	9/1/23	DA	EB 9/13/2023
Auditor’s Finding	Date:	9/1/23	DA	EB 9/13/2023
Vendor’s Submission			DA	EB 9/13/2023
Independent Contractor (I.C.) Requirement	Date:	8/24/23	DA	EB 9/13/2023
Cover - <i>Master contracts only</i>			DA	EB 9/13/2023
Contract Evaluation – <i>if required</i>			DA	EB 9/13/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	DA	EB 9/13/2023

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	DA
Matrix Law Screen shot	DA
COI	DA
Workers’ Compensation Insurance	DA
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023-12/31/2023	HS260195	55130	UCH08397	55130	\$ 37,500.00
1/1/2024-09/30/2024	HS260195	55130	UCH08397	55130	\$ 112,500.00
			TOTAL		\$150,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)	N/A
Infor/Lawson PO# and PO Code (if applicable)	RFP
Lawson RQ# (if applicable)	12944
CM Contract#	3706

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount (CM#186)	\$481,000.25		10/1/2020-9/30/2021	12/7/2020	BC2020-645
Prior Amendment Amounts (list separately)		\$407,234.00	6/22/2021-9/30/2021	6/21/2021	BC2021-301
		\$1,108,274.00	10/1/2021-9/30/2022	9/28/2021	R2021-0214

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$1,441,475.00	10/1/2022- 9/30/2023	11/22/2022	R2022-0438
		\$0.00	Effective upon signature- 9/30/2023	6/5/2023	ION #3
Pending Amendment					
Total Amendments		\$2,956,983.00			
Total Contact Amount		\$3,437,983.25			
New Contract Action: <i>Master Contract (CM#3706)</i>		\$1,257,500.00	10/1/2023- 9/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	BC2020-645, BC2021-301, R2021-0214, R2022-0438
CM#:	3706
Vendor Name:	Lutheran Metropolitan Ministry
ftp:	10-1-2023 – 9/30/2024
Amount:	\$150,000.00
History/CE:	Ok
EL:	Ok
Procurement Notes:	Late submittal -Field buyer attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and the requisition entered in correctly. Reimbursement total is 5% less on signed agreement, the difference is 5% county holdback
Purchasing Buyer's initials and date of approval	EB 9/13/2023

CONTRACT EVALUATION FORM

Contractor	Lutheran Metropolitan Ministries								
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM#186								
RQ#	RQ2259								
Time Period of Original Contract	10/1/2022 – 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> ● Assist SNAP clients by providing education and support services ● Assist SNAP participants in finding employment by providing job and career services 								
Actual Performance versus performance indicators (include statistics):		Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
	#	20	6			2	0		
Rating of Overall Performance of Contractor	Superior	Above Average		Average		Below Average		Poor	
Select One (X)				X					
Justification of Rating	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								

Department Contact	Paul Bounds
User Department	Job and Family Services
Date	6/22/2023

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4572
CM Contract#	3708

SNAP E&T 2023-24 Towards Employment CJFS 6 of 7	Department initials	Clerk of the Board
Briefing Memo	LC	<input type="checkbox"/>

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION					
Formal RFP					
Reviewed by Purchasing					
SNAP E&T 2023-24_Towards Employment_CJFS6 of 7				Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)				LS	OK AJ 9/13/2023
Bid Specification Packet				LS	OK AJ 9/13/2023
Final DEI Goal Setting Worksheet				LS	OK AJ 9/13/2023
Diversity Documents – <i>if required (goal set)</i>				N/A	N/A
Award Letter (sent to awarded vendor)				LS	OK AJ 9/13/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>				N/A	N/A
Tabulation Sheet				LS	OK AJ 9/13/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).				LS	OK AJ 9/13/2023
IG#	12-2802-REG exp. 12.31.2024			LS	OK AJ 9/13/2023
Debarment/Suspension exp. 10.24.2023	Verified	Date:	08.24.2023	LS	OK AJ 9/13/2023 dated within 60 days
Auditor’s Finding exp. 10.24.2023		Date:	08.24.2023	LS	OK AJ 9/13/2023 dated within 60 days

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission		LS	OK AJ 9/13/2023
Independent Contractor (I.C.) Requirement exp. 08.24.2024	Date: 08.24.2024	LS	OK AJ 9/13/2023 dated within 1 year
Cover - <i>Master contracts only</i>		LS	OK AJ 9/13/2023
Contract Evaluation – <i>if required</i>		SM	OK AJ 9/13/2023
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		LS	OK AJ 9/13/2023

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	LS
Matrix Law Screen shot	SM
COI exp. 06.01.2024	LS
Workers’ Compensation Insurance exp.07.01.2024	LS
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023 – 12/1/2023	HS260195	55130	UCH08397	55130	\$50,000.00
01/01/2024 – 09/30/2024	HS260195	55130	UCH08397	55130	\$150,000.00
			TOTAL		\$200,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		12944			
CM Contract#		3708			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount (CM #210)	\$481,000.25		10/01/2020-09/30/2021	12/7/2020	BC2020-645
Prior Amendment Amounts (list separately)		\$407,234.00	06/22/2021-09/30/2021	6/21/2021	BC2021-301

2 | Page

Revised 7/28/2022

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

		\$1,108,274.00	10/1/2021-09/30/2022	09/28/2021	R2021-0214
		\$1,144,475.00	10/1/2022-09/30/2023	11/22/2022	R2022-0438
		\$0.00	Effective upon signature- 9/30/2023	6/5/2023	ION #3
Pending Amendment					
Total Amendments		\$2,956,983.00			
Total Contact Amount		\$3,437,983.25			
New Contract Action: Master Contract (CM #3708)		\$1,257,500.00	10/1/2023-09/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3708
Vendor Name:	Towards Employment
ftp:	10/01/2023 – 09/30/2024
Amount:	\$200,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer's initials and date of approval	AJ 9/13/2023

CONTRACT EVALUATION FORM

Contractor	Towards Employment								
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM1482								
RQ#	RQ# 2259								
Time Period of Original Contract	10/1/2022 – 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> • Assist SNAP clients by providing education and support services • Assist SNAP participants in finding employment by providing job and career services 								
Actual Performance versus performance indicators (include statistics):		Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
	#	190	35			35	5	15.50	33
Rating of Overall Performance of Contractor	Superior		Above Average		Average		Below Average		Poor
Select One (X)					X				
Justification of Rating	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								
Department Contact	Paul Bounds								
User Department	Job and Family Services								
Date	6/22/2023								

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12944
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4572
CM Contract#	3711

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

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	We attempted to issue the RFP earlier in the process, but the original requisition request was entered in incorrectly causing it to not route properly. We realized this after about a week and had the requisition entered in correctly.	
What is being done to prevent this from reoccurring?	We need to ensure that the requestor understands to enter the requisition in with the proper PO code and to follow up earlier to ensure it is being properly routed correctly. We have been directed to the requisitions report in Infor Lawson to track requisitions in the future.	

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

FULL AND OPEN COMPETITION				
Formal RFP				
Reviewed by Purchasing				
SNAP E & T - West Side Catholic Center (7 of 7)			Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)			LC	OK AJ 9/14/2023
Bid Specification Packet			LC	OK AJ 9/14/2023
Final DEI Goal Setting Worksheet			LC	OK AJ 9/14/2023
Diversity Documents – <i>if required (goal set)</i>			N/A	N/A
Award Letter (sent to awarded vendor)			LC	OK AJ 9/14/2023
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			LC	OK AJ 9/14/2023
Evaluation with Scoring Summary (<i>Names of evaluators to be included, must have minimum of three evaluators</i>).			LC	OK AJ 9/14/2023
IG#	12-2979-REG 31DEC2023		LC	OK AJ 9/14/2023
Debarment/Suspension Verified	Date:	8/24/2023	LC	OK AJ 9/14/2023 dated within 60 days
Auditor’s Finding	Date:	8/24/2023	LC	OK AJ 9/14/2023 dated within 60 days

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor’s Submission		LC	OK AJ 9/14/2023
Independent Contractor (I.C.) Requirement	Date: 9/13/2023	LC	OK AJ 9/14/2023 dated within 1 year
Cover - <i>Master contracts only</i>		LC	OK AJ 9/14/2023
Contract Evaluation – <i>if required</i>		LC	OK AJ 9/14/2023
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		LC	OK AJ 9/14/2023

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	LC
Matrix Law Screen shot	SM
COI (cyber address needs updating)	LC
Workers’ Compensation Insurance	LC
Performance Bond, if required per RFP	N/A

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
10/1/2023 – 12/31/2023	HS260195	55130	UCH08397	55130	\$75,000.00
01/01/2024 – 09/30/2024	HS260195	55130	UCH08397	55130	\$225,000.00
			TOTAL		\$300,000.00

CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)		RFP			
Lawson RQ# (if applicable)		12944			
CM Contract#		3711			
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
Original Amount	\$481,000.25		10/1/2020-9/30/2021	12/7/2020	BC2020-645
		\$407,234.00	6/22/2021-9/30/2021	6/21/2021	BC2021-301

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	Prior Amendment Amounts (list separately)	\$1,108,274.00	10/1/2021- 9/30/2022	9/28/2021	R2021-0214
		\$1,441,475.00	10/1/2022- 9/30/2023	11/22/2022	R2022-0438
		\$0.00	Effective upon signature – 9/30/2023	6/5/2023	ION #3
	Pending Amendment				
	Total Amendments	\$2,956,983.00			
Total Contact Amount	\$3,437,983.25				
New Contract Action: Master Contract (CM#3711)	\$1,257,500.00		10/1/2023 – 09/30/2024	Pending	Pending

PURCHASING USE ONLY

Prior Resolutions	
CM#:	3711
Vendor Name:	West Side Catholic Center
ftp:	10/01/2023 – 09/30/2024
Amount:	\$300,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 9/14/2023

CONTRACT EVALUATION FORM

Contractor	West Side Catholic Center								
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM1485								
RQ#	RQ# 2259								
Time Period of Original Contract	10/1/2022- 9/30/2023								
Background Statement	Cuyahoga County's SNAP to Skills implements a 3rd party partner model that leverages non-federal funds used for employment, training, and supportive services to FAET recipients for up to 50% reimbursement by community-based organizations and community colleges. This model promotes growth, expansion and sustainability of much needed services and programs for FAET recipients.								
Service Description	To provide high quality employment and training services to Supplemental Nutrition Assistance Program (SNAP) recipients and enhance participation in the SNAP Employment and Training program (SNAP E&T)								
Performance Indicators	<ul style="list-style-type: none"> • Assist SNAP clients by providing education and support services • Assist SNAP participants in finding employment by providing job and career services 								
Actual Performance versus performance indicators (include statistics):	#	Referred	Components Completed	Completed ESOL, GED or Basic Ed	Received Credential or Certificate	Completed Program	Employed	Avg. Hourly Wage	Dropped/Stopped Attending
		53	9			9	6	13.87	2
Rating of Overall Performance of Contractor	Superior		Above Average		Average		Below Average		Poor
Select One (X)					X				
Justification of Rating	Provider is currently below projected expectations of program. It is estimated that the provider will be able to adjust operations for the remaining part of year, to meet the program expectations. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.								
Department Contact	Paul Bounds								
User Department	Job and Family Services								
Date	6/22/2023								



Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 12944 Event #4572	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$2,129,407.50
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: July 28, 2023	NUMBER OF RESPONSES (issued/submitted): 65/7
REQUESTING DEPARTMENT: Job and Family Services	COMMODITY DESCRIPTION: SNAP to Skills Employment and Training	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB: Low Non-CCBB Bid\$:	Add 2%, Total is:
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBEIP: Low Non-CCBEIP Bid \$:	Add 2%, Total is:
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$	Minus \$, =
PRICE PREF % & \$ LIMIT:	MAX SBE/MBE/WBE PRICE PREF \$	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
1. Cleveland Public Library 2111 Snow Rd. Parma, OH 44134		N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: N/A (gov't) 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	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 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)
			PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 7/31/2023			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.	Goodwill Industries of Greater Cleveland & East Central Ohio, Inc. 408 Ninth Street, SW Canton, OH 44707	N/A	OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0095-REG	<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):		<input 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"/> Yes Response: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 7/31/2023			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. Lutheran Metropolitan Ministry 4515 Superior Ave. Cleveland, OH 44103		N/A	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0372-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> No OPD Buyer Initials: AJ 7/31/2023	<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 type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

5.	Bidder's / Vendors Name and Address The Centers 4500 Euclid Ave Cleveland, OH 44103	Bid Bond / Check 	Actual Bid Amount (enter "N/A" if RFP or RFQ) N/A	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-0785-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> No OPD Buyer Initials: AJ 7/31/2023	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered 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:	Dept. Tech. Review 	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
----	--	--------------------------	--	--	---	--	--	----------------------------	---

Transaction ID:

6.	Towards Employment 3301 St. Clair Ave. Cleveland, OH 44114	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ) N/A	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2802-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes* Response: <input checked="" type="checkbox"/> N/A (No declaration given) OPD Buyer Initials: AJ 7/31/2023	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered 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:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
----	--	---------------------	---	--	--	--	---	--------------------	--

Transaction ID:

7.	West Side Catholic Center 3135 Lorain Ave Cleveland, OH 44113	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ) N/A	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-2979-REG NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes COOP: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes OPD Buyer Initials: AJ 7/31/2023	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered 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:	Dept. Tech. Review	Award: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No
----	---	------------------	--	--	---	--	---	--------------------	---

Transaction ID:

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0291

<p>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, to change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$775,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
--	--

WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, change the terms effective upon contract signature of all parties and for additional funds in the amount not-to-exceed \$775,000.00; and

WHEREAS, the primary goals for this project are to (1) provide shelter for single adult men, located at 2100 Lakeside Avenue, (2) provide shelter, meals, access to laundry and services to link men with employment, and (3) facilitate the provision of overflow shelter services for single men and families; and

WHEREAS, this project is funded 100% General Fund - American Rescue Plan Act Revenue Replacement (ARPA)/Provision of Government Services; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3013 with Lutheran Metropolitan Ministry for operations and case management services for a 400-bed Men’s Emergency Shelter, located at 2100 Lakeside Avenue, Cleveland, and for facilitation and coordination of overflow shelter services for single adults and families at various locations for the period 1/1/2023 – 12/31/2023, to extend the time period to 12/31/2024, change the terms effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$775,000.00.

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

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

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 10, 2023
Committee(s) Assigned: Health, Human Services & Aging

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	OHS; Lutheran Metropolitan Ministry; RQ 10456; 2023 Amendment 2; Emergency Shelter for Single Adult Men and Overflow Shelter Services for Single Adults and Families
Department or Agency Name	Office of Homeless Services
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue <input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3013	Lutheran Metropolitan Ministry	1/1/23 – 8/19/23	\$2,231,638	2/28/23	R2023-0038
A-1	3013	Lutheran Metropolitan Ministry	8/20/23 – 12/31/23	\$1,575,000	8/8/23	R2023-0220
A-2	3013	Lutheran Metropolitan Ministry	Execution – 12/31/24	\$750,000	pending	

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

Requesting approval of an amendment as described above.

Lutheran Metropolitan Ministry (LMM) operates the Emergency Shelter for Single Adult Men, located at 2100 Lakeside Avenue. Shelter, meals, access to laundry, and services to link men with employment and housing are provided 365 days/year. LMM also facilitates the provision of overflow shelter services for single individuals and families in partnership with community providers.

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

Project Goals, Outcomes or Purpose (list 3):

- Operate an emergency shelter for single adult men, located at 2100 Lakeside Avenue, in accordance with continuum of care shelter standards
- Provide shelter, meals, access to laundry, and employment/housing services linkages
- Facilitate the provision of overflow shelter services for single men and families in partnership with community providers

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

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

Vendor Name and address:	Owner, executive director, other (specify):
--------------------------	---

Rev. 7/24/23

Lutheran Metropolitan Ministry 4515 Superior Avenue Cleveland, Ohio 44103	Maria Foschia, executive director
Vendor Council District: 7	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	2100 Lakeside Ave Cleveland, OH 44114

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process. Amendment on contract that allows for an extension. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): (0) DBE (0) SBE (0) MBE (0) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <i>RFP 10456, which closed 9/12/2022</i> <input type="checkbox"/> Other Procurement Method, please describe:

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

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). <i>Include % if more than one source.</i> General Fund – ARPA Revenue Replacement/Provision of Government Services.

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Rev. 7/24/23

Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

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

HISTORY (see instructions):
N/A – see table on page 1

Rev. 7/24/23

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8737
Buyspeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	3013

	Department	Clerk of the Board
Briefing Memo	ER	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment 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 type="checkbox"/> X
---	------------------------------	-------------------------------

Contract Amendments Reviewed by Purchasing				
Lutheran Metropolitan Ministry			Department initials	Purchasing
Justification Form			ER	
IG#	21-0372-REG 31DEC2025		ER	
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	
Debarment/Suspension Verified	Date:	8/22/23	ER	
Auditor’s Finding	Date:	8/22/23	ER	
Independent Contractor (I.C.) Requirement	Date:	8/26/23	ER	
Cover - <i>Master amendments only</i>			N/A	
Contract Evaluation			ER	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	
Checklist Verification			ER	

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	ER
Matrix Law Screenshot	ER
COI	ER
Workers’ Compensation Insurance	ER
Original Executed Contract (containing insurance terms) & all executed amendments	ER

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
Upon execution-12/31/2023	FS100500	55130	FS-21-ARP-LFRF	\$775,000.00
1/1/2023 – 12/31/2024	FS100500	55130	FS-21-ARP-LFRF	\$0.00
			TOTAL	\$775,000.00

Contract History CE/AG# (if applicable)	
Infor/Lawson PO# Code (if applicable)	RFP
Lawson RQ# (if applicable)	10456
CM Contract#	3013

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$2,231,638.00		1/1/23 – 8/19/23	2/28/23	R2023-0038
Prior Amendment Amounts (list separately)		\$1,575,000.00	8/20/23 – 12/31/23	8/8/23	R2023-0220
		\$			
		\$			
Pending Amendment		\$775,000.00	pending	N/A	N/A
Total Amendments		\$2,350,000.00			
Total Contact Amount		\$4,581,638.00			

Purchasing Use Only:

Prior Resolutions:	
Amend:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	

CONTRACT EVALUATION FORM

Contractor	Lutheran Metropolitan Ministry				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	3013				
RQ#	10456				
Time Period of Original Contract	1/1/23 – 8/19/23				
Background Statement	RFP 10456 for Homeless Continuum of Care services was issued in 2022 and Lutheran Metropolitan Ministry (LMM) was awarded a contract to provide shelter services for single adults as well as overflow shelter services.				
Service Description	LMM manages the single adult men’s emergency shelter 24/7 as well as overflow shelter for single adults and families.				
Performance Indicators	Number of people assisted annually; exits to permanent housing.				
Actual Performance versus performance indicators (include statistics):	LMM served approximately 3,000 unduplicated persons in 2022; 13% of those who exited the shelter left to a permanent housing option.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	LMM effectively provides emergency shelter to a very high-barrier population and overflow shelter services across the homeless continuum of care.				
Department Contact	Melissa Sirak				
User Department	Office of Homeless Services				
Date	8/22/23				

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0292

Sponsored by: County Executive Ronayne/Board of Elections	A Resolution; (i) authorizing the County Executive, to execute the Memorandum of Understanding among Cuyahoga County, Cuyahoga County Board of Elections, and the Ohio Department of Administrative Services, in connection with the funding for the purchase of electronic pollbooks and other necessary equipment; and (ii) authorizing a state contract term Purchase Agreement with Tenex Software Solutions, Inc., in an amount not-to-exceed \$1,046,283.00 for the purchase of electronic pollbooks and other necessary equipment; authorizing the County Executive to execute all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Board of Elections recommends (i) entering into a Memorandum of Understanding among Cuyahoga County, Cuyahoga County Board of Elections, and the Ohio Department of Administrative Services, in connection with the funding for the purchase of electronic pollbooks and other necessary equipment; and (ii) entering into a state contract term Purchase Agreement with Tenex Software Solutions, Inc., in an amount not-to-exceed \$1,046,283.00 for the purchase of electronic pollbooks and other necessary equipment; and

WHEREAS, the primary goals of this project is to (i) clarify the process of selecting, purchasing and funding electronic pollbooks and other necessary equipment, and ii) the purchase 1,450 electronic pollbooks, software licenses, hardware, and maintenance and support for use by the Board of Election; and

WHEREAS, this project is funded as follows: \$1,046,283.00 from the General Fund, to be reimbursed in an amount up to \$821,449.00 by State 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 entering into a Memorandum of Understanding among Cuyahoga County, Cuyahoga County Board of Elections, and the Ohio Department of Administrative Services, in connection with the funding for the purchase of electronic pollbooks and other necessary equipment; and (ii) entering into a state contract term Purchase Agreement with Tenex Software Solutions, Inc., in an amount not-to-exceed \$1,046,283.00 for the purchase of electronic pollbooks and other necessary equipment

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

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

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

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

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Replacement Electronic Pollbooks
Department or Agency Name	Cuyahoga County Board of Elections
Requested Action	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

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

Service/Item Description (include quantity if applicable). Indicate whether New or Existing service or purchase.
 Authorization for the Director to enter into a Memorandum of Understanding with the Secretary of State's Office (SOS) and County Council and County Executive for the purchase of Tenex Software Solutions electronic pollbook systems pursuant to SOS Advisory 2023-03.

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

Project Goals, Outcomes or Purpose (list 3): The County will have the most up to date equipment required to complete elections.

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

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

Vendor Name and address: Tenex Software Solutions	Owner, executive director, other (specify):
5021 W. Laurel St. Tampa Fl, 33607	Ravi Kallem
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

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

	*See Justification for additional information.
The total value of the solicitation: 1, 046,283.00	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input checked="" type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input checked="" type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

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

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
General Fund
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if "no" please explain): State award and county obligation for any funds over the state provided amount, will need appropriation then County will be reimbursed 85% of total cost.
Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

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

Rev. 7/24/23

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

HISTORY (see instructions):

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	EXTB
Event #	NA
PO# (if not a contact)	PENDING
CM Contract#	NA

I certify that I have followed the current purchasing policies and procedures and no items being purchased under this requisition have been ordered or received.

	Department	Clerk of the Board
Briefing Memo	LMH	CMK

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

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

EXTERNAL BOARD				
Required Documents for All Purchases				
Reviewed by Purchasing				
			Department initials	Purchasing
IG# - Expires 12/31/25			VJR	GHM
Debarment	Date:	10/4/23	VJR	GHM
Auditor’s Finding	Date:	10/4/23	VJR	GHM
Vendor’s Submission * (or BSO Bid Tabulation)			VJR	GHM
Independent Contractor (I.C.) Requirement	Date:	10/4/23	VJR	GHM
Checklist			VJR	GHM

*If State Contract or Cooperative purchase, must have the contract number and expiration date listed

Required Documents Dependent upon Procurement Type				
Reviewed by Purchasing				
			Department initials	Purchasing
Annual Non-Competitive Bid Contract Statement (only needed if not going to BOC or Council for approval)	Date:			NA
External Board Approval Document			VJR	GHM
Bid Specification Packet				NA
Tabulation Sheet and/or Evaluation/Scoring Summary				NA
Notice of Intent to Award Letter				NA
Award Letter				NA
Diversity Documents				NA
Justification Form				NA
State Contract Cover Sheet			VJR	GHM

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cooperative Purchase Contract Cover Sheet		NA
Sole Source Affidavit		NA
Sole Source Justification		NA
Prior RFP Exemption/Alternative Procurement Approval Letter		NA
Furniture Request Form		NA
Proof of Public Notice publication		NA
Invoice (for items already purchased but not approved)		NA
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	VJR (10-5-23)	GHM – Pending 10/5/23 TAC meeting

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/Contracts & Exhibits	Related MOU document attached GHM
Matrix Law Screen Shot	N/A
COI	N/A
Workers’ Compensation Insurance	N/A
Performance Bond	N/A

Vendor Information

Vendor Name	Dollar Amount
Tenex Software Solutions	\$1,046,283.00

Requisitions up to & including \$5,000.00 will be reviewed by the assigned purchasing agent in the Department of Purchasing. If all requirements are met, the item can be approved by DoP without additional consideration. For the following items the OnBase Agenda Action form must be completed. The item will be held until it is approved by the Board of Control.

- Requisitions over \$5,000.00
- Requisition submitted in which the item has been ordered and/or received

DOP REVIEW NOTE

The Cuyahoga County Board of Election requesting the approval of the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027 from Tenex Software Solutions, Inc. for the amount NTE \$1,046,283.00. The Ohio Secretary of State allocated \$821,449.00 for the County as a reimbursement for the Purposes implementing Section 285.12 of H.B.45 in acquiring electronic Pollbooks and ancillary equipment. GHM 10/04/2023.

Acquiring Electronic Pollbooks With State Funding

History

In June of 2015, the 131st Ohio General Assembly passed House Bill (H.B.) 64, the state operating budget. This budget included funding for the purchase of electronic pollbooks (EPBs) by boards of elections. The Cuyahoga County Board of Elections (CCBOE) was allocated \$1,460,000. After an exhaustive 17-month search process, the CCBOE chose Tenex Software Solutions to be its EPB vendor in January of 2017. The first election Tenex EPBs were utilized was the May 2, 2017 Primary Election.

The selection of Tenex has proven to be a very prudent one. The EPBs have been reliable and Tenex has listened to feedback from the CCBOE and continually improved its product. In total, Tenex EPBs have been used in 26 different elections, so it has stood the test of time.

State Funding Details

In H.B. 45 of the 134th General Assembly, the legislature appropriated \$7,500,000 for Ohio county boards of elections to procure electronic pollbooks. The legislature, in H.B. 33 of the 135th General Assembly, made changes to the procurement and reimbursement process. The main takeaway from these changes for the CCBOE is it will now notify the Secretary of State (SOS) of its EPB selection but will then purchase the equipment and any ancillary supplies *itself*. The SOS will then reimburse the CCBOE directly (not the county's general fund).

This is a different process than the purchase of new voting equipment (Table A), when boards of elections notified the SOS of their voting equipment selection, but then the SOS, working with the Department of Administrative Services (DAS), would coordinate the payment to the vendor.

Each county is allocated a pro rata share of the \$7,500,000 appropriation based on the number of registered voters in the county as of July 1, 2022. For the CCBOE, its share comes to **\$821,449.00**. The CCBOE is eligible to be reimbursed for 85% of the purchase of EPBs and related equipment up to its allocated amount, whichever is less. Reimbursement cannot exceed \$821,449.00.

Requirements & Timeline

Funding for EPBs expires on June 30, 2024, so the necessary documentation to be reimbursed for the purchase must be received by the SOS no later than **May 1, 2024**. *Advisory 2023-03* states that boards of elections *should* purchase at a minimum one EPB per precinct in the county (for the CCBOE that would be a minimum of 967). The CCBOE will **purchase 1,450 EPBs** to match the number units that are currently covered by our annual maintenance and licensing agreement. This agreement runs through May 31, 2027.

To receive reimbursement, the CCBOE must be an active member of the DAS Cooperative Purchasing Program and enter into a Memorandum of Understanding (MOU) with the SOS and County Council. An MOU template was provided with *Advisory 2023-03*. The CCBOE should work with its county prosecuting attorney to ensure the MOU is executed.

Tenex has informed the CCBOE it needs 90 to 120 days of lead time to secure, deliver, and configure the new equipment for use in an election. The goal is to implement new EPBs at the March 19, 2024 Presidential Primary Election. This places the delivery of new EPBs and accessories as tentatively the middle of January 2024.

Obtaining Reimbursement

To be reimbursed, the CCBOE must provide the following to the SOS by **May 1, 2024**:

- A copy of the completed and signed MOU;
- A copy of the invoice for the contract purchase of EPBs and related equipment;
- A copy of the purchase order for the contract purchase of EPBs and related equipment; and
- Proof of payment of the invoice, if available.

What is New?

The purchase of new EPBs from Tenex will provide the CCBOE with 10th generation iPads, the newest model. This will significantly increase the display screen size of the EPBs from 7.9 to 10.9 inches. The new iPads will allow the CCBOE to have the latest version of iOS (16) installed. The current EPBs, due to their age, have been capped at iOS 12. The advantages of this include faster processing speeds, and a more secure software system.

Just as important is what has not changed – which is the software program poll workers and voters have grown accustomed to. The look, feel, and functionality of the new EPB will be nearly identical to that of the current EPB. In addition, the existing printers that pair with the EPB work with the new software and remain in good operating order.

Next Steps

- The Cuyahoga County Board of Elections approves the purchase of new EPBs from Tenex Software Solutions.
- The Cuyahoga County Council approves the purchase and funding the difference between what the CCBOE is reimbursed for the purchase of new EPBs from the SOS and the total cost of the product and accessories.
 - The purchase will be brought before TAC on October 12th.
 - The purchase will be introduced at the October 24th County Council meeting.
 - The CCBOE will present at the November 14th County Council meeting.

- The County Council will hopefully approve the purchase and the funding of it at the November 28th County Council meeting (if necessary).
- Place the order with Tenex (the CCBOE has already made the Office of Budget and Management aware of this impending purchase).
- Submit to the SOS the required documentation noted in the Obtaining Reimbursement section above.

CONTRACT EVALUATION FORM

Contractor	Tenex Software Solutions				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:					
RQ#	BE-17-39493				
Time Period of Original Contract	6-1-2017 to 5-31-2027				
Background Statement	Authorizing a state contract with Tenex Software Solutions, Inc. in the amount not-to-exceed \$3,335,350.00 for the purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027				
Service Description	The purchase of electronic poll books, software licenses, hardware and maintenance support for the period 6/1/2017 - 5/31/2027				
Performance Indicators	N/A				
Actual Performance versus performance indicators (include statistics):	Contract requirements have been met.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		X			
Justification of Rating	The maintenance contract has been adhered to per the agreement.				
Department Contact	Shaunquitta Walker Fiscal Manager 216-443-6442				
User Department	Board of Elections				
Date	10/4/23				

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0263

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Rebekah Dorman, Ph.D. to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027, and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmembers Conwell, Miller, Sweeney, Gallagher and Turner	

WHEREAS, Ohio Revised Code Chapter 340 establishes the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is responsible for planning, funding and monitoring of public mental health and alcohol and other drug addiction services delivered to the residents of Cuyahoga County; and

WHEREAS, pursuant to the Ohio Revised Code Section 340.02, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall consist of eighteen (18) appointed members; and

WHEREAS, members of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall be appointed to serve a four-year term; and

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

WHEREAS, the County Executive has nominated Rebekah Dorman Ph.D. (replacing Steve Kilpack) to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027.

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 Rebekah Dorman Ph.D. (replacing Steve Kilpack) to

serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2023 – 6/30/2027.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 3, 2023

Additional Sponsorship Requested in Committee: October 3, 2023

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0264

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s reappointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/15/2023 – 10/14/2026; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, pursuant to Ohio Revised Code Chapter 164.21, the former Cuyahoga County Board of Commissioners created a County Natural Resources Assistance Council; and

WHEREAS, the Cuyahoga County Natural Resources Assistance Council oversees the implementation of the Clean Ohio Conservation Program in Cuyahoga County by evaluating, ranking and prioritizing projects submitted by eligible County entities; 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, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, County Executive has nominated Valerie Katz to be reappointed to serve on the Cuyahoga County Natural Resources Assistance Council for the term ~~10/14/2023—10/13/2026~~10/15/2023 – 10/14/2026.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Valerie Katz to serve on the Cuyahoga County Natural Resources Assistance Council for the term 10/15/2023 – 10/14/2026.

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

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

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

Yeas:

Nays:

County Council President Date

Clerk of Council Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 10, 2023

Journal _____

_____, 20__



September 13, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Dear President Jones

I am pleased to nominate the following to serve on the Cuyahoga County Natural Resources Assistance Council (NRAC) as an appointment as a Government – Municipal Representative on the NRAC:

- Valerie Katz, 3-year term ending October 15, 2026
 - Reappointment
 - Currently resides in Shaker Heights (Cuyahoga County)
 - Currently serves on the Cuyahoga County Solid Waste District Board

The NRAC evaluates and selects open space and riparian corridor protection and/or preservation project for funding from the Clean Ohio Green Space Conservation program. Cuyahoga County has (1) appointment to the NRAC.

There are no known conflicts of interest for which an advisory opinion has been requested. Ms. Katz's resume is attached for you to review. There is one candidate 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive

Valerie Katz, M.S.Ed.



Objective: To assist with the implementation of county-wide sustainability initiatives.

Education Master of Arts in Education with Ohio State Teacher's License in
Adolescent & Young Adult Life Sciences
Ursuline College, Pepper Pike, OH

Bachelor of Science
Cornell University, Ithaca, NY

Relevant Experience Solar Program Fellowship/Go Solar Specialist, February 2021 - present
Solar United Neighbors, Washington, D.C.

Provide technical assistance to prospective solar homeowners through the Solar United Neighbors co-op program. Perform roof evaluations, review solar proposals, review installer bid information, calculate pricing and financing information, calculate solar productivity information.

Volunteer, November 2020 – present

Cuyahoga County Department of Sustainability

Media outreach, drafting announcements, letter writing, promoting and scheduling information sessions and assisting with tabling events.

Volunteer, December 2020 – present

Energy Subcommittee to the Shaker Heights Sustainability Committee

Renewable energy and energy efficiency outreach. Promoted Cuyahoga County 2021 Solar Co-op to Shaker Heights residents. Organized 2021 Shaker Heights Solar Tour.

Biology & Environmental Science Teacher, August 2010 – June 2016

Montessori High School at University Circle, Cleveland, OH

Designed and implemented environmental science and life science lessons to meet the requirements of the International Baccalaureate curriculum. As advisor to the MHS Sustainability Club, worked with students to foster sustainable practices (including recycling, composting, the restoration of local wetlands, and the installation of rain barrels).

Biology & Environmental Science Teacher, August 2005 – June 2010
Hathaway Brown School, Shaker Heights, OH

Utilized cooperative inquiry and discovery-based methods in the teaching of 9th grade life science. Introduced and implemented the AP Environmental Science course curriculum for 11th and 12th grade students. Implemented school-wide conservation initiatives, including the expansion of existing recycling program and waste reduction measures in the cafeteria. Advisor to student environmental club.

Teacher Apprenticeship Program, August – December, 2004
Lakewood High School, Lakewood, OH

Teacher Apprenticeship Program, January – May, 2005
Gilmour Academy, Pepper Pike, OH

**Professional
Development
Coursework**

Ecology: Ecosystem Dynamics & Conservation, Summer 2020
American Museum of Nature History: Seminars on Science

Climate Change, September – November, 2019
American Museum of Nature History: Seminars on Science

Evolution: Modern Evolutionary Biology, July – August, 2009
American Museum of Nature History: Seminars on Science

The Ocean System: Integrated Science, June – August, 2008
American Museum of Nature History: Seminars on Science

Ecosystem Science 506, January – May, 2007
Cleveland State University, Cleveland, OH

Environmental Education in the Classroom, July – August, 2006
Cleveland Museum of Natural History, Cleveland, OH

EE Just Environmental Leadership Institute, July, 2006
National Summer Teacher Institute at Kimball Union Academy

**Additional
Experience**

Volunteer
South Euclid Humane Society, South Euclid, OH

Research Assistant
Department of Plant Pathology, Cornell University, Ithaca, NY

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0265

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Adrian Maldonado to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Sweeney	

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 Revised 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 Chris Ronayne has nominated Adrian Maldonado (replacing Grace Gallucci) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Adrian Maldonado (replacing Grace Gallucci) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 3, 2023

Additional Sponsorship Requested in Committee: October 3, 2023

Journal _____
_____, 20__



March 24, 2023

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 Council 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 nominate the following individual for appointment:

- **Adrian Meldonado**, 3-year term ending 7/31/2026 (replacing Grace Gallucci)

Supporting documentation, including biographical information about the nominee are attached for your review.

There are five additional candidates on file that have applied 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne
County Executive

Adrian Maldonado

Executive Profile

A Cabinet level Executive with over 30 years experience in government, health industry and the private sector. My experience as a human resources professional for 5 years, 16 as a Business Manager and 11 years as Director of the 20th largest County Purchasing operation in the country, has allowed me to become a leader that knows how to understand and work with public and private budgets, build alliances with individuals, organizations and service providers.

I am a high-energy, results oriented team player who understands the importance of communications, diversity and accomplishing the objectives of the organization.

I also have spent 16 years as a member of a major health organization as a Board member sitting or chairing such committees as Finance, Government Relations, Risk Management, Strategic Planning, Diversity and Inclusion, Long Range Planning, Protective Services and Facilities and Construction.

Skill Highlights

- Project management
- Leadership/communication skills
- Business operations organization
- Human resources
- Budgeting expertise
- Negotiations expert
- Employee relations
- Self-motivated
- Customer-oriented
- Small business development
- Project Management
- Contract Negotiations
- Budget and Risk Management
- Start-up and acquisitions
- Diversity and Inclusion programs
- Bilingual
- Strategic Planning
- Supply Chain Management
- Facility Management

Core Accomplishments

As Director of Procurement & Diversity for Cuyahoga County, Ohio, my team initiated the first of its kind Small Business Enterprise program in the State of Ohio. This encompassed authoring a county-wide predicate study to determine the legal viability of the program to any challenges. The program was considered innovative and cutting edge because of the use of the Internet at the time, for registration and data collection. I made a presentation of our work in Washington, DC to the National Contract Compliance Association.

As Director, I worked with Ohio legislators for 5 years to adopt a law that would allow counties, municipalities and other government funded agencies to allow for the use of P-Cards (purchasing cards) for everyday purchases under \$25,000. This law immediately allowed counties to save thousands of dollars in purchasing expenditures by streamlining the buying process as well as allowing agencies to receive products and services immediately.

As a business owner and consultant, I have worked as both a Prime contractor and subcontractor for such agencies as NASA Glenn Research Ctr, Louis Stokes Medical Facility, the US Corp of Engineers, Cleveland Metropolitan School District, Cuyahoga Metropolitan Housing Authority, Department of Interior, Cuyahoga Community College, NEOCOM and Maple Heights Schools.

As Chairman of Finance at both Southwest Medical Center and St Vincent Charity Hospital, our committee worked to stabilize the hospitals budgets' during the economic crisis as well as a merger.

Professional Experience

January 2010 to March 2013
Adrian Maldonado & Associates
 Berea, OH
Owner/Consultant
 Sole proprietorship concentrating in the fields of Construction Management, Construction and Diversity Monitoring and Reporting.

April 1997 to August 2008
Cuyahoga County
 Cleveland, OH
Director of Procurement & Diversity
 Director of the 20th largest purchasing operation in the country. Responsible for purchasing of goods and services totaling \$225 million dollars a year. In addition, I was responsible for the administration and management of the County's Small Business Enterprise which had over 400 registered businesses.

January 1985 to March 1997
DAS Equal Opportunity Program
 Cleveland, OH
Manager
 Responsible for working with small and minority businesses in helping them become certified as MBE's for the State of Ohio EEO program. My duties required me to travel statewide and meet one on one with businesses. Reviewed company financials as well as history to determine ownership and control. I also worked with businesses offering technical and management assistance.

February 1981 to June 1985
Metro Health Medical Center
 Cleveland, OH
HR Interviewer
 Main responsibilities were to review applicants for positions within the health organization. My areas of specialty were Nursing, Dietary, Facilities, IT and Purchasing.

February 1980 to April 1981
US ARMY
 Cleveland, OH
Recruiter
 Main duties were recruitment and retention of US Army personnel. Served in the US Army National Guard from 1979-1990 Honorably Discharged.

Education

Bowling Green State University
 Bowling Green , OH, US
 Communications

Baldwin Wallace College
 Berea, OH, US
 Political Science

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0266

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Michael Schoop to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and declaring the necessity that this Resolution become immediately effective.
---	---

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 Chris Ronayne has nominated Michael Schoop to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Michael Schoop to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 3, 2023

Journal _____
_____, 20__



March 24, 2023

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 Council 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 nominate the following individual for appointment:

- **Michael Schoop**, 3-year term ending 7/31/2026

Supporting documentation, including biographical information about the nominee are attached for your review.

There are five additional candidates on file that have applied 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne
County Executive

Michael Schoop, Ph.D.

Servant Leadership | Community Engagement | Relationship Building | Strategic Planning

OVERVIEW

Successful Co-Founder and Managing Director with over 18 years of multifaceted experience in developing strategic partnerships, working with and leading effective teams, and driving community engagement. Expertise in displaying servant leadership, focusing on fundraising activities, and coordinating various projects to meet business needs. Skilled at DEI initiatives, urban planning and development, and continuously improving processes across the organization. In search of a role to cultivate long-lasting relationships, enhance business growth, and support reaching objectives.

CAREER HIGHLIGHTS

- Wrote a U.S. Department of Education Title III Strengthening Institutions Grant with \$2M for micro-mentoring and micro-interning to support first-year student retention and success.
- Worked with the Andrew M. Mellon Foundation with Case Western Reserve University. Received a \$1.5M award and \$2M continuing award for Cleveland Humanities Collaborative, part of a national network of university collaborations.
- Achieved a U.S. Department of Education Title III Cooperative Grant with Cleveland State University. Generated \$1.3M for the Cleveland Transfer Connection to design and implement learning communities supporting the transition from community college to university environments.
- Won a U.S. Department of Education Title V Hispanic Serving Institution Grant with St. Augustine College, including \$3.8M over five years to implement innovative studio classroom instruction and improve performance/retention for Hispanic and other students of color.
- Spearheaded the redesign of the college-wide First Year Experience Program at Cuyahoga Community College to provide ongoing feedback to more than 120 faculty on approximately 3.4K new students.
- Leveraged \$80M in renovations including the Center for Creative Arts and Metropolitan Campus Center at Cuyahoga Community College to redesign the instructional and social spaces for active learning.

EXPERTISE

Partnership Development | DEI Initiatives | Team Collaboration | Design Thinking | Fundraising | Budgeting | Project Management | Urban Planning | Reporting | Revenue Generation | Data Analysis | Continuous Improvement | Risk Assessment | Hiring & Onboarding | Business Development | Interdepartmental Communication | Problem Resolution

PROFESSIONAL EXPERIENCE

Greater Cleveland Partnership | Cleveland, OH | JAN 2023 – Present

Senior Vice President, Talent

Partner with business, government, and non-philanthropy to execute talent strategy to drive regional growth and prosperity.

Scope Unlimited | Cleveland, OH | JAN 2021 – JAN 2023

Co-Founder & Managing Director

Formulate virtual leadership experiences to develop individual decision-making skills, enhance team-building activities, and rehearse strategy. Lead business development, marketing, talent management, deal structuring, and strategic planning.

- Managed ideation, design, prototype, and deployment of a simulation for the Society for College and University Planning (SCUP) within three months.
- Partnered with SCUP to develop a \$250K Small Business Innovation Research Phase I grant to redesign and scale integrated planning technology.

Cuyahoga Community College (Tri-C) | Cleveland, OH | MAY 2006 – JAN 2021

College-Wide Vice President – Evidence, Inquiry, & Retention | JULY 2019 – JAN 2021

Worked at an Aspen Prize Top 150 community college with eleven sites across Northeast Ohio serving over 20K credential-seeking students annually. Oversaw a budget of \$1.9M and led an executive director, two program managers, and three research analysts through daily operations.

- Spearheaded the redesign of the college-wide First Year Experience Program to provide ongoing feedback to more than 120 faculty on approximately 3.4K new students.
- Designed a system and process for tracking and reporting non-credit workforce certificates.
- Built and implemented a pilot for A/B testing for nudge messages to students to enhance the usability of services and increase retention.

PROFESSIONAL EXPERIENCE CONTINUED

Metropolitan Campus President | MAY 2006 – JULY 2019

Directed a \$34M budget while ensuring increased profitability. Oversaw a workforce vice president, college-wide dean, two campus deans, community relations manager, marketing manager, campus scheduler, concierge, and an administrative coordinator.

-
- Developed campus Student Success Teams to increase campus graduation rates from 3.9% to 15%. Created an Inclusive Excellence Taskforce to improve graduation rates for students of color from 1.9% to 10%.
- Co-founded a Design Lab Early College High School with Cleveland Metropolitan School District, one of only two out of 20 Cleveland public high schools to achieve a "B" rating on a state report card in the first year.
- Created the College's first Transfer Center with support from a cooperative Title III grant from the U.S. Department of Education, enhancing transfers to Cleveland State University by more than 40 students per year.
- Leveraged \$80M in renovations including the Center for Creative Arts and Metropolitan Campus Center open to the campus and local community, to redesign the instructional and social spaces for active learning.
- Introduced design thinking into college and campus planning processes by developing a partnership with the Cleveland Institute of Arts to support reshaping of student experiences.
- Led a Collaborative Campus Project, a community planning effort with Cleveland State University, Cleveland Metropolitan School District, and Campus District to create a plan for the institutions. Partnered with the neighborhood to support commercial and cultural development.
- Formed the CLE Institute, an entrepreneurial consulting program engaging incoming college students in community projects supported by the Burton D. Morgan Foundation.

Harry S. Truman College – City Colleges of Chicago | Chicago, IL | FEB 2003 – APR 2006

Vice President – Academic & Student Affairs

Served as VP for two of seven independently accredited institutions of a single urban community college district. Managed a \$24M budget and supervised deans of instruction, student affairs, continuing education, adult education, and technical center director. Led credit enrollment of over 5K and 20K+ in non-credit ESL with students from 55 countries speaking 140 languages. Created a collective bargaining agreement with City College part-time faculty.

- Won a statewide award for Transitional Bilingual Learning Community Program that reduced time to college-level courses by 50%.
- Established a Contract Training division with revenue growth from \$50K to \$300K in two years.
- Awarded a \$689K cooperative Title III grant from the U.S. Department of Education with St. Augustine College to design and build studio classrooms in Math, English, Chemistry, and Biology.

EDUCATION

Ph.D.: English Language & Literature | University of Maryland

Master of Arts: English Language, Rhetoric, & Composition | University of Maryland

Bachelor of Arts: English Language & Literature | University of Chicago

COMMUNITY/BOARD ACTIVITIES & AWARDS

- Treasurer, Former Board President: Burten, Bell, Carr | 2010 – PRESENT
- Appointed by Ohio State Superintendent of Public Instruction: East Cleveland Academic Distress Commission | 2018 – PRESENT
- Summer on the Cuyahoga | 2010 – 2014, 2021 - PRESENT
- Former Board President: Campus District | 2006 – 2020
- One Community | 2009 – 2014
- Black American Council Humanitarian Award
- Innovation of the Year Award, League of Innovation in Community College
- Phi Theta Kappa Shirley B. Gordon Award

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0268

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of Airica Steed to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023- 6/30/2026; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Conwell	

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 Chris Ronayne has nominated Airica Steed (replacing CJ Matthews) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023- 6/30/2026; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Airica Steed (replacing CJ Matthews) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023- 6/30/2026.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public

peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 3, 2023

Additional Sponsorship Requested in Committee: October 3, 2023

Journal _____
_____, 20__



March 24, 2023

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 Council 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 nominate the following individual for appointment:

- **Airica Steed**, 3-year term ending 7/31/2026

Supporting documentation, including biographical information about the nominee are attached for your review.

There are five additional candidates on file that have applied 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive

Airica Steed, Ed.D, MBA, RN, CSSMBB, FACHE, IASSC

Transformational Healthcare Executive

Driving Results & Execution | Change Management | Continuous Improvement & Innovation

Highly accomplished and award winning transformational healthcare executive with over 20 years of exceptional leadership skills and proven track record of championing health equity, driving results, and leading large scale transformation of health organizations with greater than \$1B in net revenue. Recognized as a strategic and visionary change leader, cultural architect and international expert in Lean Six Sigma, Malcolm Baldrige framework, and "Big 4" management consulting across community and specialty hospitals, ambulatory clinics and network, academic medical centers, level 1 trauma centers, multi-site healthcare systems, Federally Qualified Health Centers (FQHCs) and private equity backed organizations. Results driven change agent with significant experience leading large-scale change initiatives to drive high quality care, health equity, operational efficiencies, customer satisfaction, workforce engagement, profitable growth, and value optimization.

BY THE NUMBERS

- \$300M+ Financial Improvements & Efficiencies
- Top Decile Customer & Workforce Satisfaction
- Top Quartile Productivity & Quality/Safety Results
- 20% - 30% Profitable Growth & Profit Margin

NOTEWORTHY EXECUTIVE HIGHLIGHTS

Board Leadership & Governance: Executive Liaison for Board of Directors, lead various board committees and serve as board member on several non-profit boards ensuring transparent communication, effective education and fostering diversity/inclusion.

Strategy Development & Execution: Spearhead strategic partnerships, joint ventures, mergers & acquisitions, clinical affiliations, innovation; lead/execute strategic planning process; and quarterback strategic growth efforts including healthcare system integration.

Philanthropy & External Affairs: Tripled philanthropic giving, including raised >\$100M+ funding through city/state partnerships and major donors/gifts; secured multi-million grant funding through federal programs; serve as policy advocate at state and federal level.

Population Health & Health Equity: Championed the execution of \$250M Health Equity/Population Health initiatives aimed at eradicating health disparities and improving life expectancy of vulnerable communities serving greater than 4M patient lives.

Transformation & Financial Excellence: Drove financial, clinical & operational transformation of multiple healthcare systems resulting in a combined impact of over \$300M in improvements, 30% increase in profit margin, > 100 days cash on hand, and top quartile quality.

AREAS OF EXPERTISE

- Strategy & Service Line Leadership
- "Big 4" Management Consulting
- Patient Centered Care & Customer Experience
- Project Management & Program Development
- Health Equity & Population Health
- Quality & Safety Improvement (Lean Six Sigma)
- Financial Turnarounds & Mergers/Acquisitions
- Change Management & Culture Transformation
- Physician Engagement & Alignment
- Board Governance

PROFESSIONAL EXPERIENCE

The MetroHealth System - Cleveland, OH, 2022 - Present

Chief Executive Officer & President

System Executive for an academic safety net health healthcare system comprised of 5 Hospitals, 20 Health Centers and 40 Ambulatory Locations, Level 1 Trauma Center, Adult & Pediatric Comprehensive Burn Center, 8,000 employees and physicians, and \$1.8B net revenue. Accountable for executive leadership and strategy of the system, as well as advancing the mission of MetroHealth to be the most admired public health system in the nation, renowned for innovation, community and health equity focus, high quality outcomes and service, and financial strength. Ensure the success of the health system's critical initiatives including growth of services into the newly-constructed MetroHealth Glick Center; completion and activation of a new comprehensive outpatient and administrative building known as the Apex Project, construction and activation of 26 acres of green space creating a "hospital in a park"; growth of services into the newly-constructed 110-bed behavioral health hospital at Cleveland Heights Medical Center; addressing the social determinants of health to achieve better health outcomes in concert with The Institute for H.O.P.E.; lead innovative approaches to transform patient care beyond traditional health care and champion MetroHealth's commitment to a healthier community.

Sinai Chicago Health System – Chicago, IL, 2019 – 2022**System Chief Operating Officer/EVP – Sinai Chicago****President – Mount Sinai & Sinai Children's Hospital (Flagship Campus)**

System Executive for an urban teaching healthcare system focused on health equity and eradicating healthcare disparities comprised of 4 acute care, post-acute and specialty hospitals, Level 1 Trauma Center, Level 3 NICU, 800 physicians, 4,000 caregivers serving 1.5 million lives and \$1B net revenue. Accountable for executive leadership and strategy of acute and post-acute hospital operations encompassing a \$1B operating budget, physician enterprise and Sinai Medical Group (Multi-specialty Physician Group), strategy/healthy growth/business development, service lines, population health/PHO, safety/quality, care management, Business Transformation Office, customer experience, and facilities/real estate. Direct reports include Presidents for Acute Care & Post Acute Hospitals, President Sinai Medical Group/Ambulatory Enterprise, System VP Facilities, Construction & Real Estate, Chief Population Health & Growth Officer, System Chief Nursing Officer, System Chief Medical Officer, System VP Women & Children's/Surgical/Ancillary Services, System VP Ambulatory & Hospitality Services, System VP Behavior Health, and System VP Rehab & Post-Acute Care. Charged with leading large-scale operations and strategy and spearheading transformation to drive system level integration and alignment, high quality outcomes, profitable growth/retention, organizational excellence, customer loyalty & satisfaction, and value optimization leveraging lean six sigma continuous improvement, consumer centered care, and other leading approaches.

Accomplishments:

- Led multi-faceted \$200M+ cumulative financial/operational/clinical transformational turnaround across the system resulting in improved operating margin from a loss \$42M to a profitability and improved EBIDA performance, increased from less than 2 days cash on hand to over 80 days, reduced costs and labor efficiencies, top line revenue growth, and top quartile quality performance in less than 2 years
- Stabilized south campus at Holy Cross Hospital from nearly a decade long operating losses of over \$100M since 2014 to breakeven performance in FY21
- Radical transformation in publicly reported quality indicators including Leapfrog moving from "F" to "C" in less than a year, including top quartile readmissions and 40% reduction in hospital acquired infections and mortality rates
- Championed the execution of \$250M Health Equity/Population Health initiatives aimed at eradicating health disparities and improving life expectancy of vulnerable communities serving greater than 4M patient lives.
- Successfully right-sized and integrated acute care operations, including consolidation of inpatient services, elimination of low performing clinical services and programs, and driving "system-ness" and "coordinated care" across ambulatory and acute and post-acute hospitals
- Reduced overtime and premium labor to less than 2.5% across all operations and achieved 15%^{ile} labor productivity
- Led service line/healthy growth strategy, including network development, partnerships, and joint ventures
- Led efficiencies in Emergency Services, Surgical Services, Throughput/Capacity Management, and Care Transitions resulting in 75% reduction in Patient Walkouts (>10% baseline), 62% reduction in surgery cancellations, 70% reduction in no shows/cancellations (from 33% to 8%), and Inpatient LOS savings
- Spearheaded service line integration and rationalization initiatives across physician enterprise resulting in optimization of capital resources, consolidated employed clinics with more than \$20M in EBIDA improvements and 30% healthy growth
- Led execution of multi-million dollar strategic capital and growth projects, including \$30M Health Village - Ambulatory Surgery Center & Outpatient Care Center, \$10M Critical Care Renovation & Expansion, Wound Care/Comprehensive Diabetes Center, Sinai Chicago Express Care, \$15M Heart & Vascular Institute, Rehab Hospital Private Room Deployment, \$200M Campus Master Facility Plan
- Spearheaded multi-million dollar labor union campaign efforts and successfully negotiated bargain agreements

Presence Health (Acquired by Ascension Illinois) – Chicago, IL, 2016 - 2018**Senior Vice President, Operations**

System Executive accountable for leading operations across 250 ambulatory locations, 12 acute and specialty hospitals, and senior housing communities with 7500K physicians, more than 30K employees and \$4.6B in net revenue. Responsible as system senior executive leader for operation, including corporate operations, ancillary services, strategic service lines - Neurosciences/Orthopedics, Cardiovascular Services, Oncology, Emergency & Trauma Services, Perioperative & Anesthesia Services, Lab, Pharmacy, Imaging. Deliver large-scale strategy and improvement initiatives that drive system-level integration and alignment, operational efficiencies & cost management, quality care, profitable growth and ensuring customer satisfaction and operational excellence. Responsible for diverse portfolio of service lines and operational programs with more

than 7K indirect FTEs.

Accomplishments:

- Key contributor in \$250M organizational and financial transformation across the system resulting in improved Cost Per Adjusted Discharge, Growth, Readmissions, Length of Stay/Throughput, and Productivity resulting in merger acquisition to AMITA Health and divestiture of acute care hospital assets
- Led service line strategy, including tertiary/academic partnerships, and joint venture affiliations, resulting in greater than 200,000 unique patient visits and 40% improvement in network retention
- Spearheaded service line integration and rationalization initiatives across all acute care operations and ambulatory practices resulting in optimization of capital resources, consolidated employed provider practices and clinics with more than \$15M in cost savings and 25% profitable growth/leakage reduction
- Improved Patient Satisfaction from the 25thile to >75thile across acute and ambulatory areas; reduced overtime and premium labor from 8% to less than 2.5% across all acute care ministries and achieved 15thile labor productivity against Truven benchmarks
- Led efficiencies in Emergency Services and Hospital Throughput resulting in <1.5% Left Without Treatment (>5% baseline), 30% improvement in ED Length of Stay from >6 hours to <4.5 hours, 50% Discharges by Noon (<10% baseline) and more than 1 day Inpatient LOS savings
- Led large scale strategic initiatives and uniformity of system level contracted/purchased services, including launch of 340B Clinics & Specialty Pharmacies, Lab/ED/Anesthesia/Radiology outsourcing resulting in >\$20M financial impact
- Led implementation of >\$250M in strategic capital projects, including \$15M Cardiology and Neuro-interventional Suite, \$20M Orthopedic Unit Expansion, and \$20M ED renovation, and \$30M ambulatory clinic consolidation

University of Illinois Health System (UI Health) – Chicago, IL, 2012 – Present (Faculty)

System Chief Administrative Officer/Enterprise Chief Experience Officer

Clinical Assistant Professor – School of Public Health/Medicine/Nursing – Health Policy & Administration

- **System Executive of academic health system comprised of tertiary/quaternary medical campus including acute care medical center, 26 outpatient clinics, 14 Federally Qualified Health Centers, 7 health sciences colleges and \$2.6B net revenue. Served as Executive Leader across hospital operations, including nursing, clinical service lines, ambulatory and clinic operations, facilities and support services. Accountable for strategic, operational leadership and managing operational budget with P&L responsibility of \$500M and 600 indirect FTEs (HR, Quality, Business Development/Physician Alignment, and Service Line Planning). Executed comprehensive customer-focused vision and strategy encompassing leadership and cultural engagement, retail hospitality principles and continuous quality improvement. Led large-scale strategic and transformation initiatives using Lean Six Sigma to streamline and standardize processes, reduce costs, maximize value and profitable growth, and enhance service delivery. Served as Executive Chair for Ambulatory Operations Senior Advisory Board overseeing day-to-day operations, profit and loss, operational efficiencies and revenue cycle, ACO/ACA integration and primary care/FQHC expansion.**

Accomplishments:

- Key executive leader in organizational turnaround resulting in a \$100M financial turnaround, 20% Ambulatory Growth, 75% improvement of operational/productivity benchmarks, and designation as Truven Top 100 Hospital and recipient of Press Ganey National Success Story Award and ACHE Service Excellence Award
- Achieved more than 45% improvement in Patient Experience across all care delivery settings, 30% increase in Value Based Purchasing indicators, exceeded Top 10% of improvers in Press Ganey database
- Led Readmission Improvement and Length of Stay Improvement Initiatives, including pre-discharge scheduling, post discharge follow up/coordination, and patient portal engagement resulting in a 40% reduction in All Cause Readmissions, 1 day improvement in Length of Stay, and 100% achievement of Meaningful Use
- Launched standardization and optimization of nursing care delivery model and bridged a patient experience partnership with INA Nursing Union to drive collaborative patient centered outcomes
- Led a cross campus Absence Management improvement effort accounting for a \$30M cost avoidance
- Served as the Executive Sponsor on the Cerner Patient Portal and TeleVox initiative, resulting in achievement of Meaningful Use standards, 50% Portal Activation, 50% reduction in patient no-shows/cancellations
- Spearheaded patient access/care transitions re-design and integration of Centralized Access Center across all ambulatory clinics and acute care operations resulting in \$20M NPV/ROI and 20% profitable growth/leakage reduction through integration of 90 ambulatory clinics into a standardized “one stop shop” access model

- Led Ambulatory, Acute Care, FQHC, and Emergency Services re-design initiatives across health system, leveraging lean six sigma achieving a 45% improvement in length of stay and clinic throughput, top decile patient experience, 40% reduction in patient walkouts and no-shows

Advocate Health System (now Advocate Aurora Health System) – Downers Grove, IL, 2007 - 2012

Vice President, Clinical Operations & Professional Services/Operations

System Executive Champion – Customer Experience, Operations Improvement, Service Lines

Executive in the largest integrated health system in Illinois comprised of 12 hospitals, 20,000 employees, 6300 physicians, nearly 400 sites of care, and \$12B in net revenue. Accountable for strategic, operational leadership and managing operational budget with P&L responsibility (HR, Quality, Business Development/Physician Alignment, and Service Line Planning). Led large-scale strategic and transformation initiatives linked to value-based care transformation. Drove operational business process improvements to enhance efficiencies, reduce costs, maximize value, and enhance service delivery. Oversight of the Advocate Performance Enhancement office responsible for leading lean continuous improvement and transformation efforts across the health system, including Ambulatory Clinics, ED and Urgent Care, Surgery, Revenue Cycle, Customer Access, EVS, Transport, Care Models, HR, Physician Services, Informatics/IT. Served as Executive Champion for the “Advocate Experience” effort, which is a system-wide organizational transformation and developed service excellence strategy integrating accountable leadership, cultural excellence, and process improvement.

Accomplishments:

- Key contributor in merger/acquisition team and organizational turnaround in less than 2 years resulting in a \$50M financial improvement, 10% Profitable Growth, 99%ile employee engagement, top quartile patient satisfaction and operational/productivity benchmarks, and designation as Truven Top 100 Hospital and nomination of Press Ganey National Success Story Award
- Achieved top decile in workforce satisfaction and engagement for organization (improved from 10th%ile baseline), better than the 25th%ile productivity benchmarks, and greater than \$5M in labor cost savings
- Spearheaded service line and professional services development and integration initiatives across all acute care and ambulatory operations, including Women’s Health, Oncology Services, Cardiovascular, Imaging Services, & Rehab
- Led Emergency Services, Perioperative Services, Clinical Operations, Ancillary Services, and Ambulatory Services/Physician Practice improvement efforts, resulting in top decile customer satisfaction, >40% improvement in length of stay/throughput, 50% no show/cancellation rate reduction, and >50% improvement in efficiencies
- Achieved 15% revenue and volume growth in ambulatory services through new business ventures, front-end revenue cycle enhancements, and patient-centered process improvement, while achieving 10% reduction in budgeted expenses, and best performance in Advocate system in total operating service line expenses
- Partnered with Nursing on continuous quality improvement efforts to drive standardization and optimize care delivery and responsible for the advancement of informatics throughout the organization leveraging Cerner platform, including the integration of CPOE and patient portal, standardizing nursing documentation practices for 13 hospitals

PricewaterhouseCoopers LLP – Chicago, IL, 2003 - 2007

Senior Management Consultant/Engagement Leader (Black Belt - Lean Six Sigma)

Accountable for leading large scale national and international transformation and organizational turnaround engagements, including interim senior management, process improvement, strategy development, and leading complex operational engagements spanning multiple market verticals. Led strategic planning; operations improvement & implementation (lean six sigma, change management, Malcolm Baldrige); customer experience strategies, interim executive leadership roles; project management; organizational and leadership development/training; service line development/optimization; mergers and acquisitions)

Accomplishments:

- Realized significant outcomes and organizational turnarounds: including \$50M - \$100M financial turnarounds, top decile customer experience and quality outcomes, efficiency optimization, profitable growth enhanced revenue, and cost reductions
- Led cross-functional business transformation projects leveraging lean and change management methods delivering savings through system consolidation, talent optimization, improved customer experience, and acceleration of business results
- Spearheaded operational analyses, process improvement, strategy development and implementation/training of Lean Six Sigma methodology and other performance improvement methods

- Led Clinical Operations, Ancillary Services, Emergency Services and Ambulatory Services/Physician Practice, and Customer Experience improvement initiatives, resulting in top decile customer satisfaction, >25% improvement in length of stay/throughput and no shows, productivity/premium labor, >50% improvement in efficiencies
- Specialties: ED Services, Throughput, Access, Revenue Cycle, HR, Ambulatory Services and Physician Practices, Imaging, Surgery, Clinical Operations Re-Design (Inpatient, Nursing Services, Patient Care Services, Support Services, EVS, Transport), Workforce and Productivity Models

ACADEMIC EXPERIENCE

GOVERNORS STATE UNIVERSITY – UNIVERSITY PARK, IL **2017 - 2020**
Faculty – School of Nursing & Health Sciences

OHIO UNIVERSITY HERITAGE COLLEGE OF OSTEOPATHIC MEDICINE – ATHENS, OH **2016 - 2020**
Group IV Faculty – Heritage College of Osteopathic Medicine

UNIVERSITY OF ILLINOIS AT CHICAGO - CHICAGO, ILLINOIS **2012 - Present**
Clinical Assistant Professor – School of Public Health/Medicine/Nursing – Health Policy & Administration

WALDEN UNIVERSITY - MINNEAPOLIS, MINNESOTA **2011 – 2019**
Contributing Faculty – School of Nursing & Health Sciences

LOYOLA UNIVERSITY – CHICAGO, ILLINOIS **2010 – Present**
Professor – Quinlan School of Business – Healthcare Management/Executive MBA/Executive Leadership Institute

BOARD MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

South Side Healthy Community Organization Board | Wellness West Board | West Side United Board | Loyola Quinlan Business School Board | Women in Healthcare National Advisory Board | America’s Essential Hospitals Awards Committee | Midwest Asian Health Association (MAHA) Board | Beryl Institute Executive Board | NexGen Patient Experience Advisory Board | Black Directors Health Equity Agenda Member | American College of Healthcare Executives (ACHE) | Chicago Healthcare Executives Forum (CHEF) | American Organization of Nurse Executives (AONE) | Illinois Organization of Nurse Leaders | National Association for Health Services Executives (NAHSE) | CHIEF Member | The Leverage Network Member

EDUCATION, LICENSURE & CERTIFICATION

Harvard University Extension School | Master of Liberal Arts, Global Development Practice (Degree in Progress)

Olivet Nazarene University | Doctorate of Education – Ethical Leadership (Ed.D)
 “Recipient of the Doctoral Dissertation with Distinction Award – Lean Transformations in Healthcare” – (May 2011)

Governors State University | Masters of Business Administration (MBA)

Rush University| Bachelor of Science, Nursing (BSN)

State of Illinois Registered Nurse [REDACTED]

Certified Master Black Belt – Lean Six Sigma (CSSMBB) – Expert Rating (An ISO 9001-2008 Company)

Certified Accredited Training Associate – International Association for Six Sigma Certification (IASSC)

Fellow (FACHE) – American College of Healthcare Executives (ACHE)

Malcolm Baldrige Award Examiner (2009 – Present)

HIGHLIGHTED NATIONAL/INTERNATIONAL SPEAKING ENGAGEMENTS

Becker’s Healthcare Podcast	HealthIMPACT Live Conference
Modern Healthcare Women Leaders Conference	Press Ganey Regional & National Conference Key Note
Modern Healthcare Best Places to Work Conference	Becker’s Hospital Review Annual Meeting
ACHE Congress on Healthcare Leadership	Association of Medical Facilities Professionals Conference
American Nursing Informatics Conference (ANIA)	Institute of Industrial Engineers Conference (IIE)

IHI Annual National Forum on Quality Improvement	The Conference Board of Canada
Patient Experience Summit – Sydney Australia	Transforming Healthcare Nursing Conference
American Hospital Associate HRET Webinar	Care Coordination Summit
National Black Nurses Association (NBNA) Conference	World Congress Patient Experience Summit

AWARDS & RECOGNITIONS

Modern Healthcare

"Top 25 Healthcare Innovators" (2020)

"Top 25 Minority Leaders" (2020)

"Up & Comers" Award" (2013)

Front Cover Feature (2015)

Illinois Organization of Nurse Leaders

"Influential Leader Award" (2018)

Crain's Chicago Business

Crain's Notable Black Leaders and Executives: (2022)

Front Cover Feature (2021)

"40 Under 40 Award" (Nomination 2017 & 2018)

Becker's Hospital Review Recognition

"75 Black Healthcare Leaders to Know" (2022)

"Top 130 Women Hospital & Health System Leaders to Know" (2015)

"Rising Star Award: Top 25 Leaders Under 40" (2015)

Vytal Celebration of Healthcare Leadership Diversity

"35 Leaders of Color in the Healthcare Field" (2021)

Press Ganey National Success Story Award

"Press Ganey National Success Story Award" (2014)

Diversity MBA Magazine Leadership Award

"Top 100 under 50 Emerging and Executive Leaders Award" (2014)

Chicago Health Executives Forum

"Service Excellence Award" (2014)

NURSE.COM

Greater Chicago Nursing Excellence GEM Award | "Finalist: Nursing Excellence GEM Award (2014)

University of Illinois at Chicago (UIC) Chancellor's Committee

"Black History Maker Award" (2013)



AIRICA STEED, Ed.D, MBA, RN, CSSMBB, FACHE

Dr. Airica Steed serves as the first woman, first Black person and first nurse to be appointed as the Chief Executive Officer and President for The MetroHealth System in Cleveland, Ohio, comprised of \$1.7B net revenue, five acute and specialty-care hospitals, 8,700 employees and providers, over 40 ambulatory care locations and one of the most highly regarded academic public health systems across the country. She is renowned for spearheading large scale transformations encompassing greater than \$300M in combined financial improvements, top decile quality/safety performance outcomes and healthy profitable growth, as well as making monumental groundbreaking advancements in health equity and eradicating health care disparities. As a proud fourth generation nurse, she is fighting passionately to zero out the death gap, to make sure that every person has an equal chance at living a long and healthy life and to simultaneously lift up the wealth in underserved communities.

Dr. Steed is a vastly accomplished and award-winning transformational health care executive with over 20 years of exceptional leadership experience and a proven track record of driving results, including recognition as:

- Modern Healthcare's "Top Women Leaders," "Top 25 Minority Leaders in Healthcare," "Top 25 Healthcare Innovators" and "Up & Comer"
- Diversity MBA magazine's "Top 100 Executive Leaders Under 50"
- Becker's Hospital Review's "Women Hospital Presidents and CEO's to Know," "Top 130 Female Healthcare Leaders to Know," "Black Healthcare Leaders to Know" and "Rising Star"

Dr. Steed is recognized as a strategic and visionary change leader, transformational architect and international expert in Lean Six Sigma, Malcolm Baldrige framework and "Big 4" management consulting across academic medical centers, community and specialty hospitals, safety net organizations, ambulatory clinics and networks, multi-site clinically integrated health care systems and Federally Qualified Health Centers (FQHCs).

Dr. Steed is an avid speaker on both a national and international level and published author as well as a board member and faculty member spanning several organizations. She received her Doctorate of Education in Ethical Leadership (Ed.D) with distinction, Masters of Business Administration (MBA), Bachelor of Science in Nursing (BSN) and numerous certifications, including Master Black Belt and International Trainer in Lean Six Sigma and Fellow of the American College of Healthcare Executives. She is currently pursuing a second Masters in Global Development from Harvard University. On top of her many accolades, her most prized accomplishment is being a devoted mother to four children and two dogs.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0269

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive’s appointment of William Seelbach to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and declaring the necessity that this Resolution become immediately effective.
Co-Sponsored by: Councilmember Miller	

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 Revised 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 Chris Ronayne has nominated William Seelbach (replacing Sheila Wright) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of William Seelbach (replacing Sheila Wright) to serve on the City of Cleveland/Cuyahoga County Workforce Development Board for the term 7/1/2023 – 6/30/2026.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Human Resources, Appointments & Equity

Legislation Substituted in Committee: October 3, 2023

Additional Sponsorship Requested in Committee: October 3, 2023

Journal _____
_____, 20__



Cuyahoga County

Chris Ronayne
Cuyahoga County Executive

March 24, 2023

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 Council 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 nominate the following individual for appointment:

- **Bill Seelbach**, 3-year term ending 7/31/2026 (replacing Sheila Wright)

Supporting documentation, including biographical information about the nominee are attached for your review.

There are five additional candidates on file that have applied 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 Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive

William R. Seelbach

Mr. Seelbach is currently a Senior Advisor with The Riverside Company, the country's largest private equity firm focusing on the smaller end of middle market companies. Mr. Seelbach joined Riverside on January 2, 2007, and previously served as an Operating Partner. During Mr. Seelbach's time with Riverside he assisted with numerous due diligence efforts, served on the Board of several portfolio companies, carried out a variety of consulting projects and functioned as an interim CEO.

From mid-2003 through 2006, Mr. Seelbach was the President and CEO of the Ohio Aerospace Institute (OAI). OAI is a non-profit organization whose mission is to build Ohio's aerospace economy through research and technology development partnerships, education and training programs, and networking and information exchange.

Prior to becoming OAI's President, Mr. Seelbach was the President and COO of Brush Engineered Materials Inc. (now named Materion). Materion is a NYSE company focused on high performance engineered materials. Within Materion, Mr. Seelbach had direct responsibility for all the company's beryllium performance alloy businesses and all of Materion's international operations. Materion's beryllium and performance alloy products serve a wide variety of industries, including telecommunications, computer equipment, automotive electronics, oil and gas exploration, aerospace, and defense.

Prior to joining Materion in 1998, Mr. Seelbach was the Chairman and CEO of Inverness Partners, a limited liability company whose purpose was to acquire midwestern manufacturing companies. Founded in 1987, Inverness Partners bought several companies and formed Inverness Castings Group (ICG), one of the largest independent die casting companies in North America. ICG served as a Tier 1 supplier to the automotive, office furniture and appliance industries. During his tenure as Chairman of Inverness Partners and ICG, Mr. Seelbach was active in acquisitions, strategic planning, and operations improvement.

Prior to founding Inverness Partners, Mr. Seelbach served as the Chief Operating Officer of a financial holding company for a large family office, where he oversaw a broad range of asset managers.

From 1975 to 1986, Mr. Seelbach was a member and then a partner with the international management consulting firm of McKinsey & Company. During his 11 years with McKinsey & Company, Mr. Seelbach assisted a wide range of industrial and consumer goods companies in strategy, organization and profit improvement. Typical assignments included development of corporate and division level business strategies for an electrical products manufacturer, an aerospace company and one of the country's largest brewers. In addition, Mr. Seelbach led reorganization efforts for several multi-billion-dollar including a major rubber products company and a major steel products company.

From 1982 to 1984 (while on leave from McKinsey & Company), Mr. Seelbach was the founding President of Cleveland Tomorrow, an economic development organization composed of the CEOs of Cleveland's 50 largest for-profit organizations. During his tenure as President, Mr. Seelbach and Cleveland Tomorrow created a major venture capital fund (Primus Capital Fund), started a major business university consortium to develop new manufacturing technologies (Cleveland Advanced Manufacturing Program) and set up an organization to provide consulting assistance and incubator space for high-growth new ventures (Enterprise Development, Inc.).

Mr. Seelbach continues to be actively involved in the Cleveland community. He is currently on the Board of Trustees at Playhouse Square Foundation, Team NEO, Jump Start, University School and University Circle, Inc. and is heavily involved in the Fund for Our Economic Future. Mr. Seelbach was also a member and Chairman of the Board of Directors at OMNOVA Solutions (a NYSE company) and currently serves on the Board of Advisors at two privately held companies (The NRP Group and Mazzella Companies). In 1992, Mr. Seelbach received the regional Entrepreneur of the Year Award from Ernst & Young, Merrill Lynch and Inc. Magazine.

Mr. Seelbach holds an M.B.A. from the Stanford Graduate School of Business and a B.S. degree in Electrical Engineering and Operations Research from Yale University.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0271

Sponsored by: County Executive Ronayne	A Resolution confirming the County Executive's appointment of Brad Cromes, upon his taking the oath of office, as County Treasurer; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, pursuant to Article V, Section 5.01 of the Charter of Cuyahoga County, the County Treasurer shall be appointed by the County Executive, subject to confirmation by Council; and

WHEREAS, Article V, Section 5.07 of the Charter provides for the powers, duties and qualifications of the County Treasurer; and

WHEREAS, the County Executive has nominated Brad Cromes for appointment to the position of County Treasurer; and

WHEREAS, the Council conducted a confirmation hearing which was noticed to the public and held in an open meeting on October 10, 2023; and

WHEREAS, the Council elects to confirm the County Executive's appointment of Brad Cromes to the position of County Treasurer; 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 appointment of Brad Cromes to serve as County Treasurer upon his taking the oath of office.

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: September 26, 2023

Committee(s) Assigned: Committee of the Whole

Journal _____
_____, 2023



September 18, 2023

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: *Cuyahoga County Treasurer*

Dear Council President Jones,

Pursuant to Article V, Section 5.07 of the Cuyahoga County Charter which establishes the position of County Treasurer, it is my pleasure to nominate Brad Cromes as the County Treasurer. In this role, all powers and duties now or hereafter vested in or imposed upon county treasurer by general law shall be carried out by the appointed County Treasurer.

As required by Charter Section 5.07, Mr. Cromes has at least five [5] years' experience in the management of financial matters for political subdivisions. I have included documentation regarding his experience.

Mr. Cromes comes from the Portage County Treasurer's office where he has served as the elected county treasurer for two terms. Throughout his career he has represented Portage County in administering the collection of local taxes, managing public investment portfolios, and ensuring daily, monthly, and annual statements of deposits in the Portage County Treasury.

Thank you for your consideration of this nomination. Should you or any of your colleagues have any questions, please feel free to contact Amanda Dempsey in my office at 216-698-2546.

Sincerely,

A handwritten signature in black ink that reads "Chris Ronayne".

Chris Ronayne
County Executive

Brad Cromes

Emphasizing stewardship and innovative approaches to public service and economic empowerment.

PROFESSIONAL EXPERIENCE HIGHLIGHTS

- Portage County Treasurer's Office, Ravenna, OH (Treasurer)** February 2015-Present
- Administer collection of local taxes, including real property, personal property, manufactured home, inheritance, hotel-motel, and special assessment taxes in excess of \$225 million/year. Manage public investment portfolio in excess of \$100 million. Conduct daily, monthly and annual statements of deposits into the County Treasury. Chair, Portage County Land Bank. Member, Portage County Budget Commission, Board of Revision and Data Processing Board.
 - *Professional Association Activities:* 2nd Vice President, Chair, Mobile Home Committee and Member, Legislative Committee of the County Treasurers Association of Ohio. Vice President of the Northeast Ohio Treasurers Association. Member, Association of Government Accountants Cleveland Chapter and Ohio Association of Public Treasurers.
- The Ohio Democratic Party, Columbus, Ohio (Voter Protection Steering Committee)** May 2008 - Present
- Participate in regular vision and mission meetings, crafting voter protection strategies and overseeing implementation. Provide on-going training to lawyers and poll observers on Ohio election law.
- Portage County Board of Elections, Ravenna, OH (Deputy Director)** January 2012-February 2015
- Developed and advocated for agency budget. Monitored and directed agency spending. Planned and implemented training for precinct election officials. Built and conducted agency community outreach and voter education efforts. Recruited, trained and supervised agency interns. Created and managed content for agency social media accounts. Led bipartisan staff of six full-time, several hundred part-time employees through election processes.
 - *Professional Association Activities:* Co-Chair, Education Committee and Member, Legislative Committee, Ohio Association of Election Officials.
- We Are Ohio, Columbus, Ohio (Portage County Field Organizer)** July 2011 - November 2011
- Implemented countywide voter outreach and education effort. Organized volunteers and office staff. Conducted message training and oversight. Supported and coordinated labor and allied field work.
- Office of Governor Ted Strickland, Columbus, Ohio (Legislative Intern)** September 2010 - December 2010
- Produced memoranda for policy staff, including bill analyses, fiscal reviews, and clemency requests. Drafted recommendations regarding sunset review process and responses to constituent concerns.
- Ohio Department of Education, Columbus, Ohio (Graduate Intern)** January 2010 - December 2010
- Supported School Funding Advisory Council in identifying improvements to Ohio's state funding model, focusing on regional variation and traditional public-community school collaboration. Facilitated subcommittee agenda and meetings, information gathering and distribution.

The Legal Aid Society of Columbus, Columbus, Ohio (Law Clerk) May 2009 - August 2009

- Performed legal research on topics including foreclosure, poverty law, discovery practices, and applicability of various remedies in equitable relief. Supported litigation counsel preparation for oral arguments. Observed trials. Met with clients regarding settlement agreements.

National Democratic Law Students Council, Washington, DC (President) March 2009 - March 2010

- Managed a nationwide network of over 100 chapters. Directed national election law research projects. Recruited new chapters and student poll observers. Negotiated merger with Young Lawyers for Obama, including creation of organizational documents and incorporation into the Democratic National Committee. Coordinated regional events and communication between chapters. Planned and executed national conventions in Columbus, Chicago and Washington, DC.

The Ohio Democratic Party, Columbus, Ohio (Voter Protection Intern) May 2008 - August 2008

- Authored "Ohio Student Bill of Voting Rights," focusing on election law issues specific to transient student populations. Provided summaries of Secretary of State Directives and Attorney General Opinions. Conducted original research used by the state party and Obama campaign.

The Ohio State University Office of Legal Affairs, Columbus, Ohio (Law Clerk) May 2008 - August 2008

- Wrote, with counsel, formal employee political activity policy for The Ohio State University. Researched legal precedent in university-related practice areas including labor and employment, intellectual property, academic affairs, athletics, and ethics law. Composed litigation response letters and intra-office memoranda.

Gateway Consulting Group, Cleveland, Ohio (Research Assistant) September 2006 - May 2008

- Aided principals in developing strategy and vetting candidates for construction and management contracts on public projects exceeding \$82 million. Provided research for construction and management of major public assembly facilities across the country. Managed grant identification and targeting efforts.

Northeast Ohio Council on Higher Education, Cleveland, Ohio (Project Associate) May 2006 - May 2007

- Organized campus outreach and student liaison program. Facilitated peer-to-peer recruitment in northeast Ohio high schools by college students. Connected students in northeast Ohio with cross-campus events.

COMMUNITY SERVICE AND INVOLVEMENT

Kiwanis International, Ravenna, Ohio Chapter (Board Member) March 2012 - Present

- Vice President 2017 - 2018. President 2017 - 2018. Board Member 2020 - Present.

Celebrate Portage Steering Committee (Board Member) June 2013 - Present

- Plan and implement Celebrate Portage, a multi-day event celebrating community heroes and fostering volunteerism.

Community Action Council of Portage County (Board Member and Treasurer) September 2016 - Present

- Assist agency in its mission of alleviating poverty and helping community members achieve self-sufficiency. Treasurer 2021 - Present.

Scouts BSA Pack 3551, Ravenna, Ohio (Pack Treasurer and Den Leader) September 2019 - Present

- Eagle Scout. Wood Badge trained and certified leader. Deliver Scouting program as a direct point of contact for youth, manage Pack finances and banking.

Select Past Community Volunteerism Positions Various

- United Way of Portage County Board Member October 2015 - July 2022 (Chair 2018 - 2019). Leadership Portage County Class of 2020. Ravenna Joint Economic Development District Vice Chair 2016 - 2019.

EDUCATION AND TRAINING

The Ohio State University John Glenn College of Public Affairs (Public Leadership Academy) July 2022
Special Honors/Programs: Invitation-only training in civility and bipartisan leadership for rising stars identified by Ohio state political parties and governmental professional associations.

The Ohio State University Moritz College of Law, Columbus, Ohio (Juris Doctorate) December 2010
Special Honors/Programs: Public Service Fellow with Dean's Special Recognition. Mentory and More @ Moritz. Law and Leadership Program. Public Interest Law Foundation Vice President for Fundraising. Interprofessional Council Senator.

The Ohio State University John Glenn College of Public Affairs (M.A. Public Policy & Mgmt.) June 2010
Special Honors/Programs: Magna cum laude. Rated "highly proficient" in all five offered coursework streams - public policy, economics, management, quantitative analysis and decisions support systems. 2019 Young Alumni Achievement Award recipient.

Hiram College, Hiram, Ohio (B.A. Political Science) May 2006
Special Honors/Programs: Magna cum laude. Political science departmental honors. First student observer to the Board of Trustees. Distinguished student leadership award recipient. Alumni Executive Board 2013 - 2020.

PROFESSIONAL CERTIFICATIONS, LICENSES AND MEMBERSHIPS

Certified Government Financial Manager™, Association of Government Accountants Certificate 17486

Licensed to Practice Law in the State of Ohio, Supreme Court of Ohio License 0087389

American, Ohio and Portage County Bar Associations (Member) May 2011 - Present

REFERENCES

Available upon request.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0272

Sponsored by: County Executive Ronayne	An Emergency Resolution authorizing the County Executive to enter into a Local Governance Agreement with the City of Cleveland and a to-be-formed non-profit organization to carry out workforce development activities for the Cleveland-Cuyahoga County Workforce Development Area; and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, Cuyahoga County (“County”) and the City of Cleveland (“City”) combined to form one Local Workforce Investment Area, known as Local Area #3, for the purposes of implementing the Workforce Investment Act of 1998 (“WIA”); and

WHEREAS, the Board of Commissioners of the County and the Mayor of the City, as the Chief Elected Officials (“CEOs”) of the combined Ohio Local Area #3, entered into a 2007 intergovernmental agreement to provide for the combination of the County and City workforce investment boards and service areas, to maintain a jointly managed workforce investment program in Ohio Local Area #3, and to provide for unified delivery of workforce investment services; and

WHEREAS, the Workforce Investment and Innovation Act (“WIOA”), amending WIA, was signed into law on July 22, 2015, and subsequently in 2017, the Chief Executive of the County and the Mayor of the City, as CEOs of the Cleveland-Cuyahoga County Workforce Development Area, entered into an Intergovernmental Agreement of Elected Officials of the Cleveland-Cuyahoga County Workforce Development Area (“2017 Intergovernmental Agreement”) to operate the local workforce development system as required by WIOA; and

WHEREAS, the CEOs are responsible under WIOA for establishing a local workforce development governing board (“WDB”) and appointing members thereto in accordance with WIOA; and

WHEREAS, the current WDB established by the CEOs consists of members appointed by the CEOs; and

WHEREAS, under the 2017 Intergovernmental Agreement, the County was designated as the fiscal agent for the Cleveland-Cuyahoga County Workforce Development Area and the WDB; and

WHEREAS, the City and Cuyahoga desire to terminate the 2017 Intergovernmental Agreement and enter into a Local Governance Agreement effective immediately upon termination of the 2017 Intergovernmental Agreement under which a nonprofit corporation organized under Chapter 1702 of the Ohio Revised Code will serve as the local WDB to act as both the fiscal and administrative agent to carry out workforce development activities for the Cleveland-Cuyahoga County Workforce Development Area; and

WHEREAS, the CEOs intend to continue to appoint and re-appoint members to the WDB operated by the non-profit organization in the manner described in the 2017 Intergovernmental Agreement.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes the County Executive to enter into a Local Governance Agreement with the City of Cleveland effective immediately upon termination of the 2017 Intergovernmental Agreement under which a nonprofit corporation organized under Chapter 1702 of the Ohio Revised Code will serve as the local WDB to act as both the fiscal and administrative agent to carry out workforce development activities for the Cleveland-Cuyahoga County Workforce Development Area. To the extent that any exemptions to the County Code and contracting procedures are necessary for anything contemplated herein, said exemptions shall be deemed approved by the adoption of this Resolution.

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

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Education, Environment & Sustainability

Journal _____

_____, 2023

Briefing Memo – Conversion of Workforce Development Board to Nonprofit Corp.

In May, the Cleveland-Cuyahoga Workforce Development Board (the Board) voted to recommend that the organization transform into a nonprofit (501c3 organization). It is currently an intergovernmental organization jointly staffed by the City of Cleveland and Cuyahoga County. This vote was held following a year of intense deliberation at four consecutive Board meetings, a series of focus groups with stakeholders, and detailed research on design and implementation options. The plan took root in the CCWDB's 2019-2023 Strategic Plan, which directed the Board to explore possibilities for creating a more manageable and nimble structure. This move was inspired by the need to strengthen the organization's ability to lead, innovate, and do more to help grow the region. It's also part of a growing movement nationally – 55% of similar government workforce organizations have already successfully transitioned to nonprofit status. The next step will be to work with City and County Councils to share the Board's recommendation, rationale for this change, and for them to consider authorizing the transition from our current intergovernmental structure to a nonprofit Board.

The Board oversees the public workforce system – helping employers find and develop the skilled workers they need and helping jobseekers find good paying jobs and new careers. The Board currently serves 10,000 people a year, with federal WIOA funding that flows to our County by formula, through the state.

The change is already supported by the Cuyahoga County Mayors and City Managers Association, which represents all 57 municipalities in Cuyahoga County. In a letter of support, the President and Mayor of Pepper Pike Richard Bain wrote, “We believe this change will allow our residents and employers to re-engage in workforce development activities and support in ways that will put more residents to work, increase household incomes, grow our companies, and contribute and align with the economic development and infrastructure activities you support which create real opportunity for all.”

The Board and leadership of the organization feel that a nonprofit model will allow us to serve more people, be a better partner to businesses and other workforce providers, and be able to efficiently and nimbly respond to the labor market. For residents, we expect them to feel little change – our Ohio Means Jobs Center at 1910 Carnegie and staff throughout the community will still be ready & eager to support jobseekers on their career paths.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0274

Sponsored by: County Executive Ronayne/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim	A Resolution authorizing an amendment to Contract No. 3672 (fka CE1400135) with Alto 55 Erievew, LLC dba Alto 55 for lease of space located at 75 Erievew Plaza, Cleveland, for the operation of the Family Justice Center by the Department of Public Safety and Justice Services/Witness/Victim for the period of 6/1/2014 – 10/31/2023 to extend the time period to 12/31/2027 and for additional funds in an amount not-to-exceed \$915,400.00; 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.
---	--

WHEREAS, the County Executive/Departments of Public Works and Public Safety and Justice Services/Division of Witness/Victim recommends an amendment to Contract No. 3672 (fka CE1400135) with Alto 55 Erievew, LLC dba Alto 55 for lease of space located at 75 Erievew Plaza, Cleveland, for operation of the Family Justice Center by the Department of Public Safety and Justice Services/Witness/Victim for the period of 6/1/2014 – 10/31/2023 to extend the time period to 12/31/2027 and for additional funds in an amount not-to-exceed \$915,400.00; and

WHEREAS, the primary goal of this project is to provide appropriate space for operations of the Family Justice Center which will also allow a location for services for victims of domestic violence, sexual violence, stalking and related crimes; and

WHEREAS, this project is funded 100% Family Justice Center HHS Levy Fund, to be reimbursed by the City of Cleveland; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3672 (fka CE1400135) with Alto 55 Erieview, LLC dba Alto 55 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center for us by the Department of Public Safety and Justice Services/Witness/Victim for the period of 6/1/2014 – 10/31/2023 to extend the time period to 12/31/2027 and for additional funds in an amount not-to-exceed \$915,400.00.

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

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

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

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

Yeas:

Nays:

_____	_____
County Council President	Date
_____	_____
County Executive	Date
_____	_____
Clerk of Council	Date

First Reading/Referred to Committee: September 26, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	2023 DPW on behalf of Public Safety & Justice Services - Alto 55 Erieview, LLC CM3672 3rd Amendment to the Lease Agreement for Family Justice Center
Department or Agency Name	Department of Public Works
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue <input type="checkbox"/> Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Novus	BZT Acquisitions, LLC	06/01/2014 to 05/31/2019	\$798,000.00	05/13/2014	R2014-0120
A-1	Novus	BZT Acquisitions, LLC	06/01/2014 to 10/31/2019	\$152,279.00	12/15/2014	BC2014-301
A-1b	Novus or OnBase	BZT Acquisitions, LLC	06/01/2014 to 10/31/2019	\$219,029.00 (changed BC2014-301 12/15/24 from \$152,279.00 (Additional amount of \$66,750.00 encumbered at this time per PSJS NVeley)	02/25/2019	BC2019-144
A-2	OnBase# 45900867	Alto 55 Erieview, LLC	06/01/2014 to 10/31/2023	\$780,360.00	08/06/2019	R2019-0150
A-3	3672	Alto 55 Erieview, LLC	11/01/2023 to 12/31/2027	\$915,400.00 (Base rent \$840,400.00, Operating \$40,000.00 and electricity \$35,000.00)	Pending	Pending

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

This is a 2023 3rd Amendment Contract No. **CM3672** with Alto 55 Erieview, LLC (d/b/a ALTO 55), to extend the lease for 50 months for a period commencing November 1, 2023, through December 31, 2027, for use by the Cuyahoga County Public Safety & Justice Services to operate the Family Justice Center for approximately 13,200 square feet on the fifth floor of the office building located at 75 Erieview Plaza, Cleveland, Ohio and for additional funds in the amount not-to-exceed \$915,400.00.

Rev. 7/24/23

For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement Age of items being replaced: _____ How will replaced items be disposed of? _____ Project Goals, Outcomes or Purpose (list 3): (PSJS NVeley) The goal of the project is to continue to lease space for the Family Justice Center. The outcome of the project is that the County will continue to operate a welcoming, safe space for victims of stalking and domestic violence in coordination with nonprofit partners and the City of Cleveland. The purpose of the project is to provide a more streamlined and centralized entry point for the criminal and civil justice system and other supportive services.	
If a County Council item, are you requesting passage of the item without 3 readings. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address: Alto 55 Erieview, LLC, 75 Erieview Plz., Suite 100, Cleveland, Ohio 44114	Owner, executive director, other (specify): Michael Sabrocos, CEO and Manager, 707 President Street, Suite 640, Baltimore, MC
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process. This is an amendment to an existing contract that began in 2014, please see Justification for additional information.
The total value of the solicitation: _____ Number of Solicitations (sent/received) / _____	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: _____	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process

Rev. 7/24/23

How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement) (PSJS NVeley) RFP exemption <input type="checkbox"/> Other Procurement Method, please describe:
--	---

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

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
(PSJS NVeley) PJ280130 Family Justice Center HHS Levy Fund, funding provided by Revenue Generating Agreement with the City of Cleveland.
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Commented [CK1]: Suggestion by MBV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

Provide status of project.	
<input type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason:	
Timeline:	<i>01/05/2023 PWD-3313 PStruman opened</i>
Project/Procurement Start Date (date your team started working on this item):	<i>08/16/2023 Infor processing assigned to NFarina via JMyers</i>
Date documents were requested from vendor:	<i>3/10/2023</i>
Date of insurance approval from risk manager:	<i>8/25/23</i>
Date Department of Law approved Contract:	<i>8/25/23</i>
Date item was entered and released in Infor:	<i>8/30/23</i>
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: On/around <u>8/25/23</u> DPW received verification of dollars from PSJS final past/current fiscal information. PSJS to enter line. On <u>8/29/23</u> it was determined that NFarina enter initial line PSJS will handle their fiscal obligations or adjust the lines after the contract is released. PSJS handles actual rent payments. NFarina received an "error msg" while entering line 1. for the period 11/1/23-12/31/23 and submitted Cherwell ticket#204945 "PJ280130-OTHERX OVER BUDGET 26,532.51 FY2023 (_F10-FC). Per ERP System Analyst, Procurement only \$23K funds available. PSJS MVAughn will resolve funding issue and NFarina to complete entering the initial line 1. and release. <u>8/30/23</u> Budget issue resolved and contract amendment released.	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

Rev. 7/24/23

HISTORY (see instructions):

CM3672 2023 Amendment Alto 55 Erieview, LLC dba Alto 55 for lease of space located at 75 Erieview Plaza, Cleveland, for operation of the Family Justice Center 6/1/2014 - 10/31/2023 extend 12/31/2027 \$915,400.00 (fka CM408 "closed" and CM2297 "active" w/3 fund lines ending 10/31/2023)

R2014-0120 (5/13/2014)

BZT Acquisition, LLC

\$798,000.00

6/1/2014 - 5/31/2019

BC2019-144 (2/25/2019)

BZT Acquisition, LLC

Changing additional funds from \$152,279.00 BC2014-301 (12/15/2014) to \$219,029.00 (increase of \$66,750.00)

6/1/2014 - 10/31/2019

CM2297 (fka as conversion CM408 now closed)

R2019-0150 (8/6/2019)

Alto 55 Erieview, LLC

\$780,360.00

6/1/2014 - 10/31/2019 extend to 10/31/2023

CM3672

R2023-tbd (date tbd)

Alto 55 Erieview, LLC

(fka CM2297 "active" ending 10/31/23 & CM408 closed)

PWD-3313

\$915,400.00

6/1/2014 - 10/31/2023 extend to 12/31/2027

Created by NFarina reviewed by NVeley PSJS

Rev. 7/24/23

Department of Purchasing – Required Documents Checklist

**Family Justice Center - 75 Erieview - (FJC) – CM3672 - 2023 Amendment Alto 55
Erieview, LLC**

Infor/Lawson RQ#:	N/A
BuySpeed RQ# (if applicable):	
Infor/Lawson PO# Code (if applicable):	PO 211373 CONV
CM Contract#	CM3672 (fka CM408 “closed” and CM2297 ends 10/31/23)

	Department	Clerk of the Board
Briefing Memo	PJS/NDF	

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> √
Why is the amendment being submitted late?	<p>9/7/2023: Purchasing Note – any further questions should be directed to Public Works.</p> <p>Department submission “email Per PStruman/County Law this amendment is properly effective as of June 1, 2023, to account for the change in square footage of that June 1, 2023 date and new amendment rent will start 11/1/23.”</p>	
What is being done to prevent this from reoccurring?	<p>9/7/2023: Purchasing Note – any further questions should be directed to Public Works.</p> <p>Department submission “Discussions and reductions of square footage are common regarding rent sq/ftg adjustments and law verified via email.”</p>	

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

Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			PJS/NDF	OK
IG#	19-0088-REG 31DEC2023		PJS	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:	07/06/2023	PJS	OK
Auditor’s Finding	Date:	08/23/2023	NDF	OK
Independent Contractor (I.C.) Requirement	Date:		N/A	Waived by law (attached)
Cover - <i>Master amendments only</i>			N/A	OK
Contract Evaluation			PJS/NDF	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A

Department of Purchasing – Required Documents Checklist

**Family Justice Center - 75 Erieview - (FJC) – CM3672 - 2023 Amendment Alto 55
Erieview, LLC**

Checklist Verification	PJS/NDF	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	PJS
Matrix Law Screen shot	PJS/NDF
COI	PJS/NDF
Workers' Compensation Insurance	N/A PJS/NDF
Original Executed Contract (containing insurance terms) & all executed amendments	PJS

Accounting Units: (PSJS NVeley)

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
11/01/2023-12/31/2023 (2 months)	PJ280130	55130		\$ 50,000.00
01/01/2024-12/31/2024	PJ280130	55130		\$ 211,262.56
01/01/2025-12/31/2025	PJ280130	55130		\$ 217,862.56
01/01/2026-12/31/2026	PJ280130	55130		\$ 224,462.56
01/01/2027-12/31/2027	PJ280130	55130		\$ 211,812.32
			TOTAL	\$ 915,400.00

Contract History CE/AG# (if applicable)	CE1400135-2
Infor/Lawson PO# Code (if applicable)	CE CONV
Lawson RQ# (if applicable)	RQ30442 (BuySpeed) N/A
CM Contract#	CM3672 (fka CM408 closed and CM2297 active ends 10/31/2023)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$ 798,000.00		6/1/2014-10/31/2019 6/1/2014-5/31/2019	05/13/2014	R2014-0120
Prior Amendment Amounts (list separately)		\$152,379.00	6/1/2014-10/31/2019 6/1/2014-5/31/2019	12/15/2014	BC2014-301
		\$219,029.00	6/1/2014 – 10/31/2019	2/25/2019	BC2019-144
		\$ 780,360.00	6/1/2014-10/31/2023	08/06/2019	R2019-0150

2 | Page

Revised 1/7/2022

Department of Purchasing – Required Documents Checklist

**Family Justice Center - 75 Erieview - (FJC) – CM3672 - 2023 Amendment Alto 55
Erieview, LLC**

Pending Amendment		\$ 915,400.00	6/1/2014-12/31/2027	Tbd	R2023-tbd
Total Amendments		\$ 999,389.00 \$1,914,798.00			
Total Contact Amount		\$2,712,789.00			

Purchasing Use Only:

Prior Resolutions:	R2019-0150, BC2019-144, BC2014-301, R2014-0120
Amend:	3672
Vendor Name:	Alto 55 Erieview, LLC (dba ALTO 55)
ftp:	6/1/2014 – 10/31/2023 EXT 12/31/2027, effective 6/1/2023
Amount:	Add'l \$915,400.00mm
History/CE:	OK
EL:	Needs WET
Procurement Notes:	<p>9/6/2023: Current, completed Independent Contractor form needs to be attached for amendment action – as available on the county intranet; amendment is effective 6/1/2023 – need Late Submittal questions answered – attach as separate document or revised checklist – or attach revised amendment with effective future date.</p> <p>9/1/2023: CM2297 closed today; entry as copied contract with remaining funds only to activate CM3672; department will need to activate; then submit Amendment action, including re-entry of amendment line. Current, completed Independent Contractor form needs to be attached for amendment action.</p> <p>8/30/2023: CM2297 must be closed and if remaining funds are being used for future payment, line added for those remaining funds from closed contract; verify with Law that EO2023-0003 signature clause does not need to be included (per 8/24/2023 e-mail of Purchasing Director) - if clause not required, attach written documentation; Attach current Independent Contractor form; update contract tab effective date of contract 6/1/2014; \$840,400.00 + \$40,000 + \$35,000 = \$915,400.00 amendment amount</p>
Purchasing Buyer's initials and date of approval	OK, ssp 9/7/2023

CONTRACT EVALUATION FORM

Contractor	Alto 55 Erievue, LLC (dba Alto 55 and as successor in interest to BZT Acquisition, LLC)				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	R2014-0120 (5/13/2014) \$798,000.00 6/1/2014 – 5/31/2019, BC2019-144 (2/25/2019) changing additional funds from \$152,279.00 (BC2014-301 12/15/2014) to \$219,029.00 ending 10/31/2023 and R2019-0150 (8/6/2019) \$780,360.00 extend to 10/31/2023				
RQ#	30442				
Time Period of Original Contract	6/1/2014 – 5/31/2019 and amendments extended to 10/31/2023				
Background Statement	n/a				
Service Description	Lease space on the fifth floor of the office building located at 75 Erievue Plaza, Cleveland, Ohio (the “Premises”) for operation of the Family Justice Center				
Performance Indicators	n/a				
Actual Performance versus performance indicators (include statistics):	n/a				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)		x			
Justification of Rating	Good				
Department Contact	DPW John Myers, DPW Property Management Administrator PSJS Jill Simialek, Deputy Director Public Safety & Justice Services (PSJS)				

User Department	PSJS
Date	8/18/23 NFarina for John Myers and Jill Smialek

County Council of Cuyahoga County, Ohio
Ordinance No. O2023-0016

<p>Sponsored by: County Executive Ronayne</p> <p>Co-sponsored by: Councilmembers Turner, Stephens, Conwell, Sweeney and Miller</p>	<p>An Ordinance enacting Section 208.05 of the Cuyahoga County Code to establish a Cuyahoga County Women’s Health Advisory Council to serve as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women’s access to the full range of healthcare options, including reproductive and maternal health and to eliminate health disparities; and declaring the necessity that this Ordinance become immediately effective.</p>
--	--

WHEREAS, The United States Supreme Court’s decision to overturn *Roe v. Wade* and other recent political actions around abortion access have put a woman’s ability to make her own reproductive-health decisions at risk; and

WHEREAS, Despite the world-class ranking of health care systems in Cuyahoga County, health disparities persist in Cuyahoga County, disproportionately affecting women, especially women of color; and

WHEREAS, The *Ohio Department of Health: Eliminating Racial Disparities in Infant Mortality Task Force* has found that Black women are 2.5 times more likely to die from a cause related to their pregnancy than white women, from the first months of pregnancy through the first year of delivery; and

WHEREAS, Women in Cuyahoga County have unique health needs that have been historically underfunded and understudied; and

WHEREAS, Cuyahoga County desires to establish the Women’s Health Advisory Council to, among other things, serve as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women’s health and the rights of women to make their own healthcare decisions and have access to a full range of reproductive healthcare options; and

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

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

SECTION 1. Section 208.05 is hereby enacted to read as follows:

Section 208.05 Cuyahoga County Women’s Health Advisory Council

A. Composition: The Women’s Health Advisory Council (“WHAC”) shall first be appointed in October 2023 and shall be composed of thirteen (13) members, including but not limited to: the County Executive or the Executive’s designee; the County Council President or the President’s designee; the Director of the County Department of Health and Human Services or the Director’s designee; one (1) member appointed by the President of The MetroHealth System; and nine (9) members appointed by the County Executive and confirmed by County Council (the “Community Appointees”). The Community Appointees shall include representatives of community organizations and health providers, members of the legal community active in the defense of full reproductive rights and, where possible, individuals who have lived experience.

1. Six (6) of the Community Appointees shall have an initial term of one (1) year; four (4) of the Community Appointees shall have an initial term of two (2) years; and three (3) of the Community Appointees shall have an initial term of three (3) years. Thereafter, all terms shall be for three (3) years.
2. Nothing in this section shall prohibit any initial appointee from being reappointed to the Women’s Health Advisory Council for a three-year term. If a vacancy occurs, the original appointing authority shall appoint a replacement in the same manner as the regular appointment for the unexpired term.
3. Members shall serve without compensation, except for out of pocket expenses, approved by the Women’s Health Advisory Council members.

B. Leadership and Staffing: The WHAC shall select a member to serve as Chair and shall develop and adopt its own rules of procedure, consistent with this section, other County ordinances, and the County Charter; provided that the member initially selected to serve as Chair shall serve in that capacity for a period of two (2) years. The Executive shall provide staff support as needed.

C. Duties: The duties of the WHAC shall include:

1. Acting as a resource for information, advice and recommendations regarding goals, strategies and programs of the County to support women’s health.
2. Creating recommendations for allocating grant funding related to women’s health issues.
3. Providing advice and recommendations regarding funding of programs designed to support better access to women’s healthcare.

4. Meeting publicly on a quarterly basis to provide a forum for the public to offer ideas and recommendations regarding women's health.
5. Serving as a resource for crisis responses around the status of reproductive rights in the state of Ohio.

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 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 adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 26, 2023
Committee(s) Assigned: Health, Human Services & Aging

Journal _____

_____, 23