



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, NOVEMBER 14, 2023**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> 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 24, 2023 Committee of the Whole Meeting [See Page35]
  - b) October 24, 2023 Regular Meeting [See Page 37]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 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) R2023-0311: A Resolution awarding a total sum, not to exceed \$10,000, to the NAACP, Cleveland Branch for a community series on criminal legal reform from the District 9 ARPA Community Grant Fund; and declaring the necessity that [See Page 58]

this Resolution become immediately effective.

Sponsor: Councilmember Turner

- 2) R2023-0312: A Resolution awarding a total sum, not to exceed \$10,000, to the Waterloo Alley Cat Project for the care of abandoned and feral cats from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 61]

Sponsor: Councilmember Simon

- 3) R2023-0313: A Resolution approving The MetroHealth System's policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements to achieve beneficial purchasing arrangements for the year 2024, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective. [See Page 64]

Sponsor: Council President Jones on behalf of The MetroHealth System

- 4) R2023-0314: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-C; and declaring the necessity that this Resolution become immediately effective. [See Page 67]

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

- 5) R2023-0315: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan A-N; and declaring the necessity that this Resolution become immediately effective. [See Page 83]

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

- 6) R2023-0316: A Resolution authorizing a contract with Frank Ford Consulting, LLC in the total amount not to exceed \$58,500 for the provision of Mortgage Lending Research and Technical Assistance to Cuyahoga County Council for the period 10/1/2023 – 4/5/2024; authorizing the County [See Page 164]



Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Jones and Stephens

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

- 1) 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 167]

Sponsors: Councilmembers Sweeney, Turner, Miller, Conwell and Simon

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

- 2) 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 170]

Sponsor: Councilmember Sweeney

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

- 3) 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 173]

Sponsors: Councilmembers Sweeney and Miller

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

- 4) 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 177]

Sponsor: Council President Jones

Committee Assignment and Chair: Community Development – Stephens

- 5) 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 180]

Sponsors: Councilmembers Turner and Jones

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

- 6) 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 183]

Sponsor: Councilmember Turner

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

- 7) 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 186]

Sponsors: Councilmembers Simon, Turner and Conwell

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

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

- 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 190]

Sponsor: Council President Jones

Committee Assignment and Chair: Community Development – Stephens

**d) CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR THIRD READING ADOPTION**

- 1) R2023-0278: A Resolution awarding a total sum, not to exceed \$135,000, to Community Housing Solutions for the CHS Home Repair Program from the Districts 1 & 7 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 192]

Sponsors: Councilmembers Conwell and Kelly

Committee Assignment and Chair: Community Development – Stephens

- 2) R2023-0279: A Resolution awarding a total sum, not to exceed \$40,000, to the Rid-All Foundation for the Green Partnerships Veterans Training Program from the Districts 8 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 195]

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 \$15,000, to the Collaborative to End Human Trafficking for the Human Trafficking Education and Training

Program for Schools from the Districts 9 & 11 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 199]

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 203]

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 \$20,000, to the Diaper Bank of Greater Cleveland for the Diaper Bank Expansion Project from the District 7 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective. [See Page 206]

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 210]

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

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

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

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

- 1) R2023-0317: 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. [See Page 297]

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

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

- 1) R2023-0318: A Resolution confirming the County Executive's re-appointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2023 – 7/14/2026; and declaring the necessity that this Resolution become immediately effective: [See Page 332]

Re-appointments:

- i) Heidi Gullett, MD
- ii) Eddie Taylor
- iii) Jenice Contreras

Sponsor: County Executive Ronayne

- 2) R2023-0319: A Resolution confirming the County Executive's appointment of Tanisha Warren to represent Cuyahoga County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region for the term 1/24/2024 – 1/23/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 339]

Sponsor: County Executive Ronayne

- 3) R2023-0320: An Emergency Resolution ratifying an amendment to the code of regulations of the Northeast Ohio Areawide Coordinating Agency; and declaring the necessity that this Resolution become immediately effective. [See Page 344]

Sponsor: County Executive Ronayne

- 4) R2023-0321: A Resolution declaring that public convenience and welfare requires the reconstruction of the Lake Road – Clifton Boulevard Project in the Cities of Lakewood and Rocky River in connection with the Cuyahoga County Lakefront Access Plan; total estimated project cost \$9,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective. [See Page 346]

Sponsor: County Executive Ronayne/Department of Public Works

- 5) R2023-0322: A Resolution authorizing an amendment to Agreement No. 1932 with Cuyahoga Metropolitan Housing Authority for lease of a County-owned parking lot, located on Cedar Avenue at East 22<sup>nd</sup> Street, Permanent Parcel Nos. 103-13-019 and 103-13-022 in the City of Cleveland for the period 12/15/2021 – 12/14/2023 to extend the time period to 12/31/2025, no additional funds required; 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 351]

Sponsor: County Executive Ronayne/Department of Public Works

- 6) R2023-0323: A Resolution making an award on RQ11017/Event 3632 to 21C LLC, d.b.a. Compass Energy Platform (“Compass”) for consulting and management services for the Cuyahoga County electric utility and microgrid, for a period of 10 years; authorizing the County Executive to execute the Energy Consulting and Management Agreement with Compass and certain other documents; and [See Page 357]

declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works on behalf of the Department of Sustainability

- 7) R2023-0324: A Resolution making an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3871 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 363]

Sponsor: County Executive Ronayne/Department of Human Resources

- 8) R2023-0325: A Resolution authorizing an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/31/2024, to expand the scope of services, effective 8/2/2023, and for additional funds in the amount not-to-exceed \$550,000.00; 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 369]

Sponsor: County Executive Ronayne/Sheriff's Department

- 9) R2023-0326: A Resolution authorizing a contract with OnSolve Intermediate Holding Company in the amount not-to-exceed \$585,000.00 for purchase of a Mass Notification System for the period of 12/17/2023 – 12/16/2028; authorizing the County Executive to execute Contract No. 3861 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 375]

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

10) R2023-0327: A Resolution authorizing an amendment to a Master Contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023, to extend the time period to 10/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the total amount not-to-exceed \$5,979,175.95; authorizing the County Executive to amend Contracts Nos. 2389 and 2390 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 381]

a) Contract No. 2389 with Verge, Inc. in the amount not-to-exceed \$753,856.95.

b) Contract No. 2390 with Youth Opportunities Unlimited in the amount not-to-exceed \$5,225,319.00.

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

11) R2023-0328: A Resolution authorizing amendments to contracts with various providers for the Ohio Works First Program for the period 1/1/2023 – 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 total amount not-to-exceed \$6,686,146.75; authorizing the County Executive to execute Contract Nos. 3437 & 3438 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 395]

a) Contract No. 3437 (fka Contract No. 2840) with Maximus Human Services Inc. for additional funds in the amount not-to-exceed \$2,823,646.75.

b) Contract No. 3438 (fka Contract No. 2841) with The Centers for Families and Children for additional funds in the amount not-to-exceed \$3,862,500.00.

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



12) R2023-0329: A Resolution authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$2,440,900.00 for fiscal agent services and emergency food purchase assistance by hunger centers serving eligible Cuyahoga County residents for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3824 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 404]

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

13) R2023-0330: A Resolution authorizing an amendment to a Master Contract with various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2021 – 12/31/2023 to extend the time period to 12/31/2024 and for additional funds in the total amount not-to-exceed \$4,912,734.60; authorizing the County Executive to execute the Master Contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:[See Page 409]

a) Agreement No. 1100 with Cuyahoga Metropolitan Housing Authority in the amount not-to-exceed \$247,925.20.

b) Contract No. 1101 with The East End Neighborhood House in the amount not-to-exceed \$247,925.20.

c) Contract No. 1103 with Murtis Taylor Human Services System in the amount not-to-exceed \$792,052.92.

d) Contract No. 1105 with University Settlement, Incorporated in the amount not-to-exceed \$882,069.14.

e) Contract No. 3261 (fka Contract No. 1098) with Catholic Charities Corporation in the amount not-to-exceed \$688,959.77.

f) Agreement No. 3262 (fka Agreement No. 1099) with City of Lakewood in the amount not-to-exceed \$585,866.61.

- g) Contract No. 3263 (fka Contract No. 1102) with Harvard Community Services Center in the amount not-to-exceed \$296,202.54.
- h) Contract No. 3264 (fka Contract No. 1104) with The Centers for Families and Children in the amount not-to-exceed \$441,034.57.
- i) Contract No. 3269 (fka Contract No. 1106) with West Side Community House in the amount not-to-exceed \$730,698.65.

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

- 14) R2023-0331: A Resolution authorizing an amendment to a Master Contract with various providers for family centered support services for at-risk children and families for the period of 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 total amount not-to-exceed \$2,479,115.00; authorizing the County Executive to execute the Master Contract and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective: [See Page 416]
- a) Contract No. 1995 with Bellefaire Jewish Children’s Bureau in the amount not-to-exceed \$89,115.00.
  - b) Contract No. 2042 with Applewood Centers, Inc. in the amount not-to-exceed \$655,000.00.
  - c) Contract No. 2043 with Beech Brook in the amount not-to-exceed \$300,000.00.
  - d) Contract No. 2044 with Catholic Charities Corporation in the amount not-to-exceed \$605,000.00.
  - e) Contract No. 2045 with The Cleveland Christian Home Inc. in the amount not-to-exceed \$15,000.00.
  - f) Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in the amount not-to-exceed \$160,000.00.

- g) Contract No. 2047 with OhioGuidestone in the amount not-to-exceed \$120,000.00.
- h) Contract No. 2049 with Ohio Mentor, Inc. in the amount not-to-exceed \$70,000.00.
- i) Contract No. 2050 with Pressley Ridge in the amount not-to-exceed \$320,000.00.
- j) Contract No. 2051 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$45,000.00.
- k) Contract No. 2052 with Specialized Alternatives for Families and Youth of Ohio, Inc. in the amount not-to-exceed \$100,000.00.

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

- 15) R2023-0332: A Resolution authorizing an amendment to a Master Contract with various providers for Medicaid Home and Community-based Services for out-of-home placement and foster care services for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to expand the scope of services, terminate contracts with various providers and add new providers effective 1/1/2024, and for additional funds in the amount not-to-exceed \$61,500,000.00; 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 425]
- a) To expand the scope of services, effective 1/1/2024:
    - 1) Contract No. 2015 with Habilitation Centers, LLC dba Little Creek Behavioral Health in the amount not-to-exceed \$1,254,970.00.
  - b) To terminate contracts with various providers, effective 1/1/2024:
    - 1) Contract No. 2010 with Detroit Behavioral Institute, Inc.
    - 2) Contract No. 2341 with George Junior Republic in Pennsylvania

- 3) Contract No. 2346 with Hittle House
  - 4) Contract No. 2355 with Quality of Life Health Care Services, LLC
  - 5) Contract No. 2001 with Rite of Passage, Inc.
  - 6) Contract No. 2006 with The Twelve of Ohio, Inc
- c) To add new providers, effective 1/1/2024:
- 1) Contract No. 3903 with Advantage Family Outreach & Foster Care in the amount not-to-exceed \$0.01.
  - 2) Contract No. 3914 with Dimensional Phases Group Home in the amount not-to-exceed \$0.01.
  - 3) Contract No. 3904 with Mimique Homes Inc. in the amount not-to-exceed \$0.01.
  - 4) Contract No. 3905 with The Bair Virginia in the amount not-to-exceed \$0.01.
- d) Additional funds:
- 1) Contract No. 1991 with Adelphoi Village, Inc. in the amount not-to-exceed \$1,223,596.00.
  - 2) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services in the amount not-to-exceed \$883,459.00.
  - 3) Contract No. 1996 with Open Arms Adoption, Inc. in the amount not-to-exceed \$24,900.00.
  - 4) Contract No. 1998 with Pressley Ridge in the amount not-to-exceed \$1,269,412.00.
  - 5) Contract No. 1999 with Quality Care Residential Homes, Inc. in the amount not-to-exceed \$298,802.00.
  - 6) Contract No. 2000 with Raven House in the amount not-to-exceed \$179,281.00.
  - 7) Contract No. 2002 with Rolling Hills Hospital, Inc in the amount not-to-exceed \$232,418.00.
  - 8) Contract No. 2003 with RTC Acquisition Corporation in the amount not-to-exceed \$319,000.00.
  - 9) Contract No. 2004 with Specialized Alternatives for Families & Youth of Ohio, Inc. in the amount not-to-exceed \$6,268,839.00.
  - 10) Contract No. 2005 with The Bair Foundation in the amount not-to-exceed \$1,252,081.00.
  - 11) Contract No. 2007 with Cleveland Christian Home in the amount not-to-exceed \$1,922,296.00.
  - 12) Contract No. 2008 with Cornell Abraxas Group, LLC in the amount not-to-exceed \$645,941.00.

- 13) Contract No. 2009 with Destiny Family Services in the amount not-to-exceed \$45,418.00.
- 14) Contract No. 2011 with Eastway Corporation in the amount not-to-exceed \$102,589.00.
- 15) Contract No. 2012 with ENA, Inc. dba Necco Center in the amount not-to-exceed \$1,404,471.00.
- 16) Contract No. 2013 with Freedom Youth Program in the amount not-to-exceed \$247,010.00.
- 17) Contract No. 2014 with Gracehaven, Inc. in the amount not-to-exceed \$209,510.00.
- 18) Contract No. 2016 with Applewood Centers, Inc. in the amount not-to-exceed \$1,382,559.00.
- 19) Contract No. 2018 with Beech Brook in the amount not-to-exceed \$2,142,812.00.
- 20) Contract No. 2019 with The Village Network in the amount not-to-exceed \$1,311,309.00.
- 21) Contract No. 2020 with Young Star Academy, LLC. dba Mohican Young Star Academy in the amount not-to-exceed \$1,535,757.00.
- 22) Contract No. 2021 with Youth Intensive Services, Inc in the amount not-to-exceed \$206,147.00.
- 23) Contract No. 2022 with Youth Opportunity Investments, LLC in the amount not-to-exceed \$95,554.74.
- 24) Contract No. 2023 with Artis's Tender Love & Care, Inc. in the amount not-to-exceed \$0.01.
- 25) Contract No. 2024 with Focus 2 Focus, Inc. in the amount not-to-exceed \$82,669.00.
- 26) Contract No. 2025 with In Focus of Cleveland, Inc. in the amount not-to-exceed \$1,065,729.00.
- 27) Contract No. 2026 with Jaystarr Homes 2, Inc. in the amount not-to-exceed \$290,685.00.
- 28) Contract No. 2030 with Habilitation Centers, LLC dba Millcreek of Arkansas in the amount not-to-exceed \$214,241.00.
- 29) Contract No. 2032 with House of New Hope in the amount not-to-exceed \$2,704,162.00.
- 30) Contract No. 2034 with Keystone Richland Center LLC dba Foundations for Living in the amount not-to-exceed \$314,041.00.
- 31) Contract No. 2035 with Laurel Oaks Behavioral Health Center in the amount not-to-exceed \$132,469.00.
- 32) Contract No. 2036 with Life's Right Direction, Inc. in the amount not-to-exceed \$205,078.00.

- 33) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services in the amount not-to-exceed \$45,816.00.
- 34) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T. (Support to At-Risk Teens) in the amount not-to-exceed \$912,144.00.
- 35) Contract No. 2040 with National Youth Advocate Program, Inc. in the amount not-to-exceed \$4,920,280.00.
- 36) Contract No. 2059 with Necco, LLC. in the amount not-to-exceed \$24,900.00.
- 37) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC. in the amount not-to-exceed \$621,011.00.
- 38) Contract No. 2064 with New Directions, Inc. in the amount not-to-exceed \$49,053.00.
- 39) Contract No. 2065 with Northeast Ohio Adoption Services in the amount not-to-exceed \$179,281.00.
- 40) Contract No. 2066 with Oesterlen Services for Youth, Inc. in the amount not-to-exceed \$163,345.00.
- 41) Contract No. 2067 with Ohio Mentor, Inc. in the amount not-to-exceed \$6,329,173.00.
- 42) Contract No. 2068 with OhioGuidestone in the amount not-to-exceed \$4,803,739.00.
- 43) Contract No. 2069 with Pathway Caring for Children in the amount not-to-exceed \$1,050,988.00.
- 44) Contract No. 2070 with Piney Ridge Treatment Center, LLC in the amount not-to-exceed \$996.00.
- 45) Contract No. 2071 with Bellefaire Jewish Children's Bureau in the amount not-to-exceed \$3,132,419.00.
- 46) Contract No. 2072 with BHC Belmont Pines Hospital, Inc. in the amount not-to-exceed \$2,447,192.00.
- 47) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents in the amount not-to-exceed \$2,447,192.00.
- 48) Contract No. 2075 with Cadence Care Network in the amount not-to-exceed \$746,926.00.
- 49) Contract No. 2076 with Caring for Kids, Inc. in the amount not-to-exceed \$1,435,751.00.
- 50) Contract No. 2077 with Carrington Behavioral Health, LLC in the amount not-to-exceed \$125,995.00.
- 51) Contract No. 2078 with Catholic Charities Corporation in the amount not-to-exceed \$834,655.00.

- 52) Contract No. 2079 with Christian Children's Home of Ohio, Inc. in the amount not-to-exceed \$334,161.00.
- 53) Contract No. 2085 with Boys to Men Transitional Home, Inc. in the amount not-to-exceed \$24,900.00.
- 54) Contract No. 2299 with Woods Services, Inc. in the amount not-to-exceed \$0.01.
- 55) Contract No. 2342 with Healing Pathways Transitional Homes, Inc. in the amount not-to-exceed \$0.01.
- 56) Contract No. 2349 with Keystone Newport News LLC in the amount not-to-exceed \$0.01.
- 57) Contract No. 2351 with Life Start, Inc. in the amount not-to-exceed \$0.01.
- 58) Contract No. 2768 One Child Every Chance Foundation in the amount not-to-exceed \$0.01.
- 59) Contract No. 2771 SP Behavioral LLC dba Sandy Pines in the amount not-to-exceed \$0.01.
- 60) Contract No. 2772 Tennessee Clinical Schools LLC dba Hermitage Hall in the amount not-to-exceed \$0.01.
- 61) Contract No. 2773 The Buckeye Ranch, Inc. in the amount not-to-exceed \$0.01.
- 62) Contract No. 2774 Youth Opportunities Investments - Rockdale Youth Academy in the amount not-to-exceed \$0.01.
- 63) Contract No. 3183 Conway Behavioral Health in the amount not-to-exceed \$0.01.
- 64) Contract No. 3186 HHC Poplar Springs, LLC in the amount not-to-exceed \$0.01.
- 65) Contract No. 3394 with Keystone Continuum LLC dba Natchez Trace Youth Academy in the amount not-to-exceed \$0.01.
- 66) Contract No. 3427 with Rehabilitation Centers LLC dba Millcreek of the Pontotoc in the amount not-to-exceed \$0.01.
- 67) Contract No. 3531 with Benchmark Behavioral Health Systems Inc. in the amount not-to-exceed \$0.01.
- 68) Contract No. 3593 with Pathways to Purpose in the amount not-to-exceed \$0.01.
- 69) Contract No. 3659 with Harbor Point Behavioral Health Center in the amount not-to-exceed \$0.01.
- 70) Contract No. 3679 with Cumberland Hospital LLC in the amount not-to-exceed \$0.01.
- 71) Contract No. 3683 with Rehabilitation Centers, LLC dba Millcreek Magee ICF in the amount not-to-exceed \$0.01.

- 72) Contract No. 3703 with Glenwood Behavioral Health in the amount not-to-exceed \$0.01.
- 73) Contract No. 3702 with Cedar Crest Hospital in the amount not-to-exceed \$0.01.
- 74) Contract No. 3713 with A Loving Heart Youth Services in the amount not-to-exceed \$0.01.

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

- 16) R2023-0333: A Resolution authorizing an amendment to Agreement No. 2833 with The MetroHealth System for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 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 \$1,889,151.49; authorizing the County Executive to execute amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 452]

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

- 17) R2023-0334: A Resolution authorizing an agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Agreement No. 3853 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 458]

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

- 18) R2023-0335: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in an amount not-to-exceed \$8,322,252.00 for legal services for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Agreement No. 3854 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 464]



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

- 19) R2023-0336: A Resolution making an award on RQ12756 with various municipalities and providers in the total amount not-to-exceed \$6,063,762.00 for the Community Social Services Program for the period 1/1/2024 - 12/31/2025; 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 470]
- a) Contract No. 3716 with Ashbury Community Services, Inc. in the amount not-to-exceed \$202,500.00 for Adult Development services.
  - b) Contract No. 3717 with Catholic Charities Corporation – Fatima Family Center in the amount not-to-exceed \$328,159.90 for Adult Development and Meal services.
  - c) Contract No. 3763 with Catholic Charities Corporation – Hispanic Senior Center in the amount not-to-exceed \$243,155.06 for Adult Development, Meals, Transportation and Community Outreach services.
  - d) Contract No. 3765 with Catholic Charities Corporation – St. Martin De Porres in the amount not-to-exceed \$159,996.60 for Adult Development and Transportation services.
  - e) Contract No. 3766 with City of Bedford in the amount not-to-exceed \$123,991.10 for Adult Development, Meals and Transportation services.
  - f) Contract No. 3757 with City of Berea in the amount not-to-exceed \$159,918.68 for Adult Development and Transportation services.
  - g) Contract No. 3758 with City of Euclid in the amount not-to-exceed \$90,080.00 for Adult Development and Transportation services.
  - h) Contract No. 3759 with City of Lakewood in the amount not-to-exceed \$84,328.00 for Adult Development and Transportation services.
  - i) Contract No. 3760 with City of Maple Heights in the amount not-to-exceed \$81,800.00 for Meals and Transportation services.

- j) Contract No. 3761 with City of Olmsted Falls in the amount not-to-exceed \$60,000.48 for Adult Development services.
- k) Contract No. 3742 with City of Parma – Donna Smallwood Activities Center in the amount not-to-exceed \$24,807.60 for Adult Development and Meals services.
- l) Contract No. 3751 with City of Parma Heights in the amount not-to-exceed \$494,794.00 for Adult Development, Meals and Transportation services.
- m) Contract No. 3743 with City of Solon in the amount not-to-exceed \$158,297.68 for Adult Development services.
- n) Contract No. 3744 with City of Strongsville in the amount not-to-exceed \$193,201.00 for Adult Development and Transportation services.
- o) Contract No. 3745 with Cleveland Clergy Alliance in the amount not-to-exceed \$216,000.00 for Community Outreach services.
- p) Contract No. 3746 with Community Partnership on Aging in the amount not-to-exceed \$203,596.44 for Adult Development and Transportation services.
- q) Contract No. 3738 with East End Neighborhood House, Inc. in the amount not-to-exceed \$273,137.00 for Adult Development, Meals and Transportation services.
- r) Contract No. 3739 with Famicos Foundation, Inc. in the amount not-to-exceed \$199,080.00 for Adult Development and Transportation services.
- s) Contract No. 3740 with Harvard Community Services Center, Inc. in the amount not-to-exceed \$201,942.24 for Adult Development, Meals and Transportation services.
- t) Contract No. 3741 with Jennings Center for Older Adults in the amount not-to-exceed \$75,679.36 for Adult Day Service, Adult Development, Meals and Transportation services.
- u) Contract No. 3752 with Linking Employment, Abilities and Potential (LEAP) in the amount not-to-exceed \$60,000.24 for Adult Development services.
- v) Contract No. 3896 with Near West Side Multi-Service Corporation dba May Dugan Center in the amount not-to-exceed \$45,792.00 for Adult Development services.

- w) Contract No. 3754 with Murtis Taylor Human Services System in the amount not-to-exceed \$366,880.00 for Adult Development, Meals and Transportation services.
- x) Contract No. 3755 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$549,829.12 for Adult Development, Meals and Transportation services.
- y) Contract No. 3756 with Senior Citizen Resources, Inc. in the amount not-to-exceed \$309,363.90 for Adult Development, Meals and Transportation.
- z) Contract No. 3721 with Senior Transportation Connection in the amount not-to-exceed \$400,030.68 for Transportation services.
- aa) Contract No. 3730 with The Phillis Wheatley Association in the amount not-to-exceed \$100,006.76 for Meal services.
- bb) Contract No. 3726 with The Salvation Army in the amount not-to-exceed \$118,221.20 for Adult Development, Meals and Transportation services.
- cc) Contract No. 3727 with University Settlement in the amount not-to-exceed \$209,999.88 for Adult Development, Meals and Transportation services.
- dd) Contract No. 3728 with West Side Community House in the amount not-to-exceed \$329,172.44 for Adult Development, Meals and Transportation services.

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

- 20) R2023-0337: A Resolution making awards on RQ12904 with various providers in the total amount not-to-exceed \$9,550,000.00 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2024 – 12/31/2025; 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 484]
  - a) Contract No. 3732 with A-1 Health Care, Inc. in the amount not-to-exceed \$454,000.00 for Homemaker and Personal Care services.

- b) Contract No. 3779 with ABC International Services, Inc. in the amount not-to-exceed \$32,000.00 for Chore and Grab Bar services.
- c) Contract No. 3781 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing in the amount not-to-exceed \$32,000.00 for Homemaker and Personal Care services.
- d) Contract No. 3789 with Caring Hearts Health Services LLC in the amount not-to-exceed \$50,000.00 for Homemaker, Personal Care, Chore and Laundry services.
- e) Contract No. 3792 with Casleo Corporation dba Global Meals in the amount not-to-exceed \$4,600,000.00 for Home Delivered Meal services.
- f) Contract No. 3788 with Connect America.com LLC in the amount not-to-exceed \$260,000.00 for Emergency Response System services.
- g) Contract No. 3794 with Essence Health Services, Inc. in the amount not-to-exceed \$150,000.00 for Homemaker and Personal Care services.
- h) Contract No. 3776 with Family & Community Services, Inc. dba Mobile Meals in the amount not-to-exceed \$150,000.00 for Home Delivered Meal services.
- i) Contract No. 3790 with Fernandez Property Group Ohio in the amount not-to-exceed \$20,000.00 for Grab Bar services.
- j) Contract No. 3791 with First Choice Medical Staffing, Inc. in the amount not-to-exceed \$118,000.00 for Homemaker and Personal Care services.
- k) Contract No. 3773 with Geocare, Inc. dba Home Instead Senior Care in the amount not-to-exceed \$190,000.00 for Homemaker services.
- l) Contract No. 3775 with Home Care Relief, Inc. in the amount not-to-exceed \$380,000.00 for Homemaker services.
- m) Contract No. 3768 with PurFoods, LLC dba Mom's Meals in the amount not-to-exceed \$900,000.00 for Home Delivered Meal services.
- n) Contract No. 3770 with Renaissance Home Health Care, Inc. in the amount not-to-exceed \$218,000.00 for Homemaker, Personal Care and Laundry services.
- o) Contract No. 3771 with Rent a Daughter Senior Care, Inc. in the amount not-to-exceed \$300,000.00 for Homemaker and Personal Care services.

- p) Contract No. 3772 with Rose Centers for Aging Well, LLC in the amount not-to-exceed \$200,000.00 for Home Delivered Meal services.
- q) Contract No. 3733 with Senior Transportation Connection in the amount not-to-exceed \$310,000.00 for Transportation services.
- r) Contract No. 3734 with Solutions Premier Training Services in the amount not-to-exceed \$250,000.00 for Homemaker and Personal Care services.
- s) Contract No. 3735 with TOBI Transportation Services, LLC in the amount not-to-exceed \$196,000.00 for Transportation services.
- t) Contract No. 3736 with Transport Assistance, Inc. in the amount not-to-exceed \$50,000.00 for Transportation services.
- u) Contract No. 3769 with U-First Homecare Services in the amount not-to-exceed \$134,000.00 for Homemaker and Personal Care services.
- v) Contract No. 3747 with Valued Relationships, Inc. in the amount not-to-exceed \$260,000.00 for Emergency Response System services.
- w) Contract No. 3749 with Wash House CLE LLC in the amount not-to-exceed \$50,000.00 for Laundry services.
- x) Contract No. 3750 with XCEL Healthcare Providers, Inc. in the amount not-to-exceed \$246,000.00 for Homemaker and Personal Care services.

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

21) R2023-0338: A Resolution authorizing an amendment to a Master Contract with various providers for School/Community-based Closing the Achievement Gap services 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 \$1,075,377.00; 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 498]

- a) Contract No. 2227 with East Cleveland City School District in the amount not-to-exceed \$120,680.00.

- b) Contract No. 2268 with Bedford City School District in the amount not-to-exceed \$120,680.00.
- c) Contract No. 2269 with Cleveland Municipal City School District in the amount not-to-exceed \$351,297.00.
- d) Contract No. 2270 with Cleveland Heights – University Heights City School District in the amount not-to-exceed \$120,680.00.
- e) Contract No. 2271 with Maple Heights City School District in the amount not-to-exceed \$120,680.00.
- f) Contract No. 2272 with Warrensville Heights City School District in the amount not-to-exceed \$120,680.00.
- g) Contract No. 2273 with Garfield Heights City School District in the amount not-to-exceed \$120,680.00.

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

- 22) R2023-0339: A Resolution authorizing a contract with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$654,000.00 for programming and fiscal agent services for the Families and Schools Together (FAST) Program for the period 1/1/2024 - 12/31/2025; authorizing the County Executive to execute Contract No. 3839 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.[See Page 505]

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

- 23) R2023-0340: A Resolution authorizing an amendment to Agreement No. 1876 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to change the terms

and expand the scope of services effective 1/1/2024, and for additional funds in the amount not-to-exceed \$700,000.00; and declaring the necessity that this Resolution become immediately effective. [See Page 510]

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

- 24) R2023-0341: A Resolution authorizing an amendment to Contract No. 3266 (fka Contract No. 1917) with Child Care Resource Center of Cuyahoga County dba Starting Point for the Special Needs Child Care Program 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 \$1,899,281.78; 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 516]

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

- 25) R2023-0342: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in an amount not-to-exceed \$1,700,816.02 for implementation and management of the Child Care Access and Quality Expansion Program for Invest in Children for the period 1/1/2024 - 12/31/2025; authorizing the County Executive to execute Contract No. 3687 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 522]

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

- 26) R2023-0343: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$2,433,569.42 for management and administration of the Family Child Care Home Professional Development System for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3688 and all other documents consistent with [See Page 529]

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 Early Childhood

- 27) R2023-0344: A Resolution authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period of 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3877 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 535]

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

- 28) R2023-0345: A Resolution authorizing an amendment to Contract No. 2995 with Mental Health Services for Homeless Persons dba Frontline Service for coordinated intake services in connection with the Continuum of Care Program for the period 1/1/2023 - 12/31/2023 to extend the time period to 1/31/2025, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$852,257.00; 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 541]

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

- 29) R2023-0346: A Resolution authorizing an amendment to Contract No. 3015 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 - 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 \$1,422,933.00;



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 547]

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

- 30) R2023-0347: A Resolution authorizing a contract with The Salvation Army in the amount not-to-exceed \$794,821.00 for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 10/1/2023 – 9/30/2024; authorizing the County Executive to execute Contract No. 3868 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 553]

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

- 31) R2023-0348: A Resolution authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$993,190.00 for facility management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3879 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 559]

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

**g) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING**

- 1) 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 12/1/2013 –

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. [See Page 565]

Sponsor: County Executive Ronayne/Department of Public Works on behalf of the Fiscal Office

- 2) 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. [See Page 572]

Sponsor: County Executive Ronayne/Department of Public Works

- 3) 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. [See Page 578]  
[Pending referral from committee]

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

Committee Assignment and Chair: Committee of the Whole – Jones

- 4) 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. [See Page 581]  
[Pending referral from committee]

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

Committee Assignment and Chair: Committee of the Whole – Jones

- 5) 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. [Pending referral from committee] [See Page 585]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole – Jones

- 6) 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 590]

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

- 7) 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 594]

Sponsor: County Executive Ronayne/Department of Public Works

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

- 8) 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 598]

Sponsors: County Executive Ronayne/Department of Housing and Community Development and Councilmember Miller

Committee Assignment and Chair: Community Development – Stephens

- 9) 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 604]

Sponsor: County Executive Ronayne/Department of Human Resources

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

- 10) 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 610]

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

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

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

- 1) 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. [See Page 616]

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

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

- 2) R2023-0305: A Resolution confirming the County Executive's appointment of Michelle Curry 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 622]

Sponsor: County Executive Ronayne

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

**i) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION**

- 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 624]

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 628]

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 634]

Sponsor: County Executive Ronayne/Department of Human Resources

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

**j) CONSIDERATION OF AN ORDINANCE FOR THIRD READING ADOPTION**

- 1) O2023-0016: An Ordinance enacting Section 208.05 of the Cuyahoga County Code to establish a Cuyahoga County Advisory Council on Women’s Health 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. [See Page 640]

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 28, 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 5<sup>th</sup> 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 24, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
4:00 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 4:06 p.m.**

### 2. ROLL CALL

**Council President Jones asked Clerk Richardson to call the roll. Councilmembers, Miller, Sweeney, Tuma, Gallagher, Turner, Conwell, Kelly, and Jones were in attendance and a quorum was determined. Councilmembers Stephens and Simon joined the meeting after the roll-call was taken. Mr. Schron was absent.**

### 3. PUBLIC COMMENT

**There were no public comments given.**

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

### 4. ITEM REFERRED TO COMMITTEE:

- a) 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.

**Mr. Anthony Perlotti, Director of the Board of Elections, addressed Council regarding Resolution No. R2023-0292. Discussion ensued.**

**Council members asked questions of Mr. Perlotti, pertaining to the item, which he answered accordingly.**

**On a motion by Ms. Stephens with a second by Ms. Simon, Resolution No. R2023-0292 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**5. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**6. ADJOURNMENT**

**With no further business to discuss, Council President Jones adjourned the meeting at 4:49 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, OCTOBER 24, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
5:00 PM**

**1. CALL TO ORDER**

**Council President Jones called the meeting to order at 5:05 p.m.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**5. PUBLIC COMMENT**

**a) Loh addressed Council regarding various non-agenda items.**

**6. APPROVAL OF MINUTES**

- a) October 10, 2023 Committee of the Whole Meeting
- b) October 10, 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 October 10, 2023 Committee of the Whole and Regular meetings.**

7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT

- a) Presentation of a Proclamation to Commemorate October as Domestic Violence Awareness Month in Cuyahoga County.

**Councilmember Meredith Turner presented proclamations to Ms. Melanie Fraser, President of the Greater Cleveland Alumnae Chapter of Delta Sigma Theta Sorority, Inc.; Ms. Karen Austin, Co-Chair of the Domestic Violence Committee and to Ms. Cynthia Rio, Executive Director of the Haven Home. Ms. Turner asked for a moment of silence to honor sorority sisters, Ms. Amanda Williams and Ms. Aisha Fraser, who tragically lost their lives due to domestic violence.**

8. MESSAGES FROM THE COUNTY EXECUTIVE

**County Executive Ronayne commented on various conferences he recently attended including the 2023 Healing Our Waters Conference, the Great Lakes and St. Lawrence Governors and Premiers Leadership Summit and the National Forum of Black Public Administrators and thanked the hosts for selecting Cleveland as the location for these national and regional events; thanked Councilwoman Turner for acknowledging the important subject of domestic violence, as we close out Domestic Violence Awareness month; spoke about the conclusion of Hispanic Heritage Month and appreciates all the related activities that took place and looks forward to Native American Heritage Month in November; commented on the opening of a multi-service center at the Greater Cleveland Food Bank’s Waterloo location and thanked all the Councilmembers, particularly Councilwoman Conwell, for their support, to help address food insecurity in the community; reminded the public to vote on November 7<sup>th</sup>; acknowledged the passing of Molly McLaughlin, 44 - year County employee and honored her work at the Department of Senior and Adult Services and also recognized the employees who have worked for decades at the County; and spoke on various Requests for Proposals that have been issued, including the Detroit Superior Bridge Project, the Child Wellness Campus and Courthouse Projects, which are set to close in the coming days.**

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.

Sponsor: Council President Jones

**Council President Jones referred Resolution No. R2023-0295 to the Community Development Committee.**

- 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.

Sponsor: Councilmember Sweeney

**Council President Jones referred Resolution No. R2023-0296 to the Health, Human Services & Aging Committee.**

- 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.

Sponsor: Councilmember Sweeney

**Council President Jones referred Resolution No. R2023-0297 to the Public Safety & Justice Affairs Committee.**

- 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.

Sponsor: Councilmember Sweeney

**Council President Jones referred Resolution No. R2023-0298 to the Health, Human Services & Aging Committee.**

- 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.

Sponsor: Council President Jones

**Council President Jones referred Resolution No. R2023-0299 to the Community Development Committee.**

- 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.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2023-0300 to the Education, Environment & Sustainability Committee.**

- 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.

Sponsor: Councilmember Turner

**Council President Jones referred Resolution No. R2023-0301 to the Education, Environment & Sustainability Committee.**

- 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.

Sponsor: Councilmember Simon

**Council President Jones referred Resolution No. R2023-0302 to the Health, Human Services & Aging Committee.**

- 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.

Sponsors: Councilmembers Conwell and Kelly

Committee Assignment and Chair: Community Development – Stephens

**Clerk Richardson read Resolution No. R2023-0278 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2023-0278. Trevor McAleer, Legislative Budget Advisor, presented the item.**

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

**This item will move to the November 14, 2023 Council meeting agenda for third reading adoption.**

- 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, Turner, Simon and Conwell

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

**Clerk Richardson read Resolution No. R2023-0279 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2023-0279. Trevor McAleer, Legislative Budget Advisor, 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 November 14, 2023 Council meeting agenda for third reading adoption.**

- 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.

Sponsors: Councilmembers Turner, Simon and Conwell

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

**Clerk Richardson read Resolution No. R2023-0280 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2023-0280. Trevor McAleer, Legislative Budget Advisor, presented the item.**

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

**This item will move to the November 14, 2023 Council meeting agenda for third reading adoption.**

- 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.

Sponsors: Councilmembers Turner, Simon and Conwell

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

**Clerk Richardson read Resolution No. R2023-0281 into the record.**

**This item will move to the November 14, 2023 Council meeting agenda for third reading adoption.**

- 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.

Sponsors: Councilmembers Turner and Conwell



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

**Clerk Richardson read Resolution No. R2023-0282 into the record. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2023-0282. Trevor McAleer, Legislative Budget Advisor, presented the item.**

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

**This item will move to the November 14, 2023 Council meeting agenda for third reading adoption.**

- 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

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

**Clerk Richardson read Resolution No. R2023-0283 into the record.**

**This item will move to the November 14, 2023 Council meeting agenda for third reading adoption.**

- 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.

Sponsor: Council President Jones

Committee Assignment and Chair: Finance & Budgeting – Miller

**Councilmembers Schron, Simon and Conwell commented that this will be the last time they support this legislation as the County is obligated to ensure that funding be utilized for the Veterans Service Commissions' actual projects and programs for the benefits of the individuals, not to the bricks and mortar.**

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0237 was considered and adopted by unanimous vote.**

- 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

**On a motion by Mr. Sweeney with a second by Ms. Simon, Resolution No. R2023-0256 was considered and adopted by unanimous vote.**

- 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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0257 was considered and adopted by unanimous vote.**

- 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. Council President Jones introduced a proposed substitute on the floor to Resolution No. R2023-0258. Mike King, Special Counsel, presented the item.**

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0258 was considered and adopted by unanimous vote.**

- 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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0260 was considered and adopted by unanimous vote.**

- 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

**On a motion by Ms. Stephens with a second by Ms. Turner, Resolution No. R2023-0261 was considered and adopted by unanimous vote.**

10. LEGISLATION INTRODUCED BY EXECUTIVE

d) 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. R2023-0303.**

- 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.

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0303 was considered and adopted by unanimous vote.**

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.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0304 to the November 14, 2023 Committee of the Whole.**

- 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:

Appointments:

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

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0305 to the Human Resources, Appointments & Equity Committee.**

- 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:
  - 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

**Council President Jones referred Resolution No. R2023-0306 to the Public Works, Procurement & Contracting Committee.**

- 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.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2023-0307 to the Public Works, Procurement & Contracting Committee.**

- 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.

Sponsors: County Executive Ronayne/Department of Housing and Community Development and Councilmember Miller

**Council President Jones referred Resolution No. R2023-0308 to the Community Development Committee.**

- 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.

Sponsor: County Executive Ronayne/Department of Human Resources

**Council President Jones referred Resolution No. R2023-0309 to the Human Resources, Appointments & Equity Committee.**

- 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.

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

**Council President Jones referred Resolution No. R2023-0310 to the Human Resources, Appointments & Equity Committee.**

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.

Sponsor: County Executive Ronayne

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

**Clerk Richardson read Resolution No. R2023-0267 into the record.**

**This item will move to the November 14, 2023 Council meeting agenda for consideration for third reading adoption.**

- 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.

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

Committee Assignment and Chair: Community Development – Stephens

**Clerk Richardson read Resolution No. R2023-0288 into the record.**

**This item will move to the November 14, 2023 Council meeting agenda for consideration for third reading adoption.**

- 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.

Sponsor: County Executive Ronayne/Department of Human Resources

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

**Clerk Richardson read Resolution No. R2023-0289 into the record.**

**This item will move to the November 14, 2023 Council meeting agenda for consideration for third reading adoption.**

- g) 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 Rule 9D and to place on final passage Resolution Nos. R2023-0277; R2023-0291 & R2023-0292.**

- 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:
  - 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

**On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2023-0277 was considered and adopted by unanimous vote.**

- 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.

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0291 was considered and adopted by unanimous vote.**

- 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.

Sponsor: County Executive Ronayne/Board of Elections

Committee Assignment and Chair: Committee of the Whole – Jones

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0292 was considered and adopted by unanimous vote.**

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.

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

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

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2023-0263 was considered and adopted by unanimous vote.**

- 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.

Sponsors: County Executive Ronayne and Councilmember Miller

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0264 was considered and adopted by unanimous vote.**

- 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.

Sponsors: County Executive Ronayne and Councilmember Sweeney

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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0265 was considered and adopted by unanimous vote.**

- 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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0266 was considered and adopted by unanimous vote.**

- 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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0268 was considered and adopted by unanimous vote.**

- 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

**On a motion by Mr. Miller with a second by Ms. Turner, Resolution No. R2023-0269 was considered and adopted by unanimous vote.**

- 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.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole – Jones

**On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2023-0271 was considered and adopted by unanimous vote.**

**[Clerk’s Note: Immediately after passage of Resolution No. R2023-0271, County Executive Chris Ronayne administered the oath of office to Brad Cromes.]**

- 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.

Sponsor: County Executive Ronayne

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

**On a motion by Ms. Simon with a second by Mr. Miller, Resolution No. R2023-0272 was considered and adopted by unanimous vote.**

- 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

**On a motion by Mr. Tuma with a second by Mr. Miller, Resolution No. R2023-0274 was considered and adopted by unanimous vote.**

- i) COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE 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 Rule 9D and to place on final passage Ordinance No. O2023-0016.**

- 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 become immediately effective.

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

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

**Clerk Richardson read Ordinance No. O2023-00016 into the record.**

**A motion was made by Mr. Gallagher, seconded by Ms. Simon and approved by unanimous vote, to suspend Rule 9D and to place on final passage Ordinance No. O2023-0016.**

**Councilmember Conwell introduced a proposed substitute on the floor to Ordinance No. O2023-0016.**

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

**Councilmember Conwell requested that this item not be voted on for second reading suspension as she would like the Ordinance to receive 3 full readings. Discussion ensued.**

**A motion was then made by Mr. Gallagher, and seconded by Ms. Simon to withdraw their vote to suspend Rule 9D and to place on final passage Ordinance No. O2023-0016. There was no objection.**

**This item will move to the November 14, 2023 Council meeting agenda for third reading adoption.**

#### 11. MISCELLANEOUS COMMITTEE REPORTS

**Mr. Miller reported that the Finance & Budgeting Committee will not meet next week, but the Committee of the Whole Budget Hearings will take place on Monday, October 30 at 1:00 p.m., Thursday, November 2 at 1:00 p.m., Monday, November 6**

at 1:00 p.m., and Monday, November 13 at 1:00 p.m.; and said that the budget hearing for October 30 may run past 3:00 p.m., if there is no Economic Development & Planning Committee meeting scheduled for that day and asked his colleagues to plan for that in their respective schedules.

Mr. Tuma reported that Public Works, Procurement & Contracting will meet on Wednesday, November 1 at 10:00 a.m.

Mr. Gallagher reported that Public Safety & Justice Affairs will meet on Tuesday, October 31 at 1:00 p.m.

Mr. Schron reported that Economic Development & Planning will not meet next week.

Ms. Conwell reported that Health, Human Services & Aging will meet on Wednesday, November 1 at 10:00 a.m.

Ms. Turner reported that Human Resources, Appointments & Equity will meet on Tuesday, October 31 at 10:00 a.m.

Ms. Stephens reported that Community Development will meet on Monday, October 30 at 10:00 a.m.

Ms. Simon reported that Education, Environment & Sustainability will meet on Wednesday, November 1 at 3:00 p.m.

## 12. MISCELLANEOUS BUSINESS

Council President Jones stated that the (2) pieces of legislation regarding the health and human services levy will be discussed in Committee of the Whole on Tuesday, November 14, 2023.

## 13. ADJOURNMENT

With no further business to discuss, Council President Jones adjourned the meeting at 6:09 p.m., without objection.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0311

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to the NAACP, Cleveland Branch for a community series on criminal legal reform from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**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 NAACP, Cleveland Branch for a community series on criminal legal reform; and

**WHEREAS**, the NAACP, Cleveland Branch estimates approximately 300 people will be served annually through this award; and

**WHEREAS**, the NAACP, Cleveland Branch estimates the total cost of the project is \$20,000; and

**WHEREAS**, the NAACP, Cleveland Branch indicates the other funding source(s) for this project includes \$5,000 from the Cleveland Clinic and \$5,000 from the Gund Foundation (requested); and



**WHEREAS**, the NAACP, Cleveland Branch is estimating the start date of the project will be November 2023; and

**WHEREAS**, the NAACP, Cleveland Branch 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 NAACP, Cleveland Branch 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 NAACP, Cleveland Branch from the General Fund made available by the American Rescue Plan Act revenue replacement provision for a community series on criminal legal reform.

**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. R2023-0312

Sponsored by: <b>Councilmember Simon</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,000, to the Waterloo Alley Cat Project for the care of abandoned and feral cats from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**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 Waterloo Alley Cat Project for the care of abandoned and feral cats; and

**WHEREAS**, the Waterloo Alley Cat Project estimates the total cost of the project is \$40,000; and

**WHEREAS**, the Waterloo Alley Cat Project indicates the other funding source(s) for this project includes:

- A. \$10,000 from Casino Funding;
- B. \$20,000 from fundraising
- C. \$5,000 from individual donations; and

**WHEREAS**, the Waterloo Alley Cat Project is estimating the start date of the project will be January 2024 and the project will be completed by December 2024; and

**WHEREAS**, the Waterloo Alley Cat Project requested \$5,000 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 Waterloo Alley Cat Project 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 Waterloo Alley Cat Project from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the care of abandoned and feral cats.

**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. R2023-0313

<p>Sponsored by: <b>Council President Jones on behalf of The MetroHealth System</b></p>	<p><b>A Resolution</b> approving The MetroHealth System’s policies and procedures to participate in one or more joint purchasing associations for the purpose of acquiring supplies, equipment and services provided through joint purchasing arrangements to achieve beneficial purchasing arrangements for the year 2024, in accordance with Ohio Revised Code Section 339.05; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, Ohio Revised Code Section 339.05 authorizes the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies to obtain supplies, equipment and services routinely used in the operations of the Hospital, which, upon said adoption and the approval of the County Executive and County Council, may be followed by the Board of Trustees in lieu of following the competitive bidding procedures of Ohio Revised Code Section 307.86 to 307.92; and

WHEREAS, Ohio Revised Code Section 339.05 specifically authorizes the Board of Trustees of The MetroHealth System to annually adopt bidding procedures and purchasing policies for services provided through a joint purchasing arrangement; and,

WHEREAS, The MetroHealth System seeks to participate in one or more joint purchasing associations available to health care facilities in order to obtain the favorable volume pricing available to the member institutions, thereby reducing the Hospital’s overall expense for supplies, equipment and services; and

WHEREAS, on October 25, 2023, The MetroHealth System Board of Trustees adopted Resolution 19584 approving annual joint purchasing policies and procedures for the year 2024.

WHEREAS, in order that critical services provided by The MetroHealth System may continue uninterrupted, it is necessary that this Resolution become immediately effective.

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

**SECTION 1.** The County Council hereby approves The MetroHealth System’s adoption of a purchasing policy which authorizes the System’s membership and participation in one or more joint purchasing associations for the purpose of acquiring such supplies, equipment and services routinely used in the operations of the Hospital which are available through group purchasing arrangements in order to achieve economies for the 2024 Calendar Year.

**SECTION 2.** That the purchases of such supplies, equipment and services through joint purchasing arrangements shall be exempt from the competitive bidding procedures of Ohio Revised Code Section 307.86.

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of The MetroHealth System; 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 any of its committees that resulted 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:

\_\_\_\_\_, 2023



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0314

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

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

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

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

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

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

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

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

Proposed New Classifications:

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

Proposed Revised Classifications:

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

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President      Date \_\_\_\_\_

\_\_\_\_\_  
County Executive      Date \_\_\_\_\_

\_\_\_\_\_  
Clerk of Council      Date \_\_\_\_\_

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: October 26, 2023

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

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

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

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

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

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

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

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

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

30% +/- 10%

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

20% +/- 10%

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

15% +/- 5%

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

15% +/- 5%

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

Effective Date: TBD  
Last Modified: TBD

## Program and Contract Specialist

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

15% +/- 5%

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

5% +/- 2%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

Effective Date: TBD  
Last Modified: TBD



### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

25% +/- 10%

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

25% +/- 10%

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

## Budget and Planning Administrator

20% +/- 10%

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

10% +/- 5%

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

10% +/- 5%

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

10% +/- 5%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

### **Supervisory Responsibilities**

## Budget and Planning Administrator

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

25% +/- 10%

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

25% +/- 10%

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

Effective Date: 04.10.2012  
Last Modified: 11.13.2019

## Manager, Financial Reporting

25% +/- 10%

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

15% +/- 5%

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

10% +/- 5%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

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

## Manager, Financial Reporting

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

## **Environmental Adaptability**

- Work is typically performed in an office environment.

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0315

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

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

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

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

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

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

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

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

Proposed New Classifications:

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

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

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

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

Proposed Revised Classifications:

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President                      Date

\_\_\_\_\_  
County Executive                                      Date

\_\_\_\_\_  
Clerk of Council                                      Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: November 3, 2023

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

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

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

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

**PROPOSED REVISED CLASSIFICATIONS**

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

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

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

Posted: 10/26/2023

Meeting: 11/1/2023

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

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



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

**PROPOSED NEW CLASSIFICATION**

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

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

60% +/- 10%

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

30% +/- 10%

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

Effective Date: TBD  
Last Modified: TBD

10% +/- 5%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

## Business Administrator

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

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

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

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



# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

50% +/- 10%

- Assists higher level administrative staff or managers by performing basic purchasing and inventory control functions; prepares bid specifications and purchase orders; reconciles purchases to ensure items match purchases on orders; processes invoices for payment; enters purchasing information into appropriate database; receives and coordinates delivery of supplies and equipment; maintains records of inventory.

50% +/- 10%

- Performs administrative functions to coordinate and support assigned department's operations such as housekeeping, laundry, maintenance, grounds, safety and security, or mail services; reviews, prepares, or processes documentation related to support functions; communicates and coordinates with other departments as necessary.

## Minimum Training and Experience Required to Perform Essential Job Functions

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

## Additional Requirements

- No special license or certification is required.

## Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

### Physical Requirements

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

Effective Date:  
Last Modified:

### **Technology Requirements**

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

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

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

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

Effective Date: TBD  
Last Modified: TBD

## Senior Epidemiologist

10% +/- 5%

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

10% +/- 5%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

Effective Date: TBD  
Last Modified: TBD

## Senior Epidemiologist

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

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**PROPOSED NEW CLASSIFICATION**

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

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



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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

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

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

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

10% +/- 5%

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

10% +/- 5%

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

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

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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



## Forensic Photographer

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

### **Environmental Adaptability**

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

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

**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

### Minimum Training and Experience Required to Perform Essential Job Functions

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

Effective Date: 10.23.2019  
Last Modified: 10.23.2019

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

IT Infrastructure Engineer 1

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

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

## IT Infrastructure Engineer 3

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

## IT Infrastructure Engineer 3

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

- 75% +/- 10%

Builds, deploys, and supports all IT server environment related technologies including but not limited to hardware, software, process workflows, and security related functions; diagnoses and drives incident management internally and with vendors; upgrades systems to current releases; administers incident related documentation; assists and educates end users on the use and best practices of the technology; manages and resolves server related support tickets; inputs details of the resolution or observation of the ticket; forwards support tickets to higher level support, if needed.
- 5% +/- 2%

Assists with asset lifecycle management; provides receipts and inventories of County IT equipment; prepares inventory reporting; disposes technology that are deemed nonoperational.
- 5% +/- 2%

Provides Service Desk support; answers phone calls and customer questions; inputs ticket information into the support ticket system; attempts to remedy the issue and/or forwards the ticket to the appropriate designation.
- 15% +/- 5%

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

## Minimum Training and Experience Required to Perform Essential Job Functions

## IT Infrastructure Engineer 4

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

#### IT Infrastructure Engineer 4

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

#### **Environmental Adaptability**

- Work is typically performed in an office environment.

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



**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

## Classification Function

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

## Distinguishing Characteristics

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

## Essential Job Functions

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

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

### **Minimum Training and Experience Required to Perform Essential Job Functions**

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

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

- No supervisory responsibilities required.

#### **Mathematical Ability**

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

#### **Language Ability & Interpersonal Communication**

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

## IT Infrastructure Engineer 5

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

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

### Classification Function

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

### Distinguishing Characteristics

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

### Essential Job Functions

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

55% +/- 10%

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

10% +/- 5%

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

10% +/- 5%

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

Effective Date: 10.23.2019  
Last Modified: 10.23.2019



5% +/- 2%

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

5% +/- 2%

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

15% +/- 5%

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

**Minimum Training and Experience Required to Perform Essential Job Functions**

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

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

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

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

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

**Additional Requirements**

- No special license or certification is required.

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

### **Physical Requirements**

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

### **Technology Requirements**

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

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

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

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

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

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, IT Infrastructure and Operations	<b>Class Number:</b>	16441
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16B
<b>Dept:</b>	Information Technology		

### Classification Function

The purpose of this classification is for establishing and maintaining a County wide information infrastructure and operations program incorporating any of the technology areas including but not limited to data center technology and operations, network and server services, telephony, service monitoring, workstation management, service desk services, print management, storage management, enterprise backup, WAN services, video services, and disaster recovery.

### Distinguishing Characteristics

This is a first-level supervisor classification responsible for managing the operations and activities of an IT Infrastructure unit. The manager will proactively work with business units to implement practices that meet defined policies and standards for infrastructure and operation services. This class works under general direction from a division administrator. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee provides input into the strategic vision of the department and in fostering initiatives to utilize technology effectively to increase efficiencies and economies of scale. The primary focus of the Manager class is to manage and develop project plans, supervise employees in performance of the work of a unit, contract and budget management, and to provide responsible and complex support to the division administrator.

### Essential Job Functions

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

- 50% +/- 10%
- Manages and develops project plans associated with department initiatives and daily operations; develops an effective disaster recovery strategy to align with enterprise business continuity management program goals; coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event.

- 20% +/- 10%
- Supervises and directs the work of the enterprise's infrastructure and operations organization, consisting of direct and indirect reports, contractors, vendors, and other assigned staff; monitors unit work performance; directs staff to ensure work completion; plans, assigns, and reviews work; develops, executes, and monitors the team member development plans; performs annual appraisals; collaborates with team member self-appraisals; participates in goal setting activities; monitors goal progress; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; develops unit work plans and work performance standards; recommends personnel actions including selection, promotion, transfer, discipline, or discharge; conducts weekly staff meetings.

15% +/- 5%

Effective Date: 10.23.2019  
Last Modified: 10.23.2019

## Manager, IT Infrastructure and Operations

- Assists the Infrastructure and Operations Administrator in the development, implementation, and monitoring of a strategic, comprehensive enterprise infrastructure and operations program to ensure the delivery of services County wide; develops and maintains vendor relationships; participates in contract life cycle management that includes monitoring consumption of resources associated with the agreement, contract renewal management, and RF(x) development and execution.

10% +/- 5%

- Assists with the development and management of the infrastructure and operation's budget and procurement; prepares invoices for reconciliation; develops justifications associated with appropriations; monitors the budget; forecasts future budget requirements.

5% +/- 2%

- Performs related administrative responsibilities; assists in the development and maintenance of policies and procedures; participates in forums, seminars, or conferences; prepares various records, reports, and documents; responds to emails and phone calls; attends various trainings, conferences, and meetings.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in information technology, computer science, business management, or a related field with six (6) years of end user and server environmental IT technologies experience including one (1) year of experience serving as project lead; or any equivalent combination of education, training, and experience.
- Valid driver's license and proof of automobile insurance.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including email software (Microsoft Outlook), spreadsheet software (Microsoft Excel), word processing software (Microsoft Word), and data entry software (Cherwell, INFOR, Solarwinds, TPR)

#### **Supervisory Responsibilities**

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

## Manager, IT Infrastructure and Operations

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including project related documents, service desk tickets, vendor contracts, invoices, time sheets, Cloud Utilization reports, departmental performance metric reports. Cherwell Closed Case reports, budget reports, and staff self-appraisals.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, vendor websites, Ohio Revised Code, and user manuals.
- Ability to prepare annual reviews, performance appraisals, development plans, project task lists, system documentation, project plan updates, design diagrams, asset control inventory, performance and trending, technical documents, policies and procedures, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret IT terminology and language.
- Ability to communicate effectively with management, IT staff, vendors, and other County staff.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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



CURRENT CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

  

PROPOSED REVISED CLASSIFICATION				
Class Number	Classification Title	Department	FLSA Status	Pay Grade
20031	Manager, Commercial/Industrial Appraisal	Fiscal Office	Exempt	16A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Bryan Dunn, Administrator Budget Commission	8/30/2023	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	9/14/2023	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Commercial/Industrial Appraisal	<b>Class Number:</b>	20031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	Fiscal Office		

### Classification Function

The purpose of this classification is to oversee the work of employees in performing appraisals of commercial, industrial, exempt, land bank, and public utility parcels and to function as the County's "Qualified Project Manager" for mass appraisals per O.R.C. 5713.012.

### Distinguishing Characteristics

This is a managerial level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class oversees the operations and promotes the efficiencies of their assigned unit, resolves problems, exercises discretion and judgment in supervising employees, and ensures that duties are performed in a timely and accurate manner. The employee works under the general direction of the Administrator, Budget Commission but works with a high degree of independence and utilizes judgment in performing work.

### Essential Job Functions

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

- 30% +/- 10%
- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Performs annual maintenance; values and maintains records for all commercial/industrial properties in the County; receives and processes building permits from communities; completes property inquires, sale verifications, and razing affidavits; completes sales ratio studies when permits and sale verifications are completed; makes sure the property values are accurate and fall within state guidelines; approves final property values; examines properties to determine how they are performing in terms of sales; compares the value of the property compared to what it sold for; analyzes neighborhood rates to determine if the property values increased or decreased; compares rates of neighborhoods to each other; ensures maintenance work is on schedule.
- 25% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project; tracks project's milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property department; researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; tracks project milestones, develops and delivers progress reports, evaluates the outcome of the project.

## Manager, Commercial/Industrial Appraisal

5% +/- 2%

- Contacts taxpayers and schedules appointments and field checks to assist with appeals; meets with developers, bankers, school board attorneys, municipal leaders, and county administrators; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuations deduction for destroyed or injured properties.

5% +/- 2%

- Provides consultation, testimony, and value recommendations to the Cuyahoga County Prosecutor's Office, the Board of Revision, Ohio Board of Tax Appeals, Common Pleas Court, and the Ohio Supreme Court regarding all Residential properties.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in finance, economics, or a related field with seven (7) years of experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

## Manager, Commercial/Industrial Appraisal

- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtracts, multiply, divide, calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including Employee Handbook, Ohio Revised Code, International Association of Assessing Officers (IAAO), Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice (USPAP), blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, property analysis reports, commercial/industrial appraisal manuals, new construction permits, petitions, property record cards, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to effectively communicate with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners, and property managers, and attorneys.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11171	Manager, Management Services	HHS	Exempt	18A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
11171	Manager, Management Services	HHS	Exempt	18A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions and language and formatting. A technology requirements section was added. No change to pay grade or FLSA Status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Health and Human Services
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Kathy Starks - Manager, Management Services	9/8/2023	Email	Review of Class Spec Draft
David Merriman – Director, HHS	9/8/2023	Email	Review of Class Spec Draft
Jim Battigaglia – Archer Consultant	9/27/2023	Email	Request for Pay Grade evaluation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Management Services	<b>Class Number:</b>	11171
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	18A
<b>Departments:</b>	Health and Human Services		

## Classification Function

The purpose of this classification is to manage, plan, direct, and coordinate the accounting and reporting of the fiscal programs for the County's Department of Health and Human Services (HHS).

## Distinguishing Characteristics

This is a management level classification responsible for coordination, supervision, and control of the department's fiscal program management and reporting directly and through subordinate supervisors. This class works under limited direction, has a high level of responsibility, and requires the analysis and solution of operational, technical, administrative, and management problems related to operations and activities within the department. The employee is expected to lead in the development of objectives, priorities, and procedures and the preparation of the DHHS budget. The incumbent exercises discretion in developing policies and procedures to resolve organizational issues and to ensure that activities are completed in a timely and efficient manner.

## Essential Job Functions

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

30% +/- 10%

- Manages fiscal programs for the County HHS Department including subordinate Divisions and Initiatives; plans and directs budget, fiscal service, and general business activities of the department through multiple levels of management and supervision; oversees and monitors revenues and expenditures; directs budgetary and fiscal control activities including audit management; oversees preparation and review of all fiscal reports required by all divisions of HHS by federal, state, and other funding sources; develops, reviews, and implements policies and procedures for the department's financial operations and ensures operational compliance with applicable state/federal regulations; conducts and oversees analyses related to budget development; prepares department budget(s) in collaboration with the Director and Agency/Initiative Administrators; monitors and evaluates program and division budgets and related budget change proposals; utilizes data analyses of revenues/expenditures to assess budget performance and recommend course corrections; stays up to date on complex and interrelated funding sources and budgets; identifies opportunities to enhance revenues or reduce expenditures and makes recommendations concerning these opportunities.

25% +/- 10%

- Advises administrative officials regarding administrative, budgetary, human resource, and fiscal matters; recommends agency goals, objectives, performance measures, productivity standards, work and operational plans, and policies and procedures; works closely with the Director, Agency/Initiative management, and County Executive management staff to ensure that the department has adequate resources to provide mandated and expected levels of service; assists with management of Department human resource issues including hiring requests, ADA accommodations, employee complaints, union grievances, and other issues; represents HHS Director and Administrator at various formal/informal meetings including committee meetings.

Effective Date: 1995  
Last Modified: 07.18.2019



## Manager, Management Services

20% +/- 10%

- Administers multiple social service programs including Temporary Assistance for Needy Families (TANF), Subsidized Child Care, Medicaid Non-Emergency Medical Transportation (NET) and Children with Medical Handicaps Program (CMH); manages social service delivery including eligibility determination and evaluation and review of social service delivery; develops and implements long-range goals, objectives, plans, policies, and procedures in collaboration with the Director and other Agency/Initiative management; monitors social service program compliance with local/state/federal guidelines; directs coordination of program budgets and expenditures; designs and prepares written material describing social service programs.

15% +/- 5%

- Supervises accounting, budget, clerical, and other support staff involved in fiscal operation activities; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

10% +/- 5%

- Prepares, maintains, and oversees preparation and maintenance of records, reports, studies, and/or correspondence related to fiscal activities and operations; oversees preparation of Ohio Department of Job and Family Services (ODJFS) reports, federal reports, analytical reports of fiscal operations, statistical financial statements, cash flow projections, staffing forecasts, expenditure reports, cost allocation plans, inventory reports, federal grant budget revisions and summaries, correspondence concerning status of payments or department policy explanations, and reports regarding action to be taken to improve department fiscal operations; manages federal and state compliance audits.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in accounting or related field with seven (7) years of fiscal management experience; or an equivalent combination of education, training, and experience.

### **Additional Requirements**

- No special license or certification is required.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), presentation software (Microsoft PowerPoint), and database software (INFOR LAWSON, OBWP, Sherpa, OnBase, CFIS, RMS).

Effective Date: 1995  
Last Modified: 07.18.2019

### **Supervisory Responsibilities**

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

### **Mathematical Ability**

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

### **Language Ability & Interpersonal Communication**

- Ability to perform a high level of data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including fiscal reports, department statistics and reports, TANF-Prevention, Retention, and Contingency (PRC) Order Issuances, data management information system reports, human resource reports, bid specifications, childcare reports, subgrant agreements, payroll reports, employee time sheets, employee leave requests, written and electronic communications, union grievances, and other related reports and records.
- Ability to comprehend a variety of reference books and manuals including TANF PRC and Title XX plans, NET Transportation Plan, ODJFS Administrative Procedure Manual, ODJFS Fiscal Administrative Procedures Manual, CFIS/RMS Manuals, OnBase, Random Moment Sampling, the Employee Handbook, collective bargaining agreements, and County policies and procedures manuals.
- Ability to prepare TANF-PRC Plan, Title XIX Medicaid Non-Emergency Transportation Plan, Title XX Plan, organizational structure, performance measures, cash flow forecast reports, operations plans, spending plans, employee performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to manage, supervise, and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting, financial analysis, and business law terminology and language.
- Ability to communicate with subordinates, department directors, County Council, Chief of Staff, Chief Economic Growth and Opportunity Officer, administrators, providers, clients, union representatives, contractors, vendors, other County departments and employees, and the general public.

Effective Date: 1995  
Last Modified: 07.18.2019

Manager, Management Services

**Environmental Adaptability**

- Work is typically performed in an office environment.

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

**CURRENT CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
20012	Manager, Residential/Agricultural Appraisal	Fiscal Office	Exempt	16A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	PRC routine maintenance. Classification last revised in 2019. Changes were made to distinguishing characteristics, job functions, and language and formatting. A technology section was added. No change to pay grade or FLSA status.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Bryan Dunn, Administrator Budget Commission	8/30/2023	Email	Sent drafted specifications
Jim Battigaglia, Archer Consultant	9/14/2023	Email	Pay grade evaluation

## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Manager, Residential/Agricultural Appraisal	<b>Class Number:</b>	20012
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	16A
<b>Dept:</b>	Fiscal Office		

### Classification Function

The purpose of this classification is to oversee the work of employees performing appraisals of residential, condominium, and agricultural property and to function as the County's "Residential Project Manager" for mass appraisals per O.R.C. 5713.012.

### Distinguishing Characteristics

This is a managerial level classification with responsibility for overseeing and performing technical activities in the Real Estate Appraisal division in the Fiscal Office. This class oversees the operations and promotes the efficiencies of their assigned unit, resolves problems, exercises discretion and judgment in supervising employees, and ensures that duties are performed in a timely and accurate manner and according to applicable procedures and regulations. The employee works under the general direction of the Administrator, Budget but works with a high degree of independence and utilizes judgment in performing work. This class is distinguished from the Residential/Agricultural Appraisal Coordinators in that the Manager oversees the work of that class and has greater responsibility in managing overall appraisal projects.

### Essential Job Functions

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

- 30% +/- 10%
- Supervises and directs the work of Residential/Agricultural Appraisal Coordinators and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 30% +/- 10%
- Performs annual maintenance; values and maintains records for all residential/agricultural properties in the County; receives and processes building permits from communities; completes property inquires, sale verifications, and razing affidavits; completes sales ratio studies when permits and sale verifications are completed; makes sure the property values are accurate and fall within state guidelines; approves final property values; examines properties to determine how they are performing in terms of sales; compares the value of the property compared to what it sold for; analyzes neighborhood rates to determine if the property values increased or decreased; compares rates of neighborhoods to each other; ensures maintenance work is on schedule.
- 25% +/- 10%
- Plans, manages, coordinates, and controls the execution of a mass appraisal project (Sexennial Re-Appraisal and Triennial Update); tracks project milestones; develops and delivers progress reports; finalizes values and submits petitions for each inquiry to the Real Property Department;

Effective Date: 04.13.2017  
Last Modified: 10.23.2019

## Manager, Residential/Agricultural Appraisal

researches, analyzes, and values properties using industry standard financial analysis programs to support market values of income properties; checks and finalizes all part taxable/part exempt properties, as needed; evaluates the project outcomes.

5% +/- 2%

- Contacts taxpayers and schedules appointments and field checks to assist with appeals; surveys and analyzes property sales data, lease information, and physical characteristics; measures buildings and dwellings; reviews and finalizes all applications for valuation deductions for destroyed or injured properties.

5% +/- 2%

- Provides consultation, testimony, and value recommendations to the Cuyahoga County Prosecutor's Office, the Board of Revision, Ohio Board of Tax Appeals, Common Pleas Court, and the Ohio Supreme Court regarding all Residential properties.

5% +/- 2%

- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays abreast of changes in applicable laws and regulations; directs administrative work for the inquiry department; communicates with taxpayers to provide information, answer questions, and assist with appeals; resolves questions and complaints regarding property characteristics and value.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in finance, economics, or a related field with seven (7) years of experience in mass real estate appraisal, mass property valuation, or related field including one (1) year of supervisory experience in a real estate appraisal setting; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a vehicle.

### **Additional Requirements**

- State of Ohio Licensed Residential Appraiser is required.
- Must acquire Real Estate Appraiser certification and appropriate credentials per O.R.C. 5713.012 to act as a qualified project manager within 18 months of hire date.

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

#### **Physical Requirements**

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

#### **Technology Requirements**

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

#### **Supervisory Responsibilities**

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

Effective Date: 04.13.2017  
Last Modified: 10.23.2019

## Manager, Residential/Agricultural Appraisal

- Ability to provide instruction and training to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend and act on the discipline or discharge of employees.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, perform routine statistics, and apply the principles of basic algebra and basic geometry.

### **Language Ability & Interpersonal Communication**

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system, or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including sales ratio report, property inquiry records, petitions, property record cards, construction cost manuals, local and national trade publications, national commercial property publications, property listings, razing affidavit, expense reports, timesheets, annual maintenance reports, time/mileage slips, and lease data.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, International Association of Assessing Officers (IAAO), Ohio Administrative Code, Uniform Standards of Professional Appraisal Practice (USPAP), blueprints, plat maps tax rates, interest rates, cost/income manuals, comparable sales, and trade and property publications.
- Ability to prepare sales reports, requests for proposals, policies and procedures, property inquiry records, petitions, property record cards, production reports, appraisal project plans, residential appraisal manual, razing affidavits, time/mileage sheets, valuations reports, commercial sales verification and property record cards, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret real estate appraisal and financial analysis terminology and language.
- Ability to communicate effectively with taxpayers, State Tax Commissioner, County Prosecutor's Office, Board of Tax Appeals, Common Pleas Court, Ohio Supreme Court, building departments, Real Property Department, non-profit organizations, the Board of Revision, property owners and property managers, and attorneys.

### **Environmental Adaptability**

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



Manager, Residential/Agricultural Appraisal

- Work may involve exposure to wetness/humidity, temperature/weather extremes, and animals/wildlife.

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0316

<p>Sponsored by: <b>Councilmembers Jones and Stephens</b></p>	<p><b>A Resolution</b> authorizing a contract with Frank Ford Consulting, LLC in the total amount not to exceed \$58,500 for the provision of Mortgage Lending Research and Technical Assistance to Cuyahoga County Council for the period 10/1/2023 – 4/5/2024; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, in 2020 the Cuyahoga County Council established the Community Reinvestment Advisory Subcommittee to monitor and explore ways for financial institutions to meet the lending and banking needs of county residents; and

**WHEREAS**, the Community Reinvestment Advisory Subcommittee now seeks to analyze the lending practices of local financial institutions using data published by the Federal Financial Institutions Examination Council (FFIEC) and the Community Reinvestment Act (CRA); and

**WHEREAS**, Frank Ford serves as the principal of Frank Ford Consulting, LLC, has served as the Senior Policy Advisor for the Housing Center, and has demonstrated expertise analyzing data in the areas of housing, banking, and community development; and

**WHEREAS**, the Cuyahoga County Council desires to enter into a contract with Frank Ford Consulting, LLC for Mortgage Lending Research and Technical Assistance in the amount not to exceed \$58,500; and

**WHEREAS**, the funding source for this contract comes from the Cuyahoga County Community Development fund, which is funded by the County's casino tax revenue; 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 authorizes a contract with Frank Ford Consulting, LLC in an amount not-to-exceed \$58,500 for the provision of Mortgage Lending Research and Technical Assistance for the period 10/1/2023 – 4/5/2024.

**SECTION 2.** That the County Council staff is authorized to prepare all documents to effectuate said contract.

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

**SECTION 4.** 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 5.** 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 6.** 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

<p>Sponsored by: <b>Councilmember Sweeney</b></p> <p>Co-sponsored by: <b>Councilmembers Turner, Miller, Conwell and Simon</b></p>	<p><b>A Resolution</b> 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.</p>
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**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: October 24, 2023  
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: November 1, 2023

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0297

Sponsored by: <b>Councilmember Sweeney</b>	<b>A Resolution</b> 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.
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**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: October 24, 2023

Committee(s) Assigned: Public Safety & Justice Affairs

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0298

Sponsored by: <b>Councilmember Sweeney</b>  Co-sponsored by: <b>Councilmember Miller</b>	<b>A Resolution</b> 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.
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**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: October 24, 2023  
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: November 1, 2023

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0299

Sponsored by: <b>Council President Jones</b>	<b>A Resolution</b> 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.
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**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: October 24  
Committee(s) Assigned: Community Development

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0300

Sponsored by: <b>Councilmember Turner</b>  Co-sponsored by: <b>Council President Jones</b>	<b>A Resolution</b> 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.
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**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: October 24, 2023

Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested in Committee: November 1, 2023

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0301

Sponsored by: <b>Councilmember Turner</b>	<b>A Resolution</b> 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.
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**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: October 24, 2024

Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0302

Sponsored by: <b>Councilmember Simon</b>  Co-sponsored by: <b>Councilmembers Conwell and Turner</b>	<b>A Resolution</b> 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.
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**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.

**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 24, 2023  
Committee(s) Assigned: Health, Human Services & Aging

Additional Sponsorship Requested in Committee: November 1, 2023

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0295

Sponsored by: <b>Councilmember Jones</b>	<b>A Resolution</b> 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.
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**WHEREAS**, the Cuyahoga County Community Development Fund is funded by the gross casino revenues distributed to Cuyahoga County; and

**WHEREAS**, the 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: October 24, 2023

Committee(s) Assigned: Community Development

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0278

Sponsored by: <b>Councilmembers Conwell and Kelly</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$135,000, to Community Housing Solutions for the CHS Home Repair Program from the District 1 and 7 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.
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**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 \$10,000 in funding from the District 1 ARPA Community Grant Funds and \$125,000 from the District 7 ARPA Community Grant Fund for a total amount of \$135,000 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 \$135,000 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 \$135,000 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

Legislation Substituted on the Floor: October 24, 2023

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0279

Sponsored by: <b>Councilmember Jones</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$40,000, to the Rid-All Foundation for the Green Partnerships Veterans Training Program from the District 8 & 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: <b>Councilmembers Turner, Simon and Conwell</b>	

**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 \$30,000 in funding from the District 8 ARPA Community Grant Fund and \$10,000 from the District 9 ARPA Community Grant Fund, for a total amount of \$40,000 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 \$40,000 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 \$40,000 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

Legislation Substituted on the Floor: October 24, 2023

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0280

<p>Sponsored by: <b>Councilmembers Turner and Simon</b></p> <p>Co-sponsored by: <b>Councilmember Conwell</b></p>	<p><b>A Resolution</b> awarding a total sum, not to exceed \$15,000, to the Collaborative to End Human Trafficking for the Human Trafficking Education and Training Program for Schools from the District 9 &amp; 11 ARPA Community Grant Funds; 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 \$10,000 in funding from the District 9 ARPA Community Grant Fund and \$5,000 from the District 11 ARPA Community Grant Fund, for a total amount of \$15,000 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 \$15000 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 \$15,000 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.



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

Legislation Substituted on the Floor: October 24, 2023

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0281

<p>Sponsored by: <b>Councilmember Turner</b></p> <p>Co-sponsored by: <b>Councilmembers Simon and Conwell</b></p>	<p><b>A Resolution</b> 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>
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**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

Sponsored by: <b>Councilmembers Turner and Conwell</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$20,000, to the Diaper Bank of Greater Cleveland for the Diaper Bank Expansion Project from the District 7 & District 9 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.
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**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 \$10,000 in funding from the District 7 ARPA Community Grant Fund and \$10,000 from the District 9 ARPA Community Grant Fund, for a total amount of \$20,000, 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 \$20,000 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 \$20,000 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

Legislation Substituted on the Floor: October 24, 2023

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0283

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

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

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

**WHEREAS**, on 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:

<b>DRIVERS LICENSE PROJECT</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>
See attached	No Change	See attached

**PROPOSED REVISED CLASSIFICATIONS**

<b>REVISED CLASSIFICATIONS (Revised Title)</b>	<b>CURRENT PAY GRADE &amp; FLSA</b>	<b>RECOMMENDED PAY GRADE &amp; FLSA</b>	<b>DEPARTMENT</b>
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**

<b>Classification Title</b>	<b>Classification Number</b>	<b>Pay Grade</b>	<b>Department</b>
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 &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; 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 &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
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.
<b>DELETED CLASSIFICATION</b>	<b>PAY GRADE and FLSA STATUS</b>	<b>DEPARTMENT</b>	<b>Rationale</b>		
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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
See attached	See attached	See attached	No Change	No Change

<b>Rationale:</b>	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.
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<b>No. of Classifications:</b>	119 Total 1 To be deleted 88 will keep current drivers license requirement 30 (25%) will be revised to remove drivers license requirement
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Albert Bouchahine, Manager of Classification and Compensation
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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	
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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation

# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Accountant 1	<b>Class Number:</b>	11061
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	6A
<b>Dept:</b>	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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
Jim Battigaglia	7/6/2023	Email	Request for Pay Grade Recommendation



## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Accountant 2	<b>Class Number:</b>	11062
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	8A
<b>Dept:</b>	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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Department of Purchasing
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Board of Control Coordinator	<b>Class Number:</b>	10101
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	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				
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Class Number	Classification Title	Department	FLSA Status	Pay Grade
16421	Business Intelligence Analyst	All Departments	E	9B

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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	Three (3)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management</b>	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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<b>Contact(s):</b>			
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

<b>Class Title:</b>	Business Intelligence Analyst	<b>Class Number:</b>	16421
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	9B
<b>Departments:</b>	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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	Four (4)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Case Manager	<b>Class Number:</b>	10021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	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.



## Case Manager

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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Medical Secretary	<b>Class Number:</b>	10011
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	4A
<b>Dept:</b>	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.

## Medical Secretary

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 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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Public Works
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Physical Structure Security Specialist	<b>Class Number:</b>	15021
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	Two (2)
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<b>Dept.(s) Affected:</b>	Fiscal Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Hamame, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Residential/Agricultural Appraisal Coordinator	<b>Class Number:</b>	20011
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13A
<b>Dept:</b>	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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management</b>	<u>Date of Contact:</u>	<u>Type of Contact:</u>	<u>Reason:</u>
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<b>Contact(s):</b>			
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

<b>Class Title:</b>	Senior Business Intelligence Analyst	<b>Class Number:</b>	16422
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Departments:</b>	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

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 12A: \$65,977.60 - \$92,372.80 PG 13A: \$69,076.80 - \$96,699.20 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Senior Supervisor, Nursing	<b>Class Number:</b>	17032
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Dept:</b>	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,

## 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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10022	Supervisor, Case Manager	Medical Examiner's Office	Non-Exempt	7A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10022	Supervisor, MEO Administrative	Medical Examiner's Office	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	One (1)
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	No change to Pay Grade or FLSA status
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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 <sup>nd</sup> 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

<b>Class Title:</b>	Supervisor, MEO Administrative	<b>Class Number:</b>	10022
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	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.

### **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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17031	Supervisor, Nursing	Human Services	Exempt	11A

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
17031	Supervisor, Nursing	Human Services	Exempt	12A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	Seven (7)
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	PG 11A: \$62,878.40 - \$88,025.60 PG 12A: \$65,977.60 - \$92,372.80 Step Placement TBD by Human Resources
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Alexandra Prange, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources and Management Contact(s):</b>	<b><u>Date of Contact:</u></b>	<b><u>Type of Contact:</u></b>	<b><u>Reason:</u></b>
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

<b>Class Title:</b>	Supervisor, Nursing	<b>Class Number:</b>	17031
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
<b>10271</b>	<b>Assistant Director</b>	<b>All Departments</b>	<b>Exempt</b>	<b>17A</b>

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	This classification has been vacant for years. Many of the duties performed by this specification are typically assigned to unclassified Deputy Directors.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	All Departments
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	N/A
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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Assistant Director	<b>Class Number:</b>	10271
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	17
<b>Dept:</b>	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**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
10012	Supervisor, Medical Secretary	Medical Examiner's Office	Non-Exempt	7A

<b>Requested By:</b>	Personnel Review Commission
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<b>Rationale:</b>	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.
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<b>No. of Employees Affected:</b>	None
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<b>Dept.(s) Affected:</b>	Medical Examiner's Office
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<b>Fiscal Impact:</b>	None
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<b>Staffing Implications:</b>	None
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<b>PRC Contact(s):</b>	Verona Blonde, Classification and Compensation Specialist Albert Bouchahine, Manager of Classification and Compensation
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<b>Human Resources Contact(s):</b>	Kelli Neale, Program Officer 4
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<b>Management Contact(s):</b>	Hugh Shannon, Director of MEO Operations
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## CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Medical Secretary	<b>Class Number:</b>	10012
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	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. R2023-0317

<p>Sponsored by: <b>County Executive Ronayne/Interim Fiscal Officer/Office of Budget and Management</b></p>	<p><b>A Resolution</b> 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.</p>
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

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

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

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

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

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. 1110 – General Fund Sales Tax			<b>BA2321303</b>
FS110135 – Sports Fac. Res – 60% - 2020			
Other Expenses	\$	82,787.51	

The Office of Budget and Management requests an appropriation increase of \$82,787.51 to provide quarterly disbursements of hotel and lodging tax revenues to the Ballpark Capital Repairs Fund. The funding source is General Fund Sales Tax.

B. 1100 – General Fund			<b>BA2321304</b>
BE100120 – Special Election			
Personal Services	\$	1,550,748.81	
Other Expenses	\$	777,257.19	

The Cuyahoga County Board of Elections requests additional appropriation of \$2,328,006 for the August Special Election A corresponding appropriation decrease of \$2,328,006 is below (Section 1, Item C). The Ohio Secretary of State reimbursed the County a total of \$2,112,101. The funding source is the General Fund.

C. 1100 – General Fund			<b>BA2321304</b>
BE100120 – Special Election			
Other Expenses	\$	50,000.00	

The Cuyahoga County Board of Elections requests additional appropriation of \$50,000 for the City of East Cleveland December recall election. A corresponding appropriation decrease of \$2,328,006 is below (Section 1, Item C). The Ohio Secretary of State reimbursed the County a total of \$2,112,101. The funding source is the General Fund.

D. 1100 – General Fund			<b>BA2321305</b>
BE100105 – Primary Election			
Personal Services	\$	(1,550,748.81)	
Other Expenses	\$	( 827,257.19)	

The Cuyahoga County Board of Elections requests an appropriation decrease of \$2,328,006 following alignment of expenses related to the August Special Election to the Special Election account. A corresponding appropriation increase of \$2,328,006 is above (Section 1, Item B).The Ohio Secretary of State reimbursed the County a total of \$2,112,101 for the August Special Election. The funding source is the General Fund.



E. 2305 – Real Estate Assessment Fund	<b>BA2321331</b>
FS305100 – Real Estate Assessment Fund	
Personal Services	\$ 1,314,500.00

2305 – Real Estate Assessment Fund	
IT305100 – Geograph Info Syst – Real Prop	
Personal Services	\$ 370,170.00

The Office of Budget and Management requests additional appropriation for Fiscal Office and Department of Information Technology Real Estate Assessment Fund personnel for the remainder of 2023. Additional appropriations are necessary to cover additional staff required to complete the appraisal process. The funding source is the Real Estate Assessment Fund, fund balance as of October 20, 2023 was \$38.3 million.

F. 2245 – Cuyahoga Support Enforce	<b>BA2324421</b>
HS245100 – Cuyahoga Supp. Enforcement Ag	
Personal Services	\$ (750,000.00)

The Department of Health and Human Services - Office of Child Support Services requests an appropriation decrease of \$750,000 to align the budget to where expenses are expected to post through December 31, 2023. The corresponding item is below (Section 1, Item F). The funding source is the Health and Human Services Levies.

G. 2260 – Human Services	<b>BA2324422</b>
HS260200 – Southgate NFSC	
Personal Services	\$ 750,000.00

The Department of Health and Human Services - Division of Job and Family Services requests an appropriation increase of \$750,000 for expenses expected to post through December 31, 2023. The corresponding item is above (Section 1, Item E). The funding source is the Health and Human Services Levies.

H. 2285 – Other Judicial	<b>BA2325939</b>
CP285105 – Urinalysis Testing	
Other Expenses	\$ 66,000.00

The Court of Common Pleas requests additional appropriations of \$66,000 to cover anticipated expenditures through the end of the year. The funding source is the Urinalysis Fund which receives revenue from fees incurred for services provided. The cash balance as of November 1, 2023 is \$1,001,321.39.

I. 2285 – Other Judicial		<b>BA2325940</b>
CP285130 – Probation Supervision Fees		
Other Expenses	\$	50,000.00

The Court of Common Pleas requests additional appropriations of \$50,000 to cover anticipated expenditures through the end of the year. The funding source is the Probation Supervision Fund which receives revenue from filing fees collected per House Bill 406. The cash balance as of November 1, 2023 is \$2,782,684.49.

J. 2325 – Victim Assistance		<b>BA2325945</b>
ME285105 – DNA Backlog Reduction Prog		
Other Expenses	\$	396,006.00

The Office of the Medical Examiner is requesting an appropriation increase of \$396,006 for the FY 2023 Forensic DNA Backlog Reduction for the period of October 1, 2023 through September 30, 2025. Funds will be used to continue reducing the backlog of DNA cases. This is a continuation grant approved by the Board of Control via CON2023-101 on October 2, 2023. The funding source is U.S Department of Justice Programs, Bureau of Justice Assistance. There is no cash match requirement.

K. 2325 – Victim Assistance		<b>BA2325946</b>
PJ325140 – Defend Childhood Int/ Intake		
Other Expenses	\$	246,151.00

The Department of Public Safety & Justice Services, Witness Victim Service Center is requesting an appropriation increase of \$246,151 for the FY2024 Victims of Crime Act/ State Victims Assistance Act with a performance period of October 1, 2023 through September 30, 2024. This continuation grant was approved by Board of Control via CON2023-76 on July 5, 2023. The funding source is Ohio Attorney General’s Office. There is no cash match required.

L. 2325 – Victim Assistance		<b>BA2325947</b>
PJ325115 – Juv Court Victim Advocate		
Personal Services	\$	15,030.00

The Department of Public Safety & Justice Services, Witness Victim Service Center is requesting an appropriation increase of \$15,030 for the FY2024 State Victims Assistance Act with a performance period of October

1, 2023 through September 30, 2024. This continuation grant was approved by Board of Control via CON2023-76 on July 5, 2023. The funding source is Ohio Attorney General’s Office. There is no cash match required.

M. 2320 – Treat Alt for Safer Comm		<b>BA2325948</b>
CP320115 – Treatment Alternative Street		
Personal Services	\$	808,033.00
Other Expenses	\$	1,973.00

The Court of Common Pleas is requesting an appropriation increase of \$810,006 for the Ohio Mental Health and Addiction Services program for the period of July 1, 2023 through June 30, 2024. Funds will be used to provide drug assessment, case management and intensive outpatient treatment services in connection with the Treatment Alternatives to Street Crime Program. This is a continuation grant approved by the Board of Control via CON2023-103 on October 10, 2023. The funding source is the Ohio Department of Mental Health and Addiction Services. There is no cash match requirement.

N. 6745 – Sheriff Central Security		<b>BA2325960</b>
SH745100 – Central Security Serv - Sheriff		
Personal Services	\$	2,200,000.00
Other Expenses	\$	215,000.00

The Office of Budget and Management, on behalf of the Sheriff’s Department, is requesting an appropriation increase of \$2,415,000 to cover Personal Services, more specifically Overtime, as well as Other Expenses which are expected to be posted through December 31, 2023. The funding source is the Internal Service fund which receives revenue by charging internal County agencies for security services.

O. 1100 – General Fund		<b>BA2325943</b>
SH100115 – Law Enforcement - Sheriff		
Personal Services	\$	9,500,000.00
Other Expenses	\$	225,000.00

The Office of Budget and Management, on behalf of the Sheriff’s Department, is requesting an appropriation increase of \$9,725,000 to cover Personal Services, more specifically Overtime, as well as Other Expenses which are expected to be posted through December 31, 2023. The funding source is the General Fund.

P. 1100 – General Fund		<b>BA2325955</b>
PJ100115 – CECOMS		
Personal Services	\$	90,000.00

The Office of Budget and Management, on behalf of Public Safety & Justice Services, is requesting an appropriation increase of \$90,000 to cover Personal Services expenses which are expected to be posted through December 31, 2023. The funding source is the General Fund.

Q. 2280 – Other Health and Safety	<b>BA2325957</b>
PJ280100 – Emergency Management	
Personal Services	\$ 110,000.00

The Office of Budget and Management, on behalf of Public Safety & Justice Services, is requesting an appropriation increase of \$110,000 to cover Personal Services expenses which are expected to be posted through December 31, 2023. The funding source is the Health and Human Services Levies.

R. 1100 – General Fund	<b>BA2325959</b>
SH100140 – Jail Operations	
Personal Services	\$ 1,500,000.00

The Office of Budget and Management, on behalf of the Sheriff's Department, is requesting an appropriation increase of \$1,500,000 to cover Personal Services, more specifically Overtime, which are expected to be posted through December 31, 2023. The funding source is the General Fund.

S. 2285 – Other Judicial	<b>BA2314885</b>
PD285120 – Public Defender Other Judicial Grants	
Personal Services	\$ 57,000.00
Other Expenses	\$ 62,600.00

The Office of the Public Defender requests an appropriation increase of \$119,600 for the purpose of re-establishing the Pre-Petition Pilot Program Year 3 grant award for the period of October 1, 2023, through September 30, 2024. This is a continuation grant approved by the Board of Control via CON2023-110 on October 23, 2023. The funding source is the United States Department of Health and Human Services, passed through the Supreme Court of Ohio. There is no cash match requirement.

T. 1100 – General Fund	<b>BA2314891</b>
JC100115 – Detention Center	
Personal Services	\$ 5,000,000.00
Other Expenses	\$ 500,000.00

The Office of Budget and Management, on behalf of the Juvenile Court, requests an appropriation increase of \$5,500,000 to cover Personal Services,

more specifically Overtime, as well as Other Expenses which are expected to be posted through December 31, 2023. The funding source is the General Fund.

U. 1100 – General Fund		<b>BA2314894</b>
PD100100 – Public Defender		
Personal Services	\$	1,050,000.00
Other Expenses	\$	150,000.00

The Office of Budget and Management, on behalf of the Public Defender’s Office, requests an appropriation increase of \$1,200,000 to cover Personal Services and Other Expenses which are expected to be posted through December 31, 2023. The funding source is the General Fund.

V. 1100 – General Fund		<b>BA2314895</b>
PS100105 – Child Support		
Personal Services	\$	400,000.00

The Office of Budget and Management, on behalf of the Prosecutor’s Office, requests an appropriation increase of \$400,000 to cover Personal Services which are expected to post through December 31, 2023. The funding source is the General Fund.

W. 1100 – General Fund		<b>BA2314896</b>
FS100400 – Municipal Court		
Personal Services	\$	1,500,000.00
Other Expenses	\$	8,000.00

The Office of Budget and Management, on behalf of the Municipal Courts, requests an appropriation increase of \$1,508,000 to cover Personal Services and Other Expenses, more specifically assigned counsel expenses, which are expected to post through December 31, 2023. The funding source is the General Fund.

X. 2240 – Court		<b>BA2314900</b>
PB240100 – Probate Court Special Project Fund		
Other Expenses	\$	15,000.00

The Office of Budget and Management, on behalf of Probate Court, is requesting additional appropriations of \$15,000 to cover the educational requirements for Magistrates, funding for the Resource Center and the Guardians Partners Program. The funding source is the Court Special project Fund. The current balance is \$2,154,510.45.

Y. 2280 – Other Health and Safety		<b>BA2314905</b>
JC280105 – Juvenile Court Probation		

Personal Services \$ 800,000.00

The Office of Budget and Management, on behalf of Juvenile Court, requests an appropriation transfer of \$800,000 to cover Personal Services which are expected to post through December 31, 2023. The funding source is the Health and Human Services Levies.

Z. 4600 – Capital Projects **BA2323015**

PW600120 – Non-Subsidy Facility Projects

Personal Services \$ 916,354.00

Other Expenses \$ 1,243,110.00

The Department of Public Works is requesting new appropriation of \$2,159,464 to establish the Interim Foster Care Housing Facility capital project. This project, which aims to design and construct foster care housing at Metzenbaum Center, includes interior renovations, a new fire suppression system, a new HVAC system, and a new ADA ramp to access the building. This project will be funded by the Human Services Fund. A corresponding cash transfer is on this agenda (Section 3, Item B).

AA.4600 – Capital Projects **BA2323081**

PW600100 – Capital Projects

Other Expenses \$ (26,438.76)

The Department of Public Works is requesting an appropriation decrease of \$26,438.76 to close out the Courthouse Square Cooling Tower Refurbishment capital project. The original project appropriation was \$182,068.12, of which \$155,623.36, or 85%, was spent. The unspent balance is due to professional services and supply costs being less than expected. This project was funded by the General Fund Capital Improvements Subsidy. There is no cash balance to resolve.

AB.5715 – Sanitary Engineer **BA2323083**

PW715200 – Sanitary Operating

Personal Services \$ 1,200,000.00

The Department of Public Works is requesting an appropriation increase of \$1,200,000 for expenses expected to post through December 31, 2023. The funding source is the Sanitary Engineer Fund. As of October 31, 2023, the balance in this fund is \$41,626,950.94.

AC.6765 – Health Insurance **BA2323084**

HR765100 – Hospitalization-Self Insurance

Other Expenses \$ 8,094,315.53

The Department of Human Resources is requesting an appropriation increase of \$8,094,315.53 for employee healthcare and prescription drug benefits for the last quarter of 2023. The funding source is the Self-Insurance Fund.

AD.6765 – Health Insurance **BA2323085**  
HR765115 – Self Insurance BODD  
Other Expenses \$ 1,040,020.72

The Department of Human Resources is requesting an appropriation increase of \$1,040,020.72 for the Board of Developmental Disabilities employee healthcare benefits for the last quarter of 2023. The funding source is the Self-Insurance Fund.

AE. 1105 – General Fund Assigned **BA2323088**  
DV105100 – Community Develop (Casino Tax)  
Other Expenses \$ 58,500.00

The Department of Development is requesting an appropriation increase of \$58,500 for the consultant services for the 2023 Community Reinvestment Advisory Subcommittee. The funding source is General Fund-Casino Tax.

AF. 1105 – General Fund Assigned **BA2323089**  
DV105100 – Community Develop (Casino Tax)  
Other Expenses \$ 250,000.00

The Department of Development is requesting an appropriation increase of \$250,000 for the Warner Swasey Building to create 112 units of mixed-income, mixed-use housing for seniors and families. The funding source is General Fund-Casino Tax.

AG.4600 – Capital Projects **BA2323090**  
PW600100 – Capital Projects  
Other Expenses \$ (314,403.91)

The Department of Public Works is requesting an appropriation decrease of \$314,403.91 to close out the Medical Examiner HVAC and Fire Alarm Upgrades capital project. The original project appropriation was \$1,836,367.70, of which \$1,521,963.79, or 83%, was spent. This project was funded by the General Fund Capital Improvements Subsidy.

AH.5715 – Sanitary Engineer **BA2323099**  
PW715100 – Sanitary Districts  
Other Expenses \$ 1,677,283.00

The Department of Public Works is requesting an appropriation increase of \$1,677,283.00 for the Sanitary Engineer’s portion of the Harvard Road Roof Replacement Project. The funding source is the Sanitary Engineer Fund. As of October 31, 2023, the balance in this fund is \$41,626,950.94.

AI. 4600 – Capital Projects		<b>BA2323100</b>
PW600100 – Capital Projects		
Other Expenses	\$	298,329.52

The Department of Public Works is requesting an appropriation increase of \$298,329.52 for the Medical Examiner Generator Replacement capital project. This project will result in the replacement of the generator located at the Medical Examiner's Building. The funding source is the General Fund Capital Improvements Subsidy.

AJ. 4600 – Capital Projects		<b>BA2323101</b>
PW600100 – Capital Projects		
Personal Services	\$	203,273.91
Other Expenses	\$	22,374.94

The Department of Public Works is requesting an appropriation increase of \$225,648.83 to close out the Soldiers & Sailors Monument Restoration capital project. This project has been the vehicle for various improvements to the Soldiers & Sailors Monument. The funding source is the General Fund Capital Improvements Subsidy.

AK.1100 – General Fund		<b>BA2323104</b>
PC100100 – CPC Administration		
Personal Services	\$	11,710.46

The Cuyahoga County Planning Commission requests an appropriation increase of \$11,710.46 to cover anticipated Personal Services expenses for the remainder of the year. The funding source is the General Fund.

AL. 1100 – General Fund		<b>BA2325951</b>
ME100105 – Regional Forensic Science Lab		
Personal Services	\$	500,000.00

The Office of Budget and Management, on behalf of the Medical Examiner, requests an appropriation increase of \$500,000 to cover Personal Services costs which are expected to be posted through December 31, 2023. The funding source is the General Fund.

AM. 1100 – General Fund		<b>BA2321329</b>
FS100125 – Purchasing Dept.		
Personal Services	\$	(85,287.00)



The Fiscal Office requests an appropriation reduction of \$85,287 to realign the budget the County Executive (See Section 1, Item AP). The funding source is the General Fund.

AN. 1100 – General Fund		<b>BA2321329</b>
FS100130 – Treasury Management		
Personal Services	\$	(284,695.00)

The Fiscal Office requests an appropriation reduction of \$284,695 to realign the budget the County Executive (See Section 1, Item AP). The funding source is the General Fund.

AO. 1100 – General Fund		<b>BA2321329</b>
FS100150 – Auto Title Administration		
Other Expenses	\$	(205,500.00)

The Fiscal Office requests an appropriation reduction of \$205,500 to realign the budget the County Executive (See Section 1, Item AP). The funding source is the General Fund.

AP. 1100 – General Fund		<b>BA2321329</b>
EX100100 – County Executive		
Personal Services	\$	549,537.00
Other Expenses	\$	25,945.00

The Office of the County Executive requests an appropriation increase of \$575,482 to realign the budgets from the Fiscal Office (See Section 1, Items AM-AO). The funding source is the General Fund.

AQ. 2260 – Human Services		<b>BA2324426</b>
HS260350 – Homeless Services		
Other Expenses	\$	50,000.00

The Office of Homeless Services requests additional appropriations of \$50,000 to reach unsheltered homeless individuals and assist them in finding a new way to live that includes secure, stable, enclosed housing. The additional appropriation will provide \$25,000 to The Metanoia Project and \$25,000 to Radical Hospitality. The Metanoia Project and Radical Hospitality operate a Hospitality Overnight Center and a Satellite Center that are primarily open during the cold winter months from mid-November through mid-April. They offer overnight shelter, nutritious meals, access to clean clothing, showers, activities, and healthcare. Funding source is Health and Human Services Levy funds.

**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: 2260 – Human Services	<b>BA2316432</b>
HS260145 – Direct Svcs	
Personal Services	\$ 1,070,000.00
 TO: 2260 – Human Services	
HS260130 – Office of the Director	
Personal Services	\$ 20,000.00
 2260 – Human Services	
HS260135 – Training	
Personal Services	\$ 190,000.00
 2260 – Human Services	
HS260165 – Contracted Placements	
Personal Services	\$ 550,000.00
 2260 – Human Services	
HS260170 – CFS Foster Home	
Personal Services	\$ 200,000.00
 2260 – Human Services	
HS260180 – Tapestry System of Care	
Personal Services	\$ 110,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Division of Children and Family Services, is requesting an appropriation transfer of \$1,070,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding sources are Federal Title IV-E and the Health and Human Services Levy.

B. FROM: 2365 – Workforce Development	<b>BA2316433</b>
WF365100 – WF Innovation & Opportunities	
Other Expenses	\$ 81,797.00
 TO: 2365 – Workforce Development	
WF365100 – WF Innovation & Opportunities	
Personal Services	\$ 81,797.00

The Office of Budget and Management, on behalf of Workforce Development, is requesting an appropriation transfer of \$81,797 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the Federal Workforce Innovation and Opportunity Act passed through the Ohio Department of Job and Family Services.

C. FROM: 2260 – Human Services	<b>BA2316434</b>
HS260100 – Ofc of the Director	
Personal Services	\$ 175,000.00
TO: 2260 – Human Services	
HS260105 – Human Resources	
Personal Services	\$ 175,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services Administration, is requesting an appropriation transfer of \$175,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding sources are the subgrant agreement with the Ohio Department of Job and Family Services and the Health and Human Services Levy.

D. FROM: 1100 – General Fund	<b>BA2321301</b>
IT100135 – Security and Disaster Recovery	
Personal Services	\$ 50,000.00
1100 – General Fund	
IT100145 – Enterprise Applications	
Personal Services	\$ 10,000.00
TO: 1100 – General Fund	
IT100140 – Engineering Services	
Personal Services	\$ 60,000.00

The Department of Information Technology is requesting an appropriation transfer of \$60,000 to realign the budget to where expenses are expected to post through December 31, 2023. Funding source is General Fund.

E. FROM: 1100 – General Fund	<b>BA2321302</b>
IT100100 – IT Administration	
Personal Services	\$ 10,000.00
TO: 1100 – General Fund	
IT100100 – IT Administration	

Other Expenses \$ 10,000.00

The Department of Information Technology is requesting an appropriation transfer of \$10,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

F. FROM: 1100 – General Fund **BA2321330**  
FS100155 – Microfilm  
Other Expenditures \$ 175,000.00

TO: 1100 – General Fund  
FS100155 – Microfilm  
Personal Services \$ 60,000.00

1100 – General Fund  
FS100160 – General Services  
Personal Services \$ 115,000.00

The Office of Budget and Management requests an appropriation transfer of \$175,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

G. FROM: 1100 – General Fund **BA2321332**  
EX100115 – Regional Collaboration  
Personal Services \$ 129,992.00

1100 – General Fund  
IN100100 – Innovation and Performance  
Personal Services \$ 33,008.00

TO: 1100 – General Fund  
EX100105 – Communications  
Personal Services \$ 163,000.00

The Office of the County Executive requests an appropriation transfer of \$163,000 to cover personnel expenditures through 2023. The funding source is the General Fund.

H. FROM: 1100 – General Fund **BA2321333**  
FS100500 – ARPA-Govt Serv  
Other Expenses \$ 11,458.32

TO: 1100 – General Fund  
FS100500 – ARPA-Govt Serv  
Personal Services \$ 11,458.32

The Department of Public Works is requesting an appropriation transfer of \$11,458.32 to allow chargebacks through December 31, 2023 for the Lakefront project to post. The funding source is the General Fund.

I. FROM: 1100 – General Fund	<b>BA2321335</b>
PR100100 – Personnel Review Commission	
Other Expenses	\$ 38,000.00
 TO: 1100 – General Fund	
PR100100 – Personnel Review Commission	
Personal Services	\$ 38,000.00

The Office of Budget and Management, on behalf of the Personnel Review Commission, requests an appropriation transfer of \$38,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

J. FROM: 2260 – Human Services	<b>BA2324417</b>
HS260105 – Human Resources	
Other Expenses	\$ 125,000.00
 2260 – Human Services	
HS260110 – HHS-Information Services	
Other Expenses	\$ 125,000.00
 TO: 2260 – Human Services	
HS260295 – SAS-Options Prog	
Other Expenses	\$ 250,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Division of Senior and Adult Services, is requesting an appropriation transfer of \$250,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the Health and Human Services Levy.

K. FROM: 2260 – Human Services	<b>BA2324418</b>
HS260185 – Admin Svcs – Gen Manager	
Personal Services	\$ 200,000.00
 TO: 2260 – Human Services	
HS260210 – Quincy Place NFSC	
Personal Services	\$ 200,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services – Division of Job and Family Services, is requesting an appropriation transfer of \$200,000 to realign the budget to where expenses are expected to post through December 31, 2023. Funding sources are the subgrant agreement with the Ohio Department of Job and Family Services and the Health and Human Services Levy.

L. FROM:	2260 – Human Services		<b>BA2324419</b>
	HS260215 – VEB Bldg NFSC		
	Personal Services	\$	600,000.00
TO:	2260 – Human Services		
	HS260205 – Ohio City NFSC		
	Other Expenses	\$	580,000.00
	2260 – Human Services		
	HS260210 – Quincy Place NFSC		
	Personal Services	\$	20,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services – Division of Job and Family Services, is requesting an appropriation transfer of \$600,000 to realign the budget to where expenses are expected to post through December 31, 2023. Funding sources are the subgrant agreement with the Ohio Department of Job and Family Services and the Health and Human Services Levy.

M. FROM:	2260 – Human Services		<b>BA2324420</b>
	HS260145 – Direct Svcs		
	Personal Services	\$	1,404,000.00
TO:	2260 – Human Services		
	HS260205 – Ohio City NFSC		
	Personal Services	\$	58,000.00
	2260 – Human Services		
	HS260190 – Info Svcs		
	Personal Services	\$	66,000.00
	2260 – Human Services		
	HS260195 – Work First Svcs		
	Personal Services	\$	444,000.00
	2260 – Human Services		
	HS260200 – Southgate NFSC		
	Personal Services	\$	365,000.00

2260 – Human Services  
 HS260220 – West Shore NFSC  
 Personal Services \$ 125,000.00

2260 – Human Services  
 HS260225 – Client Support Svcs  
 Personal Services \$ 346,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services – Division of Job and Family Services, is requesting an appropriation transfer of \$1,404,000 to realign the budget to where expenses are expected to post through December 31, 2023. Funding sources are the subgrant agreement with the Ohio Department of Job and Family Services and the Health and Human Services Levy.

N. FROM: 2260 – Human Services **BA2324423**

HS260110 – HHS-Information Services  
 Personal Services \$ 100,000.00

2260 – Human Services  
 HS260145 – Direct Svcs  
 Personal Services \$ 1,000,000.00

2260 – Human Services  
 HS260235 – Admin Svcs  
 Personal Services \$ 80,000.00

2260 – Human Services  
 HS260275 – SAS-Protective Svcs  
 Personal Services \$ 50,000.00

2260 – Human Services  
 HS260355 – Office of Re-Entry  
 Personal Services \$ 50,000.00

2260 – Human Services  
 HS260175 – Permanent Custody Adoptions  
 Personal Services \$ 110,000.00

TO: 2260 – Human Services  
 HS260290 – SAS-DSAS Information Services  
 Personal Services \$ 1,390,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Division of Senior and Adult Services, is requesting an appropriation transfer of \$1,390,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the Health and Human Services Levy.

O. FROM: 2260 – Human Services	<b>BA2324424</b>
HS260100 – Ofc of the Director	
Personal Services	\$ 4,000.00
2260 – Human Services	
HS260150 – Supportive Svcs	
Personal Services	\$ 236,000.00
TO: 2260 – Human Services	
HS260260 – SAS-Mgmt Svcs	
Personal Services	\$ 240,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Division of Senior and Adult Services, is requesting an appropriation transfer of \$240,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the Health and Human Services Levy.

P. FROM: 2260 – Human Services	<b>BA2324425</b>
HS260100 – Ofc of the Director	
Personal Services	\$ 50,000.00
2260 – Human Services	
HS260255 – SAS-Ofc of the Director	
Personal Services	\$ 120,000.00
2260 – Human Services	
HS260270 – SAS-Home Support	
Personal Services	\$ 830,000.00
TO: 2260 – Human Services	
HS260295 – SAS-Options Prog	
Personal Services	\$ 1,000,000.00

The Office of Budget and Management, on behalf of the Department of Health and Human Services - Division of Senior and Adult Services, is requesting an appropriation transfer of \$1,000,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the Health and Human Services Levy.



Q. FROM: 1100 – General Fund **BA2325942**  
           PJ100105 – Public Safety Grants Admin  
           Other Expenses \$ 50,000.00

          1100 – General Fund  
           PJ100100 – Justice Affairs Admin  
           Personal Services \$ 60,000.00

TO: 1100 – General Fund  
       PJ100110 – Fusion Center  
       Personal Services \$ 110,000.00

The Office of Budget and Management, on behalf of Public Safety & Justice Services, is requesting an appropriation transfer of \$110,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

R. FROM: 1100 – General Fund **BA2325944**  
           ME100100 – Medical Examiner-Operations  
           Personal Services \$ 800,000.00

TO: 1100 – General Fund  
       ME100105 – Regional Forensic Science Lab  
       Personal Services \$ 600,000.00

          1100 – General Fund  
           ME100105 – Regional Forensic Science Lab  
           Other Expenses \$ 200,000.00

The Office of Budget and Management, on behalf of the Medical Examiner, is requesting an appropriation transfer of \$800,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

S. FROM: 1100 – General Fund **BA2325950**  
           DR100105 – Bureau of Support  
           Personal Services \$ 50,000.00

TO: 1100 – General Fund  
       DR100100 – Domestic Relations  
       Personal Services \$ 50,000.00

The Office of Budget and Management, on behalf of Domestic Relations, is requesting an appropriation transfer of \$50,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

T. FROM: 1105 – General Fund Assigned	<b>BA2325952</b>
ME105105 – Coroner’s Lab	
Other Expenses	\$ 500,000.00
TO: 1105 – General Fund Assigned	
ME105105 – Coroner’s Lab	
Personal Services	\$ 500,000.00

The Office of Budget and Management, on behalf of the Medical Examiner, is requesting an appropriation transfer of \$500,000 to realign the budget from Other Expenses to Personal Service to cover expenses through December 31, 2023. The funding source is the General Fund.

U. FROM: 1100 – General Fund	<b>BA2325953</b>
PJ100100 – Justice Affairs Admin	
Personal Services	\$ 7,500.00
TO: 1100 – General Fund	
PJ100100 – Justice Affairs Admin	
Other Expenses	\$ 7,500.00

The Office of Budget and Management, on behalf of Public Safety & Justice Services, is requesting an appropriation transfer of \$7,500 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

V. FROM: 1100 – General Fund	<b>BA2325954</b>
PJ100100 – Justice Affairs Admin	
Personal Services	\$ 100,000.00
TO: 1100 – General Fund	
PJ100115 – CECOMS	
Personal Services	\$ 100,000.00

The Office of Budget and Management, on behalf of Public Safety & Justice Services, is requesting an appropriation transfer of \$100,000 to realign the budget to where Personal Services are expected to post through December 31, 2023. The funding source is the General Fund.

W. FROM: 1100 – General Fund		<b>BA2325958</b>
SH100140 – Jail Operations		
Other Expenditures	\$	1,000,000.00
1100 – General Fund		
SH100195 – Bedford Jail		
Personal Services	\$	1,500,000.00
TO: 1100 – General Fund		
SH100140 – Jail Operations		
Personal Services	\$	2,500,000.00

The Office of Budget and Management, on behalf of the Sheriff’s Department, is requesting an appropriation transfer of \$2,500,000 to realign the budget to where Personal Services are expected to post through December 31, 2023. The funding source is the General Fund.

X. FROM: 1100 – General Fund		<b>BA2325941</b>
CP100170 – Probation		
Personal Services	\$	3,230,000.00
TO: 1100 – General Fund		
CP100105 – Jud/General		
Personal Services	\$	420,000.00
Other Expenses	\$	1,855,000.00
1100 – General Fund		
CP100135 – Arbitration		
Personal Services	\$	625,000.00
Other Expenses	\$	25,000.00
1100 – General Fund		
CP100150 – Central Scheduling		
Other Expenses	\$	275,000.00

The Office of Budget and Management, on behalf of the Common Pleas Court, is requesting an appropriation transfer of \$3,230,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the Special Revenue Fund.

Y. FROM: 1100 – General Fund		<b>BA2314890</b>
JC100100 – Administrative		
Personal Services	\$	200,000.00

TO: 1100 – General Fund  
 JC100105 – Legal  
 Personal Services \$ 200,000.00

The Office of Budget and Management, on behalf of Juvenile Court, requests an appropriation transfer of \$200,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

Z. FROM: 2280 – Other Health and Safety **BA2314892**  
 JC280105 – Juvenile Court Probation  
 Other Expenses \$ 1,000,000.00

TO: 2280 – Other Health and Safety  
 JC280105 – Juvenile Court Probation  
 Personal Services \$ 1,000,000.00

The Office of Budget and Management, on behalf of Juvenile Court, requests an appropriation transfer of \$1,000,000 to realign the budget to where overtime expenses are expected to post through December 31, 2023. The funding source is the Health and Human Services Levies.

AA. FROM: 1100 – General Fund **BA2314893**  
 JC280100 – Juvenile Court Legal  
 Other Expenses \$ 500,000.00

1100 – General Fund  
 JC280110 – Juv. Court Detention Services  
 Other Expenses \$ 400,000.00

TO: 1100 – General Fund  
 JC280110 – Juv. Court Detention Services  
 Personal Services \$ 900,000.00

The Office of Budget and Management, on behalf of Juvenile Court, requests an appropriation transfer of \$900,000 to realign the budget to where overtime expenses are expected to post through December 31, 2023. The funding source is the Health and Human Services Levies.

AB. FROM: 1100 – General Fund **BA2314897**  
 PS100100 – General Office  
 Other Expenses \$ 450,000.00

TO: 1100 – General Fund

PS100100 – General Office  
Personal Services \$ 450,000.00

The Office of Budget and Management, on behalf of the Prosecutor’s Office, requests an appropriation transfer of \$450,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

AC. FROM: 2250 – Delinquent Real Estate Asses **BA2314899**  
PS250100 – Delinquent Tax and Assessment  
Other Expenses \$ 400,000.00

TO: 2250 – Delinquent Real Estate Asses  
PS250100 – Delinquent Tax and Assessment  
Personal Services \$ 400,000.00

The Office of Budget and Management, on behalf of the Prosecutor’s Office, requests an appropriation transfer of \$400,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

AD. FROM: 2285 – Other Judicial **BA2314901**  
PD285105 – Public Defender-Lakewood  
Other Expenses \$ 70,000.00

TO: 2285 – Other Judicial  
PD285105 – Public Defender-Lakewood  
Personal Services \$ 70,000.00

The Office of Budget and Management, on behalf of the Public Defender’s Office, requests an appropriation transfer of \$70,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

AE. FROM: 1100 – General Fund **BA2323107**  
LW100100 – Law Department  
Other Expenses \$ 500,000.00

TO: 1100 – General Fund  
LW100125 – Risk Mgmt Settlements  
Other Expenses \$ 500,000.00

The Office of Budget and Management, on behalf of the Law Department, requests an appropriation transfer of \$500,000. This will transfer the

appropriation that was approved via R2023-0131. The funding source is the General Fund.

AF. FROM: 1100 – General Fund		<b>BA2314906</b>
PB100100 – Probate Court		
Personal Services	\$	75,000.00
TO: 1100 – General Fund		
PB100100 – Probate Court		
Other Expenses	\$	75,000.00

The Office of Budget and Management, on behalf of Probate Court, is requesting an appropriation transfer of \$75,000 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

AG. FROM: 1100 – General Fund		<b>BA2321334</b>
FS100150 – Auto Title Administration		
Personal Services	\$	136,500.00
TO: 1100 – General Fund		
FS100105 – Office of Budget and Management		
Personal Services	\$	136,500.00

The Office of Budget and Management requests an appropriation transfer of \$136,500 to realign the budget to where expenses are expected to post through December 31, 2023. The funding source is the General Fund.

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

<u><b>Fund Nos./Budget Accounts</b></u>	<u><b>Journal Nos.</b></u>
A. FROM: 7805 – Other Agency	<b>CT2325938</b>
PJ805100 – Special Emergency Planning	
Trans Out – Transfer Out	\$ 107,719.46
TO: 2280 – Other Health and Safety	
PJ280100 – Emergency Management	
Trans In – Transfer In	\$ 107,719.46

The Department of Public Safety & Justice Services requests a cash transfer of \$107,719.46 to reimburse the Office of Emergency Management for personnel expenses related to the FY2023 State Emergency Response Commission grant.

B. FROM: 2260 – Human Services **CT2313332**  
           HS260130 – Office of the Director  
           Trans Out – Transfer Out       \$       2,159,464.00

TO: 4600 – Capital Projects  
       PW600120 – Non Subsidy Facility Projects  
       Trans In – Transfer In           \$       2,159,464.00

The Department of Public Works requests a cash transfer of \$2,159,464 to establish the Interim Foster Care Housing Facility capital project. This project, which aims to design and construct foster care housing at Metzenbaum Center, includes interior renovations, a new fire suppression system, a new HVAC system, and a new ADA ramp to access the building. The funding source is the Human Services Fund.

C. FROM: 6755 – Maintenance **CT2323091**  
           PW755100 – Maintenance Garage  
           Trans Out – Transfer Out       \$       396,530.38

TO: 4600 – Capital Projects  
       PW600100 – Capital Projects  
       Trans In – Transfer In           \$       396,530.38

The Department of Public Works - Fleet Services requests a cash transfer of \$396,530.38 to close out the Harvard Garage Roof Replacement capital project. This amount represents the Facilities portion of the roof replacement made to the Harvard Garage facility. The funding source is the Fleet Services Fund.

D. FROM: 6755 – Maintenance **CT2323092**  
           PW755100 – Maintenance Garage  
           Trans Out – Transfer Out       \$       404,051.61

TO: 1100 – General Fund  
       FS100900 – Non-Departmental Rev/Exp  
       Trans In – Transfer In           \$       404,051.61

The Department of Public Works-Fleet Services requests a cash transfer of \$404,051.61 for the Facilities portion of 2023 debt service due for renovations made to the Harvard Garage facility. The funding source is the Fleet Services Fund.

E. FROM: 5705 – County Parking Garage **CT2323095**  
PW705100 – County Parking Garage  
Trans Out – Transfer Out \$ 247,400.00

TO: 4600 – Capital Projects  
PW600120 – Non-Subsidy Facility Projects  
Trans In – Transfer In \$ 247,400.00

The Department of Public Works-Parking Services requests a cash transfer of \$247,400 to fund the Huntington Park Garage Restriping capital project. This project appropriation was approved via R2023-0144 adopted May 23, 2023. The funding source is the Parking Services Enterprise Fund.

F. FROM: 6755 – Maintenance **CT2323096**  
PW755100 – Maintenance Garage  
Trans Out – Transfer Out \$ 3,073,250.00

TO: 1100 – General Fund  
FS100900 – Non-Departmental Rev/Exp  
Trans In – Transfer In \$ 3,073,250.00

The Department of Public Works-Parking Services requests a cash transfer of \$3,073,250 for the debt service owed in 2024 and 2025 for Huntington Park Garage renovations. The funding source is the Parking Services Enterprise Fund.

G. FROM: 2280 – Other Health and Safety **CT2323098**  
PW280100 – Dog & Kennel  
Trans Out – Transfer Out \$ 351,348.26

TO: 4600 – Capital Projects  
PW600120 – Non-Subsidy Facility Projects  
Trans In – Transfer In \$ 351,348.26

The Department of Public Works-Animal Shelter is requesting a cash transfer of \$351,348.26 for the Animal Shelter Multi-Purpose Room capital project. This cash represents a bequest made to the Cuyahoga County Animal Shelter to support its mission. The expansion of the Animal Shelter is deemed to be a legally permissible use of restricted donations.

**SECTION 4.** That items approved in Resolution No. R2023-0237 dated October 24, 2023 be rescinded as follows to reconcile appropriations for the year 2023 in the County’s financial system:

**Resolution No. R2023-0238 dated 10/24/2023:**



**Original Items to be Corrected - Section 2**

B. FROM: 2285 – Other Judicial			<b>BA2325931</b>
CP285170 – CCA Probation Improve/Incentiv			
Other Expenses	\$	49,504.00	
TO: 2285 – Other Judicial			
HS260290 – CCA Probation Improve/Incentiv			
Personnel Services	\$	49,504.00	

The Office of Common Pleas is requesting an appropriation transfer of \$49,504 from Other Expenses to Personnel Services 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.

**Resolution No. R2023-0238 dated 9/12/2023:**

**Corrected Items - Section 1**

B. FROM: 2285 – Other Judicial			<b>BA2325931</b>
CP285170 – CCA Probation Improve/Incentive			
Other Expenses	\$	49,504.00	
TO: 2285 – Other Judicial			
CP285170 – CCA PROBATION IMPROVE/INCENTIVE			
Personnel Services	\$	49,504.00	

The Office of Common Pleas is requesting an appropriation transfer of \$49,504 from Other Expenses to Personnel Services 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 5.** 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 6.** 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  
November 14, 2023



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: November 7, 2023

Re: Fiscal Agenda – 11/14/2023 - 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 **November 14, 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
Office of Budget and Management	\$82,787.51	A	General Fund	Appropriation Increase
Board of Elections	\$2,328,006.00	B	General Fund	Appropriation Increase
Board of Elections	\$50,000.00	C	General Fund	Appropriation Increase
Board of Elections	(\$2,378,006.00)	D	General Fund	Appropriation Decrease
Fiscal Office	\$1,684,670.00	E	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Cuyahoga Support Enforcement Agency	\$ (750,000.00)	F	HHS Levy	Appropriation Decrease
Job and Family Services	\$750,000.00	G	HHS Levy	Appropriation Increase
Common Pleas Court	\$66,000.00	H	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Common Pleas Court	\$50,000.00	I	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Medical Examiner	\$396,006.00	J	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Safety and Justice Services	\$246,151.00	K	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Public Safety and Justice Services	\$15,030.00	L	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Common Pleas Court	\$810,006.00	M	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Sheriff's Department	\$2,415,000.00	N	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Sheriff's Department	\$9,725,000.00	O	General Fund	Appropriation Increase
Public Safety and Justice Services	\$90,000.00	P	General Fund	Appropriation Increase
Public Safety and Justice Services	\$110,000.00	Q	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Sheriff's Department	\$1,500,000.00	R	General Fund	Appropriation Increase
Public Defender	\$119,600.00	S	Grant – No General/HHS Levy Fund Impact	Appropriation Increase
Juvenile Court	\$5,500,000.00	T	General Fund	Appropriation Increase
Public Defender	\$1,200,000.00	U	General Fund	Appropriation Increase
Prosecutor's Office	\$400,000.00	V	General Fund	Appropriation Increase
Municipal Court	\$1,508,000.00	W	General Fund	Appropriation Increase
Probate Court	\$15,000.00	X	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase

Juvenile Court	\$800,000.00	Y	HHS Levy	Appropriation Increase
Public Works	\$2,159,464.00	Z	General Fund	Appropriation Increase
Public Works	(\$24,438.76)	AA	CIP	Appropriation Increase
Public Works	\$1,200,000.00	AB	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Human Resources	\$8,094,315.53	AC	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Human Resources	\$1,040,020.72	AD	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Development	\$58,500.00	AE	General Fund	Appropriation Increase
Development	\$250,000.00	AF	General Fund	Appropriation Increase
Public Works	\$ (314,403.91)	AG	CIP	Appropriation Decrease
Public Works-Sanitary Engineer	\$1,677,283.00	AH	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$298,329.52	AI	CIP	Appropriation Increase
Public Works	\$225,648.85	AJ	CIP	Appropriation Increase
Planning Commission	\$11,710.46	AK	General Fund	Appropriation Increase
Medical Examiner	\$500,000	AL	General Fund	Appropriation Increase
Fiscal Office	(\$85,287.00)	AM	General Fund	Appropriation Decrease
Fiscal Office	(\$284,695.00)	AN	General Fund	Appropriation Decrease
Fiscal Office	(\$205,500.00)	AO	General Fund	Appropriation Decrease
County Executive	\$575,482.00	AP	General Fund	Appropriation Increase
Homeless Services	50,000.00	AQ	HHS Levy Fund	Appropriation Increase

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

<b>Department</b>	<b>Amount Requested</b>	<b>Item</b>	<b>Funding Source</b>	<b>Purpose</b>
Children and Family Services	\$1,070,000.00	A	HHS Levy	Appropriation Transfer
Workforce Development	\$81,797.00	B	Grant – No General/HHS Levy Fund Impact	Appropriation Transfer
HHS Administration	\$175,000.00	C	HHS Levy	Appropriation Transfer
Department of IT	\$60,000.00	D	General Fund	Appropriation Transfer
Department of IT	\$10,000.00	E	General Fund	Appropriation Transfer
Office of Budget and Management	\$175,000.00	F	General Fund	Appropriation Transfer
County Executive	\$163,000.00	G	General Fund	Appropriation Transfer
Public Works	\$11,458.32	H	General Fund	Appropriation Transfer
Personnel Review Commission	\$38,000.00	I	General Fund	Appropriation Transfer
Senior and Adult Services	\$250,000.00	J	HHS Levy	Appropriation Transfer
Job and Family Services	\$200,000.00	K	HHS Levy	Appropriation Transfer
Job and Family Services	\$600,000.00	L	HHS Levy	Appropriation Transfer

Job and Family Services	\$1,404,000.00	M	HHS Levy	Appropriation Transfer
Senior and Adult Services	\$1,390,000.00	N	HHS Levy	Appropriation Transfer
Senior and Adult Services	\$240,000.00	O	HHS Levy	Appropriation Transfer
Senior and Adult Services	\$1,000,000.00	P	HHS Levy	Appropriation Transfer
Public Safety and Justice Services	\$110,000.00	Q	General Fund	Appropriation Transfer
Medical Examiner	\$800,000.00	R	General Fund	Appropriation Transfer
Domestic Relation Court	\$50,000.00	S	General Fund	Appropriation Transfer
Medical Examiner	\$200,000.00	T	General Fund	Appropriation Transfer
Medical Examiner	\$500,000.00	U	General Fund	Appropriation Transfer
Public Safety and Justice Services	\$7,500.00	V	General Fund	Appropriation Transfer
Sheriff's Department	\$2,500,000.00	W	General Fund	Appropriation Transfer
Common Pleas	\$3,230,000.00	X	General Fund	Appropriation Transfer
Juvenile Court	\$200,000.00	Y	General Fund	Appropriation Transfer
Juvenile Court	\$1,000,000.00	Z	HHS Levy	Appropriation Transfer

Juvenile Court	\$900,000.00	AA	HHS Levy	Appropriation Transfer
Prosecutor's Office	\$450,000.00	AB	General Fund	Appropriation Transfer
Prosecutor's Office	\$400,000.00	AC	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer
Public Defender	\$70,000.00	AD	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer
Law Department	\$500,000.00	AE	General Fund	Appropriation Transfer
Probate Court	\$75,000.00	AF	General Fund	Appropriation Transfer
Fiscal Office	\$136,500.00	AG	General Fund	Appropriation Transfer

**Cash Transfer Summary** – Operating transfers support operating expenditures transfer cash from one fund to another. Transfers post as an expenditure and sufficient appropriation must be available to process the transaction.

Department	Amount Requested	Item	Funding Source	Purpose
Public Safety and Justice Services	\$107,719.96	A	Grant – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$2,159,464.00	B	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$396,530.38	C	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$404,051.61	D	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$247,400.00	E	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer



Public Works	\$3,073,250.00	F	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$351,348.26	G	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0318

Sponsored by: <b>County Executive Ronayne</b>	A <b>Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2023 - 7/14/2026 and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

**WHEREAS**, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; 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 continue their service on the Citizens’ Advisory Council on Equity, for three-year terms commencing 7/15/23 through 7/14/2026:

- a. Dr. Heidi Gullett
- b. Mr. Eddie Taylor
- c. Ms. Jenice Contreras

**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 the following individuals to continue to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term commencing 7/15/2023 through 7/14/2026:

- a. Dr. Heidi Gullett
- b. Mr. Eddie Taylor
- c. Ms. Jenice Contreras

**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

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 2023



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

November 7, 2023

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nominations for reappointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Dr. Heidi Gullet (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Cleveland (Cuyahoga County)
- **Eddie Taylor (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Solon (Cuyahoga County)
- **Jenice Contreras (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 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,

Chris Ronayne  
County Executive

**Heidi Gullett, MD, MPH**

7/2020

*Titles:*

Heidi Gullett, MD, MPH

Associate Professor

Medical Director, Cuyahoga County Board of Health

Fellow, The Institute for Integrative Health

Co-Chair, Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga)

Physician, Neighborhood Family Practice

Charles Kent Smith, MD and Patricia Hughes Moore, MD Professorship in Medical Student Education in Family Medicine

Associate Director, Center for Community Health Integration (CHI): *Research & Development for Community Health & Integrated, Personalized Care*

School of Medicine

Case Western Reserve University

Dr. Gullett was born and raised in Youngstown, Ohio. She completed her undergraduate degree in Biochemistry and Sociology/Anthropology at Denison University in Granville, Ohio, her MD at Wright State University in Dayton, and her MPH in Health Policy at Portland State University. She completed a combined residency in Family Medicine, Public Health, and General Preventive Medicine at Oregon Health and Science University in Portland, Oregon, and is boarded in both specialties. Following residency, she served in the National Health Service Corps in rural Jellico, Tennessee, and in her hometown of Youngstown. She has worked at community health centers for most of her career, including currently practicing at Neighborhood Family Practice on the west side of Cleveland. In her clinical practice, she provides family medicine care, including inpatient medicine, with an emphasis on cancer prevention and women's health services and previously spent ten years providing full scope maternity care services. Dr. Gullett is an associate professor in the Center for Community Health Integration at CWRU that aims to promote research and development for community health and integrated, personalized care. Her research, supported by a career development award from the American Cancer Society and The Institute for Integrative Health where she serves as a fellow, heavily focuses on helping people move out of poverty. To this end, she is a facilitator for *Bridges Out of Poverty*, *Getting Ahead in a Just-Gettin'-By-World*, *Getting Ahead in the Workplace* and *Workplace Stability*. She teaches medical students and Family and Public Health/Preventive Medicine residents. Dr. Gullett is also the inaugural appointee to the Charles Kent Smith, MD and Patricia Hughes Moore, MD Professorship in Medical Student Education in Family Medicine. For the past 7 years, she has also been embedded as the School of Medicine population health liaison at the Cuyahoga County Board of Health, a position aimed at building partnerships between public health and clinical care in an effort to achieve health equity through community health improvement, one of the three School of Medicine strategic priorities. She also serves as the medical director for the Cuyahoga County Board of Health, incident commander for the COVID-19 response, and the co-chair of the Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga), a large cross-sector community health improvement consortium. Dr. Gullett is passionate about the realization of equity through authentic long-term partnerships and collective impact. She is married to Travis, an emergency physician, and is the proud mother of an 11 year-old daughter and 8 year-old son.



**EDDIE TAYLOR**

**President**

*Taylor Oswald, LLC*

Eddie Taylor, Jr. is President of Taylor Oswald, a venture between Oswald Companies and Mr. Taylor. Oswald is one of the nation's largest independent, employee-owned insurance brokerage firms. Eddie has previously owned or operated companies in a variety of industries including warehousing and distribution.

#### **EDUCATION AND PROFESSIONAL AFFILIATIONS**

A native of the Cleveland area, Mr. Taylor is a graduate of Elyria West High School and Allegheny College. He is a past Chairman of the Board of Trustees of Allegheny College. Eddie was the founding Chairman of the Board of Directors for the Cleveland Leadership Center and is a former Board Chair of the Greater Cleveland Chapter of the American Red Cross. He is a past Chair of the Commission on Economic Inclusion.

Eddie is current Chair of The Presidents' Council, LLC, and is the current vice chair of University Hospitals Cleveland Medical Center. Eddie serves as a Board Member for the Greater Cleveland Sports Commission; Greater Cleveland Partnership, College Now, Ohio Foundation of Independent Colleges, Akron Zoological Park and the Burton D. Morgan Foundation.

He completed the Executive MBA Program at the Case Western Reserve University Weatherhead School of Management. Eddie is also involved with other various entrepreneurial activities.



**Jenice Contreras**  
*Executive Director*  
*Northeast Ohio Hispanic Center for Economic  
Development*

Jenice Contreras is an established leader in small business and community development, healthcare and nonprofit management. Currently, she serves as the Executive Director of the Northeast Ohio Hispanic Center for Economic Development (the Center). Under the Center, Jenice is responsible for the NEO Hispanic Chamber of Commerce, the Small Business Development Center (SBDC) and community development. Jenice is a driving force around the neighborhood redevelopment efforts in Cleveland's Clark-Fulton neighborhood known as La Villa Hispana. La Villa Hispana is a cultural and economic placemaking initiative in the most densely populated Hispanic enclave in the state of Ohio.

Under Jenice's leadership, the Center has ventured into the first real estate development of La Villa Hispana known as CentroVilla25 where she represents the organization as Project Owner and a Co-developer. Prior to her current role as Executive Director, Jenice owned and operated her own public health consulting firm, The Inovar Group and also worked for Collaborative Research, LLC which administers Federal grants through the Health and Resources Services Administration (HRSA).

Jenice earned her Bachelor of Arts degree from Capital University and an Executive Master of Business Administration from The Ohio State University, Fisher College of Business. Jenice serves on the Board for the Center for Community Solutions and is a member of the City of Cleveland's Planning Commission's Near West Design Review Committee. In 2017, Jenice completed a fellowship through the Business Alliance for Living Local Economies (BALLE) and in 2019 served as the Faculty Chair for the National League of Cities Equitable Economic Development Fellowship.

Most recently, Jenice is part of the steering committee of the Cleveland Innovation Project. In 2020 she joined the Cleveland State University Foundation's Board of Directors. She was featured in the March/April 2020 edition of Phenomenal Woman Magazine. Jenice was recognized on Crain's Cleveland Magazine's 2019 Woman of Note in Non-Profit. In 2018, Crain's Cleveland Business Magazine also recognized Jenice as a Notable Woman in Real Estate, was awarded the 2018 YWCA Woman of Achievement and was the 2017 Ohio Latino Affairs Commission's Distinguished Hispanic Ohioan. She is an advocate in addressing racial diversity and representation of people of color. Jenice was born in Puerto Rico, is bilingual, bicultural and is proud of her heritage. She is a mother of two young adults (Karl & Kyle) and continues to ensure growth in economic and community development for Latinx in Northeast Ohio.



**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0319**

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive's appointment of Tanisha Warren to represent Cuyahoga County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region, for a two-year term 1/24/2024 – 1/23/2026.
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**WHEREAS**, pursuant to Ohio Revised Code Section 3109.172, a board of county commissioners within a Child Abuse and Child Neglect Prevention Region may appoint up to two representatives to a Child Abuse and Child Neglect Regional Prevention Council to represent the County on overseeing its work; and

**WHEREAS**, pursuant to Ohio Revised Code Section 3109.172 and Ohio Administrative Code 5101:5-1, the Regional Prevention Council is charged with establishing standing workgroups; developing and completing needs assessments; and developing, approving and implementing a regional child abuse and child neglect prevention plan based on the Ohio Children's Trust Fund criteria, collecting data on the implementation of the plan and submitting a progress report and an annual report to the Ohio Children's Trust Fund; and

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

**WHEREAS**, County Executive Ronayne has nominated Tanisha Warren to represent the County on the Child Abuse and Child Neglect Regional Prevention Council for the Great Lakes Region for a two-year term starting January 24, 2024 through January 23, 2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's appointment of Tanisha Warren to represent the County on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund

representing the Great Lakes Region for a two-year term starting January 24, 2024 through January 23, 2026.

**SECTION 2.** 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 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\_



Cuyahoga County

Chris Ronayne  
Cuyahoga County Executive

November 6, 2023

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Jones

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Tanisha Warren (1/24/2024 - 1/23/2026)**
  - **Replacing Carlin Culbertson (expired term 1/23/21 - 1/24/2023)**

There are no known conflicts of interest for which an advisory opinion has been requested. There are zero applicants on file for this position. This board is uncompensated.

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

Sincerely,

Chris Ronayne  
County Executive

**EDUCATION/CERTIFICATIONS:**

**Case Western Reserve University** January 2021- May 2023  
*Mandel School of Applied Social Sciences*  
*Master of Social Work Online Advanced Standing Program*

**Cleveland State University** January 2019- December 2020  
*Bachelor of Social Work*

**Geriatric Workforce Enhancement Program** March 2019  
*Geriatric Healthcare & TeamSTEPS Education Certificate*

**Cuyahoga Community College - Cleveland, OH** January 2018- August 2018  
*Associate of Arts*

**University of Akron- Akron, OH** August 2007- March 2009  
*Criminal Justice Major*

**VOLUNTEER EXPERIENCE:**

- Lutheran Metropolitan Ministries-** Food pantry volunteer, 2019
- Cleveland Food Bank-** Donation sorting/food pantry volunteer- 2019
- Young Women’s Christian Association-** Holiday party volunteer- 2018

**INTERNSHIP/WORK EXPERIENCE:**

**National Youth Advocate Program** July 2021- Present  
*Foster Parent Growth and Retention Coordinator- July 2023 – Present*

- Perform all work in a manner consistent with the National Youth Advocate Program’s Mission, Values and Philosophies
- Serve as a resource coordinator in helping foster parents seek all available training opportunities
- Assist in the placement process and successful matching of youth and foster parents
- Investigate assigned cases of potential foster care rule violations

*Social Worker I- July 2021 – July 2023*

- Provided appropriate mental health and evidence based clinical services for individuals, groups or families
- Reviewed and modify youth-based plans to assure consistent progress and success on written plan goals
- Traveled daily to provide community-based services on behalf of youth & families in compliance with contract requirements
- Completed all required paperwork and clinical documentation in a timely manner
- Coordinated and monitor educational and psychological services for youth and families in the community

**Ohio Guidestone** January 2021-June 2021  
*Early Childhood Community Mental Health Worker*

- Developed a therapeutic relationship with each client
- Provided individual, group or family therapy as needed
- Assumed a strong advocacy role for clients and makes recommendations for clinical and support services needed upon discharge
- Actively participated in all treatment conferences and meetings for the clients
- Completed all paperwork required by the agency within designated time frames

**Rainbow Terrace Apartments/Vesta Corporation** August 2020- December 2020  
*Case Manager*

- Conducted weekly phone calls with 10-15 clients, offered help with locating resources as needed
- Documented correspondence with clients within Microsoft OneNote and the hard-copy case file
- Assisted with facilitating community events and engaging with residents while maintain social distance guidelines
- Developed a group program for female clients aimed at empowerment and confidence-building

**Department of Child and Family Services** January 2020- May 2020  
*Intern*

- Documented case notes in SACWIS in accordance with social worker’s day-to-day duties
- Attended court hearings, scheduled supervised visitations and case reviews with social worker, supervisor, and staff
- Located resources for client use, such as drug treatment or parenting classes
- Filed, scanned, and uploaded documents into case files for social workers

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0320

Sponsored by: <b>County Executive Ronayne</b>	<b>An Emergency Resolution</b> ratifying an amendment to the code of regulations of the Northeast Ohio Areawide Coordinating Agency; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Northeast Ohio Areawide Coordinating Agency (NOACA) is the Metropolitan Planning Organization for the counties of Cuyahoga, Geauga, Lake, Lorain, Medina, and the City of Cleveland, and the areawide water quality management agency for the same region; and

**WHEREAS**, by Resolution 2023-039, adopted September 2, 2023, the Board of Directors of NOACA amended the Code of Regulations of the organization to accommodate a request of the City of Cleveland to designate its seat to be specifically reserved to the Mayor; and

**WHEREAS**, in accordance with Article IX of the NOACA Code of Regulations, said amendment requires the approval of the five-county members of NOACA.

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

**SECTION 1.** That the Cuyahoga County Council hereby ratifies the amendment to Article IV, Section 4.2(a)(iv)(A) of the Code of Regulations of the Northeast Ohio Areawide Coordinating Agency (NOACA) approved by the Board of Directors of NOACA by Resolution 2023-039, adopted September 2, 2023, to delineate the City of Cleveland Board membership specifically to the Mayor.

**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 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 \_\_\_\_\_

\_\_\_\_\_, 2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0321

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works/Division of County Engineer</b></p>	<p><b>A Resolution</b> declaring that public convenience and welfare requires the reconstruction of the Lake Road – Clifton Boulevard Project in the Cities of Lakewood and Rocky River in connections with the Cuyahoga County Lakefront Access Plan; total estimated project cost \$9,500,000.00; finding that special assessments will neither be levied nor collected to pay for any part of the County’s costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipalities in connection with said project; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Public Works/Division of County Engineer recommends that public convenience and welfare requires the reconstruction of the Lake Road – Clifton Boulevard Project in the Cities of Lakewood and Rocky River in connections with the Cuyahoga County Lakefront Access Plan; and

**WHEREAS**, the anticipated start- completion date is 10/20/2025 – 12/11/2026; and

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

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

**WHEREAS**, the project is located in Council Districts 1 & 2; and

**WHEREAS**, the estimated project cost is \$9,500,000.00; and

**WHEREAS**, this project will be funded 76% to be determined, 12% City of Lakewood, 7% City of Rocky River and 5% Northeast Ohio Areawide Coordinating Agency (NOACA)- Transportation of Livable Communities Initiative Grant Fund; and



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

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

**SECTION 1.** That the Cuyahoga County Council hereby declares that public convenience and welfare requires the reconstruction of the Lake Road – Clifton Boulevard Project in the Cities of Lakewood and Rocky River in connections with the Cuyahoga County Lakefront Access Plan.

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

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**OnBase Item Detail Briefing Memo - Form**

**Department of Public Works; 2023; Convenience & Welfare for Lake-Clifton Connector Project (PID 117892) in the Cities of Lakewood and Rocky River**

**A. Scope of Work Summary**

1. The Department of Public Works is requesting that find:

- a) that public Convenience and Welfare requires the approval of the reconstruction of Lake Avenue (Rocky River) and Clifton Boulevard (Lakewood) with the addition of an adjacent multi-use path for a 1.25-mile stretch, from Linda Street east to Webb Road.
- b) that special assessments are not to be levied and collected to pay part of the County's costs of these improvements.
- c) and to authorize the County Executive to enter into and execute the necessary agreements with the appropriate municipalities and partnering agencies.

This project will also include the reconfiguration / reduction of vehicle lanes along the aforementioned roadways, as well as on the Lake-Clifton Bridge, which spans the Rocky River. This "road diet" will allow for the addition of the multi-use path, as well as other pedestrian-scaled amenities. The anticipated cost of this project is \$9,500,000. The cost includes services related to the construction of the roadway, multi-use path, stormwater retention, retaining walls, ADA ramps, crosswalks, and lighting. The anticipated start - completion dates for this project are 10/20/2025 – 12/11/2026.

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

- (1) The primary outcome of this request is the approval of Convenience and Welfare as required for a bridge and/or roadway project.
- (2) The purpose of this project relates directly to the accessibility and the overall safety of the corridor, while providing non-motorized traffic (pedestrians, cyclists, disabled, etc.) access to the Lake-Clifton Bridge and corridor. This roadway reconstruction will provide greater connectivity to nearby lakefront amenities, as identified through Cuyahoga County's Public Lakefront Access Plan.

3. [When applicable] N/A

4. [When applicable] N/A

**B. Procurement**

1. N/A

**C. Contractor and Project Information**

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

2. The (owners, executive director, other[specify]) for the contractor/vendor is N/A

3.a

*The City of Lakewood  
12650 Detroit Avenue  
Lakewood, OH 44107*

*The City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, Ohio 44116*

3.b. Cuyahoga Council Districts 1 & 2

**D. Project Status and Planning**

1. The project is a new to the County and will be complete in concert with the Cuyahoga County Lakefront Public Access Plan

2. N/A

3. N/A

4. N/A

5. N/A

**E. Funding**

1. The project is funded through Cuyahoga County/County's Road & Bridge (76%), City of Lakewood (12%), City of Rocky River (7%), Northeast Ohio Areawide Coordinating Agency (NOACA) - Transportation for Livable Communities Initiative Grant (5%). CCDPW will also be seeking additional State and Federal grant opportunities.

2. N/A

3. N/A

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0322

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works/Division of Finance and Planning</b></p>	<p><b>A Resolution</b> authorizing an amendment to Agreement No. 1932 with Cuyahoga Metropolitan Housing Authority for lease of a County-owned parking lot, located on Cedar Avenue at East 22<sup>nd</sup> Street, Permanent Parcel Nos. 103-13-019 and 103-13-022 in the City of Cleveland for the period of 12/15/2021 – 12/14/2023 to extend the time period to 12/31/2025, no additional funds required; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Public Works/Division of Finance and Planning has recommended an amendment to Agreement No. 1932 with Cuyahoga Metropolitan Housing Authority for lease of a County-owned parking lot, located on Cedar Avenue at East 22<sup>nd</sup> Street, Permanent Parcel Nos. 103-13-019 and 103-13-022 in the City of Cleveland for the period of 12/15/2021 – 12/14/2023 to extend the time period to 12/31/2025, no additional funds required; and

**WHEREAS**, the primary goal of this project is to respond to Cuyahoga Metropolitan Housing Authority’s request to temporarily use this County owned property; and

**WHEREAS**, this is an Intergovernmental Agreement; 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 Agreement No. 1932 with Cuyahoga Metropolitan Housing Authority for lease of a County-owned parking lot, located on Cedar Avenue at East 22<sup>nd</sup> Street, Permanent Parcel Nos. 103-13-019 and 103-13-022 in the City of Cleveland for the period of 12/15/2021 – 12/14/2023 to extend the time period to 12/31/2025, no additional funds required.

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President      Date

\_\_\_\_\_  
County Executive      Date

\_\_\_\_\_  
Clerk of Council      Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**OnBase Item Detail Briefing Memo - Form**

Title: Department of Public Works lease of County owned land on Cedar Ave. at E. 22<sup>nd</sup> St. to Cuyahoga Metropolitan Housing Authority (CMHA), 2021.

**A. Scope of Work Summary**

1. The Department of Public Works requesting approval of a 2 year, Revenue Generating Lease with Cuyahoga Metropolitan Housing Authority (CMHA) for Zero dollars (\$0.00).

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

The Lease proposes to lease open land (parking lot) which is not currently being used and which was previously utilized by the former Cuyahoga Juvenile Courthouse located at E. 22<sup>nd</sup> and Cedar Ave. As the property is not currently being utilized, the Lease provides for a zero dollar rent with a Term of 2 years, which can be terminated by either party with 30 days' notice. CMHA will take on the responsibility of security and maintenance, freeing the County from this current expense. The Term is proposed to start on December 15, 2021 and run through December 14, 2023.

2. The primary goals of the project is to respond to CMHA's request to temporarily use this County owned property.

3. *(When applicable)* The project is mandated by (provide the ORC statute with section numbers, Cuyahoga County Charter, etc).

(When applicable, Municipality of project) NA

4. (When applicable) Technology Items - If the request is for the purchase of software or technical equipment: NA

a) Please state the date of TAC Approval

b) Are the purchases compatible with the new ERP system?

c) Is the item ERP approved

d) Are the services covered by the original ERP budget

**B. Procurement**

1. The procurement method for this project was (RFB, RFP, RFQ, grant agreement, or other). The total value of this Lease Agreement is Zero dollars (0.00\$)

2. The (above procurement method) was closed on (date). *(When applicable)* There is an SBE or DBE participation/goal (list the % of both). NA



3.[Option 1] There were (# bids/proposals/applications) pulled from OPD, (# bids/proposals/ applications) submitted for review, (# bids/proposals/applications) approved. NA

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

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

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

### **C. Contractor and Project Information**

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

CMHA (Cuyahoga Metropolitan Housing Authority)  
8120 Kinsman Rd., Cleveland, Ohio 44104  
Council District 8

2. The CMHA Chief Executive Director is Jeffrey k. Patterson.

3.a The address or location of the project is: PPN 103-13-019 and 103-13-022 near the intersection of E. 22<sup>nd</sup> Street and Cedar Ave., adjacent to the Innerbelt in the City of Cleveland.

3.b. The project is located in Council District 8

### **D. Project Status and Planning**

1. The project is a new matter.

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

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

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

5.[When applicable] The contract or agreement needs a signature in ink by 12/15/2021.

### **E. Funding**

1. The project is Revenue Generating, no funding is needed or required.

2. The schedule of payments is (monthly, quarterly, by invoice, other [specify].) NA

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

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

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0323

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works/Division of Public Utilities</b></p>	<p><b>A Resolution</b> making an award on RQ11017/Event 3632 to 21C LLC, d.b.a. Compass Energy Platform (“Compass”) for consulting and management services for the Cuyahoga County electric utility and microgrid, for a period of 10 years; authorizing the County Executive to execute the Energy Consulting and Management Agreement with Compass and certain other documents; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County is authorized under the Ohio Constitution, Ordinance No. O2021-003, passed by this Council on September 14, 2021, and Section 202.04 of the Cuyahoga County Code, to own and operate a municipal electric system and microgrid that supplies, transmits, and distributes electricity and provides related services to residential, commercial, and industrial customers within the County (the “County Utility”); and

**WHEREAS**, through operation of its electric utility and microgrid the County desires to spur economic development, achieve its Climate Change Action Plan, boost electric resiliency, and advance equity; and

**WHEREAS**, the County Executive/Department of Public Works/Division of Public Utilities recommends an award on RQ11017/Event 3632 to 21C LLC, d.b.a. Compass Energy Platform (“Compass”), for consulting and management services for the Cuyahoga County electric utility and microgrid, effective upon contract signature of all parties, for a period of 10 years; and

**WHEREAS**, the consulting and management services are to assist the County with the development and build-out of the County Utility, to obtain private financing for the County Utility to develop microgrid and distributed energy resources (“DER”) projects, to develop generation resources and renewable and resilient energy projects, including microgrids and DER projects, and to operate and manage the County Utility; 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 RQ11017/Event 3632 to 21C LLC, d.b.a. Compass Energy Platform (“Compass”) for consulting and management services for the Cuyahoga County electric utility and microgrid, effective upon contract signature of all parties, for a period of 10 years.

**SECTION 2.** That the County Executive is authorized to execute the Energy Consulting and Management Agreement with Compass, currently on file with the Clerk of Council, and any other documents specifically set forth therein that do not require Council’s additional approval under prior legislation of Council; provided that no County funds are appropriated by this resolution to said agreement or such other documents.

**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**

<b>Title</b>	Energy Consulting and Management Services for County Microgrid Utility	
<b>Department or Agency Name</b>	Departments of Sustainability and Public Works	
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input 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	3889	21C LLC d/b/a Compass Energy Platform	Effective Date – 10 Years	\$0.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 This is a 10-year contract to work with Compass Energy Platform to develop operational parameters of the County Microgrid Utility as well as to assist with financing and developing three (3) initial projects in Euclid, Brooklyn, and in the Aerozone Alliance footprint. The anticipated start-completion dates are upon signature and will continue over a 10-year period with check points built into the contract for review of services, performance, and goals.

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

**Project Goals, Outcomes or Purpose (list 3):**

1. Help Cuyahoga County start up utility operations and create initial microgrid districts in Euclid, Brooklyn and the Aerozone region of Cuyahoga County, among other communities. This work will include the development of financial and commercial models, conceptual engineering, and financing approaches for each project.
2. Collaborate with Cuyahoga County on the development of tariffs and power purchase agreements (PPAs) for utility off-takers.
3. Assist Cuyahoga County with federal grant applications and other funding opportunities.
4. Undertake initial feasibility design work for new projects as they arise.
5. Develop and present to Cuyahoga County a proposal for the optimal structure for the Microgrid Utility.
6. Assist Cuyahoga County with preparation for individual project approvals.

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

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Compass Energy Platform	Rick Bolton, Chief Executive Officer

4000 Division St. Los Angeles, CA 90065	
Vendor Council District:	Project Council District:
N/A	Depends on development projects
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 checked="" 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: \$0.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 118 / 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 ( 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> 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 ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <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.	

<b>FUNDING SOURCE:</b> 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
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

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

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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):**  
Cuyahoga County selected Compass Energy Platform through a competitive RFQ in December 2022 to be the operations and finance partner for the new County Microgrid Utility. In April 2023, Cuyahoga County entered into a 9-month contract in order to (1) have Compass assist with federal grant applications and (2) work on project development as negotiations occurred regarding this long-term, 10-year contract.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0324

Sponsored by: <b>County Executive Ronayne/Department of Human Resources</b>	<b>A Resolution</b> making an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3871 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Human Resources recommends an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026; and

**WHEREAS**, the primary goal of this project is to reduce employee personal and work-related issues, retain valuable employees and promote a healthy work environment for employees; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ12552 to Moore Counseling and Mediation Services, Inc. in the amount not-to-exceed \$590,850.00 for Employee Assistance Program services for the period 1/1/2024 – 12/31/2026.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3871 and all documents consistent with said award and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Human Resources; 2023; RFP Contract Award to Moore Counseling & Mediation Services, Inc. for Employee Assistance Program Services for the period 1/1/2024-12/31/2026 in the amount not-to-exceed \$590,850.00.
<b>Department or Agency Name</b>	Human Resources
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3871	Moore Counseling & Mediation Services, Inc.	1/1/2024- 12/31/2026	\$590,850.00		PENDING

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 As part of the County's total rewards package provided to employees, the County includes an Employee Assistance Program. Employees can utilize the program for numerous services in order to reduce personal and work-related issues that can negatively impact employee performance. These services relate to mental health issues, stress, retaining valuable employees, and promoting a healthy work environment through a variety of online and in-person resources. Services can also be utilized by the County for incidents, consultation, referrals when necessary.

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

**Project Goals, Outcomes or Purpose (list 3):**  
 The goals of these services to reduce employee personal and work-related issues, retain valuable employees, and promote a healthy work environment for employees.

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

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Moore Counseling & Mediation Services, Inc. 22639 Euclid Ave Euclid, OH 44117	Dr. Martina Moore President & CEO
Vendor Council District:	Project Council District:
11	Countywide

If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$590,850.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 22 / 6	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 0 ) DBE ( 10 ) SBE ( 0 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain:</i> <i>Vendor's proposal was in line with other proposals received in terms of pricing with some higher and some lower. Those lower bids were not comprehensive programs as Moore Counseling provides unlimited usage on many of their services, which justified the higher price. Most of the other vendors offered the basic program with a lower cost but additional costs for mediation and related services.</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Slightly higher than the average price received at \$2.50 PEPM vs \$2.21 PEPM Average.	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <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.	

<b>FUNDING SOURCE:</b> 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
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Is funding for this included in the approved budget?  Yes  No (if "no" please explain):

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

**Provide status of project.**

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

**Reason:**

**Timeline:**

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

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

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

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

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

**HISTORY (see instructions):**

Previous contract approved BC2021-463 on 8/23/2021.

Amount: \$336,000.00

Period: 1/1/2022-12/31/2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0325

<p>Sponsored by: <b>County Executive Ronayne/Sheriff's Department</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/321/2024, to expand the scope of services, effective 8/2/2023, and for additional funds in the amount not-to-exceed \$550,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Sheriff's Department recommends an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/321/2024, to expand the scope of services effective 8/2/2023, and for additional funds in the amount not-to-exceed \$550,000.00; and

**WHEREAS**, the primary goal of this amendment is to continue to implement an alternate sentencing initiative for active GPS electronic monitoring services for court sentenced low level offenders to keep them out of jail and with their families and communities where they can continue to be a productive part of society; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 2497 (formerly Contract No. 2238) with Alcohol Monitoring Systems, Inc. for GPS, alcohol bracelets and monitoring services for the period 4/1/2022 – 12/321/2024, to expand the scope of services effective 8/2/2023, and for additional funds in the amount not-to-exceed \$550,000.00.

**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:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b> ALCOHOL MONITORING SYSTEMS 2ND AMENDMENT						
<b>Department or Agency Name</b>		SHERIFF'S DEPARTMENT				
<b>Requested Action</b>		<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):				
<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
O	2497	ALCOHOL MONITORING SYSTEMS	4/1/22 – 12/31/24	\$2,625,000	4/12/22	R2022-0062
A-1	2497	ALCOHOL MONITORING SYSTEMS	7/15/22 – 12/31/24	\$0	8/22/22	BC2022-503
A-2	2497	ALCOHOL MONITORING SYSTEMS	DATE OF APPROVAL – 12/31/24	\$550,000	CURRENT ITEM	

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

**This is an alternate sentencing initiative for active GPS electronic monitoring services for court sentenced individuals.**

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

**Project Goals, Outcomes or Purpose (list 3):**

**The primary goal of the project is to attempt to reduce the overall jail population. Keep low level offenders out of jail and with their families and communities where they can continue to be a productive part of society.**

**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)**

<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Alcohol Monitoring Systems, Inc 1241 W MINERAL AVE., #200 LITTLETON, CO 80120	<b>Melissa Anderson</b> <b>Program Manager</b>
<b>Vendor Council District:</b>	<b>Project Council District:</b>
N/A	N/A
<b>If applicable provide the full address or list the</b>	<b>N/A</b>

municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 12/9/20	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: 29	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 29 / 8	<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 ( ).
Not an requirement until after issuance of RFQ.	
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain</i> :	<input type="checkbox"/> Government Purchase
<i>Vendor selected by qualifications.</i>	<input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )
<b>Vendor selected by qualifications.</b>	<input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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 checked="" type="checkbox"/> Yes <input 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. Stand-alone system/program.	

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

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

purchase	reason for late and timeline of late submission
<b>Reason:</b> N/A	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0326

<b>Sponsored by: County Executive Ronayne/Department of Public Safety and Justice Services</b>	<b>A Resolution</b> authorizing a contract with OnSolve Intermediate Holding Company in the amount not-to-exceed \$585,000.00 for purchase of a Mass Notification System for the period of 12/17/2023 – 12/16/2028; authorizing the County Executive to execute Contract No. 3861 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Public Safety and Justice Services recommends a contract with OnSolve Intermediate Holding Company in the amount not-to-exceed \$585,000.00 for purchase of a Mass Notification System for the period of 12/17/2023 – 12/16/2028; and

**WHEREAS**, the primary goal of the project is to continue hosting and supporting a mass notification system to expand the functionality, redundancy and throughput of the current alert program; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with OnSolve Intermediate Holding Company in the amount not-to-exceed \$585,000.00 for purchase of a Mass Notification System for the period of 12/17/2023 – 12/16/2028.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3861 and all documents consistent with said award and this Resolution. To the

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

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	2023 - OnSolve Intermediate Holding Company– Contract - Mass Notification System
<b>Department or Agency Name</b>	Department of Public Safety and Justice Services
<b>Requested Action</b>	<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	3861	OnSolve Intermediate Holding Company	12/17/2023 – 12/16/2028	\$585,000.00	TBD	TBD

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

This contract is for OnSolve to continue providing the County with a Mass Notification Service via an easy-to-use software-as-a-service based technology. The solution provides an intuitive message creation and dissemination process with the ability to distribute messages via landline, VoIP, cell phone, SMS text, email, CodeRED Mobile Alert app, IPAWS, and social media networks.

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

**Project Goals, Outcomes or Purpose (list 3):**

The primary goal of the project is to continue hosting and supporting a mass notification system to expand the functionality, redundancy and throughput of the current alert program. The mass notification system is used to transmit warnings, alerts, recalls, notifications, emergency communications and administrative announcements over multiple pathways to County employees, residents and organizations, including the County government, municipal governments, multi-jurisdictional response teams, regional governmental bodies, public health organizations and non-governmental organizations.

**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):
OnSolve Intermediate Holding Company 780 W Granada Blvd Ormond Beach, FL 32714	Michelle Gogarty Account Manager



Vendor Council District:	Project Council District:
N/A – Out of State	All; County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input 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. An RFB exemption was approved, as the current vendor’s solution has been extremely effective and is integrated into the operations and planning for nearly 80% of the communities in Cuyahoga County. Selecting a new vendor would unnecessarily undo years of training and familiarity among end users as well as the general population who have become accustomed to receiving messages from the system.  *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:

<b>Is Purchase/Services technology related</b> <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: 9/28/2023
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	

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

**100% General Fund**

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

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

**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: N/A**

**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):**

**364 - BC2018-677**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0327

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023, to extend the time period to 10/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the total amount not-to-exceed \$5,979,175.95; authorizing the County Executive to amend Contracts Nos. 2389 and 2390 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/ Department of Health and Human Services/Cuyahoga Job and Family Services has recommended an amendment to a Master Contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023, to extend the time period to 10/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the total amount not-to-exceed \$5,979,175.95 as follows:

- a) Contract No. 2389 with Verge, Inc. in an anticipated amount of \$753,856.95; and
- b) Contract No. 2390 with Youth Opportunities Unlimited in an anticipated amount of \$5,225,319.00; and

**WHEREAS**, the primary goals of this project are (a) provide workforce services to youth and young adults ages 14-24 and (b) provide work experiences enriched with training opportunities that will serve as a significant pipeline to career pathway credential training programs offered throughout the community; and; and

**WHEREAS**, the project is funded 100% Temporary Assistance for Needy Families (TANF) Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for the Comprehensive Case Management Employment Program- Employment, Education and Training Services for Young Adults for the period 4/1/2022 – 12/31/2023, to extend the time period to 10/31/2024, to change the terms, effective 1/1/2024, and for additional funds in the total amount not-to-exceed \$5,979,175.95 as follows:

- a) Contract No. 2389 with Verge, Inc. in an anticipated amount of \$753,856.95; and
- b) Contract No. 2390 with Youth Opportunities Unlimited in an anticipated amount of \$5,225,319.00; and

**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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>Cuyahoga County Department of Job &amp; Family Services; RQ# 8476; Youth Opportunities Unlimited (Y.O.U.); Verge, Inc.; Summer Youth Employment Program</b>
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<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Loan Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):
<b>Department of Purchasing use only</b>	

<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Approval Date</b>	<b>Approval No.</b>
Amendment #2	CM2390	Youth Opportunities Unlimited	4/1/2023 – 12/31/2023	\$819,123.00	10/3/2022	R2022-0329
Amendment #1	CM2390	Youth Opportunities Unlimited	Effective Date – 12/31/2023	\$0.00	8/15/2022	R2022-0126
Original Contract	CM2390	Youth Opportunities Unlimited		\$9,397,120.00	5/24/2022	R2022-0126
<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Approval Date</b>	<b>Approval No.</b>
Amendment #2	CM2389	Verge, Inc.	4/1/2023 – 12/31/2023	\$0.00	10/3/2022	R2022-0329
Amendment #1	CM2389	Verge, Inc.	Effective Date – 12/31/2023	\$0.00	8/15/2022	R2022-0126
Original Contract	CM2389	Verge, Inc.		\$9,397,120.00	5/24/2022	R2022-0126

<b>Service/Item Description (include quantity if applicable):</b> Master agreement between Y.O.U. and Verge, Inc. will collaborate to operate a Summer Youth Employment Program serving low-income, in-school, TANF-eligible youth ages 14-24 for the period April 1, 2022 through December 31, 2023. This amendment is to add additional funding for Youth Opportunities Unlimited in the amount of \$829,059.00 and to allow for an advance payment for each.	
<b>For purchases of furniture, computers, vehicles:</b> <input type="checkbox"/> Additional <input type="checkbox"/> Replacement	
<b>Age of items being replaced:</b>	<b>How will replaced items be disposed?</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b>	
To increase the employability of TANF-eligible youth by providing a summer work experience which will result in improved soft skills necessary for success in the workplace	
<ul style="list-style-type: none"> <li>• To increase the ability of TANF-eligible youth to compete in the current job market by developing a work history and obtaining a positive job reference</li> <li>• To improve TANF-eligible youth job retention in paid, unsubsidized employment by enhancing workplace skills and offering youth the opportunity to obtain quality, full time employment with benefits</li> </ul>	

<b>In the boxes below, list Vendor/Contractor Name, Street Address, City, State and Zip Code. Beside each vendor provide owner, executive director, other (specify)</b>	
Youth Opportunities Unlimited 1228 Euclid Ave, Suite 200 Cleveland, OH 44115	Craig Dorn, CEO
Vendor Council District: 07	Project Council District: Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Multiple
Verge, Inc. 1325 Carnegie Avenue, 2 <sup>nd</sup> Floor Cleveland, Ohio 44115	Shaun Woods, President
Vendor Council District: 07	Project Council District: Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	Multiple

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
RQ # <i>if applicable</i> 8476	Provide a short summary for not using competitive bid process.
<input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ	
<input type="checkbox"/> Informal	
<input type="checkbox"/> Formal Closing Date: 1/26/2022	*See Justification for additional information.
The total value of the solicitation: \$9,397,120.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 94/4	<input type="checkbox"/> State Contract, list STS number and expiration date

Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by department of Purchasing. # of additional responses received from posting ( )
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <i>If not, please explain:</i>	<input type="checkbox"/> Government Purchase
How did pricing compare among bids received?	<input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA)
	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )
	<b>Other Procurement Method, please describe:</b>

<b>TECHNOLOGY ITEMS: Complete, if the request is for the purchase of software or technical equipment</b>		
<input type="checkbox"/> Check if item on IT Standard List of approved purchase. If item is not on IT Standard List answer:		
State date of TAC approval:	Is the item ERP approved?	
Are services covered under original ERP Budget or Project?		
Are the purchases compatible with the new ERP system?		

<b>FUNDING SOURCE(S):</b> ( <i>No acronyms – General Fund, HHS Levy, Capital, etc.</i> ). Include % if more than one source 100% TANF
Is this approved in the biennial budget? No
<b>Payment Schedule:</b> <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>PROJECT STATUS: Provide status of project and if late, include timeline for lateness.</b>
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase
If late, have services begun or payments made? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain):
<ol style="list-style-type: none"> <li>1. Project/Procurement start –  The project assignment date was on 4/25/2023  The contract was submitted to the law dept. on 5/2/2023.  The contract was sent back from law on 5/15/2023.  The vendors were sent the contract on 5/18/2023.  The signed contract was received back from YOU on 5/18/2023.  The signed contract was received back from Verge on 5/22/2023.</li> <li>2. Date of insurance approval from risk manager <b>TBD</b></li> <li>3. Date documents were requested from vendor <b>Documents requested from Y.O.U. on 5/4/2023; Documents received from Y.O.U. on 5/4/2023. Documents requested from Verge on 5/23/2023.</b></li> <li>4. Date item was entered and released in Infor <b>5/26/2023</b></li> <li>5. Date using department approved item in Infor <b>TBD</b></li> <li>6. Date Law Department approved item in Infor <b>TBD</b></li> <li>7. Date approved by DoP in Infor <b>TBD</b></li> <li>8. Length of processing time in Infor in calendar days <b>TBD</b></li> </ol>

<b>HISTORY:</b> Provide prior approval numbers and date of approval, unless submitting a contract amendment and the details were provided on page 1.
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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8476
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	2389

<b>Summer Youth Employment Program-VergeCJFS 1 of 2</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment 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 type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
VERGE-AMND 4-SYEP			Department initials	Purchasing
Justification Form			DA	EB 10/13/23
IG#	22-0082-REG exp. 12.31.2026		LS	EB 10/13/23
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:	09.14.2023	LS	EB 10/13/23
Auditor's Finding	Date:	09.25.2023	LS	EB 10/13/23
Independent Contractor (I.C.) Requirement <i>expires 9.15.2024</i>	Date:	9/15/2023	LS	EB 10/13/23
Cover - <i>Master amendments only</i>			DA	EB 10/13/23
Contract Evaluation			LS	EB 10/13/23
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LS	EB 10/13/23

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	LS
COI	LS
Workers' Compensation Insurance	LS
Original Executed Contract (containing insurance terms) & all executed amendments	LS

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 10/31/2024	HS260100	55130	UCH08301	\$753,856.95
			<b>TOTAL</b>	<b>\$753,856.95</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	CM2389

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	1,400,000.00		4/1/2022 – 12/31/2023	5/24/2022	R2022-0126
<b>Prior Amendment Amounts (list separately)-AMND 2</b>		\$0.00	4/1/2022 – 12/31/2023	8/15/2022	R2022-0126; ION
<b>Amendment 3</b>		\$0.00	Effective Date – 12/31/2023	8/1/2023	R2023-0200
<b>Pending Amendment</b>		\$753,856.95	1/1/2024 – 10/31/2024	Pending	Pending
<b>Total Amendments</b>		\$			
<b>Total Contract Amount</b>		\$2,153,856.95	1/1/2024 – 10/31/2024	Pending	Pending

### Purchasing Use Only:

Prior Resolutions:	R2022-0126; R2022-0126; ION; R2022-0329; R2023-0200
Amend:	4
Vendor Name:	Verge Inc
ftp:	4/1/2022 – 12/31/2023 EXT. 10/31/2024
Amount:	\$753,856.95
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 10/13/2023

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	8476
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	2390

<b>Y.O.U Amendment 4</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LS	

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment 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 type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
Y.O.U Amendment 4			Department initials	Purchasing
Justification Form			DA	EB 10/16/23
IG#	20-0365	20-0365-REG 31DEC2024	DA	EB 10/16/23
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:	9.26.23	DA	EB 10/16/23
Auditor's Finding	Date:	9.27.23	DA	EB 10/16/23
Independent Contractor (I.C.) Requirement	Date:	10.3.23	DA	EB 10/16/23
Cover - <i>Master amendments only</i>			SM/DA	EB 10/16/23
Contract Evaluation			DA	EB 10/16/23
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DA	EB 10/16/23

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
Original Executed Contract (containing insurance terms) & all executed amendments	DA

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor .

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2024-10/31/2024	HS260100	55130	UCH08301	\$5,225,319.00
			<b>TOTAL</b>	<b>\$5,225,319.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	RFP
<b>Lawson RQ# (if applicable)</b>	8476
<b>CM Contract#</b>	2390

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$7,997,121.00		4/1/22-12/31/2023	05/24/2022	R022-0126
<b>Prior Amendment Amounts (list separately)</b>		\$1,600,000.00	4/1/22-12/31/2023	8/2/2022	R022-0126
		\$819,123.00	4/1/22-12/31/2023	10/3/2022	R022-0329
		\$829,059.00	4/1/22-12/31/2023	8/1/2023	R2023-0200
<b>Pending Amendment</b>		\$5,225,319.00	1/1/24-10/31/2024	pending	pending
<b>Total Amendments</b>		\$8,473,501.00			
<b>Total Contact Amount</b>		\$16,470,622.00			

### Purchasing Use Only:

Prior Resolutions:	R022-0126; R022-0126; R022-0329; R2023-0200
Amend:	4
Vendor Name:	Youth Opportunities Unlimited (Y.O.U.)
ftp:	4/1/2022 – 12/31/2023 EXT. 10/31/2024
Amount:	\$5,225,319.00
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 10/16/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Verge, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#2389				
<b>RQ#</b>	8476				
<b>Time Period of Original Contract</b>	1/01/2024 – 10/31/2024				
<b>Background Statement</b>	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with Temporary Assistance to Needy Families (TANF) funding to provide the services for youth in the Comprehensive Case Management and Employment Program (CCMEP).				
<b>Service Description</b>	TANF Summer Youth Employment Program serves low-income, TANF-eligible youth between the ages of 14 and 24. The program provides a quality, paid work experience to eligible youth in order to provide participants with an employment history, practical work experience, job skills and knowledge of the workplace.				
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Enrolled – 200</li> <li>• Work Experience – 200</li> <li>• Number of employers – 28</li> <li>• Customer Satisfaction – 100%</li> </ul>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<ul style="list-style-type: none"> <li>• Enrolled– 60</li> <li>• Work Experience – 51</li> <li>• Number of employers – 30</li> <li>• Customer Satisfaction – 100%</li> </ul>				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			x		
<b>Justification of Rating</b>	Based on previous performance we expect the vendor to achieve their deliverables.				

<b>Department Contact</b>	Marcos Cortes 216 698-2586
<b>User Department</b>	CJFS
<b>Date</b>	10.5.2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Youth Opportunities Unlimited				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#2390				
<b>RQ#</b>	8476				
<b>Time Period of Original Contract</b>	4/1/2023-12/31/2023				
<b>Background Statement</b>	The Workforce Innovation and Opportunity Act (WIOA) funds OhioMeansJobs Cleveland-Cuyahoga County to deliver an array of integrated services to individuals seeking jobs and skills training. The WIOA funds are braided with Temporary Assistance to Needy Families (TANF) funding to provide the services for youth in the Comprehensive Case Management and Employment Program (CCMEP).				
<b>Service Description</b>	TANF Summer Youth Employment Program serves low-income, TANF-eligible youth between the ages of 14 and 24. The program provides a quality, paid work experience to eligible youth in order to provide participants with an employment history, practical work experience, job skills and knowledge of the workplace.				
<b>Performance Indicators</b>	<p>Job Retention:</p> <ul style="list-style-type: none"> <li>• 90% will successfully complete work</li> </ul> <p>Customer Satisfaction:</p> <ul style="list-style-type: none"> <li>• 85% or higher are satisfied or very satisfied with the program</li> </ul> <p>Customer Satisfaction- Employers:</p> <ul style="list-style-type: none"> <li>• 85% or higher are satisfied or very satisfied with the program</li> </ul> <p>Employment readiness:</p> <ul style="list-style-type: none"> <li>• 100% of youth will score “proficient” or “exemplary” on 7 of the 10 foundations skills on the youth evaluation</li> </ul>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>Job Retention:</p> <ul style="list-style-type: none"> <li>• 89% successfully complete work</li> </ul> <p>Customer Satisfaction:</p> <ul style="list-style-type: none"> <li>• 85% or higher are satisfied or very satisfied with the program</li> </ul> <p>Customer Satisfaction- Employers:</p> <ul style="list-style-type: none"> <li>• 78% or higher are satisfied or very satisfied with the program</li> </ul> <p>Employment readiness:</p> <ul style="list-style-type: none"> <li>• 80.7% of youth will score “proficient” or “exemplary” on 7 of the 10 foundations skills on the youth evaluation</li> </ul>				
<b>Rating of Overall Performance of Contractor</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Select One (X)</b>			X		

<b>Justification of Rating</b>	Base on previous performance we expect the vendor to achieve their deliverables.
<b>Department Contact</b>	Marcos Cortes 216 698-2586
<b>User Department</b>	CJFS
<b>Date</b>	10/5/2023



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0328

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b></p>	<p><b>A Resolution</b> authorizing amendments to contracts with various providers for the Ohio Works First Program for the period 1/1/2023 – 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 total amount not-to-exceed \$6,686,146.75; authorizing the County Executive to execute Contract Nos. 3437 &amp; 3438 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/ Cuyahoga Job and Family Services recommends amendments to contracts with various providers for the Ohio Works First Program for the period 1/1/2023 – 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 total amount not-to-exceed \$6,686,146.75 as follows:

- a) Contract No. 3437 (fka Contract No. 2840) with Maximus Human Services, Inc. for additional funds in the amount not-to-exceed \$2,823,646.75; and
- b) Contract No. 3438 (fka Contract No. 2841) with The Centers for Families and Children for additional funds in the amount not-to-exceed \$3,862,500.00; and

**WHEREAS**, the primary goals of this project are to maintain and employ a current knowledge of effective case management, workforce development services, career pathways, work readiness practices and local labor market conditions; and

**WHEREAS**, this project is funded 100% by Federal Temporary Assistance for Needy Families (TANF) funding; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes amendments to contracts with various providers for the Ohio Works First Program for the period 1/1/2023 – 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 total amount not-to-exceed \$6,686,146.75 as follows:

- a) Contract No. 3437 (fka Contract No. 2840) with Maximus Human Services, Inc. for additional funds in the amount not-to-exceed \$2,823,646.75; and
- b) Contract No. 3438 (fka Contract No. 2841) with The Centers for Families and Children for additional funds in the amount not-to-exceed \$3,862,500.00; and

**SECTION 2.** That the County Executive is authorized to execute Contract Nos. 3437 & 3438 and all other documents consistent with this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	CM3437 RQ10161 – 2024 – MAXIMUS Human Services, Inc. – Contract Amendment 2 – Work Experience Program for Recipients of Ohio Works First (OWF)
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<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.
A#2	3437	MAXIMUS Human Services, Inc.	1/1/2024 - 12/31/2024	\$2,823,646.75	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Cuyahoga Job and Family Services Work Experience Program for Recipients of Ohio Works First (OWF) is requesting approval of a contract amendment with MAXIMUS Human Services, Inc. to add time and funds in the amount of \$2,823,646.75 - effective 1/1/2024.

**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):**

- Maintain and employ a current knowledge of effective case management, workforce development services, career pathways, work readiness practices and local labor market conditions
- Ensure meaningful client participation in required work and work-related activities
- Leverage the resources of the workforce development system in Cuyahoga County

**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: MAXIMUS Human Services, Inc. 1600 Tysons Blvd Ste 1400 McLean VA 22102-4893	Owner, executive director, other (specify): Lisa Simmons, Vice President
Vendor Council District: <b>Out of State Vendor</b>	Project Council District: <b>Countywide</b>
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>Countywide</b>

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <b>10161</b> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input checked="" type="checkbox"/> Formal Closing Date: <b>August 18, 2022</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$2,823,646,75	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / <b>Originally, there were three (3) proposals submitted for review, and two (2) proposals approved.</b>	<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>  <b>N/A</b>	<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>  <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</b>	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

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

<b>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.</b>  <b>100% Funded by TANF (Temporary Assistance for Needy Families)</b>
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):

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	

<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
<b>O - 12/6/2022 - R2022-0440</b>

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	CM3438 RQ10161 – 2024 – Centers for Families and Children – Contract Amendment 2 – Work Experience Program for Recipients of Ohio Works First (OWF)
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	2841 <i>(Original contract)</i>	Centers for Families and Children	1/1/2023 - 12/31/2023	\$3,750,000.00	12/6/2022	R2022-0440
A-1	3438 <i>(Copy Contract)</i>	Centers for Families and Children	1/1/2023- 12/31/2023	\$141,000.00	7/5/2023	BC2023-417
A-2	3438	Center for Families and Children	1/1/2024- 12/31/2024	\$3,862,500.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Cuyahoga Job and Family Services Work Experience Program for Recipients of Ohio Works First (OWF) is requesting approval of contract amendment 2 with **The Centers for Families and Children** to extend the period to **12/31/2024** and to add funds in the amount of **\$3,862,500.00** - effective 1/1/2024.

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

**Project Goals, Outcomes or Purpose (list 3):**

- Maintain and employ a current knowledge of effective case management, workforce development services, career pathways, work readiness practices and local labor market conditions.
- Ensure meaningful client participation in required work and work-related activities.
- Leverage the resources of the workforce development system in Cuyahoga County
- Utilize professional assessment and planning to determine client and family needs and connect.

**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):
<b>The Centers for Families and Children 4500 Euclid Avenue Cleveland, Ohio 44103</b>	<b>Eric Morse, CEO</b>
Vendor Council District:	Project Council District:

<b>07</b>	<b>Serving Countywide</b>
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>Countywide</b>

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
<b>RQ # 10161</b> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal      Closing Date: <b>August 18, 2022</b>	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: <b>The total value of the RFP was \$3,750,000.00.</b>	<input type="checkbox"/> Exemption
Number of Solicitations: <b>Originally, there were three (3) proposals submitted for review, and two (2) proposals approved.</b>	<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. <b>N/A</b>	<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: <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? <b>N/A</b>	<input checked="" type="checkbox"/> Contract Amendment <b>CM3438</b>  <input type="checkbox"/> Other Procurement Method, please describe:

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

<b>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.</b>  <b>100% Temporary Assistance for Needy Families</b>
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):



<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase 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
<b>Reason:</b> N/A	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	N/A
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)      N/A	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0329

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<b>A Resolution</b> authorizing a contract with United Way of Greater Cleveland in the amount not-to-exceed \$2,440,900.00 for fiscal agent services and emergency food purchase assistance by hunger centers serving eligible Cuyahoga County residents for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3824 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Health and Human Services/Cuyahoga Job and Family Services recommends entering into a contract United Way of Greater Cleveland in the amount not-to-exceed \$2,440,900.00 for fiscal agent services and emergency food purchase assistance by hunger centers serving eligible Cuyahoga County residents for the period 1/1/2024 – 12/31/2025; and

**WHEREAS**, the primary goal for this project is to serve as fiscal agent and to provide emergency food assistance to eligible residents of the County; and

**WHEREAS**, the project is funded 100% by Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract United Way of Greater Cleveland in the amount not-to-exceed \$2,440,900.00 for fiscal agent services and emergency food purchase assistance by hunger centers serving eligible Cuyahoga County residents for the period 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3824 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:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	CJFS - United Way of Greater Cleveland – RFP Exemption Contract - Emergency Food Purchases 2024-2025
<b>Department or Agency Name</b>	Cuyahoga Job and Family Services
<b>Requested Action</b>	<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	3824	United Way ER Food	1/1/2024 – 12/31/2025	\$2,440,900.00	Pending	Pending
O	3001	United Way ER Food	1/1/2023 – 12/31/2023	\$1,220,450.00	1/24/2023	R2023-0013

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

Cuyahoga Job and Family Services is requesting approval of a contract with **United Way of Greater Cleveland** to provide professional services related to the **Emergency Food Program** for the anticipated cost of **\$2,440,900.00** for the time period of **1/1/2024 – 12/31/2025**.

United Way will provide services related to coordinating the allocation of funds for the purchase of food by the hunger centers serving eligible individuals and families residing in Cuyahoga County.

The Federal Emergency Management Agency/Emergency Food and Shelter Program (FEMA/EFSP) Cuyahoga County Local Board, which is staffed by United Way of Greater Cleveland has the capability to administer these resources and can ensure funds will be allocated based upon community need.

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

**Project Goals, Outcomes or Purpose (list 3):**

- To provide eligible individuals and families residing in Cuyahoga County with a diverse inventory of food at At a variety of Hunger Network Centers.
- To coordinate the allocation of funds for the purchase of food.
- To provide on-going evaluation of the success of this method of distribution

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**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):
United Way of Greater Cleveland 1331 Euclid Avenue Cleveland, OH 44115	Sharon Sobol Jordan
Vendor Council District: (07)	Project Council District: (07)
If applicable provide the full address or list the municipality(ies) impacted by the project.	Serving County-wide

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:	<b>Provide a short summary for not using competitive bid process.</b>  RFP Exemption pursuant to Cuyahoga County Code Section 501.12 (B)(2). This falls under Professional Services, sub – type financial.  United Way is the fiscal manager of these dollars that will be disbursed to over 30 hunger centers across the County.  <b>*See Justification for additional information.</b>
The total value of the solicitation: <b>N/A</b>	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received)  <b>N/A-</b> RFP Exemption pursuant to Cuyahoga County Code Section 501.12 (B)(2). This falls under Professional Services, sub – type financial.	<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>  <b>N/A</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).  <b>N/A</b>
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>  <b>N/A</b>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?  <b>N/A</b>	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related  Yes  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.	

<p><b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</p> <p>The project is funded 100% by the Health and Human Services Levy dollars</p>
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):

<b>Provide status of project. In Process, not late.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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 been made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>	
O	R2016-0230 9/7/2016
O	R2017-0222 11/28/2017
O	BC2018-823 11/20/2018
O	R2019-0210 10/08/2019
A1	BC2020-194 1/26/2021
A2	R2021-0273 12/7/2021

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0330

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2021 – 12/31/2023 to extend the time period to 12/31/2024 and for additional funds in the total amount not-to-exceed \$4,912,734.60; authorizing the County Executive to execute the Master Contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/ Division of Children and Family Services recommends an amendment to a Master Contract with various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2021 – 12/31/2023 to extend the time period to 12/31/2024 and for additional funds in the total amount not-to-exceed \$4,912,734.60 as follows:

**WHEREAS**, the primary goal of this project is to continue to serve families at risk of entering, or who have already entered, the child welfare system in Cuyahoga County; and

**WHEREAS**, this project is funded 70% from Health and Human Services Levy Funds and 30% Federal Funds (Title IV-E); and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for community-based services to support at-risk children and families in Cuyahoga County for the period 4/1/2021 – 12/31/2023 to extend the time period to 12/31/2024 and for additional funds in the total amount not-to-exceed \$4,912,734.60 as follows:

- a) Agreement No. 1100 with Cuyahoga Metropolitan Housing Authority;
- b) Contract No.1101 with The East End Neighborhood House;
- c) Contract No.1103 with Murtis Taylor Human Services System;
- d) Contract No. 1105 with University Settlement, Incorporated;
- e) Contract No. 3261 (fka Contract No. 1098) with Catholic Charities Corporation;
- f) Contract No. 3262 (fka Agreement No. 1099) with City of Lakewood;
- g) Contract No. 3263 (fka Contract No. 1102) with Harvard Community Services Center;
- h) Contract No. 3264 (fka Contract No. 1104) with The Centers for Families and Children;
- i) Contract No. 3269 (fka Contract No. 1106) with West Side Community House; and

**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:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Amendment 3 DCFS Master agreement with providers to provide community based services to at-risk children and families
<b>Department or Agency Name</b>	Division of Children and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O		Various	4/1/21-3/31/22	4,827,734.61	5/11/21	R2021-0122
A-1		Various	4/1/22 – 12/31/22	3,705,800.71	8/2/22	R2022-0219
A-2		Various	1/1/23 – 12/31/23	4,912,734.60	3/14/23	R2023-0048
A-3		Various	1/1/24 – 12/31/24	4,912,734.60	Pending	pending

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

Providers will deliver high quality, innovative, and promising practice services to at-risk children, teens and families in order that caregivers - birth parents, foster parents and/or kinship caregivers – can provide a safe, stable and nurturing environment for children and youth. Services must be easily accessible, timely, and effective.

**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):**

- Improve family functioning and child well-being for natural, foster, and kinship families experiencing crisis and/or trauma
- Strengthen family supports and access to community-based services
- Reduce placement moves for children and youth

**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):
Catholic Charities Corporation 3135 Euclid Avenue Suite 101 Cleveland, OH 44115	Joan Hinkelman, Senior Director
Vendor Council District: 7	Project Council District:

Vendor Name and address:	Owner, executive director, other (specify):
City of Lakewood 16024 Madison Avenue Lakewood, OH 44107	<b>Chad Berry, Director, Department of Human Services</b>
Vendor Council District: 2	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Cuyahoga Metropolitan Housing Authority 8120 Kinsman Road Cleveland, OH 44104	<b>Kristie Grove, CEO</b>
Vendor Council District: 7	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
The East End Neighborhood House 2749 Woodhill Road Cleveland, OH 44104	<b>Atunyese Herron, CEO</b>
Vendor Council District: 7	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Harvard Community Services Center 18240 Harvard Avenue Cleveland, OH 44128	<b>Elaine Gohlstin, Executive Director</b>
Vendor Council District: 9	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Murtis Taylor Human Services System 13422 Kinsman Road Cleveland, OH 44120	<b>Lovell J. Custard, President and CEO</b>
Vendor Council District: 8	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
The Centers for Families and Children 4500 Euclid Avenue	<b>Eric Morse, President</b>

Cleveland, OH 44103	
Vendor Council District: 7	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
University Settlement, Inc 4800 Broadway Avenue Cleveland, OH 44127	<b>Earl Pike, Executive Director</b>
Vendor Council District: 7	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
West Side Community House 9300 Lorain Avenue Cleveland, OH 44102	<b>Rachelle Milner, Executive Director</b>
Vendor Council District: 7	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 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: \$8,400,000.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 28 / 11	<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 ( 3% ) SBE ( 12% ) MBE ( 5% ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
<i>Lowest and best</i>	
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> ) RQ3429

9 proposals were selected out 11.	<input type="checkbox"/> Other Procurement Method, please describe:
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<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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.	

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> (No acronyms i.e. HHS Levy, CDBG, etc.). <i>Include % if more than one source.</i>
<b>70% Health and Human Services Levy, 30% Federal Title IV-E</b>
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain): For 2024
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
See page 1

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0331

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for family centered support services for at-risk children and families for the period of 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 total amount not-to-exceed \$2,479,115.00; authorizing the County Executive to execute the Master Contract and all other documents consistent this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Children and Family Services recommends an amendment to a Master Contract with various providers for Family Centered Support Services for At-Risk Children and Families for the period of 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 total amount not-to-exceed \$2,479,115.00 as follows:

- a) Contract No. 1955 with Bellefaire Jewish Children’s Bureau in an anticipated amount of \$89,115.00.
- b) Contract No. 2042 with Applewood Centers, Inc. in an anticipated amount of \$655,000.00.
- c) Contract No. 2043 with Beech Brook in an anticipated amount of \$300,000.00.
- d) Contract No. 2044 with Catholic Charities Corporation in an anticipated amount of \$605,000.00.
- e) Contract No. 2045 with The Cleveland Christian Home Inc. in an anticipated amount of \$15,000.00.
- f) Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in an anticipated amount of \$160,000.00.
- g) Contract No. 2047 with OhioGuidestone in an anticipated amount of \$120,000.00.

- h) Contract No. 2049 with Ohio Mentor, Inc. in an anticipated amount of \$70,000.00.
- i) Contract No. 2050 with Pressley Ridge in an anticipated amount of \$320,000.00.
- j) Contract No. 2051 with National Youth Advocate Program, Inc. in an anticipated amount of \$45,000.00.
- k) Contract No. 2052 with Specialized Alternative for Families and Youth of Ohio, Inc. in an anticipated amount of \$100,000.00.

**WHEREAS**, the primary goal of this project is to continue to develop and deliver effective in-home services that can contribute to stabilizing and strengthening the family to prevent the need for out-of-home care whenever possible; and

**WHEREAS**, the funding for this project is as follows: (a) 67% Federal Funds (Title IV-E Funds) and (b) 33% from Health and Human Service Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for Family Centered Support Services for At-Risk Children and Families for the period of 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 total amount not-to-exceed \$2,479,115.00 as follows:

- a) Contract No. 1955 with Bellefaire Jewish Children’s Bureau in an anticipated amount of \$89,115.00.
- b) Contract No. 2042 with Applewood Centers, Inc. in an anticipated amount of \$655,000.00.
- c) Contract No. 2043 with Beech Brook in an anticipated amount of \$300,000.00.
- d) Contract No. 2044 with Catholic Charities Corporation in an anticipated amount of \$605,000.00.
- e) Contract No. 2045 with The Cleveland Christian Home Inc. in an anticipated amount of \$15,000.00.
- f) Contract No. 2046 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service in an anticipated amount of \$160,000.00.
- g) Contract No. 2047 with OhioGuidestone in an anticipated amount of \$120,000.00.

- h) Contract No. 2049 with Ohio Mentor, Inc. in an anticipated amount of \$70,000.00.
- i) Contract No. 2050 with Pressley Ridge in an anticipated amount of \$320,000.00.
- j) Contract No. 2051 with National Youth Advocate Program, Inc. in an anticipated amount of \$45,000.00.
- k) Contract No. 2052 with Specialized Alternative for Families and Youth of Ohio, Inc. in an anticipated amount of \$100,000.00.

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

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

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

Yeas:

Nays:



\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	HHS: Division of Children and Family Services Second Amendment to the master agreement with various providers for in home family centered support services
<b>Department or Agency Name</b>	Division of Children and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	1995, 2042,2043, 2044,2045, 2046,2047, 2049,2050, 2051,2052	Multiple	1/1/2022 – 12/31/2023	\$5,330,000.00	2/9/2022	R2022-0024
A-1	1995, 2042,2043, 2044,2045, 2046,2047, 2048, 2049,2050, 2051,2052	Multiple	1/1/2022 – 12/31/2023	\$75,000.00	BC022-443	7/18/2022
A-2	1995, 2042,2043, 2044,2045, 2046,2047, 2048, 2049,2050, 2051,2052	Multiple	1/1/2024 - 12/31/2024	\$2,479,115.00	Pending	Pending

<p><b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</b></p> <p>The provider will provide timely evidence-based services that contribute to the stabilizing and strengthening of families to prevent the need for out-of-home care whenever possible.</p>
<p><b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</b></p> <p><b>Age of items being replaced: _____ How will replaced items be disposed of?</b></p>
<p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <ol style="list-style-type: none"> <li>1. Improve family and youth functioning.</li> <li>2. Prevent out of home placement.</li> <li>3. Reduce involvement with the juvenile justice system.</li> </ol>
<p><b>If a County Council item, are you requesting passage of the item without 3 readings. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b></p>

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<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Applewood Centers Inc. 10427 Detroit Avenue Cleveland, Oh 44102	<b>Adam Jacobs</b>
Vendor Council District: 3	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Beech Brook 3737 Lander Road Cleveland, OH 44124	<b>Thomas Royer</b>
Vendor Council District: 9	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Bellefaire JCB 22001 Fairmount Blvd Shaker Heights, OH 44118	<b>Adam Jacobs</b>
Vendor Council District: 10	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Catholic Charities Corporation 3135 Euclid Avenue Suite 101 Cleveland, OH 44115	<b>Joan Hinkelman, Senior Director</b>
Vendor Council District: 7	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
The Cleveland Christian Home 4614 Prospect Avenue Suite 240 Cleveland, Oh 44103	<b>Charles Tuttle, CEO</b>
Vendor Council District: 8	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Mental Health Services for Homeless Persons, Inc dba Frontline Services 1744 Payne Avenue	<b>Naomi Worthington, Grants Manager</b>

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Cleveland, OH 44144	
Vendor Council District: 7	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
National Youth Advocate Program 1801 Watermark Drive Suite 200 Columbus, Oh 43215	
Vendor Council District: n/a	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Ohio Guidestone 434 Eastland Road Berea, Oh 44107	
Vendor Council District: 5	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Ohio Mentor, Inc 6200 Rockside Woods Boulevard, Suite 305 Independence, OH 44131	
Vendor Council District: 6	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Pressley Ridge 23701 Miles Road Cleveland, OH 44128	<b>Lisa Allomong, Director</b>
Vendor Council District: 9	Project Council District:
Vendor Name and address:	Owner, executive director, other (specify):
Specialized Alternatives for Families and Youth of Ohio Inc 20600 Chagrin Boulevard, Suite 320 Shaker Heights, OH 44112	<b>Faith Morehouse, Associate Executive Director</b>
Vendor Council District: 9	Project Council District:

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
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RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal      Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: Number of Solicitations (sent/received) 28 / 14	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 0 ) DBE ( 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> ) <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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.	

<b>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.</b>  <b>Health and Human Services 33%</b>  <b>Title-IV-E 67%</b>
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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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

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.

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<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
See above

Rev. 7/24/23

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0332

<b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b>	<b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for Medicaid Home and Community-based Services for out-of-home placement and foster care services for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to expand the scope of services, terminate contracts with various providers and add new providers effective 1/1/2024, and for additional funds in the amount not-to-exceed \$61,500,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, pursuant to Chapter 5153 of the Ohio Revised Code, the Division of Children and Family Services (“DCFS”) is responsible for the administration of child welfare in Cuyahoga County subject to the rules and standards of the Ohio Department of Jobs and Family Services (“ODJFS”); and

**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Children and Family Services recommends an amendment to a Master Contract with various providers for Medicaid Home and Community-based Services for out-of-home placement and foster care services for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to expand the scope of services, terminate contracts with various providers and add new providers effective 1/1/2024, and for additional funds in the amount not-to-exceed \$61,500,000.00 as follows:

- a) **To expand the scope of services, effective 1/1/2024:**
  - 1) Contract No. 015 with Habilitation Centers, LLC dba Little Creek Behavioral Institute, Inc
  
- b) **To terminate contracts with various providers, effective 1/1/2024:**
  - 1) Contract No, 2010 with Detroit Behavioral Institute, Inc.
  - 2) Contract No. 2341 with George Junior Republic in Pennsylvania
  - 3) Contract No. 2346 with Hittle House
  - 4) Contract No. 2355 with Quality of Life Health Care Services, LLC
  - 5) Contract No. 2001 with Rite of Passage, Inc.
  - 6) Contract No. 2006 with The Twelve of Ohio, Inc.

- c) **To add new providers, effective 1/1/2024:**
- 1) Contract No. 3903 with Advantage Family Outreach & Foster Care;
  - 2) Contract No. 3914 with Dimensional Phases Group Home;
  - 3) Contract No. 3904 with Mimique Homes, Inc.;
  - 4) Contract No. 3905 with The Bair Virginia;
- d) **Additional funds:**
- 1) Contract No. 1991 Adelphoi Village, Inc;
  - 2) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services;
  - 3) Contract No. 1996 with Open Arms Adoption, Inc;
  - 4) Contract No. 1998 with Pressley Ridge;
  - 5) Contract No. 1999 with Quality Care Residential Homes, Inc;
  - 6) Contract No. 2000 with Raven House;
  - 7) Contract No. 2002 with Rolling Hills Hospital, Inc;
  - 8) Contract No. 2003 with RTC Acquisition Corporation;
  - 9) Contract No. 2004 with Specialized Alternatives for Families and Youth of Ohio, Inc;
  - 10) Contract No. 2005 with The Bair Foundation
  - 11) Contract No. 2007 with Cleveland Christian Home;
  - 12) Contract No. 2008 with Cornell Abraxas Group, LLC;
  - 13) Contract No. 2009 with Destiny Family Services;
  - 14) Contract No. 2011 with Eastway Corporation;
  - 15) Contract No. 2012 with ENA, Inc. dba Necco Center;
  - 16) Contract No. 2013 with Freedom Youth Program;
  - 17) Contract No. 2014 with Gracehaven, Inc;
  - 18) Contract No. 2016 with Applewood Centers, Inc.;
  - 19) Contract No. 2018 with Beech Brook;
  - 20) Contract No. 2019 with The Village Network;
  - 21) Contract No. 2020 with Young Star Academy, LLC dba Mohican Young Star Academy;
  - 22) Contract No. 2021 with Youth Intensive Services, Inc;
  - 23) Contract No. 2022 with Youth Opportunity Investments, LLC;
  - 24) Contract No. 2023 with Artis's Tender Love & Care;
  - 25) Contract No. 2024 with Focus 2 Focus, Inc;
  - 26) Contract No. 2025 with Focus of Cleveland, Inc;
  - 27) Contract No. 2026 with Jaystarr Homes 2, Inc;
  - 28) Contract No. 2030 with Habilitation Centers, LLC dba Millcreek of Arkansas;
  - 29) Contract No. 2032 with House of New Hope;
  - 30) Contract No. 2034 with Keystone Richland Center LLC dba Foundations for Living;
  - 31) Contract No. 2035 with Laurel Oaks Behavioral Health Center;
  - 32) Contract No. 2036 with Life's Right Direction, Inc;
  - 33) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services;
  - 34) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T.;
  - 35) Contract No. 2040 with National Youth Advocate Program, Inc;
  - 36) Contract No. 2059 with Necco, LLC;
  - 37) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC;
  - 38) Contract No. 2064 with New Directions, Inc;
  - 39) Contract No. 2065 with Northeast Ohio Adoption Services;



- 40) Contract No. 2066 with Oesterlen Services for Youth, Inc;
- 41) Contract No. 2067 with Ohio Mentor, Inc;
- 42) Contract No. 2068 with OhioGuidestone;
- 43) Contract No. 2069 with Pathway Caring for Children;
- 44) Contract No. 2070 with Piney Ridge Treatment Center, LLC;
- 45) Contract No. 2071 with Bellefaire Jewish Children's Bureau;
- 46) Contract No. 2072 with BHC Belmont Pines Hospital, Inc;
- 47) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents;
- 48) Contract No. 2075 with Cadence Care Network;
- 49) Contract No. 2076 with Caring for Kids, Inc;
- 50) Contract No. 2077 with Carrington Behavioral Health, LLC;
- 51) Contract No. 2078 with Catholic Charities Corporation ;
- 52) Contract No. 2079 with Christian Children's Home of Ohio, Inc;
- 53) Contract No. 2085 with Boys to Men Transitional Home, Inc.;
- 54) Contract No. 2299 with Woods Services, Inc;
- 55) Contract No. 2342 with Healing Pathways Transitional Homes, Inc;
- 56) Contract No. 2349 with Keystone Newport News LLC;
- 57) Contract No. 2351 with Life Start, Inc;
- 58) Contract No. 2768 with One Child Every Chance Foundation ;
- 59) Contract No. 2771 with SP Behavioral LLC dba Sandy Pines;
- 60) Contract No. 2772 with Tennessee Clinical Schools, LLC dba Hermitage Hall;
- 61) Contract No. 2773 with The Buckeye Ranch, Inc;
- 62) Contract No. 2774 with Youth Opportunities Investments-Rockdale Youth Academy;
- 63) Contract No. 3183 with Conway Behavioral Health;
- 64) Contract No. 3186 with HHC Popular Springs, LLC;
- 65) Contract No. 3394 with Keystone Continuum LLC dba Natchez Trace Youth Academy;
- 66) Contract No. 3427 with Rehabilitation Centers dba Millcreek of the Pontotoc;
- 67) Contract No. 3531 with Benchmark Behavioral Health System;
- 68) Contract No. 3593 with Pathways to Purpose;
- 69) Contract No. 3659 with Harbor Point Behavioral Health Center;
- 70) Contract No. 3679 with Cumberland Hospital LLC;
- 71) Contract No. 3683 with Rehabilitation Centers, LLC dba Millcreek Magee ICF;
- 72) Contract No. 3703 with Glenwood Behavioral Health;
- 73) Contract No. 3702 with Cedar Crest Hospital;
- 74) Contract No. 3713 with A Loving Heath Youth Services;

**WHEREAS**, the purpose of this project is to provide quality therapeutic foster care, specialized foster care, group home care, independent living care, and residential care for children in the custody of DCFS so that they may experience stability, safety, and a sense of well-being while receiving out-of-home care; and

**WHEREAS**, this project is funded 30% Federal Funds (Title IV-E Funds) and 70% from Health and Human Service Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for Medicaid Home and Community-based Services for out-of-home placement and foster care services for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to expand the scope of services, terminate contracts with various providers and add new providers, effective 1/1/2024, and for additional funds in an anticipated amount of \$61,500,000.00 as follows:

- e) **To expand the scope of services, effective 1/1/2024:**
  - 7) Contract No. 015 with Habilitation Centers, LLC dba Little Creek Behavioral Institute, Inc
  
- f) **To terminate contracts with various providers, effective 1/1/2024:**
  - 1) Contract No. 2010 with Detroit Behavioral Institute, Inc.
  - 8) Contract No. 2341 with George Junior Republic in Pennsylvania
  - 9) Contract No. 2346 with Hittle House
  - 10) Contract No. 2355 with Quality of Life Health Care Services, LLC
  - 11) Contract No. 2001 with Rite of Passage, Inc.
  - 12) Contract No. 2006 with The Twelve of Ohio, Inc.
  
- g) **To add new providers, effective 1/1/2024:**
  - 5) Contract No. 3903 with Advantage Family Outreach & Foster Care;
  - 6) Contract No. 3914 with Dimensional Phases Group Home;
  - 7) Contract No. 3904 with Mimique Homes, Inc.;
  - 8) Contract No. 3905 with The Bair Virginia;
  
- h) **Additional funds:**
  - 1) Contract No. 1991 Adelphoi Village, Inc;
  - 2) Contract No. 1994 with Lutheran Homes Society Family & Youth Services dba Genacross Family & Youth Services;
  - 3) Contract No. 1996 with Open Arms Adoption, Inc;
  - 4) Contract No. 1998 with Pressley Ridge;
  - 5) Contract No. 1999 with Quality Care Residential Homes, Inc;
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  - 9) Contract No. 2004 with Specialized Alternatives for Families and Youth of Ohio, Inc;
  - 10) Contract No. 2005 with The Bair Foundation
  - 11) Contract No. 2007 with Cleveland Christian Home;
  - 12) Contract No. 2008 with Cornell Abraxas Group, LLC;
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  - 17) Contract No. 2014 with Gracehaven, Inc;
  - 18) Contract No. 2016 with Applewood Centers, Inc.;
  - 19) Contract No. 2018 with Beech Brook;
  - 20) Contract No. 2019 with The Village Network;

- 21) Contract No. 2020 with Young Star Academy, LLC dba Mohican Young Star Academy;
- 22) Contract No. 2021 with Youth Intensive Services, Inc;
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- 31) Contract No. 2035 with Laurel Oaks Behavioral Health Center;
- 32) Contract No. 2036 with Life's Right Direction, Inc;
- 33) Contract No. 2037 with Lighthouse Youth Services, Inc. dba Lighthouse Youth & Family Services;
- 34) Contract No. 2039 with Lutheran Metropolitan Ministry dba S.T.A.R.T.;
- 35) Contract No. 2040 with National Youth Advocate Program, Inc;
- 36) Contract No. 2059 with Necco, LLC;
- 37) Contract No. 2063 with New Beginnings Residential Treatment Center, LLC;
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- 43) Contract No. 2069 with Pathway Caring for Children;
- 44) Contract No. 2070 with Piney Ridge Treatment Center, LLC;
- 45) Contract No. 2071 with Bellefaire Jewish Children's Bureau;
- 46) Contract No. 2072 with BHC Belmont Pines Hospital, Inc;
- 47) Contract No. 2073 with BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents;
- 48) Contract No. 2075 with Cadence Care Network;
- 49) Contract No. 2076 with Caring for Kids, Inc;
- 50) Contract No. 2077 with Carrington Behavioral Health, LLC;
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- 55) Contract No. 2342 with Healing Pathways Transitional Homes, Inc;
- 56) Contract No. 2349 with Keystone Newport News LLC;
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- 63) Contract No. 3183 with Conway Behavioral Health;
- 64) Contract No. 3186 with HHC Popular Springs, LLC;
- 65) Contract No. 3394 with Keystone Continuum LLC dba Natchez Trace Youth Academy;
- 66) Contract No. 3427 with Rehabilitation Centers dba Millcreek of the Pontotoc;

- 67) Contract No. 3531 with Benchmark Behavioral Health System;
- 68) Contract No. 3593 with Pathways to Purpose;
- 69) Contract No. 3659 with Harbor Point Behavioral Health Center;
- 70) Contract No. 3679 with Cumberland Hospital LLC;
- 71) Contract No. 3683 with Rehabilitation Centers, LLC dba Millcreek Magee ICF;
- 72) Contract No. 3703 with Glenwood Behavioral Health;
- 73) Contract No. 3702 with Cedar Crest Hospital;
- 74) Contract No. 3713 with A Loving Heath Youth Services;

**SECTION 2.** That the County Executive is authorized to execute the Master Contract 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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	2023 – DCFS – OOHC Master Agreement - Amendment 6 – Change End Date from 12/31/23 to 12/31/24 and Add 2024 Funding \$61,500,000.00 and Add Providers and Services
<b>Department or Agency Name</b>	Health and Human Services Division of Children and Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Various	Various	1/1/22 – 12/31/23	\$123,000,000.00	02/08/22	R2022-0026
A - 1	Various	Various	1/1/22 – 12/31/23	\$0.00	07/25/22	BC2022-460
A - 2	Various	Various	1/1/22 – 12/31/23	\$0.00	01/09/23	BC2023-25
A - 3	Various	Various	1/1/22 – 12/31/23	\$0.00	05/08/23	BC-2023-296
A - 4	Various	Various	1/1/22 – 12/31/23	\$0.00	07/31/23	BC2023-486
A - 5	Various	Various	1/1/22 – 12/31/23	\$0.00	Pending Approval	Pending Approval
A - 6	Various	Various	1/1/22 – 12/31/24	\$61,500,000.00	Pending Approval	Pending Approval

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

The Health and Human Services Division of Children and Family Services plans to Amend #6 - Change End Date from 12/31/23 to 12/31/24 and Add 2024 Funding \$61,500,000.00 and Add Providers - Advantage Family Outreach & Foster Care, Dimensional Phases Group Home, Mimique Homes Inc, The Bair Foundation of Virginia and Add Service to HCLC – CM 2015, for the time period January 1, 2022 - December 31, 2024, in the amount of \$61,500,000.00.

**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):**  
 -Adding more services to meet the need of the children  
 -Adding another provider to add more locations and services  
 -Adding more providers to suit the need of the children

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):
Adelphoi Village, Inc.	Nancy Kukovich
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1119 Village Way Latrobe, PA 15650</b>
Vendor Name and address:	Owner, executive director, other (specify):
Applewood Centers, Inc.	Adam G. Jacobs, PhD.
Vendor Council District:	Project Council District:
3	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>10427 Detroit Avenue Cleveland, OH 44102</b>
Vendor Name and address:	Owner, executive director, other (specify):
Beech Brook	Thomas Royer
Vendor Council District:	Project Council District:
9	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>3737 Lander Road Pepper Pike, OH 44124</b>
Vendor Name and address:	Owner, executive director, other (specify):
Bellefaire Jewish Childrens Bureau	Adam G. Jacobs, PhD.
Vendor Council District:	Project Council District:
9	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>22001 Fairmount Blvd. Shaker Hts., OH 44118</b>
Vendor Name and address:	Owner, executive director, other (specify):
BHC Belmont Pines Hospital, Inc.	Linda Finnigan

Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>615 Churchill Hubbard Rd. Youngstown, OH 44505</b>
Vendor Name and address:	Owner, executive director, other (specify):
BHC Fox Run Hospital, Inc. Fox Run: The Center for Children and Adolescents	Randall Mackendrick
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>67670 Traco Dr. St. Clairsville, OH 43950</b>
Vendor Name and address:	Owner, executive director, other (specify):
Boys to Men Transitional Home Inc	Jemone McIntosh
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>117 Ashwood Avenue Dayton, Ohio 45405</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Cadence Care Network (fka Homes for Kids of Ohio, Inc.)</b>	Keith Johnson
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>165 East Park Avenue. PO Box 683 Niles, OH 44446</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Adelphoi Village, Inc.	Nancy Kukovich
Vendor Council District:	Project Council District:
N/A	N/A



If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1119 Village Way Latrobe, PA 15650</b>
Vendor Name and address:	Owner, executive director, other (specify):
Caring for Kids, Inc.	Patricia S. Ameling
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>650 Graham Road, Suite 101 Cuyahoga Falls, OH 44221</b>
Vendor Name and address:	Owner, executive director, other (specify):
Carrington Behavioral Health, LLC	Tami W. Holcomb
Vendor Council District:	Project Council District:
10	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>2114 Noble Road Cleveland, Ohio 44112</b>
Vendor Name and address:	Owner, executive director, other (specify):
Catholic Charities Corporation	Jennifer Smith
Vendor Council District:	Project Council District:
3	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>7911 Detroit Avenue Cleveland, Ohio 44102</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Christian Children's Home of Ohio, Inc.</b>	Kevin Hewitt
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>2685 Armstrong Road Wooster, Ohio 44691</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Cleveland Christian Home</b>	<b>Charles Tuttle</b>
Vendor Council District:	Project Council District:
7	N/A

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>4614 Prospect Avenue E Suite 240 Cleveland, Ohio 44113</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Cornell Abraxas Group, LLC</b>	Shayna Raver
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>2840 Liberty Avenue, Suite 300 Pittsburgh, Pennsylvania 15222</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Destiny Family Services</b>	Crystal R. Hill
Vendor Council District:	Project Council District:
9	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>20600 Chagrin Boulevard Suite 600 Shaker Heights, Ohio 44122</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Eastway Corporation	Kelli Rhea Ott, LISW-S
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>600 Wayne Avenue Dayton, OH 45410</b>
Vendor Name and address:	Owner, executive director, other (specify):
ENA, Inc. dba Necco Center	Bianca Sexton
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>115 Private Road 977 Pedro, Ohio 45659</b>
Vendor Name and address:	Owner, executive director, other (specify):

Freedom Youth Program	Zarell Patton (CEO)
Vendor Council District:	Project Council District:
10	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1421 East 174th Street Cleveland, Ohio 44110</b>
Vendor Name and address:	Owner, executive director, other (specify):
Gracehaven, Inc.	Melissa Harvin
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>5000 Arlington Center Boulevard, Box B9 Columbus, Ohio 43220</b>
Vendor Name and address:	Owner, executive director, other (specify):
Habilitation Centers, LLC dba Little Creek Behavioral Health	Ericka Burrini, Director of Marketing and Contracts
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>161 Skunk Hollow Road Conway, Arkansas 72032</b>
Vendor Name and address:	Owner, executive director, other (specify):
Habilitation Centers, LLC dba Millcreek of Arkansas	Ericka Burrini, Director of Marketing and Contracts
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1828 Industrial Drive Fordyce, Arkansas 71742</b>
Vendor Name and address:	Owner, executive director, other (specify):
House of New Hope	Sharon Simmons
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>8135 Mt. Vernon Rd. St. Louisville, OH 43071</b>
Vendor Name and address:	Owner, executive director, other (specify):

Keystone Richland Center LLC dba Foundations For Living	Thomas Brohm
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1451 Lucas Road Mansfield, OH 44903</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Laurel Oaks Behavioral Health Center	Jeanette Jackson - CEO
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>700 E. Cottonwood Rd. Dothan, AL 36301</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Life's Right Direction, Inc.</b>	Apryl Bailey-Gordon
Vendor Council District:	Project Council District:
10	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>3493 Raymont Boulevard University Heights, Ohio 44118</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Lighthouse Youth Services, Inc. dba Lighthouse Youth &amp; Family Services</b>	Paul Haffner
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>401 E. McMillian Street Cincinnati, OH 45206</b>
Vendor Name and address:	Owner, executive director, other (specify):
Lutheran Homes Society (LHS) Family & Youth Services dba Genacross Family & Youth Services	Katie Zawisza
Vendor Council District:	Project Council District:
N/A	N/A

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1905 Perrysburgh Holland Road Holland, OH 43528</b>
Vendor Name and address:	Owner, executive director, other (specify):
Lutheran Metro Ministry dba S.T.A.R.T. Support To At-Risk Teens	Maria A. Foschia
Vendor Council District:	Project Council District:
7	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>4515 Superior Avenue Cleveland, OH 44101</b>
Vendor Name and address:	Owner, executive director, other (specify):
National Youth Advocate Program, Inc.	Marvena Twigg
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1801 Watermark Drive Suite 200 Columbus, Ohio 43215</b>
Vendor Name and address:	Owner, executive director, other (specify):
Necco, LLC	Ernest Lockett
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1404 Race Street Suite 302 Cincinnati, Ohio 45202</b>
Vendor Name and address:	Owner, executive director, other (specify):
New Beginnings Residential Treatment, LLC	Josette Landis
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>100 Broadway Youngstown, Ohio 44505</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):

New Directions, Inc.	Michael E. Matoney
Vendor Council District:	Project Council District:
9	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>30800 Chagrin Boulevard Cleveland, Ohio 44124</b>
Vendor Name and address:	Owner, executive director, other (specify):
Northeast Ohio Adoption Services	Cheryl Tarantino
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>5000 E. Market Street Warren, Ohio 44484</b>
Vendor Name and address:	Owner, executive director, other (specify):
Oesterlen Services for Youth, Inc.	Donald L. Warner
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1918 Mechanicsburg Road Springfield, Ohio 45503</b>
Vendor Name and address:	Owner, executive director, other (specify):
Ohio Mentor, Inc.	A.M. Chip Bonsutto
Vendor Council District:	Project Council District:
6	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>6200 Rockside Woods Boulevard Suite 305 Independence, Ohio 44131</b>
Vendor Name and address:	Owner, executive director, other (specify):
OhioGuidestone	Christi Powers
Vendor Council District:	Project Council District:
5	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>434 Eastland Road Berea, Ohio 44017</b>
Vendor Name and address:	Owner, executive director, other (specify):

Pathway Caring for Children	Wendy Tracy
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>4895 Dressler Rd. NW, Suite A Canton, OH. 44718</b>
Vendor Name and address:	Owner, executive director, other (specify):
Piney Ridge Treatment Center, LLC	Ericka Burrini, Director of Marketing and Contracts
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>4253 N. Crossover Road Fayetteville, AR 72703-4593</b>
Vendor Name and address:	Owner, executive director, other (specify):
Pressley Ridge	Lisa Allomong
Vendor Council District:	Project Council District:
9	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>23701 Miles Road Cleveland, OH 44128</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Quality Care Residential Homes, Inc.	Renee Witcher-Johnson
Vendor Council District:	Project Council District:
8	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>P.O. Box 605641 Cleveland, Ohio 44105</b>
Vendor Name and address:	Owner, executive director, other (specify):
Raven House	Roshawn Sample, CEO
Vendor Council District:	Project Council District:
8	N/A

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>9349 Gaylord Ave. Cleveland, Ohio 44105-5208</b>
Vendor Name and address:	Owner, executive director, other (specify):
Rolling Hills Hospital, LLC.	Ericka Burrini, Director of Marketing and Contracts
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1000 Rolling Hills Lane Ada, OK 74820</b>
Vendor Name and address:	Owner, executive director, other (specify):
RTC Resource Acquisition Corporation	Amy Sturm
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1404 S. State Street Indianapolis, IN 46203</b>
Vendor Name and address:	Owner, executive director, other (specify):
Specialized Alternatives for Families & Youth of OH, Inc.	Tonya Brooks-Thomas
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>10100 Elida Road Delphos, OH 45833</b>
Vendor Name and address:	Owner, executive director, other (specify):
The Bair Foundation	Sue Rickard
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>275 Martinel Drive Kent, Ohio 44240</b>
Vendor Name and address:	Owner, executive director, other (specify):
The Village Network	Richard Graziano
Vendor Council District:	Project Council District:
N/A	N/A



If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>2000 Noble Drive Wooster, Ohio 44691</b>

**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):
<b>Young Star Academy LLC dba Mohican Young Star Academy</b>	Ginger Jones
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1012 ODNR, Mohican 51 Perrysville, OH 44864</b>
Vendor Name and address:	Owner, executive director, other (specify):
Youth Intensive Services, Inc	Megan Bennett, Residential Administrator
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>238 S. Meridian Rd. Youngstown, OH 44509</b>
Vendor Name and address:	Owner, executive director, other (specify):
Youth Opportunity Investments, LLC	PJ Moraci
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>12775 Horseferry Road Suite 230 Carmel, Indiana 46032</b>
Vendor Name and address:	Owner, executive director, other (specify):
Artis's Tender Love & Care, Inc	Adrienne L. Gillam - Davis
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>2003 Mc Guffy Road Youngstown, OH 44505</b>
Vendor Name and address:	Owner, executive director, other (specify):

Focus 2 Focus, Inc	Russell White
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>436 Lovisa St. Akron, Ohio 44311</b>
Vendor Name and address:	Owner, executive director, other (specify):
In Focus of Cleveland, Inc	Russell White
Vendor Council District:	Project Council District:
10	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>19008 Nottingham Road Cleveland, Ohio 44110</b>
Vendor Name and address:	Owner, executive director, other (specify):
Jaystarr Homes 2 Inc	Starlicia Miller
Vendor Council District:	Project Council District:
8	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>13503 Saybrook Ave Garfield Heights, OH 44125</b>
Vendor Name and address:	Owner, executive director, other (specify):
Open Arms Adoptions Inc	Jackie Smigel
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>9205 State Route 43 Suite 208 Streetsboro, OH 44241</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Healing Pathways Transitional Homes Inc.	LiDairious Hafford
Vendor Council District:	Project Council District:
N/A	N/A

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1667 State Ave. Cincinnati, OH 45204</b>
Vendor Name and address:	Owner, executive director, other (specify):
Bellefaire Jewish Childrens Bureau	Adam G. Jacobs, PhD.
Vendor Council District:	Project Council District:
9	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>22001 Fairmount Blvd. Shaker Hts., OH 44118</b>
Vendor Name and address:	Owner, executive director, other (specify):
Keystone Newport News, LLC	Holly Gonzales
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>17579 Warwick Blvd Newport News, VA 23603</b>
Vendor Name and address:	Owner, executive director, other (specify):
Life Start, Inc.	Janet K. Miller
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1329 Cherry Way Drive, Suite 600 Gahanna, Ohio 43230</b>
Vendor Name and address:	Owner, executive director, other (specify):
Woods Services, Inc	Jeanette Jackson
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>40 Martin Gross Dr. Langhorne, PA 19047</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
One Child Every Chance Foundation, LLC	Kudzai Matemachani

Vendor Council District:	Project Council District:
8	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>5909 Cable Ave. Cleveland, OH 44127</b>
Vendor Name and address:	Owner, executive director, other (specify):
Applewood Centers, Inc.	Adam G. Jacobs, PhD.
Vendor Council District:	Project Council District:
3	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>10427 Detroit Avenue Cleveland, OH 44102</b>
Vendor Name and address:	Owner, executive director, other (specify):
SP Behavioral LLC dba Sandy Pines	Maggie Rhodes-Parsons
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>11301 SE Tequesta Terrace Jupiter, FL 33469, USA</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Tennessee Clinical Schools LLC dba Hermitage Hall</b>	Maggie Rhodes-Parsons
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1220 8th Ave S Nashville, TN 37203</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>The Buckeye Ranch, Inc</b>	Ricky A. McElroy
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1625 E. Mound Street Columbus, Ohio 43205</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Youth Opportunity Investments, LLC - Rockdale Youth Academy</b>	PJ Moraci

Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>701 94th Avenue N. Suite 100 St. Petersburg, FL 33702</b>
Vendor Name and address:	Owner, executive director, other (specify):
Conway Behavioral Health, LLC	Katie Marlar
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>3559 Stanford Place Dayton, Ohio 45406</b>
Vendor Name and address:	Owner, executive director, other (specify):
HHC Poplar Springs, LLC dba Poplar Springs Hospital	LeMar Taliaferro
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>350 Poplar Drive Petersburg, Virginia 23805-9367</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Benchmark Behavioral Health Systems, Inc	JeAnna Jenkins-Ellis
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>592 West 1305 South Woods Cross, UT 84010</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Keystone Continuum LLC dba Natchez Trace Youth Academy</b>	Thomas J. Hennessy
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>415 Seven Hawks Lane Waverly, TN 37185</b>

Vendor Name and address:	Owner, executive director, other (specify):
<b>Rehabilitation Centers LLC dba Millcreek of Pontotoc</b>	Debra Morrison
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>1814 Hwy 15 North Pontotoc, Ms. 38863</b>
Vendor Name and address:	Owner, executive director, other (specify):
A Loving Heart Youth Services	William Peterson
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>3559 Stanford Place Dayton, Ohio 45406</b>
Vendor Name and address:	Owner, executive director, other (specify):
Cedar Crest Hospital & Residential Treatment Center	Katie Marlar
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>3500 Interstate 35 Frontage Rd Belton, TX 76513</b>
Vendor Name and address:	Owner, executive director, other (specify):
Cumberland Hospital, LLC	Lori Fagan
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>9407 Cumberland Road New Kent, VA 23124</b>
Vendor Name and address:	Owner, executive director, other (specify):
<b>Mt. Airy Development, LLC dba Glenwood Behavioral Health Hospital</b>	Jemone McIntosh
Vendor Council District:	Project Council District:
N/A	N/A

If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>117 Ashwood Avenue Dayton, Ohio 45405</b>
Vendor Name and address:	Owner, executive director, other (specify):
Harbor Point Behavioral Health Center	Maggie Rhodes-Parsons
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>301 Fort Lane Portsmouth, VA 23704</b>

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Pathways To Purpose	Tenesha Teasley
Vendor Council District:	Project Council District:
8	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>4904 Orchard Rd Garfield Heights, OH 44128</b>
Vendor Name and address:	Owner, executive director, other (specify):
Rehabilitation Centers, LLC dba Millcreek Magee ICF.	Katie Marlar
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>10427 Detroit Avenue Cleveland, OH 4410900 1st Avenue NE Magee, MS 391112</b>
Vendor Name and address:	Owner, executive director, other (specify):
Advantage Family Outreach & Foster Care	Karen McGugin
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>3269 Letterkenny Lane Powell OH, 43065</b>
Vendor Name and address:	Owner, executive director, other (specify):
Dimensional Phases Group Home	LaDona Herd

Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>45 Oxford Avenue Dayton, OH 45402</b>
Vendor Name and address:	Owner, executive director, other (specify):
Mimique Homes Inc	Jacquella Lattimore
Vendor Council District:	Project Council District:
10	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>19606 Pawnee Cleveland, OH 44119</b>
Vendor Name and address:	Owner, executive director, other (specify):
The Bair Foundation of Virginia	<b>Heather Schrader, MA</b>
Vendor Council District:	Project Council District:
N/A	N/A
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>2727 Enterprise Pkwy Ste 102 Richmond, VA 23294</b>

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:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> .	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> :	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process



How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> ) RFP - 6211 & 7102
	<input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> 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.	

<b>FUNDING SOURCE(S):</b> ( <i>No acronyms – General Fund, HHS Levy, Capital, etc.</i> ). Include % if more than one source  70% HHS- HHS Levy 30% Federal IV-E
Is this approved in the biennial budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project and if late, include timeline for lateness:</b>	
<input type="checkbox"/> New Service or purchase <input checked="" 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
This amendment is being submitted late due to it was originally the services were omitted from their response to the RFP and the providers being added were mission critical with each provider with different placement dates. These providers are being added to the master contract and the process can be time consuming. It was assigned 10/06/2023. Changes were made in the composition of the amendment, the last being made recently - XX/XX/2023 - with all final providers included and then processed.	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	<b>10/06/2023</b>
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 checked="" 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)	

<b>HISTORY (see instructions):</b>
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# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0333

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Agreement No. 2833 with The MetroHealth System for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 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 \$1,889,151.49; authorizing the County Executive to execute amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Children and Family Services recommends an amendment to Agreement No. 2833 with The MetroHealth System for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 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 \$1,889,151.49; and

**WHEREAS**, the primary goal of this project is to offer timely, high quality comprehensive medical services for children and youth in custody and drug testing for caregivers; and

**WHEREAS**, this project is 100% funded by the State Child Protective Allocation; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. 2833 with The MetroHealth System for comprehensive medical services for families involved with the Division of Children and Family Services for the period 1/1/2023 – 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 \$1,889,151.49.

**SECTION 2.** That the County Executive is authorized to execute 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:  
Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Comprehensive Medical Amendment 2
<b>Department or Agency Name</b>	Division of Children Family Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	2833	The MetroHealth System	1/1/2023-12/31/2023	\$1,551,000.00	2/28/2023	R2023-0049
A-1	2833	The MetroHealth System	12/31/2023	\$1,038,459.52	7/18/2023	R2023-0201
A-2	2822	The MetroHealth System	1/1/2024-12/31/2024	\$1,889,151.49	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 In order to pursue the safety, health, and well-being of children in custody, DCFS offers comprehensive medical services including 1) screening and assessment of health care needs of children and youth, 2) coordinated psychotropic medication consultation and counseling, and 3) alcohol and drug testing for caregivers, youth, or other adults in the home.

Safety concerns are brought to the attention of DCFS 24/7. With approximately 2,000 children and youth in care, DCFS determined there is a need for full access to trauma-informed medical services that could appropriately address the significant challenges that children and youth are faced with when being removed from their home or placement.

**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 reduce safety risks for children and youth
- To establish care coordination through consultation and counseling for children and youth prescribed psychotropic medications
- To provide linkages for youth aging-out of the foster care system
- To comply with referral standards for preventive and follow-up visits for physical and behavioral health care set by American Academy of Pediatrics (AAP) and Ohio Administrative Code (OAC) 5101:2-42-66.1.

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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: The MetroHealth System 2500 MetroHealth Drive Cleveland, Ohio 44109	Owner, executive director, other (specify): Dr. Airica Steed
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	Countywide

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.  Amending contract adding additional funds and extending time period  *See Justification for additional information.
The total value of the solicitation: \$1,551,000.00 Number of Solicitations (sent/received) 21 / 1	<input type="checkbox"/> Exemption <input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 0 ) DBE ( 0 ) 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 checked="" 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? Only 1 bid was received	<input checked="" 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:

<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.	

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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.**

100% Health and Human Services 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):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

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

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

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

**HISTORY (see instructions):**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0334

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an agreement with Cuyahoga County Board of Developmental Disabilities in the amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Agreement No. 3853 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Children and Family Services recommends an agreement with Cuyahoga County Board of Developmental Disabilities in an amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based Services for youth with developmental disabilities for the period of 1/1/2024 – 12/31/2025; and

**WHEREAS**, the primary goals of this project are to: (a) provide appropriate housing and services for children with developmental disabilities. and (b) transition youth into the adult developmental disabilities system; and

**WHEREAS**, this project is funded 100% by Medicaid Individual Option Waiver; 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 Cuyahoga County Board of Developmental Disabilities in an amount not-to-exceed \$1,400,000.00 for Medicaid Home and Community-based



Services for youth with developmental disabilities for the period of 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 3853 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**

<b>Title</b>	Division of Children & Family Services 2024-2025 Cuyahoga County Board of Developmental Disabilities agreement.
<b>Department or Agency Name</b>	Division of Children & Family Services
<b>Requested Action</b>	<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	3853	Bd of Developmental Disabilities	1/1/2024-12/31/2025	\$1,400,000.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.** Division of Children & Family Services 2024-2025 Cuyahoga County Board of Developmental Disabilities agreement for reimbursement for HCBS services. (Medicaid Home and Community Based Services)

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

**Project Goals, Outcomes or Purpose (list 3):**

- 1: Coordination of care and supports for youth in DCFS custody with disabilities that are eligible for and receiving services from CCBDD
- 2: CCBDD is responsible for the coordination provision of housing for DD youth as part of the youth's long-term transition of care plan.
- 3: CCBDD supports and helps DD youth receive all the services needed.

**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: Cuyahoga County Board of Developmental Disabilities 1275 Lakeside Ave. East Cleveland, Ohio 44114	Owner, executive director, other (specify): Amber Gibbs, Superintendent/CEO
Vendor Council District: Council District 7	Project Council District: County wide

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

**Is Purchase/Services technology related**  Yes  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% Medicaid Individual Option Waiver

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.

**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.

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<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
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<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
1/1/2022-12/31/2023 Contract for \$1,400,000.00
1/1/2020-12/31/2021 Contract for \$1,400,000.00

Rev. 7/24/23

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0335

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services</b></p>	<p><b>A Resolution</b> authorizing an agreement with Cuyahoga County Prosecutor’s Office in an amount not-to-exceed \$8,322,252.00 for legal services for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Agreement No. 3854 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Children and Family Services recommends an agreement with Cuyahoga County Prosecutor’s Office in an amount not-to-exceed \$8,322,252.00 for legal services for the period of 1/1/2024 – 12/31/2025; and

**WHEREAS**, the agreement is for legal services as defined in Chapter 309 of the Ohio Revised Code in matters related to the adjudication and disposition of children within the jurisdiction of Chapter 2151 of the Ohio Revised Code, and to perform such other duties that may be required of it by operation of Title IV-E; and

**WHEREAS**, the funding for this project is: (a) 33% Federal Funds (Title IV-E Admin) and (b) 67% 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 agreement with Cuyahoga County Prosecutor’s Office in an amount not-to-exceed \$8,322,252.00 for legal services for the period of 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 3854 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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_



**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>Intra-Governmental Agreement with Cuyahoga County Prosecutor's Office for 2024 Legal Services</b>
<b>Department or Agency Name</b>	<b>Department of Children and Family Services</b>
<b>Requested Action</b>	<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):

<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
O	3854	Cuyahoga County	1/1/2023 - 12/31/2024	\$8,322,252.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 DCFS requesting approval of an agreement with Cuyahoga County Prosecutor's Office for the anticipated cost of 8,322,252.00

The Prosecutor's office will provide: Custody Representation, General Civil Representation, Appeals Representation and Parent-Relative Locator Services for DCFS.

Tasks include:

- Draft all complaints.
- Draft necessary motions, pleadings affidavits.
- Appear at every court hearing with County Prosecutor's Office
- Prepare County Prosecutor's Office, experts, and other witnesses for testimony.
- Provide 24/7 on-call representation.
- Handle records subpoenas in Juvenile Court
- Brief and argue all appeals in agency cases.
- Consult with Children and Family Services staff when families are evasive.

**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):**  
 Goal is to provide representation and legal counsel whenever needed in cases of abuse, neglect and dependency matters.

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

<b>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)</b>	
<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Cuyahoga County Prosecutor's Office 1200 Ontario Street	The Cuyahoga County Prosecutor is Michael C. O'Malley

Cleveland, OH 44113

**Vendor Council District:** County-Wide  
**Project Council District:** County-Wide

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. An exemption is being requested as this is an intra-governmental agreement. *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 checked="" 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**  No  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?  No  Yes, answer the below questions.

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(S):** *(No acronyms – General Fund, HHS Levy, Capital, etc.). Include % if more than one source*

The project is funded 33% Federal (Title IV-E Admin); 67% Health and Human Services Levy

Is this approved in the biennial budget?  Yes  No (if “no” please explain):

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

<b>Provide status of project and if late, include timeline for lateness:</b>	
<input type="checkbox"/> New Service or purchase 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	
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
Contract History: CM238, CM2199
Prior Resolution Numbers: R2020-0268

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0336

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Senior and Adult Services</b></p>	<p><b>A Resolution</b> making an award on RQ12756 with various municipalities and providers in the total amount not-to-exceed \$6,063,762.00 for the Community Social Services Program for the period 1/1/2024 - 12/31/2025; 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.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services recommends an award on RQ12756 with various municipalities and providers in the total amount not-to-exceed \$6,063,762.00 for the Community Social Services Program for the period 1/1/2024 - 12/31/2025 as follows:

- a) Contract No. 3716 with Ashbury Community Services, Inc. in an anticipated amount of \$202,500.00 for Adult Development services.
- b) Contract No. 3717 with Catholic Charities Corporation - Fatima Family Center in an anticipated amount of \$328,159.90 for Adult Development and Meals services.
- c) Contract No. 3763 with Catholic Charities Corporation - Hispanic Senior Center in an anticipated amount of \$243,155.06 for Adult Development, Meals, Transportation and Community Outreach services.
- d) Contract No. 3765 with Catholic Charities Corporation - St. Martin de Porres Family Center in an anticipated amount of \$159,996.60 for Adult Development and Transportation services.
- e) Contract No. 3766 with City of Bedford in an anticipated amount of \$123,991.10 for Adult Development, Meals and Transportation services.
- f) Contract No. 3757 with City of Berea in an anticipated amount of \$159,918.68 for Adult Development and Transportation services.
- g) Contract No. 3758 with City of Euclid in an anticipated amount of \$990,080.00 for Adult Development and Transportation services.

- h) Contract No. 3759 with City of Lakewood in an anticipated amount of \$84,328.00 for Adult Development and Transportation services.
- i) Contract No. 3760 with City of Maple Heights in an anticipated amount of \$81,800.00 for Meals and Transportation services.
- j) Contract No. 3761 with City of Olmsted Falls in an anticipated amount of \$60,000.48 for Adult Development services.
- k) Contract No. 3742 with City of Parma-Donna Smallwood Activities Center in an anticipated amount of \$24,807.60 for Adult Development and Meals Services.
- l) Contract No. 3751 with City of Parma Heights in an anticipated amount of \$494,794.00 for Adult Development, Meals and Transportation Services.
- m) Contract No. 3743 with City of Solon in an anticipated amount of \$158,297.68 for Adult Development services.
- n) Contract No. 3744 with City of Strongsville in an anticipated amount of \$193,201.00 for Adult Development and Transportation services.
- o) Contract No. 3745 with Cleveland Clergy Alliance in an anticipated amount of \$216,000.00 for Community Outreach services.
- p) Contract No. 3746 with Community Partnership on Aging in an anticipated amount of \$203,596.44 for Adult Development and Transportation services.
- q) Contract No. 3738 with East End Neighborhood House, Inc. in an anticipated amount of \$273,137.00 for Adult Development, Meals and Transportation services.
- r) Contract No. 3739 with Famicos Foundation, Inc. in an anticipated amount of \$199,080.00 for Adult Development and Transportation services.
- s) Contract No. 3740 with Harvard Community Services Center, Inc. in an anticipated amount of \$201,942.24 for Adult Development, Meals and Transportation services.
- t) Contract No. 3741 with Jennings Center for Older Adults in an anticipated amount of \$75,679.36 for Adult Day Service, Adult Development, Meals and Transportation services.
- u) Contract No. 3752 with Linking Employment, Abilities and Potential (LEAP) in an anticipated amount of \$60,000.24 for Adult Development services.
- v) Contract No. 3896 with Near West Side Multi-Service Corporation dba May Dugan Center in an anticipated amount of \$45,792.00 for Adult Development services.
- w) Contract No. 3754 with Murtis Taylor Human Services System in an anticipated amount of \$366,880.00 for Adult Development, Meals and Transportation services.
- x) Contract No. 3755 with Rose Centers for Aging Well, LLC in an anticipated amount of \$549,829.12 for Adult Development, Meals and Transportation services.
- y) Contract No. 2756 with Senior Citizen Resources, Inc. in an anticipated amount of \$309,363.90 for Adult Development, Meals and Transportation services.
- z) Contract No. 3721 with Senior Transportation Connection in an anticipated amount of \$400,030.68 for Transportation services.

- aa) Contract No. 3730 with The Phillis Wheatley Association in an anticipated amount of \$100,006.76 for Meals services.
- bb) Contract No. 3726 with The Salvation Army in an anticipated amount of \$118,221.20 for Adult Development, Meals and Transportation services.
- cc) Contract No. 3727 with University Settlement, Inc. in an anticipated amount of \$209,999.88 for Adult Development, Meals and Transportation services.
- dd) Contract No. 3728 with West Side Community House in an anticipated amount of \$329,172.44 for Adult Development, Meals and Transportation services.

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

**WHEREAS**, this project is funded 100% by Health and Human Service Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on RQ12756 with various municipalities and providers in the total amount not-to-exceed \$6,063,762.00 for the Community Social Services Program for the period 1/1/2024 - 12/31/2025 as follows:

- a) Contract No. 3716 with Ashbury Community Services, Inc. in an anticipated amount of \$108,084.00 for Adult Development services.
- b) Contract No. 3717 with Catholic Charities Corporation - Fatima Family Center in an anticipated amount of \$328,159.90 for Adult Development and Meals services.
- c) Contract No. 3763 with Catholic Charities Corporation - Hispanic Senior Center in an anticipated amount of \$243,155.06 for Adult Development, Meals, Transportation and Community Outreach services.
- d) Contract No. 3765 with Catholic Charities Corporation - St. Martin de Porres Family Center in an anticipated amount of \$159,996.60 for Adult Development and Transportation services.
- e) Contract No. 3766 with City of Bedford in an anticipated amount of \$123,991.10 for Adult Development, Meals and Transportation services.
- f) Contract No. 3757 with City of Berea in an anticipated amount of \$159,918.68 for Adult Development and Transportation services.
- g) Contract No. 3758 with City of Euclid in an anticipated amount of \$990,080.00 for Adult Development and Transportation services.
- h) Contract No. 3759 with City of Lakewood in an anticipated amount of \$84,328.00 for Adult Development and Transportation services.

- i) Contract No. 3760 with City of Maple Heights in an anticipated amount of \$81,800.00 for Meals and Transportation services.
- j) Contract No. 3761 with City of Olmsted Falls in an anticipated amount of \$60,000.48 for Adult Development services.
- k) Contract No. 3742 with City of Parma-Donna Smallwood Activities Center in an anticipated amount of \$24,807.60 for Adult Development and Meals Services.
- l) Contract No. 3751 with City of Parma Heights in an anticipated amount of \$494,794.00 for Adult Development, Meals and Transportation Services.
- m) Contract No. 3743 with City of Solon in an anticipated amount of \$158,297.68 for Adult Development services.
- n) Contract No. 3744 with City of Strongsville in an anticipated amount of \$193,201.00 for Adult Development and Transportation services.
- o) Contract No. 3745 with Cleveland Clergy Alliance in an anticipated amount of \$216,000.00 for Community Outreach services.
- p) Contract No. 3746 with Community Partnership on Aging in an anticipated amount of \$203,596.44 for Adult Development and Transportation services.
- q) Contract No. 3738 with East End Neighborhood House, Inc. in an anticipated amount of \$273,137.00 for Adult Development, Meals and Transportation services.
- r) Contract No. 3739 with Famicos Foundation, Inc. in an anticipated amount of \$199,080.00 for Adult Development and Transportation services.
- s) Contract No. 3740 with Harvard Community Services Center, Inc. in an anticipated amount of \$201,942.24 for Adult Development, Meals and Transportation services.
- t) Contract No. 3741 with Jennings Center for Older Adults in an anticipated amount of \$75,679.36 for Adult Day Service, Adult Development, Meals and Transportation services.
- u) Contract No. 3752 with Linking Employment, Abilities and Potential (LEAP) in an anticipated amount of \$60,000.24 for Adult Development services.
- v) Contract No. 3896 with Near West Side Multi-Service Corporation dba May Dugan Center in an anticipated amount of \$45,792.00 for Adult Development services.
- w) Contract No. 3754 with Murtis Taylor Human Services System in an anticipated amount of \$366,880.00 for Adult Development, Meals and Transportation services.
- x) Contract No. 3755 with Rose Centers for Aging Well, LLC in an anticipated amount of \$549,829.12 for Adult Development, Meals and Transportation services.
- y) Contract No. 2756 with Senior Citizen Resources, Inc. in an anticipated amount of \$309,363.90 for Adult Development, Meals and Transportation services.
- z) Contract No. 3721 with Senior Transportation Connection in an anticipated amount of \$400,030.68 for Transportation services.
- aa) Contract No. 3730 with The Phillis Wheatley Association in an anticipated amount of \$100,006.76 for Meals services.



- bb) Contract No. 3726 with The Salvation Army in an anticipated amount of \$118,221.20 for Adult Development, Meals and Transportation services.
- cc) Contract No. 3727 with University Settlement, Inc. in an anticipated amount of \$209,999.88 for Adult Development, Meals and Transportation services.
- dd) Contract No. 3728 with West Side Community House in an anticipated amount of \$329,172.44 for Adult Development, Meals and Transportation services.

**SECTION 2.** That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution. 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**

<b>Title</b>	Department of Senior and Adult Services; Master Agreement; 01/01/2024 – 12/31/2025; Community Social Services Program (CSSP)
<b>Department or Agency Name</b>	Department of Senior and Adult Services
<b>Requested Action</b>	<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	Various	Various	01/01/2024 – 12/31/2025	\$6,063,762.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
**Adult Day Service, Adult Development, Transportation, Meals, Community Outreach, Senior Service and Innovative Program, Digital Literacy for Seniors and Adults with disabilities in Cuyahoga County.**

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

**Project Goals, Outcomes or Purpose (list 3):**  
 1. To reduce loneliness and isolation  
 2. To improve physical, social, and mental health  
 3. To reduce food insecurity  
 4. To provide access to safe and affordable transportation services

**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)**

<b>Vendor Name and address:</b> Ashbury Senior Computer Community Center	Owner, executive director, other (specify):
11011 Ashbury Avenue Cleveland, OH 44106	Wanda Davis , Executive Director
<b>Vendor Council District:</b>	<b>Project Council District:</b>
Council District 7	County Wide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	
<b>Vendor Name and address:</b> Catholic Charities Corporation – Fatima Family Center	Owner, executive director, other (specify):

7911 Detroit Avenue Cleveland, OH 44102	LaJean Ray
Vendor Council District:	Project Council District
Council District 7	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
<b>Vendor Name and address:</b>	Owner, executive director, other (specify):
Catholic Charities Corporation – Hispanic Senior Center 7911 Detroit Avenue Cleveland, OH 44102	Ramonita Johnson
Vendor Council District:	Project Council District:
Council District 3	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
<b>Vendor Name and address:</b> <b>Catholic Charities Corporation – St. Martin De Porres Family Center</b>	Owner, executive director, other (specify):
7911 Detroit Avenue Cleveland, OH 44102	Karnese McKenzie
Vendor Council District:	Project Council District:
Council District 3	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
<b>Vendor Name and address:</b> <b>City of Bedford</b>	Owner, executive director, other (specify):
165 Center Rd. Bedford, OH 44146	Michael Callahan
Vendor Council District:	Project Council District:
Council District 9	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
<b>Vendor Name and address:</b> <b>City of Berea</b>	Owner, executive director, other (specify):
11 Berea Commons Berea, OH 44017	Natalie Guzzo, Administrator
Vendor Council District:	Project Council District:
Council District 5	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
<b>Vendor Name and address:</b> <b>City of Euclid</b>	Owner, executive director, other (specify):

585 East 222 <sup>nd</sup> Street Euclid, OH 44123	Bob Payne, Manager
Vendor Council District:	Project Council District:
Council District 11	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Lakewood</b>	Owner, executive director, other (specify):
Lawther Center 16024 Madison Ave Avenue Lakewood, OH 44107	Chad Berry, Director
Vendor Council District:	Project Council District:
Council District 2	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Maple Heights</b>	Owner, executive director, other (specify):
5353 Lee Road Maple Heights, OH 44137	Linda Vopat, Director
Vendor Council District:	Project Council District:
Council District 8	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Olmsted Falls</b>	Owner, executive director, other (specify):
26100 Bagley Rd. Olmsted Falls, OH 44138	Angi Mancini, Clerk of Courts
Vendor Council District:	Project Council District:
Council District 5	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Parma Heights</b>	Owner, executive director, other (specify):
6281 Pearl Road Parma Heights, OH 44130	Trish James Administrator
Vendor Council District:	Project Council District:
Council district 4	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Solon</b>	Owner, executive director, other (specify):
34200 Bainbridge Road Solon, OH 44139	Jill Frankel

Vendor Council District: 6	Project Council District:
Council district 6	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Strongsville</b>	Owner, executive director, other (specify):
18100 Royalton Road Strongsville, OH 44136	
Vendor Council District:	Project Council District:
Council district 5	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Cleveland Clergy Alliance</b>	Owner, executive director, other (specify):
4050 Monticello Blvd. Cleveland Heights, OH 44121	Rev. Lorenzo Norris , President and CEO
Vendor Council District:	Project Council District:
Council district 10	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Community Partnership on Aging</b>	Owner, executive director, other (specify):
1370 Victory Drive South Euclid, OH 44121	Wendy Albin-Sattin, Executive Director
Vendor Council District:	Project Council District:
Council district 11	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>City of Parma – Donna Smallwood Activities Center</b>	Owner, executive director, other (specify):
7010 Powers Blvd. Parma, OH 44129	Erin Lally, Director
Vendor Council District:	Project Council District:
Council district 4	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>East End Neighborhood House, Inc</b>	Owner, executive director, other (specify):
2749 Woodhill Road Cleveland, OH 44104	Atunyese Vanessa Herron
Vendor Council District:	Project Council District:
Council district 7	County Wide

If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Famicos Foundation, Inc</b>	Owner, executive director, other (specify):
1325 Ansel Road Cleveland, OH 44106	John Anoliefo, Executive Director
Vendor Council District:	Project Council District:
Council district 7	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Harvard Community Services Center</b>	Owner, executive director, other (specify):
18240 Harvard Avenue Cleveland, OH 44128	Elaine Gohlstin, President & CEO
Vendor Council District:	Project Council District:
Council district 9	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Jennings Center for Older Adults</b>	Owner, executive director, other (specify):
10204 Granger Road Garfield Heights, OH 44125	Emily Taylor
Vendor Council District:	Project Council District:
Council District 8	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Linking, Employment, Abilities and Potential (LEAP)</b>	Owner, executive director, other (specify):
2545 Lorain Ave Cleveland, OH 44113	Melanie Hogan, Executive Director
Vendor Council District:	Project Council District:
Council District 7	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Near West Side Multit-Service DBA May Dugan</b>	Owner, executive director, other (specify):
4115 Bridge Ave Cleveland, OH 44113	Andy Trares, Owner
Vendor Council District:	Project Council District:
Council District 7	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

Vendor Name and address: <b>Murtis Taylor</b>	Owner, executive director, other (specify):
13422 Kinsman Rd Cleveland, OH 44120	Lovell Custard, President & CEO
Vendor Council District:	Project Council District:
Council District 9	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Rose Centers For Aging Well, LLC</b>	Owner, executive director, other (specify):
11890 Fairhill Rd Cleveland, OH 44120	Dabney Conwell, Executive Director
Vendor Council District:	Project Council District:
Council District 9	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Senior Citizen Resources, Inc</b>	Owner, executive director, other (specify):
3100 Devonshire Rd Cleveland, OH 44109	Liz Kilroy Hernandez, Executive Director
Vendor Council District:	Project Council District:
Council District 7	Council District 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>Senior Transportation Connection</b>	Owner, executive director, other (specify):
4735 W. 150 <sup>th</sup> Street, Ste A Cleveland, Ohio 44135	Laura Kleinman, Executive Director
Vendor Council District:	Project Council District:
Council District 2	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>The Phillis Wheatley Association</b>	Owner, executive director, other (specify):
4450 Cedar Ave. Cleveland, OH 44103	Valerie Chilkcutt, Director of Administration
Vendor Council District:	Project Council District:
Council District 8	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>The Salvation Army</b>	Owner, executive director, other (specify):

4400 West Nyack Rd. West Nyack, NY 10994	Sharon Janasek, Director of Government & Foundation Relations
Vendor Council District:	Project Council District
N/A	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>University Settlement, Inc.</b>	Owner, executive director, other (specify):
4800 Broadway Ave. Cleveland, OH 44127	Kelly McConnell, Development Director
Vendor Council District:	Project Council District:
Council District 8	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: <b>West Side Community House</b>	Owner, executive director, other (specify):
9300 Lorain Ave. Cleveland, OH 44102	Rachelle Milner, Executive Director
Vendor Council District:	Project Council District:
Council District 3	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: July 17 <sup>th</sup> , 2023	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$3,269,175.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / 118/34	<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 (20% ) SBE (0%) MBE (0%) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain:</i> <i>Master Agreement RFP - 30 of 34 vendors were awarded.</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:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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.	

<b>FUNDING SOURCE:</b> i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant <i>(No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.</i>
<b>100% Health and Human Services</b>
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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
<b>Original Contract – R2022-0025 – 2/08/2022</b>
<b>Amendment 1 – R2022-0389 – 11/22/2022</b>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0337

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Senior and Adult Services</b>	<b>A Resolution</b> making awards on RQ12904 with various providers in the total amount not-to-exceed \$9,550,000.00 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute the Master Contract and all other documents consistent with said awards and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Health and Human Services/ Division of Senior and Adult Services has recommended awards on RQ12904 with various providers in the total amount not-to-exceed \$9,550,000.00 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2024 – 12/31/2025 with the following providers:

- a) Contract No. 3732 with A-1 Health Care, Inc. for Homemaker and Personal Care Services.
  
- b) Contract No. 3779 with ABC International Services, Inc. for Chore and Grab Bar services.
  
- c) Contract No. 3781 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing for Homemaker and Personal Care Services.
  
- d) Contract No. 3789 with Caring Hearts Health Services LLC for Homemaker, Personal Care, Chore and Laundry services.
  
- e) Contract No. 3792 with Casleo Corporation dba Global Meals for Home Delivered Meals services.

- f) Contract No. 3788 with Connect America.com LLC for Emergency Response System services.
- g) Contract No. 3794 with Essence Health Services, Inc. for Homemaker and Personal Care services.
- h) Contract No. 3776 with Family & Community Services, Inc. dba Mobile Meals for Home Delivered Meals services.
- i) Contract No. 3790 with Fernandez Property Group Ohio for Grab Bar services.
- j) Contract No. 3791 with First Choice Medical Staffing, Inc. for Homemaker and Personal Care services.
- k) Contract No. 3773 with Geocare, Inc. dba Home Instead Senior Care for Homemaker services.
- l) Contract No. 3775 with Home Care Relief, Inc. for Homemaker services.
- m) Contract No. 3768 with PurFoods, LLC dba Mom's Meals for Home Delivered Meals services.
- n) Contract No. 3770 with Renaissance Home Health Care, Inc. for Homemaker, Personal Care and Laundry services.
- o) Contract No. 3771 with Rent a Daughter Senior Care, Inc. Homemaker and Personal Care services.
- p) Contract No. 3772 with Rose Centers for Aging Well, LLC for Home Delivered Meals services.
- q) Contract No. 3733 with Senior Transportation Connection for Transportation services.
- r) Contract No. 3734 with Solutions Premier Training Services for Homemaker and Personal Care services.
- s) Contact No. 3735 with TOBI Transportation for Transportation services.

- t) Contract No. 3736 with Transport Assistance, Inc. for Transportation services.
- u) Contract No. 3769 with U-First Homecare Services for Homemaker and Personal Care services.
- v) Contract No. 3747 with Valued Relationships, Inc. for Emergency Response System services.
- w) Contract No. 3749 Wash House CLE LLC for Laundry services.
- x) Contract No. 3750 with XCEL Healthcare Providers, Inc. for Homemaker and Personal Care services; and

**WHEREAS**, the primary goal of the OPTIONS for Independent Living Services Program is to provide a flexible, affordable in-home care program to Cuyahoga County residents aged 60 and above who, because of income and/or assets, are not eligible for Medicaid waiver or other programs; and

**WHEREAS**, the various services provided by the program that are essential to Cuyahoga County senior include: 1) assistance with larger household chores; 2) medical emergency response services; 3) grab bar installation; 4) homemaking assistance; 5) home delivered meals; 6) assistance with personal care and/or transportation for medical-related appointments; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes awards on RQ12904 with various providers in the total amount not-to-exceed \$9,550,000.00 for various services for the Cuyahoga OPTIONS for Independent Living Services Program for the period 1/1/2024 – 12/31/2025 with the following providers:

- a) Contract No. 3732 with A-1 Health Care, Inc. for Homemaker and Personal Care Services.
- b) Contract No. 3779 with ABC International Services, Inc. for Chore and Grab Bar services.

- c) Contract No. 3781 with Addus Healthcare (South Carolina), Inc. dba Arcadia Home Care & Staffing for Homemaker and Personal Care Services.
- d) Contract No. 3789 with Caring Hearts Health Services LLC for Homemaker, Personal Care, Chore and Laundry services.
- e) Contract No. 3792 with Casleo Corporation dba Global Meals for Home Delivered Meals services.
- f) Contract No. 3788 with Connect America.com LLC for Emergency Response System services.
- g) Contract No. 3794 with Essence Health Services, Inc. for Homemaker and Personal Care services.
- h) Contract No. 3776 with Family & Community Services, Inc. dba Mobile Meals for Home Delivered Meals services.
- i) Contract No. 3790 with Fernandez Property Group Ohio for Grab Bar services.
- j) Contract No. 3791 with First Choice Medical Staffing, Inc. for Homemaker and Personal Care services.
- k) Contract No. 3773 with Geocare, Inc. dba Home Instead Senior Care for Homemaker services.
- l) Contract No. 3775 with Home Care Relief, Inc. for Homemaker services.
- m) Contract No. 3768 with PurFoods, LLC dba Mom's Meals for Home Delivered Meals services.
- n) Contract No. 3770 with Renaissance Home Health Care, Inc. for Homemaker, Personal Care and Laundry services.
- o) Contract No. 3771 with Rent a Daughter Senior Care, Inc. Homemaker and Personal Care services.
- p) Contract No. 3772 with Rose Centers for Aging Well, LLC for Home Delivered Meals services.

- q) Contract No. 3733 with Senior Transportation Connection for Transportation services.
- r) Contract No. 3734 with Solutions Premier Training Services for Homemaker and Personal Care services.
- s) Contact No. 3735 with TOBI Transportation for Transportation services.
- t) Contract No. 3736 with Transport Assistance, Inc. for Transportation services.
- u) Contract No. 3769 with U-First Homecare Services for Homemaker and Personal Care services.
- v) Contract No. 3747 with Valued Relationships, Inc. for Emergency Response System services.
- w) Contract No. 3749 Wash House CLE LLC for Laundry services.
- x) Contract No. 3750 with XCEL Healthcare Providers, Inc. for Homemaker and Personal Care services; and

**SECTION 2.** That the County Executive is authorized to execute the Master Contract and all other documents consistent with said awards and this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Department of Senior and Adult Services; Master Agreement; 01/01/2024 – 12/31/2025; Options for Independent Living Services (OPTN)
<b>Department or Agency Name</b>	Department of Senior and Adult Services
<b>Requested Action</b>	<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	Various	Various	01/01/2024 – 12/31/2025	\$9,550,000.00	Pending	Pending

Cuyahoga County Division of Senior and Adult Services requesting approval of a Master contract with multiple vendors in the amount of \$9,550,000.00 for the time period 01/01/2024-12/31/2025.

The Options program provides in-home services to seniors and adults with disabilities living in Cuyahoga County who need: assistance with larger household chores; medical emergency response services; grab bar installation; homemaking assistance; home delivered meals; assistance with personal care; and/or transportation for medical-related appointments.

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 promote self-determination by providing subsidized services to clients so they can remain safe and comfortable in the community.
- Direct services and delivered to clients age 60 and older who met a protective level of care and have incomes up to 300% of the federal poverty level while also not qualifying for a funding source, like Passport.
- The overall goal of the Options Program is to extend the amount of time a client is able to reside at home before requiring more intensive services.

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: Agenda Item 1	Owner, executive director, other (specify):
A-1 Healthcare LLC 2060 S. Taylor Rd. Cleveland Heights, OH 44118	Richard Keller, CEO
Vendor Council District:	Project Council District:
Council district 10	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 2	Owner, executive director, other (specify):
ABC International Services, Inc. 31525 Aurora Road, Suite #2 Solon, OH 44139	Bella Rokhman, President/Owner
Vendor Council District:	Project Council District:
Council district 6	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 3	Owner, executive director, other (specify):
Addus Healthcare (South Carolina), Inc. (DBA Arcadia Home Care & Staffing) 2300 Warrenville Road, Suite 100 Downers Grove, IL 60515 10/25/2023 – Missing Cyber Coverage	Angela Dooley, Regional Director of Operations
Vendor Council District:	Project Council District:
N/A	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 4	Owner, executive director, other (specify):
Caring Hearts Health Services LLC 333 Babbitt Road, Suite 242 Euclid, OH 44123	Marquetta Brown, President
Vendor Council District:	Project Council District:
Council district 11	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 5	Owner, executive director, other (specify):
Casleo Corporation dba Global Meals 2761 E. 4 <sup>th</sup> Avenue Columbus, Ohio 43219	Nataliya Krylova, CEO

Vendor Council District:	Project Council District:
N/A	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 6	Owner, executive director, other (specify):
Connect America 816 Park Way Broomall, PA 19008	Richard Brooks, President
Vendor Council District:	Project Council District:
N/A	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 7	Owner, executive director, other (specify):
Essence Health Services 855 222 <sup>nd</sup> Street Euclid, OH 44123	Dannika Witten, Owner
Vendor Council District:	Project Council District:
Council District 11	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 8	Owner, executive director, other (specify):
Fernandez Property Group 3781 West 152 <sup>nd</sup> Street Cleveland, OH 44111	Sophia Fernandez, Owner
Vendor Council District:	Project Council District:
Council District 3	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 9	Owner, executive director, other (specify):
First Choice Medical Staffing 1457 West 11 <sup>th</sup> Street Cleveland, OH 44107 10/25/2023 – Missing subrogation language on COI	Charles Slone, President/CEO
Vendor Council District:	Project Council District:
Council District 3	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

Vendor Name and address: Agenda Item 10	Owner, executive director, other (specify):
Geocare Inc.dba Home Instead Senior Care 26777 Lorain Road, Suite 608 North Olmsted, Oh 44070	Geoffrey Moore, President
Vendor Council District:	Project Council District:
Council District 1	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 11	Owner, executive director, other (specify):
Home Care Relief, Inc 753 East 200 <sup>th</sup> Street Euclid, Ohio 44119	Darlene Myrick, CEO/President
Vendor Council District:	Project Council District:
Council District 10	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 12	Owner, executive director, other (specify):
Family & Community Services dba Mobile Meals 1357 Home Avenue Akron, Ohio 44310	Heather Laliberte, Director of Finance
Vendor Council District:	Project Council District:
Council District 5	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 13	Owner, executive director, other (specify):
Purfoods LLC dba Mom's Meals 3210 SE Corporate Woods Drive Ankeny, IA 50021	Nathan Jensen, Sr VP of Sales and Business Development
Vendor Council District:	Project Council District:
N/A	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 14	Owner, executive director, other (specify):
Renaissance Home Health Care 5311 Northfield Road Suite 212 Bedford Heights, Ohio 44146	Patricia Eady, Owner
Vendor Council District:	Project Council District:

Council District 9	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 15	Owner, executive director, other (specify):
Rent a Daughter Senior Care 23715 Mercantile Road Building A Suite 206 Beachwood OH 44122	Mark Glatley, Chief Executive Officer
Vendor Council District:	Project Council District:
Council District 11	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 16	Owner, executive director, other (specify):
Rose Centers for Aging Well 11890 Fairhill Road Cleveland OH 44120	Dabney Conwell, Executive Director
Vendor Council District:	Project Council District:
Council District 9	Countywide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 17	Owner, executive director, other (specify):
Senior Transportation Connection 4735 W. 150 <sup>th</sup> Street, Suite A Cleveland, Ohio 44135	Laura Kleinman, Executive Director
Vendor Council District:	Project Council District:
Council district 2	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 18	Owner, executive director, other (specify):
Solutions Premier Training Services 14077 Cedar Rd., Suite 203 South Euclid, Ohio 44118 10/25/2023 – Waiting on receipt of Umbrella Coverage or Waiver	Brenda Richardson, Owner/Program Administrator
Vendor Council District:	Project Council District:
Council district 11	

If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 19	Owner, executive director, other (specify):
Tobi Transportation Services, LLC 14100 Bardwell Avenue East Cleveland, Ohio 44112	Alice Jackson, Vice President
Vendor Council District:	Project Council District:
Council district 10	
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 20	Owner, executive director, other (specify):
Transport Assistance, INC 5481 State Road Parma, Ohio 44134	Fred Cerny, President
Vendor Council District:	Project Council District:
Council district 10	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 21	Owner, executive director, other (specify):
U First Homecare 6005 Fleet Avenue #1005 Cleveland, Ohio 44105	Veora Thompkins, Director
Vendor Council District:	Project Council District:
Council District 7	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 22	Owner, executive director, other (specify):
Valued Relationships 1400 Commerce Center Dr. Franklin, Ohio 45005	Mr. Ben Wallace, Executive Director
Vendor Council District:	Project Council District:
N/A	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 23	Owner, executive director, other (specify):
Wash House CLE, LLC 3781 W. 152 Street	Ms. Sophia Fernandez, Owner

Cleveland, Ohio 44111	
Vendor Council District:	Project Council District:
Council District 3	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	
Vendor Name and address: Agenda Item 24	Owner, executive director, other (specify):
Xcel Healthcare Providers, Inc 1991 Lee Rd. Cleveland, Ohio 44118	Mr. John Stanich, Executive Director
Vendor Council District:	Project Council District:
Council District 11	County Wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: 9,600,582.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)  <b>396/31</b>	<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 (20%) SBE (0%) MBE (0%) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain.</i> <b>DCAP is collecting documents from the non compliant vendors to make them compliant</b>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain:</i> <i>Master Agreement RFP - 25 of 31 vendors were awarded.</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:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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.

<b>FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant</b> (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source. <b>Health &amp; Human Services Levy- 100%</b>
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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
<b>Original Contract – R2021-0151 – 06/22/2021</b>
<b>Amendment 1 – R2023-0086 – 04/11/2023</b>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0338

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</b>	<b>A Resolution</b> authorizing an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services 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 \$1,075,377.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/ Department of Health and Human Services/Division of Community Initiatives/ Family and Children First Council recommends an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services 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 \$1,075,377.00 as follows:

- a) Contract No. CM2227 with East Cleveland City School District;
- b) Contract No. CM2268 with Bedford City School District;
- c) Contract No. CM2269 with Cleveland Municipal City School District;
- d) Contract No. CM2270 with Cleveland Heights-University Heights School District;
- e) Contract No. CM2271 with Maple Heights City School District;
- f) Contract No. CM2272 with Warrensville Heights City School District; and
- g) Contract No. CM2273 with Garfield Heights City School District.

**WHEREAS**, the County on behalf of FCFC desires to increase the achievement levels of students who are at risk in Cuyahoga County including but not limited to the following areas of concentration: Absent 2 or more days the previous school year, excessive tardiness, five or more days of in or out-of-school suspension, failed two or more core subjects, performed below proficiency level in one or core subject areas, Juvenile Court supervision of adjudicated youth, or over age for current grade level or repeating a grade; and

**WHEREAS**, the County seeks Districts to manage, monitor and implement the Closing the Achievement Gap program (CTAG). The Districts will recruit,



engage, retain, and provide oversight of the day-to-day Closing the Achievement Gap program; and

**WHEREAS**, the primary goals of this program is to effectuate positive behavioral and academic changes for the youth enrolled in the program; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to a Master Contract with various providers for school/community-based Closing the Achievement Gap services 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 \$1,075,377.00 as follows:

- a) Contract No. CM2227 with East Cleveland City School District;
- b) Contract No. CM2268 with Bedford City School District;
- c) Contract No. CM2269 with Cleveland Municipal City School District;
- d) Contract No. CM2270 with Cleveland Heights-University Heights School District;
- e) Contract No. CM2271 with Maple Heights City School District;
- f) Contract No. CM2272 with Warrensville Heights City School District; and
- g) Contract No. CM2273 with Garfield Heights City School District.

**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:

Committee(s) Assigned:

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



per year/ per district). As a result of participation, students are expected to improve their grade point average and ultimately graduate on time from high school.

The primary goals of the project is positive behavioral and academic changes for the youth enrolled in the program.

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):
<p>Bedford City School District 475 Northfield Road Bedford, Ohio 44146 Council District 9</p> <p>Cleveland Municipal School District 1111 Superior Avenue East, Suite 1800 Cleveland, Ohio 44114 Council District 7</p> <p>East Cleveland City School District 1843 Stanwood Road East Cleveland, Ohio 44112 Council District 10</p> <p>Warrensville Heights City School District 4500 Warrensville Center Road Warrensville Heights, Ohio 44128 Council District 9</p> <p>Garfield Heights City School District 5640 Briarcliff Drive Garfield Heights, Ohio 44125 Council District 8</p> <p>Maple Heights City School District 5740 Lawn Avenue Maple Heights, Ohio 44137 Council District 8</p> <p>Cleveland Heights- University Heights City School District 2155 Miramar Boulevard University Heights, Ohio 44118 Council District 10</p>	<p>The Superintendent of Bedford City School District is Dr. Cassandra J. Johnson.</p> <p>The CEO of Cleveland Municipal School District is Warren G. Morgan II.</p> <p>The CEO of East Cleveland City School District is Dr. Henry Pettiegrew.</p> <p>The Superintendent of Warrensville City School District is Donald Jolly.</p> <p>The Superintendent of Garfield City School District is Richard D. Reynolds.</p> <p>The Superintendent of Maple Heights City School District is Dr. Charles Keenan.</p> <p>The Superintendent of Cleveland Heights-University Heights School District is Elizabeth Kirby.</p>
Vendor Council District:	Project Council District:
9,7,10,9,8,8,10	9,7,10,9,8,8,10

<p>If applicable provide the full address or list the municipality(ies) impacted by the project.</p>	<p><b>Bedford City School District</b>  <b>Cleveland Heights University Heights City School District</b>  <b>Cleveland Municipal School District</b>  <b>East Cleveland School District</b>  <b>Garfield Heights City School District</b>  <b>Maple Heights City School District</b>  <b>Warrensville Heights City School District</b></p>
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
<p>RQ # if applicable (Provide RQ# for formals, informal as applicable)</p> <p><input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ</p> <p><input type="checkbox"/> Informal</p> <p><input type="checkbox"/> Formal Closing Date:</p>	<p>Provide a short summary for not using competitive bid process.</p> <p>An RFP was issued in 2015 with the ESC being the only responding vendor.</p> <p>*See Justification for additional information.</p>
<p>The total value of the solicitation:</p>	<p><input type="checkbox"/> Exemption</p>
<p>Number of Solicitations (sent/received) /</p>	<p><input type="checkbox"/> State Contract, list STS number and expiration date</p> <p><input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date</p>
<p>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.</p>	<p><input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).</p>
<p>Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:</p>	<p><input type="checkbox"/> Government Purchase</p> <p><input type="checkbox"/> Alternative Procurement Process</p>
<p>How did pricing compare among bids received?</p>	<p><input checked="" type="checkbox"/> Contract Amendment (list original procurement) RQ#6689 RFP</p> <p><input type="checkbox"/> Other Procurement Method, please describe:</p>

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

<p><b>FUNDING SOURCE(S):</b> (No acronyms – General Fund, HHS Levy, Capital, etc.). Include % if more than one source</p> <p><b>Health and Human Services Levy %100</b></p>
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Is this approved in the biennial budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project and if late, include timeline for lateness:</b>	
<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:	
<b>Timeline: Provide details for the items listed below in the box to its right.</b> Project/Procurement Start Date (date your team started working on this item):	<b>8/15/23</b>
Date documents were requested from vendor:	<b>8/30/23</b>
Date of insurance approval from risk manager:	<b>/23</b>
Date Department of Law approved Contract:	<b>/23</b>
Date item was entered and released in Infor:	<b>/23</b>
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)	

<b>HISTORY (see instructions):</b>				
Original	\$2,135,727.00	1/1/2022- 12/31/2022	3/22/2022	R2022-0063

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0339

Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</b>	<b>A Resolution</b> authorizing a contract with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$654,000.00 for programming and fiscal agent services for the Families and Schools Together (FAST) Program for the period 1/1/2024 - 12/31/2025; authorizing the County Executive to execute Contract No. 3839 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/ Department of Health and Human Services/Division of Community Initiatives/ Family and Children First Council recommends a contract with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$654,000.00 for programming and fiscal agent services for the Families and Schools Together (FAST) Program for the period 1/1/2024 - 12/31/2025; and

**WHEREAS**, the primary goal of this project is to serve as the fiscal agent for the disbursement and monitoring of funds; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy Funds; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with Educational Service Center of Northeast Ohio in the amount not-to-exceed \$654,000.00 for programming and fiscal agent services for the Families and Schools Together (FAST) Program for the period 1/1/2024 - 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3839 and all documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>Family and Children First Council/ Educational Service Center of Northeast Ohio/Contract for 1/1/2024 to 12/31/25 RQ# The purpose of the contract is to provide Fiscal Agent Services for FCFC for the Families and Schools Together(FAST) and Families and Schools Together Works.</b>
<b>Department or Agency Name</b>	<b>Family and Children First Council</b>
<b>Requested Action</b>	<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):

<b>Original (O)/ Amendment (A-# )</b>	<b>Contract No. (If PO, list PO#)</b>	<b>Vendor Name</b>	<b>Time Period</b>	<b>Amount</b>	<b>Date BOC Approved/ Council's Journal Date</b>	<b>Approval No.</b>
O		Educational Service Center of Northeast Ohio	1/1/2024 – 12/31/2025	\$654,000.00	Pending	

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

Requesting approval of a contract as indicated in the chart above or with Educational Service Center of Northeast Ohio in the amount of or not-to-exceed \$654,000.00 for the period 01/01/2024-12/31/2025. This is an Original Contract as the allowed amendments has been reached.  
 -The not to exceed amount by Seventy Thousand Dollars (\$654,000.00) for the term of the contract.

**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):**

Serve as the fiscal agent for the disbursement and monitoring of funds. Provider agrees that the funding provided through this contract will be used only for the FAST and FASTWORKS activities as specified. Enter into contracts with identified trainers and vendors to provide school and community based programming related to the project and reimburses trainers and vendors according to the FAST budget guidelines and fiscal procedures.

b. Enter into contracts with the identified trainers and vendors to provide the annual FASTWORKS event.  
 c. None of the services covered by this contract shall be contracted to any agency organization, other than the Selected Provider(s).

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):
Educational Services of Northeast Ohio	Dr. Robert Mengerink, Superintendent
Vendor Council District:	Project Council District:
6	4, 7, 10
If applicable provide the full address or list the municipality(ies) impacted by the project.	Parma School District 5 schools Cleveland Heights University Heights 3 schools Cleveland School District 2 schools East Cleveland School District 1 school

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable (Provide RQ# for formals, informal as 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. An RFP was issued in 2015 with the ESC being the only responding vendor.  *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? : <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related  No  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:
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Is the item ERP related?  No  Yes, answer the below questions.

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(S):** *(No acronyms – General Fund, HHS Levy, Capital, etc.). Include % if more than one source*  
**Health and Human Services Levy %100**

Is this approved in the biennial budget?  Yes  No (if “no” please explain):

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

**Provide status of project and if late, include timeline for lateness:**

<input type="checkbox"/> New Service or purchase	<input checked="" 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
<b>Reason:</b>		
<b>Timeline: Provide details for the items listed below in the box to its right.</b>	<b>8/15/23</b>	
Project/Procurement Start Date (date your team started working on this item):		
Date documents were requested from vendor:	<b>8/30/23</b>	
Date of insurance approval from risk manager:	<b>9/29/23</b>	
Date Department of Law approved Contract:	<b>9/29/23</b>	
Date item was entered and released in Infor:	<b>9/29/23</b>	
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):**

Original	\$919,944.00	1/1/2019 – 12/31/2020	11/26/2018	BC2018-862
Amendment 1	\$919,944.00	1/1/2020 -12/31/2021	3/10/2020	R2020-0059
Amendment 2	\$724,000.00	1/1/2022 – 12/31/2023	4/12/2022	R2022-0078
Amendment 3	\$654,000.00	1/1/2023 – 12/31/2023	12/16/2022	R2022-0414

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0340

<b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b>	<b>A Resolution</b> authorizing an amendment to Agreement No. 1876 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023 to extend the time period to 12/31/2024, to change the terms and expand the scope of services, effective 1/1/2024, and for additional funds in the amount not-to-exceed \$700,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood recommends an amendment to Agreement No. 1876 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023 to extend the time period 12/31/2024, to change the terms and expand the scope of services effective 1/1/2024, and for additional funds in the amount not-to-exceed \$700,000.00; and

**WHEREAS**, the primary goals of this project are to: (a) promote healthy social and emotional development of young children, (b) prevent and/or provide early intervention of mental health difficulties, and (c) provide treatment of mental health conditions among very young children in the context of their families; and

**WHEREAS**, this project is funded 100% by the Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Agreement No. 1876 with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for fiscal agent and program administration services for the Early Childhood Mental Health Program in connection with the Invest in Children Program for the period 1/1/2022 – 12/31/2023 to extend the time period 12/31/2024, to change the terms and expand the scope of services effective 1/1/2024, and for additional funds in the amount not-to-exceed \$700,000.00.

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

**SECTION 3.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and 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**

<b>Title</b>	Office of Early Childhood/Invest in Children 2024 Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, Contract Amendment 1 for the Early Childhood Mental Health Program
<b>Department or Agency Name</b>	Office of Early Childhood/Invest in Children
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	1876	Alcohol, Drug Addiction and Mental Health Services	1/1/2022-12/31/2023	\$1,639,104.00	1/25/2022	R2022-0016
A-1	1876	Alcohol, Drug Addiction and Mental Health Services	01/01/2024-12/31/2024	\$700,000.00	pending	pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families

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

**Project Goals, Outcomes or Purpose (list 3):**

- Promote healthy social and emotional development.
- Prevention and early intervention of mental health difficulties.
- Treatment of mental health conditions among very young children in the context of their families.
- Children will show progress in their socioemotional development as measured by increases in their assessment scores.
- Emergency cases are served in a timely fashion by the identified Emergency Response staff, as measured by number of days between referral and intake.

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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):
Alcohol, Drug Addiction and Mental Health Services Board 2012 W. 25 <sup>th</sup> Street, Cleveland, Ohio 44113	Scott Osiecki, Chief Executive Officer
Vendor Council District:	Project Council District:
Council District 7	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.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement) GOVP <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.	

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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.

Health and Human Services Levy-100%.

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):**

Original Contract – R2022-0016 approved 1/25/2022

**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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0341

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 3266 (fka Contract No. 1917) with Child Care Resource Center of Cuyahoga County dba Starting Point for the Special Needs Child Care Program 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 \$1,899,281.78; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood recommends an amendment to Contract No. 3266 (fka Contract No. 1917) with Child Care Resource Center of Cuyahoga County dba Starting Point for the Special Needs Child Care Program 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 \$1,899,281.78; and

**WHEREAS**, the primary goals of this project are to: a) increase inclusion of young children with identified disabilities, challenging behaviors, medial needs and children who are “at risk” of expulsion when served in typical child care settings and b) provide child assessments, technical assistance, training, special equipment, and resources for families who need specialized child care; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3266 (fka Contract No. 1917) with Child Care Resource Center of Cuyahoga County dba Starting Point for the Special Needs Child Care Program 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 \$1,899,281.78.

**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 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**

<b>Title</b>	Office of Early Childhood; 2024-25 Starting Point; Contract Amendment Prevention and Inclusion Programs (previously Special Needs Child Care Program)
<b>Department or Agency Name</b>	Office Early Childhood/Invest in Children
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	1917	Starting Point	1/1/2022 – 12/31/2023	\$4,442,092.00	12/7/2021	R2021-0276
A1	3266	Starting Point	1/1/2024 – 12/1/2025	<b>\$1,899,281.78</b>	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**  
 The Office of Early Childhood requesting approval of a contract amendment with Child Care Resource Center of Cuyahoga County dba Starting Point to add **\$1,899,281.78** and extend the contract by one year to 12/31/2024.

**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 inclusion of young children with identified disabilities, challenging behaviors, medical needs, and children who are "at risk" of expulsion when served in typical childcare settings (Centers and Family Child Care Homes);
- To provide child assessments, technical assistance, training, special equipment, and resources for families who need specialized childcare;
- Provide training and technical assistance to teachers in developing positive relationships and communication with parents and teachers who have experienced trauma.

**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):
4600 Euclid Avenue, Suite 500 Cleveland, OH 44103	<b>Nancy Mendez</b>
Vendor Council District:	Project Council District:
<b>7</b>	<b>7</b>
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>N/A</b>

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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.  Starting Point is designated by the Ohio Department of Jobs and Family Services (ODJFS) as the child care resource and referral agency for Cuyahoga, Lake, Geauga and Ashtabula counties. Starting Point provides assistance to parents needing care for their children, assistance to child care providers in need of technical assistance and training, and assistance to employers seeking quality child care for their employees. They are often considered to be the best qualified and most logical vendor to provide services under this contract.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement) Original procurement was an exemption. <input type="checkbox"/> Other Procurement Method, please describe:

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

<b>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.</b>  <b>100% Health and Human Services levy</b>
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**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.

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Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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:	
<b>Timeline:</b>	
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)	

<b>HISTORY (see Instructions):</b>
<ul style="list-style-type: none"> <li>Contract was copied in April 2023 to change CM# from 1917 to 3266.</li> <li>See above</li> </ul>

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0342

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in an amount not-to-exceed \$1,700,816.02 for implementation and management of the Child Care Access and Quality Expansion Program for Invest in Children for the period 1/1/2024 - 12/31/2025; authorizing the County Executive to execute the Contract No. 3687 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood recommends a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in an amount not-to-exceed \$1,700,816.02 for implementation and management of the Child Care Access and Quality Expansion Program for Invest in Children for the period 1/1/2024 - 12/31/2025; and

**WHEREAS**, the primary goals for this project are to: a) improve the quality of center based child care by providing technical assistance and training to center based child care providers; b) provide scholarships, training and technical assistance to individual child care providers through the TEACH component of the program; c) to recruit and increase the number of centers participating in the state administered voluntary tiered rating system known as Step Up to Quality; and d) to increase the supply of quality child care through start up or expansion of early care and education programs in neighborhoods where care has been determined as needed; and

**WHEREAS**, the project is funded 100% by Health and Human Services Levy Fund; and



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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in an amount not-to-exceed \$1,700,816.02 for implementation and management of the Child Care Access and Quality Expansion Program for Invest in Children for the period 1/1/2024 - 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3687 and all documents consistent with said award and 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 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**

<b>Title</b>	Office of Early Childhood; 2024-2025 Starting Point; Child Care Access and Quality Expansion Program.
<b>Department or Agency Name</b>	Office of Early Childhood/Invest In Children
<b>Requested Action</b>	<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	3687	Starting Point	1/1/24 – 12/31/25	\$1,700,816.02	Pending	Pending

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

Starting Point will continue to implement programs and services, which are core elements to having a quality Early Care and Education Professional Development System for child care centers. These program include:

- **T.E.A.C.H.** is responsible for oversight, planning, and administration in conjunction with Cuyahoga County, Ohio Department of Job and Family Services (ODJFS), and Ohio Child Care Resource and Referral Association (OCCRRÁ); recruiting, maintaining, and tracking information for T.E.A.C.H. scholars in collaboration with OCCRA.
- **Language Environment Analysis (LENA) Grow Program:** Starting Point staff members will be involved with planning, policy, and procedure development; oversight and administration of the LENA Grow Program in conjunction with the Office of Early Childhood (OEC).
- **Early Care & Education Center Capacity Expansion System:** This program is tasked with increasing the supply of quality child care through start-up or expansion of early care and education programs in neighborhoods where care is essential to meet the needs of families as determined by research on supply for child care.
- **Training and Technical Assistance for Center Expansion:** Facilitation of business management training and technical assistance for potential child care center owners. Starting Point will conduct initial and individualized technical assistance sessions, including site selection, zoning, architect design, business plan development, creation of a finance package, personnel management, licensing, and quality programming.
- **Child Care Referral:** Starting Point will maintain referral services 24-hours a day/7 days per-week via website and telephone consultation. Provide families with a menu of services to identify child care, caregiver education on high-quality child care; information about child development, early learning, and school success; child care subsidy programs; and other related resources as needed.
- **Billie Osborne-Fears Child Care Scholarship Program** will provide child care tuition assistance for low-to-moderate-income parents and caregivers. The scholarship will also provide client intake and screening, including parent/caregiver employment or

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training, income, and dates and times child care is needed, to determine program eligibility.

- **Community Planning** will educate community stakeholders on accessibility, availability, and quality in early care and education services. This may include consulting legislators, funders, planners, employers, organizations, and institutions of higher learning.

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

Project Goals, Outcomes or Purpose (list 3):

1. Increase professional development opportunities for early care and education professionals in Cuyahoga County.
2. Provide financial resources to enable education professionals to attend colleges and universities.
3. Expand the availability and accessibility of childcare centers, especially for working families in high-need neighborhoods.
4. Provide specialized outreach and recruitment efforts to inform parents of high-quality childcare/early education programs for Cuyahoga County's Universal Prekindergarten (UPK), and ODJFS Step Up To Quality high-quality rated programs.

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):
Starting Point 4600 Euclid Avenue, Suite 500 Cleveland, OH 44103	Nancy Mendez
Vendor Council District:	Project Council District:
7	7
If applicable provide the full address or list the municipality(ies) impacted by the project.	n/a

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
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.  Starting Point is designated by the Ohio Department of Jobs and Family Services (ODJFS) as the child care resource and referral agency for Cuyahoga, Lake, Geauga and Ashtabula counties. Starting Point provides assistance to parents needing care for their children, assistance to child care providers in need of technical assistance and training, and assistance to employers seeking quality child care for their employees. They are often considered to be the best qualified and most logical vendor to provide services under this contract.

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

<b>Is Purchase/Services technology related</b> <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.	

<b>FUNDING SOURCE:</b> 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.
Health and Human Service Levy
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b> This is a new contract for an ongoing 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
<b>Reason:</b>	
<b>Timeline:</b>	
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	

**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.

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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)	

CONTRACT HISTORY						
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	1949	Starting Point	1/1/22 – 12/31/23	\$1,620,682	12/30/21	R2021-0274
A	1949	Starting Point	1/1/22- 12/31/23	+\$10,489.81	8/22/22	BC2022-502
A2	1949	Starting Point	1/1/22- 12/31/23	+\$39,103.00	4/10/23	BC2023-210

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0343

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$2,433,569.42 for management and administration of the Family Child Care Home Professional Development System for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3688 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood recommends a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$2,433,569.42 for management and administration of the Family Child Care Home Professional Development System for the period 1/1/2024 – 12/31/2025; and

**WHEREAS**, the primary goals for this project are to: a) improve the quality of family child care homes, b) support family child care homes in maintaining their license and c) facilitate their entry into the Step Up to Quality star rating system; and

**WHEREAS**, the project is funded 100% by Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the amount not-to-exceed \$2,433,569.42 for management and administration of the Family Child Care Home Professional Development System for the period 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3688 and all documents consistent with said award and his 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 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**

<b>Title</b>	Office of Early Childhood; 2024-25 Starting Point; Contract Amendment Family Child Care Home (FCCH) Professional Development System
<b>Department or Agency Name</b>	Office of Early Childhood/Invest In Children
<b>Requested Action</b>	<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	3688	Starting Point	1/1/2024 – 12/31/2025	\$2,433,569.42	Pending	Pending

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

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

**Project Goals, Outcomes or Purpose (list 3):**

1. To improve the quality of family child care homes;
2. Support family child care homes in maintaining their license and;
3. To facilitate their entry into the Step Up to Quality (SUTQ) star rating system of maintaining their star rating.

**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):
Starting Point 4600 Euclid Avenue, Suite 500 Cleveland, OH 44103	<b>Nancy Mendez</b>
Vendor Council District:	Project Council District:
7	County wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	County wide

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
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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.  Starting Point is designated by the Ohio Department of Jobs and Family Services (ODJFS) as the child care resource and referral agency for Cuyahoga, Lake, Geauga and Ashtabula counties. Starting Point provides assistance to parents needing care for their children, assistance to child care providers in need of technical assistance and training, and assistance to employers seeking quality child care for their employees. They are often considered to be the best qualified and most logical vendor to provide services under this contract.  *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

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

<b>FUNDING SOURCE:</b> 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% Health and Human Services Levy
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" 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.

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

**Provide status of project.** This is a new contract for an ongoing 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):**

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	1918	Starting Point	1/1/2022 – 12/31/2024	\$2,708,844.00	12/7/21	R2021-0275

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0344

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</b></p>	<p><b>A Resolution</b> authorizing a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period of 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3877 and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood recommends a contract with Family Connections of Northeast Ohio in an amount not-to-exceed \$1,028,000.00 for program administration and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period of 1/1/2024 – 12/31/2025; and

**WHEREAS**, the SPARK program is an early literacy program for toddlers aged 3 to 5 with the goal of improving school readiness levels among SPARK children entering kindergarten; and

**WHEREAS**, the project is funded 100% by the Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with Family Connections of Northeast Ohio in the amount not-to-exceed \$1,028,000.00 for program administration and direct services for the Supporting Partnerships to Assure Ready Kids (SPARK) Program for Invest in Children for the period of 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3877 and all documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

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

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

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

Yeas:

Nays:

\_\_\_\_\_  
County Council President

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	HHS: Office of Early Childhood/Invest in Children; 2024 Family Connections of Northeast Ohio, Contract for Supporting Partnerships to Assure Ready Kids (SPARK) Program.
<b>Department or Agency Name</b>	Office of Early Childhood/Invest in Children
<b>Requested Action</b>	<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	CM3877	Family Connections of Northeast Ohio	01/01/2024 - 12/31/2025	\$1,028,000.00	Pending	Pending

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

Cuyahoga County Office of Early Childhood, Invest in Children, is requesting approval of a contract with Family Connections of Northeast Ohio in the amount of \$1,028,000.00 for the time period 01/01/2024 - 12/31/2025. Family Connections of Northeast Ohio will oversee implementation of the Supporting Partnerships to Assure Ready Kids (SPARK) program in Cuyahoga County. They will implement SPARK for up to three hundred and ten (310) three- and four-year-olds.

Family Connections of Northeast Ohio will ensure that the essential elements of SPARK include:

- Trained parent partner/s who work closely with children and families;
- Developmental screenings for all participants including a review of results by a Responsive Services Team;
- Follow-up assessments;
- Referrals for individual therapies as needed (ex., for speech or behavioral issues);
- Learning plans individualized to each child's specific learning needs; and
- A minimum of eight (and as many as twelve) home or group visits per family for three and four-year olds with prescribed lesson plans based on Ohio's Early Content Standards.

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):**

Supporting Partnerships to Assure Ready Kids (SPARK) is a family-focused intervention program that helps 3 and 4-year-olds get ready for school by building reading, language and social skills. SPARK's home visiting services extend over a 12-month period and include:

- Individualized support and learning opportunities from a Parent Partner.
- Developmental assessments, screenings and linkages to community resources.
- Assistance with the transition to kindergarten.

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- Educational supplies.

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):
Family Connections of Northeast Ohio 11811 Shaker Blvd., Suite 220, Cleveland, OH 44120	Beth Darmstadter, Executive Director
Vendor Council District:	Project Council District:
Council District 7	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.  Family Connections is the only agency that currently provides SPARK Services. They hold the replication agreement with SPARK Ohio to implement SPARK in Cuyahoga County.  *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related  Yes  No. If yes, complete section below:

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<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.	

<b>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.</b>
<b>Health and Human Services Levy- 100%</b>
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 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.

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
O R2022-0048 03/08/2022
A- 1 BC2022-241 04/18/2022

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0345

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 2995 with Mental Health Services for Homeless Persons dba Frontline Service for coordinated intake services in connection with the Continuum of Care Program for the period 1/1/2023 - 12/31/2023 to extend the time period to 1/31/2025, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$852,257.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends an amendment to Contract No. 2995 with Mental Health Services for Homeless Persons dba Frontline Service for coordinated intake services in connection with the Continuum of Care Program for the period 1/1/2023 - 12/31/2023 to extend the time period to 1/31/2025, to change the term, effective 1/1/2024, and for additional funds in the amount not-to-exceed \$852,257.00; and

**WHEREAS**, the primary goals for this project are to provide assessment and diversion to persons facing a housing crisis, refer emergency shelter placement and coordinate permanent housing resources to persons experiencing homelessness; and

**WHEREAS**, this project is funded 41% by Health and Human Services Levy Fund and 59% U.S. Department of Housing and Urban Development Coordinated Entry Grant Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 2995 with Mental Health Services for Homeless Persons dba Frontline Service for coordinated intake services in connection with the Continuum of Care Program for the period 1/1/2023 - 12/31/2023 to extend the time period to 1/31/2025, to change the terms effective 1/1/2024, and for additional funds in the amount not-to-exceed \$852,257.00.

**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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	OHS; Mental Health Services for Homeless Persons dba FrontLine Service; 2023-2025 Amend 1; RQ10456; Coordinated Intake and Assessment
<b>Department or Agency Name</b>	Office of Homeless Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	2995	Mental Health Services	1/1/23 – 12/31/23	\$500,000.00	2/27/23	BOC2023-122
A - 1	2995	Mental Health Services	1/1/24 – 1/31/25	\$852,257.00	Pending	Pending

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

The Coordinated Entry System is the front door to accessing shelter and housing services for persons experiencing a housing crisis in Cuyahoga County. The 2009 HEARTH Act requires that Continuums of Care establish a Coordinated Entry System to ensure that those who are most vulnerable and literally homeless are prioritized for the limited resources available for homeless intervention services. FrontLine Service operates Coordinated Intake and Assessment locally, providing 24/7 response to identify viable alternatives to entering shelter, assess needs for other emergency services, and link people with the most appropriate housing/shelter resource.

**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):**

- Provide assessment and diversion to persons facing a housing crisis
- Refer households for emergency shelter placement if needed
- Coordinate permanent housing resources targeted to persons experiencing homelessness

**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: Mental Health Services for Homeless Persons 1744 Payne Ave	Owner, executive director, other (specify): Susan Neth, executive director
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Cleveland, Ohio 4414	
Vendor Council District: 7	Project Council District: county-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  This amendment is exercising the option year in the original contract.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  RFP10456, closed 9/12/22  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <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.

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

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<b>59% - US Department of Housing and Urban Development Coordinated Entry grant</b>
<b>41% - HHS Levy</b>
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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
<b>See table 1</b>

Rev. 7/24/23



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0346

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 3015 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 - 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 \$1,422,933.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services has recommended an amendment to Contract No. 3015 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 - 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 \$1,422,933.00; and

**WHEREAS**, the primary goal for this project is to provide safe, high quality, temporary housing services for single adults and youth in Cuyahoga County; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3015 with Mental Health Services for Homeless Persons, Inc. dba Frontline Service for temporary housing for single adults and youth at North Point Transitional Housing, located at 1550 Superior Avenue, Cleveland, for the period 1/1/2023 - 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 \$1,422,933.00.

**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:

Committee(s) Assigned:

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	OHS; Mental Health Services for Homeless Persons dba FrontLine Service; 2024 Amend 1; RQ10456; North Point
<b>Department or Agency Name</b>	Office of Homeless Services
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (if PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	3015	Mental Health Services	1/1/23 – 12/31/23	\$1,422,933.00	3/10/23	R2023-0040
A - 1	2995	Mental Health Services	1/1/24 – 12/31/24	\$1,422,933.00	Pending	Pending

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

FrontLine Service operates North Point which serves single adults and youth aged 18-24 years. Residential services are provided 24 hours a day, 7 days a week. The program provides for basic needs such as hygiene products, clothing, laundry services, and three meals a day. Services focus on individuals with high barriers to housing stability and provide wraparound support. North Point case managers provide linkage to services that will assist clients in securing permanent housing and achieving self-sufficiency through a Housing First model.

**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):**

- Provide safe, trauma-informed, low-barrier, emergency shelter
- Develop and implement a permanent housing plan with each person
- Link clients with community services to secure sustainable income and physical and behavioral health services.

**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: Mental Health Services for Homeless Persons	Owner, executive director, other (specify): Susan Neth, executive director
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1744 Payne Ave Cleveland, Ohio 44114	
Vendor Council District: 7	Project Council District: county-wide
if applicable provide the full address or list the municipality(ies) impacted by the project.	<b>N/A</b>

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  This amendment is exercising the option year in the original contract.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  RFP10456, closed 9/12/22  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. <b>If yes, complete section below: N/A</b>	
<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.	

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<b>FUNDING SOURCE:</b> 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.
<b>100% Health and Human Services Levy Funds</b>
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 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

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
See table 1

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0347

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing a contract with The Salvation Army in the amount not-to-exceed \$794,821.00 for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 10/1/2023 – 9/30/2024; authorizing the County Executive to execute Contract No. 3868 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services recommends a contract with The Salvation Army in the amount not-to-exceed \$794,821.00 for supportive services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 10/1/2023 – 9/30/2024; and

**WHEREAS**, this contract provides supportive services for the PASS Program, a Transitional Housing Program for homeless men; and

**WHEREAS**, the primary goals of this project are to: (1) to provide basic, temporary housing and safety net services for 75 homeless men, (2) to quickly link clients with Rapid Re-Housing Assistance; and (3) to support clients in accessing earned income and benefits; and

**WHEREAS**, this project is funded 31% by Health and Human Services Levy Fund and 69% U.S. Department of Housing and Urban Development Rapid Rehousing for Singles Grant Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with The Salvation Army in the amount not-to-exceed \$794,821.00 for supportive

services for homeless men in the Pickup Assessment Sheltering Service (PASS) Transitional Housing Program for the period 10/1/2023 – 9/30/2024.

**SECTION 2.** That the County Executive is authorized to execute Contract No 3868 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**

<b>Title</b>	OHS; Salvation Army; 2023-2024 Contract for Emergency Shelter and Rapid Rehousing for Single Adults
<b>Department or Agency Name</b>	Office of Homeless Services
<b>Requested Action</b>	<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	3868	Salvation Army	10/1/23 – 9/30/24	\$794,821.00	pending	pending

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

The Pickup Assessment Sheltering Service (PASS) Program is intended to prepare and place homeless men into permanent housing. It provides Temporary Housing, Rapid Rehousing and Recovery Support Services to homeless men, serving 75 men at any given time and an average of 150 to 200 men annually. The overarching goal of the PASS Program is for the men to obtain permanent housing through the utilization of an Individualized Housing First Case Management Plan. The plan focuses on leveraging local resources and HUD Rapid Rehousing funds to transition homeless men into permanent placement.

**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):**

- Provide basic, temporary housing and safety net services for 75 homeless men at a time
- Link clients with permanent housing.
- Support clients in accessing earned income, recovery supports, and stable incomes.

**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: Salvation Army 440 West Nyack Rd West Nyack, NY 10994	Owner, executive director, other (specify): Michael Southwick, secretary
Vendor Council District: n/a – out of state corporate location	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	1710 Prospect Avenue Cleveland, OH 44115

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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  RFP exemption based on a subgrant award from the US Department of Housing and Urban Development for Rapid Rehousing for Singles.  *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 (%): ( 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, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <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.	

<b>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.</b>
<ul style="list-style-type: none"> <li>69% US Department of Housing and Urban Development Rapid Rehousing for Singles grant</li> <li>31% Health &amp; Human Services levy</li> </ul>
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):

<b>Provide status of project.</b>
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**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.

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<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
<b>Reason: HUD was late in issuing grant agreements. Grant did not get on fiscal agenda until 9/26.</b>		
<b>Timeline:</b>		
Project/Procurement Start Date (date your team started working on this item):	9/6/23	
Date documents were requested from vendor:	9/6/23	
Date of insurance approval from risk manager:	9/18/23	
Date Department of Law approved Contract:	10/5/23	
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain) Provider has begun providing services per the HUD grant agreement but is aware that they will not receive payment until the contract is active		
Have payments be made? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)		

<b>HISTORY (see instructions):</b>			
Original Contract	\$250,000	BC2021-164	4/06/2021
Amend 1	\$794,821	R2022-0061	3/22/2022
Amend 2	\$794,821	R2023-0015	1/24/2023

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0348

<p>Sponsored by: <b>County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</b></p>	<p><b>A Resolution</b> authorizing a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$993,190.00 for facility management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 3879 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, the County Executive/Department of Health and Human Services/ Division of Community Initiatives/Office of Homeless Services recommends a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$993,190.00 for facility management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2024 – 12/31/2025; and

**WHEREAS**, Emerald Development and Economic Network, Inc. owns and manages the property located at 2227 Payne Ave Cleveland 44114. This site houses the Norma Herr Community Women’s Shelter, which serves Cuyahoga County as a low-barrier shelter for single adult women.

**WHEREAS**, the primary goals of this project are to: (1) ensure a safe and clean environment for shelter guests, visitors and service provider staff, (2) maintain building systems for safe economical, efficient operation and (3) comply with local OHS Advisory Board standards; and

**WHEREAS**, this project is funded 100% by Health and Human Services Levy Fund; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes a contract with Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$993,190.00 for facility management services for the Norma Herr Women’s Shelter, located at 2227 Payne Avenue, Cleveland, for the period 1/1/2024 – 12/31/2025.

**SECTION 2.** That the County Executive is authorized to execute Contract No 3879 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**

<b>Title</b>	OHS; Emerald Development and Economic Development (EDEN), Inc; 2024-2025; Norma Herr Women's Shelter Facilities Management
<b>Department or Agency Name</b>	Office of Homeless Services
<b>Requested Action</b>	<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	3879	EDEN, Inc.	1/1/24-12/31/25	\$993,190.00	Pending	Pending

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

Emerald Development and Economic Network (EDEN), Inc. owns and manages the property located at 2227 Payne Ave Cleveland 44114. This site houses the Norma Herr Community Women's Shelter, which serves Cuyahoga County as a low-barrier shelter for single adult women. As the owner of the building, EDEN, Inc. will provide property management services to ensure the building remains in compliance with local requirements as well as OHS Advisory Board-approved shelter standards. Services will include ongoing maintenance of the facility due to its age and intensive use, 24/7 on-call response for emergency repairs normal maintenance and repairs, staffing and services for custodial and housekeeping, insurance coverage, utility costs, asset management, and groundskeeping.

**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):**

- Ensure a safe and clean environment for shelter guests, visitors, and service provider staff
- Maintain building systems (heat, water, electric) for safe, economical, efficient operation, with 24/7 emergency support
- Comply with local requirements as well as OHS Advisory Board-approved shelter standards

**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: Emerald Development and Economic Network 7812 Madison Ave Cleveland, Ohio 44102	Owner, executive director, other (specify): Elaine Gimmel, executive director
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Vendor Council District: 7	Project Council District: county-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

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.  EDEN is the owner of the building and is a housing development agency that already does facilities management county-wide. They have the existing infrastructure to provide these services cost-effectively.  *See Justification for additional information.
The total value of the solicitation:	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement)  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <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.	

<b>FUNDING SOURCE:</b> 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.  <b>Health and Human Services Levy funds</b>
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**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.

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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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	
<b>Timeline:</b>	<b>8/25/23</b>
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<b>9/1/23, 9/11/23</b>
Date of insurance approval from risk manager:	<b>10/17/23</b>
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: N/A	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>		
Original Contract	2/16/2021	BC2021-73
Amend 1	2/7/2022	BC2022-80
Amend 2	2/21/2023	BC2023-103

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# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0286

<p>Sponsored by: <b>County Executive Ronayne/Department of Public Works on behalf of Fiscal Officer</b></p>	<p><b>A Resolution</b> authorizing an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for the lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 – 11/30/2023 to extend the time period to 11/30/2028, 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.</p>
<p>Co-Sponsored by: <b>Councilmember Kelly</b></p>	

**WHEREAS**, the County Executive/Department of Public Works on behalf of Fiscal Officer recommends an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for the lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 – 11/30/2023 to extend the time period to 11/30/2028, change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08; and

**WHEREAS**, the goal of this project is to continue to provide 3,192 square feet of office space and at least thirty (30) parking spaced for the Fiscal Office, Auto Title Regional Office West located at 27029 Brookpark Extension Road, North Olmsted; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3712 (fka CE1300539) with Sparky Plaza, LLC (formerly Cherandon Plaza, LLC) for the lease of space for Auto Title Regional Office West, located at 27029 Brookpark Extension Road, North Olmsted, for the period 12/1/2013 – 11/30/2023 to extend the time period to 11/30/2028, change the terms, effective upon contract signature of all parties, and for additional funds in the amount not-to-exceed \$515,476.08.

**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: Public Works, Procurement & Contracting

Additional Sponsorship Requested on the Floor: October 10, 2023

[Clerk's Note: Due to typographical errors, technical corrections to the term were made by the Clerk at the request of the Department: November 9, 2023.]

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS  
CM3712 (fka CM869 closed per OPD)  
Sparky Plazas, LLC**

<b>Title</b>	Department of Public Works, (the "County" or "Tenant") submitting a 2023 Amendment to lease in connection with Sparky Plazas, LLC ("Landlord") <b>Contract No. 3712</b> fka CM869 CE1300539 for lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Road, Ext., North Olmsted for use by Fiscal Office for the Great Northern Area Auto Title Satellite Office for the period 12/1/2013-11/30/2023 extending to 11/30/28 and additional funds not-to-exceed \$ 515,476.08
<b>Department or Agency Name</b>	Department of Public Works on behalf of the Cuyahoga County Fiscal Officer, Auto Title Division
<b>Requested Action</b>	<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-# )	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.
O	Novus	Cherandon Plaza	12/1/2013-11/30/2018	\$534,500.40	1/14/2014	R2013-0292
		Cherandon Plaza to Sparky Plazas, LLC (Quit Claim Deed)	12/1/2013-11/30/2018	\$ 0.00	2/25/2016	
	OnBase#20644752	Cherandon Plaza to Sparky Plazas, LLC	12/1/2013-11/30/2018	\$ 0.00	6/18/2018	CON2018-56
A-1	OnBase#36130750	Sparky Plazas, LLC	12/1/2013-11/30/2023	\$414,800.40	11/27/2018	R2018-0233
A-2	CM-3712 fka CM869	Sparky Plazas, LLC	12/1/2013-11/30/2028	\$ 515,476.08	Pending	Pending

<p><b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input checked="" type="checkbox"/> Existing service or purchase.</b></p> <p>This is a 2023 Amendment to Contract No. CM3712 fka CM869 with Sparky Plazas, LLC, to extend the lease for a period commencing December 1, 2013 – November 30, 2023 extend to November 30, 2028 for use by the Cuyahoga County Auto Title located at 20729 Brookpark Road Ext., North Olmsted, Ohio 44070 ("Landlord") successor in interest to Chardon Plaza, LLC for approximately 3,192 sq/ft and for additional funds in the amount not-to-exceed \$ 515,476.08</p>
<p><b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</b></p> <p><b>Age of items being replaced: _____ How will replaced items be disposed of? _____</b></p>
<p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <p>The goal of the project is to continue to lease space for the Greater Northern Title Bureau. The purpose of the project is to continue lease of approximately 3,192 sq./ft of office space and the use of thirty (30) parking spaces located at 27029 Brook Park Extension Rd., North Olmsted for use by Fiscal Office for the Great Northern Area Auto Title Satellite Office to provide a more streamlined and centralized location to provide easy access and services to the public.</p>

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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: Sparky Plazas, LLC company located at 26815 Brookpark Road., Ext. North Olmsted, Ohio 44070 Contact: Rose Simon, Office Manager (440) 734-0434	Owner, executive director, other (specify): Zahran Al-Qadan Member Sparky Properties, LLC
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Vendor Council District: 1	Project Council District: 1
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If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ 13-25834 <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: bids rcvd 5/2013	Provide a short summary for not using competitive bid process.  This is an amendment to an existing contract that began in 2013. Please see Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment (list original procurement) 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.	

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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.

General Fund (9/18/23 verified w/Domonique Tatum Fiscal Office)

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:**

<b>Timeline:</b>	
Project/Procurement Start Date (date your team started working on this item):	01/06/23 PWD-3314 opened 08/31/23 Infor processing assigned to NFarina via JMyers
Date documents were requested from vendor:	8/31/23 and last required doc received 9/19/23
Date of insurance approval from risk manager:	9/19/23
Date Department of Law approved Contract:	9/19/23
Date item was entered and released in Infor:	9/11/23 and released 9/19/23

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: Contract CM869 has maximum amt. fund lines therefore a new contract number has been issued CM3712. The Fiscal Office uploaded a PO25 verifying remaining funds CM869 and line 1 was released for approval so there is no "gap" in payments. NFarina closed CM869 via Fiscal's Office approval. NFarina "activated" CM3712 and fund Line 2. is being released in the amount of \$7,847.00 for the period 12/1/2023-12/31/2023. The Fiscal Office will enter annual fund lines thereafter according to the contract terms.

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

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

**HISTORY (see instructions):**

Second Amendment Sparky Plazas, LLC  
CM3712 (fka CM869)

**R2013-0292 dtd January 14, 2014 (Original Lease) Cherandon Plaza, LLC**  
Novus – award John Myers and Jamal Husani Co. Engineering  
RQ#25834 CE130059  
12/1/2013 – 11/30/2018  
\$534,400.40

**CON2018-56 dtd June 18, 2018**  
**CHERANDON PLAZA, LLC to SPARKY PLAZAS, LLC**

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OnBase#20644752 – Assignment and Assumption Nancy Farina and John Myers  
Executed contact cover – yes \$0.00 (processing only per LAveryhart)

**R2018-0233 dtd 11/27/18**

**SPARKY PLAZAS, LLC**

OnBase#36130750 Nancy Farina and John Myers

PWD-1326

12/1/2013 – 11/30/2018 extend 11/30/2023

\$414,800.40

**CM869**

**SPARKY PLAZAS, LLC**

Conversion CPapa 2020 rollover and 2021 funds

**CM3712 (fka CM869 closed per OPD)**

**R2023-TBD**

**SPARKY PLAZAS, LLC**

PWD-3314 opened 1/6/23

12/1/2013 – 11/30/2023 and extend to 11/30/2028

\$ 515,476.08

*8/31/23 Created by NFarina – to be reviewed by Fiscal Office/Auto Title Division Bryan Dunn and Nichole Sanders per Lisa Rocco's email and cc'd Michael Chambers and MC added Domonique Tatum.*

Rev. 7/24/23

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0287**

<b>Sponsored by: County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> 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.
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**WHEREAS**, the County Executive/Department of Public Works recommends 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; and

**WHEREAS**, the primary goal of this project is to provide maintenance and as-needed repairs of County elevators and escalators; and

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

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

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

**SECTION 1.** That the Cuyahoga County Council hereby makes an award on 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.

**SECTION 2.** That the County Executive is authorized to execute Contract No. 3677 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: October 10, 2023  
Committee(s) Assigned: Public Works, Procurement & Contracting

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	The Department of Public Works – Contract with Kone, Inc – Maintenance & Repairs for Various County Buildings
<b>Department or Agency Name</b>	Public Works
<b>Requested Action</b>	<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	CM3677	Kone, Inc	1/1/2024-12/31/2026	\$3,843,640.00		

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase. The Department of Public Works is requesting approval for a contract CM 3677 with Kone, Inc. for maintenance & as-needed repair of various county building elevators. This will be a 3-year contract for \$3,843,640.00.**

**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 intent of this contract is to have a vendor in place that will provide maintenance & as-needed repairs of County elevators and escalators.

**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: Kone, Inc. 6670 W. Snowville Rd Brecksville, OH 44141	Owner, executive director, other (specify): Antti Herlin
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

Rev. 7/24/23

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: 5/22/2023	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) 11 / 3	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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.	

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

<b>Provide status of project.</b>	
<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
<b>Reason:</b>	

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

<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>

Rev. 7/24/23

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0293

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

**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.

WHEREAS, on March 15, 2016, the electors of Cuyahoga County approved the renewal of a 4.8-mill property 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, the last collection of which will occur in calendar year 2024; and

WHEREAS, the Cuyahoga County Council wishes to declare the necessity of submitting to the electors of Cuyahoga County at the election to be held on March 19, 2024, the question of the renewal of said levy, for eight years, to commence in tax year 2024 with first collection in calendar year 2025; and

WHEREAS, it is necessary that this Resolution be immediately effective in order that critical services provided by Cuyahoga County can continue and to meet the Board of Elections' deadlines, and to continue the usual and daily operation of County departments, offices and agencies;

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

**SECTION 1.** This County Council determines and declares that it is necessary to renew the levy of a tax outside the ten-mill limitation at the rate of 4.8 mills for each one dollar of taxable value for the purpose of supplementing general fund appropriations for health and human or social services, for eight years, and to submit the question of the renewal of said tax to the electors of the entire territory of Cuyahoga County at the election to be held on March 19, 2024, in accordance with Section 5705.191 of the Ohio Revised Code. The renewal tax would first be levied in tax year 2024, first be collected in calendar year 2025, and be levied upon the entire territory of the County.



**SECTION 2.** The Clerk of Council is authorized and directed to certify a copy of this Resolution to the Fiscal Officer for the certification of the total current tax valuation of the County, the dollar amount of revenue that would be generated by the 4.8-mill renewal levy, and any other information required to be certified by Council pursuant to Ohio Revised Code § 5705.03(B)(2).

**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 \_\_\_\_\_  
\_\_\_\_\_, 2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0294

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

**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.

WHEREAS, the County Council adopted Resolution No. R2023-XXXX on \_\_\_\_\_, 2023, declaring the necessity of submitting to the electors of the County the question of a renewal of an existing 4.8-mill property 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; and

WHEREAS, the Fiscal Officer has advised and certified to the County Council that: (a) the property tax revenue that will be produced (annually) by the stated millage, assuming the taxable value of the County remains constant throughout the life of the renewal levy, is \$ \_\_\_\_\_; (b) the total taxable value of the County used in calculating the estimated property tax revenue is \$ \_\_\_\_\_; and (c) the millage for the requested levy is 4.8 mills per \$1 of taxable value, which amounts to \$ \_\_\_\_\_ for each \$100,000 of the county fiscal officer's appraised value (collectively, the "Fiscal Officer's Certifications"); and

WHEREAS, the County Council having declared the necessity of submitting the question of the renewal levy to the electors of Cuyahoga County, and the County Fiscal Officer having made the necessary certifications, Council desires now to proceed with the submission of said question to the electors on the March 19, 2024 ballot by the adoption of this Resolution and the filing of the necessary documents with the Board of Elections prior to the December 20, 2023 filing deadline; and

WHEREAS, it is necessary that this Resolution be immediately effective in order that critical services provided by Cuyahoga County can continue and to meet the Board of Elections' deadlines, and to continue the usual and daily operation of County departments, offices and agencies;

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

**SECTION 1.** The County Council acknowledges its receipt of and accepts the Fiscal Officer's Certifications.

**SECTION 2.** Pursuant to Section 5705.191 of the Ohio Revised Code, the County Council declares that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the County, and that it is necessary to renew the levy of a tax in excess of such limitation at the rate of 4.8 mills for each one dollar of taxable value for the purpose of supplementing general fund appropriations for health and human or social services, for eight years, to commence in tax year 2024, with the proceeds of such renewal levy first being available to the County in calendar year 2025; the County Council therefore determines to proceed with the submission of the question of said renewal levy to the electors of the County at the election to be held on March 19, 2024, at the time specified by the Board of Elections.

**SECTION 3.** In the event that the Ohio legislature reschedules the March 19, 2024 primary election, the tax levy renewal question shall be submitted to the electors on the rescheduled primary election date.

**SECTION 4.** The Clerk of Council is authorized and directed to certify immediately to the Board of Elections: (i) a copy of the Resolution referred to in the first preamble to this Resolution; (ii) the Fiscal Officer's Certifications; and (iii) a copy of this Resolution. This County Council requests that the Board of Elections give notice of the election and prepare the necessary ballots and supplies for the election in accordance with the law.

**SECTION 5.** The Director of the Board of Elections is hereby directed to cause notice of the election to be published once a week for two consecutive weeks prior to the election in a newspaper of general circulation in the County, or as provided in Section 7.16 of the Revised Code, and if the Board of Elections operates and maintains a web site, the Board of Elections shall post notice of the election on its web site for 30 days prior to the election. The notice of the election shall state: (a) the purpose of the proposed renewal levy; (b) the levy's estimated annual collections; (c) the rate of the proposed renewal levy, expressed in mills for each one dollar of taxable value; (d) the estimated effective rate of the renewal levy, expressed in dollars for each \$100,000 of the county fiscal officer's appraised value; (e) the number of years that the renewal levy will be in effect; (f) first month and year in which the renewal tax will be levied; and (g) the time and place of the election, unless the aforesaid requirements are changed or otherwise required by law. The Director of the Board of Elections is hereby directed to certify the result of the election, immediately after the canvas by the Board of Elections, to the taxing authority of the County, in order to permit the enactment of such levy, if approved by the electorate, for a period of eight years, beginning with

the tax list and duplicate for the year 2024, the proceeds of which levy first would be available to the County in the calendar year 2025.

**SECTION 6.** The form of the Ballot to be used at such election shall be as follows:

**PROPOSED TAX LEVY (RENEWAL)  
CUYAHOGA COUNTY**

**A majority affirmative vote is necessary for passage**

A renewal of a tax for the benefit of Cuyahoga County for the purpose of supplementing general fund appropriations for health and human or social services that the county fiscal officer estimates will collect \$ \_\_\_\_\_ annually, at a rate not exceeding 4.8 mills for each \$1 of taxable value, which amounts to \$ \_\_\_\_\_ for each \$100,000 of the county fiscal officer's appraised value, for eight years, commencing in 2024, first due in calendar year 2025.

	FOR THE TAX LEVY
	AGAINST THE TAX LEVY

**SECTION 7.** If the ballot measure in Section 6 receives a majority affirmative vote, as necessary for its passage, the levied tax shall go into effect for the duration and at the rate provided in 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 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.



**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0304**

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> 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.
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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: October 23, 2023

Committee(s) Assigned: Committee of the Whole

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

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Experienced, dedicated, and trusted financial professional with a proven history of implementing fiscal accountability, streamlining expenditures, increasing productivity, and protecting public resources.

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## EXPERIENCE

<b>Fiscal Officer – Chief Financial Officer</b> Cuyahoga County	<i>2019 – Pres.</i>
<b>Operations and Finance Administrator</b> DPW-Cuyahoga County	<i>2016 – 2019</i>
<b>Senior Business Services Manager/ Fiscal Officer</b> DPW-Cuyahoga County	<i>2011 – 2016</i>
<b>Fiscal Officer</b> Cuyahoga County Engineer	<i>2001 – 2011</i>
<b>Assistant City Controller</b> City of Cleveland	<i>1999 – 2001</i>
<b>Supervisor, Accounting Department</b> Cuyahoga County Treasurer	<i>1990 – 1999</i>

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## LICENSE/EDUCATION

<b>Certified Public Accountant</b> State of Ohio	<i>2000</i>
<b>Bachelor of Business Administration</b> Cleveland State University	<i>1990</i>

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## 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. R2023-0306**

Sponsored by: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> 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.
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**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: October 24, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

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: <b>County Executive Ronayne/Department of Public Works</b>	<b>A Resolution</b> 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.
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**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: October 23, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

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**

<p>Sponsored by: <b>County Executive Ronayne/Department of Housing and Community Development</b></p> <p>Co-sponsored by: <b>Councilmember Miller</b></p>	<p><b>A Resolution</b> 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.</p>
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**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: October 24, 2023

Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: October 24, 2023

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	2023; Department of Housing and Community Development; City of Lakewood; HOME-ARP Grant October 1, 2023 – September 30, 2025
<b>Department or Agency Name</b>	Department of Housing and Community Development
<b>Requested Action</b>	<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	3803	City of Lakewood	10/1/2023 – 9/30/2025	\$1,091,667.00	Pending	Pending

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

Requesting approval of a contract with the City of Lakewood in the amount not to exceed \$1,091,667.00 for the period of October 1, 2023 through September 30, 2025.

Under the agreement with the US Department of Housing and Urban Development set forth in 24 CFR 92, the communities of Cleveland Heights, Euclid, Lakewood, and Parma Ohio have collectively formed the Cuyahoga Housing Consortium to receive funds for the purposes of carrying out the objectives of the Cranston-Gonzalez Affordable Housing Act.

**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):**

Provide for a tenant based rental assistance program.

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.

Generally, provide support for qualifying families that are homeless, at risk of homelessness, fleeing or attempting to flee domestic violence situations, population where providing supportive services or assistance would prevent a family's homelessness as well as veterans and family.

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

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

Vendor Name and address:	Owner, executive director, other (specify):
City of 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:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. <b>If yes, complete section below:</b>	
<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: <b>County Executive Ronayne/Department of Human Resources</b>	<b>A Resolution</b> 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.
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**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: October 24, 2023

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

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	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.
<b>Department or Agency Name</b>	Human Resources
<b>Requested Action</b>	<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):
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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.	

<b>FUNDING SOURCE:</b> 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.
<b>100% Self insurance Fund</b>
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.

<b>Provide status of project.</b>	
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
<b>Reason:</b>	
<b>Timeline:</b>	
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)	

<b>HISTORY (see instructions):</b>
<b>Previous Contract 1/1/2020-12/31/2022:</b> CE1900413 / CM1203 / CM2248
<b>Original Contract - \$5,400,368.00 – R2019-0280 12/10/2019</b>
<b>Amendment 1 - \$1,871,168.00 – R2022-0408 12/06/2022</b>

Rev. 7/24/23

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0310**

<b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Family and Children First Council</b>	<b>A Resolution</b> 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.
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**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: October 24, 2023

Committee(s) Assigned: Education, Environment & Sustainability

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Out of School Time
<b>Department or Agency Name</b>	Family and Children First Council
<b>Requested Action</b>	<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.

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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. <b>None required</b>	<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.	

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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. R2023-0290

<b>Sponsored by: County Executive Ronayne/Court of Common Pleas/Corrections Planning Board</b>	<b>A Resolution</b> 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 amendment and all other documents consistent with this Resolution, and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the County Executive/Corrections Planning Board recommends an amendment to Contract No. 2120 with Passages Connecting Fathers and Sons, Inc. for the implementations of the Cognitive Behavioral Interventions for Offenders Seeking Employment Program for moderate and high-risk level offenders who are unemployed or underemployed, for the period 7/1/2021 – 6/30/2023 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; and

**WHEREAS**, the primary goal of this project is to continue to target the recidivism rates of probationers by providing them with (1) regular cognitive skills development sessions which includes a research-based curriculum developed by the University of Cincinnati called the Cognitive Behavioral Interventions for Offenders Seeking Employment, (2) follow-up job placement opportunities, and (3) on-going case management; and

**WHEREAS**, this project is funded 100% Community Corrections Act Grant 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 authorizes 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.

**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: Public Safety & Justice Affairs

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_



**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Passages CBI-EMP
<b>Department or Agency Name</b>	Corrections Planning Board
<b>Requested Action</b>	<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.
First Amendment	2120	Passages, Connecting Fathers and Sons, Inc.	July 1, 2023 to June 30, 2025	\$1,065,476.00	01/25/2022	R2022-0014C

<p><b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New <u>or</u> <input checked="" type="checkbox"/> Existing service or purchase.</b></p> <p>The vendor Passages Connection Fathers and Sons Inc. will provide assessment and specialized programming to address the employment needs of offenders, both male, female, etc. Based upon the assumption that meaningful and legal employment is one key element of becoming a productive member of society, and justice system involvement can be a barrier to employment, Passages Connection Fathers and Sons Inc. will implement a program designed for criminal justice involved individuals who present as moderate to high need in the area of employment. By targeting cognitive behavioral interventions in combination with employment opportunities, specific problem solving skills are learned which greatly assist in both lawful behaviors exhibited by probationers as well as engagement in on-going legal employment.</p>
<p><b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional   <input type="checkbox"/> Replacement</b></p> <p><b>Age of items being replaced:                      How will replaced items be disposed of?</b></p>
<p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <p>The goals of the program are to target the recidivism rates of probationers by providing them with (1) regular cognitive skills development sessions (which includes a research-based curriculum developed by the University of Cincinnati called the Cognitive Behavioral Interventions for Offenders Seeking Employment) (2) follow-up job placement opportunities, and (3) on-going case management.</p>
<p><b>If a County Council item, are you requesting passage of the item without 3 readings. <input type="checkbox"/> Yes   <input type="checkbox"/> No</b></p>

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<b>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)</b>	
Vendor Name and address: Passages Connecting Fathers and Sons Inc. 4600 Carnegie Ave. Cleveland, OH 44103	Owner, executive director, other (specify): Dr. Brian Moore, President and CEO
Vendor Council District: ALL	Project Council District: ALL
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:	<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 type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:</b>	
<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.	

Rev. 7/24/23

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

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.

<b>Provide status of project.</b>	
<input type="checkbox"/> New Service or purchase <input checked="" 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
<b>Reason:</b> Extra workload caused a delay in processing. Backlog due to grant proposal processing in the winter, trying to catch up.	
<b>Timeline:</b>	<i>June 2023</i>
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<i>June 2023</i>
Date of insurance approval from risk manager:	<i>August 2023</i>
Date Department of Law approved Contract:	<i>August 2023</i>
Date item was entered and released in Infor:	<i>August 2023</i>
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 checked="" type="checkbox"/> Yes (if yes, please explain) Continued services to support offender treatment. Provider has been contacted before deadline of the original agreement regarding the delay in processing Amended contract	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0305

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Michelle Curry 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.
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**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 Michelle Curry (replacing Max Rodas) 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 Michelle Curry (replacing Max Rodas) 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: October 24, 2023

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

Legislation Amended in Committee: October 31, 2023

Journal \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0267

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

**WHEREAS**, the City of Cleveland/Cuyahoga County Workforce Development Board, formerly known as Workforce Investment Board, was established to fulfill the functions outlines in the Federal Workforce Investment Act of 1998 and was created pursuant to the provisions of Ohio Revise Code Chapter 6301; and

**WHEREAS**, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

**WHEREAS**, the joint operation between the City of Cleveland and Cuyahoga County provides public policy guidelines and exercises oversight of local programs of workforce activities; and

**WHEREAS**, County Executive 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: <b>County Executive Ronayne/Department of Housing and Community Development</b>	<b>A Resolution</b> 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.
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**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**

<b>Title</b>	<b>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)</b>
<b>Department or Agency Name</b>	Department of Housing and Community Development
<b>Requested Action</b>	<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><b>Service/Item Description (include quantity if applicable). Indicate whether <input checked="" type="checkbox"/> New <u>or</u> <input type="checkbox"/> Existing service or purchase.</b></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><b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</b></p> <p><b>Age of items being replaced: _____ How will replaced items be disposed of? _____</b></p>
<p><b>Project Goals, Outcomes or Purpose (list 3):</b></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><b>If a County Council item, are you requesting passage of the item without 3 readings. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b></p>

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<b>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)</b>	
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)

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT X</b>
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: <b>NONPO – Sale of Property</b>

<b>Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:</b>	
<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.	

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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):

**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):**

**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.

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0289**

<p>Sponsored by: <b>County Executive Ronayne/Department of Human Resources</b></p>	<p><b>A Resolution</b> 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.</p>
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**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**

<b>Title</b>	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.
<b>Department or Agency Name</b>	Human Resources
<b>Requested Action</b>	<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

<b>Service/Item Description (include quantity if applicable). Indicate whether <input type="checkbox"/> New or <input type="checkbox"/> Existing service or purchase.</b> 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.
<b>For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement</b> <b>Age of items being replaced: _____ How will replaced items be disposed of?</b>
<b>Project Goals, Outcomes or Purpose (list 3):</b>  The goals of this agreement are to provide consulting services for Workers' Compensation, assist managing claims, and assist in claims hearings.
<b>If a County Council item, are you requesting passage of the item without 3 readings. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</b>

<b>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)</b>	
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.	

<b>COMPETITIVE PROCUREMENT</b> RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	<b>NON-COMPETITIVE PROCUREMENT</b> Provide a short summary for not using competitive bid process.
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	*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:

<b>Is Purchase/Services technology related</b> <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.	

<b>FUNDING SOURCE:</b> 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):

<b>Provide status of project.</b> 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.

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<b>Reason:</b>	
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.	
<b>Timeline:</b>	<b>2/16/2023</b>
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<b>6/8/2023</b>
Date of insurance approval from risk manager:	<b>8/30/2023</b>
Date Department of Law approved Contract:	<b>8/4/2023</b>
Date item was entered and released in Infor:	<b>8/31/2023</b>
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)	

<b>HISTORY (see instructions):</b>
<b>Previous Contract CM1840 resulting from RFP# 6058:</b>
<b>1/1/2022-12/31/2023 \$353,500.00</b>
<b>Approved 10/18/2021, BC2021-585</b>

Rev. 7/24/23

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2023-0016

<p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by: <b>Councilmembers Turner, Stephens, Conwell, Sweeney and Miller</b></p>	<p><b>An Ordinance</b> enacting Section 208.05 of the Cuyahoga County Code to establish a Cuyahoga County Advisory Council on Women’s Health 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>
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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 Eliminating Racial Disparities in Infant Mortality Task Force established by the Ohio Department of Health 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 Advisory Council on Women’s Health 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 Advisory Council on Women's Health**

**A. Composition:** The Advisory Council on Women's Health shall be composed of thirteen (13) members, including: the County Executive or the Executive's designee; the County Council President or the President's designee; the Director of Health and Human Services or the Director's designee; The President of the Metro Health System or the President's designee; 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. Community Appointees shall be electors of Cuyahoga County.

1. Three (3) of the Community Appointees shall have an initial term of one (1) year; **three** (3) 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 Advisory Council on Women's Health 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 Advisory Council on Women's Health members.

**B. Leadership and Staffing:** The Advisory Council on Women's Health shall select a member to serve as Chair and shall develop and adopt its own rules of procedure, consistent with this section, the County Code, 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 Advisory Council on Women's Health 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 enacted.

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

Legislation Substituted on the Floor: October 24, 2023

Journal \_\_\_\_\_

\_\_\_\_\_, 23