



**AGENDA**  
**CUYAHOGA COUNTY COUNCIL REGULAR MEETING**  
**TUESDAY, DECEMBER 5, 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 11, 2023 Committee of the Whole Meeting [See Page 21]
  - b) October 17, 2023 Committee of the Whole Meeting [See Page 23]
  - c) October 23, 2023 Committee of the Whole Meeting [See Page 26]
  - d) October 30, 2023 Committee of the Whole Meeting [See Page 30]
  - e) November 2, 2023 Committee of the Whole Meeting [See Page 34]
  - f) November 6, 2023 Committee of the Whole Meeting [See Page 39]
  - g) November 13, 2023 Committee of the Whole Meeting [See Page 43]
  - h) November 20, 2023 Committee of the Whole Meeting [See Page 46]
  - i) November 28, 2023 Committee of the Whole Meeting [See Page 49]
  - j) November 28, 2023 Regular Meeting [See Page 50]
- 7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**
- 8. MESSAGES FROM THE COUNTY EXECUTIVE**
- 9. LEGISLATION INTRODUCED BY COUNCIL**

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

- 1) R2023-0369: A Resolution awarding a Community Development Grant in a total amount not to exceed \$600,000.00, to the City of Fairview Park for the purchase of real property located at 21125-21139 Lorain Road in the City of Fairview Park; and declaring the necessity that this Resolution become immediately effective. [See Page 92]

Sponsor: Councilmember Kelly

Committee Assignment and Chair: Committee of the Whole – Jones

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

- 1) R2023-0367: A Resolution awarding a total sum, not to exceed \$10,297.98, to the City of Bay Village for the purpose of Bay Village Power Bike Project from the District 1 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 97]

Sponsor: Councilmember Kelly

- 2) R2023-0368: A Resolution awarding a total sum, not to exceed \$500,000, to the Northwest Neighborhoods CDC d.b.a. W80 Senior Limited Partnership for the Karam Senior Living Development Project from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 100]

Sponsor: Councilmember Sweeney

**c) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF RESOLUTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) 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 104]

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

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

- 2) 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 119]

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

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

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

- 1) R2023-0349: A Resolution amending Resolution No. R2016-0218 dated 12/13/2016, as amended by Resolution Nos. R2018-0067, R2020-0061, R2022-0049, and R2023-0020 which authorized a Grant in the amount of \$2,500,000.00 to Variety Properties LLC for the benefit of a project located at 11801 - 11825 Lorain Avenue in the City of Cleveland, by extending the Resolution sunset provision from November 30, 2023, to May 31, 2024; and declaring the necessity that this Resolution become immediately effective. [See Page 198]  
[Pending referral from committee]

Sponsor: Councilmember Sweeney

Committee Assignment and Chair: Committee of the Whole – Jones

- 2) R2023-0353: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution [See Page 202]

become immediately effective.  
[Pending referral from committee]

Sponsor: Councilmember Schron

Committee Assignment and Chair: Committee of the Whole – Jones

- 3) R2023-0354: A Resolution authorizing a Subsidy Agreement with the Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 207]  
[Pending referral from committee]

Sponsors: Councilmembers Jones, Conwell, Schron and County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole – Jones

- 4) R2023-0355: A Resolution authorizing a Charity Care Services Agreement with the MetroHealth System governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 210]  
[Pending referral from committee]

Sponsors: Councilmembers Jones, Conwell, Schron and County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole – Jones

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

- 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 this Resolution become immediately effective. [See Page 213]

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development – Stephens

- 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 216]

Sponsor: Councilmember Simon

Committee Assignment and Chair: Education, Environment & Sustainability – 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 219]

Sponsor: Council President Jones on behalf of The MetroHealth System

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

- 4) 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 Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 222]

Sponsors: Councilmembers Jones and Stephens

**10. LEGISLATION INTRODUCED BY EXECUTIVE**

**f) CONSIDERATION OF RESOLUTIONS FOR FIRST READING ADOPTION  
UNDER SUSPENSION OF RULES**

- 1) R2023-0370: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, amending Resolution No. R2023-0317 dated 11/14/2023; and declaring the necessity that this Resolution become immediately effective. [See Page 225]

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

- 2) R2023-0371: A Resolution declaring that public convenience and welfare requires the resurfacing of Bagley Road from Front Street to Lindbergh Boulevard in the City of Berea in connection with the 2024 – 2027 Transportation Improvement Program; total estimated project cost \$4,736,111.00; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; authorizing the County Executive to enter into an agreement of cooperation with said municipality in connection with said project; and declaring the necessity that this Resolution become immediately effective. [See Page 253]

Sponsor: County Executive Ronayne/Department of Public Works

- 3) R2023-0372: A Resolution authorizing an Economic Development Loan in an amount not-to-exceed \$700,000.00 to Neighborhood Health Care, Inc. dba Neighborhood Family Practice for the renovation of 13027 Lorian Avenue, Cleveland, Ohio to provide various medical, dental and pharmacy services to people of all ages, regardless of their ability to pay; authorizing the County Executive and/or the Director of Development to execute all documents consistent [See Page 259]

with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Development

- 4) R2023-0373: A Resolution authorizing an agreement with City of Euclid in the amount not-to-exceed \$839,744.00 for tenant-based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnerships Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3809 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 273]

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

- 5) R2023-0374: A Resolution authorizing an amendment to Contract No. 3977 (fka Contract No. 868) with Microsoft Corporation for Microsoft Premier training and support services for the period of 11/1/2017 – 12/5/2023 to extend the time period to 12/4/2024 and for additional funds in the amount not-to-exceed \$860,036.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 282]

Sponsor: County Executive Ronayne/Department of Information Technology

- 6) R2023-0375: A Resolution making an award on RQ12674 to Integrated Precision Systems, Inc. in the amount not-to-exceed \$2,405,368.00 for security monitoring and maintenance services on alarm systems in various County buildings for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3609 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 291]

Sponsor: County Executive Ronayne/Sheriff's Department

- 7) R2023-0376: A Resolution authorizing an amendment to Contract No. 1703 (fka Contract No. 472) with Alcohol, Drug Addiction and Mental Health Services Board for the Mental Health and Substance Abuse/Addiction Diversion Center for the period 12/8/2020 – 12/31/2023, to expand the scope of services, effective upon contract signature of all parties, to extend the time period to 12/31/2024 and for additional funds in the amount not to-to-exceed \$5,775,268.43; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 305]

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

**g) DISCHARGE FROM COMMITTEE AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES**

- 1) 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 317]

Sponsor: County Executive Ronayne

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

- 2) 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 322]

Sponsor: County Executive Ronayne/Department of Human Resources



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

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

- 1) R2023-0357: A Resolution confirming the County Executive’s appointment of Emily Garr Pacetti to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 341]  
[Pending referral from committee]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Committee of the Whole –  
Jones

- 2) R2023-0358: A Resolution making an award on RQ13202 to Kufleitner Automotive Inc. in the amount not-to-exceed \$824,432.00 for the purchase of replacement, new, never titled (7) Dodge Ram 4500 trucks for use by the Sanitary Division; approving Purchase Order No. 23004857; and authorizing the County Executive to execute all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become [See Page 349] immediately effective.  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Public  
Works

Committee Assignment and Chair: Committee of the Whole –  
Jones

- 3) R2023-0359: A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$2,000,000.00 for disposal of wastewater sewer grit for the period 1/1/2024 – 10/31/2025; authorizing the County Executive to execute Agreement No. 3878 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 362]  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Jones

- 4) R2023-0360: A Resolution making an award on RQ11582 and authorizing a purchase and sale agreement with 10991 Memphis Avenue, LLC in the amount not-to-exceed \$1,200,000.00 for the property, located at 10991 Memphis Avenue, Brooklyn, Permanent Parcel Number 431-05-011, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 3886 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become [See Page 368] immediately effective.  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

Committee Assignment and Chair: Committee of the Whole – Jones

- 5) R2023-0361: A Resolution authorizing a cooperative agreement with Olmsted Township for preventative and routine maintenance of 22 miles of County roads and various structures for the period 1/1/2024 – 12/31/2033, in the amount not-to-exceed \$6,500,000.00; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.[See Page 377]  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Public Works

Committee Assignment and Chair: Committee of the Whole – Jones

- 6) R2023-0362: A Resolution making an award on RQ13433 to The Great Lakes Construction Company in the amount not-to-exceed \$8,018,591.97 for rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of

Chagrin Falls; authorizing the County Executive to execute Contract No. 3952 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 386]  
[Pending referral from committee]

Sponsors: County Executive Ronayne/Department of Public Works and Councilmember Schron

Committee Assignment and Chair: Committee of the Whole – Jones

- 7) R2023-0363: A Resolution authorizing an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-exceed \$826,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 397]  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Information Technology

Committee Assignment and Chair: Committee of the Whole – Jones

- 8) R2023-0364: A Resolution authorizing an amendment to Contract No. 1189 AT&T Corporation for Wide Area Network links for the time period 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount-to-exceed \$984,393.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 409]  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Information Technology

Committee Assignment and Chair: Committee of the Whole – Jones

- 9) R2023-0365: A Resolution authorizing an amendment to Contract No. 1978 with CaremarkPCS Health, LLC for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024 and for additional funds in the amount not-to-exceed \$30,183,128.00; 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 421]  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Human Resources

Committee Assignment and Chair: Committee of the Whole – Jones

- 10) R2023-0366: A Resolution making an award on RQ12168 to The James B. Oswald Company in the amount not-to-exceed \$700,000.00 for professional employee benefits consultant services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3943 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 431]  
[Pending referral from committee]

Sponsor: County Executive Ronayne/Department of Human Resources

Committee Assignment and Chair: Committee of the Whole – Jones

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

- 1) R2023-0285: A Resolution adopting the 2024/2025 Biennial Operating Budget and Capital Improvements Program; and declaring the necessity that this Resolution become immediately effective. [See Page 447]

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

Committee Assignment and Chair: Committee of the Whole – Jones

- 2) 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 629]

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

- 3) R2023-0320: A 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 633]

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Council Operations, Intergovernmental Relations & Public Transportation – Sweeney

- 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 635]

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Miller and Kelly

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

- 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 642]

Sponsor: County Executive Ronayne/Department of Public Works

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

- 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 declaring the necessity that this Resolution become immediately effective. [See Page 653]

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

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

- 7) 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 [See Page 667]

consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 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

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

- 8) 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 681]

- 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

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

- 9) 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 698]

- 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

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

- 10) 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 721]



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

- 11) 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 731]

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

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

- 12) 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 741]

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

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

- 13) R2023-0342: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the 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 752]

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

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

- 14) 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 this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 762]

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

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

- 15) 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 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 772]

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

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

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

- 1) O2023-0017: An Ordinance providing for the adoption of a modified Section 11.09 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. [See Page 782]

Sponsor: Cuyahoga County Executive Ronayne/Department of Human Resources

**11. MISCELLANEOUS COMMITTEE REPORTS**

**12. MISCELLANEOUS BUSINESS**

**13. ADJOURNMENT**

NEXT MEETING

SPECIAL MEETING:

TUESDAY, DECEMBER 14, 2023  
5:00 PM / COUNCIL CHAMBERS

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 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  
WEDNESDAY, OCTOBER 11, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM**

### **1. CALL TO ORDER**

**Council President Jones called the meeting to order at 1:10 p.m.**

### **2. ROLL CALL**

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

### **3. PUBLIC COMMENT**

**The following individuals addressed Council regarding the Jail Project:**

- 1) Ms. Monica Coon-Anda**
- 2) Mr. Kareem Henton**
- 3) Mr. Michael Dunn**

### **4. PRESENTATIONS / DISCUSSION:**

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

**Mr. Miller thanked Councilmember Schron for his leadership role in bringing the biennial budget process to the County; thanked County Executive Ronayne and Mr. Walter Parfejewiec, Director of the Office of Budget and Management for their work leading up to the budget hearings; and said that public testimony on the budget process will begin on November 13.**

- a) Budget Preview and Strategy Presentation – County Executive Chris Ronayne

**County Executive Ronayne gave an overview of the various priorities and goals he hopes to achieve with the budget being presented.**

**Mr. Miller asked Clerk Richardson if she received the Executive’s remarks regarding the budget. Ms. Richardson indicated that she did not. Mr. Miller asked Executive Ronayne to have his office send the remarks to Council.**

- b) Budget Overview and Summary Presentation – OBM Director Walter Parfejewiec
- c) Capital Improvements Plan Overview – OBM Director Walter Parfejewiec
- d) Capital Plan and Debt Schedule Overview – OBM Director Walter Parfejewiec
- e) Policy Initiatives – OBM Director Walter Parfejewiec
- f) Presentation of Budget Reductions/Additions – OBM Director Walter Parfejewiec
- g) Overview of Various Departmental Budgets – OBM Director Walter Parfejewiec:

- 1) Cuyahoga County Board of Developmental Disabilities
- 2) Cuyahoga County Law Library Resources Board
- 3) Cuyahoga County Solid Waste Management District
- 4) Department of Regional Collaboration
- 5) Cuyahoga County Soldiers’ and Sailors’ Monument Commission
- 6) The Ohio State University Extension

**Mr. Parfejewiec addressed Council and provided an overview of various departmental requests. Discussion ensued.**

**Councilmembers asked questions of Mr. Parfejewiec pertaining to the item, which he answered accordingly.**

- 7) Cuyahoga County Board of Revision

**Mr. Ron O’Leary, Administrator of the Board of Revision and Mr. Parfejewiec, addressed Council regarding budget requests for the Cuyahoga County Board of Revision. Discussion ensued.**

**Councilmembers asked questions of Mr. O’Leary and Mr. Parfejewiec pertaining to the item, which they answered accordingly.**

## 5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

## 6. ADJOURNMENT

**With no further business to discuss, Mr. Miller adjourned the meeting at 2:39 p.m., without objection.**



## MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
TUESDAY, OCTOBER 17, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 1:06 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**Mr. Kareem Henton addressed Council regarding the Jail Project.**

### 4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

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

- a) R2023-0285: A Resolution adopting the 2024/2025 Biennial Operating Budget and Capital Improvements Program, and declaring the necessity that this Resolution become immediately effective:
  - 1) Department of Health and Human Services Brief Overview – Director David Merriman

**Mr. David Merriman, Director of the Department of Health and Human Services, addressed the Council and provided an overview of the background and current issues related to the budget for the Department of Health and Human Services and would defer the specific budget presentations to the various department directors.**

- a) Division of Children and Family Services –  
Director Jacqueline Fletcher

**Ms. Jacqueline Fletcher, Director of the Division of Children and Family Services, addressed Council regarding budget requests for the Division of Children and Family Services. Discussion ensued.**

**Councilmembers asked questions of Ms. Fletcher pertaining to the item, which she answered accordingly.**

- b) Cuyahoga Job and Family Services –  
Director Kevin Gowan

**Mr. Kevin Gowan, Director of Cuyahoga Job and Family Services, addressed Council regarding budget requests for Cuyahoga Job and Family Services. Discussion ensued.**

**Councilmembers asked questions of Mr. Gowan pertaining to the item, which he answered accordingly.**

- i) Office of Child Support Services –  
Director Tiffany Dobbins-Brazelton

**Mr. Jeffrey Bloom, Deputy Director for the Office of Child Support Services, on behalf of Director Tiffany Dobbins-Brazelton, addressed Council regarding budget requests for the Office of Child Support Services. Discussion ensued.**

**Councilmembers asked questions of Mr. Bloom pertaining to the item, which he answered accordingly.**

- c) Division of Senior and Adult Services –  
Director Natasha Pietrocola

**Ms. Natasha Pietrocola, Director of the Division of Senior and Adult Services, addressed Council regarding budget requests for the Division of Senior and Adult Services. Discussion ensued.**

**Councilmembers asked questions of Ms. Pietrocola pertaining to the item, which she answered accordingly.**



5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

6. ADJOURNMENT

**With no further business to discuss, Mr. Miller adjourned the meeting at 3:37 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
MONDAY, OCTOBER 23, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM**

### **1. CALL TO ORDER**

**Council President Jones called the meeting to order at 1:04 p.m.**

### **2. ROLL CALL**

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

### **3. PUBLIC COMMENT**

**The following individuals addressed Council Resolution No. R2023-0285, a Resolution adopting the 2024/2025 Biennial Operating Budget and Capital Improvements Program, specifically pertaining to funding for the Department of Health and Human Services:**

#### **a) Office of Early Childhood/Invest in Children to support Dolly Parton's Imagination Library:**

- 1) Ms. Joan Spoerl**
- 2) Ms. McKenae Bartels**
- 3) Mr. Robert Paponetti**
- 4) Ms. Dawn Besteder**
- 5) Ms. Heidi Jones**

**b) Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County:**

- 1) Mr. Ed Gemerchak**
- 2) Mr. Jason Joyce**
- 3) Mr. Brian Bailys**
- 4) Mr. Lovell Custard**
- 5) Ms. Erin Helms**

**Ms. Loh addressed Council regarding funding for seasonal shelters.**

**4. MATTER REFERRED TO COMMITTEE / DISCUSSION:**

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

**Mr. Miller announced that there will be a one-hour presentation at 9:00 a.m. on October 24<sup>th</sup> in the County Executive's Office, regarding The Northeast Ohio Flight Information Exchange (NEOFIX) Project; said that Mr. John Eberhart, Chief Technology Officer for ATA, LLC and Mr. Stuart Mendel, Affiliate Professor from Baldwin Wallace University will be making a presentation on the drone flight information system and invited his colleagues to attend.**

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

1) Department of Health and Human Services (Continued):

- a) Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County –  
Chief Executive Officer Scott Osiecki

**Mr. Scott Osiecki, Chief Executive Officer and Ms. Felicia Harrison, Chief Financial Officer for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, addressed Council regarding budget requests for the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.**

**Councilmembers asked questions of Mr. Osiecki and Ms. Harrison pertaining to the item, which they answered accordingly.**

b) Department of Health and Human Services/Division of Community Initiatives:

i) Office of Homeless Services –  
Director Melissa Sirak

**Ms. Melissa Sirak, Director of the Office of Homeless Services, addressed Council regarding budget requests for the Office of Homeless Services. Discussion ensued.**

**Councilmembers asked questions of Ms. Sirak pertaining to the item, which she answered accordingly.**

ii) Office of Early Childhood/Invest in Children –  
Director Shawna Rohrman

**Ms. Shawna Rohrman, Director of the Office of Early Childhood/Invest in Children, addressed Council regarding budget requests for the Office of Early Childhood/Invest in Children. Discussion ensued.**

**Councilmembers asked questions of Ms. Rohrman pertaining to the item, which she answered accordingly.**

iii) Family and Children First Council –  
Director Robin Martin

**Ms. Robin Martin, Director of Family and Children First Council, addressed Council regarding budget requests for the Family and Children First Council. Discussion ensued.**

**Councilmembers asked questions of Ms. Martin pertaining to the item, which she answered accordingly.**

iv) Office of Re-Entry – Director Simeon Best

**Mr. Simeon Best, Director of the Office of Re-entry, addressed Council regarding budget requests for the Office of Re-entry. Discussion ensued.**

**Councilmembers asked questions of Mr. Best pertaining to the item, which he answered accordingly.**

## 5. MISCELLANEOUS BUSINESS

**Mr. Miller announced that the next budget hearings will be held on October 30 at 1:00 p.m. and November 2 at 1:00 p.m.**

**Ms. Conwell clarified that her earlier line of questioning of the Alcohol, Drug Addiction and Mental Health Services Board, does not negate her feelings that the mental health and drug services provided by the Board are critical and that it is her duty, as an elected official and in relation to her role in the budget process, to ask questions.**

**Ms. Simon said that Ms. Conwell's position was very clear.**

**6. ADJOURNMENT**

**With no further business to discuss, Mr. Miller adjourned the meeting at 4:03 p.m., without objection.**



## MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
MONDAY, OCTOBER 30, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM

### 1. CALL TO ORDER

**On behalf of Council President Jones, Councilmember Miller called the meeting to order at 1:06 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**The following individuals addressed Council regarding funding for homeless services:**

- 1) Mr. Paul Sherlock
- 2) Ms. Stephanie Thomas
- 3) Ms. Loh

### 4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

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

- 1) General Government and Supportive Services:

- a) County Council – Chief of Staff Joseph Nanni

**Mr. Joseph Nanni, Chief of Staff for County Council, addressed Council regarding budget requests for County Council. Discussion ensued.**

**Councilmembers asked questions of Mr. Nanni pertaining to the item, which he answered accordingly.**

b) County Executive – Chief of Staff Erik Janas

**Mr. Erik Janas, Chief of Staff for the County Executive’s Office, addressed Council regarding budget requests for the County Executive’s Office. Discussion ensued.**

**Councilmembers asked questions of Mr. Janas pertaining to the item, which he answered accordingly.**

c) County Sheriff – Sheriff Harold Pretel

**Mr. Harold Pretel, County Sheriff; Ms. Donna Kaleal, Finance Manager; Mr. Chris Costin, Business Administrator for the County Sheriff; and Mr. Walter Parfejewiec, Director of the Office of Budget and Management, addressed Council regarding budget requests for the County Sheriff. Discussion ensued.**

**Councilmembers asked questions of Sheriff Pretel, Ms. Kaleal, Mr. Costin and Mr. Parfejewiec pertaining to the item, which they answered accordingly.**

d) Department of Information Technology (including Enterprise Resource Planning System) – Chief Information Officer Andy Johnson

**Mr. Andy Johnson, Chief Information Officer for the Department of Information Technology, addressed Council regarding budget requests for the Department of Information Technology. Discussion ensued.**

**Councilmembers asked questions of Mr. Johnson pertaining to the item, which he answered accordingly.**

e) Fiscal Office (including Consumer Affairs) – Interim Chief Fiscal Officer Michael Chambers

**Mr. Michael Chambers, Interim Chief Fiscal Officer, addressed Council regarding budget requests for the Fiscal Office (including Consumer Affairs). Discussion ensued.**

**Councilmembers asked questions of Mr. Chambers pertaining to the item, which he answered accordingly.**

- f) Office of the County Treasurer – Interim Chief Fiscal Officer Michael Chambers

**Mr. Chambers and Ms. Lisa Rocco, Director of Operations for the Fiscal Office, addressed Council regarding budget requests for the Office of the County Treasurer. Discussion ensued.**

**Councilmembers asked questions of Mr. Chambers and Ms. Rocco pertaining to the item, which they answered accordingly.**

- g) Office of Innovation and Performance – Chief of Operations and Community Innovation Katherine Gallagher

**Ms. Katherine Gallagher, Chief of Operations and Community Innovation for the Office of Innovation and Performance, addressed Council regarding budget requests for the Office of Innovation and Performance. Discussion ensued.**

**Councilmembers asked questions of Ms. Gallagher pertaining to the item, which she answered accordingly.**

- h) Department of Purchasing – Director Paul Porter

**Mr. Chambers addressed Council regarding budget requests for the Department of Purchasing. Discussion ensued.**

**Councilmembers asked questions of Mr. Chambers pertaining to the item, which he answered accordingly.**

- i) Department of Equity and Inclusion – Director Lenora Lockett

**Mr. Chambers addressed Council regarding budget requests for the Department of Equity and Inclusion. Discussion ensued.**

**Councilmembers asked questions of Mr. Chambers pertaining to the item, which he answered accordingly.**

## **5. MISCELLANEOUS BUSINESS**

**Councilmember Miller announced that the next budget hearing will be held on November 2 at 1:00 p.m.**



6. ADJOURNMENT

**With no further business and on a motion by Councilmember Sweeney with a second by Councilmember Conwell, the meeting was adjourned at 4:20 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING**

**THURSDAY, NOVEMBER 2, 2023**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**

**1:00 PM**

### **1. CALL TO ORDER**

**Council President Jones called the meeting to order at 1:08 p.m.**

### **2. ROLL CALL**

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

### **3. PUBLIC COMMENT**

**The following individuals addressed Council Resolution No. R2023-0285, a Resolution adopting the 2024/2025 Biennial Operating Budget and Capital Improvements Program, specifically pertaining to funding for the Public Defender Commission:**

- 1) Ms. Ginger Van Wagenen**
- 2) Reverend King O.J. Rogers**

**The following individuals addressed Council regarding funding for seasonal shelters:**

- 1) Ms. Stephanie Thomas**
- 2) Ms. Loh**

4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

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

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

- 1) Cuyahoga County Court of Common Pleas:

- a) General Division –  
Administrative and Presiding Judge,  
The Honorable Brendan J. Sheehan

**The Honorable Brendan J. Sheehan, Administrative and Presiding Judge of Cuyahoga County Court of Common Pleas, General Division, addressed Council regarding budget requests for the Cuyahoga County Court of Common Pleas, General Division. Discussion ensued.**

**Councilmembers asked questions of Judge Sheehan pertaining to the item, which he answered accordingly.**

- b) Juvenile Division –  
Administrative Judge, The Honorable Thomas F. O'Malley

**The Honorable Thomas F. O'Malley, Administrative Judge of Cuyahoga County Court of Common Pleas, Juvenile Division; and Mr. Walter Parfejewiec, Director of the Office of Budget and Management, addressed Council regarding budget requests for the Cuyahoga County Court of Common Pleas, Juvenile Division. Discussion ensued.**

**Councilmembers asked questions of Judge O'Malley and Mr. Parfejewiec pertaining to the item, which they answered accordingly. Councilmembers requested that a representative from the County Executive's Office be contacted to address the funding shift from the Juvenile Division's Budget to the Public Defender Commission's budget. Mr. Erik Janas, Chief of Staff for the Executive's Office arrived at the meeting and responded to additional questions from Councilmembers.**

- c) Domestic Relations Division –  
Administrative Judge, The Honorable Leslie Ann  
Celebrezze

**The Honorable Leslie Ann Celebrezze, Administrative Judge of Cuyahoga County Court of Common Pleas, Domestic Relations Division, addressed Council regarding budget requests for the Cuyahoga County Court of Common Pleas, Domestic Relations Division. Discussion ensued.**

**Councilmembers asked questions of Judge Celebrezze pertaining to the item, which she answered accordingly.**

- d) Probate Division –  
Presiding Judge, The Honorable Anthony J. Russo

**The Honorable Anthony J. Russo, Presiding Judge of Cuyahoga County Court of Common Pleas, Probate Division, addressed Council regarding budget requests for the Cuyahoga County Court of Common Pleas, Probate Division. Discussion ensued.**

**Councilmembers asked questions of Judge Russo pertaining to the item, which he answered accordingly.**

- 2) Court of Appeals of Ohio, Eighth Appellate District –  
Administrative Judge, The Honorable Anita Laster Mays

**The Honorable Anita Laster Mays, Administrative Judge of Cuyahoga County Court of Appeals of Ohio, Eighth Appellate District, addressed Council regarding budget requests for the Cuyahoga County Court of Appeals of Ohio, Eighth Appellate District. Discussion ensued.**

**Councilmembers asked questions of Judge Laster Mays pertaining to the item, which she answered accordingly.**

- 3) Office of the Prosecuting Attorney –  
The Honorable Michael C. O’Malley

**The Honorable Michael C. O’Malley, County Prosecutor, addressed Council regarding budget requests for the Office of the Prosecuting Attorney. Discussion ensued.**

**Councilmembers asked questions of Mr. O’Malley pertaining to the item, which he answered accordingly.**

- 4) Public Defender Commission –  
Chief Public Defender Cullen Sweeney

**Mr. Cullen Sweeney, Chief Public Defender and Mr. Mark Budzar, Administrator for the Public Defender Commission, addressed Council regarding budget requests for the Public Defender Commission. Discussion ensued.**

**Councilmembers asked questions of Mr. Sweeney and Mr. Budzar pertaining to the item, which they answered accordingly.**

- 5) Department of Human Resources/Benefits –  
Director Sarah Nemastil

**Ms. Sarah Nemastil, Director of the Department of Human Resources/Benefits and Mr. Parfejewiec, addressed Council regarding budget requests for the Department of Human Resources/Benefits. Discussion ensued.**

**Councilmembers asked questions of Ms. Nemastil and Mr. Parfejewiec pertaining to the item, which they answered accordingly.**

- 6) Cuyahoga County Personnel Review Commission –  
Director Rebecca Kopcienski

**Ms. Rebecca Kopcienski, Director of the Cuyahoga County Personnel Review Commission, addressed Council regarding budget requests for the Cuyahoga County Personnel Review Commission. Discussion ensued.**

**Councilmembers asked questions of Ms. Kopcienski pertaining to the item, which she answered accordingly.**

- 7) Department of Communications – Director Kelly Woodard

**Ms. Kelly Woodard, Director of the Department of Communications and Mr. Parfejewiec, addressed Council regarding budget requests for the Department of Communications. Discussion ensued.**

**Councilmembers asked questions of Ms. Woodard and Mr. Parfejewiec pertaining to the item, which they answered accordingly.**

- 8) Cuyahoga County Board of Elections – Director Anthony Perlatti

**Mr. Anthony Perlatti, Director of the Cuyahoga County Board of Elections, addressed Council regarding budget requests for the Cuyahoga County Board of Elections. Discussion ensued.**

**Councilmembers asked questions of Mr. Perlatti pertaining to the item, which he answered accordingly.**

- 9) Department of Internal Audit – Director Monica Houston

**Ms. Monica Houston, Director of the Department of Internal Audit, addressed Council regarding budget requests for the Department of Internal Audit. Discussion ensued.**

**Councilmembers asked questions of Ms. Houston pertaining to the item, which she answered accordingly.**

- 10) Cuyahoga County Agency of Inspector General –  
Inspector General Alexa Beeler

**Ms. Alexa Beeler, Inspector General for the Cuyahoga County Agency of Inspector General, addressed Council regarding budget requests for the Cuyahoga County Agency of Inspector General. Discussion ensued.**

**Councilmembers asked questions of Ms. Beeler pertaining to the item, which she answered accordingly.**

- 11) Law Department– Director Rick Manoloff

**Mr. Miller stated that the budget presentation for the Law Department will be given on Monday, November 6th.**

5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

6. ADJOURNMENT

**With no further business to discuss, Mr. Miller adjourned the meeting at 5:03 p.m., without objection.**



## MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
MONDAY, NOVEMBER 6, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 1:06 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**Ms. Lauren Atkins-Holliday addressed Council regarding funding for The Literacy Cooperative.**

**Ms. Gail Long addressed Council regarding funding for The MetroHealth System.**

**Loh addressed Council regarding funding for seasonal shelters.**

### 4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

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

Mr. Miller announced that Dr. Gilson will present the budget request for the Office of the Medical Examiner after the presentation for the Law Department. He also stated that departmental appeals and public testimony will be given at upcoming meetings and the next budget hearing will be held on Monday, November 13, 2023 at 1:00 p.m.

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

- 1) Law Department– Director Rick Manoloff

**Mr. Rick Manoloff, Law Director; and Mr. Walter Parfejewiec, addressed Council regarding budget requests for the Law Department. Discussion ensued.**

**Councilmembers asked questions of Messrs. Manoloff and Parfejewiec pertaining to the item, which they answered accordingly.**

- 2) The MetroHealth System  
– President and Chief Executive Officer Dr. Airica Steed

**Dr. Airica Steed, President and Chief Executive Officer of The MetroHealth System; Mr. Derrick Hollings, Executive Vice President and Chief Financial Officer; Mr. Walter Parfejewiec; Mr. Trevor McAleer, Legislative Budget Advisor; and Mr. Geoff Himes, Vice President of Finance at The MetroHealth System, addressed Council regarding budget request for The MetroHealth System. Discussion ensued.**

**Councilmembers asked questions of Dr. Steed, Mr. Hollings, Mr. Parfejewiec, Mr. McAleer and Mr. Himes pertaining to the item, which they answered accordingly.**

**A short recess was taken by Council, after which Mr. Miller then reconvened the meeting.**

- 3) Department of Public Safety and Justice Services (including Opioid Fund) – Director Brandy Carney

**Mr. Miller stated that the budget presentation for the Department of Public Safety and Justice Services will be given on Monday, November 13th.**

- 4) Cuyahoga County Veterans Service Commission  
– Executive Director Jon Reiss

**Mr. Jon Reiss, Executive Director of the Cuyahoga County Veterans Service Commission; and Mr. Mel Baher, Commissioner, addressed Council regarding the budget request for the Cuyahoga County Veterans Service Commission. Discussion ensued.**

**Councilmembers asked questions of Mr. Reiss and Mr. Baher pertaining to the item, which they answered accordingly.**

- 5) Cuyahoga County Clerk of Courts – Clerk of Courts Nailah Byrd

**Ms. Nailah Byrd, Clerk of Courts, addressed Council regarding budget requests for the Cuyahoga County Clerk of Courts. Discussion ensued.**



**Councilmembers asked questions of Ms. Byrd pertaining to the item, which she answered accordingly.**

- 6) Cuyahoga County Office of the Medical Examiner  
– Dr. Thomas Gilson

**Dr. Thomas Gilson, Medical Examiner, addressed Council regarding budget requests for the Office of the Medical Examiner. Discussion ensued.**

**Councilmembers asked questions of Dr. Gilson pertaining to the item, which he answered accordingly.**

- 7) Department of Development – Director Paul Herdeg

**Mr. Paul Herdeg, Director of the Department of Development, addressed Council regarding budget requests for the Department of Development. Discussion ensued.**

**Councilmembers asked questions of Mr. Herdeg pertaining to the item, which he answered accordingly.**

- 8) Department of Housing and Community Development  
– Director Sara Parks Jackson

**Mr. Miller stated that the budget presentation for the Department of Housing and Community Development will be given on Monday, November 13th.**

- 9) Cleveland – Cuyahoga County Workforce Development Board  
– Executive Director Michelle Rose

**Ms. Laura Chalker, Deputy Director of the Cleveland-Cuyahoga County Workforce Development Board, addressed Council regarding budget requests for the Cleveland-Cuyahoga County Workforce Development Board. Discussion ensued.**

**Councilmembers asked questions of Ms. Chalker pertaining to the item, which she answered accordingly.**

- 10) Cuyahoga County Planning Commission  
– Executive Director Mary Cierebiej

**Ms. Mary Cierebiej, Executive Director of the Cuyahoga County Planning Commission; and Ms. Jennifer Karoffa, Business Services Manager, addressed Council regarding budget requests for the Cuyahoga County Planning Commission. Discussion ensued.**

**Councilmembers asked questions of Ms. Cierebiej and Ms. Karoffa pertaining to the item, which they answered accordingly.**

- 11) Cuyahoga Soil & Water Conservation District  
– Executive Director Kristen Hall

**Ms. Kristen Hall, Cuyahoga Soil & Water Conservation District , addressed Council regarding budget requests for the Cuyahoga Soil & Water Conservation District. Discussion ensued.**

**Councilmembers asked questions of Ms. Hall pertaining to the item, which she answered accordingly.**

- 12) Department of Sustainability – Director Michael Foley

**Mr. Miller stated that the budget presentation for the Department of Sustainability will be given on Monday, November 13th.**

- 13) Department of Public Works – Director Michael Dever

**Mr. Miller stated that the budget presentation for the Department of Public Works will be given on Monday, November 13th.**

#### 5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

#### 6. ADJOURNMENT

**With no further business to discuss, Mr. Miller adjourned the meeting at 5:08 p.m., without objection.**



## MINUTES

CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
MONDAY, NOVEMBER 13, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 1:16 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**Mr. Josiah Quarles addressed Council regarding housing accessibility issues in the community.**

### 4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

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

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

- 1) Department of Public Safety and Justice Services (including Opioid Fund) – Director Brandy Carney

**Ms. Brandy Carney, Director of the Department of Public Safety and Justice Services, addressed Council regarding budget requests for the Department of Public Safety and Justice Services (including Opioid Fund). Discussion ensued.**

**Councilmembers asked questions of Ms. Carney pertaining to the item, which she answered accordingly.**

- 2) Department of Housing and Community Development  
– Director Sara Parks Jackson

**Ms. Sara Parks Jackson, Director of the Department of Housing and Community Development, addressed Council regarding budget requests for the Department of Housing and Community Development. Discussion ensued.**

**Councilmembers asked questions of Ms. Parks Jackson pertaining to the item, which she answered accordingly.**

- 3) Department of Sustainability – Director Michael Foley

**Mr. Michael Foley, Director of the Department of Sustainability, addressed Council regarding budget requests for the Department of Sustainability. Discussion ensued.**

**Councilmembers asked questions of Mr. Foley pertaining to the item, which he answered accordingly.**

- 4) Department of Public Works – Director Michael Dever

**Mr. Michael Dever, Director of the Department of Public Works, addressed Council regarding budget requests for the Department of Public Works. Discussion ensued.**

**Councilmembers asked questions of Mr. Dever pertaining to the item, which he answered accordingly.**

- 5) Departmental Appeals

**There were no departmental appeals.**

- 6) Public Testimony

- a) **The following individuals representing the Greater Cleveland Congregation addressed Council regarding the legal bindover process for youths in Juvenile Court:**

- 1) Mr. Lee Markowitz
- 2) Reverend Ryan Wallace
- 3) Reverend Dr. Napoleon Harris
- 4) Ms. Keisha Krumm

- b) Ms. Gabriella Celeste addressed the Council regarding funding related to youth justice issues.
- c) Ms. Diane Howard addressed the Council regarding funding related to health and human services for our most vulnerable residents.
- d) Ms. Cheryl Pritchard addressed the Council regarding rental and utility assistance services.
- e) Ms. Loh addressed the Council regarding funding to address persons experiencing homelessness.
- f) Ms. Gail Long addressed the Council regarding support and appropriate staffing levels to adequately address Medicaid services.
- g) Mr. Evan O'Reilly addressed the Council regarding funding for the Division of Children and Family Services for emergency resources for child removal due to poverty.
- h) Mr. Larry Bresler addressed the Council regarding funding for kinship care services.
- i) Mr. Robert Paponetti addressed the Council regarding funding for the Dolly Parton Imagination Library.

7) Discussion of Budget Amendment Concepts

**Mr. Miller itemized the individual budget amendments that will be brought forward at the next budget hearing, scheduled for November 20 at 1:00 p.m., for consideration and referral to Council for approval of the final budget. Discussion ensued.**

5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

6. ADJOURNMENT

**With no further business to discuss, Mr. Miller adjourned the meeting at 4:10 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COMMITTEE OF THE WHOLE MEETING  
MONDAY, NOVEMBER 20, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
1:00 PM**

### **1. CALL TO ORDER**

**Council President Jones called the meeting to order at 1:09 p.m.**

### **2. ROLL CALL**

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

### **3. PUBLIC COMMENT**

**The Honorable Judge Thomas O'Malley, Administrative Judge of Cuyahoga County Court of Common Pleas, Juvenile Division addressed Council to clarify testimony provided at the November 13<sup>th</sup> budget hearing and to address the Court's level of funding in the next budget; and spoke about the current state of crime in our community and the laws that govern the legal system.**

**Reverend Dr. Napoleon Harris addressed Council regarding funding for services to indigent children.**

**Ms. Loh addressed the Council regarding funding to address persons experiencing homelessness and the value of residents to be given the opportunity to provide public comment on issues that are important to them.**

4. MATTER REFERRED TO COMMITTEE / DISCUSSION:

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

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

- 1) Budget Amendments

**Mr. Miller gave opening remarks regarding the package of various budget amendments developed by Council and the administration and said the proposed substitute, incorporating these amendments, will be heard by Council on November 28, 2023.**

**Mr. Trevor McAleer, Legislative Budget Advisor for County Council, provided a detailed description of Council's proposed budget amendments to Resolution No. R2023-0285. Discussion ensued.**

**Councilmembers asked questions of Mr. McAleer pertaining to Council's proposed budget amendments, which he answered accordingly.**

**A motion was then made by Mr. Miller, seconded by Mr. Sweeney and approved by unanimous vote to approve the package of Council's proposed budget amendments.**

**Ms. Simon spoke about an amendment to Resolution No. R2023-0285 to restore the Juvenile Defense funding of \$650,000.00 for assigned counsel fees from the Public Defender Commission back to the Juvenile Court Division. Discussion ensued.**

**On a motion by Ms. Simon with a second by Mr. Tuma, the proposed budget amendment was approved by majority roll call vote of 9 yeas and 2 nays, with Councilmembers Simon, Kelly, Sweeney, Tuma, Gallagher, Schron, Turner, Jones and Conwell voting in the affirmative and Councilmembers Stephens and Miller casting dissenting votes.**

**Mr. Walter Parfejewiec, Director of the Office of Budget, provided a detailed description of the proposed administration's technical amendments to Resolution No. R2023-0285. Discussion ensued.**

**Councilmembers asked questions of Mr. Parfejewiec pertaining to the proposed administration's technical amendments, which he answered accordingly.**

**A motion was then made by Mr. Sweeney, seconded by Mr. Schron and approved by unanimous vote to approve the administration's technical amendments, excluding the Juvenile Defense Funding, which was approved under prior vote.**

2) Consideration for Referral to Council

**On a motion by Mr. Sweeney with a second by Ms. Turner, Resolution No. R2023-0285, was considered and approved by a unanimous roll call vote of 11 yeas and 0 nays, to be referred to the full Council agenda for second reading, as amended.**

5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

6. ADJOURNMENT

**With no further business to discuss, Mr. Miller adjourned the meeting at 2:29 p.m., without objection.**





## MINUTES

CUYAHOGA COUNTY COUNCIL COMMITTEE OF THE WHOLE MEETING  
TUESDAY, NOVEMBER 28, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
4:30 PM

### 1. CALL TO ORDER

**Council President Jones called the meeting to order at 4:41 p.m.**

### 2. ROLL CALL

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

### 3. PUBLIC COMMENT

**There were no public comments given.**

### 4. MISCELLANEOUS BUSINESS

- a) Mandatory Annual Ethics Training, in accordance with Section 403.01 of the Cuyahoga County Code.

**Ms. Alida Moonen, Director of Organization and Employee Development for the Department of Human Resources, facilitated the 2023 Mandatory Ethics Training for Councilmembers.**

### 5. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 5:03 p.m., without objection.**



## **MINUTES**

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING  
TUESDAY, NOVEMBER 28, 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 5:24 p.m.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance was recited.**

**4. SILENT MEDITATION**

**5. PUBLIC COMMENT**

**a) Jon Reiss addressed Council regarding the Cuyahoga County Veterans Service Commission Headquarters.**

**b) Jim Riley addressed Council regarding the Cuyahoga County Veterans Service Commission Headquarters.**

**c) Feronne Williams addressed Council regarding the Cuyahoga County Veterans Service Commission Capital Building Fund.**

**d) Paul Sherlock addressed Council regarding homelessness.**

- e) **Clifford Carson addressed Council regarding the Cuyahoga County youth intervention, training, crime and violence prevention. skills training and crime prevention.**

**6. APPROVAL OF MINUTES**

- a) November 14, 2023 Committee of the Whole Meeting
- b) November 14, 2023 Regular Meeting

**A motion was made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the November 14, 2023 Committee of the Whole and Regular meetings.**

**A motion was made by Ms. Turner, seconded by Ms. Conwell and approved by unanimous vote to excuse Councilmember Cheryl Stephens from the meeting.**

**7. ANNOUNCEMENTS FROM THE COUNCIL PRESIDENT**

**Councilmember Miller, on behalf of Council President Jones stated that there will be no regular committee meetings next week, as there will be another Council meeting on December 5 at 5:00 p.m.; said that all legislation requested to be approved before the end of the year will be sent to the Committee of the Whole, where legislation will be discussed in detail and referred for passage at that evening's regular meeting, if appropriate; and asked his colleagues to let him know if there are any pieces of legislation they would rather go to their committee and they will make adjustments, as necessary; however, that request could delay the final approval on an item until next year.**

**8. MESSAGES FROM THE COUNTY EXECUTIVE**

**County Executive Ronayne spoke about Garret Morgan and some of the recent local and national events to honor the 100<sup>th</sup> anniversary of his invention of the traffic signal and hopes to work with Council to designate a Garret Morgan Day in the near future; thanked Medworks, who supported 1,003 free dental visits to those who attended the event at the Huntington Convention Center and commented that Medworks will be assisting at the County's Juvenile Intervention Center; and thanked County Council and the staff for their work to get the biennial budget finalized and also for their support on various initiatives accomplished throughout his first year in office.**

**9. LEGISLATION INTRODUCED BY COUNCIL**

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

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

Sponsor: Councilmember Sweeney

**Council President Jones referred Resolution No. R2023-0349 to the Committee of the Whole.**

- 2) R2023-0350: A Resolution awarding a total sum, not to exceed \$100,000, to the Jennings Center for Older Adults for the Hazelwood Court senior housing project from the District 8 ARPA Community Grant Fund and rescinding the award made pursuant to Resolution No. R2023-0232 to Hazelwood Court, LLC; and declaring the necessity that this Resolution become immediately effective.

Sponsor: Council President Jones

**Council President Jones referred Resolution No. R2023-0350 to the Community Development Committee.**

- 3) R2023-0351: A Resolution awarding a total sum, not to exceed \$10,000, to the Salvation Army for the Community Corrections Program 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. R2023-0351 to the Public Safety & Justice Affairs Committee.**

- 4) R2023-0352: A Resolution awarding a total sum, not to exceed \$50,000, to the City of South Euclid for Year Three of the South Euclid Deer Sterilization 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. R2023-0352 to the Education, Environment & Sustainability Committee.**

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

Sponsor: Councilmember Schron

**Council President Jones referred Resolution No. R2023-0353 to the Committee of the Whole.**

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

Sponsors: Councilmembers Jones, Conwell, Schron and County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0354 to the Committee of the Whole.**

- 7) R2023-0355: A Resolution authorizing a Charity Care Services Agreement with the MetroHealth System governing the use, disbursement, and oversight of Health and Human Services Levy funds, for the initial period of 1/1/2024 through 12/31/2025; authorizing the County Executive to execute the Agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Jones, Conwell, Schron and County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0355 to the Committee of the Whole.**

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

- 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 this Resolution become immediately effective.

Sponsor: Councilmember Turner

Committee Assignment and Chair: Community Development – Stephens

**Clerk Richardson read Resolution No. R2023-0311 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 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.

Sponsor: Councilmember Simon

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

**Clerk Richardson read Resolution No. R2023-0312 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 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.

Sponsor: Council President Jones on behalf of The MetroHealth System

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

**Clerk Richardson read Resolution No. R2023-0312 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 4) 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 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

Committee Assignment and Chair: Community Development – Stephens

**Clerk Richardson read Resolution No. R2023-0316 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

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

- 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0296 was considered and adopted by unanimous vote.**

- 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.

Sponsor: Councilmember Sweeney

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

**On a motion by Mr. Gallagher with a second by Ms. Turner, Resolution No. R2023-0297 was considered and adopted by unanimous vote.**

- 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.

Sponsors: Councilmembers Sweeney and Miller

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

**On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2023-0298 was considered and adopted by unanimous vote.**

- 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.

Sponsors: Councilmembers Jones and Conwell



Committee Assignment and Chair: Community Development –  
Stephens

**On a motion by Mr. Jones with a second by Ms. Turner, Resolution No. R2023-0299 was considered and adopted by unanimous vote.**

- 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.

Sponsors: Councilmembers Turner, Jones and Schron

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

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2023-0300 was considered and adopted by unanimous vote.**

- 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.

Sponsor: Councilmember Turner

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

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2023-0301 was considered and adopted by unanimous vote.**

- 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.

Sponsors: Councilmembers Simon, Turner and Conwell

**On a motion by Ms. Simon with a second by Ms. Turner, Resolution No. R2023-0302 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. R2023-0356.**

- 1) R2023-0356: A Resolution amending the 2022/2023 Biennial Operating Budget for 2023 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts and for cash transfers between budgetary funds, to meet the budgetary needs of various County departments, offices and agencies, and authorizing the reduction of excess budget appropriations for Fiscal Year 2023; and declaring the necessity that this Resolution become immediately effective.

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

**Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2023-0356. Discussion ensued.**

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

**On a motion by Mr. Miller, with a second by Ms. Conwell Resolution No. R2023-0356 was considered and adopted by unanimous vote, as substituted.**

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

- 1) R2023-0357: A Resolution confirming the County Executive's appointment of Emily Garr Pacetti to serve on the Greater Cleveland Regional Transit Authority Board of Trustees for the term 3/4/2023 – 3/3/2026; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne

**Council President Jones referred Resolution No. R2023-0357 to the Committee of the Whole.**

- 2) R2023-0358: A Resolution making an award on RQ13202 to Kufleitner Automotive Inc. in the amount not-to-exceed \$824,432.00 for the purchase of replacement, new, never titled (7) Dodge Ram 4500 trucks for use by the Sanitary Division; approving Purchase Order No. 23004857; and authorizing the County Executive to execute all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2023-0358 to the Committee of the Whole.**

- 3) R2023-0359: A Resolution authorizing an agreement with Northeast Ohio Regional Sewer District in the amount not-to-exceed \$2,000,000.00 for disposal of wastewater sewer grit for the period 1/1/2024 – 10/31/2025; authorizing the County Executive to execute Agreement No. 3878 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2023-0359 to the Committee of the Whole.**

- 4) R2023-0360: A Resolution making an award on RQ11582 and authorizing a purchase and sale agreement with 10991 Memphis Avenue, LLC in the amount not-to-exceed \$1,200,000.00 for the property, located at 10991 Memphis Avenue, Brooklyn, Permanent Parcel Number 431-05-011, effective upon signatures of all parties; authorizing the County Executive to execute Agreement No. 3886 and all other documents consistent with said award and this Resolution;

and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works on behalf of Cuyahoga County Board of Developmental Disabilities

**Council President Jones referred Resolution No. R2023-0360 to the Committee of the Whole.**

- 5) R2023-0361: A Resolution authorizing a cooperative agreement with Olmsted Township for preventative and routine maintenance of 22 miles of County roads and various structures for the period 1/1/2024 – 12/31/2033, in the amount not-to-exceed \$6,500,000.00; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Public Works

**Council President Jones referred Resolution No. R2023-0361 to the Committee of the Whole.**

- 6) R2023-0362: A Resolution making an award on RQ13433 to The Great Lakes Construction Company in the amount not-to-exceed \$8,018,591.97 for rehabilitation of North Main Street Bridge No. 00.12 over the Chagrin River in the Village of Chagrin Falls; authorizing the County Executive to execute Contract No. 3952 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive Ronayne/Department of Public Works **and Councilmember Schron**

**Council President Jones referred Resolution No. R2023-0362 to the Committee of the Whole.**

- 7) R2023-0363: A Resolution authorizing an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-

exceed \$826,000.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Information Technology

**Council President Jones referred Resolution No. R2023-0363 to the Committee of the Whole.**

- 8) R2023-0364: A Resolution authorizing an amendment to Contract No. 1189 AT&T Corporation for Wide Area Network links for the time period 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount-to-exceed \$984,393.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Information Technology

**Council President Jones referred Resolution No. R2023-0364 to the Committee of the Whole.**

- 9) R2023-0365: A Resolution authorizing an amendment to Contract No. 1978 with CaremarkPCS Health, LLC for pharmacy benefit management services for County employees and their eligible dependents and Cuyahoga County Benefits Regionalization Program participants' employees and their eligible dependents for the period 1/1/2022 – 12/31/2024 and for additional funds in the amount not-to-exceed \$30,183,128.00; 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 Human Resources

**Council President Jones referred Resolution No. R2023-0365 to the Committee of the Whole.**

- 10) R2023-0366: A Resolution making an award on RQ12168 to The James B. Oswald Company in the amount not-to-exceed \$700,000.00 for professional employee benefits consultant services for the period 1/1/2024 – 12/31/2026; authorizing the County Executive to execute Contract No. 3943 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive Ronayne/Department of Human Resources

**Council President Jones referred Resolution No. R2023-0366 to the Committee of the Whole.**

f) COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

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

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

Committee Assignment and Chair: Committee of the Whole – Jones

**Mr. Miller introduced a proposed substitute on the floor to Resolution No. R2023-0285 for the Sheriff's radios. Discussion ensued.**

**A motion was then made by Mr. Miller and seconded by Ms. Turner to accept the proposed substitute.**

**Ms. Simon introduced a proposed substitute for the floor to Resolution No. R2023-0285 for the Tree Canopy. Discussion ensued.**

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

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption, as substituted.**

- 2) R2023-0320: A 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.

Sponsor: County Executive Ronayne

Committee Assignment and Chair: Council Operations,  
Intergovernmental Relations & Public Transportation –  
Sweeney

**Clerk Richardson read Resolution No. R2023-0320 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 3) 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.

Sponsors: County Executive Ronayne/Department of Public Works and Councilmembers Miller **and Kelly**

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

**Clerk Richardson read Resolution No. R2023-0321 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 4) 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.

Sponsor: County Executive Ronayne/Department of Public Works

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

**Clerk Richardson read Resolution No. R2023-0322 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 5) 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 declaring the necessity that this Resolution become immediately effective.

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

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

**Clerk Richardson read Resolution No. R2023-0323 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 6) 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:

- 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

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

**Clerk Richardson read Resolution No. R2023-0327 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 7) 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:

- 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

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

**Clerk Richardson read Resolution No. R2023-0328 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 8) 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:
- 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

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

**Clerk Richardson read Resolution No. R2023-0338 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 9) 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.

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

**Clerk Richardson read Resolution No. R2023-0339 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 10) 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.

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

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

**Clerk Richardson read Resolution No. R2023-0340 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 11) 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.

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

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

**Clerk Richardson read Resolution No. R2023-0341 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 12) R2023-0342: A Resolution authorizing a Contract with Child Care Resource Center of Cuyahoga County dba Starting Point in the 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.

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

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

**Clerk Richardson read Resolution No. R2023-0342 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 13) 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 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

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

**Clerk Richardson read Resolution No. R2023-0343 into the record.**

**This item will move to the December 5, 2023 Council meeting agenda for consideration for third reading adoption.**

- 14) 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 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.

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

**Clerk Richardson read Resolution No. R2023-0344 into the record.**

**This item will move to the December 5, 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. R2023-0325; R2023-0326; R2023-0329; R2023-0330; R2023-0331; R2023-0332; R2023-0333; R2023-0334; R2023-0335; R2023-0336; R2023-0337; R2023-0345; R2023-0346; R2023-0347 & R2023-0348.**

- 1) 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.

Sponsor: County Executive Ronayne/Sheriff's Department

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

**On a motion by Mr. Gallagher with a second by Mr. Tuma, Resolution No. R2023-0325 was considered and adopted by unanimous vote.**

- 2) R2023-0326: A Resolution authorizing a contract with OnSolve Intermediate Holding Company in the amount not-to-exceed \$585,000.00 for the purchase of a Mass Notification System for the period 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.

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

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

**On a motion by Mr. Gallagher with a second by Mr. Tuma, Resolution No. R2023-0326 was considered and adopted by unanimous vote.**

- 3) 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0329 was considered and adopted by unanimous vote.**

- 4) 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:
  - 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.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Children and Family Services and Councilmember Turner

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0330 was considered and adopted by unanimous vote.**

- 5) 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 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:



- 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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0331 was considered and adopted by majority vote, with Mr. Tuma recusing.**

- 6) 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:
- 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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0332 was considered and adopted by unanimous vote.**

- 7) 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0333 was considered and adopted by unanimous vote.**

- 8) 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0334 was considered and adopted by unanimous vote.**

- 9) R2023-0335: A Resolution authorizing an agreement with Cuyahoga County Prosecutor’s Office in the 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.

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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0335 was considered and adopted by unanimous vote.**

- 10) 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:
  - 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.

Sponsors: County Executive Ronayne/Department of Health and Human Services/Division of Senior and Adult Services and Councilmembers Conwell, Sweeney, Turner and Miller

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0336 was considered and adopted by unanimous vote.**

- 11) 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:
- 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

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

**On a motion by Ms. Conwell with a second by Ms. Turner Resolution No. R2023-0337 was considered and adopted by unanimous vote.**

- 12) 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.

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. R2023-0345 was considered and adopted by majority vote, with Mr. Tuma recusing.**

- 13) 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.

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. R2023-0346 was considered and adopted by majority vote, with Mr. Tuma recusing.**

- 14) 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.

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. R2023-0347 was considered and adopted by unanimous vote.**

- 15) 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.

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. R2023-0348 was considered and adopted by unanimous vote.**

h) CONSIDERATION OF RESOLUTIONS FOR THIRD READING ADOPTION

- 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.

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

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

**On a motion by Mr. Tuma with a second by Ms. Conwell Resolution No. R2023-0286 was considered and adopted by unanimous vote.**

- 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.

Sponsor: County Executive Ronayne/Department of Public Works

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

**On a motion by Mr. Tuma with a second by Mr. Sweeney Resolution No. R2023-0287 was considered and adopted by unanimous vote.**

- 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.

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

**On a motion by Mr. Miller with a second by Mr. Jones Resolution No. R2023-0293 was considered and adopted by unanimous vote.**

- 4) 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

Committee Assignment and Chair: Committee of the Whole – Jones

**On a motion by Mr. Jones with a second by Ms. Simon, Resolution No. R2023-0304 was considered and adopted, by a majority roll-call vote of 9 yeas and 1 nay with Councilmembers Turner, Simon, Kelly, Miller, Sweeney, Tuma, Gallagher, Schron, and Jones voting in the affirmative and Councilmember Conwell casting a dissenting vote. Councilmembers Simon, Miller and Schron supported the appointment with a caveat of implementing a policy regarding the retire/rehire process.**

- 5) 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

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

**On a motion by Mr. Tuma with a second by Ms. Conwell Resolution No. R2023-0306 was considered and adopted by unanimous vote.**

- 6) 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

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

**On a motion by Mr. Tuma with a second by Mr. Sweeney Resolution No. R2023-0307 was considered and adopted by unanimous vote.**

- 7) 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

Committee Assignment and Chair: Community Development – Stephens

**On a motion by Mr. Miller with a second by Ms. Turner Resolution No. R2023-0308 was considered and adopted by unanimous vote.**

- 8) 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

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

**On a motion by Ms. Turner with a second by Ms. Conwell Resolution No. R2023-0309 was considered and adopted by unanimous vote.**

- 9) 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

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

**On a motion by Ms. Turner with a second by Ms. Conwell Resolution No. R2023-0310 was considered and adopted by unanimous vote.**

11. MISCELLANEOUS COMMITTEE REPORTS

**Council President Jones stated that the Committee of the Whole meeting will take place on Tuesday, December 5. The time has not been determined.**

12. MISCELLANEOUS BUSINESS

**Ms. Conwell extended well wishes and her appreciation to Councilmember Tuma, who will be leaving Council at the end of the year to serve as the Law Director for the City of Parma.**

**Mr. Gallagher congratulated the football teams of Glenville High School and St. Edward's High School, who will be participating in the State Championship.**

**Ms. Simon commented on the recent death of Rosalynn Carter, former first lady and recognized her commitment to children and social justice issues.**

**Mr. Sweeney asked about the status of Council's special meeting on December 14.**

13. ADJOURNMENT

**With no further business to discuss, Council President Jones adjourned the meeting at 6:46 p.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0369

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



**MEMORANDUM**

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**TO: Council President Kilbane and Members of City Council**

**FROM: Mayor Patrick J. Cooney**

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

**DATE: November 14, 2023**

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

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

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

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

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

20777 Lorain Road  
Fairview Park, Ohio 44126



**Patrick J. Cooney**  
Mayor

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

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

Thank you.

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0367

Sponsored by: <b>Councilmember Kelly</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$10,297.98, to the City of Bay Village for the purpose of Bay Village Power Bike Project from the District 1 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 1 ARPA Community Grant Fund in the amount of \$10,297.98 to the City of Bay Village for the purpose of Bay Village Power Bike Project; and

**WHEREAS**, the City of Bay Village estimates approximately 66,000 people will be served annually through this award; and

**WHEREAS**, the City of Bay Village estimates the total cost of the project is \$10,297.88 and

**WHEREAS**, the City of Bay Village is estimating the start date of the project will be November 2023 and the project will be ongoing; and

**WHEREAS**, the City of Bay Village requested \$10,297.98 from the District 1 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$10,297.98 to the City of Bay Village 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 \$10,297.98 to the City of Bay Village from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the purpose of Bay Village Power Bike Project.

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

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

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

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

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

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

Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

\_\_\_\_\_

County Council President

\_\_\_\_\_

Date

\_\_\_\_\_

County Executive

\_\_\_\_\_

Date

\_\_\_\_\_

Clerk of Council

\_\_\_\_\_

Date

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

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0368

Sponsored by: <b>Councilmember Sweeney</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$500,000, to the Northwest Neighborhoods CDC d.b.a. W80 Senior Limited Partnership for the Karam Senior Living Development 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 \$500,000 to the Northwest Neighborhoods CDC for the Karam Senior Living Development Project; and

**WHEREAS**, the Northwest Neighborhoods CDC estimates approximately 104 seniors will be served annually through this award; and

**WHEREAS**, the Northwest Neighborhoods CDC estimates approximately 70 permanent and temporary jobs will be created or retained through this project; and

**WHEREAS**, the Northwest Neighborhoods CDC estimates the total cost of the project is \$14,112,459; and

**WHEREAS**, the Northwest Neighborhoods CDC indicates the other funding source(s) for this project includes:

- A. \$10,230,000 from Enterprise LIHTC Equity
- B. \$266,176 from NNCDC Deferred Developer Fee
- C. \$720,000 from OHFA MLP (Loan 1);
- D. \$165,152 from OHFA MLP (Loan 2);
- E. \$47,750 from Predevelopment Grant;
- F. \$600,000 from City of Cleveland Housing Trust Fund (HOME);
- G. \$500,000 from Sponsor Loan;
- H. \$500,000 from Federal Home Loan Bank of Boston AHP; and

**WHEREAS**, the Northwest Neighborhoods CDC indicates that the start date of the project was September 2021 and the project will be completed September 2023; and

**WHEREAS**, the Northwest Neighborhoods CDC requested \$1,000,000 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 \$500,000 to the Northwest Neighborhoods CDC to ensure this project is completed; and

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

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$500,000 to the Northwest Neighborhoods CDC from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Karam Senior Living Development Project.

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Journal \_\_\_\_\_

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0314

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: November 14, 2023  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: October 26, 2023

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

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

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

<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

# 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.

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# 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: November 14, 2023  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



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

**CUYAHOGA COUNTY  
 PERSONNEL REVIEW COMMISSION  
 MEMORANDUM**

Date: November 3, 2023

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

From: Deborah Southerington, Chairwoman  
 Cuyahoga County Personnel Review Commission

Re: Recommending Modifications to Class Plan

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

<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

**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.

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



**CURRENT CLASSIFICATION**

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

**PROPOSED REVISED CLASSIFICATION**

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

<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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<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/remains 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 compute 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**

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

**PROPOSED REVISED CLASSIFICATION**

<b>Class Number</b>	<b>Classification Title</b>	<b>Department</b>	<b>FLSA Status</b>	<b>Pay Grade</b>
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**

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

**PROPOSED REVISED CLASSIFICATION**

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

<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. R2023-0349

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:



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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0353

Sponsored by: <b>Councilmember Schron</b>	<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, offices and agencies; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

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

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

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

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

**Fund Nos./Budget Accounts**

**Journal Nos.**

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

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

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

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

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

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

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

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

pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

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



To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: November 16, 2023

Re: Fiscal Agenda – 11/28/2023 - 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 28, 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
Veterans Service Commission	\$1,300,000.00	A	General Fund	Appropriation Increase

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

N/A

**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.

<b>Department</b>	<b>Amount Requested</b>	<b>Item</b>	<b>Funding Source</b>	<b>Purpose</b>
Veterans Service Commission	\$1,300,000.00	A	General Fund	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0354

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:



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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0355

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

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0311

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: November 14, 2023

Committee(s) Assigned: Community Development

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: November 14, 2023

Committee(s) Assigned: Education, Environment & Sustainability

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: November 14, 2023  
Committee(s) Assigned: Public Works, Procurement & Contracting

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

# 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: November 14, 2023

Committee(s) Assigned: Community Development

Journal \_\_\_\_\_

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



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0370

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b>	<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, offices and agencies, amending Resolution No. R2023-0317 dated 11/14/2023; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, on December 7, 2021, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2022/2023 (Resolution No. R2021-0238) establishing the 2022/2023 biennial budget for all County departments, offices and agencies; and

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

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

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

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

**Fund Nos./Budget Accounts**

**Journal Nos.**

A. 1100 – General Fund **BA2314914**  
JC100105 – Legal  
Personal Services \$ 150,000.00

The Juvenile Court requests an appropriation increase of \$150,000 to cover final Personal Services expenses that are expected to post through December 31, 2023. The funding source is the General Fund.

B. 4605 – Road Capital Projects **BA2323132**  
PW605105 – Ohio Department of Public Works Integrating  
Other Expenses \$ 6,486,000.00

The Department of Public Works is requesting an appropriation increase of \$6,486,000 for the Garfield Boulevard Reconstruction Project. This project is funded 51% Cuyahoga County Motor Vehicle Gas Tax, 36% Ohio Public Works Commission (OPWC), 12% the District 8 ARPA Community Grant Fund, and 1% the Village of Bentleyville.

C. 4605 – Road Capital Projects **BA2323134**  
PW605105 – Ohio Department of Public Works Integrating  
Other Expenses \$ 1,680,000.00

The Department of Public Works is requesting an appropriation increase of \$1,680,000 for the Chagrin River Road Bridge Project. This project is funded 65% Cuyahoga County Motor Vehicle Gas Tax, and 35% Ohio Public Works Commission (OPWC).

D. 4605 – Road Capital Projects **BA2323136**  
PW605100 – ODOT-LPA  
Other Expenses \$ 1,928,382.00

The Department of Public Works is requesting an appropriation increase of \$1,928,382 for the Sheldon Road Resurfacing Project. This project is funded 42% federal funds, 18% Ohio Public Works Commission (OPWC), 20% Cuyahoga County Motor Vehicle Gas Tax, and 20% the cities of Brook Park and Middleburg Heights.

E. 4605 – Road Capital Projects **BA2323138**  
PW605100 – ODOT-LPA  
Other Expenses \$ 1,864,856.00

The Department of Public Works is requesting an appropriation increase of \$1,864,856 for the Grant Avenue Resurfacing Project. This project is funded 58% federal funds, 18.8% Ohio Public Works Commission (OPWC), 11.6% Cuyahoga County Motor Vehicle Gas Tax, and 11.6% City of Cleveland and Cuyahoga Heights.

F. 4605 – Road Capital Projects **BA2323140**  
PW605100 – ODOT-LPA  
Other Expenses \$ 2,582,400.00

The Department of Public Works is requesting an appropriation increase of \$2,582,400 for the Forbes Road Resurfacing Project. This project is funded 43% federal funds, 14% Ohio Public Works Commission (OPWC), 21% Cuyahoga County Motor Vehicle Gas Tax, and 21% the cities of Bedford, Oakwood Village, and Bedford Heights.

G. 4605 – Road Capital Projects **BA2323142**  
PW605100 – ODOT-LPA  
Other Expenses \$ 14,272,800.00

The Department of Public Works is requesting an appropriation increase of \$14,272,800 for the North Marginal Cleveland Lakefront Connector Project. This project is funded 40% federal funds, 20% Cuyahoga County Motor Vehicle Gas Tax, and 20% the City of Cleveland.

H. 4605 – Road Capital Projects **BA2323144**  
PW605100 – ODOT-LPA  
Other Expenses \$ 2,694,159.60

The Department of Public Works is requesting an appropriation increase of \$2,694,159.60 for the Clague Road Resurfacing Project. This project is funded 26% federal funds, 14% Ohio Public Works Commission (OPWC), 30% Cuyahoga County Motor Vehicle Gas Tax, and 30% the City of North Olmsted.

I. 4605 – Road Capital Projects **BA2323146**  
PW605100 – ODOT-LPA  
Other Expenses \$ 8,701,200.00

The Department of Public Works is requesting an appropriation increase of \$8,701,200 for the East 200<sup>th</sup> Street Resurfacing Project. This project is funded 20% federal funds, 12% Ohio Public Works Commission (OPWC), 23% Cuyahoga County Motor Vehicle Gas Tax, and 45% the cities of Cleveland and Euclid.

J. 5715 – Sanitary Engineer **BA2323151**  
 PW715200 – Sanitary Operating  
 Personal Services \$ 1,266,221.00

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting an appropriation increase of \$1,266,221 for final Personal Services expenses that are expected to post through December 31, 2023. The funding source is the Sanitary Engineer Enterprise Fund. As of November 20, 2023 the cash balance is \$40,079,386.92.

K. 1100 – General Fund **BA2323152**  
 DV100100 – Economic Development  
 Personal Services \$ 690,000.00

The Office of Budget and Management, on behalf of the Department of Development, is requesting an appropriation increase of \$690,000 for final Personal Services expenses that are expected to post through December 31, 2023. The funding source is the General Fund.

L. 5700 – County Airport **BA2323154**  
 PW700100 – County Airport  
 Other Expenses \$ 95,000.00

The Office of Budget and Management, on behalf of the Department of Public Works, is requesting an appropriation increase of \$95,000 for contract costs anticipated for the remainder of the year. The funding source is the County Airport Enterprise Fund. As of November 20, 2023, the cash balance is \$1,058,912.96.

M. 1100 – General Fund **BA2323157**  
 LW100100 – Law Department  
 Personal Services \$ 100,000.00

The Office of Budget and Management, on behalf of the Law Department, is requesting an appropriation increase of \$100,000.00 for final Personal Services expenses that are expected to post through December 31, 2023. The funding source is the General Fund.

N. 4600 – Capital Projects **BA2323158**  
 PW600100 – Capital Projects  
 Personal Services \$ 239,347.33

The Department of Public Works is requesting an appropriation increase of \$239,347.33 for the Central Booking capital project. This request will enable

the chargeback of trades personnel costs. This request is funded by the General Fund Capital Improvements Subsidy.

O. 4600 – Capital Projects **BA2323160**  
PW600100 – Capital Projects  
Personal Services \$ 99,175.92

The Department of Public Works is requesting an appropriation increase of \$99,175.95 for the Justice Center Facade Compliance Program capital project. This request will enable the chargeback of trades personnel costs. The funding source is the General Fund Capital Improvements Subsidy.

P. 4600 – Capital Projects **BA2323161**  
PW600100 – Capital Projects  
Personal Services \$ 5,184.71

The Department of Public Works is requesting an appropriation increase of \$5,184.71 for the Animal Shelter HVAC Repair and Replacement capital project. This request will enable the chargeback of trades personnel costs. The funding source is the General Fund Capital Improvements Subsidy.

Q. 4600 – Capital Projects **BA2323163**  
PW600100 – Capital Projects  
Personal Services \$ 48,014.78

The Department of Public Works is requesting an appropriation increase of \$48,014.78 for the Prosecutor ICAC Relocation capital project. This request will enable the chargeback of trades personnel costs. The funding source is the General Fund Capital Improvements Subsidy.

R. 4600 – Capital Projects **BA2323165**  
PW600100 – Capital Projects  
Other Expenses \$ 832,621.00

The Department of Public Works requests an appropriation increase of \$832,621 for the 2022-26 Elevator Modernization Program capital project. This project will result in the modernization, restoration, and/or replacement of the elevators in Huntington Park Garage, Jane Edna Hunter, Justice Center - Tower II, Metzenbaum Center, Virgil E. Brown, and the Justice Center - Atrium. The total cost of the project is estimated at \$6.19 million; \$1.505 million has been appropriated to date. This request will be funded by the General Fund Capital Improvements Subsidy.

S. 4600 – Capital Projects		<b>BA2323167</b>
PW600100 – Capital Projects		
Personal Services	\$	60,572.40
Other Expenses	\$	91,831.55

The Department of Public Works is requesting an appropriation increase of \$152,403.95 to establish the County Courthouse Emergency Utility Repairs capital project. The project scope includes the repair and replacement of the steam lines and other affected utilities at the Cuyahoga County Courthouse located at 1 W. Lakeside Avenue in Cleveland, Ohio. This project is part of the 2023 Capital Improvements Plan and will be funded by the General Fund Capital Improvements Subsidy.

T. 2260 – Human Services		<b>BA2324433</b>
HS260140 – Info. Svcs.		
Personal Services	\$	(100,000.00)

The Office of Budget Management, on behalf of the Department of Health and Human Services-Division of Children and Family Services, is requesting an appropriation decrease of \$100,000 to realign the budget to where expenses are expected to post through December 31, 2023. The corresponding item is below (Section 1, Item Y). The funding source is the Health and Human Services Levy.

U. 2260 – Human Services		<b>BA2324434</b>
HS260350 – Homeless Services		
Personal Services	\$	100,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services-Office of Homeless Services, is requesting an appropriation Increase of \$100,000 to realign the budget to where expenses are expected to post through December 31, 2023. The corresponding item is above (Section 1, Item X). The funding source is the Health and Human Services Levy.

V. 2260 – Human Services		<b>BA2324435</b>
HS260175 – Permanent Custody Adoptions		
Personal Services	\$	(150,000.00)

The Office of Budget Management, on behalf of the Department of Health and Human Services-Division of Children and Family Services, is requesting an appropriation decrease of \$150,000 to realign the budget to where expenses are expected to post through December 31, 2023. The

corresponding item is below (Section 1, Item AA). The funding source is the Health and Human Services Levy.

W. 2260 – Human Services **BA2324436**  
HS260215 – VEB Bldg NFSC  
Personal Services \$ 150,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services-Department of Jobs and Family Services, is requesting an appropriation increase of \$150,000 for expenses expected to post through December 31, 2023. The corresponding item is above (Section 1, Item Z). The funding source is the Health and Human Services Levies.

X. 2260 – Human Services **BA2324437**  
HS260175 – Permanent Custody Adoptions  
Personal Services \$ (60,000.00)

The Office of Budget Management, on behalf of the Department of Health and Human Services-Division of Children and Family Services, is requesting an appropriation decrease of \$60,000 to realign the budget to where expenses are expected to post through December 31, 2023. The corresponding item is below (Section 1, Item AC). The funding source is the Health and Human Services Levy.

Y. 2260 – Human Services **BA2324438**  
HS260190 – Info Svcs  
Personal Services \$ 60,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services-Department of Jobs and Family Services, is requesting an appropriation increase of \$60,000 for expenses expected to post through December 31, 2023. The corresponding item is above (Section 1, Item AB). The funding source is the Health and Human Services Levies.

Z. 1100 – General Fund **BA2321352**  
EX100110 – County Executive Transition  
Personal Services \$ 43,610.44

The Office of Budget and Management requests an appropriation increase of \$43,610.44 for final temporary salaries and fringe benefits expenditures. The funding source is General Fund.

AA. 1100 – General Fund	<b>BA2321353</b>
EX100120 – Sustainability	
Personal Services	\$ 23,100.00

The Office of Budget and Management, on behalf of the Department of Sustainability, requests an appropriation increase of \$23,100 for Development and Department of Public Works personnel charged to Sustainability for time dedicated to Sustainability directed projects and fiscal assistance. The funding source is the General Fund.

AB. 1100 – General Fund	<b>BA2325975</b>
SH100140 – Jail Operations	
Personal Services	\$ 1,800,000.00
Other Expenses	\$ 3,950,000.00

The Office of Budget and Management, on behalf of the Sheriff's Department, is requesting an appropriation increase of \$5,750,000 to cover overtime, CBA agreement costs, increased staff costs and space maintenance charges which are expected to be posted through December 31, 2023. The funding source is the General Fund.

AC. 4600 – Capital Projects	<b>BA2323164</b>
PW600100 – Capital Projects	
Personal Services	\$ 469.29

The Department of Public Works requests an appropriation increase of \$469.29 for the Veterans Service Commission Headquarters Buildout capital project. This request will enable the chargeback of trades personnel costs. The funding source is General Fund.

AD. 1100 – General Fund	<b>BA2314916</b>
PB100100 – Probate Court	
Personal Services	\$ 75,000.00
Other Expenses	\$ 25,000.00

The Probate Court requests an appropriation increase of \$100,000 final Personal Services and the 2022 space reconciliation chargebacks expected to post by December 31, 2023. The funding source is the General Fund.

AE. 1100 – General Fund	<b>BA2325974</b>
SH100185 – Sheriff Operations	
Other Expenses	\$ 300,000.00



The Office of Budget and Management, on behalf of the Sheriff's Department, is requesting an appropriation increase of \$300,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AF. 2280 – Other Health and Safety **BA2323171**  
PW280100 – Dog & Kennel  
Other Expenses \$ 32,185.00

The Office of Budget and Management, on behalf of Public Works, is requesting an appropriation increase of \$32,185 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AG.1100 – General Fund **BA2323170**  
PW100110 – County Headquarters  
Other Expenses \$ 2,500.00

The Office of Budget and Management, on behalf of Public Works, is requesting an appropriation increase of \$2,500 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AH. 1100 – General Fund **BA2323169**  
HR100100 – Administration  
Other Expenses \$ 47,000.00

The Office of Budget and Management, on behalf of Human Resources, is requesting an appropriation increase of \$47,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AI.1100 – General Fund **BA2323173**  
SS100100 – Soldiers and Sailors Monument  
Other Expenses \$ 3,000.00

The Office of Budget and Management, on behalf of the Soldiers and Sailors Monument, is requesting an appropriation increase of \$3,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AJ.6780 – Printing **BA2323172**  
PW780100 – Print Shop  
Other Expenses \$ 55,500.00

The Office of Budget and Management, on behalf of the Public Works, is requesting an appropriation increase of \$55,500 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AK.1100 – General Fund **BA2325976**

DR100100 – Domestic Relations  
Other Expenses \$ 250,000.00

The Office of Budget and Management, on behalf of the Domestic Relations Court, is requesting an appropriation increase of \$250,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AL.1100 – General Fund **BA2321358**  
FS100900 – Non-Departmental Rev/Exp  
Other Expenses \$ 245,000.00

The Office of Budget and Management requests an additional appropriation of \$245,000 for the 1% administrative fee charged by the Ohio Department of Taxation for distribution of sales tax revenue. Increased revenue collection over projections increases the coinciding fees. The funding source is the General Fund.

AM.1100 – General Fund **BA2314921**  
CA100100 – Court of Appeals  
Other Expenses \$ 125,000.00

The Office of Budget and Management, on behalf of the Domestic Relations Court, is requesting an appropriation increase of \$125,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AN.1100 – General Fund **BA2314922**  
JC100100 – Administrative  
Other Expenses \$ 40,000.00

The Office of Budget and Management, on behalf of the Juvenile Court, is requesting an appropriation increase of \$40,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AO.1100 – General Fund **BA2314923**  
JC100105 – Legal  
Other Expenses \$ 560,000.00

The Office of Budget and Management, on behalf of the Juvenile Court, is requesting an appropriation increase of \$560,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AP.1100 – General Fund **BA2314915**  
JC100110 – Child Support  
Personal Services \$ 25,000.00

The Office of Budget and Management, on behalf of the Juvenile Court, is requesting an appropriation increase of \$25,000 to cover final Personal Services expenditures that are expected to post through December 31, 2023. The funding source is the General Fund.

AQ. 1100 – General Fund		<b>BA2314925</b>
PS100100 – General Fund		
Other Expenses	\$	70,000.00

The Office of Budget and Management, on behalf of the Prosecutor’s Office, is requesting an appropriation increase of \$70,000 to cover the 2022 space reconciliation charges. The funding source is the General Fund.

AR. 1100 – General Fund		<b>BA2325978</b>
PJ280110 – 9-1-1 Consolidated Shared Ser		
Other Expenses	\$	3,000,000.00

The Department of Public Safety and Justice Services requests additional appropriations of \$3,000,000 for the 911 Consolidation Shared Service Fund. These funds will be used to consolidate several dispatch centers. Funding Source is General Fund.

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

<u><b>Fund Nos./Budget Accounts</b></u>	<u><b>Journal Nos.</b></u>
A. FROM:2260 – Human Services	<b>BA2316436</b>
HS260175 – Permanent Custody Adoptions	
Personal Services	\$ 240,000.00
TO: 2260 – Human Services	
HS260130 – Office of the Director	
Personal Services	\$ 140,000.00
2260 – Human Services	
HS260160 – Visitation	
Personal Services	\$ 20,000.00
2260 – Human Services	
HS260170 – CFS Foster Home	
Personal Services	\$ 80,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services - Division of Children and Family 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 sources are Federal Title IV-E and the Health and Human Services Levy.

B. FROM:2365 – Workforce Development	<b>BA2316437</b>
WF365100 – WF Innovation & Opportunities	
Other Expenses	\$ 3,000.00
TO: 2365 – Workforce Development	
WF365100 – WF Innovation & Opportunities	
Personal Services	\$ 3,000.00

The Office of Budget Management, on behalf of Workforce Development, is requesting an appropriation transfer of \$3,000 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>BA2316438</b>
HS260235 – Admin Svcs	
Other Expenses	\$ 25,000.00
TO: 2260 – Human Services	
HS260235 – Admin Svcs	
Personal Services	\$ 25,000.00

The Office of Budget Management, on behalf of Department of Health and Human Services – Invest in Children, is requesting an appropriation transfer of \$25,000 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.

D. FROM:4600 – Capital Projects	<b>BA2323159</b>
PW600100 – Capital Projects	
Personal Services	\$ 6,393.83
TO: 4600 – Capital Projects	
PW600100 – Capital Projects	
Other Expenses	\$ 6,393.83

The Department of Public Works is requesting an appropriation transfer of \$6,393.83 for the Courthouse Square Boiler Replacement capital project. The appropriation transfer will enable the Department of Public Works to

charge back all remaining project costs and close out the project. The funding source is the General Fund Capital Improvements Subsidy.

E. FROM:1100 – General Fund		<b>BA2323162</b>
FS100500 – ARPA-Govt Serv		
Other Expenses	\$	1,753.13
TO: 1100 – General Fund		
FS100500 – ARPA-Govt Serv		
Personal Services	\$	1,753.13

The Department of Public Works is requesting an appropriation transfer \$1,753.13 to allow the charge back of payroll costs. This request is part of the Department of Public Works' \$4.5 million allocation for the Men's Shelter Expansion capital project. The funding source is the General Fund - American Rescue Plan Act Revenue Replacement (ARPA)/Provision of Government Services.

F. FROM:2260 – Human Services		<b>BA2324430</b>
HS260295 – SAS-Options Prog		
Personal Services	\$	20,000.00
TO: 2260 – Human Services		
HS260260 – SAS-Mgmt Svcs		
Personal Services	\$	20,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services-Division of Senior and Adult Services, is requesting an appropriation transfer of \$20,000 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.

G. FROM:2260 – Human Services		<b>BA2324431</b>
HS260205 – Ohio City NFSC		
Personal Services	\$	75,000.00
2260 – Human Services		
HS260220 – West Shore NFSC		
Personal Services	\$	10,000.00
TO: 2260 – Human Services		
HS260210 – Quincy Place NFSC		
Personal Services	\$	85,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services-Division of Jobs and Family Services, is requesting an appropriation transfer of \$85,000 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.

H. FROM:2260 – Human Services		<b>BA2324432</b>
HS260200 – Southgate NFSC		
Personal Services	\$	225,000.00
TO: 2260 – Human Services		
HS260215 – VEB Bldg NFSC		
Personal Services	\$	225,000.00

The Office of Budget Management, on behalf of the Department of Health and Human Services-Division of Jobs and Family Services, is requesting an appropriation transfer of \$225,000 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.

I. FROM:1100 – General Fund		<b>BA2321350</b>
BE100105 – Primary Election		
Personal Services	\$	1,100,000.00
TO: 1100 – General Fund		
BE100115 – General Election		
Personal Services	\$	1,100,000.00

The Cuyahoga County Board of Elections requests an appropriation transfer of \$1,100,000 for poll worker expenses incurred during the November General Election. The funding source is General Fund.

J. FROM:1100 – General Fund		<b>BA2321351</b>
BE100115 – General Election		
Other Expenses	\$	563,000.00
TO: 1100 – General Fund		
BE100115 – General Election		
Personal Services	\$	563,000.00

The Cuyahoga County Board of Elections requests an appropriation transfer of \$563,000 for November General Election poll worker expenditures. The funding source is General Fund.

K. FROM:2285 – Other Judicial **BA2321354**  
 IG285100 – Inspector General Vendor Fees  
 Other Expenses \$ 3,700.00

TO: 2285 – Other Judicial  
 IG285100 – Inspector General Vendor Fees  
 Personal Services \$ 3,700.00

The Office of Budget and Management, on behalf of the Agency of the Inspector General, requests appropriation transfer of \$3,700 for chargeback of AIG personnel work time dedicated to management of the County Vendor Registry. The funding source is the Inspector General Vendor Fee Fund. The cash balance as of November 27, 2023 is \$370,277.26.

L. FROM:1100 – General Fund **BA2321355**  
 IT100135 – Security and Disaster Recovery  
 Personal Services \$ 50,000.00

TO: 1100 – General Fund  
 IT100140 – Engineering Services  
 Personal Services \$ 50,000.00

The Department of Information Technology requests an appropriation transfer of \$50,000 for the cost of a retirement payout. The funding source is the General Fund.

M. FROM:1100 – General Fund **BA2321356**  
 BE100100 – Board of Elect Administration  
 Personal Services \$ 192,000.00

TO: 1100 – General Fund  
 BE100100 – Board of Elect Administration  
 Other Expenses \$ 192,000.00

The Office of Budget and Management requests an appropriation transfer of \$192,000 for the 2022 space maintenance reconciliation costs. The funding source is the General Fund.

N. FROM:1100 – General Fund **BA2325977**  
 CP100170 – Probation  
 Personal Services \$ 625,000.00

TO: 1100 – General Fund  
 CP100105 – Jud/General

Other Expenses \$ 625,000.00

Common Pleas Court requests an appropriation transfer of \$625,000 for the 2022 space maintenance reconciliation costs. 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:

**Fund Nos./Budget Accounts** **Journal Nos.**

A. FROM:2270 – Motor Vehicle Gas Tax **CT2323133**  
PW270210 – \$5.00 HB26 R&B Cap. Imp.  
Trans Out – Transfer Out \$ 2,084,400.00

TO: 4605 – Road Capital Projects  
PW605105 – Ohio Department of Public Works Integrating  
Trans In – Transfer In \$ 2,084,400.00

The Department of Public Works is requesting a cash transfer of \$2,084,400 for the County’s portion of the Garfield Boulevard Reconstruction project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

B. FROM:2270 – Motor Vehicle Gas Tax **CT2323135**  
PW270200 – Road Capital Improvements - \$5.00  
Trans Out – Transfer Out \$ 1,092,000.00

TO: 4605 – Road Capital Projects  
PW605105 – Ohio Department of Public Works Integrating  
Trans In – Transfer In \$ 1,092,000.00

The Department of Public Works is requesting a cash transfer of \$1,092,000 for the County’s portion of the Chagrin River Road Bridge Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

C. FROM:2270 – Motor Vehicle Gas Tax **CT2323137**  
PW270200 – Road Capital Improvements - \$5.00  
Trans Out – Transfer Out \$ 394,191.00

TO: 4605 – Road Capital Projects  
PW605100 – ODOT-LPA



Trans In – Transfer In \$ 394,191.00

The Department of Public Works is requesting a cash transfer of \$394,191 for County's portion of the Sheldon Road Resurfacing Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

D. FROM:2270 – Motor Vehicle Gas Tax **CT2323139**

PW270200 – Road Capital Improvements - \$5.00

Trans Out – Transfer Out \$ 216,928.20

TO: 4605 – Road Capital Projects

PW605100 – ODOT-LPA

Trans In – Transfer In \$ 216,928.20

The Department of Public Works is requesting a cash transfer of \$216,928.20 for the County's portion of the Grant Avenue Resurfacing Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

E. FROM:2270 – Motor Vehicle Gas Tax **CT2323141**

PW270210 – \$5.00 HB26 R&B Cap. Imp.

Trans Out – Transfer Out \$ 547,658.00

TO: 4605 – Road Capital Projects

PW605100 – ODOT-LPA

Trans In – Transfer In \$ 547,658.00

The Department of Public Works is requesting a cash transfer of \$547,658 for the County's portion of the Forbes Road Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

F. FROM:2270 – Motor Vehicle Gas Tax **CT2323143**

PW270205 – R&B Registration Tax - \$7.50

Trans Out – Transfer Out \$ 2,888,752.00

TO: 4605 – Road Capital Projects

PW605100 – ODOT-LPA

Trans In – Transfer In \$ 2,888,752.00

The Department of Public Works is requesting a cash transfer of \$2,888,752 for the County's portion of the North Marginal Cleveland Lakefront Project.

As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

G. FROM:2270 – Motor Vehicle Gas Tax		<b>CT2323145</b>
PW270200 – Road Capital Improvements - \$5.00		
Trans Out – Transfer Out	\$	808,030.40
TO: 4605 – Road Capital Projects		
PW605100 – ODOT-LPA		
Trans In – Transfer In	\$	808,030.40

The Department of Public Works is requesting a cash transfer of \$808,030.40 for the County’s portion of the Clague Road Resurfacing Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

H. FROM:2270 – Motor Vehicle Gas Tax		<b>CT2323147</b>
PW270200 – Road Capital Improvements - \$5.00		
Trans Out – Transfer Out	\$	2,018,793.00
TO: 4605 – Road Capital Projects		
PW605100 – ODOT-LPA		
Trans In – Transfer In	\$	2,018,793.00

The Department of Public Works is requesting a cash transfer of \$2,018,793 for the County’s portion of the East 200<sup>th</sup> Street Resurfacing Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

I. FROM:2270 – Motor Vehicle Gas Tax		<b>CT2323148</b>
PW270200 – Road Capital Improvements - \$5.00		
Trans Out – Transfer Out	\$	5,227,697.70
TO: 4605 – Road Capital Projects		
PW605100 – ODOT-LPA		
Trans In – Transfer In	\$	5,227,697.70

The Department of Public Works is requesting a cash transfer of \$5,227,697.70 for the County’s portion of the Pleasant Valley Bridges Project. As of November 20, 2023, the cash balance in the Motor Vehicle Gas Tax fund is \$58,365,771.22.

J. FROM:4600 – Capital Projects		<b>CT2323166</b>
PW600100 – Capital Projects		

Trans Out – Transfer Out           \$           210,914.12

TO: 4600 – Capital Projects  
PW600120 – Non-Subsidy Facility Projects  
Trans In – Transfer In           \$           210,914.12

The Department of Public Works is requesting a cash transfer of \$210,914.12 for the expansion of the Animal Shelter and the addition of a multi-purpose room for use in training and other operational needs. The funding source is the General Fund Capital Improvements Subsidy.

K. FROM:1100 – General Fund **CT2325979**

FS100350 – General Fd Operating Subsidies  
Trans Out – Transfer Out           \$           3,000,000.00

TO: 2280 – Other Health & Safety  
PJ280110 – 9-1-1 Consolidated Shared Ser  
Trans In – Transfer In           \$           3,000,000.00

The Department of Public Safety and Justice Services requests a \$3,000,000 cash transfer from the General Fund to the 9-1-1 Consolidation Shared Services Fund. These funds will be used to consolidate several dispatch centers. Funding source is General Fund.

**SECTION 4.** That items approved in Resolution No. R2023-0317 dated November 14, 2023 be rescinded as follows to reconcile appropriations for the year 2023 in the County’s financial system:

**Resolution No. R2023-0317 dated 11/14/2023:**

**Original Items to be Corrected – Section 2**

L. FROM: 2260 – Human Services **BA2324419**

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.

**Resolution No. R2023-0317 dated 11/14/2023:**

**Corrected Item – Section 2**

L. FROM:2260 – Human Services			<b>BA2324429</b>
HS260215 – VEB Bldg NFSC			
Personal Services	\$	600,000.00	
TO: 2260 – Human Services			
HS260205 – Ohio City NFSC			
Personal Services	\$	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.

**Resolution No. R2023-0317 dated 11/14/2023:**

**Original Items to be Corrected – Section 1**

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.

**Resolution No. R2023-0317 dated 11/14/2023:**

**Corrected Item – Section 1**

D. 1100 – General Fund		<b>BA2321305</b>
BE100105 – Primary Election		
Personal Services	\$	(1,550,748.81)
Other Expenses	\$	(777,257.19)

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.

**Resolution No. R2023-0317 dated 11/14/2023:**

**Original Items to be Corrected – Section 2**

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.

**Resolution No. R2023-0317 dated 11/14/2023:**

**Corrected Item – Section 2**

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	\$	655,000.00
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.

**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





To: Andria Richardson, Clerk of County Council

From: Walter Parfejewiec, Office of Budget and Management

Date: November 28, 2023

Re: Fiscal Agenda – 12/5/2023 - 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 **December 5, 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
Juvenile Court	\$150,000.00	A	General Fund	Appropriation Increase
Public Works	\$6,486,000.00	B	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$1,680,000.00	C	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$1,928,382.00	D	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase



Public Works	\$1,864,856.00	E	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$2,582,400.00	F	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$14,272,800.00	G	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$2,694,159.60	H	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$8,701,200.00	I	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works – Sanitary Engineer	\$1,266,221.00	J	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Department of Development	\$690,000.00	K	General Fund	Appropriation Increase
Public Works	\$95,000.00	L	Enterprise Funds	Appropriation Increase
Law Department	\$100,000.00	M	General Fund	Appropriation Increase
Public Works	\$239,347.33	N	CIP	Appropriation Increase
Public Works	\$99,175.92	O	CIP	Appropriation Increase
Public Works	\$5,184.71	P	CIP	Appropriation Increase
Public Works	\$48,014.78	Q	CIP	Appropriation Increase
Public Works	\$832,621.00	R	CIP	Appropriation Increase
Public Works	\$152,403.95	S	CIP	Appropriation Increase
Children and Family Services	\$ (100,000.00)	T	HHS Levy	Appropriation Decrease
Homeless Services	\$100,000.00	U	HHS Levy	Appropriation Increase
Children and Family Services	\$ (150,000.00)	V	HHS Levy	Appropriation Decrease

Jobs and Family Services	\$150,000.00	W	HHS Levy	Appropriation Increase
Children and Family Services	\$ (60,000.00)	X	HHS Levy	Appropriation Increase
Jobs and Family Services	\$60,000.00	Y	HHS Levy	Appropriation Increase
Office of Budget and Management	\$43,610.44	Z	General Fund	Appropriation Increase
Department of Sustainability	\$23,100.00	AA	General Fund	Appropriation Increase
Sheriff's Department	\$4,750,000.00	AB	General Fund	Appropriation Increase
Public Works	\$469.29	AC	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Probate Court	\$100,000.00	AD	General Fund	Appropriation Increase
Sheriff	\$300,000.00	AE	General Fund	Appropriation Increase
Public Works	\$32,185.00	AF	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Increase
Public Works	\$2,500.00	AG	General Fund	Appropriation Increase
Human Resources	\$47,000.00	AH	General Fund	Appropriation Increase
Soldiers and Sailors Monument	\$3,000.00	AI	General Fund	Appropriation Increase
Public Works	\$55,500.00	AJ	General Fund	Appropriation Increase
Domestic Relations	\$250,000.00	AK	General Fund	Appropriation Increase
Office of Budget and Management	\$245,000.00	AL	General Fund	Appropriation Increase
Court of Appeals	\$125,000.00	AM	General Fund	Appropriation Increase
Juvenile Court	\$40,000.00	AN	General Fund	Appropriation Increase
Juvenile Court	\$560,000.00	AO	General Fund	Appropriation Increase

Juvenile Court	\$25,000.00	AP	General Fund	Appropriation Increase
Prosecutor	\$70,000.00	AQ	General Fund	Appropriation Increase
Public Safety & Justice Service	\$3,000,000.00	AR	General Fund	Appropriation Increase

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

Department	Amount Requested	Item	Funding Source	Purpose
Children and Family Services	\$240,000.00	A	HHS Levy	Appropriation Transfer
Workforce Development	\$3,000.00	B	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer
Invest in Children	\$25,000.00	C	HHS Levy	Appropriation Transfer
Public Works	\$6,393.83	D	CIP	Appropriation Transfer
Public Works	\$1,753.13	E	General Fund	Appropriation Transfer
Senior and Adult Services	\$20,000.00	F	HHS Levy	Appropriation Transfer
Jobs and Family Services	\$85,000.00	G	HHS Levy	Appropriation Transfer
Jobs and Family Services	\$225,000.00	H	HHS Levy	Appropriation Transfer
Board of Elections	\$1,100,000.00	I	General Fund	Appropriation Transfer
Board of Elections	\$563,000.00	J	General Fund	Appropriation Transfer
Inspector General	\$3,700.00	K	Special Revenue – No General/HHS Levy Fund Impact	Appropriation Transfer
Department of IT	\$50,000.00	L	General Fund	Appropriation Transfer
Office of Budget and Management	\$192,000.00	M	General Fund	Appropriation Transfer
Common Pleas	\$625,000.00	N	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.

<b>Department</b>	<b>Amount Requested</b>	<b>Item</b>	<b>Funding Source</b>	<b>Purpose</b>
Public Works	\$2,084,400.00	A	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$1,092,000.00	B	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$394,191.00	C	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$216,928.20	D	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$547,658.00	E	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$2,888,752.00	F	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$808,030.40	G	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$2,018,793.00	H	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$5,227,697.70	I	Special Revenue – No General/HHS Levy Fund Impact	Cash Transfer
Public Works	\$210,914.12	J	CIP	Cash Transfer
Public Safety & Justice Services	\$3,000,000.00	K	General Fund	Cash Transfer

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0371

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

## **SUMMARY OF REQUESTED ACTION**

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

#### **A. Scope of Work Summary**

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

#### **B. Procurement – N/A**

#### **C. Contractor and Project Information**

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

#### **D. Project Status and Planning**

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

#### **E. Funding**

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

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



**Notes:**

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

Created by: Audra Malek



# CUYAHOGA COUNTY DEPARTMENT of PUBLIC WORKS

## Project Fact Sheet – Bagley Road, Berea

<b>Project Type</b>	Roadway Resurfacing
<b>Project Limits</b>	Front Street to Lindbergh Blvd
<b>Project Length</b>	1.2 miles
<b>Average Daily Traffic</b>	22,741 vehicles per day
<b>Pavement Condition Rating</b>	57 (Fair to Poor)
<b>Previously Resurfaced</b>	Unknown
<b>Council District</b>	5
<b>Project Cost</b>	\$4,736,111
<b>Proposed Funding</b>	80% Federal (\$3,788,888), 10% County (\$473,611), 10% Berea (\$473,611)
<b>Project Design</b>	Cuyahoga County
<b>Construction Admin</b>	Cuyahoga County



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0372

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

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

**ECONOMIC DEVELOPMENT LOAN TRANSACTIONS**

<b>Title</b>	2023 – Department of Development; Neighborhood Health Care, Inc. dba Neighborhood Family Practice; Economic Development Loan; Portfol Loan No. 359-01-01
<b>Department or Agency Name</b>	Department of Development
<b>Requested Action</b>	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <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	Pending	Neighborhood Health Care, Inc.	11 Years	\$700,000.00	Pending	Pending

**Loan Description and Terms.**

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

**Loan Amount:** not to exceed \$700,000

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

**Loan Security:** A UCC lien on all business assets

**Project Purpose/Goals, Outcomes(List 3):**

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

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

**Number of Jobs created:** 13  
**Number of Jobs retained:** 16

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

<b>In the boxes below, list Borrower/Vendor, Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
Neighborhood Health Care, Inc. 4115 Bridge Avenue, Suite 300, Cleveland, Ohio	Domonic Hopson, President and CEO
Vendor Council District: 7	Project Council District: 3

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

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

<b>Provide status of project.</b>	
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>
N/A



**Economic Development Loan  
LOAN PRESENTATION PACKAGE**

**Neighborhood Healthcare, Inc.  
dba Neighborhood Family Practice**

<b><u>SECTION</u></b>	<b><u>PAGES</u></b>
<b>1. Project Summary and Information</b>	<b>2 - 4</b>
<b>2. Financial Review</b>	<b>4 - 8</b>
<b>3. Recommendation</b>	<b>8</b>
<b>4. County Terms and Conditions</b>	<b>9 - 11</b>

**Prepared By:**  
**Anthony Stella**  
**Senior Development Finance Analyst**  
**(216) 443-3163**  
[astella@cuyahogacounty.us](mailto:astella@cuyahogacounty.us)  
**November 9, 2023**



## Department of Development PROJECT DESCRIPTION & DETAILS

**PROJECT NAME:** Neighborhood Family Practice  
**CCCIC DATE:** November 9, 2023  
**DOD Program:** Economic Development Fund

### OVERVIEW

1. **Borrower:** Neighborhood Health Care, inc.
2. **Project Location & Council District:**  
13027 Lorain Avenue, Cleveland, Ohio 44111  
District 3 – Martin Sweeney
3. **CCCIC Review Date:** November 9, 2023
4. **Qualifies for these Funding Sources:** Economic Development Fund
5. **Funding Partners in the Project:** Federal Government

6. **Project Summary:**

Neighborhood Family Practice proposes to relocate their current W 117 Community Health Center (CHC), located at 11709 Lorain Ave, Cleveland, Ohio (Ward 11) to a larger location at 13027 Lorain Avenue, Cleveland, Ohio, a former CVS Pharmacy. For several years, NFP W 117 CHC has been at capacity. An environmental issue in March 2023 led to the closure of the site for over a month, creating a serious disruption in patient care and accelerating the need to find a new location. In April 2023, a new location was unexpectedly identified. Located near the current site, this space has double the patient care area, extensive parking and provides an opportunity to design a space that is more conducive to clinical and operational workflows.

NFP intends to lease and renovate the 10,125 sq. ft space located on the corner of W. 130 Street and Lorain Avenue. A letter of intent with the building owner was signed in April. A 35-year lease agreement, which includes first right of refusal if the landlord decides to sell the property, was approved by NFP's Board of Directors in August 2023. Construction is projected to start in mid-January 2024 with the new location opening in August 2024. Integrated primary care, behavioral health, and dental services will be available to people of all ages, regardless of their ability to pay, when the site opens. Pharmacy services will be added in 2025. In January 2022, NFP successfully completed a similar project for our North Coast Community Health Center in Lakewood. Within one year of relocating to a larger site, patient volume at NFP North Coast CHC increased by thirty-three percent.

The project will entail construction/renovation, acquisition of furniture/fixtures/equipment and soft costs. The total project costs are anticipated to be \$2.1 million. The project is

receiving funding from the building landlord toward tenant improvements in the amount of \$504,000, they are receiving a \$467,000 ARPA grant, and a grant from Delta Dental in the amount of \$153,000.

The Borrower is requesting an Economic Development loan in the amount of up to \$700,000. The loan would have an interest rate of 3.0% with a 1-year interest-only period followed by a 10-year fully amortized term with monthly principal and interest payments.

**COSTS**

1. **Total Project Costs:** \$2,104,628
2. **County Loan Amount Requested:** \$700,000
3. **Qualifies for these Funding Sources:** Economic Development Fund

**Uses and Sources**

<b>USES</b>		<b>SOURCES</b>	
Construction / Renovation	\$1,440,000	Tenant Improvements - Landlord	\$504,000
Machinery & Equipment	\$246,835	Cuyahoga County Econ. Development Loan	\$700,000
Infrastructure (I.T., Security, Generator)	\$216,543	Federal Capital ARPA grant	\$466,691
Soft Costs	\$151,250	Equity	\$251,557
Signage	\$50,000	Delta Dental foundation and Fundraising	\$182,380
<b>Total Uses</b>	<b>\$2,104,628</b>	<b>Total Sources</b>	<b>\$2,104,628</b>

**TERMS**

1. **Interest Rate:** 3.00%
2. **Term/Repayment:** 1 year interest-only payments followed by 10-year fully amortizing loan with monthly principal and interest payments. Total loan term is 11 years.
3. **Security/Collateral/Guarantor(s):** A UCC lien on all business assets and a Corporate Guaranty by Neighborhood Health Care, Inc.

**The Company**

Established in 1980, Neighborhood Health Care Inc., dba Neighborhood Family Practice (NFP) is a 501(c)(3) nonprofit federally qualified health center with eight locations in Cleveland west side and Lakewood neighborhoods. The majority of individuals and families served by NFP are navigating poverty. As a safety net, NFP increases equitable access to integrated primary care, behavioral health, midwifery, dental, HIV, and pharmacy services for low income and

underserved populations. In 2022, NFP provided 81,661 visits to 21,057 patients; 64% lived below 200% of the federal poverty level, 60% had Medicaid, 6% uninsured, 25% Hispanic, 17% Black, and 27% were best served in a language other than English. NFP is recognized by the Ohio Department of Job and Family Services as the designated provider of the initial health screenings for refugees resettled in Cuyahoga County. Since 2010, NFP has provided health screenings to over 7,500 newcomers with many remaining at NFP Community Health Centers for ongoing health care.

The project is expected to retain 16 full-time equivalent jobs with a payroll and create 13 new full-time equivalent jobs with a total payroll of approximately \$2.1 million annually.

### **RATIONALE FOR PARTICIPATION**

- **Jobs Created:** The project will retain sixteen (16) full-time equivalent jobs and create a minimum of thirteen (13) new full-time equivalent jobs in Cuyahoga County.
- **Economic Impact:** This project will produce new jobs and occupy a vacant building on Cleveland's west side.
- **Community Impact:** This project will redevelop an underutilized building bringing it to productive use as a community health asset.

### **Social Impact**

NFP provides services to the low-income community. Their patients are diverse. In 2022, 25% were Hispanic, 17% African-America, and 27% needed services in a language other than English. Additionally, NFP is recognized by the Ohio Department of Jobs and Family Services as the designated provider of initial health screenings for refugees resettled in Cuyahoga County.

NFP considers contractor diversity when evaluating all RFPs.



Current condition of project site (previous CVS store)

## **Financial Analysis**

The projections for the new location show strong debt service coverage for the County's Economic Development loan. Debt service coverage ratios based on the new location only range from 1.95 – 12.78. This well exceeds the County's 1.20 requirement. First year revenue projections are lower due in part to construction timeline. Moreover, the pharmacy portion has regulatory approvals which follow the construction.

Historical financials for the company as a whole were reviewed from 2020 through fiscal year ending June 30, 2023. The historic financials other than fiscal year ending June 2020 show strong cash flows which are sufficient to service all existing debt for the company. Fiscal year 2020 was a difficult year for all businesses. The business receives patient revenue mostly through third parties, including government and commercial health insurance providers. Additionally, as a nonprofit they receive support in the form of grants which range from 32% - 37% of total revenues. Neighborhood Health Care has strong revenues from all sources. Aside from the loss in the 2020 fiscal year revenues have remained strong and company net assets have more than recovered from that loss. Debt service coverage ratios are strong for all years other than 2020 ranging from 1.98 – 6.41 which exceeds County's 1.20 requirement.

All existing debt has a current balance of \$1.02 million. These loans all have UCC liens on all business assets. Our loan should follow the structure for collateral with a UCC lien on all business assets. The County's loan of \$700,000 would bring the total debt of Neighborhood Health Care, Inc. to \$1.72 million. The value of existing machinery, furniture and equipment (M,F & E) only is \$4.15 million. The new project includes additional M, F & E in the amount of approximate \$247,000 bringing the book value of M,F, & E to \$4.40 million.

Using a 60% resale value of M,F, & E would establish a resale value \$2.63 million. Total loan to value on just the M, F & E assets (resale value) is 65%. Additionally, the balance sheet shows \$89 in current assets (cash and near cash assets.) The County's loan will be strongly secured by the assets of Neighborhood Health Care, Inc.

### **RECOMMENDATION:**

The Department of Development believes that providing financial assistance to Neighborhood Healthcare, Inc. dba Neighborhood Family Practice is a worthwhile risk that will leverage additional investment, create jobs, and increase taxes for our community. The Department, therefore, recommends approval of the Cuyahoga County Economic Development Loan.



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**CUYAHOGA COUNTY TERMS AND CONDITIONS**

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<b>BORROWER:</b>	Neighborhood Healthcare, Inc. dba Neighborhood Family Practice
<b>LOAN AMOUNT:</b>	Up to Seven Hundred Thousand Dollars (\$700,000) of Cuyahoga County Economic Development Loan Fund ("Loan").
<b>USE OF LOAN PROCEEDS:</b>	The loan proceeds may be used for acquisition, construction, machinery, equipment, fixtures, soft costs, and/or other project related expenses at the project site located at 13027 Lorain Avenue, Cleveland, Ohio.
<b>LOAN INTEREST RATE:</b>	The rate of interest is fixed at three percent (3.00%) per annum.
<b>LOAN TERM / REPAYMENT:</b>	The term of the loan shall be eleven (11) years. One year of interest-only payments followed by 10 years fully amortizing with monthly principal and interest payments.
<b>PROJECT EQUITY:</b>	A minimum of ten percent (10%) of the total Project costs to be injected in cash or deferred development fee by the Borrower.
<b>CONDITIONS:</b>	<p>The loan is predicated upon the Borrower retaining 16 full-time equivalent jobs and creating 13 new full-time equivalent jobs. The jobs must be created within three (3) years of project completion.</p> <p>It will further be necessary to provide copies of any letters of commitment for financing prior to County loan approval.</p>
<b>COLLATERAL:</b>	A UCC lien on all business assets
<b>INSURANCE:</b>	Borrower shall maintain the following insurance, with The County as additional insured: commercial general liability insurance, umbrella/excess liability insurance, workers' compensation insurance, and property insurance where required by the Loan Agreement Additional insurance may be required by our Risk Management Office.
<b>PREVAILING WAGES:</b>	Use of County funds for the Project's construction labor components shall require the payment of State of Ohio or Davis-Bacon prevailing wages and benefits rates. Evidence of

prevailing wages shall be submitted to the Department of Development, or another Project designated pay authority, through the LCP Tracker@ system designated as the sole system by DOD to receive and review such information and evidence.

**WORKFORCE AGREEMENT:**

The Borrower will be required to execute a Workforce Development Agreement with OhioMeansJobs for any jobs created as a result of the Project. The Workforce Development Agreement Works to match unemployed skilled workers with available positions.

**SKILL-UP MEETING:**

The Borrower will be required to have a meeting with representatives of the Department of Development's Skill-Up Program in order to assess opportunities to provide new skills to workforce and improve earning potential of employees.

**EXPENSES AND FEES:**

Borrower to pay all fees, cost and expenses incurred by the County, including legal fees. Additionally, Borrower will be required to pay an application fee of \$500, and a loan fee of 1% of the loan amount.

**SMALL BUSINESS ENTERPRISE:**

Borrowers receiving economic development assistance valued at \$250,000 or more for projects resulting in improvements to real property are hereby encouraged to hire and provide contract opportunities to qualified Small Business Enterprises (SBE) that have been certified pursuant to Cuyahoga County's SBE program, particularly residents of Cuyahoga County whose income equals or falls below the federal poverty guidelines pursuant to Council Ordinance 2011-0014 and the SBE policy adopted October 29, 2009.

**REGULAR REPORTING:**

The Borrower and Guarantor (s) shall submit, if requested: (i) annual tax returns and financial statements, (ii) evidence of current and continuing general liability insurance, (iii) evidence of current tax payments, (iv) annual current rent roll (if applicable), (v) annual job creation reports (if applicable), and (vi) any other documentation as required under the loan documents.

**JOB CERTIFICATION CONTACT INFORMATION FORM:**

Borrower shall execute a Job Certification Information Form identifying the company's primary contact persons for

providing the County's information requirements pertaining to job creation and financial information matters.

**COUNTY TAXES:**

Borrower must be current on all of its Cuyahoga County tax liabilities before presentation of the Loan request to the Cuyahoga County Community Improvement Corporation (CCCIC) loan review committee.

**OTHER REGULATIONS:**

Borrower shall also comply, as agreed, with all federal, state and local regulations to the extent that they are applicable to the Project.

**MISCELLANEOUS:**

Such other terms and conditions as the County deems necessary and appropriate.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0373

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	2023; Department of Housing and Community Development; City of Euclid; HOME-ARP Allocation- Tenant Rental Assistance	
<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	3809	City of Euclid	10/01/2023 – 09/30/2025	\$839,744.00	Pending	Pending

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

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

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

**Project Goals, Outcomes or Purpose (list 3):**

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

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

<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):
City of Euclid 585 East 222 <sup>nd</sup> Street Euclid, OH 44123	Kirsten Holzheimer Gail, Mayor
Vendor Council District: 11	Project Council District: 11

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

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

<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: 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>  HOME-ARP FUNDING
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

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

**Provide status of project.**

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

**Reason:**

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

**Timeline:**

Project/Procurement Start Date

**09/13/2023**

(date your team started working on this item):

Date documents were requested from vendor:

**09/13/2023; 10/18/2023**

Date of insurance approval from risk manager:

**10/20/2023**

Date Department of Law approved Contract:

Date item was entered and released in Infor:

**11/8/2023**

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

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

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

**HISTORY (see instructions):**

N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	3809

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>RFP Exemptions (Contract)</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			JAP	GHM
IG#			N/A GOVT ENTITY	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	10/31/2023	JAP	GHM
Auditor's Finding	Date:	10/31/2023	JAP	GHM
Vendor's Submission			N/A	N/A
Independent Contractor (I.C.) Requirement	Date:		N/A	N/A
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			JAP	GHM

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>	
<b>RFP Exemptions (Contract)</b>	
<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	JAP document attached GHM
Matrix Law Screen shot	JAP document attached GHM
COI	JAP document attached GHM
Workers' Compensation Insurance	JAP document attached GHM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
10/01/2023 – 12/31/2023	DV220195	55130	DEV-HOME-ARPA	\$0.00
01/01/2024 – 12/31/2024	DV220195	55130	DEV-HOME-ARPA	\$839,744.00
01/01/2025 – 09/30/2025	DV220195	55130	DEV-HOME-ARPA	\$0.00
			<b>TOTAL</b>	839,744.00

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	N/A
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	NO PREVIOUS HISTORY

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$				
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	3809
Vendor Name:	City of Euclid
ftp:	10/01/2023 – 09/30/2025
Amount:	\$839,744.00
History/CE:	N/A
EL:	OK
Procurement Notes:	Department of Housing and Community Development is requesting approval of a contract/EXMT with City of Euclid in the amount not to exceed \$839,744.00 for the period of October 1, 2023, through September 30, 2025. Funding: HOME-ARP FUNDING



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

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Purchasing Buyer approval: 11/13/2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0374

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Microsoft Premier Support Services
<b>Department or Agency Name</b>	Department of Information Technology
<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.
Original	868	Microsoft Corporation	10/24/2017 – 12/23/2019	\$373,037.00	11/20/2017	BC2017-836
1 <sup>st</sup> Amendment	868	Microsoft Corporation	10/24/2019 – 12/05/2019	\$100,161.20	12/05/2019	BC2019-107
2 <sup>nd</sup> Amendment	868	Microsoft Corporation	12/06/2019 – 12/05/2020	\$286,101.76	11/25/2019	BC2019-864
3 <sup>rd</sup> Amendment	868	Microsoft Corporation	12/06/2020 – 12/05/2021	\$330,064.000	12/05/2021	BC2021-100
4 <sup>th</sup> Amendment	868	Microsoft Corporation	12/06/2021 – 12/05/2022	\$485,049.00	12/31/2021	BC2021-725
5 <sup>th</sup> Amendment	868	Microsoft Corporation	12/06/2022 – 12/05/2023	\$685,267.00	11/22/2022	R2022-0407
6 <sup>th</sup> Amendment	3977 (copy of 868)	Microsoft Corporation	12/06/2023 – 12/05/2024	\$860,036.00	PENDING	PENDING

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

The Department of Information Technology plans to amend Contract No. 3977 (copy of CM868) with Microsoft Corporation, for continued support services through December 5, 2024 in the amount of \$860,036.00. This request is for a 6<sup>th</sup> amendment.

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**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):**

Microsoft Premier Support is used to open support tickets with Microsoft for their products as well as professional services to assist with configuration setups and various educational series. This request is for a 6th amendment for continued support of Microsoft's proprietary services.

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**If a County Council item, are you requesting passage of the item without 3 readings.  Yes  No**  
**REQUESTING PASSAGE AT THE DECEMBER 5, 2023 COUNCIL MEETING**

<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):
Microsoft Corporation One Microsoft Way Redmond, WA 98052	Nick Sabo Unified Services Specialist
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

<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. This request is for a 6 <sup>th</sup> amendment for proprietary services using an already approved contract.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain.</i>	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain:</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment ( <i>list original procurement</i> ) <i>RFP Exemption</i> <input type="checkbox"/> Other Procurement Method, please describe:

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

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

**100% General Fund**

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

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

**Provide status of project.**

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

**Reason:**

**Timeline:**

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

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

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

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

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

**HISTORY (see instructions):**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	4
Buyspeed RQ# (if applicable):	40439
Infor/Lawson PO# Code (if applicable):	210152 CONV
CM Contract#	3977 (868) (CE1700328) 6 <sup>th</sup> Amendment

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	KK	

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

TAC or CTO Required or authorized IT Standard	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			KK	OK
IG#	20-0084		KK	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:			NA
Debarment/Suspension Verified	Date:	11/16/2023 9/28/2023	KK	OK
Auditor’s Finding	Date:	11/16/2023 9/28/2023	KK	OK
Independent Contractor (I.C.) Requirement	Date:	09/28/2023	KK	OK (attached 11/16/2023)
Cover - Master amendments only				OK
Contract Evaluation			KK	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			KK IT Standard Microsoft standard applications and services countywide PGS 3,4,5,12,25,27	OK (various pages)
Checklist Verification			KK	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	KK

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	KK
COI	KK
Workers’ Compensation Insurance	KK
Original Executed Contract (containing insurance terms) & all executed amendments	KK

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
12/05/2023 – 12/31/2023	IT100140	55200		\$0.00
01/01/2024 – 12/05/2024	IT100140	55200		\$860,036.00
			<b>TOTAL</b>	<b>\$860,036.00</b>

<b>Contract History CE/AG# (if applicable)</b>	CE1700328
<b>Infor/Lawson PO# Code (if applicable)</b>	CONV
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	3977 (868) Microsoft 6 <sup>th</sup> Amendment

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$373,037.00		11/01/2017 – 10/31/2019	11/20/2017	BC201-836
<b>Prior Amendment Amounts (list separately)</b>		\$100,161.20	12/05/2019	02/11/2019	BC2019-107
		\$286,101.76	12/05/2020	11/25/2019	BC2019-864
		\$330,064.00	12/05/2021	03/08/2021	BC2021-100
		\$485,049.00	12/05/2022	<del>12/31/2021</del> 12/13/2021	BC2021-725
		\$685,267.00	12/05/2023	11/22/2022	R2022-0407
<b>Pending Amendment</b>		\$860,036.00	12/05/2024	PENDING	PENDING
<b>Total Amendments</b>		\$2,746,678.96			
<b>Total Contact Amount</b>		\$3,119,715.96			



# Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

## Purchasing Use Only:

Prior Resolutions:	R2022-0407, BC2021-722, BC2021-100, BC2019-864, BC2019-107
Amend:	3977
Vendor Name:	Microsoft Corporation
ftp:	11/1/2017-12/5/2023 EXT 12/5/2024
Amount:	Add'l \$860,036.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	11/16/2023: Independent Contractor Form not attached. 868 is now closed. No 2023 funds being used - once amendment is approved, the action will be disapproved in order for the department to enter the 2024 funds once the budget opens. If continuing after 2024, due to the length of the contract, it should be a new contract rather than amendment. action originally disapproved as correct checklist was not uploaded
Purchasing Buyer's initials and date of approval	OK, ssp 11/17/2023

The screenshot displays the Infor Contract Mgmt & Sourcing application. The main window shows a list of tasks for Contract #3977. The 'Comments' column is expanded, showing a list of manual tasks with checkboxes, descriptions, and associated dates. The tasks include:

- Manual Disapproval Comments-10/14/2022
- Manual 10/14/2022 DEPT CORRECTION
- Manual COVER-CH398-AS
- Manual COMPLETED CHECKLIST-AS 10/14/2022
- Manual R2022-0107
- Manual 12/1/2023 Certifications
- Manual 6th Amendment IT Standards
- Manual 6th Amendment Briefing Memo
- Manual 6th Amendment Justification
- Manual 6th Amendment Debarment
- Manual 6th Amendment Auditor of Size
- Manual 6th Amendment Contract Evaluation
- Manual 6th Amendment Checklist Verification
- Manual 6th Amendment Contract
- Manual 6th Amendment Certificate of Insurance
- Manual 6th Amendment Legal Approval of Contract
- Manual 6th Amendment Legal Approval of COI BWC
- Manual Disapproval Comments-11-16-2023
- Manual CH398 Closed

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Microsoft Corporation				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM#3977 (868) CE1700328				
<b>RQ#</b>	Buyspeed RQ40439				
<b>Time Period of Original Contract</b>	6 <sup>th</sup> amendment thru 12/5/2024 10/24/2017 – 12/05/2023 (Original 1 thru 5 amendments)				
<b>Background Statement</b>	Microsoft Enterprise Support Services				
<b>Service Description</b>	Microsoft Enterprise Services Work Orders to include problem resolution support; administrative support, remote assessment, service management.				
<b>Performance Indicators</b>	Enterprise advisory support services, on-demand assessment, problem resolution, administration, service delivery management, problem resolution support, on-site support				
<b>Actual Performance versus performance indicators (include statistics):</b>	Microsoft is immediate and responsive in resolving issue.				
<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>	The rating of 9 out of 10 was given due to Microsoft's responsiveness and technical capabilities in solving the problem in a timely fashion.				
<b>Department Contact</b>	Keith Kozer				
<b>User Department</b>	Dept. of Information Technology				
<b>Date</b>	11/16/202				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0375

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

**OnBase Item Detail Briefing Memo - Form**

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

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

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

Title:

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

**A. Scope of Work Summary**

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

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

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

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

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

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

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

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

**B. Procurement**

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

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

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

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

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

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

**C. Contractor and Project Information**

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

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

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

**D. Project Status and Planning**

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

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

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

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

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

**E. Funding**

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

2. The schedule of payments annually.

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

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

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



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12674
Infor/Lawson PO# Code (if applicable):	
Event #	4421
CM Contract#	3906- <b>3609</b>

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFP</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			LL	<b>Sent 7/25/2023</b>
Bid Specification Packet			LL	<b>uploaded</b>
Final DEI Goal Setting Worksheet			LL	<b>uploaded</b>
Diversity Documents – <i>if required (goal set)</i>			N/A	<b>n/a no goal set</b>
Award Letter (sent to awarded vendor)			LL	<b>Sent 7/25/2023</b>
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	<b>n/a</b>
Tabulation Sheet			LL	<b>Final dept review tab uploaded</b>
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			LL	<b>ok</b>
IG#	12-1564-REG; 12.31.23		LL	<b>Integrated Precision Systems, Inc. 12-1564-REG 31DEC2023</b>
Debarment/Suspension Verified	Date:	10.24.23	LL	<b>Valid within 60 days</b>
Auditor’s Finding	Date:	10.26.23	LL	<b>Valid within 60 days</b>
Vendor’s Submission			LL	<b>Vendor-signed contract uploaded</b>
Independent Contractor (I.C.) Requirement	Date:	10/24/23	LL	<b>Ok-within 1 yr</b>

1 | Page

Revised 7/28/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Cover - <i>Master contracts only</i>	N/A	<b>n/a</b>
Contract Evaluation – <i>if required</i>	N/A	<b>n/a</b>
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required. – PG #6	LL	<b>Pg 6 uploaded from IT Standards</b>
Checklist Verification	LL	<b>Correct checklist</b>

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	
	<b>Department initials</b>
Agreement/Contract and Exhibits	LL
Matrix Law Screen shot	LL
COI	LL
Workers' Compensation Insurance	LL
Performance Bond, if required per RFP	N/A

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
01/01/2024 – 12/31/2024	SH745100	55130			\$770,862.00
01/01/2025 – 12/31/2025	SH745100	55130			\$799,856.00
01/01/2026 – 12/31/2026	SH745100	55130			\$834,650.00
			<b>TOTAL</b>		<b>\$2,405,368.00</b>

### CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)		12674			
CM Contract#		3609			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$2,405,368.00		01/01/2024- 12/31/2026		
		\$			

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	<b>Prior Amendment Amounts (list separately)</b>	\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total Contact Amount</b>	<b>\$2,405,368.00</b>		\$2,405,368.00		

### PURCHASING USE ONLY

Prior Resolutions	<b>n/a</b>
CM#:	<b>3609; consolidation of security monitoring and maintenance for Intrusion Alarm systems in various County occupied properties to a single vendor</b>
Vendor Name:	<b>Integrated Precision Systems, Inc. 12-1564-REG 31DEC2023</b>
ftp:	<b>01/01/2024-12/31/2026</b>
Amount:	<b>\$2,405,368.00</b>
History/CE:	<b>n/a</b>
EL:	<b>ok</b>
Procurement Notes:	<b>Buyer review completed</b>
Purchasing Buyer's initials and date of approval	<b>Lz 11.9.2023</b>



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 12674 Event: 4421	TYPE: (RFB/RFP/RFQ): RFP	ESTIMATE: \$1,800,000.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: June 22, 2023	NUMBER OF RESPONSES (issued/submitted):
REQUESTING DEPARTMENT: Sheriff's Department	COMMODITY DESCRIPTION: Cuyahoga County Intrusion Alarm Monitoring and Maintenance	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 20%	DIVERSITY GOAL/WBE 20%
Does CCBB Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N/A - The procurement method was RFP or RFQ LL 6/27/23</b>	CCBB: Low Non-CCBB Bid \$: 0	Add 2%, Total is: 0
Does CCBEIP Apply: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N/A - The procurement method was RFP or RFQ LL 6/27/23</b>	CCBEIP: Low Non-CCBEIP Bid \$: 0	Add 2%, Total is: 0
*PRICE PREFERENCE LOWEST BID REC'D \$	RANGE OF LOWEST BID REC'D \$ 0	Minus \$, =
PRICE PREF % & \$ LIMIT: 0	MAX SBE/MBE/WBE PRICE PREF \$ 0	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
1 Integrate Precision Systems Inc 8555 Sweet Valley Dr #B Valley View OH 44125			Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 12-1564-REG 31DEC2023 NCA: <input checked="" type="checkbox"/> Yes PH: <input checked="" type="checkbox"/> Yes CCBB: Submitted: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> Yes CCBEIP: Submitted: <input checked="" type="checkbox"/> Yes Response: <input checked="" type="checkbox"/> No COOP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): N/A SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0 % MBE: 0 % WBE: 0 % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 6/27/23 SBE/MBE/WBE Comments and Initials: Vendor not certified with Cuyahoga County. Vendor requesting full waiver. Supporting statement included with div-forms. L.Lyons 6/23/2023 Vendor not Cuyahoga county certified, provided supporting documentation for good faith effort, per vendor.. "this maintenance /support contract does not		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount ("N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award : (Y/N)
			<input checked="" type="checkbox"/> Yes OPD Buyer Initials: _____/z_____			<p>include good and services that are available or can be reasonably purchased from MBE and WBE companies." JW 6/27/2023 Prime vendor states "these technical services cannot be reasonably subcontracted to a WBE and MBE company". For some categories, vendor states that they are the "Platinum Reseller". Are there other levels of resellers available that are MBE/WBEs? No provided documentation of outreach to MBE/WBEs to determine capability/reseller levels. No description or details on meaning of "cannot be reasonably subcontracted". These details are needed to determine good faith effort. As such, based on information provided, the prime has NOT performed sufficient Good Faith Effort. LL 6/27/23</p>		

Transaction ID:

**GOAL SETTING WORKSHEET**

**Department Name:** Sheriff's Department  
**Contact Name:** Lyla Lathan  
**Contact Phone#:** 216-443-7598  
**Contact Email:** [llathan@cuyahogacounty.us](mailto:llathan@cuyahogacounty.us)  
**RQ#:** 12674  
**RQ Description:** Cuyahoga County Intrusion Alarm Monitoring and Maintenance for all County Buildings

*NOTE: User Department completes the YELLOW AREAS ONLY.*

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Alarm Equipment									
Maintenance/Repairs	93609	1800000.00	5	1	0.20	360000.00	1	0.20	360000.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>1800000.00</b>				<b>360000.00</b>			<b>360000.00</b>

**Project Diversity Goals:**

**Comments:** 5/11/2023

**NIGP 93609:** 9t/2m/2w with duplicates  
**NIGP 93609:** 5t/1m/1w with duplicates

**MBE Goal** 20%  
**WBE Goal** 20%  
**SBE Goal (not calculated)** 0%

**GOAL SETTING WORKSHEET**

**Department Name:** Public Works  
**Contact Name:** Jane Doe  
**Contact Phone#:** 443-1234  
**Contact Email:** [jdoe@cuyahogacounty.us](mailto:jdoe@cuyahogacounty.us)  
**RQ#:** 1234  
**RQ Description:** design of a new office building for Department of Equity and Inclusion

*NOTE: User Department completes the YELLOW AREAS ONLY.*

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Architect Services, Professional	90607	100000.00	54	15	0.28	27777.78	0	0.00	0.00
Environmental - Architecture	90629	100000.00	40	10	0.25	25000.00	5	0.13	12500.00
Designing Services	90735	200000.00	12	4	0.33	66666.67	2	0.17	33333.33
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>400000.00</b>				<b>119444.44</b>			<b>45833.33</b>

**Project Diversity Goals:**  
**MBE Goal** 30%  
**WBE Goal** 11%  
**SBE Goal (not calculated)** 5%

**Comments:**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0376

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Amend 4 to ADAMHS Board contract for the Diversion Center
<b>Department or Agency Name</b>	Public Safety & Justice 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	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/21-12/31/22	\$9,223,735.95	12/8/20	R2020-2065D
A-1	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021-12/31/2022	No change	No Date	N/A
A-2	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021-12/31/2022	\$344,584.00	7/19/21	BC2021-362
A-3	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021 – 12/31/2023	\$4,363,012.00	11/22/22	R2022-0388
A-4	Orig 472 Now 1703	Cuyahoga County Alcohol, Drug Addiction & Mental Health Services Board	1/1/2021 – 12/31/2024	\$5,775,268.43	12/5/23	Pending

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

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

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

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

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

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

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

Project Goals, Outcomes or Purpose (list 3):

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

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

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

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

COMPETITIVE PROCUREMENT

NON-COMPETITIVE PROCUREMENT

Rev. 7/24/23

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 was originally awarded as a result of a formal RFP. This action seeks to amend the contract for time & money.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( ) DBE ( ) SBE ( ) MBE ( ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, <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> ) Orig CM 472, Now CM 1703  <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</b> ( <i>No acronyms i.e. HHS Levy, CDBG, etc.</i> ). Include % if more than one source.	
<b>100% Opioid Settlement 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 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>
There has been no prior contract for these services.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	AMND 4
CM Contract#	1703 (fka 472)

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	AF	ATTACHED

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"/>
---	------------------------------	--

Contract Amendments Reviewed by Purchasing					
				Department initials	Purchasing
Justification Form				AF	CQ
IG#	ADAMHS Board: Political Subdivision			N/A	NA-GOVT ENTITY
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	To be approved by County Council		N/A	NA-COUNTY COUNCIL APPROVAL NEEDED
Debarment/Suspension Verified	Date:	11/17/2023		AF	CQ
Auditor’s Finding	Date:	11/17/2023		AF	CQ
Independent Contractor (I.C.) Requirement	Date:	Political Subdivision		N/A	NA-GOVT ENTITY
Cover - <i>Master amendments only</i>				N/A	NA
Contract Evaluation				AF	CQ
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A	NA
Checklist Verification				AF	CQ

**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	AF
Matrix Law Screen shot	N/A
COI	N/A
Workers’ Compensation Insurance	N/A
Original Executed Contract (containing insurance terms) & all executed amendments	AF



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024-12/31/2024	EX345100	55130	NOOPD0003001	\$5,775,268.43
			<b>TOTAL</b>	<b>\$5,775,268.43</b>

<b>Contract History CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# Code (if applicable)</b>					
<b>Lawson RQ# (if applicable)</b>		RQ48968			
<b>CM Contract#</b>		1703 (fka 472)			
	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$9,223,735.95		1/1/2021-12/31/2022	12/8/2020	R2020-0265
<b>Prior Amendment Amounts (list separately)</b>		<b>#1: \$0.00</b>	1/1/2021-12/31/2022	No Date	N/A
		<b>#2: \$344,584.00</b>	1/1/2021-12/31/2022	7/19/2021	BC2021-362
		<b>#3: \$4,363,012.00</b>	1/1/2021 – 12/31/2023	11/22/22	R2022-0388
<b>Pending Amendment</b>		<b>#4: \$5,775,268.43</b>	1/1/2021 – 12/31/2024	Pending	Pending
<b>Total Amendments</b>		<b>\$10,482,864.43</b>			
<b>Total Contract Amount</b>		<b>\$19,706,600.38</b>			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2020-0265 BC2021-362 R2022-0388
<b>Amend:</b>	CM1703 AMND 4
<b>Vendor Name:</b>	ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
<b>ftp:</b>	1/1/2021 – 12/31/2024
<b>Amount:</b>	\$5,775,268.43
<b>History/CE:</b>	OK
<b>EL:</b>	OK

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	
Purchasing Buyer's initials and date of approval	CQ 11/21/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	ADAMHS Board
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM 1703
<b>RQ#</b>	48968
<b>Time Period of Original Contract</b>	1/1/2021-12/31/2022; Extended to 12/31/23
<b>Background Statement</b>	Cuyahoga County developed and implemented a county-wide diversion program that began December 8, 2020. The Cuyahoga County Diversion Center (CCDC) diverts individuals with serious mental illness (SMI), SMI with co-occurring substance abuse (SMI/SA), or substance abuse/addiction (SA/A) that, as determined by law enforcement, are at risk of being arrested, charged, and brought to the Cuyahoga County Corrections Center (CCCC) by the responding agency.
<b>Service Description</b>	The primary goal of the project is to continue to manage the Cuyahoga County Diversion Center and its programs and services, and to use evidence-supported best practice models to implement and manage crisis intervention training for local police departments within the County, and provide and staff a call-in hotline for law enforcement officers.
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Provide services at the diversion center for those experiencing an acute mental health or substance abuse crisis</li> <li>• Provide crisis intervention training and associated follow up sessions to County law enforcement officers</li> <li>• Provide a 24/7 call in hotline to screen for appropriate referrals to the diversion center</li> </ul>
<b>Actual Performance versus performance indicators (include statistics):</b>	ADAMHS Board and its subcontractors have designed and implemented the Cuyahoga County Diversion Center and its programs and services. Admissions to the Diversion Center have significantly increased over time with a current daily census of approximately 22-24 individuals. ADAMHS has also successfully hosted CIT training approximately one time per month, each occurrence consisting of a 40-hour course. In addition to the training courses, training personnel visit roll call sessions in local police departments and host refresher courses monthly. Finally, ADAMHS subcontracts with Frontline Services to screen cases on a hotline.

	Frontline has four clinical social workers employed to screen cases for the Diversion Center on a 24/7/365 basis. All partners remained engaged with the County on a weekly basis to troubleshoot operations issues and develop new strategies to increase the census at the Diversion Center.				
<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>	ADAMHS has been helpful in convening partners and ensuring ongoing troubleshooting when operational issues arise. They have shown an increased effort to manage each subcontractor, keeping costs in line with expectations.				
<b>Department Contact</b>	Brandy Carney bcarney@cuyahogacounty.us				
<b>User Department</b>	Public Safety & Justice Services				
<b>Date</b>	11.20.23				

**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



First Reading/Referred to Committee: November 14, 2023

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

Journal \_\_\_\_\_

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



November 6, 2023

Pernel Jones, Jr., President  
Cuyahoga County Council  
Cuyahoga County Administration Building  
2079 E.9th, 8th Floor  
Cleveland, OH 44115

Re: Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL)

Dear President Jones

The Ohio Children's Trust Fund (OCTF) was created in 1984 with the mission of preventing child abuse and neglect by investing in strong communities, healthy families, and safe children. As Ohio's sole public funding source dedicated to child abuse and neglect prevention, the OCTF funds regional prevention councils throughout the state, which in turn funds community-based primary and secondary prevention strategies at the local level.

Pursuant to Ohio Revised Code 3109.172, I submit the following nomination for appointment to the Ohio Children's Trust Fund-Great Lakes Regional Prevention Council (OCTF-GL):

- **Tanisha Warren (1/24/2024 - 1/23/2026)**
  - **Replacing Carlin Culbertson (expired term 1/23/21 - 1/24/2023)**

There are no known conflicts of interest for which an advisory opinion has been requested. There are zero applicants on file for this position. This board is uncompensated.

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

Sincerely,

Chris Ronayne  
County Executive



**EDUCATION/CERTIFICATIONS:**

- Case Western Reserve University** January 2021- May 2023  
*Mandel School of Applied Social Sciences*  
*Master of Social Work Online Advanced Standing Program*
- Cleveland State University** January 2019- December 2020  
*Bachelor of Social Work*
- Geriatric Workforce Enhancement Program** March 2019  
*Geriatric Healthcare & TeamSTEPS Education Certificate*
- Cuyahoga Community College - Cleveland, OH** January 2018- August 2018  
*Associate of Arts*
- University of Akron- Akron, OH** August 2007- March 2009  
*Criminal Justice Major*

**VOLUNTEER EXPERIENCE:**

- Lutheran Metropolitan Ministries-** Food pantry volunteer, 2019
- Cleveland Food Bank-** Donation sorting/food pantry volunteer- 2019
- Young Women’s Christian Association-** Holiday party volunteer- 2018

**INTERNSHIP/WORK EXPERIENCE:**

- National Youth Advocate Program** July 2021- Present  
*Foster Parent Growth and Retention Coordinator- July 2023 – Present*
- Perform all work in a manner consistent with the National Youth Advocate Program’s Mission, Values and Philosophies
  - Serve as a resource coordinator in helping foster parents seek all available training opportunities
  - Assist in the placement process and successful matching of youth and foster parents
  - Investigate assigned cases of potential foster care rule violations
- Social Worker I- July 2021 – July 2023*
- Provided appropriate mental health and evidence based clinical services for individuals, groups or families
  - Reviewed and modify youth-based plans to assure consistent progress and success on written plan goals
  - Traveled daily to provide community-based services on behalf of youth & families in compliance with contract requirements
  - Completed all required paperwork and clinical documentation in a timely manner
  - Coordinated and monitor educational and psychological services for youth and families in the community
- Ohio Guidestone** January 2021-June 2021  
*Early Childhood Community Mental Health Worker*
- Developed a therapeutic relationship with each client
  - Provided individual, group or family therapy as needed
  - Assumed a strong advocacy role for clients and makes recommendations for clinical and support services needed upon discharge
  - Actively participated in all treatment conferences and meetings for the clients
  - Completed all paperwork required by the agency within designated time frames
- Rainbow Terrace Apartments/Vesta Corporation** August 2020- December 2020  
*Case Manager*
- Conducted weekly phone calls with 10-15 clients, offered help with locating resources as needed
  - Documented correspondence with clients within Microsoft OneNote and the hard-copy case file
  - Assisted with facilitating community events and engaging with residents while maintain social distance guidelines
  - Developed a group program for female clients aimed at empowerment and confidence-building
- Department of Child and Family Services** January 2020- May 2020  
*Intern*
- Documented case notes in SACWIS in accordance with social worker’s day-to-day duties
  - Attended court hearings, scheduled supervised visitations and case reviews with social worker, supervisor, and staff
  - Located resources for client use, such as drug treatment or parenting classes
  - Filed, scanned, and uploaded documents into case files for social workers

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0324

Sponsored by: <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: November 14, 2023  
Committee(s) Assigned: Human Resources, Appointments & Equity

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

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

Vendor Name and address:	Owner, executive director, other (specify):
Moore Counseling & Mediation Services, Inc. 22639 Euclid Ave Euclid, OH 44117	Dr. Martina Moore President & CEO
Vendor Council District:	Project Council District:
11	Countywide

If applicable provide the full address or list the municipality(ies) impacted by the project.	
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COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$590,850.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 22 / 6	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): ( 0 ) DBE ( 10 ) SBE ( 0 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, <i>please explain</i> .	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ( ).
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, <i>please explain:</i> <i>Vendor's proposal was in line with other proposals received in terms of pricing with some higher and some lower. Those lower bids were not comprehensive programs as Moore Counseling provides unlimited usage on many of their services, which justified the higher price. Most of the other vendors offered the basic program with a lower cost but additional costs for mediation and related services.</i>	<input type="checkbox"/> Government Purchase  <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? Slightly higher than the average price received at \$2.50 PEPM vs \$2.21 PEPM Average.	<input type="checkbox"/> Contract Amendment ( <i>list original procurement</i> )  <input type="checkbox"/> Other Procurement Method, please describe:

<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? <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>
Previous contract approved BC2021-463 on 8/23/2021. Amount: \$336,000.00 Period: 1/1/2022-12/31/2023

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12552
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4619
CM Contract#	3871

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>				
<b>Formal RFP</b>				
<b>Reviewed by Purchasing</b>				
			<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)			SW	OK
Bid Specification Packet			SW	OK
Final DEI Goal Setting Worksheet			SW	OK
Diversity Documents – <i>if required (goal set)</i>			SW	OK
Award Letter (sent to awarded vendor)			SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>			N/A	N/A
Tabulation Sheet			SW	OK
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).			SW	OK
IG#	22-0396-REG		SW	OK
Debarment/Suspension Verified	Date:	10/12/2023	SW	OK
Auditor’s Finding	Date:	10/12/2023	SW	OK
Vendor’s Submission			SW	OK
Independent Contractor (I.C.) Requirement	Date:	9/25/2023	SW	OK
Cover - <i>Master contracts only</i>			N/A	OK
Contract Evaluation – <i>if required</i>			SW	OK (attached 10/16/2023)
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			SW	OK

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	SW



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	SW
COI	SW
Workers' Compensation Insurance	SW
Performance Bond, if required per RFP	N/A

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
01/01/2024-12/31/2024	HR765100	55130			<b>\$196,950.00</b>
01/01/2025-12/31/2025	HR765100	55130			<b>\$196,950.00</b>
01/01/2026-12/31/2026	HR765100	55130			<b>\$196,950.00</b>
			<b>TOTAL</b>		<b>\$590,850.00</b>

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		N/A			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		RFP			
<b>Lawson RQ# (if applicable)</b>		6054			
<b>CM Contract#</b>		1698			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	<b>\$336,000.00</b>		<b>1/1/2022- 12/31/2023</b>	<b>8/23/2021</b>	<b>BC2021-463</b>
	<b>Prior Amendment Amounts (list separately)</b>	<b>\$</b>			
	<b>Pending Amendment</b>	<b>\$</b>			
	<b>Total Amendments</b>	<b>\$0.00</b>			
<b>Total Contact Amount</b>	<b>\$336,000.00</b>				

### PURCHASING USE ONLY

Prior Resolutions	BC2021-463
CM#:	3871

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

Vendor Name:	Moore Counseling & Mediation Services, Inc.
ftp:	1/1/2024-12/31/2026
Amount:	\$590,850.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	10/17/2023: Begins 2024 – once approved, will be disapproved in order for department to complete 2024 budget line entry once 2024 budget opens. 10/16/2023: Attach contract evaluation for current contract 1698
Purchasing Buyer's initials and date of approval	OK, ssp 10/17/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Moore Counseling & Mediation Services, Inc.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM1698				
<b>RQ#</b>	RQ6054				
<b>Time Period of Original Contract</b>	1/1/2022-12/31/2023				
<b>Background Statement</b>	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.				
<b>Service Description</b>	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.				
<b>Performance Indicators</b>	Responsiveness to County requests, service quality for employees, delays in appointment scheduling, customer satisfaction.				
<b>Actual Performance versus performance indicators (include statistics):</b>	No complaints have been received from employees that I am aware of indicating service is as expected. Moore works well on County-related requests.				
<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>	No complaints have been received from employees that I am aware of indicating service is as expected. Moore works well on County-related requests.				
<b>Department Contact</b>	Stephen Witt				
<b>User Department</b>	Human Resources				
<b>Date</b>	10/16/2023				



**Department of Purchasing Tabulation Sheet**

*John A. Newberry  
10/12/23*

REQUISITION NUMBER: 12552	EVENT: 4619	TYPE: RFP	ESTIMATE: \$500,000.00
CONTRACT PERIOD: January 1, 2023 – December 31, 2026	RFP DUE DATE: August 14, 2023	NUMBER OF RESPONSES (issued/submitted): 22 / 6	
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Employee Assistance Program		
DIVERSITY GOAL/SBE 10%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. Ease@Work (AllOne Health Resources, Inc.) 18051 Jefferson Park Road Middleburg Heights, Ohio 44130	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: no)</p> <p>Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <p>Subcontractor Name(s): (FAA) Advocating For Change) MBE 5%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE: 0 % MBE: 5 % WBE: 0 %</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/28/23</p> <p>SBE/MBE/WBE Comments and Initials:</p> <p>MOD NetWork, LLC is not County Certified. No DIV 3 1 of 2 Good Faith Effort Form submitted. DIV-3 2 of 2 neither company is certified with program. 8/18/23 CF</p> <p>Mylonne Sullivan is the name of the owner of "Advocating for Change, LLC. Which is Cuyahoga County Certified MBE., no pending application for MOD Network LLC found, not county certified vendor. JW 8/24/2023 Providing list of vendors contacted that are not county certified SBE/MBE/WBEs is not sufficient good faith effort. Program requires outreach to county certified diversity vendors. LL 8/28/23</p>		
2. CompPsych Corporation 455 North Cityfront Plaza Drive Chicago, Illinois 60611	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes)</p>	<p>Subcontractor Name(s):</p> <p>No Subcontractors were submitted.</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RQ12552

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
	Department of Purchasing: SSP	SBE / MBE / WBE SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SBE: 0 % MBE: 0 % WBE: 0 % SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/28/23		
3. CuraLinc, LLC dba CuraLinc Healthcare 314 West Superior Street Chicago, Illinois 60654	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number. Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes	SBE/MBE/WBE Comments and Initials: No Subcontractors were submitted. DIV-2 Blank. Waiver Requested Please See Statement on Div-3 Page 1 of 2. DIV-3 page 2 of 2 pages blank. 8/18/23 CF JW 8/24/2023 No documentation of/details on outreach to county certified diversity vendors to provide subcontractor services on this item. LL 8/28/23 Subcontractor Name(s): No Subcontractors Submitted		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RQ12552

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
	<p>(Answer: yes)</p> <p>Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/28/23</p> <p>SBE/MBE/WBE Comments and Initials: DIV-1 -Not Signed, typed name. No DIV-2 Submitted- (Subcontractor Participation Plan). Waiver Requested "Other than mental health therapist's services, Curallinc does not outsource any other components of our service. We researched the DEI website and there is only one mental health therapist in the database." then X's down the side of page. DIV-3 2 of 2 page blank 8/18/2023 CF Vendor not county certified, waiver requested, vendor selected applicable boxes on div-3 page 1. JW 8/24/2023 No details on/documentation of outreach to county certified diversity vendors to provide subcontracting services on this item. LL 8/28/23</p>		

RQ12552

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>4. Employee Services, LLC            dba ESI Employee Assistance Group            100 American Road            Cleveland, Ohio 44144</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes            IG Registration Complete: <input checked="" type="checkbox"/> No            IG Number: Not Registered            NCA: <input checked="" type="checkbox"/> Yes            Planholder: <input checked="" type="checkbox"/> Yes            Cooperative Purchasing: <input checked="" type="checkbox"/> Yes            (Answer: yes)            Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE            Subcontractor Name(s): (MAA) Betpin &amp; Associates SBE/MBE 10%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE: 10 % MBE: % WBE: %</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/28/23</p> <p>SBE/MBE/WBE Comments and Initials: DIV-2 Scope of work was not given for Subcontractor used. DIV-3 1 of 2 stated Not Applicable, DIV-3 2 of 2 page blank. 8/18/23 CF JW 8/24/2023 No details on the scope of work to be subcontracted to the County certified SBE/MBE vendor is provided on the DIV-2. The proposed scope of work to be subcontracted is evaluated as part of the DEI's compliance review to verify that the proposed scope of work aligns with the standard business offerings/services by the SBE/MBE/WBE. LL 8/28/23</p>		<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>

RQ12552



Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>5. Cleveland Clinic Lifestyle RAP LLC 25900 Science Park Drive AC-4-450 Beachwood, Ohio 44122</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes)</p> <p>Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <hr/> <p>Subcontractor Name(s): No Subcontractors Submitted</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE: <u>0</u> % MBE: <u>0</u> % WBE: <u>0</u> %</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/28/23</p> <p>SBE/MBE/WBE Comments and Initials: No DIV-2 Form Submitted (No Subs used). DIV-3 1 of 2 No Full/Partial Waiver selected nor Statement given, used options down the side of page. DIV-3 2 of 2 page blank. 8/18/23 CF Cleveland Clinic, Lifestyle RAP submitted Div-1 as Lifestyle EAP,</p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

RQ12552

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p><b>SBE / MBE / WBE</b></p> <p>JW 8/24/2023 No information of waiver request (full/partial) or reason for request provided on page 1 of DIV-3. No details on/documentation of outreach to county certified SBE/MBE/WBEs provided on page 2 of DIV-3. LL 8/28/23</p>		
<p>6. Moore Counseling &amp; Mediation Services, Inc. 22639 Euclid Avenue Euclid, Ohio 44117</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 22-0396</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes)</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): (MAA) Presidential Consultants, LLC SBE/MBE 10%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE: 10 % MBE: % WBE: %</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/28/23</p> <p>SBE/MBE/WBE Comments and Initials: No DIV-1 Covenant of Non-Discrimination Form was submitted. DIV-3 page 2 of 2 lists 2 companies. 8/18/23 CF No div-1, subcontractor is Cuyahoga County Certified, Potential subs were</p>	<p><b>4</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

RQ12552

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review: SBE / MBE / WBE	Dept. Techn. Review	Award: (Y/N)
		<p>contacted by prime, one was unresponsive, one decided to go with another prime on a bid. Both were called by contract compliance officer CF on 8/24/23 messages left.</p> <p>JW 8/28/2023 DIV-1, Covenant of Non-discrimination was not submitted. A completed and signed DIV-1 is required.</p> <p>LL 8/28/23</p>		

## GOAL SETTING WORKSHEET

**Department Name:** Human Resources  
**Contact Name:** Stephen Witt  
**Contact Phone#:** 216-698-2372  
**Contact Email:** [switt1@cuwahogacounty.us](mailto:switt1@cuwahogacounty.us)  
**RQ#:** 12552

**NOTE: User Department completes the YELLOW AREAS ONLY.**

**RQ Description:** Employee Assistance Program

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Counseling Services	95221	50000.00	40	1	0.03	1250.00	0	0.00	0.00
Employee Assistance Programs	95238	325000.00	14	0	0.00	0.00	0	0.00	0.00
Education and Training Consulting	91838	25000.00	86	2	0.02	581.40	5	0.06	1453.49
<b>Totals (\$):</b>		<b>400000.00</b>				<b>1831.40</b>			<b>1453.49</b>

**Project Diversity Goals:**

**Comments:** LL 7/6/23

**NIGP 95238:**  
 95221: 45t/3m/0w 95221: 40t/1m/0w 14t/0m/0w no  
 with duplicates without duplicates duplicates  
 91838: 93t/3m/9w 91838: 86t/2m/5w  
 with duplicates without duplicates

**MBE Goal** 0%  
**WBE Goal** 0%  
**MBE Goal (not calculated)** 10%

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0357

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_

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



Chris Ronayne  
Cuyahoga County Executive

November 17, 2023

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

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

Dear President Jones,

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne", written in a cursive style.

Chris Ronayne  
Cuyahoga County Executive



## EMILY GARR PACETTI

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

### Experience

August 2017-present

**FEDERAL RESERVE BANK OF CLEVELAND**  
**Vice President & Community Affairs Officer**

Cleveland, OH

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

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

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

**Achievements  
& Community  
Leadership**

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0358

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

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

**7-NewPURCHASE-RELATED TRANSACTIONS**

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

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

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

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

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

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

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

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

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

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<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>Sanitary Sewer Fund / 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 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 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>	

Rev. 7/24/23



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

<b>HISTORY (see instructions):</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ#:	13202
Infor/Lawson PO# Code (if applicable):	RFB
Event #	4745
PO#	23004857

X  I certify that I have followed the current purchasing policies and procedures and no items being purchased under this requisition have been ordered or received.

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Briefing Memo	Department PS	Clerk of the Board
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Required Documents for All Purchase Orders (ALL Non-Contract Purchases)				
			Department initials	Purchasing
IG#	22-0096		PS	OK KT 11/03/2023 Kufleitner Automotive, Inc. 22-0096-REG 31DEC2026
Debarment/Suspension Verified	Date:	10/26/2023	PS	OK KT 10/26/2023
Auditor’s Finding	Date:	10/26/2023	PS	OK KT 10/26/2023
Vendor’s Submission * (or Bid Tabulation)			PS	OK KT 11/03/2023
Independent Contractor (I.C.) Requirement	Date:	10/27/2023	PS	OK KT 10/27/2023
Checklist			PS	OK KT 11/03/2023

Required Documents Dependent upon Procurement Type				
			Department initials	Purchasing
Annual Non-Competitive Bid Contract Statement (Not required if item was competitively bid. Form is also not required unless <b>not</b> going to BOC or Council for approval)	Date:			N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Bid Specification Packet. <i>(Copy of Event, including include 2<sup>nd</sup> effort documents, if applicable and include any attachments to the events).</i>	PS	OK KT 11/03/2023
TSMC attach supporting documentation of attempt to secure three (3) valid quotes and/or Event documentation of 8 hour posting.		N/A
Tabulation Sheets	PS	OK KT
Evaluation/Scoring Summary <i>(includes evaluator names)</i>		N/A
Notice of Intent to Award Letter <i>(only for Formals)</i>	PS	OK KT
Award Letter <i>(only for Formals)</i>	PS	OK KT
Final DEI Goal Setting Worksheet <i>(for Formal)</i>		OK KT
For SBEs/MBEs/WBEs “Null” search results attach DEI’s e-mail response to Null Search <i>(for Informal)</i> .		N/A
E-mail notification(s) to available SBEs/MBEs/WBEs from the certified list <i>(for Informal)</i>		N/A
Justification Form <i>(if exemption and purchase over \$5k)</i>		N/A
State Contract Cover Sheet		N/A
Cooperative Purchase Contract Cover Sheet		N/A
Sole Source Affidavit		N/A
Sole Source Justification		N/A
TAC/CTO Approval or IT Standards <i>(attach and identify relevant page #s)</i> , if required.		N/A
Prior RFP Exemption/Alternative Procurement Approval Letter		N/A
Furniture Request Form		N/A
Proof of Public Notice publication		N/A
Invoice <i>(for items already purchased but not approved)</i>		N/A
Department Director’s approval to initiate TSMC purchase (email or printed)		N/A
Department Director’s approval to purchase TSMC goods or services (email or printed)		N/A

\*If State Contract or Cooperative purchase, must have the contract number and expiration date listed

Reviewed by Law	
	Department initials
Exhibits	
Matrix Law Screen shot	PS
COI	
Workers’ Compensation Insurance	
Performance Bond	

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

### Vendor Information

Vendor Name	Dollar Amount
Kufleitner Automotive	<b>\$824,432.00</b>

### Department of Purchasing Verification for Events

	Purchasing
Vendor Name and Dollar Amount verified (lowest and best)	Kufleitner Automotive <b>\$824,432.00</b>
If an event(s) was created: Check Audit Log to verify Event(s) released (approved-notified) 2 <sup>nd</sup> effort will show as an amendment approved-notified or will be a separate event; minimum # of hours bid  4745 event 08/25/2023 8:30am to 10/02/2023 11:00am 80 notifications 2 bids Sealed bid: Yes Display on Portal: Yes	Event 4745 approved notified
Checked for # of Notification on Event(s)	See Above
Sealed Bid on Event(s) & Display on Portal	See Above
If brand name listed on specs, must have “or equivalent” or approved IT Standard and/or prior approval Alternative Procurement	OK KT
If a service, <ul style="list-style-type: none"> <li>• Matrix approval of PO vs. Contract</li> <li>• Insurance/Workers’ Compensation requirements and/or Waiver</li> </ul>	N/A
Minimum # of bids received	1 Effort 2 Bids
Purchasing Buyer’s initials and date of approval	KT 11/03/2023
Misc Comments	

Requisitions up to & including \$5,000.00 will be reviewed by the assigned purchasing agent in the Department of Purchasing. If all requirements are met, the item can be approved by DoP without additional consideration. For the following items the OnBase Agenda Action form must be completed. The item will be held until it is approved by the Board of Control.

- Requisitions over \$5,000.00
- Requisition submitted in which the item has been ordered and/or received



**Department of Purchasing Tabulation Sheet**

REQUISITION NUMBER: 13202/Event #4745	TYPE: RFB	ESTIMATE: \$792,308.72
CONTRACT PERIOD: N/A	RFB DUE DATE: October 2, 2023	NUMBER OF RESPONSES: 2/12
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Seven (7) New 2024 Dodge Ram Trucks with body	
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-But No Impact, the low bidder is not located in Cuyahoga County and there is not a bidder within 2% of the low bidder that is a Cuyahoga County Based Business, JW 10/4/2023 LL 10/4/2023	CCBB: Low Non-CCBB Bid: \$824,432.00	Add 2%, Total is: \$840,920.64
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-But No Impact, the low bidder is not certified as an "Inclusive Business" and there is not a bidder within 2% of the low bidder that is certified as an "Inclusive Business" in the CCBEIP, JW 10/4/2023 LL 10/4/2023	CCBEIP: Low Non-CCBEIP Bid: \$824,432.00	Add 2%, Total is: \$840,920.64
*PRICE PREFERENCE LOWEST BID REC'D \$824,432.00	RANGE OF LOWEST BID REC'D \$500,000.01-\$1,000,000.00	Minus \$, =
PRICE PREF % & \$ LIMIT: (10%) \$80,000 (Max \$80,000)	MAX SBE/MBE/WBE PRICE PREF \$250,000.00 (Max)	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A - no diversity goals established LL 10/4/2023

Transaction ID:

Bidder's / Vendors Name and Address 1 Kufleitner Automotive Inc. 7901 Market Street Youngstown, OH 44512	Bid Bond / Check Cashier's Check Chase Check #9193312 756 \$500.00	Actual Bid Amount (enter "N/A" if RFP or RFQ) \$824,432.00	Buyer Administrative Review: OPD Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IG Registration Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Kufleitner Automotive, Inc. 22-0096-REG31DEC20 Z6	Price Preference <input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB / CCBEIP Registered CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Diversity Program Review: SBE / MBE / WBE Subcontractor Name(s): No diversity goals <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No Total % SBE: 0% MBE: 0% WBE: 0% SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No SBE/MBE/WBE Comments and Initials: CCC 10/3/2023 JW 10/4/2023	Dept. Tech. Review <i>Completed</i> <i>10/10/23</i>	Award: (Y/N) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---	---	---	---	--	---	---	--

Transaction ID:

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

Transaction ID:

Bidder's / Vendor's Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: OPD Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
2. Valley Chrysler Jeep Dodge Ram 5768 State Route 15 North Bryan, OH 46506	Bid Bond A310TM-2010 \$500.00	\$829,808.00	Compliant: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  IG Registration Complete: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  IG Number:  NCA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  PH: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  CCBB: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  CCBEIP: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  COOP:	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subcontractor Name(s): No diversity goals  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: <u>0%</u> MBE: <u>0%</u> WBE: <u>0%</u>  SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials: CCC 10/3/2023 JW 10/4/2023	<i>J. Smith</i> 10/25/23	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



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

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0359

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

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



	*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:

<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: 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>PW715200- Sanitary Sewer Funds (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 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 - New contract for recurring services	Is contract late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
<b>Reason:</b>	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	

Rev. 7/24/23

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

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

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0360

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

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

**WHEREAS**, this project is revenue generating; and

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

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

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



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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_

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

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

**A. Scope of Work Summary**

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

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

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

**B. Procurement**

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

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

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

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

**C. Contractor and Project Information**

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

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

2. The Principal is Rico Pietro.

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

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

**D. Project Status and Planning N/A**

**E. Funding**

1. This is a revenue generating contract

2. Proceeds will be paid at closing

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11582
Infor/Lawson PO# Code (if applicable):	
Event #	3889
CM Contract#	3886

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION</b>		
<b>Formal RFP – Revenue Generating Procurement</b>		
<b>Reviewed by Purchasing</b>		
	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	LW	OK
Bid Specification Packet	LW	OK
Final DEI Goal Setting Worksheet	LW	OK
Diversity Documents – if required (goal set)	N/A	N/A
Award Letter (sent to awarded vendor)	LW	OK
Vendor’s Confidential Financial Statement – if RFP requested	N/A	N/A
Tabulation Sheet	LW	OK
Evaluation with Scoring Summary (Names of evaluators to be included, must have minimum of three evaluators).	LW	OK
IG#	23-0336 23-0033 12/31/27	LW
Debarment/Suspension Verified	Date: 10/19/23	LW
Auditor’s Finding	Date: 10/19/23	LW
Vendor’s Submission	LW	OK
Independent Contractor (I.C.) Requirement	Date:	N/A
		OK (waiver attached 10/26/2023)
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	LW	OK

Other documentation may be required depending upon your specific item

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	LW
Matrix Law Screen shot	LW
COI	N/A
Workers’ Compensation Insurance	N/A
Performance Bond, if required per RFP	N/A

### CONTRACT EARNING PLAN

*Note: There should be no spend plan for Revenue Generating. If funds are being paid to Awarded Vendor PO Code must be RFP not “NONPO” (Revenue Generating where no payment will be paid to Vendor) in Contract Management.*

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Paid to the County on the Closing Date	DD213110	90500	BODOPER007		\$ 1,200,000.00
			<b>TOTAL</b>		<b>\$ 1,200,000.00</b>

### CONTRACT HISTORY (to be completed by department) N/A – new agreement

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount	Original Time Period & End Date/ Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$				
	Prior Amendment Amounts (list separately)	\$			
	Pending Amendment	\$			
	Total Amendments	\$			

2 | Page

Revised 8/29/2022

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

<b>Total Contact Amount</b>	\$				
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**Purchasing Use Only:**

<b>Prior Resolutions:</b>	
<b>CM#:</b>	3886
<b>Vendor Name:</b>	10991 Memphis Avenue, LLC
<b>ftp:</b>	N/A
<b>Amount:</b>	\$1,200,000.00mm (revenue-generating)
<b>History/CE:</b>	OK
<b>EL:</b>	Needs WET
<b>Procurement Notes:</b>	10/23/2023: Vendor IG# listed is not for this named vendor – attach IG verification of registered number for this named vendor; Attach Independent Contractor form or Dept of Law ICF waiver for this action. Sale of property
<b>Purchasing Buyer’s initials and date of approval</b>	OK, ssp 11/3/2023



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11582	EVENT: 3889	TYPE: RFP	ESTIMATE: \$500,000.00
CONTRACT PERIOD: N/A	RFP DUE DATE: January 31, 2023	NUMBER OF RESPONSES (issued/submitted): 39/2	
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: Disposition of Board of Developmental Disabilities Facility 1099I Memphis Avenue, Brooklyn, Ohio 44144		
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Industrial Commercial Properties LLC dba ICP 6110 Parkland Boulevard Mayfield Heights, Ohio 44124	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered  NCA: <input checked="" type="checkbox"/> Yes  Planholder: <input checked="" type="checkbox"/> Yes  Department of Purchasing: SSP		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. RAP COMMERCIAL RAP GREEN REALTY INC. 3 Summit Park Drive #200 Independence, Ohio 44131	Compliant: <input checked="" type="checkbox"/> Yes  IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered  NCA: <input checked="" type="checkbox"/> Yes  Planholder: <input checked="" type="checkbox"/> No  Department of Purchasing: SSP		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

RQ11582

**GOAL SETTING WORKSHEET**

Department Name:  
 Contact Name:  
 Contact Phone#:  
 Contact Email:  
 RQ#:

Department of Public Works  
 Jessica Shamshoum-French  
 216-348-3840  
[jfrench@cuwahogacounty.us](mailto:jfrench@cuwahogacounty.us)  
 11582

RQ Description: Disposition of Board of Developmental Disabilities Facility, Brooklyn, Ohio

**NOTE: User Department completes the YELLOW AREAS ONLY.**

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
N/A - this is a sale of property		1.00	1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>1.00</b>				<b>0.00</b>			<b>0.00</b>

Project Diversity Goals: LL 12/8/22

Comments: N/A - Sale of County Property

MBE Goal 0%  
 WBE Goal 0%  
 SBE Goal (not calculated) 0%



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0361

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

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

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

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

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

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

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

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

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

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

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

Vendor Name and address:	Owner, executive director, other (specify):
Olmsted Twp Service Department 7924 Fitch Rd, Olm Twp, 44138	Gary Yelenosky- Twp Administrator
Vendor Council District:	Project Council District:
5	5
If applicable provide the full address or list the municipality(ies) impacted by the project.	Olmsted Township

<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	Provide a short summary for not using competitive bid process.

Rev. 7/24/23

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

<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: 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>PW270170-55130 (Road and Bridge Administration 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 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 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	Seeking to have this 10-year agreement passed at the December 5, 2023 Council meeting

Rev. 7/24/23

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

<b>HISTORY (see instructions):</b>
New agreement

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	CM 3945- Co-Op Maint & Repair Agreement w/ Olm Twp- R&B

Briefing Memo	Department AMS	Clerk of the Board
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
Government Purchase				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			AMS	GHM
Debarment/Suspension Verified	Date:	11/7/2023	AMS	GHM
Auditor’s Finding	Date:	11/7/2023	AMS	GHM
Vendor’s Submission			Agreement	GHM
Cover - <i>Master contracts only</i>				N/A
Contract Evaluation – <i>if required</i>				N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				N/A
Checklist Verification			AMS	GHM

***Intra-Agency:*** A department/division under the auspices of the County Executive, County Council, Prosecutor’s Office, Law Library, Inspector General, PRC, Public Defender, 8th District Court of Appeals, Courts of Common Pleas (Common Pleas, Domestic Relations, Juvenile, Probate).

Other documentation may be required depending upon your specific item  
 Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law		
		Department initials
Agreement/Contract and Exhibits		AMS document attached, GHM
Matrix Law Screen shot	PWD-3679	AMS document attached, GHM
COI		AMS- see Law email. <b>Law waived at this time but needed before County signs-GHM</b>
Workers’ Compensation Insurance		AMS- see Law email. <b>Law waived at this time but needed before County signs-GHM.</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
Effective Date -12/31/2023	PW270170	55130		<b>\$500,000</b>
1/1/2024-12/31/2024	PW270170	55130		\$650,000
1/1/2025-12/31/2025	PW270170	55130		\$650,000
1/1/2026-12/31/2026	PW270170	55130		\$650,000
1/1/2027-12/31/2027	PW270170	55130		\$650,000
1/1/2028-12/31/2028	PW270170	55130		\$650,000
1/1/2029-12/31/2029	PW270170	55130		\$650,000
1/1/2030-12/31/2030	PW270170	55130		\$650,000
1/1/2031-12/31/2031	PW270170	55130		\$650,000
1/1/2032-12/31/2032	PW270170	55130		\$650,000
1/1/2033-12/31/2033	PW270170	55130		\$150,000
			<b>TOTAL</b>	<b>6,500,000</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	N/A
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	N/A

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$				
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

**Purchasing Use Only:**



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Prior Resolutions:	N/A	
CM#:	3945	
Vendor Name:	Olmsted Township	
ftp:	Up signature of parties -12/31/2033	
Amount:	\$6,500,000.00	
History/CE:	N/A	
EL:	OK	
Procurement Notes:	The Department of Public Works is requesting approval of a cooperative agreement with Olmsted Township, for the period effective date (up on signature of parties) to 12/31/2033 for Maintenance and Repair Services (R&B) county owned facilities in the amount of \$6,500,000.00. Funding: Road & Bridge Administration funds	

Purchasing Buyer approval: **GHM 11/09/2023**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0362

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Additional Sponsorship Requested on the Floor: November 28, 2023

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	North Main Street Bridge Rehabilitation of Existing Bridge over the Chagrin River in The Village of Chagrin Fall.
<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.
Original	3952	The Great Lakes Construction Co.	N/A	\$8,018,591.97		

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

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

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

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

<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):
The Great Lakes Construction Co. 2608 Great Lakes Way , Hinckley, Ohio 44233	<b>President -George Palko</b>
Vendor Council District:	Project Council District:
None	<b>District 6</b>
If applicable provide the full address or list the municipality(ies) impacted by the project.	<b>The Village of Chagrin Falls</b>

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
--------------------------------	------------------------------------

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

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<b>Timeline:</b>	<b>9/15/2023</b>
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	<b>11/2/2023</b>
Date of insurance approval from risk manager:	<b>11/8/2023</b>
Date Department of Law approved Contract:	
Date item was entered and released in Infor:	<b>11/9/2023</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>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	13433
Infor/Lawson PO # Code (if applicable):	
Event #	4835
CM Contract#	3952

	Department	Clerk of the Board
Briefing Memo	WB	

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

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

<b>FULL AND OPEN COMPETITION Construction Projects – Road &amp; Bridge Reviewed by Purchasing</b>		
	Department initials	Purchasing
Notice of Intent to Award ( <i>sent to all responding vendors</i> )	WB	OK AJ 11/13/2023
Bid Specification Packet ( <i>includes Legal Notice to Bidders</i> )	WB	OK AJ 11/13/2023
Final DEI Goal Setting Worksheet	N/A	N/A
Diversity Documents – <i>if required (goal set)</i>	WB	N/A
Award Letter (sent to awarded vendor)	WB	OK AJ 11/13/2023
Vendor’s Confidential Financial Statement – <i>if RFB requested</i>	N/A	N/A
Non-Collusion Affidavit	WB	OK AJ 11/13/2023
Public Works Bid Results- See PW Tab Sheet	WB	OK AJ 11/13/2023
Tabulation Sheet	WB	OK AJ 11/13/2023
Prevailing Wage Public Improvement Agreement	WB	OK AJ 11/13/2023
Sales and Use Tax Construction Contract Exemption Form, <i>if applicable</i>	WB	OK AJ 11/13/2023
Worktype Worksheets, <i>if applicable</i>	WB	OK AJ 11/13/2023
SBE Worktype Worksheets, <i>if applicable</i>	N/A	N/A
Drug Free Workplace, <i>if applicable</i>	WB	OK AJ 11/13/2023
Project of Similar Complexity, <i>if applicable</i>	WB	OK AJ 11/13/2023
EEOC (Equal Employment Opportunity Commission), <i>if applicable</i>	WB	OK AJ 11/13/2023
Prevailing Wage Determination Cover Letter (with Prevailing Wage Rate sheets) Given at pre-con meeting	N/A	N/A
Other, <i>per Section 3 “Required Bid Documents” Certificate of Compliance</i>	WB	OK AJ 11/13/2023
IG#	23-0328-REG 31DEC2027	WB
Debarment/Suspension Verified	Date: 11/3/2023	WB
Auditor’s Finding	Date: 11/3/2023	WB
Vendor’s Submission ( <i>Form of Proposal</i> )		WB



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Independent Contractor (I.C.) Requirement	Date: 11/2/2023	WB	OK AJ 11/13/2023 dated within 1 year
Contract Evaluation – <i>if required</i>		N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	N/A
Checklist Verification		WB	OK AJ 11/13/2023

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	WB
Bid Guarantee & Contract Bond	WB
Matrix Law Screen shot	WB
COI	WB
Workers’ Compensation Insurance	WB
Railroad Insurance – <i>if required</i>	N/A

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
11/9/2023 TO 12/31/2023	PW605100	73300	CRDOT0001901	<b>\$1.00</b>
1/1/2024 to 12/31/2024	PW605100	73300	CRDOT0001901	<b>\$7,018,590.97</b>
1/1/2025 to 11/30/2025	PW605100	73300	CRDOT0001901	<b>\$1,000,000.00</b>
			<b>TOTAL</b>	<b>\$8,018,591.97</b>

### Purchasing Use Only:

Prior Resolutions:	
CM#:	3952
Vendor Name:	THE GREAT LAKES CONSTRUCTION CO.
ftp:	11/9/2023 – 11/30/2025
Amount:	\$8,018,591.97
History/CE:	OK
EL:	OK
Procurement Notes:	Buyer Review Completed
Purchasing Buyer’s initials and date of approval	AJ 11/13/2023



**Department of Purchasing Tabulation Sheet**

REQUISITION NUMBER: 13433 Event #4835	TYPE: (RFB/RFP/RFQ): RFB	ESTIMATE: \$8,000,000.00	10% = \$8,800,000.00	TOTAL RESPONSES
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: October 30, 2023	SOLICITATIONS ISSUED	MANUAL RESPONSES	ELECTRONIC RESPONSES
REQUESTING DEPARTMENT: Public Works	COMMODITY DESCRIPTION: North Main Street Rehabilitation of Existing Bridge	8	0	1
DIVERSITY GOAL/SBE 0%	DIVERSITY GOAL/MBE 0%	DIVERSITY GOAL/WBE 0%		
Does CCBB Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Yes – But No Impact</b> , the low bidder is not located in Cuyahoga County and there is not a bidder within 2% of the low bidder that is Cuyahoga County Based Business CCBB, JW 11/1/2023 LL 11/2/2023	CCBB: Low Non-CCBB Bid: \$8,018,591.97	Add 2%, Total is: \$8,178,963.80		
Does CCBEIP Apply: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Yes – But No Impact</b> , the low bidder is not certified as an Inclusive Business and there is not a bidder within 2% of the low bidder that is certified as an Inclusive Business in CCBEIP, JW 11/1/2023 LL 11/2/2023	CCBEIP: Low Non-CCBEIP Bid: \$8,018,591.97	Add 2%, Total is: \$8,178,963.80		
*PRICE PREFERENCE LOWEST BID REC'D \$ 8,018,591.97	RANGE OF LOWEST BID REC'D \$ >5,000,000.00	Minus \$, =		
PRICE PREF % & \$ LIMIT: \$250,000.00 max	MAX SBE/MBE/WBE PRICE PREF \$ 8,268,591.97	DOES PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A LL 11/2/2023		

Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review:	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. Great Lakes Construction, Co. 2608 Great Lakes Way Hinckley, OH 44233	Bid Bond 100% Liberty Mutual Insurance Company	\$8,018,591.97	Buyer Initials Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	CCBB <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CCBEIP <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SBE / MBE / WBE Subcontractor Name(s): No diversity goals		<input type="checkbox"/> Yes <input type="checkbox"/> No

Transaction ID:



Bidder's / Vendors Name and Address	Bid Bond / Check	Actual Bid Amount (enter "N/A" if RFP or RFQ)	Buyer Administrative Review: Buyer Initials	Price Preference	CCBB / CCBEIP Registered	Diversity Program Review: SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			<input checked="" type="checkbox"/> N/A OPD Buyer Initials: AJ 10/31/2023					

Transaction ID:

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0363

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

**WHEREAS**, the County Executive/Department of Information Technology recommends an amendment to Contract No. 934 with AT&T Corporation for Internet Service Provider and Distributed Denial of Service Security services for the period of 1/1/2019 – 12/31/2023 to extend the time period to 12/31/2028 and for additional funds in the amount not-to-exceed \$826,000.00; and

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Internet Service Provider IPS Services
<b>Department or Agency Name</b>	Department of Information Technology
<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	934 CE1900101	AT&T Corp	1/1/2019 – 12/31/2023	\$273,224.00	02/26/2019	R2019-0046
1 <sup>st</sup> Amendment	934 CE1900101	AT&T Corp	1/1/2019 – 12/31/2023	\$190,080.00	11/15/2021	BC2021-650
2 <sup>nd</sup> Amendment	934 Ce1900101	AT&T Corp	1/1/2023 – 12/31/2028	\$826,000.00	PENDING	PENDING

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

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

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

**Project Goals, Outcomes or Purpose (list 3):**

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

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

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

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

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

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

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

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

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

**100% General Fund**

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

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

**Provide status of project.**

<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)		

**HISTORY (see instructions):**

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	42655
Infor/Lawson PO# Code (if applicable):	CNV1
CM Contract#	934 2nd Amendment (CE1900101)

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	KK	

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

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

Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			KK	OK
IG#	21-0092-REG		KK	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	02/15/2023	KK	Attached (not required for this action)
Debarment/Suspension Verified	Date:	11/08/2023	KK	OK (attached 11/9/2023)
Auditor’s Finding	Date:	11/08/2023	KK	OK
Independent Contractor (I.C.) Requirement	Date:	09/06/2023	KK	OK
Cover - <i>Master amendments only</i>				OK
Contract Evaluation			KK	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			KK	CTO Waiver
Checklist Verification			KK	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	KK
Matrix Law Screen shot	KK
COI	KK
Workers’ Compensation Insurance	KK
Original Executed Contract (containing insurance terms) & all executed amendments	KK

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Revised 1/7/2022

## 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 – 12/31/2024	IT100165	57300		\$165,200.00
01/01/2025 – 12/31/2025	IT100165	57300		\$165,200.00
01/01/2026 – 12/31/2026	IT100165	57300		\$165,200.00
01/01/2027 – 12/31/2027	IT100165	57300		\$165,200.00
01/01/2028 – 12/31/2028	IT100165	57300		\$165,200.00
			<b>TOTAL</b>	<b>\$826,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	CE1900101
<b>Infor/Lawson PO# Code (if applicable)</b>	CNV1
<b>Lawson RQ# (if applicable)</b>	42655 (BuySpeed)
<b>CM Contract#</b>	934

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	273,224.00		01/01/2019 – 12/31/2023	02/26/2019	R2019-0046
<b>Prior Amendment Amounts (list separately)</b>		\$190,080.00	12/31/2023	11/15/2021	BC2021-650
		\$			
		\$			
<b>Pending Amendment</b>		\$826,000.00	12/31/2028	PENDING	PENDING
<b>Total Amendments</b>		1,016,080.00			
<b>Total Contact Amount</b>		1,289,304.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	BC2021-650, R2019-0046
<b>Amend:</b>	934
<b>Vendor Name:</b>	AT&T Corp.
<b>ftp:</b>	1/1/2019-12/31/2023 EXT 12/31/2028, as of the effective date when signed by County and accepted in writing by AT&T
<b>Amount:</b>	Add'l \$826,000.00mm
<b>History/CE:</b>	OK

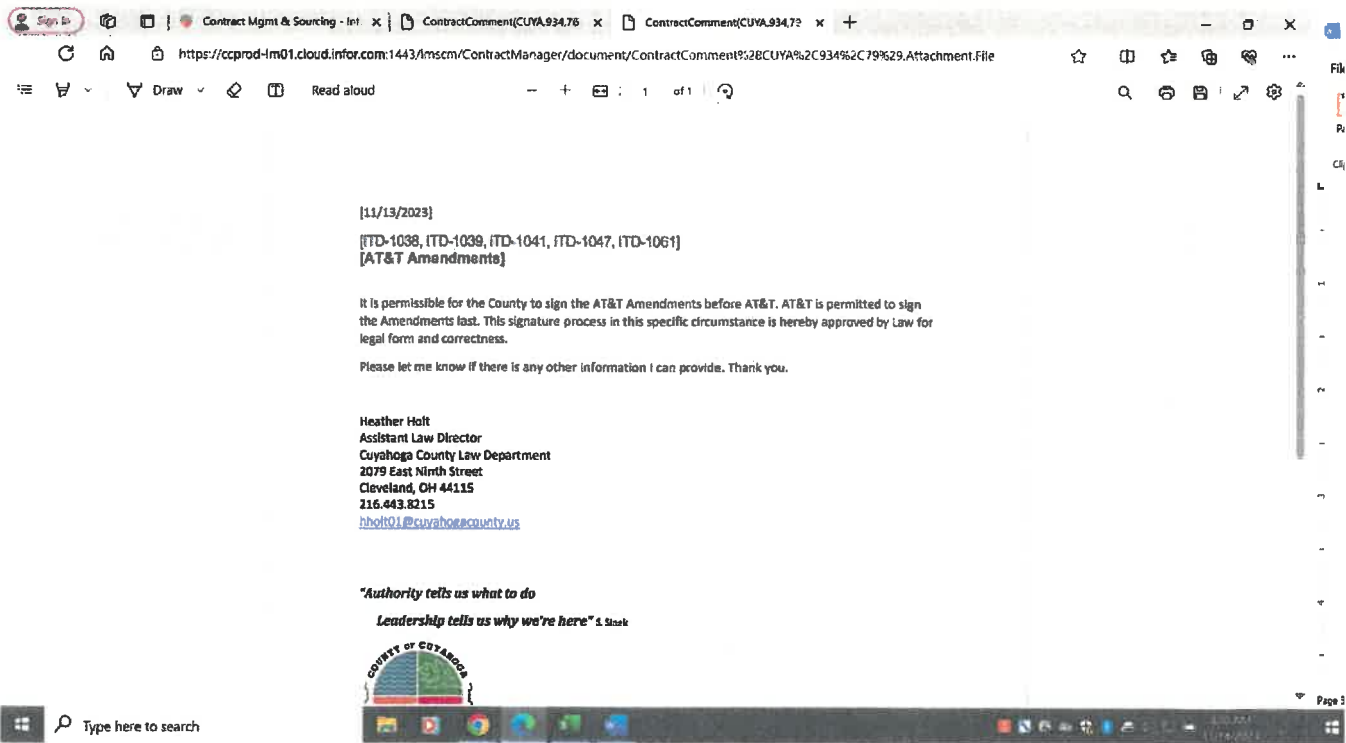
2 | Page

Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

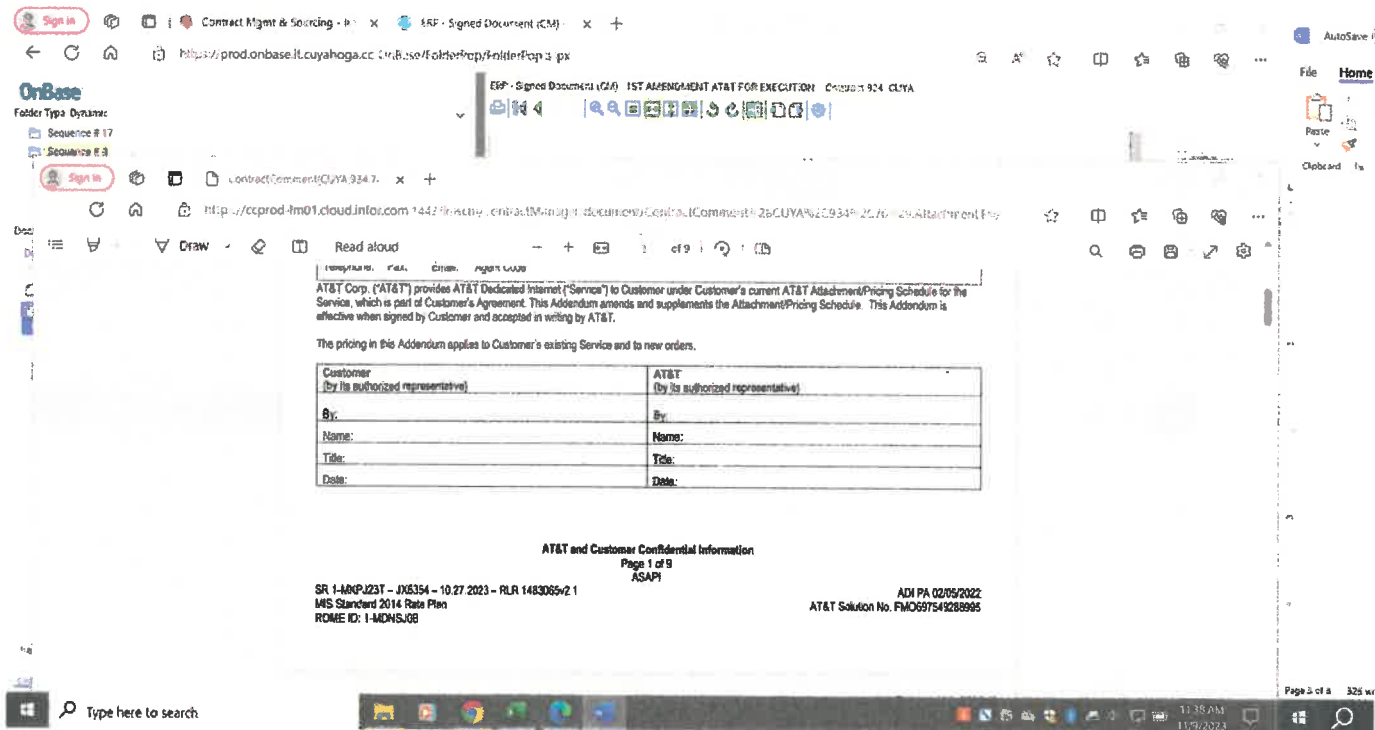
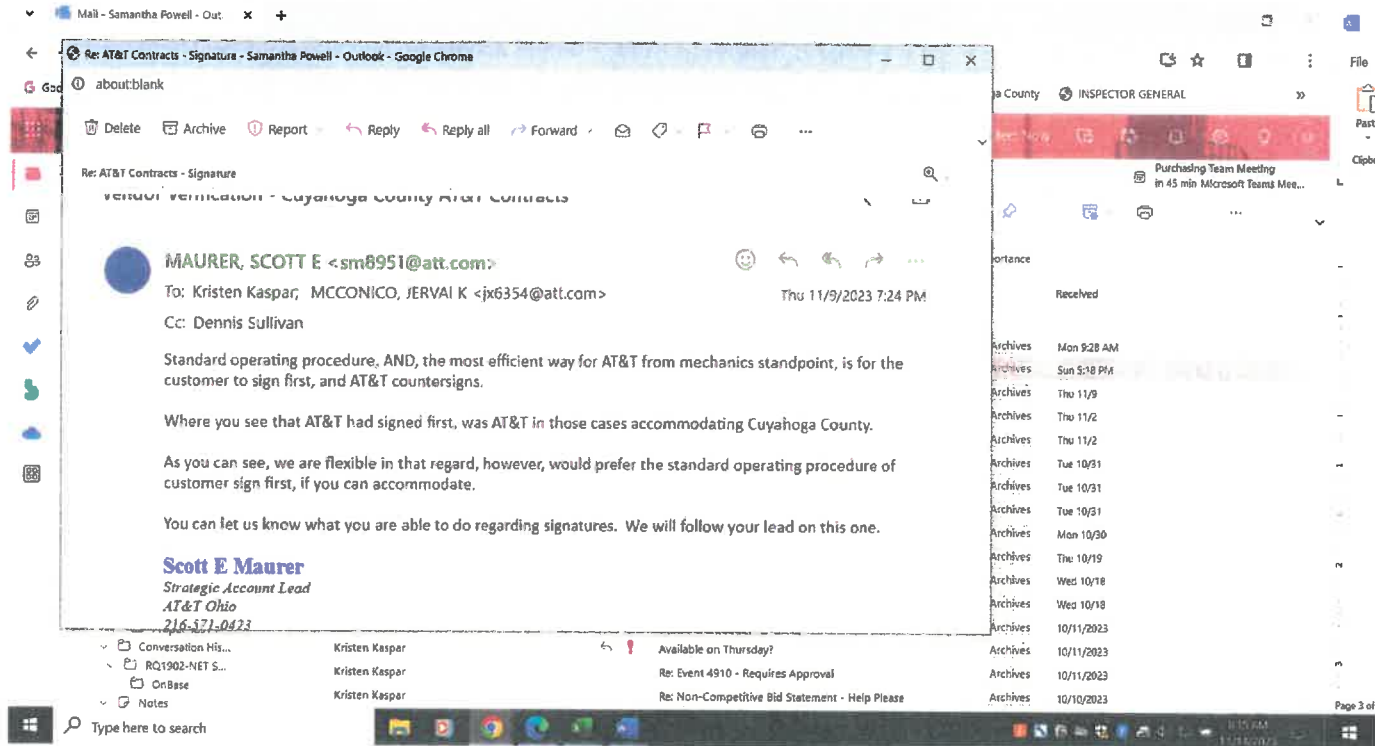
Upload as “word” document in Infor

EL:	Needs WET
Procurement Notes:	<p>11/14/2023: Although AT&amp;T would accommodate and sign the amendment prior to the County, Law Department waiver attached that vendor permitted to sign last. The department MUST get the final, signed amendment once signed by vendor and upload into the CM action for effective date verification.</p> <p>11/9/2023: Vendor’s amendment not signed by vendor; debarment form not attached. Once agreement approved by County Council, it will be disapproved in the CM action in order for the department to complete 2024 budget line entry and re-submit for final approval.</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 11/14/2023



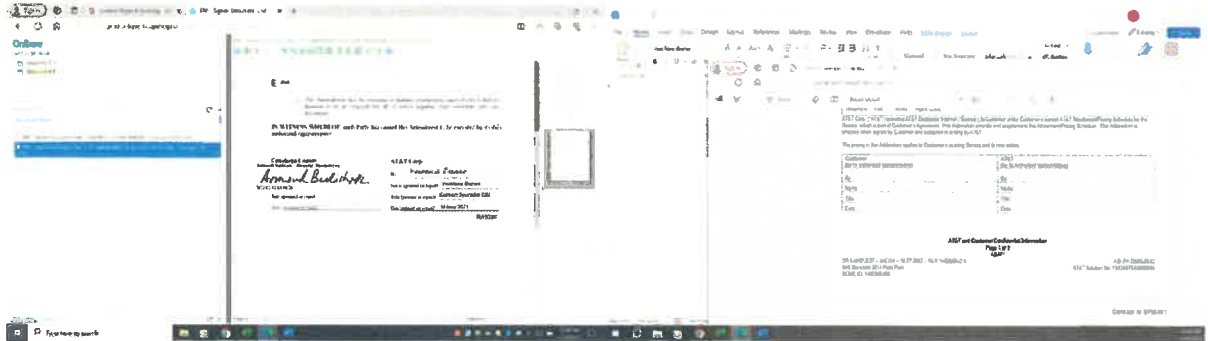
# Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor



# Department of Purchasing – Required Documents Checklist

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## CONTRACT EVALUATION FORM

<b>Contractor</b>	AT&T Corp				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM934 CE1900101 CNV1				
<b>RQ#</b>	42655 (BuySpeed)				
<b>Time Period of Original Contract</b>	January 1, 2019 – December 31, 2023				
<b>Background Statement</b>	AT&T Internet Service Provider				
<b>Service Description</b>	This agreement is for three internet service connections via AT&T that serves as the primary internet connection for various County agencies (Executive and Non-Executive.)				
<b>Performance Indicators</b>	Service Uptime and Bandwidth Allocation.				
<b>Actual Performance versus performance indicators (include statistics):</b>	In Alan Kilgore's tenure in this position, he is unaware of any unscheduled Internet Service outage relating to the service that AT&T provides. The performance of the bandwidth is within operating range per the County's monitoring application in relation to the contractual obligation.				
<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>	AT&T is considered to be one of the Tier 1 Internet Service Provider in the County which makes up much of the backbone of the internet that stretches across the nation, which has benefits regarding quality of service received. The vendor typically can perform maintenance on its side without the County having to schedule outages. The minimum number of tickets that are submitted by the County due to poor quality of service places AT&T at an above average rating in my opinion.				
<b>Department Contact</b>	Alan Kilgore				
<b>User Department</b>	Department of Information Technology				
<b>Date</b>	11/8/2023				



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0364

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	WAN ASEOD	
<b>Department or Agency Name</b>	Department of Information Technology	
<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	1189 CE1900171	AT&T Corp	1/1/2019 – 12/31/2023	780,000.00	06/11/2019	R2019-0132
1 <sup>st</sup> Amendment	1189 CE1900171	AT&T Corp	1/1/2024 – 12/31/2028	\$984,393.00	PENDING	PENDING

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

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

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

**Project Goals, Outcomes or Purpose (list 3):**

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

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

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

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

<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: AT&T Corp	Owner, executive director, other (specify):
6889 West Snowville Road Brecksville, Ohio 44141	Scott Maurer
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

<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. This is an amendment to an existing contract. The Department of Information Technology consulted with the Department of Procurement regarding if the 5 year extension option written into the existing agreement could be leveraged, or if this would need to be placed out for bid. Based on the effort to uplift to a different provider and only having the service for less than 5 years under this agreement, Procurement endorsed the Department of Information Technology to leverage the 5 year agreement to extend to a total of 10 years.  *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received)    /	<input type="checkbox"/> State Contract, list STS number and expiration date  <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): (   ) DBE (   ) SBE (   ) MBE (   ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, 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 Request for Proposals</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 checked="" type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

<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% General 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 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>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	
Buyspeed RQ# (if applicable):	43377
Infor/Lawson PO# Code (if applicable):	
CM Contract#	1189 1 <sup>st</sup> Amendment

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	KK	

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

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

Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			KK	OK
IG#	21-0092-REG		KK	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	02/15/2023	KK	Attached (not required for this action)
Debarment/Suspension Verified	Date:	11/08/2023	KK	OK
Auditor's Finding	Date:	11/08/2023	KK	OK
Independent Contractor (I.C.) Requirement	Date:	09/06/2023	KK	OK
Cover - <i>Master amendments only</i>				OK
Contract Evaluation			KK	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			KK 2023-IT-055	OK (TAC2023-IT-055, 10/12/2023)
Checklist Verification			KK	OK

**Other documentation may be required depending upon your specific item**

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	KK
Matrix Law Screen shot	KK
COI	KK
Workers' Compensation Insurance	KK
Original Executed Contract (containing insurance terms) & all executed amendments	KK

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Revised 1/7/2022

## Department of Purchasing – Required Documents Checklist

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### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
01/01/2024 – 12/31/2024	IT100165	57300		<b>\$196,878.60</b>
01/01/2025 – 12/31/2025	IT100165	57300		<b>\$196,878.60</b>
01/01/2026 – 12/31/2026	IT100165	57300		<b>\$196,878.60</b>
01/01/2027 – 12/31/2027	IT100165	57300		<b>\$196,878.60</b>
01/01/2028 – 12/31/2028	IT100165	57300		<b>\$196,878.60</b>
			<b>TOTAL</b>	<b>\$984,393.00</b>

<b>Contract History CE/AG# (if applicable)</b>	CE1900171
<b>Infor/Lawson PO# Code (if applicable)</b>	CNV1
<b>Lawson RQ# (if applicable)</b>	<b>3377 (BuySpeed)</b>
<b>CM Contract#</b>	1189

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$780,000.00		<b>1/1/2019 - 12/31/2023</b>	06/11/2019	R2019-0132
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$984,393.00	<b>12/31/2028</b>	PENDING	PENDING
<b>Total Amendments</b>		\$984,393.00			
<b>Total Contact Amount</b>		\$1,764,393.00			

### Purchasing Use Only:

Prior Resolutions:	R2019-0132
Amend:	1189
Vendor Name:	AT&T Corp.
ftp:	1/1/2019-12/31/2023 EXT 12/31/2028
Amount:	Add'l \$943,393.00mm
History/CE:	OK
EL:	Needs WET

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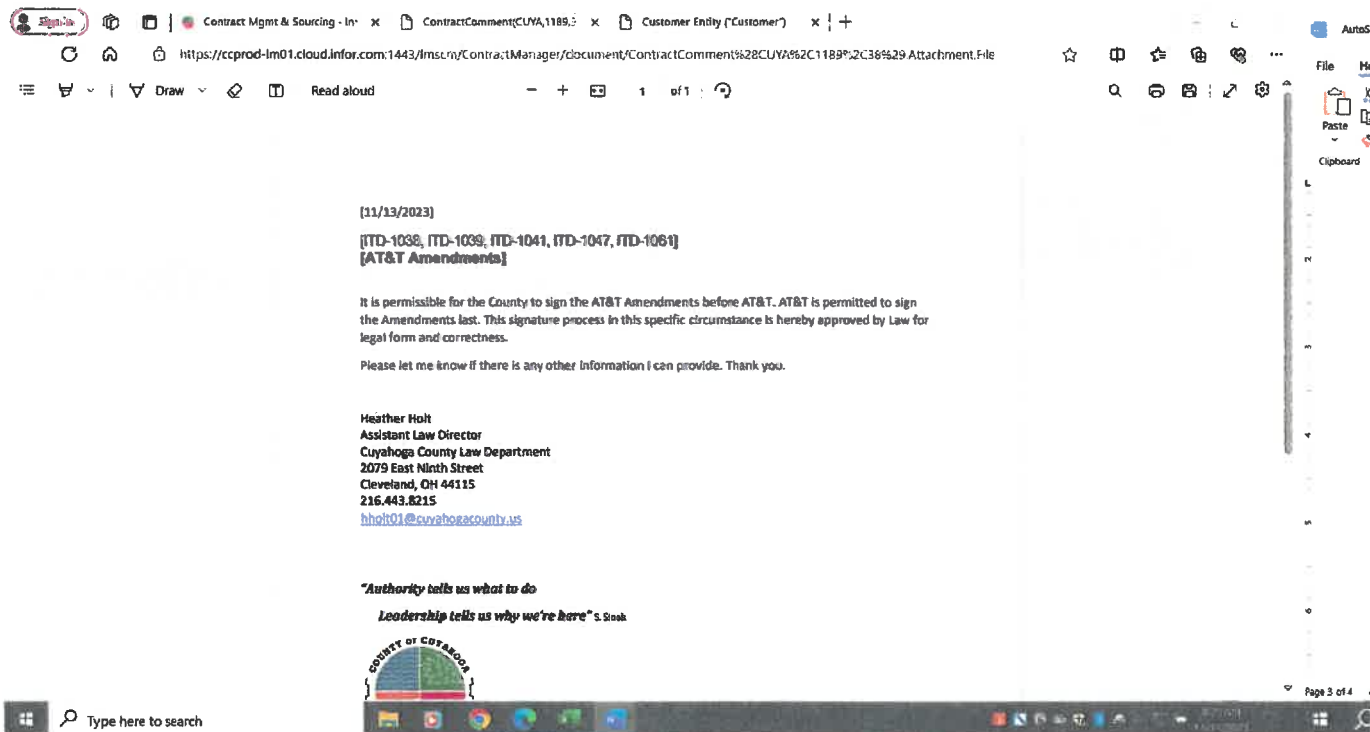
Revised 1/7/2022



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Procurement Notes:	<p>11/14/2023: Revised amendment attached has statement “Please sign by December 31, 2023.”; Although AT&amp;T would accommodate and sign the amendment prior to the County, Law Department waiver attached that vendor permitted to sign last. The department MUST get the final, signed amendment once signed by vendor and upload into the CM action for effective date verification.</p> <p>11/9/2023: Vendor must sign both amendment documents. Vendor amendment statement “Please sign by October 03, 2023” this date has passed.</p> <p>Once agreement approved by County Council, it will be disapproved in the CM action in order for the department to complete 2024 budget line entry and re-submit for final approval.</p>
Purchasing Buyer’s initials and date of approval	OK, ssp 11/14/2023



# Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

The screenshot shows an Outlook window with an email from Scott E Maurer. The email text discusses signing procedures for AT&T contracts in Cuyahoga County. To the right, a 'Purchase Form' table is visible, listing various purchase items with columns for 'Email Notifications' and 'Purchase From'.

**Re: AT&T Contracts - Signature**

MAURER, SCOTT E <sm8951@att.com>  
To: Kristen Kaspar; MCCONICO, JERVAIK <jx6354@att.com>  
Cc: Dennis Sullivan  
Thu 11/9/2023 7:24 PM

Standard operating procedure, AND, the most efficient way for AT&T from mechanics standpoint, is for the customer to sign first, and AT&T countersigns.

Where you see that AT&T had signed first, was AT&T in those cases accommodating Cuyahoga County.

As you can see, we are flexible in that regard, however, would prefer the standard operating procedure of customer sign first, if you can accommodate.

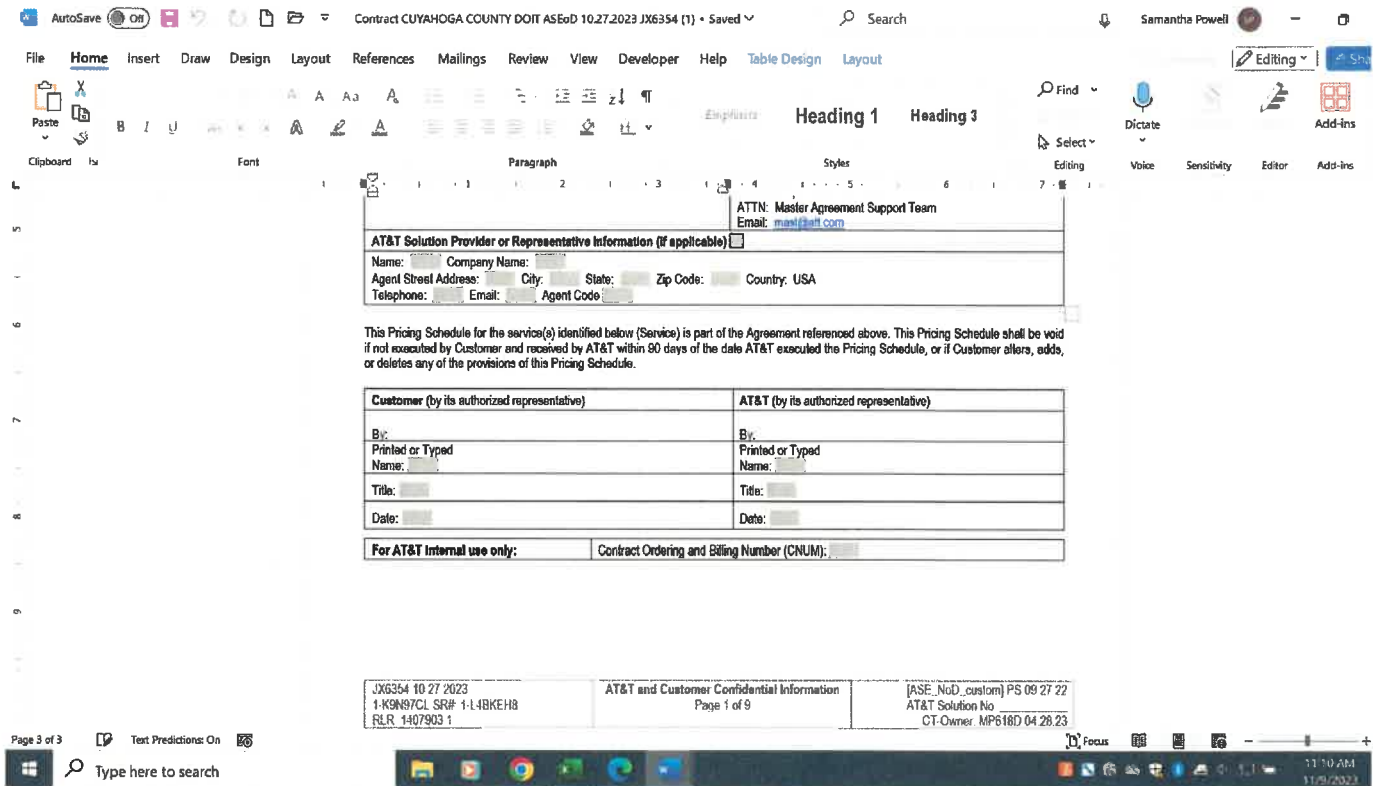
You can let us know what you are able to do regarding signatures. We will follow your lead on this one.

**Scott E Maurer**  
Strategic Account Lead  
AT&T Ohio  
216-471-0433

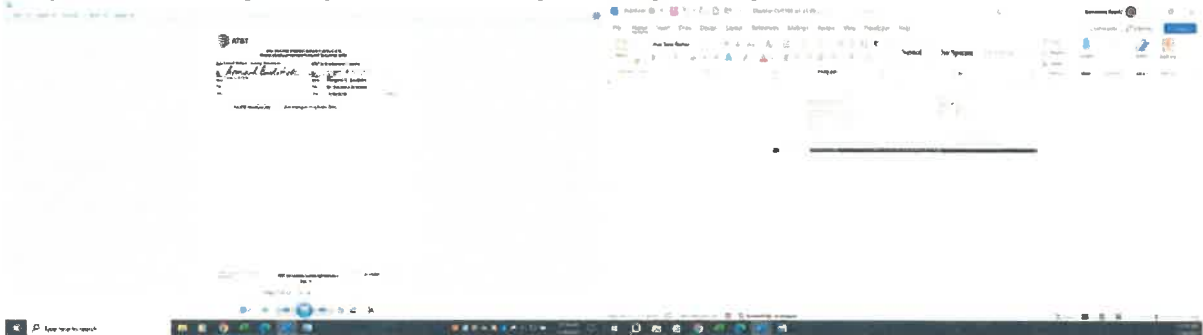
Email Notifications		Purchase From	
No	No	Yes	10/23/2023 3:36:20 PM
No	No	Yes	10/25/2023 9:21:03 AM
No	No	Yes	10/25/2023 9:22:27 AM
No	No	Yes	11/6/2023 2:22:09 PM
No	No	Yes	11/9/2023 12:20:46 PM
No	No	Yes	11/9/2023 9:31:58 PM
No	No	Yes	11/9/2023 9:33:33 PM
No	No	Yes	11/9/2023 9:34:37 PM
No	No	Yes	11/9/2023 9:36:29 PM
No	No	No	11/9/2023 9:36:06 PM
No	No	Yes	11/9/2023 9:37:54 PM
No	No	Yes	11/9/2023 9:37:44 PM
No	No	Yes	11/13/2023 12:17:37 PM
No	No	Yes	11/9/2023 9:40:41 PM
No	No	Yes	11/9/2023 9:42:58 PM
No	No	Yes	11/9/2023 9:42:51 PM
No	No	No	11/9/2023 11:14:01 AM
No	No	Yes	11/13/2023 11:35:25 PM

# Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor



Original contract signed by vendor February 2019, by County June 2019



## CONTRACT EVALUATION FORM

<b>Contractor</b>	AT&T Corp.				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM1189 CE1900171				
<b>RQ#</b>	43377				
<b>Time Period of Original Contract</b>	01/01/2019 – 12/31/2023				
<b>Background Statement</b>	AT&T WAN Services				
<b>Service Description</b>	This agreement is for the Wide Area Network connections from AT&T that serves as the interconnecting network infrastructure that connects various County owned and leased facilities into one large network.				
<b>Performance Indicators</b>	Service Uptime and Bandwidth Allocation.				
<b>Actual Performance versus performance indicators (include statistics):</b>	In Alan Kilgore's tenure in this position, he is unaware of any unscheduled building interruptions relating to the service that AT&T provides. The performance of the bandwidth is within operating range per the County's monitoring application in relation to the contractual obligation.				
<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>	<p>The vendor typically can perform maintenance on its side without the County having to schedule outages. The number of tickets that are submitted by the County are minimal and not due to poor quality of service.</p> <p>When an outage at a facility does occur it typically corresponds to a weather related event in the area that relates to an interruption in the electricity service.</p>				
<b>Department Contact</b>	Alan Kilgore				
<b>User Department</b>	Department of Information Technology				
<b>Date</b>	11/8/2023				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0365

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

Journal \_\_\_\_\_

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Human Resources; 2023; Amendment 2 with Caremark PCS Health LLC (CVS) for Employee Prescription Drug Benefits for additional funds NTE \$30,183,128.00.
<b>Department or Agency Name</b>	Human Resources
<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	1978	Caremark PCS Health LLC (CVS)	1/1/2022-12/31/2024	\$53,000,000.00	1/25/2023	R2022-0011
A #1	1978		No Change	\$0.00	9/25/2023	BC2023-0593
A #2	1978		No Change	\$30,183,128.00		PENDING

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

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

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

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

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

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



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

<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.  100% Self-Insurance Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):

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

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

**Provide status of project.**

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

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

**Reason:**

**Timeline:**

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

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

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

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

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

**HISTORY (see instructions):**

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	6057
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	RFP
CM Contract#	1978

Briefing Memo	Department SW	Clerk of the Board
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Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the amendment being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			SW	OK
IG#	21-0344-REG		SW	OK
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	11/6/23	SW	OK
Auditor’s Finding	Date:	11/7/23	SW	OK
Independent Contractor (I.C.) Requirement	Date:	9/25/23	SW	OK
Cover - <i>Master amendments only</i>			N/A	OK
Contract Evaluation			SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			SW	OK

Other documentation may be required depending upon your specific item

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

Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	SW
Matrix Law Screen shot	SW
COI	SW
Workers’ Compensation Insurance	SW
Original Executed Contract (containing insurance terms) & all executed amendments	SW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
Effective Date – 12/31/2023 (if needed)	HR765100	55310		
01/01/2024-12/31/2024	HR765100	55310		\$30,183,128.00
			TOTAL	\$30,183,128.00

Contract History CE/AG# (if applicable)	N/A
Infor/Lawson PO# Code (if applicable)	RFP
Lawson RQ# (if applicable)	6057
CM Contract#	1978

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$53,000,000.00		12/31/2024	1/25/2023	R2022-0011
Prior Amendment Amounts (list separately)		\$0.00		9/25/2023	BC2023-593
		\$			
		\$			
Pending Amendment		\$30,183,128.00			
Total Amendments		\$30,183,128.00			
Total Contact Amount		\$83,183,128.00			

### Purchasing Use Only:

Prior Resolutions:	BC2023-593, R2022-0011
Amend:	1978
Vendor Name:	Caremark PCS Health, LLC
ftp:	1/1/2022-12/31/2024, amendment effective as of the latest date of signature of the Parties
Amount:	Add'l \$30,183,128.00mm
History/CE:	OK
EL:	OK

2 | Page

Revised 1/7/2022

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

Procurement Notes:	11/8/2023: Action disapproved on 11/7/2023 and earlier on 11/8/2023 due to incorrect checklists attached. If amendment approved by Council, in 2023, action will be approved and 2024 line would need entered via additional certification process. If Council approves in 2024, action may be disapproved so department can submit amendment line amount when the 2024 budget opens.
Purchasing Buyer’s initials and date of approval	OK, ssp, 11/8/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Caremark PCS Health, LLC				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM1978 RFP				
<b>RQ#</b>	6057				
<b>Time Period of Original Contract</b>	1/1/2022-12/31/2024				
<b>Background Statement</b>	Caremark provides the County's prescription drug benefits to County employees. The prescription drug benefits are in integral part of the County's Total Rewards, being a critical part of the healthcare benefits.				
<b>Service Description</b>	Caremark is the administrator of the County's prescription drug benefits as the County is self-insured.				
<b>Performance Indicators</b>	Service quality, responsiveness, complaints.				
<b>Actual Performance versus performance indicators (include statistics):</b>	No concerns about services.				
<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>	No complaints from staff.				
<b>Department Contact</b>	Stephen Witt				
<b>User Department</b>	Human Resources				
<b>Date</b>	11/6/2023				

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0366

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

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

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

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

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

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

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

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

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

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



First Reading/Referred to Committee: November 28, 2023

Committee(s) Assigned: Committee of the Whole

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	Human Resources; 2023; RFP Contract award to The James B. Oswald Company for Professional Employee Benefits Consulting for the period 1/1/2024-12/31/2026 in the amount not-to-exceed \$700,000.00
<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	3943	The James B. Oswald Company	1/1/2024-12/31/2026	\$700,000.00		PENDING

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

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

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

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

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

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process.  *See Justification for additional information.
The total value of the solicitation: \$750,000.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) 24 / 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 ( 3 ) SBE ( 7 ) MBE ( 0 ) WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, 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>Oswald was not the lowest submission but was the highest ranked due to scoring in other areas.</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received? <i>Oswald's pricing is flat fee and only slightly higher than the lowest flat fee provider after negotiating on pricing. The highest proposal was significantly higher per year.</i>	<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: 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
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> Services have not begun.
---

Rev. 7/24/23

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	12168
Infor/Lawson PO# Code (if applicable):	RFP
Event #	4188
CM Contract#	3943

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION Formal RFP Reviewed by Purchasing</b>
--

	Department initials	Purchasing
Notice of Intent to Award (sent to all responding vendors)	SW	OK
Bid Specification Packet	SW	OK
Final DEI Goal Setting Worksheet	SW	OK
Diversity Documents – <i>if required (goal set)</i>	SW (Proposal)	OK
Award Letter (sent to awarded vendor)	SW	OK
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>	N/A	N/A
Tabulation Sheet	SW	OK
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators.</i> )	SW	OK
IG#   20-0380-REG	SW	OK
Debarment/Suspension Verified   Date:   11/6/23	SW	OK
Auditor’s Finding   Date:   11/6/23	SW	OK
Vendor’s Submission	SW	OK
Independent Contractor (I.C.) Requirement   Date:   11/6/23	SW	OK
Cover - <i>Master contracts only</i>	N/A	OK
Contract Evaluation – <i>if required</i>	SW	OK
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	N/A
Checklist Verification	SW	OK

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	SW

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	SW
COI	SW
Workers’ Compensation Insurance	SW
Performance Bond, if required per RFP	N/A

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
01/01/2024-12/31/2024	HR765100	55130			\$231,713.00
01/01/2025-12/31/2025	HR765100	55130			\$231,713.00
01/01/2026-12/31/2026	HR765100	55130			\$236,574.00
			<b>TOTAL</b>		\$700,000.00

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>		CE1900371			
<b>Infor/Lawson PO# and PO Code (if applicable)</b>		CNV1			
<b>Lawson RQ# (if applicable)</b>		RQ45502 (BSO)			
<b>CM Contract#</b>		1184			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$834,650.00		10/15/2019-4/15/2023	11/12/2019	R2019-0243
	<b>Prior Amendment Amounts (list separately)</b>	\$172,000.00	12/31/2023	2/13/2023	BC2023-83
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$172,000.00			
<b>Total Contact Amount</b>	\$1,006,650.00				

### PURCHASING USE ONLY

Prior Resolutions	BC2023-83, R2019-0243
CM#:	3943

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Vendor Name:	The James B. Oswald Company
ftp:	1/1/2024 – 12/31/2026
Amount:	\$700,000.00mm
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	OK, ssp, 11/7/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The James B. Oswald Company				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CE1900371 CM1184				
<b>RQ#</b>	45502 (BSO)				
<b>Time Period of Original Contract</b>	10/15/2019-12/31/2023				
<b>Background Statement</b>	Human Resources has a need for a Employee Benefits Consultant in order to properly navigate the complicated work of employee benefits and insurance. It is industry standard for an organization the size of the County to contract with a consultant or broker to assist in the preparation and administration of employee benefits to supplement their own HR team.				
<b>Service Description</b>	The James B. Oswald Company provides benefits consulting and broker services to the County on an hourly basis. This includes consulting on questions regarding benefits from the HR staff, assistance in preparing solicitations, evaluating and analyzing proposals, reviewing and maintaining benefits and insurance services, preparing financial forecasts, and providing advice on all benefits matters.				
<b>Performance Indicators</b>	Responsiveness, accuracy of reports, savings on recommendations.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Reports have been accurate and savings have been generated from recommendations by Oswald.				
<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>	Oswald has been an excellent partner to the County, responding quickly and providing quality advice that can be relied on for its accuracy.				
<b>Department Contact</b>	Stephen Witt				
<b>User Department</b>	Human Resources				
<b>Date</b>	11-6-2023				





Department of Purchasing Tabulation Sheet

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REQUISITION NUMBER: 12168	EVENT: 4188	TYPE: RFP	ESTIMATE: \$750,000.00
CONTRACT PERIOD: 3 Years	REP DUE DATE: July 27, 2023	NUMBER OF RESPONSES (issued/submitted): 24 / 4	
REQUESTING DEPARTMENT: Human Resources	COMMODITY DESCRIPTION: Professional Employee Benefits Consultant		
DIVERSITY GOAL/SBE 3%	DIVERSITY GOAL/MBE 7%	DIVERSITY GOAL/WBE 0%	

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
1. Engle-Hambright & Davies, Inc. (EHD) 1857 William Penn Way P.O. Box 11600 Lancaster, Pennsylvania 17605	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered  NCA: <input checked="" type="checkbox"/> Yes  Planholder: <input checked="" type="checkbox"/> Yes  Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes)  Department of Purchasing: SSP	SBE / MBE / WBE Subcontractor Name(s): No subcontractors  SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No  Total % SBE: 0% MBE: 0% WBE: 0%		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RQ12168

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
		<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/1/2023</p> <p>SBE/MBE/WBE Comments and Initials: No DIV 1, No DIV 2, No DIV 3 submitted -SS 07/27/2023 JW 7/31/2023 LL 8/1/2023</p>		
2. Hylant Group, Inc. 6000 Freedom Square Drive Suite 400 Independence, Ohio 44131	<p>Compliant: <input checked="" type="checkbox"/> Yes</p> <p>IG Registration Complete: <input checked="" type="checkbox"/> Yes IG Number: 21-0296</p> <p>NCA: <input checked="" type="checkbox"/> Yes</p> <p>Planholder: <input checked="" type="checkbox"/> Yes</p> <p>Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: No)</p> <p>Department of Purchasing: SSP</p>	<p>Subcontractor Name(s): (MAA) Camryn Insurance Services, LLV DBA Pinkney-Perry Insurance Agency, Inc. SBE/MBE 10%</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No</p> <p>Total % SBE: 0% MBE: 10% WBE: 0%</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LL 8/1/2023</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

RQ12168

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	Dept. Tech. Review	Award: (Y/N)
<p>3. The James B. Oswald Company 1100 Superior Avenue Suite 1500 Cleveland, Ohio 44114</p>	<p>Compliant: <input checked="" type="checkbox"/> Yes            IG Registration Complete: <input checked="" type="checkbox"/> Yes            IG Number: 20-0380            NCA: <input checked="" type="checkbox"/> Yes            Planholder: <input checked="" type="checkbox"/> Yes            Cooperative Purchasing: <input checked="" type="checkbox"/> Yes            (Answer: yes)            Department of Purchasing: SSP</p>	<p>SBE / MBE / WBE</p> <p>SBE/MBE/WBE Comments and Initials:            No DIV 1 or DIV 3 submitted. -SS 07/27/2023            Prime submitted div-2 subcontractor form for 10% with one subcontractor who is SBE/MBE certified. Cuyahoga County certified vendors can only be subcontracted in one category. No waiver requested JW 7/31/2023 No DIV-1 (Covenant of Non-Discrimination) missing. Also, while a vendor can be certified in multiple categories, for each proposal/bid submission, their participation will only be applicable to one category. LL 8/1/2023</p> <p>Subcontractor Name(s):            (FAA) DAR Public Relations, Inc. SBE/MBE/WBE 7%            (FW) Copy King, Inc. SBE/WBE 3%</p> <p>SBE/MBE/WBE Prime: (Y/N)  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input checked="" type="checkbox"/> No</p> <p>Total %            SBE: 3 % MBE: 7% WBE: 0 %</p>		<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>

RQ12168

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:		Dept. Tech. Review	Award: (Y/N)
		SBE / MBE / WBE SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 8/1/2023 <input type="checkbox"/> No	SBE/MBE/WBE Comments and Initials: Prime completed diversity goals, no DIV 3 submitted. -SS 07/28/2023 No waiver requested, JW 7/31/2023 LL 8/1/2023		
4. The Segal Company (Midwest), Inc. dba Segal 33 West 34 <sup>th</sup> Street 3 <sup>rd</sup> Floor New York, New York 10001	Compliant: <input checked="" type="checkbox"/> Yes IG Registration Complete: <input checked="" type="checkbox"/> No IG Number: Not Registered NCA: <input checked="" type="checkbox"/> Yes Planholder: <input checked="" type="checkbox"/> Yes Cooperative Purchasing: <input checked="" type="checkbox"/> Yes (Answer: yes) Department of Purchasing: SSP	Subcontractor Name(s): (FW) Copy King, Inc. SBE/WBE 3% (MHA) Quez Media Marketing, Inc. SBE/MBE 7%	SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Total % SBE: <u>3</u> % MBE: <u>7</u> % WBE: <u>0</u> %	SBE/MBE/WBE Comply: (Y/N) <input checked="" type="checkbox"/> Yes LL 8/1/2023 <input type="checkbox"/> No		

RQ12168

Bidder's / Vendors Name and Address	Buyer Administrative Review:	Diversity Program Review:	SBE / MBE / WBE	Dept. Tech. Review	Award: (Y/N)
			SBE/MBE/WBE Comments and Initials: Prime completed diversity goals, no DIV 3 submitted. -SS 07/28/2023 No waiver requested, JW 7/31/2023 LL 8/1/2023		

RQ12168

## GOAL SETTING WORKSHEET

NOTE: User Department completes the YELLOW AREAS ONLY.

**Department Name:** Human Resources  
**Contact Name:** Stephen Witt  
**Contact Phone#:** 216-698-2372  
**Contact Email:** [switt1@cuyahogacounty.us](mailto:switt1@cuyahogacounty.us)  
**RQ#:** 12168  
**RQ Description:** Benefits Consultant RFP

Work Category/Scope	NIGP Code (5 digits)	Work/Scope Amount (\$)	Disparity Study Work/Scope Availability # (All Vendors)	Disparity Study Work/Scope Availability # (MBE)	Disparity Study Work/Scope Availability % (MBE)	Disparity Study Work/Scope Availability \$ (MBE)	Disparity Study Work/Scope Availability # (WBE)	Disparity Study Work/Scope Availability % (WBE)	Disparity Study Work/Scope Availability \$ (WBE)
Employee Benefits Consulting	91840	750000.00	28	2	0.07	53571.43	0	0.00	0.00
			1		0.00	0.00		0.00	0.00
			1		0.00	0.00		0.00	0.00
<b>Totals (\$):</b>		<b>750000.00</b>				<b>53571.43</b>			<b>0.00</b>

Project Diversity Goals: LL 2/28/23

zero/limited number of certified diversity vendors  
 MBE Goal 7%  
 WBE Goal 0%  
 SBE Goal (not calculated) 3%

Comments: NIGP 91840: 30t/4m/0w with duplicates  
 NIGP 91840: 28t/2m/0w without duplicates

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0285

Sponsored by: <b>County Executive Ronayne/Fiscal Officer/Office of Budget and Management</b>	<b>A Resolution</b> adopting the 2024/2025 Biennial Operating Budget and Capital Improvements Program and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Article 2, Section 3, Subsection 9 and 10 of the Cuyahoga County Charter directs the County Executive to submit to the Council prior to the beginning of each fiscal year, a proposed operating budget and a capital improvements program for the upcoming fiscal year; and

WHEREAS, Article 3, Section 9, Subsection 5 of the Cuyahoga County Charter gives County Council the power to adopt and amend the County's operating budget and capital improvements program and to make appropriations for the County; and

WHEREAS, Pursuant to Title 7, Chapter 701 of the Cuyahoga County Code, County Council established the procedure for a two-year budget, capital improvements and appropriations process with an annual update; and

WHEREAS, Title 7, Chapter 701.01, Subsection C of the Cuyahoga County Code states that not later than at the first County Council meeting in October of each odd-numbered year, the County Executive shall submit to Council a proposed operating budget and capital improvements program for the two fiscal years beginning January 1 of the year following the submission. The materials submitted shall include all information required by Article 2, Section 3, Subsections 9, 10, and 11 of the Cuyahoga County Charter; and

WHEREAS, Title 7, Chapter 701.01, Subsection E also states that County Council shall review, amend as needed, and adopt the biennial operating budget and capital improvements program and make all necessary appropriations not later than December 15<sup>th</sup> of each odd-numbered year.

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 County entities.

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

**SECTION 1.** That the Cuyahoga County Council hereby adopts the Cuyahoga County 2024/2025 Biennial Operating Budget and Capital Improvements Program, attached hereto and incorporated herein, as Exhibit A.

**SECTION 2.** That the Clerk of Council be, and she is, hereby instructed to transmit one certified copy of this Resolution to the County Budget Commission, the County Fiscal Officer, and the Director of the Office of Budget and Management.

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

**SECTION 4.** It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and 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

**Council Amendments to the 2024-2025 Biennial Budget**  
**Sponsors: Dale Miller and Michael Gallagher**

**General Fund**

<b>Department</b>	<b>2024</b>	<b>2025</b>	<b>Description</b>
Sheriff	\$220,046.52	\$220,046.52	Chagrin Valley Dispatch CM #2794 - Sheriff Law Enforcement portion (250 Radios)
Sheriff	\$402,334.92	\$402,334.92	Chagrin Valley Dispatch CM #2794 - Sheriff Jail Operations portion (450 Radios)
Sheriff	\$175,316.51	\$175,316.51	Chagrin Valley Dispatch CM #2794 - Sheriff Protective Services portion (200 Radios)
Juvenile Court	\$86,249.11	\$86,249.11	Chagrin Valley Dispatch CM #2794 - Juvenile Justice Center portion (100 Radios)

<b>General Fund Net Subtotal</b>	<b>\$883,947.06</b>	<b>\$883,947.06</b>
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<b>All Funds Total</b>	<b>\$883,947.06</b>	<b>\$883,947.06</b>
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**Council Amendments to the 2024-2025 Biennial Budget**  
**Sponsor: Sunny Simon**

**General Fund**

<b>Department</b>	<b>2024</b>	<b>2025</b>	<b>Description</b>
Sustainability Project Fund	\$0	\$1,000,000	Add Funding for the Tree Canopy in 2025. Funding will go to the Sustainability Project Fund

**General Fund Net Subtotal**    \$0    \$1,000,000

**All Funds Total**    \$0    \$1,000,000



# Executive's Recommended Biennial Budget

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## 2024 - 2025



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County Executive, Chris Ronayne  
County Fiscal Officer, Michael Chambers, CPA  
Office of Budget and Management Director, Walter Parfejewiec

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The biennial budget represents months of deliberation and is the County's plan for accomplishing its goals and objectives for the next two years. The 2024-2025 Executive's Recommended Budget is the first biennial budget developed by County Executive Chris Ronayne and reflects his continued commitment to building a Healthy Cuyahoga County.

The budget is the means by which the County satisfies its legal and moral mandates on behalf of the citizens of Cuyahoga County. More importantly, the budget also represents the County's values and commitments to serve the citizens of this county and impart to the public our vision of what a Healthy Cuyahoga County means: healthy communities that are safe, fiscally strong, and prepared for growth, a healthy economy that is diverse, prepares workers for the jobs of today and tomorrow, and can uplift our entire region, and a healthy government that is trusted, transparent, effective, and efficient. This vision for our county has been informed by mayors, non-profit leaders, small business owners and residents from youth to seniors throughout Cuyahoga County.

This budget seeks to grow our county and improve core services by:

- Maintaining critical programs and services to protect the County's most vulnerable populations despite federal, state, and local revenue losses in the post-pandemic environment,
- Supporting economic development, job creation, and workforce development initiatives to grow our economy,
- Improving government services to better serve our partners and constituents,
- Investing in critical infrastructure projects, and
- Engaging residents in County government and increasing equity and access for all of our residents.

It is impossible to create a budget that anticipates the future without first having an understanding of where Cuyahoga County is now and our obligations to the people of this county. County revenues remain strong but with several large projects ahead including a new Cuyahoga County Central Services campus and renovation or construction of court facilities, we must remain mindful of budgetary constraints. Funds received through the American Rescue Fund Act have largely been depleted while wage costs continue to increase.

Our budget acknowledges those realities while continuing to plan for the County's future. On behalf of County Executive Chris Ronayne, the Office of Budget and Management is pleased to present to County Council and the public the Executive's Recommended 2024-2025 Biennial Budget.



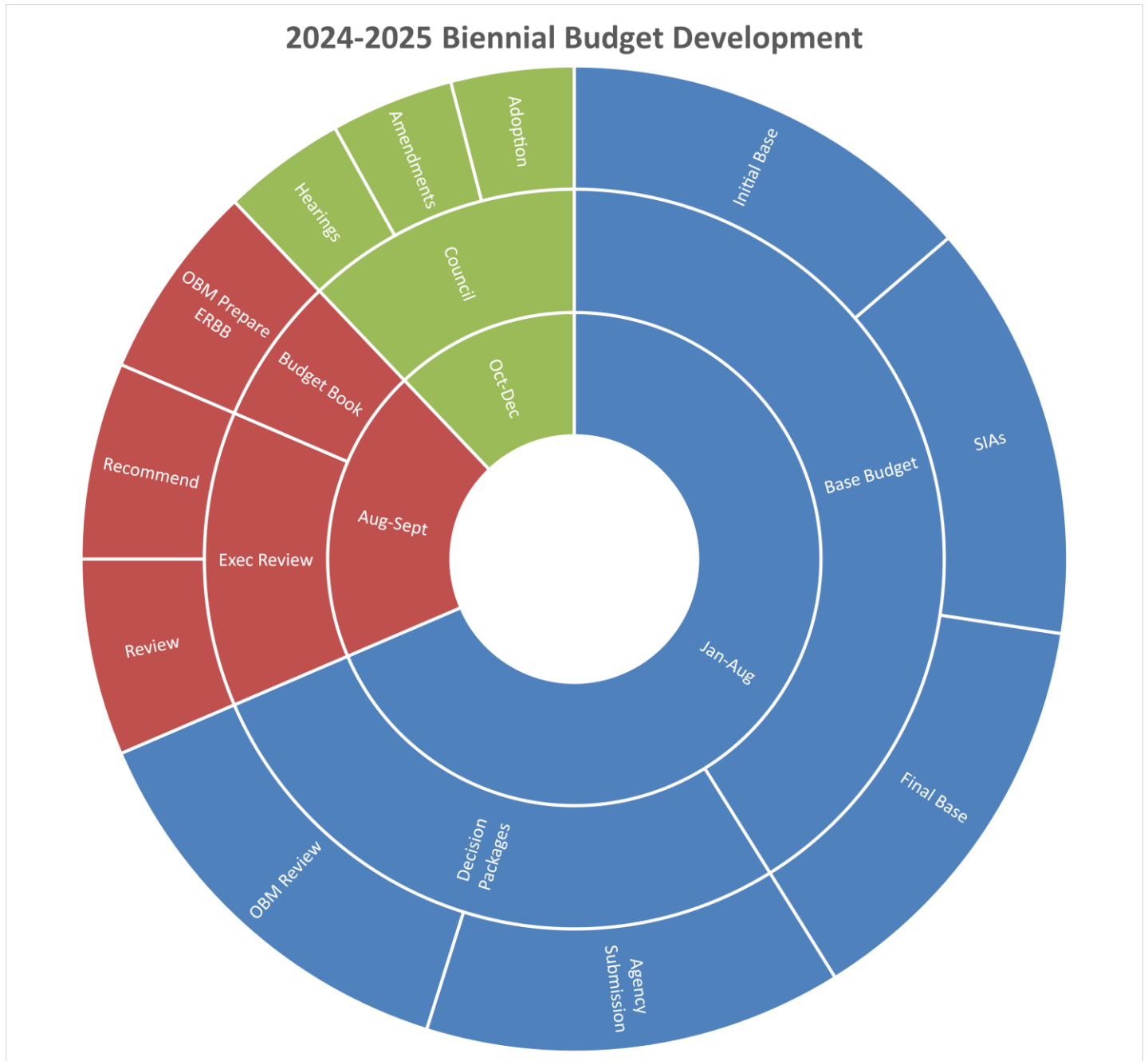
## INTRODUCTION

The biennial budget represents months of deliberation and is the County’s plan for accomplishing its goals and objectives for the next two years. The budget is the means by which the County satisfies its legal and moral mandates on behalf of the citizens of Cuyahoga County. More importantly, the budget represents the County’s values and commits to the public our vision of what Cuyahoga County should be.

On behalf of the County Executive, the Office of Budget and Management is pleased to present to County Council and the public the Executive’s Recommended 2024-2025 Biennial Budget.

This Recommended Budget includes new or increased investments in support of the following:

Department	Initiative	Annual Funding Level
<b>Housing</b>	Creation of the Department of Housing & Community Development to assist in removing the barriers to affordable housing	\$0.7 million
<b>Information Technology</b>	Additional resources for Information Technology including VOIP, Disaster Recovery and Response, Data Security and Microsoft Licenses	\$2.4 million
<b>Law</b>	Increased funding for insurance premiums	\$1.2 million
<b>Juvenile Court</b>	Funding to attract and hire 26 additional Detention Officers at the Juvenile Court Detention Center Increased funding for Assigned Counsel	\$2.1 million \$1.9 million
<b>Common Pleas</b>	Increased funding for Assigned Counsel	\$2.9 million
<b>Prosecutor</b>	Funding for wage rate adjustment for Prosecutor’s Office staff	\$0.7 million
<b>Sheriff</b>	Additional Jail funding for: <ul style="list-style-type: none"> <li>○ 40 additional Corrections Officers</li> <li>○ Collective Bargaining Agreement adjustments</li> <li>○ Medical (MetroHealth)</li> <li>○ Food (Trinity)</li> </ul>	\$2.5 million \$1.0 million \$2.0 million \$3.0 million
<b>Health &amp; Human Services</b>	Additional funding for: <ul style="list-style-type: none"> <li>○ 40 additional Social Service Workers (DCFS)</li> <li>○ 40 additional Caseworkers (CJFS)</li> <li>○ Foster Care and Kinship Care (DCFS)</li> <li>○ SNAP and TANF programs (CJFS)</li> <li>○ Cooperative Agreement with Courts (CSEA)</li> <li>○ Fatherhood contracts (CSEA)</li> <li>○ Service Coordination (FCFC)</li> <li>○ Homeless shelter operations</li> <li>○ Universal Pre-Kindergarten (UPK)</li> <li>○ Re-Entry Services</li> <li>○ Community Support Services Program CSSP, Options and Adult Protective Services (APS) (DSAS)</li> </ul>	\$3.0 million \$2.2 million \$6.0 million \$5.2 million \$1.4 million \$0.1 million \$1.0 million \$2.6 million \$2.1 million \$0.9 million \$1.3 million
<b>Development</b>	Funding for Western Reserve Debt Service	\$4.6 million
<b>Public Works</b>	Increased funding for Capital Improvements Increased funding for County Hotel renovations (Guest Rooms) Funding for development of County’s Public Utility (Microgrid)	\$3.2 million \$10.0 million (2025) \$175,000



**Base Budget**

The Base Budget was prepared by OBM in June 2023. The assumptions that went into the initial Base Budget included:

- Salaries were budgeted using Pay Period 12 and increased 2% each year over the previous year for cost of living or other adjustments as negotiated in collective bargaining agreements
- A 5% increase in cost of the employer’s share of employee health coverage
- Overtime was budgeted using Pay Period 12 and increased 2% each year of the previous year for cost of living or other adjustments as negotiated in collective bargaining agreements
- No changes for attrition



OBM made Base Budget Adjustments to the *Initial Base* to incorporate the most recent operational data available: for example, removal of overtime (*except Sheriff*), additional resources for some staff hired after Pay 12, realignment of various departmental expenses, additional resources for controlled costs (*Indirect, Space Maintenance, Security*) and funding for the tuition reimbursement program.

The (*Final*) *Base Budget* – the sum of the Initial Base plus/minus the budget adjustments – totaled:

- \$599.2 million in 2024 in the **General Fund**, an increase of \$12.6 million (2.1%) over the Initial Base
- \$281.0 million in 2024 in the **HHS Levy Fund**, an increase of \$6.3 million (2.3%) from the Initial Base

OBM released the Base Budgets to the agencies and departments in June 2023.

**Budget Planning & Budget Adjustments**

At the budget meeting in June 2023, just prior to the release of the Base Budgets, the base budgets for 2024 and 2025 were presented: small operating surpluses were reflected in both the General and HHS Levy Funds. OBM met with all departments seeking additional resources in revenue, identify operational efficiencies, eliminate unnecessary spending, complete budget plans and performance measures, describe equity and inclusion progress and ultimately processing a limited number of adjustments to the base budgets.

OBM received approximately 38 Decision Packages from the departments, totaling \$306 million over the biennium: General Fund \$135 million, HHS Levy Fund \$55 million, Special Revenue Funds \$116 million. OBM reviewed and presented each request to the Executive and Chief of Staff to consider. Ultimately, budget adjustments totaling \$60.8 were approved for departments funded by General Fund, \$10.3 million for departments funded by HHS Levy fund and \$102.6 million for departments funded with Special Revenue funds.

**The Budget Adjustments (Decision Packages) are detailed in Appendix C.**

**Executive’s Recommendation**

What follows is a discussion of the Executive’s Recommended Biennial Budget for years 2024 and 2025. **The Schedules can be found in Appendix A.**

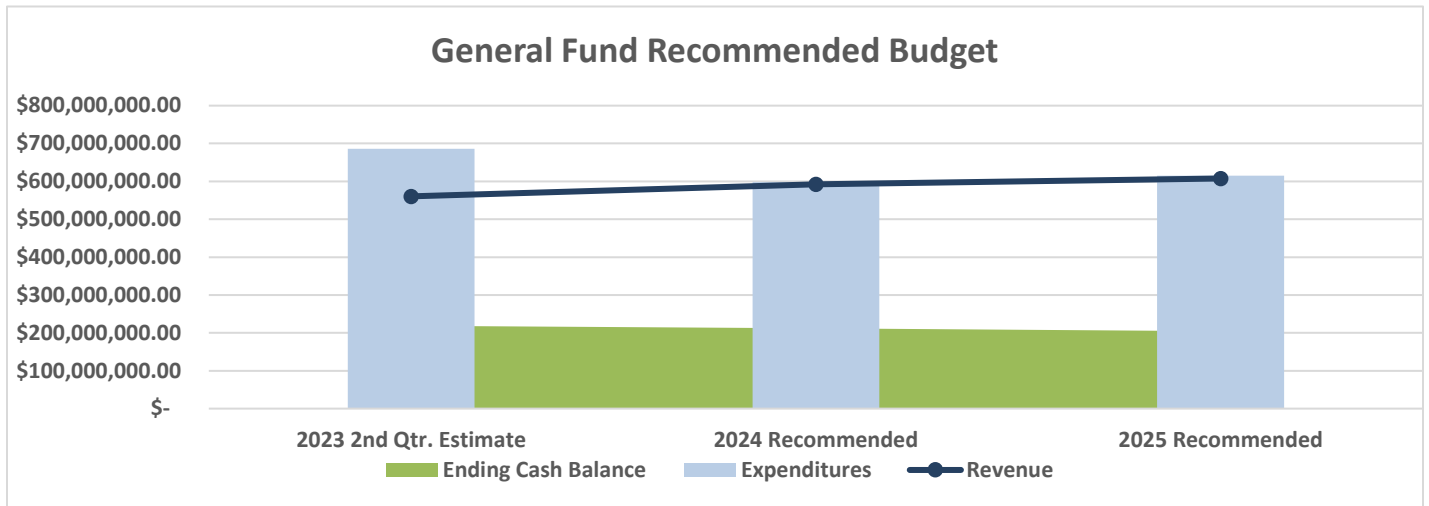
**GENERAL FUND**

The General Fund is the main operating fund in the County budget and the County’s primary unrestricted fund. As such, the County’s financial strength is positively correlated with the health of the General Fund and the County’s Financial Policies seek to ensure that the General Fund remains on strong financial footing, so the County can meet its obligations to its citizens.

<b>General Fund</b>	<b>2023 2<sup>nd</sup> Quarter Estimate</b>	<b>2024 Executive’s Recommended Budget</b>	<b>2025 Executive’s Recommended Budget</b>
Beginning Cash Balance	\$344,246,539	\$218,718,676	\$218,723,812
<b>Operating Revenue</b>	\$560,472,310	\$599,236,192	\$614,137,351
Operating Expenditures	\$629,578,155	\$530,838,059	\$546,042,148
Subsidies to Other Funds	\$56,422,018	\$68,392,997	\$68,085,584
<b>Total Expenditures</b>	\$686,000,173	\$599,231,056	\$614,127,732
Ending Cash Balance	\$218,718,676	\$218,723,812	\$218,733,431
<i>Cash Reserve Requirement</i>	<i>\$137,318,778</i>		

**SUMMARY**

The General Fund budget as recommended is balanced: total available resources exceed total expenditures in both years of the biennium. The ending cash balance is projected to total \$218.9 million in both 2024 and 2025.



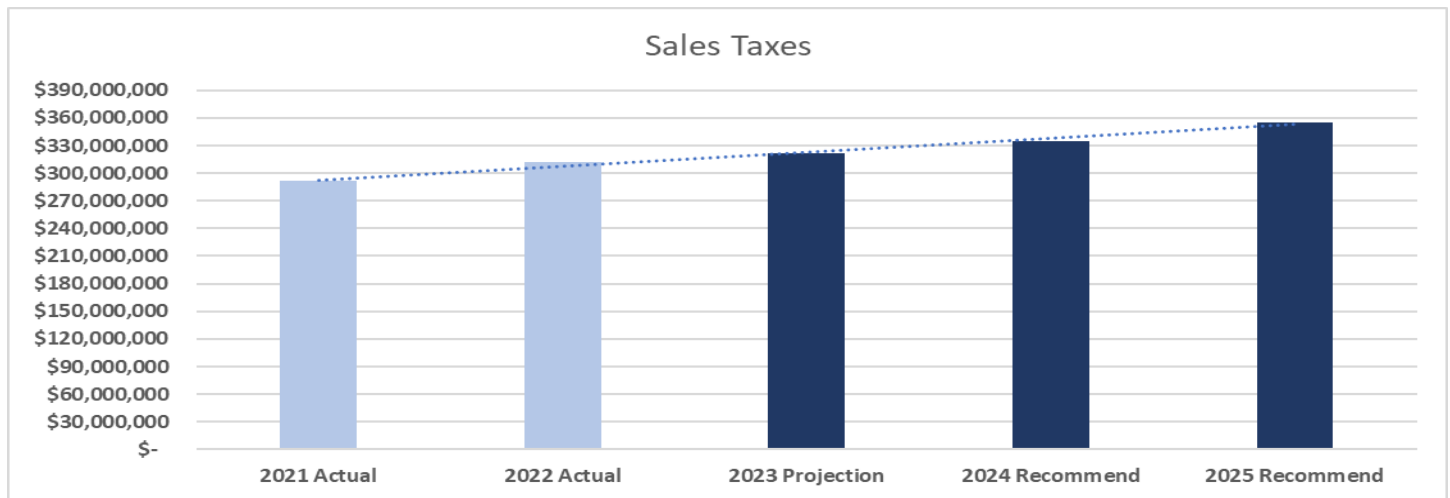
**REVENUE DISCUSSION**

The budget assumes General Fund revenue will total \$599.2 million in 2024 and \$614.1 million in 2025, respectively.

**Sales Tax**

The sales tax assessed in Cuyahoga County is 8%, which gets distributed 5.75% to the State of Ohio, 1.25% to Cuyahoga County, and 1.00% to the Greater Cleveland RTA. It is important to note that the County’s additional 0.25%, levied by the Board of Commissioners in 2007, sunsets in 2027.

The County’s share of sales tax receipts are split between the General Fund and debt service on the 2014, 2016, and 2017 Sales Tax Revenue Bonds. **The portion of Sales Tax revenue that is allocated to the General Fund is assumed to total \$337.5 million in 2024 and \$356.2 in 2025:** a 4% increase each year over the previous year, offset by increases in debt service withholdings on outstanding debt.



**Property Tax**

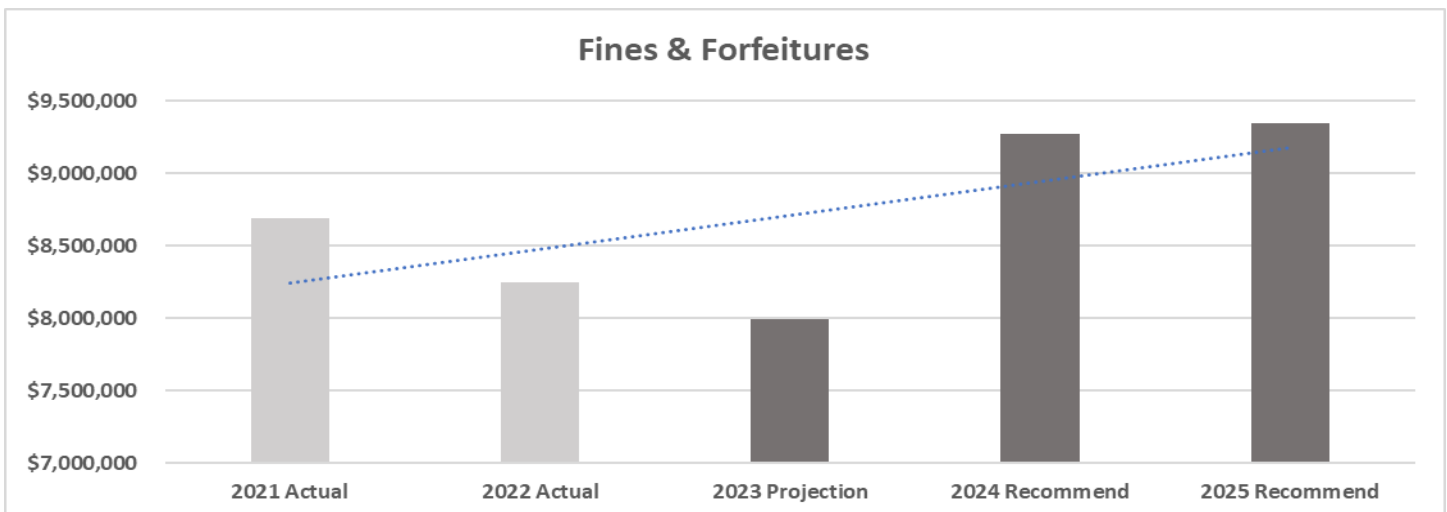
The County’s Fiscal Office, through the County Treasurer, collects approximately \$3 billion annually in property taxes, the majority of which are distributed to school districts, libraries, and municipalities - about 18% is retained by the County. Of the total taxes collected and retained by the County, only 4% are revenue to the General Fund.

**The Biennial Budget assumes Property Tax revenue will total \$36.5 million in 2024 and \$37.8 million in 2025.** The 2024 Tax Budget (R2023-0116) maintained the current allocation of the County’s inside millage (1.45 mills): 1.1 mills to the General Fund of 0.35 mills to the General Obligation Bond Retirement. Our debt service for 2024 includes Series 2009B, 2019A, 2019B, 2020A and 2020B General Obligation Bonds totaling \$228,740,000.



***Fines and Forfeitures***

**Fines and Forfeiture revenue is assumed to total \$9.3 million in both 2024 and 2025.** This revenue is generated from the County’s four courts and the 8<sup>th</sup> District State Court of Appeals, for which the County’s Clerk of Courts serves as the clerk. This estimate assumes a 5% increase each year over the previous year. The 2024 estimate is based on data available through August 2023.

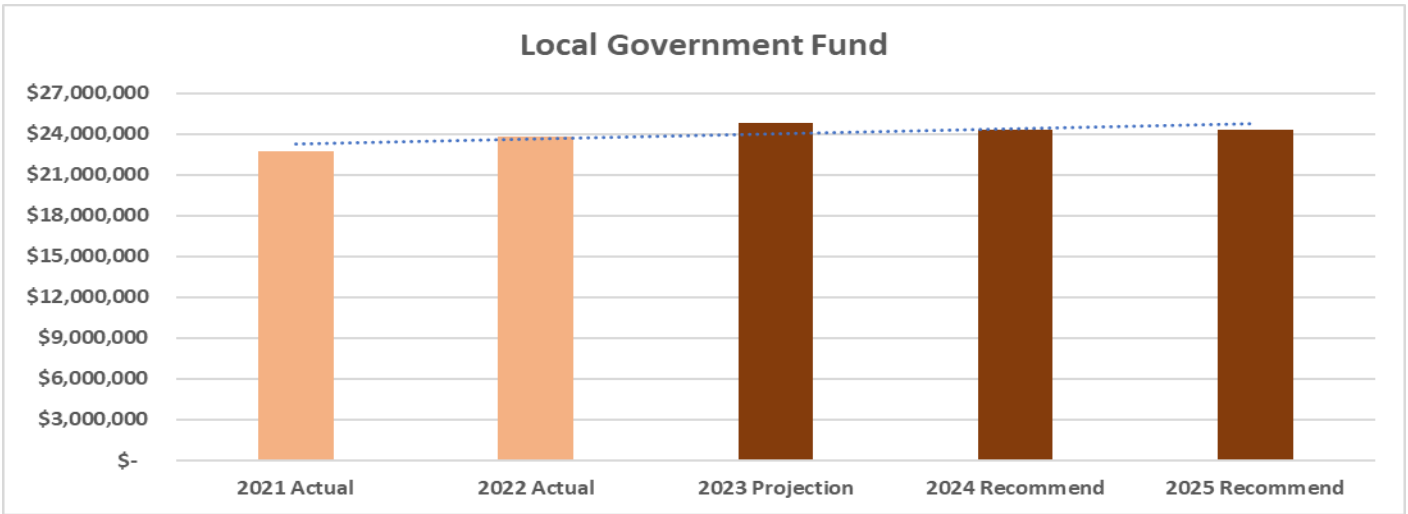


***Charges for Services***

**Charges for Services revenue is assumed to total \$105.7 million in 2024 and \$109 million in 2025.** This revenue included fees collected by Auditor, Treasurer, Recorder, Auto Title, Board of Elections, Medical Examiner, Sheriff/Jail and all of our chargebacks. This estimate assumes a 5% increase each year over the previous year. The 2024 estimate is based on data available through August 2023.

***Local Government Fund***

**Revenue derived from the Local Government Fund (LGF) is assumed to total \$24.3 million in both 2024 and 2025.** This is largely based on the Ohio Department of Taxation’s certified estimate required by Ohio Revised Code 5747.51(A). The LGF derives revenue from a percent of all of the State’s tax revenue; the percentage will change in the State’s current Biennial Budget from 1.66% to 1.7%.



**Other Intergovernmental**

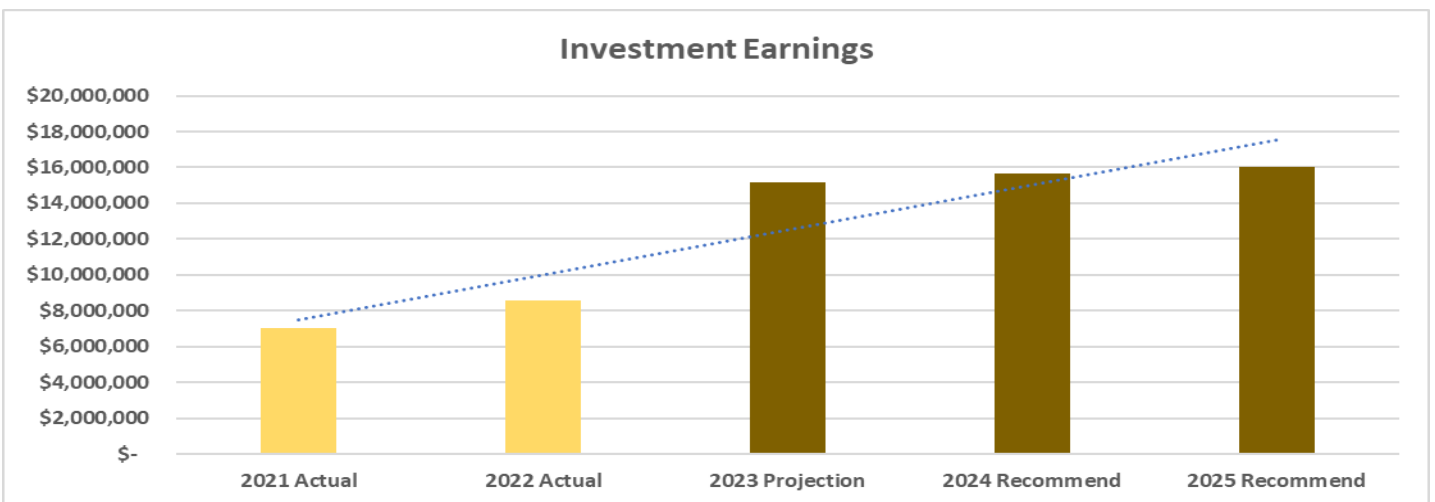
**Other Intergovernmental revenue is assumed \$45.8 million in both 2024 and \$46 million in 2025.** The majority of this revenue reflects the reimbursement received from the State Public Defender’s Office for indigent defense (the County Public Defender’s Office and assigned counsel), trial transcripts, and Guardian ad Litem expenditures. The State of Ohio’s FY24 Biennial Budget, effective July 2023, provided enough funding to reimburse counties for indigent defense expenses at 85%. Again, *If counties dramatically increase spending on indigent defense following an increase in funding at the State level, the reimbursement rate will drop.* The budget for Intergovernmental revenue is based on 85% reimbursement in 2024 and 2025.

**Other Taxes**

Other Taxes distributions from the combined 2% bed tax levied under the authority of Ohio Revised Code §5739.09 and Chapter 724 of the Cuyahoga County Code that is used to support debt service on the Global Center for Health Innovation (formerly the Medical Mart) and Huntington Convention Center (5739.09(I)(3) and 5739.09(H)). This tax increased from 1% to 2% by way of O2019-0009 effective January 1, 2020. The County levies a total 5.5% in bed taxes. **General Fund revenue derived from the bed tax is assumed to total \$10.7 million in 2024 and \$10.9 million in 2025.**

**Investment Earnings**

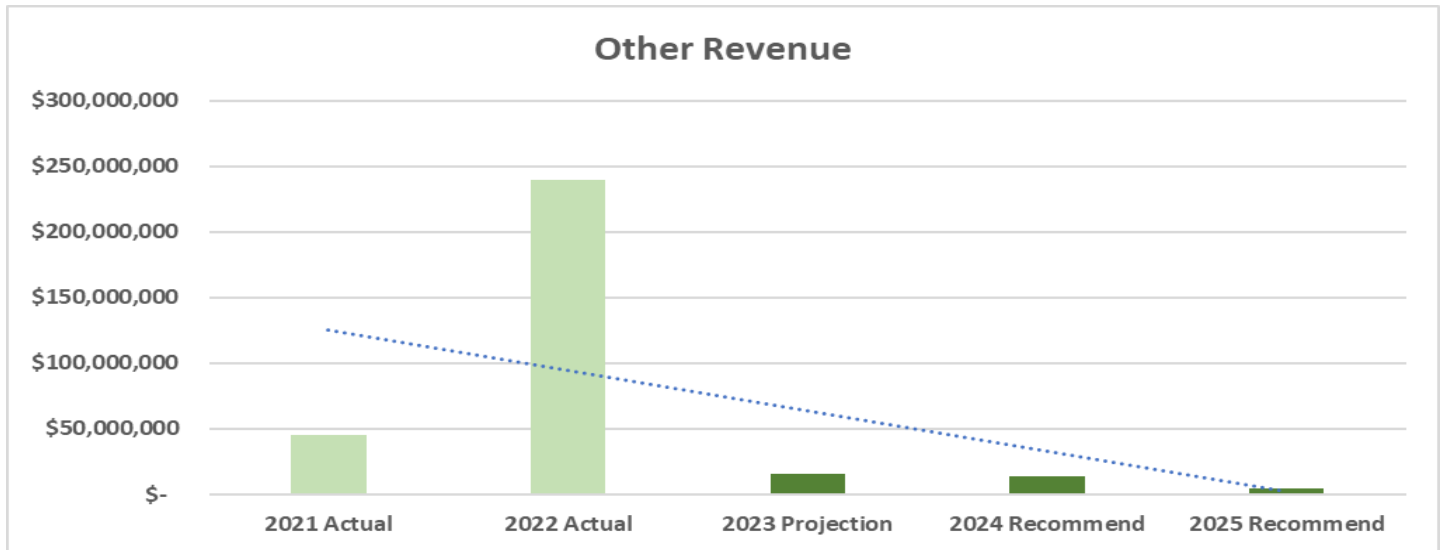
**Investment Earnings are assumed to total \$15.6 million in 2024 and \$16.1 million in 2025.** This estimate assumes a 3% increase each year over the previous year. Presently, the value of the County’s investment portfolio totals approximately \$928.9 million.



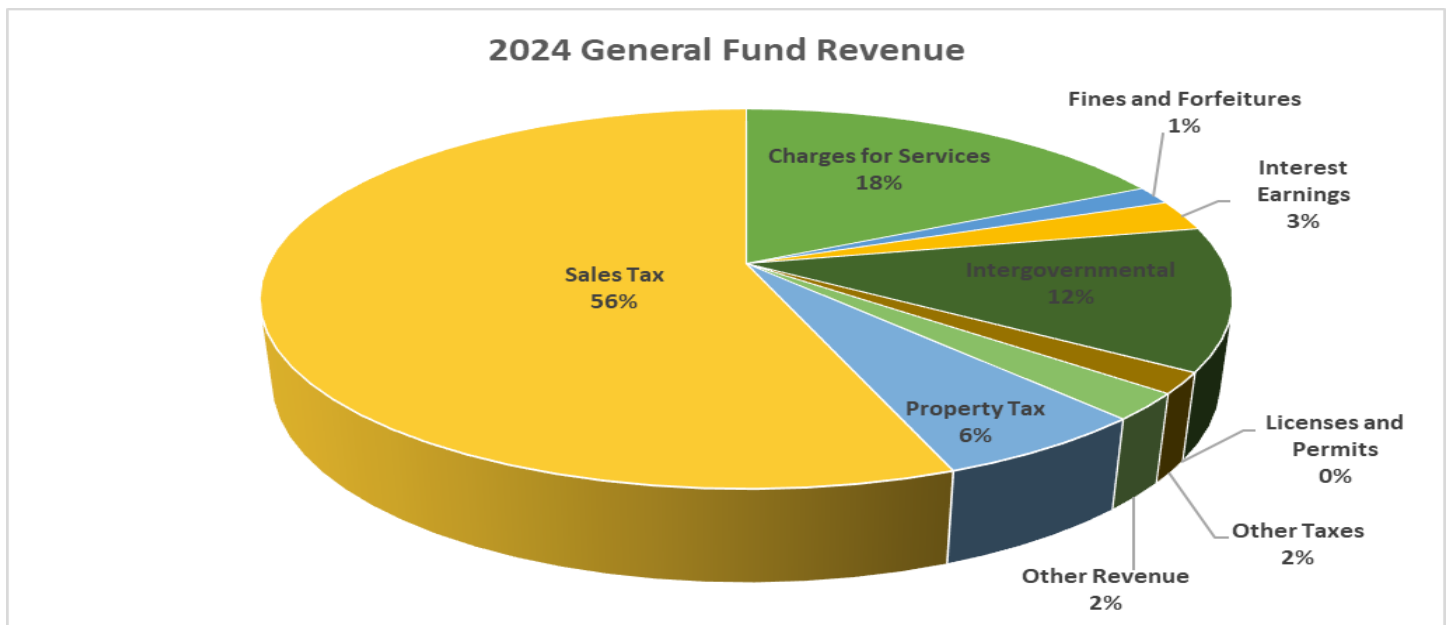
**Other Revenue**

**Other Revenue is assumed to total \$13.8 million in 2024 and \$4.4 million in 2025.** Assumptions in this Recommended Budget include:

- A \$1.7 million combined cash transfer from the Road & Bridge and Sanitary Sewer Funds in both years to repay the advance made from the General Fund for the purchase and renovation of the Harvard Road Garage.
- A \$1.5 million transfer from the Garage Fund in both years to repay the General Fund for debt service payments on the 2016 Sales Tax Revenue Bonds issued for renovations at the Huntington Park Garage.
- A \$10 million loan repayment on the Lumen project in 2024.



The budget assumes General Fund revenue will total \$599.2 million in 2024 and \$614.1 million in 2025.



**EXPENDITURE DISCUSSION**

The General Fund budget totals \$599.2 million in 2024 and \$614.1 million in 2025. The General Fund supports activities in all of the major functional areas of government, which is how they will be discussed in this document.

***Legislative and Executive (19% of total General Fund spending)***

Program expenditures include, but are not limited to, the County Executive, County Council, the Fiscal Office, the Law Department, the Board of Elections, the Department of Information Technology, the Department of Public Works, and the Department of Human Resources. Additionally, included in this program are the County support to the Cuyahoga County Convention Facilities Development Corporation and the Rock and Roll Hall of Fame and Museum. **The Recommended Budget for Legislative and Executive totals \$114 million in 2024 and \$122.3 million in 2025.**

Assumptions in this Recommended Budget include:

- \$1.8 million investment in cybersecurity which includes additional resources for VOIP, disaster recovery and response, data security and Microsoft licenses
- \$10 million capital investment for guest room renovations at the County Hotel

***Judicial (22.7% of total General Fund spending)***

This program captures the cost of the County's four courts and the 8<sup>th</sup> District State Court of Appeals. **The Recommended Budget for Judicial totals \$136.1 million in 2024 and \$137.8 million in 2025.**

Assumptions in this Recommended Budget include:

- \$2.9 million in additional funding for Assigned Counsel at Common Pleas Court
- \$2.1 million in additional funding to attract and hire 26 additional Detention Officers at the Juvenile Court Detention Center
- \$1.9 million for increased Assigned Counsel costs for Juvenile Court

***Development (1.3% of total General Fund spending)***

Development captures activity in the Departments of Development. **The Recommended Budget for Development totals \$7.8 million in 2024 and \$7.9 in 2025.**

***Community Development (0.5% of total General Fund spending)***

This program includes the Planning Commission, the Department of Regional Collaboration, the Department of Sustainability and the Soldiers' and Sailors' Monument. **The recommended budget for Community Development totals \$3 million in 2024 and \$3 million in 2025.**

Assumptions in this Recommended Budget include:

- \$665,388 for the creation of the Department of Housing and Community Development. This new department will assist in removing barriers to affordable housing.

***Social Services (1.5% of total General Fund spending)***

This program includes expenses attributed to the Veterans Services Commission (VSC). In accordance with Ohio Revised Code §5901.11, the VSC is provided an annual budget that is not to exceed 0.25 mills, though the Commission has yet to spend to this amount, at least going back to 2005. Section 711.02 of the County Code requires the year-end surplus in the budget to be appropriated the following year in the Veterans Services Fund, which is allocated at the Council's discretion. **The recommended budget for the VSC totals \$8.8 million for both 2024 and 2025.**

***Public Safety (42.8% total General Fund spending)***

Miscellaneous expenditures include those that cannot be otherwise classified, includes the legal and public safety agencies and departments, including but not limited to the Clerk of Courts, the Sheriff's Office, the Department of Public Safety and Justice Services, the Medical Examiner's Office, the Prosecutor's Office, and the Public Defender's Office. **The Recommended Budget totals \$256.7 million in 2024 and \$261.9 million in 2025.**

Assumptions in this budget include:

- \$2.5 million to attract and hire 40 additional Corrections Officers at the County Jail
- \$1.0 million for Collective Bargaining Unit adjustment for Corrections Officers
- \$3.0 million to increase the quality of food in the County Jail
- \$2.0 million for increased medical services in the County Jail
- \$0.7 million for wage rate adjustments for Prosecutor’s Office staff

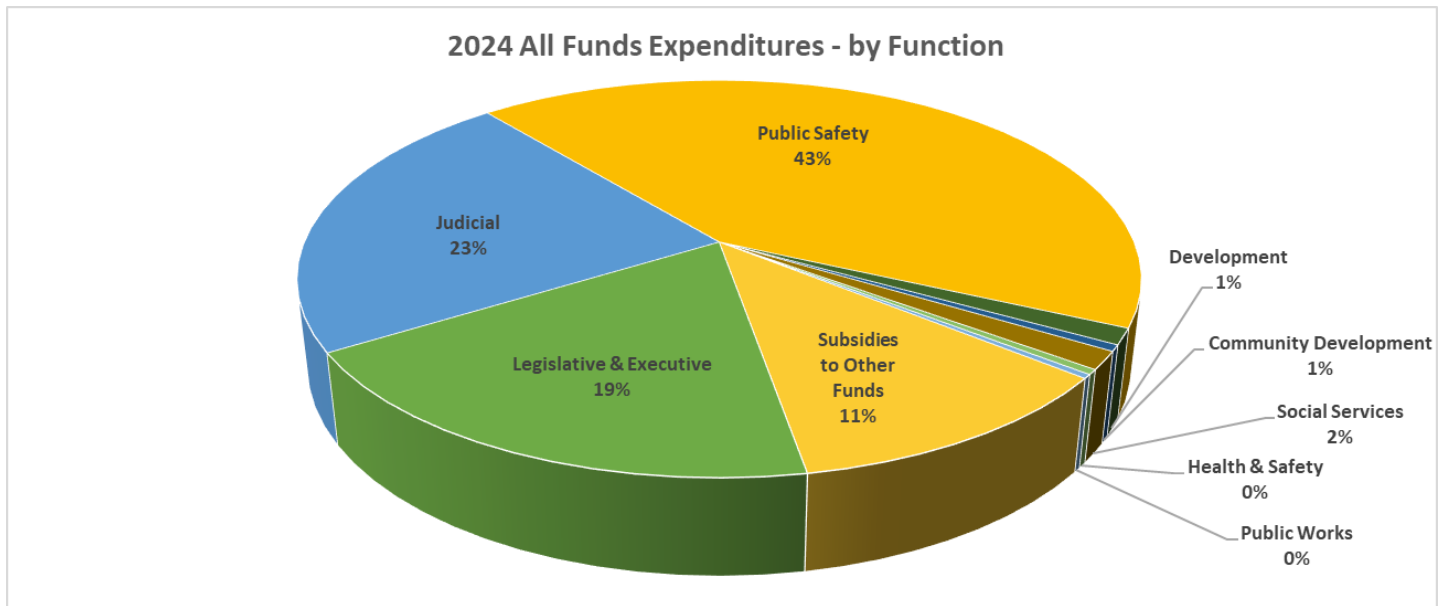
**Subsidies to Other Funds (11.4% of total General Fund spending)**

The General Fund subsidizes restricted special revenue funds to cover the difference between desired spending levels and other sources of revenue. **The Recommended Budget for subsidies totals \$68.4 million in 2024 and \$68.1 million in 2025.**

Assumptions in this budget include:

- \$3.2 million additional investment in capital improvements to County facilities
- \$4.6 million for 50% of Western Reserve Debt service payment
- \$175,000 to continue to develop the County’s Public Utility (Microgrid)

**The General Fund Recommended Budget totals \$599.2 million in 2024 and \$614.1 million in 2025.**



**ENDING CASH BALANCE**

Cuyahoga Code Section 706.01 requires a cash balance in the General Fund of at least 25% of prior year’s expenditures. Based on budgeted revenue and expenditures, the unadjusted ending cash balances in 2024 and 2025 are assumed to be \$218.7 million in 2024 and \$218.7 million in 2025, which **complies with Section 706.01.**

**RESERVES ON BALANCE**

There is one reserve on the cash balance in the General Fund. Please note that a draw on this reserve will require additional appropriation in the operating budget and would increase total General Fund expenditures. The Reserve is:

- **Hotel** - \$7 million – Each year Hilton submits a request to the County for consideration to draw on the capital reserve held by the trustee. While the County has authority over the allocation of funds, it is anticipated that there will be many requests that must be approved each year for routine maintenance to protect the County’s asset. According to the County’s asset manager, the capital reserve will be insufficient to fund anticipated needs

beginning in 2024, which includes an investment of more than \$13 million over three years for the renovation of guest rooms.

## HEALTH AND HUMAN SERVICES LEVY FUND

Cuyahoga County residents have generously approved two levies to support health and human services (HHS). The larger of the two levies, **4.8 mills**, was most recently approved in March 2016 and expires in 2024. The smaller levy, **4.7 mills**, was last approved in April 2020 and expires at the end of 2028.

HHS LEVY FUND	2023 2 <sup>nd</sup> Quarter Estimate	2024 Executive's Recommended Budget	2025 Executive's Recommended Budget
Beginning Cash Balance	\$26,405,596	\$30,452,404	\$30,518,551
Operating Revenue	<b>\$281,076,625</b>	<b>\$281,076,624</b>	<b>\$281,076,624</b>
Subsidies to Other Funds	<b>\$277,029,817</b>	<b>\$281,010,477</b>	<b>\$281,270,047</b>
Ending Cash Balance	\$30,452,404	\$30,518,551	\$30,325,128
<i>Cash Reserve Requirement</i>	<i>\$28,442,494</i>		

## REVENUE DISCUSSION

Revenue generated by the County's two levies is assumed to total **\$281.1 million in both 2024 and 2025**. The 4.8 mills Health and Human Services Levy is expected to generate \$136.6 million while the 4.7 mills Health and Human Services Levy is expected to generate \$144.5 million.

It is important to note that the 2021 Triennial Appraisal will not impact the revenue generated by either levy in 2024 or 2025. **HB920** protects property owners from unvoted tax increases by capping the amount of revenue that can be collected from a voted levy. Should property values increase resulting from the Triennial Appraisal, the *effective rate* decreases by the amount necessary to maintain existing revenue generation. Levy revenue fluctuates based on new value and delinquencies.

## EXPENDITURE DISCUSSION

Expenditures from the HHS Levy Fund include subsidies to other County funds to support operating expenditures.

**The Recommended Budget for subsidies to other County funds totals \$281 million in 2024 and \$281.3 million in 2025.** The subsidies provided to other County funds represent the difference between Federal, State, and other program revenue and the cost of operations for agencies and departments that provide health and human services throughout the County.

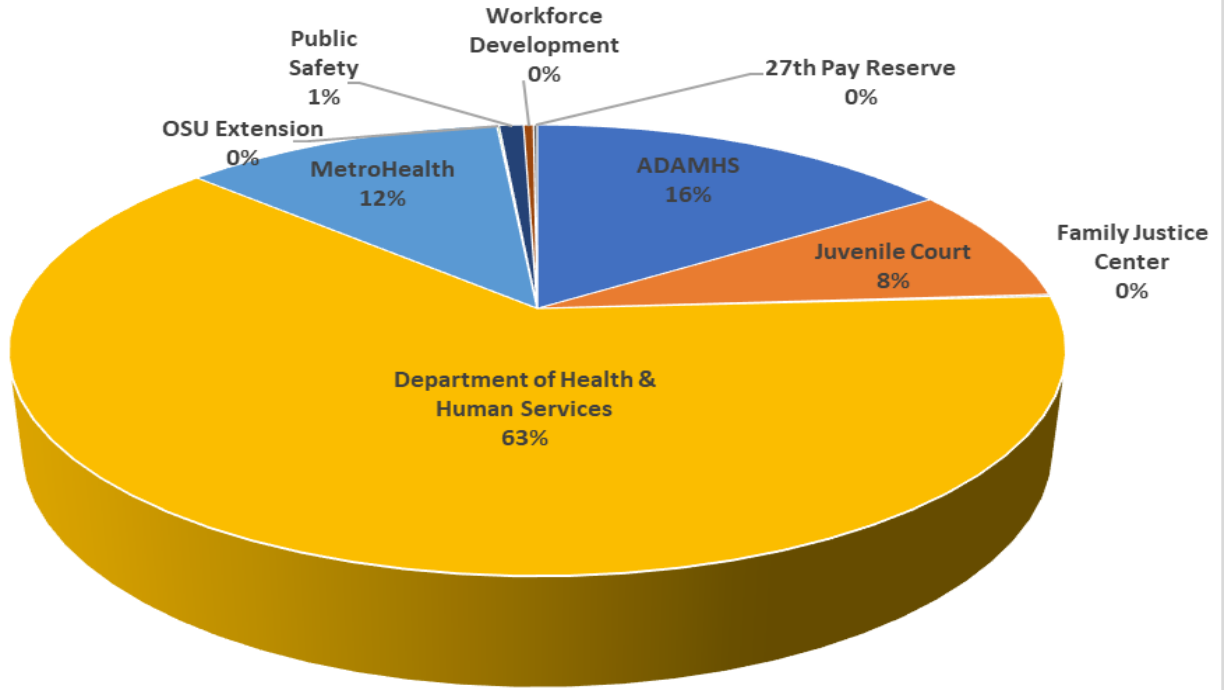
Assumptions in this budget include:

- \$2.0 million to attract and hire 40 additional Social Service workers for the Division of Children and Family Services
- \$0.4 million to attract and hire 40 additional Employment & Family Service Specialists (Caseworkers) for the Division of Job and Family Services
- \$0.6 million for FCFC's Service Coordination contracts
- \$2.6 million for Homeless contracts including Lutheran Metropolitan Ministries, Mary's House and Family Overflow
- \$2.1 million increase for Universal Pre-Kindergarten
- \$0.9 million for Re-Entry contracts
- \$0.8 million for CSSP (Community Supportive Service Program) Options and APS (Adult Protective Services) contracts
- \$0.1 million for Fatherhood contracts

HHS Levy expenditures represent less than one-quarter of total County spending in the areas of social services, health and safety, and justice and public safety.



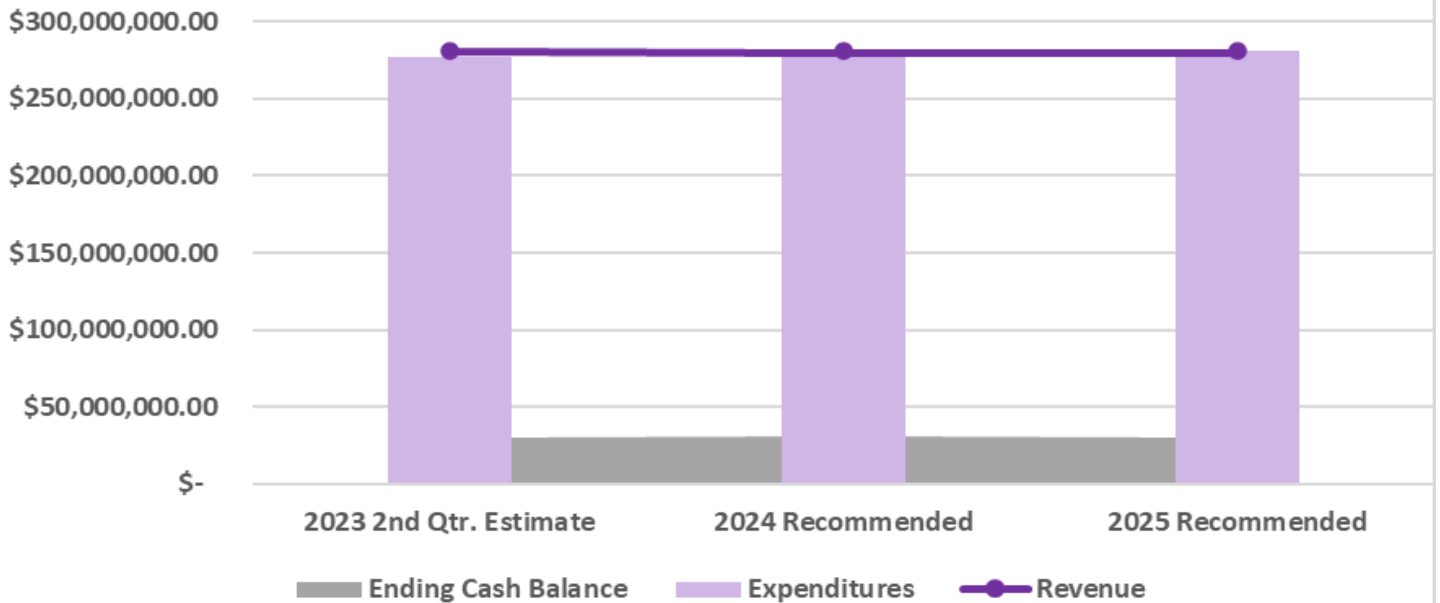
### 2024 Health & Human Services Subsidies



### ENDING CASH BALANCE

Section 707.01 of the County Code requires a minimum cash balance in the Health and Human Services Levy Fund of at least 10% of the prior year’s expenditures. **Based on budgeted revenue and expenditures, the ending cash balance totals \$30.6 million in 2024 and \$30.1 million in 2025.** This complies with the requirement set forth in Section 707.01.

### HHS Levy Fund Recommended Budget



**ALL FUNDS**

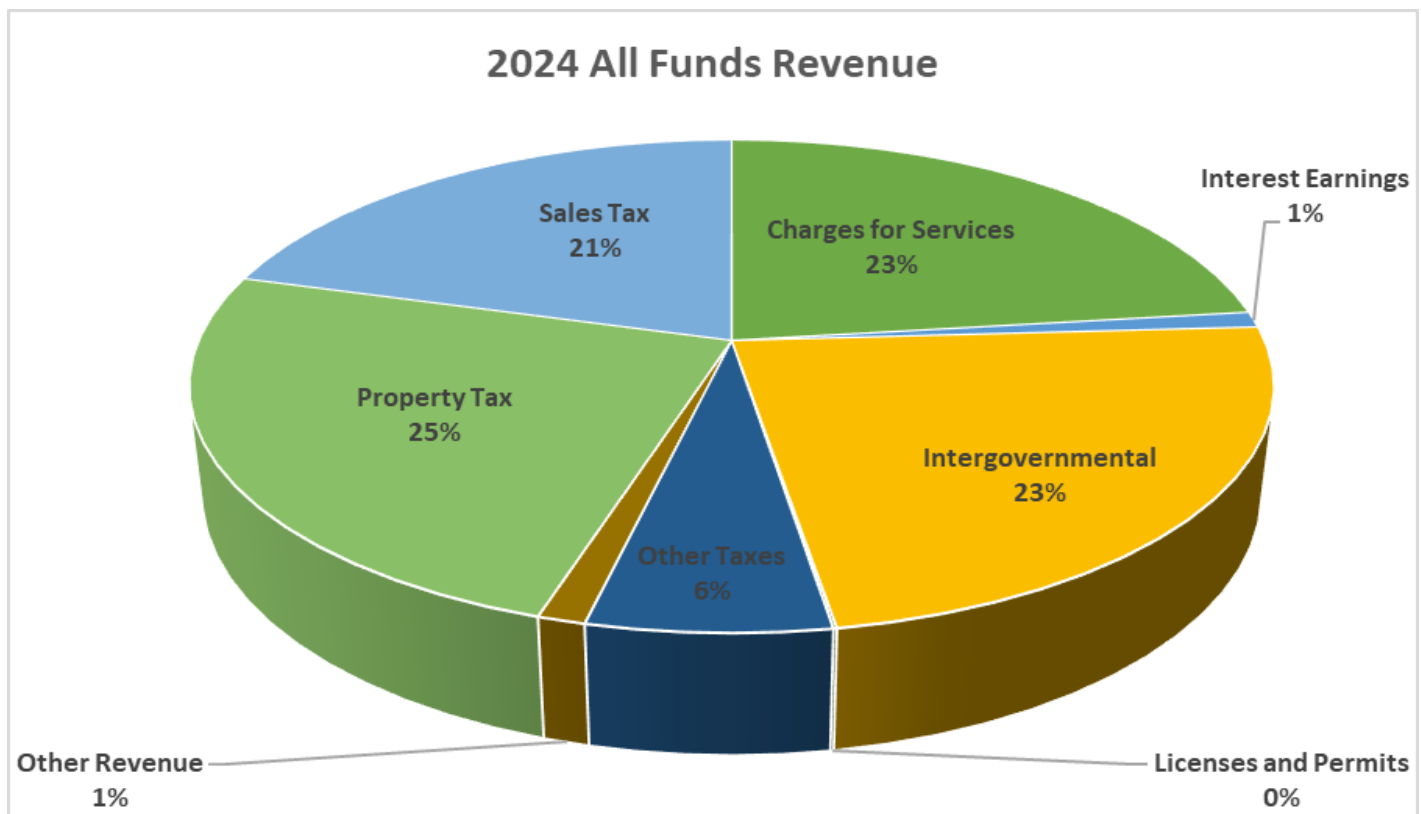
ALL FUNDS	2023 2 <sup>nd</sup> Quarter Estimate	2024 Executive's Recommended Budget	2025 Executive's Recommended Budget
Beginning Cash Balance	\$1,151,262,002	\$1,088,045,522	\$1,147,841,630
Operating Revenue	\$1,667,145,890	\$1,692,188,338	\$1,715,783,271
Operating Expenditures	\$1,730,362,370	\$1,632,392,230	\$1,650,746,536
Ending Cash Balance	\$1,088,045,522	\$1,147,841,630	\$1,212,878,365

**REVENUE DISCUSSION**

All Funds revenue in the Recommended Budget is assumed to total \$1.69 billion in 2024 and \$1.71 billion in 2025. The largest two sources of All Funds revenue are Other Governmental and Property Taxes.

**Other Intergovernmental**, which largely represents funding that flows to the County from Federal and State agencies and departments. With few exceptions (e.g. Local Government, Casino Tax), these dollars come to the County with restrictions on how they can be spent. The County only has complete discretion over one-third of its total revenue.

**Property Tax** revenue is generated by the County's inside millage (1.45 mills), as well as proceeds from three voted levies: a 3.9 mill continuous levy in support of services for the developmentally disabled, a 4.7 mill levy for health and human services (expires December 2028), and a 4.8 mill levy for health and human services (expires December 2024).



**EXPENDITURE DISCUSSION**

The Recommended Budget for All Funds totals \$1.63 billion in 2024 and \$1.65 billion in 2025. Revenues exceed expenditures in both years, but unlike the General and HHS Levy Funds, there is no mandate or policy regarding balanced budgets in the special revenue funds. There are sufficient cash balances in the funds where expenditures exceed revenue. Like the General Fund, All Funds expenditures are categorized by program.

***Legislative and Executive (20.3% of total All Funds spending)***

On an All Funds basis, this program includes the expenditures identified in the General Fund discussion on page 6, as well as the activity captured in a number of special revenue funds, including but not limited to the Hospitalization/Self Insurance Fund, the Workers Compensation Fund, the Real Estate Assessment Fund, the Certificate of Title Fund, and the Treasurer's Delinquent Real Estate Tax Assessment Collection Fund. **The Recommended Budget for General Government totals \$316.2 million in 2024 and \$322.7 million in 2025.**

***Judicial (10.8% of total All Funds spending)***

On an All Funds basis, this program includes the expenditures identified in the General and HHS Levy Fund discussions on page 8, as well as incorporating the activity captured in the various special revenue funds under the authority of the courts. **The Recommended Budget for Judicial totals \$168 million in 2024 and \$170 million in 2025.**

***Public Safety (20.7% of total All Funds spending)***

On an All Funds basis, this program captures the Sheriff's Office, Public Safety and Justice Services, Clerk of Courts, Medical Examiner, Office of Child Support, Prosecutor's Office, Law Library and Public Defender's Office. **The Recommended Budget for Public Safety totals \$322.3 million in 2024 and \$328.5 million in 2025.**

***Development (0.5% of total All Funds spending)***

On an All Funds basis, this program includes the activities captured in the Economic Development Fund, the Demolition Fund, and the Community Development Fund, as well as the County Airport. **The Recommended Budget for Development totals \$7.9 million in 2024 and \$8.3 million in 2025.**

***Community Development (0.9% of total All Funds spending)***

This program includes the Planning Commission, the Department of Regional Collaboration, the Department of Sustainability and the Soldiers' and Sailors' Monument. **The recommended budget for Community Development totals \$14 million in 2024 and \$13.8 million in 2025.**

***Social Services (32.7% of total All Funds spending)***

On an All Funds basis, this program captures the activity of the Department of Health and Human Services, which includes the divisions of Job and Family Services, Children and Family Services, Child Support Services, Senior and Adult Services, Early Childhood, Re-Entry, Homeless Services, and the Family and Children First Council. Together, these divisions provide many programs and services that are mandated by the Federal and State governments. **The Recommended Budget for Social Services totals \$508.6 million in 2024 and \$519.6 million in 2025.** This program represents the majority of Cuyahoga County expenditures.

***Health & Safety (0.9% of total All Funds spending)***

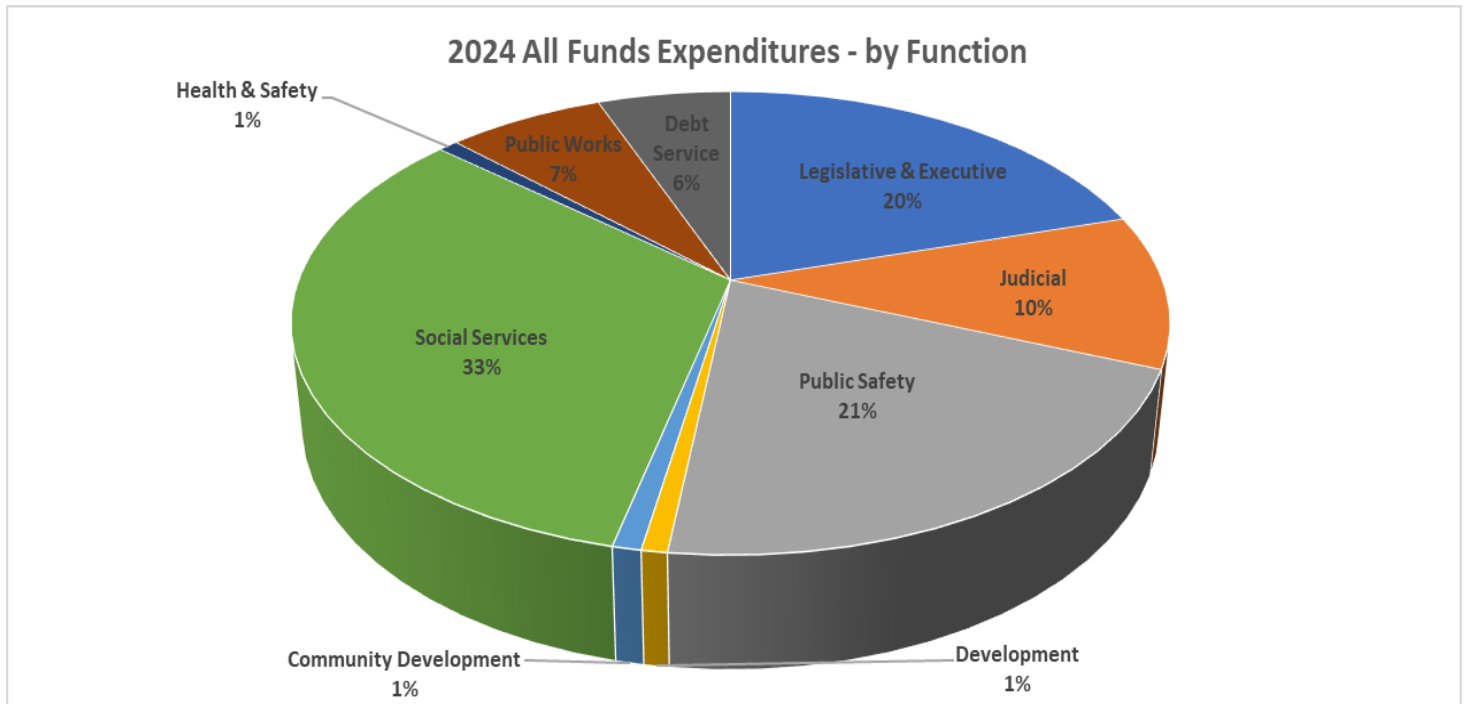
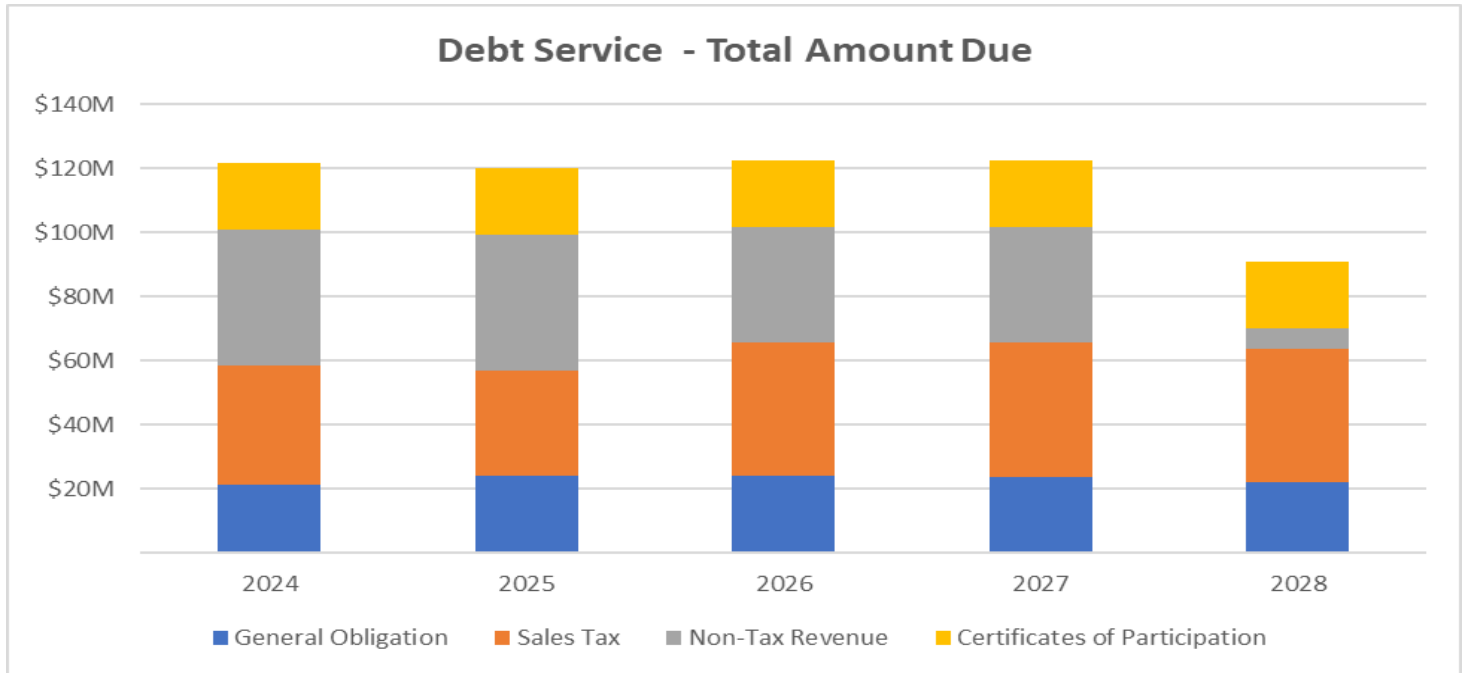
On an All Funds basis, this program includes the County's support of the CECOMS division of the Department of Public Safety and Justice Services discussed on page 8. – the All Funds budget includes the Wireless 911 Fund which generates \$2.8 million per year for an \$0.25 surcharge on wireless services. **The Recommended Budget for Health and Safety totals \$13.4 million in 2024 and \$13.2 million in 2025.**

***Public Works (7.3% of total All Funds spending)***

On an All Funds basis, this program captures infrastructure activity in the Department of Public Works relative to roads and bridges and sanitary sewers. **The total Recommended Budget for the Public Works program is \$114.3 million in 2024 and \$115.5 million in 2025.** The County is legally responsible for 22 miles of road but provides financial and technical assistance to cities and villages for road work. **The Recommended Budget for Road & Bridge totals \$45.5 million in 2024 and \$45.8 million in 2025.** Please note that spending this allocation in full would not result in a depletion of the cash balance in the Fund; additional appropriation may be requested throughout the Biennium as needs arise. The Department of Public Works is responsible for providing sanitary sewer services in the County and does the same on a contract basis for 40 municipalities and villages. **The Recommended Budget for Sanitary totals \$34.8 million in 2024 and \$35.1 million 2025.** Please note that spending this allocation in full would not result in a depletion of the cash balance in the Fund; additional appropriation may be requested throughout the Biennium as needs arise.

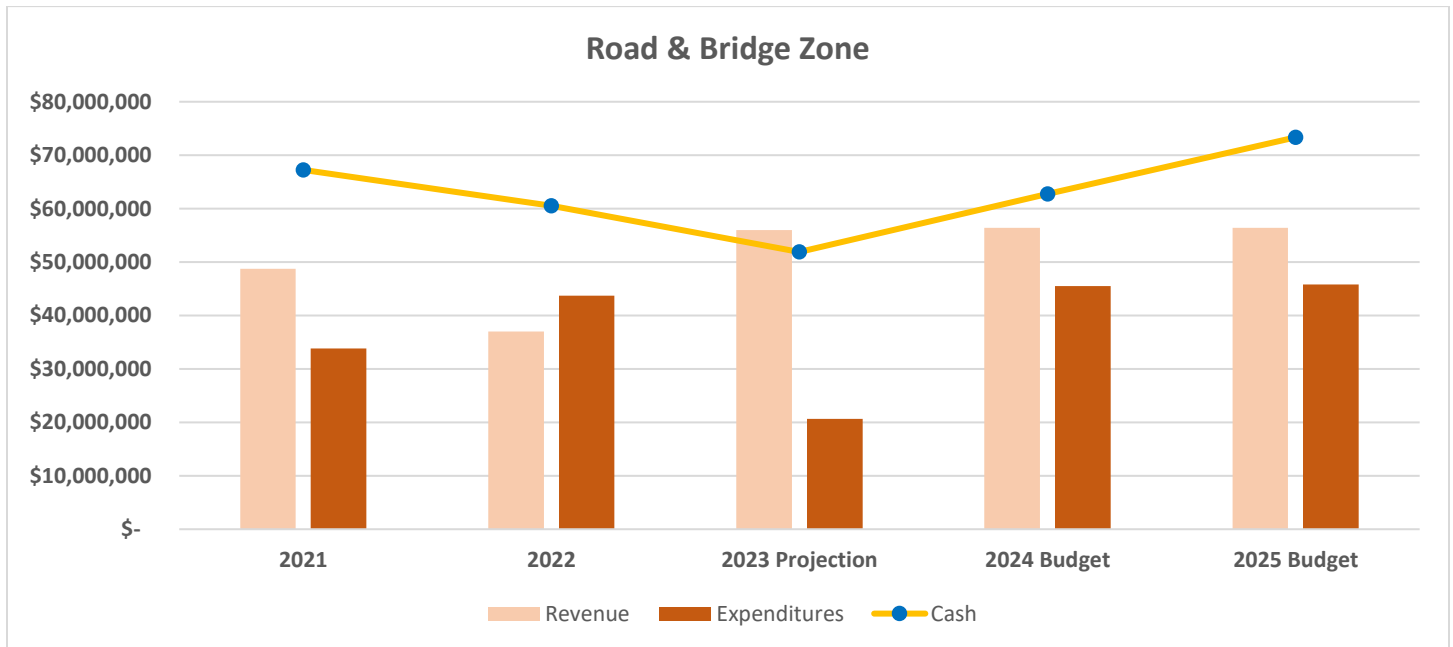
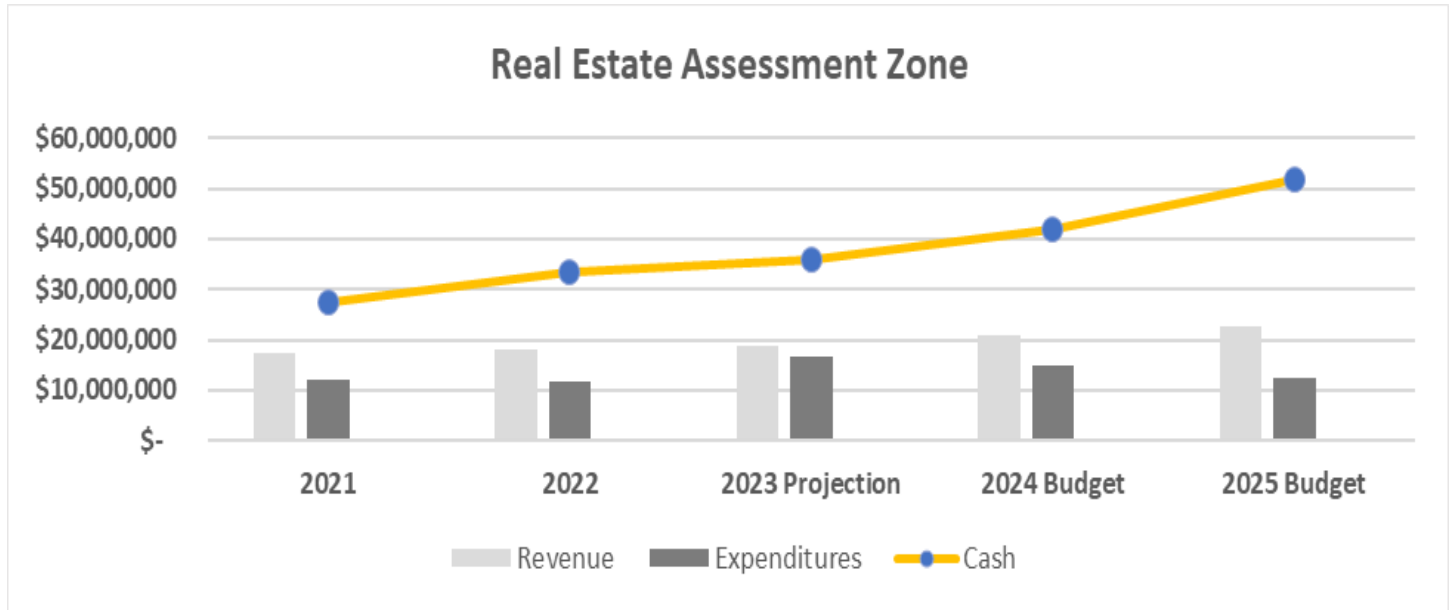
**Debt Service (5.8% of total All Funds spending)**

As of January 1, 2024, the County’s outstanding debt – principle and interest – totaled \$1.2 billion. **The Recommended Budget for debt service is \$90.9 million in 2024 and \$88.3 million in 2025.** The budget assumes no new issuances or refunding of outstanding obligations.

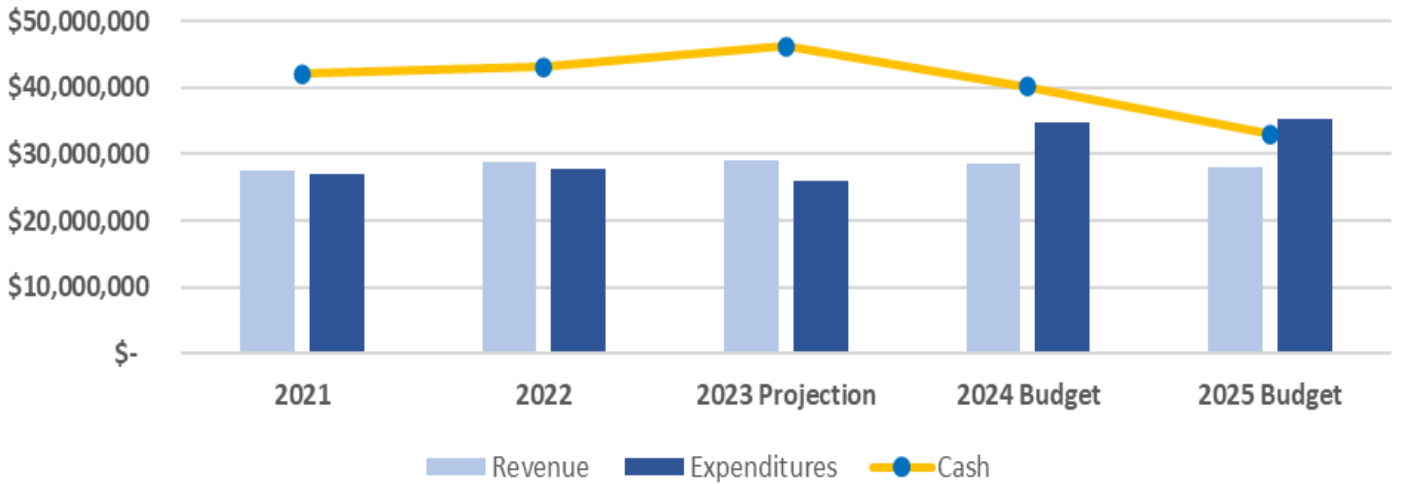


## SPECIAL REVENUE FUND BALANCES

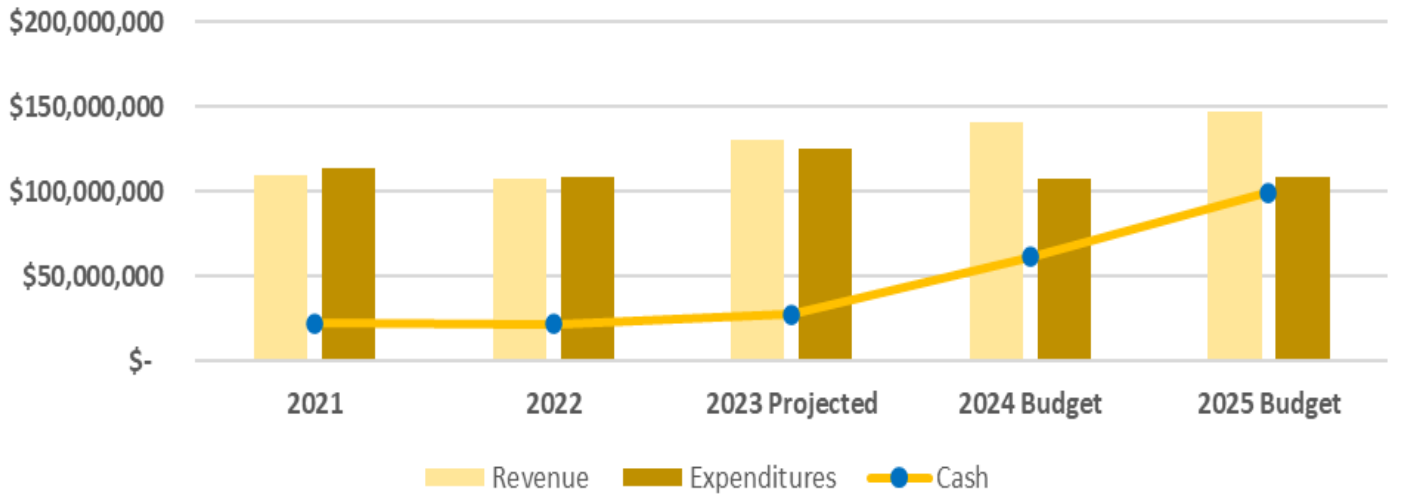
The charts below summarize the financial activity of select special revenue funds included in the County's All Funds budget. Questions about the funds' purpose, legal authority, or more detailed financial activity can be directed to the Office of Budget and Management.



### Sanitary Sewer Zone



### Health Insurance Zone





**APPENDIX A:  
SCHEDULES**

**Cuyahoga County**  
**2024-2025 Biennial Budget**  
**All Funds**

<b>All Funds</b>	<b>2024 Recommended Budget</b>	<b>2024 Adopted Budget</b>	<b>2025 Recommended Budget</b>	<b>2025 Adopted Budget</b>
<b>Beginning Balance</b>	<b>1,088,045,522</b>	<b>0</b>	<b>1,147,841,630</b>	<b>0</b>
<b>Operating Revenue</b>				
Charges for Services	389,420,839		405,812,081	
Fines & Forfeitures	13,049,712		13,117,568	
Interest Earnings	17,145,140		17,617,377	
Intergovernmental	388,477,039		388,007,304	
Licenses & Permits	1,466,611		1,479,382	
Other Revenue	20,185,277		10,433,082	
Other Taxes	102,485,480		103,284,418	
Property Tax	411,789,166		414,765,941	
Sales Tax	348,169,074		361,266,118	
<b>Total Operating Revenue</b>	<b>1,692,188,338</b>	<b>0</b>	<b>1,715,783,271</b>	<b>0</b>
<b>Operating Expenditures</b>				
Personal Services	695,516,356		710,769,480	
Other Expenditures	936,875,874		939,977,056	
<b>Total Operating Expenditures</b>	<b>1,632,392,230</b>	<b>0</b>	<b>1,650,746,536</b>	<b>0</b>
<b>Total Cash Obligations</b>	<b>1,632,392,230</b>	<b>0</b>	<b>1,650,746,536</b>	<b>0</b>
<b>Ending Cash Balance</b>	<b>1,147,841,630</b>	<b>0</b>	<b>1,212,878,365</b>	<b>0</b>
<b>Reserves on Cash Balance</b>				
County Hotel	7,000,000		0	
Computer Refresh	750,000		750,000	
<b>Total Reserves on Balance</b>	<b>7,750,000</b>	<b>0</b>	<b>750,000</b>	<b>0</b>



**Cuyahoga County**  
**2024-2025 Biennial Budget**  
**All Funds by Department**

<b>All Funds</b>	<b>2024 Recommended Budget</b>	<b>2024 Adopted Budget</b>	<b>2025 Recommended Budget</b>	<b>2025 Adopted Budget</b>
<b>County Executive Agencies</b>				
Executive	4,221,532		4,067,285	
Clerk of Courts	8,175,042		8,328,078	
Development	15,768,021		15,646,639	
Fiscal	193,701,189		189,580,556	
Health and Human Services	390,643,727		395,274,641	
Housing	665,388		682,219	
Human Resources	121,127,153		120,947,181	
Information Technology	29,706,759		30,008,002	
Innovation	668,397		681,911	
Law Department	5,107,164		5,306,923	
Medical Examiner	18,517,445		18,854,420	
Public Safety & Justice Serv.	10,522,497		10,381,077	
Public Works	155,371,712		167,263,825	
Sheriff	178,425,003		181,393,802	
<b>Total County Executive Agencies</b>	<b>1,132,621,030</b>	<b>0</b>	<b>1,148,416,559</b>	<b>0</b>
<b>Elected Officials</b>				
Common Pleas Court	72,577,557		73,681,787	
Community Based Correction Bd	5,140,216		5,140,216	
County Council	2,700,987		2,751,787	
Court of Appeals	801,077		801,077	
Domestic Relations Court	11,239,434		11,462,894	
Juvenile Court	65,703,295		66,175,400	
Probate Court	8,953,220		9,119,311	
Prosecutor	54,189,393		55,299,576	
<b>Total Elected Officials</b>	<b>221,305,179</b>	<b>0</b>	<b>224,432,048</b>	<b>0</b>
<b>Boards and Commissions</b>				
ADAMHS Board	65,345,446		65,475,701	
Board of Develop. Disabilities	131,592,034		132,981,682	
Board of Elections	18,979,908		16,017,000	
Board of Revision	2,921,491		3,077,580	
Inspector General	1,196,575		1,223,738	
Internal Audit	789,117		806,922	
Law Library	486,476		494,077	
OSU Extension	222,300		222,300	
Personnel Review Commission	2,481,318		2,534,020	
Planning Commission	2,926,819		2,022,191	
Public Defender	21,698,083		22,786,366	
Soil & Water Conservation	1,823,807		1,863,077	
Soldiers and Sailors Monument	215,434		219,896	
Solid Waste Management Dist.	2,146,327		2,056,167	
Veterans Service Commission	8,763,403		8,763,403	
Workforce Development	16,877,484		17,353,809	
<b>Total Board and Commissions</b>	<b>278,466,022</b>	<b>0</b>	<b>277,897,928</b>	<b>0</b>
<b>Total All Funds</b>	<b>1,632,392,230</b>	<b>0</b>	<b>1,650,746,536</b>	<b>0</b>

Cuyahoga County  
2024-2025 Biennial Budget  
General Fund

General Fund	2024 Recommended Budget	2024 Adopted Budget	2025 Recommended Budget	2025 Adopted Budget
<b>Beginning Balance</b>	<b>218,718,676</b>	<b>0</b>	<b>218,723,812</b>	<b>0</b>
<b>Operating Revenue</b>				
Charges for Services	105,650,856		108,969,352	
Fines & Forfeitures	9,273,342		9,341,198	
Interest Earnings	15,646,730		16,052,967	
Intergovernmental	70,120,201		70,333,601	
Licenses & Permits	120,720		120,720	
Other Revenue	13,760,854		4,431,554	
Other Taxes	10,663,212		10,888,421	
Property Tax	36,489,554		37,764,032	
Sales Tax	337,510,723		356,235,506	
<b>Total Operating Revenue</b>	<b>599,236,192</b>	<b>0</b>	<b>614,137,351</b>	<b>0</b>
<b>Operating Expenditures</b>				
Personal Services	346,256,662		352,593,052	
Other Expenditures	184,581,398		193,449,096	
<b>Total Operating Expenditures</b>	<b>530,838,059</b>	<b>0</b>	<b>546,042,148</b>	<b>0</b>
<b>Other Financing Uses</b>	<b>68,392,997</b>	<b>0</b>	<b>68,085,584</b>	<b>0</b>
<b>Total Cash Obligations</b>	<b>599,231,056</b>	<b>0</b>	<b>614,127,732</b>	<b>0</b>
<b>Ending Cash Balance</b>	<b>218,723,812</b>	<b>0</b>	<b>218,733,431</b>	<b>0</b>
<i>Cash Reserve Requirement</i>				
<b>Reserves on Cash Balance</b>				
County Hotel	7,000,000	0	0	0
<b>Total Reserves on Balance</b>	<b>7,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Cuyahoga County  
2024-2025 Biennial Budget  
General Fund by Department**

<b>General Fund</b>	<b>2024 Recommended Budget</b>	<b>2024 Adopted Budget</b>	<b>2025 Recommended Budget</b>	<b>2025 Adopted Budget</b>
<b>County Executive Agencies</b>				
Clerk of Courts	8,175,042		8,328,078	
County Executive	3,965,859		3,811,612	
Economic Development	7,125,281		7,185,017	
Fiscal	41,216,015		41,821,287	
Housing	665,388		682,219	
Human Resources	4,804,031		4,894,634	
Information Technology	28,794,038		29,078,746	
Innovation and Performance	668,397		681,911	
Law Department	5,107,164		5,306,923	
Medical Examiner	18,517,445		18,854,420	
Public Safety & Justice Services	2,435,493		2,487,709	
Public Works	10,237,447		20,259,426	
Sheriff	161,710,903		164,329,274	
<b>Total County Executive Agencies</b>	<b>293,422,503</b>	<b>0</b>	<b>307,721,256</b>	<b>0</b>
<b>Elected Officials</b>				
Common Pleas	67,951,939		69,016,239	
County Council	2,700,987		2,751,787	
Court of Appeals	801,077		801,077	
Domestic Relations	11,234,259		11,457,719	
Juvenile Court	43,849,714		43,984,606	
Probate Court	8,172,580		8,338,671	
Prosecutor	50,464,127		51,513,551	
<b>Total Elected Officials</b>	<b>185,174,683</b>	<b>0</b>	<b>187,863,650</b>	<b>0</b>
<b>Boards and Commissions</b>				
Board of Elections	18,979,908		16,017,000	
Inspector General	1,175,261		1,201,799	
Internal Audit	789,117		806,922	
Personnel Review Commission	2,481,318		2,534,020	
Planning Commission	1,976,819		2,022,191	
Public Defender	17,862,414		18,894,811	
Soldiers and Sailors Monument	212,634		217,096	
Veterans Service Commission	8,763,403		8,763,403	
<b>Total Board and Commissions</b>	<b>52,240,874</b>	<b>0</b>	<b>50,457,242</b>	<b>0</b>
<b>Total General Fund</b>	<b>530,838,059</b>	<b>0</b>	<b>546,042,148</b>	<b>0</b>

**Cuyahoga County**  
**2024-2025 Biennial Budget**  
**General Fund Subsidies**

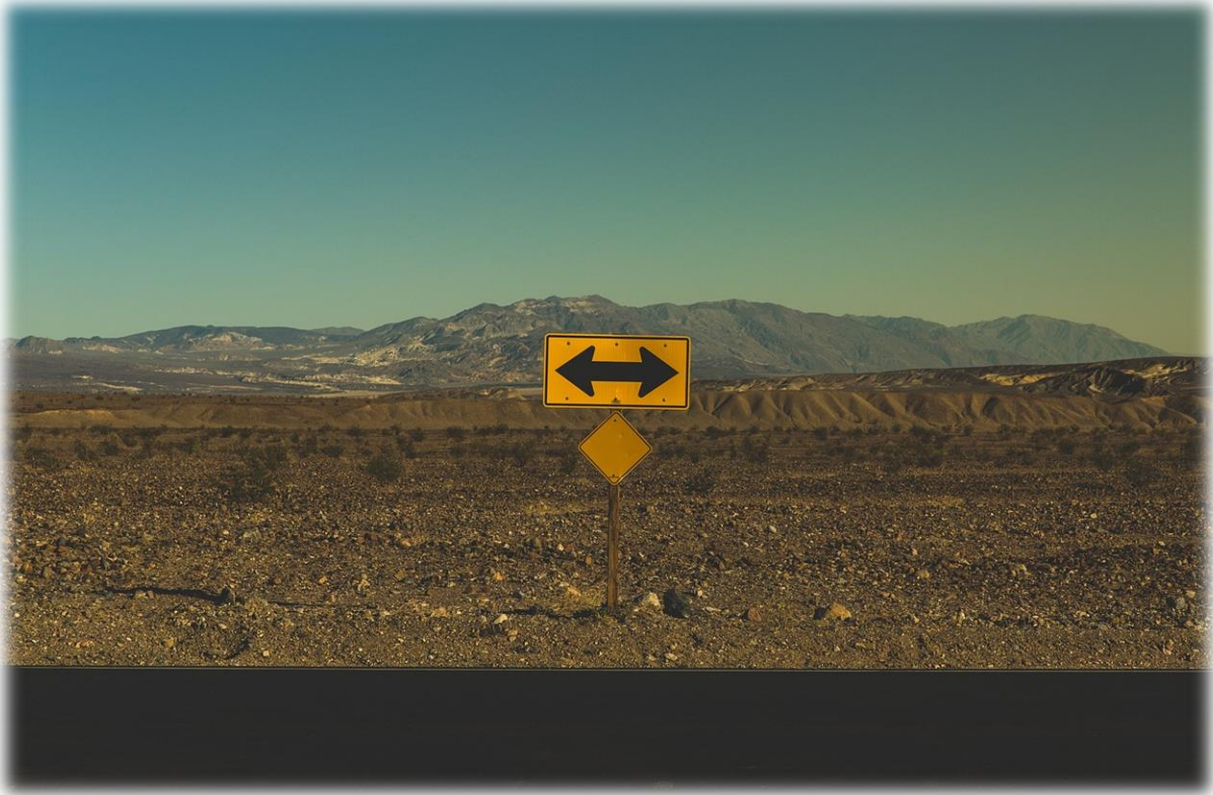
<b>Subsidy</b>	<b>2024 Recommended Budget</b>	<b>2024 Adopted Budget</b>	<b>2025 Recommended Budget</b>	<b>2025 Adopted Budget</b>
Brownfield Debt Service	1,100,965		1,124,146	
Shaker Square Series 2000A	133,479		134,668	
Community Redevelopment Debt Service	268,610		273,594	
Medical Mart 2010	26,263,023		26,279,550	
County Hotel Debt	10,140,538		10,062,822	
Western Reserve	4,609,740		4,663,115	
Medical Mart Refunding	679,000		681,900	
Convention Center 2022A	1,702,319		1,554,419	
2017 Sales Tax Bonds	0		1,000,000	
Progressive Field Lease Agreement	2,557,500		2,557,500	
Centralized Custodial	4,200,000		4,200,000	
RTA Bus Subsidy	200,000		200,000	
Cuyahoga Reg Info System	225,465		225,465	
Capital Improvements-Facilities	10,000,000		10,000,000	
Dog & Kennel	210,000		210,000	
Soil & Water Conservation	125,000		125,000	
Healthy Urban Tree Canopy	950,000		0	
Public Utility (Microgrid)	175,000		175,000	
Challenge Loan Program	250,000		0	
27th Pay Reserve	802,358		818,405	
<b>Cash Transfers:</b>				
Economic Development	3,800,000		3,800,000	
<b>Total General Fund Subsidies</b>	<b>68,392,997</b>	<b>0</b>	<b>68,085,584</b>	<b>0</b>

Cuyahoga County  
 2024-2025 Biennial Budget  
 Health and Human Services Levy Funds

HHS Levy Funds	2024 Recommended Budget	2024 Adopted Budget	2025 Recommended Budget	2025 Adopted Budget
<b>Beginning Balance</b>	<b>30,452,404</b>	<b>0</b>	<b>30,518,551</b>	<b>0</b>
<b>Operating Revenue</b>				
Intergovernmental	16,065,670		16,065,670	
Property Tax	265,010,954		265,010,954	
<b>Total Operating Revenue</b>	<b>281,076,624</b>	<b>0</b>	<b>281,076,624</b>	<b>0</b>
<b>Operating Expenditures</b>				
Personal Services	0		0	
Other Expenditures	4,165,004		4,165,004	
<b>Total Operating Expenditures</b>	<b>4,165,004</b>	<b>0</b>	<b>4,165,004</b>	<b>0</b>
<b>Other Financing Uses</b>	<b>276,845,473</b>	<b>0</b>	<b>277,105,043</b>	<b>0</b>
<b>Total Cash Obligations</b>	<b>281,010,477</b>	<b>0</b>	<b>281,270,047</b>	<b>0</b>
<b>Ending Cash Balance</b>	<b>30,518,551</b>	<b>0</b>	<b>30,325,128</b>	<b>0</b>
<i>Cash Reserve Requirement</i>				

Cuyahoga County  
 2024-2025 Biennial Budget  
 Health and Human Services Levy Subsidies

HHS Levy Subsidy	2024 Recommended Budget	2024 Adopted Budget	2025 Recommended Budget	2025 Adopted Budget
<b>HHS Levy Revenue</b>				
HHS 4.8 Mill Levy	136,565,493		136,565,493	
HHS 4.7 Mill Levy	144,511,131		144,511,131	
<b>Total HHS Levy Revenue</b>	<b>281,076,625</b>	<b>0</b>	<b>281,076,625</b>	<b>0</b>
<b>HHS Levy Subsidies</b>				
ADAMHS	43,463,660		43,463,660	
Common Pleas-Juvenile Division	21,685,379		21,997,807	
Common Pleas-TASC	1,191,373		1,220,659	
Family Justice Center	393,586		398,408	
HHS Administration	3,017,012		3,188,914	
HHS CJFS	7,503,415		7,617,452	
HHS CSEA	6,645,584		6,827,604	
HHS Fatherhood	1,059,240		1,064,560	
HHS DCFS	89,624,445		88,531,638	
HHS DSAS	25,900,092		26,301,601	
HHS Early Childhood	17,870,926		17,893,482	
HHS FCFC	5,147,002		5,172,701	
HHS Homeless	13,814,847		13,831,968	
HHS Other Programs	204,264		204,264	
HHS Re-Entry	2,771,165		2,785,596	
MetroHealth	32,472,000		32,472,000	
Ohio State Extension	222,300		222,300	
Public Safety-Witness Victims	2,469,949		2,513,411	
Workforce Development	1,000,000		1,000,000	
27th Pay Reserve	389,233		397,018	
<b>Total HHS Levy Subsidies</b>	<b>276,845,473</b>	<b>0</b>	<b>277,105,043</b>	<b>0</b>
<b>Operating Surplus/Deficit</b>	<b>4,231,152</b>	<b>0</b>	<b>3,971,582</b>	<b>0</b>



**APPENDIX B:  
BUDGET RESOLUTION**

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>AB200100- ADAMHS</b>			
010	Personnel	5,203,597	5,333,852
020	Other Expenditures	60,141,849	60,141,849
<b>ADAMHS Total</b>		<b>65,345,446</b>	<b>65,475,701</b>
<b>BE100100 - Administration</b>			
010	Personnel	8,195,023	8,402,042
020	Other Expenditures	2,427,035	2,475,158
<b>Administration Total</b>		<b>10,622,058</b>	<b>10,877,200</b>
<b>BE100105 - Primary Election</b>			
010	Personnel	1,270,048	1,055,424
020	Other Expenditures	1,353,701	558,701
<b>Primary Election Total</b>		<b>2,623,749</b>	<b>1,614,125</b>
<b>BE100115 - General Election</b>			
010	Personnel	2,863,915	1,457,589
020	Other Expenditures	1,927,508	1,125,408
<b>General Election Total</b>		<b>4,791,423</b>	<b>2,582,997</b>
<b>BE100125 - Electronic Voting Consultation</b>			
020	Other Expenditures	942,678	942,678
<b>Electronic Voting Consultation Total</b>		<b>942,678</b>	<b>942,678</b>
<b>BR305100 - Board Of Revision Br</b>			
010	Personnel	2,291,054	2,347,143
020	Other Expenditures	630,437	730,437
<b>Board Of Revision Br Total</b>		<b>2,921,491</b>	<b>3,077,580</b>
<b>CA100100 - Court Of Appeals</b>			
020	Other Expenditures	801,077	801,077
<b>Court Of Appeals Total</b>		<b>801,077</b>	<b>801,077</b>
<b>CB285100 - Community Based Correctional</b>			
020	Other Expenditures	5,140,216	5,140,216
<b>Community Based Correctional Total</b>		<b>5,140,216</b>	<b>5,140,216</b>
<b>CC100100 - Clerk Of Courts</b>			
010	Personnel	5,878,754	6,031,790
020	Other Expenditures	2,296,288	2,296,288
<b>Clerk Of Courts Total</b>		<b>8,175,042</b>	<b>8,328,078</b>
<b>CL100100 - County Council</b>			



**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
010	Personnel	2,521,758	2,581,422
020	Other Expenditures	179,229	170,365
<b>County Council Total</b>		<b>2,700,987</b>	<b>2,751,787</b>
<b>CP100100 - Administration</b>			
010	Personnel	10,567,972	10,837,625
020	Other Expenditures	23,457,117	23,478,132
<b>Administration Total</b>		<b>34,025,089</b>	<b>34,315,757</b>
<b>CP100135 - Arbitration</b>			
010	Personnel	2,063,978	2,114,011
020	Other Expenditures	83,450	83,500
<b>Arbitration Total</b>		<b>2,147,428</b>	<b>2,197,511</b>
<b>CP100150 - Central Scheduling</b>			
010	Personnel	8,400,838	8,606,461
020	Other Expenditures	1,013,302	1,013,387
<b>Central Scheduling Total</b>		<b>9,414,140</b>	<b>9,619,848</b>
<b>CP100170 - Probation</b>			
010	Personnel	21,084,066	21,601,754
020	Other Expenditures	1,281,216	1,281,369
<b>Probation Total</b>		<b>22,365,282</b>	<b>22,883,123</b>
<b>CP240100 - Jud/General</b>			
010	Personnel	424,117	434,761
<b>Jud/General Total</b>		<b>424,117</b>	<b>434,761</b>
<b>CP240105 - Computerization Fund 2303.201</b>			
020	Other Expenditures	449,848	449,848
<b>Computerization Fund 2303.201 Total</b>		<b>449,848</b>	<b>449,848</b>
<b>CP280100 - Special Project Ii</b>			
020	Other Expenditures	1,789,441	1,789,441
<b>Special Project Ii Total</b>		<b>1,789,441</b>	<b>1,789,441</b>
<b>CP285105 - Urinalysis Testing</b>			
020	Other Expenditures	163,378	163,378
<b>Urinalysis Testing Total</b>		<b>163,378</b>	<b>163,378</b>
<b>CP285130 - Probation Supervision Fees</b>			
020	Other Expenditures	403,416	403,416
<b>Probation Supervision Fees Total</b>		<b>403,416</b>	<b>403,416</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>CP320100 - TASC Medicaid Funds(Co)</b>			
010	Personnel	184,720	184,720
020	Other Expenditures	19,325	19,325
<b>TASC Medicaid Funds(Co) Total</b>		<b>204,045</b>	<b>204,045</b>
<b>CP320105 - TASC HHS - Alternatives to Crime</b>			
010	Personnel	1,039,255	1,068,541
020	Other Expenditures	152,118	152,118
<b>TASC HHS - Alternatives to Crime Total</b>		<b>1,191,373</b>	<b>1,220,659</b>
<b>DD210100 - Bd Of Development Disabilities</b>			
010	Personnel	54,542,983	55,932,631
020	Other Expenditures	77,049,051	77,049,051
<b>Bd Of Development Disabilities Total</b>		<b>131,592,034</b>	<b>132,981,682</b>
<b>DR100100 - Domestic Relations</b>			
010	Personnel	3,924,226	4,021,857
020	Other Expenditures	1,111,950	1,111,950
<b>Domestic Relations Total</b>		<b>5,036,176</b>	<b>5,133,807</b>
<b>DR100105 - Bureau Of Support</b>			
010	Personnel	5,147,334	5,273,163
020	Other Expenditures	1,050,749	1,050,749
<b>Bureau Of Support Total</b>		<b>6,198,083</b>	<b>6,323,912</b>
<b>DR285100 - Domestic Relations-Legal Res.</b>			
020	Other Expenditures	5,175	5,175
<b>Domestic Relations-Legal Res. Total</b>		<b>5,175</b>	<b>5,175</b>
<b>DV100100 - Economic Development</b>			
010	Personnel	2,524,628	2,584,489
020	Other Expenditures	1,435,658	1,435,533
<b>Economic Development Total</b>		<b>3,960,286</b>	<b>4,020,022</b>
<b>DV105100 - Community Develop (Casino Tax)</b>			
020	Other Expenditures	3,164,995	3,164,995
<b>Community Develop (Casino Tax) Total</b>		<b>3,164,995</b>	<b>3,164,995</b>
<b>DV220110 - Economic Development Fund</b>			
010	Personnel	121,299	124,242
020	Other Expenditures	7,974,399	7,972,588
<b>Economic Development Fund Total</b>		<b>8,095,698</b>	<b>8,096,830</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>DV220145 - Hud Section 108 Loan Repay</b>			
020	Other Expenditures	547,042	364,792
<b>Hud Section 108 Loan Repay Total</b>		<b>547,042</b>	<b>364,792</b>
<b>EX100100 - County Executive</b>			
010	Personnel	1,510,551	1,542,770
020	Other Expenditures	223,285	223,285
<b>County Executive Total</b>		<b>1,733,836</b>	<b>1,766,055</b>
<b>EX100105 - Communications</b>			
010	Personnel	1,366,565	1,246,983
020	Other Expenditures	11,333	11,333
<b>Communications Total</b>		<b>1,377,898</b>	<b>1,258,316</b>
<b>EX100115 - Regional Collaboration</b>			
010	Personnel	278,155	284,811
020	Other Expenditures	3,583	3,583
<b>Regional Collaboration Total</b>		<b>281,738</b>	<b>288,394</b>
<b>EX100120 - Sustainability</b>			
010	Personnel	548,466	474,926
020	Other Expenditures	23,921	23,921
<b>Sustainability Total</b>		<b>572,387</b>	<b>498,847</b>
<b>EX275100 - Sustainability Projects</b>			
020	Other Expenditures	255,673	255,673
<b>Sustainability Projects Total</b>		<b>255,673</b>	<b>255,673</b>
<b>FS100100 - Administration</b>			
010	Personnel	1,196,408	1,224,681
020	Other Expenditures	378,220	378,220
<b>Administration Total</b>		<b>1,574,628</b>	<b>1,602,901</b>
<b>FS100105 - Office Of Budget &amp; Management</b>			
010	Personnel	1,459,403	1,494,880
020	Other Expenditures	258,944	258,944
<b>Office Of Budget &amp; Management Total</b>		<b>1,718,347</b>	<b>1,753,824</b>
<b>FS100110 - Financial Reporting</b>			
010	Personnel	1,687,735	1,730,204
020	Other Expenditures	727,262	727,262
<b>Financial Reporting Total</b>		<b>2,414,997</b>	<b>2,457,466</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>FS100120 - Hotel/Motel</b>			
010	Personnel	283,184	290,470
020	Other Expenditures	124,846	124,846
<b>Hotel/Motel Total</b>		<b>408,030</b>	<b>415,316</b>
<b>FS100125 - Purchasing Department</b>			
010	Personnel	1,468,577	1,506,116
020	Other Expenditures	42,608	42,608
<b>Purchasing Department Total</b>		<b>1,511,185</b>	<b>1,548,724</b>
<b>FS100127 - Purchasing P-Card Clearing</b>			
020	Other Expenditures	781,324	801,324
<b>Purchasing P-Card Clearing Total</b>		<b>781,324</b>	<b>801,324</b>
<b>FS100130 - Treasury Management</b>			
010	Personnel	1,203,724	1,233,306
020	Other Expenditures	747,765	747,765
<b>Treasury Management Total</b>		<b>1,951,489</b>	<b>1,981,071</b>
<b>FS100140 - Recording/Conveyance</b>			
010	Personnel	879,746	903,291
020	Other Expenditures	119,405	124,405
<b>Recording/Conveyance Total</b>		<b>999,151</b>	<b>1,027,696</b>
<b>FS100150 - Title Admin Records &amp; Licenses</b>			
010	Personnel	3,246,511	3,333,132
020	Other Expenditures	532,518	532,518
<b>Title Admin Records &amp; Licenses Total</b>		<b>3,779,029</b>	<b>3,865,650</b>
<b>FS100155 - Microfilm</b>			
010	Personnel	791,002	812,298
020	Other Expenditures	519,417	519,417
<b>Microfilm Total</b>		<b>1,310,419</b>	<b>1,331,715</b>
<b>FS100160 - General Services</b>			
010	Personnel	829,803	851,882
020	Other Expenditures	16,487	16,487
<b>General Services Total</b>		<b>846,290</b>	<b>868,369</b>
<b>FS100165 - OBM Uncategorized Activity</b>			
020	Other Expenditures	2,590,279	2,590,279
<b>OBM Uncategorized Activity Total</b>		<b>2,590,279</b>	<b>2,590,279</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>FS100175 - Other Statutory Contributions</b>			
020	Other Expenditures	58,962	58,962
<b>Other Statutory Contributions Total</b>		<b>58,962</b>	<b>58,962</b>
<b>FS100190 - General (Consumer Affairs)</b>			
010	Personnel	872,607	894,970
020	Other Expenditures	41,877	41,877
<b>General (Consumer Affairs) Total</b>		<b>914,484</b>	<b>936,847</b>
<b>FS100205 - Equity &amp; Inclusion</b>			
010	Personnel	758,963	777,472
020	Other Expenditures	280,887	280,887
<b>Equity &amp; Inclusion Total</b>		<b>1,039,850</b>	<b>1,058,359</b>
<b>FS100350 - General Fd Operating Subsidies</b>			
030	Other Financing Uses	68,392,997	68,085,584
<b>General Fd Operating Subsidies Total</b>		<b>68,392,997</b>	<b>68,085,584</b>
<b>FS100400 - Municipal Courts</b>			
010	Personnel	2,562,829	2,617,486
020	Other Expenditures	1,539,410	1,539,410
<b>Municipal Courts Total</b>		<b>4,102,239</b>	<b>4,156,896</b>
<b>FS100900 - Non-Departmental Rev/Exp</b>			
020	Other Expenditures	4,281,973	4,392,943
<b>Non-Departmental Rev/Exp Total</b>		<b>4,281,973</b>	<b>4,392,943</b>
<b>FS110105 - Global Center Operating Acct</b>			
020	Other Expenditures	5,400,000	5,400,000
<b>Global Center Operating Acct Total</b>		<b>5,400,000</b>	<b>5,400,000</b>
<b>FS110130 - Rock Hall 0.4% Lodging Tax</b>			
020	Other Expenditures	2,533,339	2,572,945
<b>Rock Hall 0.4% Lodging Tax Total</b>		<b>2,533,339</b>	<b>2,572,945</b>
<b>FS110135 - Sports Facilities 0.6% Lodging Tax</b>			
020	Other Expenditures	3,000,000	3,000,000
<b>Sports Facilities 0.6% Lodging Tax Total</b>		<b>3,000,000</b>	<b>3,000,000</b>
<b>FS225100 - Naming Rights For Conv. Ctr.</b>			
020	Other Expenditures	491,178	503,949
<b>Naming Rights For Conv. Ctr. Total</b>		<b>491,178</b>	<b>503,949</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>FS235100 - County Land Reutilization</b>			
020	Other Expenditures	7,000,000	7,000,000
<b>County Land Reutilization Total</b>		<b>7,000,000</b>	<b>7,000,000</b>
<b>FS251500 - Delinquent Tax Collections</b>			
010	Personnel	1,819,782	1,869,320
020	Other Expenditures	319,974	334,974
<b>Delinquent Tax Collections Total</b>		<b>2,139,756</b>	<b>2,204,294</b>
<b>FS255105 - HHS Levy 4.8 Subsidies</b>			
020	Other Expenditures	2,015,862	2,015,862
030	Other Financing Uses	138,422,737	138,552,522
<b>HHS Levy 4.8 Subsidies Total</b>		<b>140,438,599</b>	<b>140,568,384</b>
<b>FS256110 - Metrohealth Subsidy (Levy)</b>			
020	Other Expenditures	32,472,000	32,472,000
<b>Metrohealth Subsidy (Levy) Total</b>		<b>32,472,000</b>	<b>32,472,000</b>
<b>FS257110 - HHS Levy 4.7</b>			
020	Other Expenditures	2,149,142	2,149,142
030	Other Financing Uses	138,422,736	138,552,521
<b>HHS Levy 4.7 Total</b>		<b>140,571,878</b>	<b>140,701,663</b>
<b>FS260110 - OSU Extension</b>			
020	Other Expenditures	222,300	222,300
<b>OSU Extension Total</b>		<b>222,300</b>	<b>222,300</b>
<b>FS290100 - Tax Prepayment Special Int.</b>			
010	Personnel	338,763	348,147
020	Other Expenditures	39,900	39,900
<b>Tax Prepayment Special Int. Total</b>		<b>378,663</b>	<b>388,047</b>
<b>FS290105 - Tax Certificate Administration</b>			
010	Personnel	150,816	154,922
020	Other Expenditures	36,860	36,860
<b>Tax Certificate Administration Total</b>		<b>187,676</b>	<b>191,782</b>
<b>FS290125 - Consumer Affairs Grants OLE</b>			
020	Other Expenditures	4,214	4,214
<b>Consumer Affairs Grants OLE Total</b>		<b>4,214</b>	<b>4,214</b>
<b>FS305100 - Tax Assess Contractual Svcs.</b>			
010	Personnel	8,847,764	9,067,005

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
020	Other Expenditures	5,902,560	3,441,757
<b>Tax Assess Contractual Svcs. Total</b>		<b>14,750,324</b>	<b>12,508,762</b>
<b>FS500100 - Bond Retirement-General</b>			
020	Other Expenditures	14,773,352	17,840,397
<b>Bond Retirement-General Total</b>		<b>14,773,352</b>	<b>17,840,397</b>
<b>FS500110 - Brownfield Debt Service</b>			
020	Other Expenditures	1,103,492	1,126,646
<b>Brownfield Debt Service Total</b>		<b>1,103,492</b>	<b>1,126,646</b>
<b>FS500115 - Shaker Square Debt Service</b>			
020	Other Expenditures	133,479	134,168
<b>Shaker Square Debt Service Total</b>		<b>133,479</b>	<b>134,168</b>
<b>FS500120 - Community Redev Debt Service</b>			
020	Other Expenditures	268,610	273,594
<b>Community Redev Debt Service Total</b>		<b>268,610</b>	<b>273,594</b>
<b>FS500130 - Medical Mart 2020 DS</b>			
020	Other Expenditures	26,281,150	26,279,550
<b>Medical Mart 2020 DS Total</b>		<b>26,281,150</b>	<b>26,279,550</b>
<b>FS500135 - DS - Series '13 Econ. Dev. Rev</b>			
020	Other Expenditures	697,109	700,528
<b>DS - Series '13 Econ. Dev. Rev Total</b>		<b>697,109</b>	<b>700,528</b>
<b>FS500140 - Debt Service County Hotel</b>			
020	Other Expenditures	10,140,538	10,062,822
<b>Debt Service County Hotel Total</b>		<b>10,140,538</b>	<b>10,062,822</b>
<b>FS500145 - DS-Western Reserve Series 2014</b>			
020	Other Expenditures	9,219,480	9,326,230
<b>DS-Western Reserve Series 2014 Total</b>		<b>9,219,480</b>	<b>9,326,230</b>
<b>FS500150 - Medical Mart 2014 DS</b>			
020	Other Expenditures	679,000	681,900
<b>Medical Mart 2014 DS Total</b>		<b>679,000</b>	<b>681,900</b>
<b>FS500155 - Excise Tax Bonds</b>			
020	Other Expenditures	6,804,665	6,773,475
<b>Excise Tax Bonds Total</b>		<b>6,804,665</b>	<b>6,773,475</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
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		2024 Recommended Budget	2025 Recommended Budget
<b>FS500160 - Sales Tax Bonds</b>			
020	Other Expenditures	15,177,102	9,649,363
<b>Sales Tax Bonds Total</b>		<b>15,177,102</b>	<b>9,649,363</b>
<b>FS500165 - Progressive Field Improvements</b>			
020	Other Expenditures	2,557,500	2,557,500
<b>Progressive Field Improvements Total</b>		<b>2,557,500</b>	<b>2,557,500</b>
<b>FS500170 - DS-2022 Economic Development bonds/Convention Center</b>			
020	Other Expenditures	1,702,319	1,554,419
<b>DS-2022 Economic Development bonds/Convention Center Total</b>		<b>1,702,319</b>	<b>1,554,419</b>
<b>FS500175 - DS- SERIES 2014 FLATS ECON DEV</b>			
020	Other Expenditures	1,358,563	1,360,625
<b>DS- SERIES 2014 FLATS ECON DEV Total</b>		<b>1,358,563</b>	<b>1,360,625</b>
<b>HC100100 - Housing &amp; Community Development</b>			
010	Personnel	470,688	483,625
020	Other Expenditures	194,700	198,594
<b>Housing &amp; Community Development Total</b>		<b>665,388</b>	<b>682,219</b>
<b>HR100100 - Administration</b>			
010	Personnel	3,713,270	3,803,873
020	Other Expenditures	1,090,761	1,090,761
<b>Administration Total</b>		<b>4,804,031</b>	<b>4,894,634</b>
<b>HR765100 - Hospitalization-Self Insurance</b>			
010	Personnel	1,350,286	1,381,101
020	Other Expenditures	92,943,359	92,943,359
<b>Hospitalization-Self Insurance Total</b>		<b>94,293,645</b>	<b>94,324,460</b>
<b>HR765105 - Hospitalization-Regular Insur.</b>			
020	Other Expenditures	3,871,838	3,871,838
<b>Hospitalization-Regular Insur. Total</b>		<b>3,871,838</b>	<b>3,871,838</b>
<b>HR765110 - HR-Employee Deferrals</b>			
020	Other Expenditures	809,027	809,027
<b>HR-Employee Deferrals Total</b>		<b>809,027</b>	<b>809,027</b>
<b>HR765115 - Self-Insurance Bodd</b>			
020	Other Expenditures	8,885,589	8,885,589
<b>Self-Insurance Bodd Total</b>		<b>8,885,589</b>	<b>8,885,589</b>



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<b>HR765120 - Wellness Benefits</b>			
010	Personnel	104,471	107,102
020	Other Expenditures	1,506,151	1,197,551
<b>Wellness Benefits Total</b>		<b>1,610,622</b>	<b>1,304,653</b>
<b>HR770100 - Workers' Compensation Admin.</b>			
010	Personnel	174,724	179,303
020	Other Expenditures	4,145,863	4,145,863
<b>Workers' Compensation Admin. Total</b>		<b>4,320,587</b>	<b>4,325,166</b>
<b>HR770150 - Workers' Compensation Claims</b>			
020	Other Expenditures	2,531,814	2,531,814
<b>Workers' Compensation Claims Total</b>		<b>2,531,814</b>	<b>2,531,814</b>
<b>HS215100 - Client Support Services - DCFS</b>			
020	Other Expenditures	18,018,465	18,018,465
<b>Client Support Services - DCFS Total</b>		<b>18,018,465</b>	<b>18,018,465</b>
<b>HS215105 - CFS Foster Care</b>			
020	Other Expenditures	3,143,846	3,143,846
<b>CFS Foster Care Total</b>		<b>3,143,846</b>	<b>3,143,846</b>
<b>HS215110 - Purch. Congregate&amp;Foster Care</b>			
020	Other Expenditures	62,240,534	62,240,534
<b>Purch. Congregate&amp;Foster Care Total</b>		<b>62,240,534</b>	<b>62,240,534</b>
<b>HS215115 - Adoption Services</b>			
020	Other Expenditures	2,780,554	2,780,554
<b>Adoption Services Total</b>		<b>2,780,554</b>	<b>2,780,554</b>
<b>HS245100 - Cuyahoga Support Enforcement</b>			
010	Personnel	20,065,190	20,589,090
020	Other Expenditures	20,657,117	20,668,569
<b>Cuyahoga Support Enforcement Total</b>		<b>40,722,307</b>	<b>41,257,659</b>
<b>HS260100 - OFC Of The Director - DHS</b>			
010	Personnel	1,932,373	1,977,593
020	Other Expenditures	9,961,853	9,962,867
<b>OFC Of The Director - DHS Total</b>		<b>11,894,226</b>	<b>11,940,460</b>
<b>HS260105 - Human Resources</b>			
010	Personnel	1,145,598	1,174,512
020	Other Expenditures	540,780	540,780

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<b>Human Resources Total</b>		<b>1,686,378</b>	<b>1,715,292</b>
<b>HS260110 - Information Services</b>			
010	Personnel	4,040,633	4,137,387
020	Other Expenditures	1,786,139	1,786,139
<b>Information Services Total</b>		<b>5,826,772</b>	<b>5,923,526</b>
<b>HS260130 - Office Of The Director - DCFS</b>			
010	Personnel	6,276,073	6,439,466
020	Other Expenditures	12,922,635	12,922,635
<b>Office Of The Director - DCFS Total</b>		<b>19,198,708</b>	<b>19,362,101</b>
<b>HS260135 - Training</b>			
010	Personnel	1,267,199	1,298,035
020	Other Expenditures	29,677	29,677
<b>Training Total</b>		<b>1,296,876</b>	<b>1,327,712</b>
<b>HS260140 - Info. Svcs.</b>			
010	Personnel	523,450	537,885
<b>Info. Svcs. Total</b>		<b>523,450</b>	<b>537,885</b>
<b>HS260145 - Direct Svcs</b>			
010	Personnel	46,393,249	47,669,374
020	Other Expenditures	1,469,826	1,469,826
<b>Direct Svcs Total</b>		<b>47,863,075</b>	<b>49,139,200</b>
<b>HS260150 - Supportive Svcs</b>			
010	Personnel	2,440,803	2,499,729
020	Other Expenditures	1,824,210	1,824,210
<b>Supportive Svcs Total</b>		<b>4,265,013</b>	<b>4,323,939</b>
<b>HS260155 - Foster &amp; Adopt. Parent</b>			
010	Personnel	178,893	183,562
020	Other Expenditures	102,429	102,429
<b>Foster &amp; Adopt. Parent Total</b>		<b>281,322</b>	<b>285,991</b>
<b>HS260160 - Visitation</b>			
010	Personnel	1,200,901	1,230,520
020	Other Expenditures	106,204	106,204
<b>Visitation Total</b>		<b>1,307,105</b>	<b>1,336,724</b>
<b>HS260165 - Contracted Placements</b>			
010	Personnel	2,057,533	2,109,939

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020	Other Expenditures	19,710	19,710
<b>Contracted Placements Total</b>		<b>2,077,243</b>	<b>2,129,649</b>
<b>HS260170 - CFS Foster Home</b>			
010	Personnel	3,296,930	3,384,320
020	Other Expenditures	39,823	39,823
<b>CFS Foster Home Total</b>		<b>3,336,753</b>	<b>3,424,143</b>
<b>HS260175 - Permanent Custody Adoptions</b>			
010	Personnel	3,503,681	3,593,506
020	Other Expenditures	195,180	195,180
<b>Permanent Custody Adoptions Total</b>		<b>3,698,861</b>	<b>3,788,686</b>
<b>HS260180 - Tapestry System Of Care</b>			
010	Personnel	250,685	256,816
020	Other Expenditures	1,219,999	1,219,999
<b>Tapestry System Of Care Total</b>		<b>1,470,684</b>	<b>1,476,815</b>
<b>HS260185 - Admin Svcs - General Manager - DJFS</b>			
010	Personnel	1,647,905	1,691,581
020	Other Expenditures	9,180,651	9,180,651
<b>Admin Svcs - General Manager - DJFS Total</b>		<b>10,828,556</b>	<b>10,872,232</b>
<b>HS260190 - Info Svcs.</b>			
010	Personnel	1,061,934	1,089,345
020	Other Expenditures	6,063	6,063
<b>Info Svcs. Total</b>		<b>1,067,997</b>	<b>1,095,408</b>
<b>HS260195 - Work First Svcs</b>			
010	Personnel	2,683,262	2,750,050
020	Other Expenditures	12,417,885	12,424,995
<b>Work First Svcs Total</b>		<b>15,101,147</b>	<b>15,175,045</b>
<b>HS260200 - Southgate Nfsc</b>			
010	Personnel	4,495,408	4,616,196
020	Other Expenditures	18,437	18,437
<b>Southgate Nfsc Total</b>		<b>4,513,845</b>	<b>4,634,633</b>
<b>HS260205 - Ohio City Nsfsc</b>			
010	Personnel	4,523,085	4,645,540
020	Other Expenditures	577,168	577,168
<b>Ohio City Nsfsc Total</b>		<b>5,100,253</b>	<b>5,222,708</b>

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<b>HS260210 - Quincy Place Nfsc</b>			
010	Personnel	6,388,611	6,552,229
020	Other Expenditures	817,875	817,875
<b>Quincy Place Nfsc Total</b>		<b>7,206,486</b>	<b>7,370,104</b>
<b>HS260215 - Veb Bldg Nfsc</b>			
010	Personnel	32,810,779	33,696,698
020	Other Expenditures	248,213	248,213
<b>Veb Bldg Nfsc Total</b>		<b>33,058,992</b>	<b>33,944,911</b>
<b>HS260220 - West Shore Nfsc</b>			
020	Other Expenditures	636,587	636,587
<b>West Shore Nfsc Total</b>		<b>636,587</b>	<b>636,587</b>
<b>HS260225 - Client Support Svcs</b>			
010	Personnel	6,950,379	7,135,883
020	Other Expenditures	4,691,140	4,691,140
<b>Client Support Svcs Total</b>		<b>11,641,519</b>	<b>11,827,023</b>
<b>HS260230 - Children With Medical Handicap</b>			
020	Other Expenditures	1,202,609	1,202,609
<b>Children With Medical Handicap Total</b>		<b>1,202,609</b>	<b>1,202,609</b>
<b>HS260235 - Admin Svcs</b>			
010	Personnel	934,924	957,480
020	Other Expenditures	282,097	282,097
<b>Admin Svcs Total</b>		<b>1,217,021</b>	<b>1,239,577</b>
<b>HS260240 - Early Start</b>			
020	Other Expenditures	7,360,388	7,360,388
<b>Early Start Total</b>		<b>7,360,388</b>	<b>7,360,388</b>
<b>HS260250 - Quality Child Care</b>			
020	Other Expenditures	9,293,517	9,293,517
<b>Quality Child Care Total</b>		<b>9,293,517</b>	<b>9,293,517</b>
<b>HS260255 - OFC Of The Director - Senior &amp; Adult</b>			
010	Personnel	1,088,491	1,115,229
020	Other Expenditures	2,069,019	2,069,019
<b>OFC Of The Director - Senior &amp; Adult Total</b>		<b>3,157,510</b>	<b>3,184,248</b>
<b>HS260260 - Mgnt Svcs.</b>			
010	Personnel	1,032,942	1,059,678

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020	Other Expenditures	150	150
<b>Mgmt Svcs. Total</b>		<b>1,033,092</b>	<b>1,059,828</b>
<b>HS260265 - Community Programs</b>			
020	Other Expenditures	3,510,910	3,515,745
<b>Community Programs Total</b>		<b>3,510,910</b>	<b>3,515,745</b>
<b>HS260270 - Home Support</b>			
010	Personnel	4,304,930	4,417,035
020	Other Expenditures	125,731	125,731
<b>Home Support Total</b>		<b>4,430,661</b>	<b>4,542,766</b>
<b>HS260275 - Protective Svcs</b>			
010	Personnel	3,988,948	4,089,727
020	Other Expenditures	1,117,333	1,117,333
<b>Protective Svcs Total</b>		<b>5,106,281</b>	<b>5,207,060</b>
<b>HS260290 - Resource &amp; Training</b>			
010	Personnel	2,414,750	2,476,071
020	Other Expenditures	1,878	1,878
<b>Resource &amp; Training Total</b>		<b>2,416,628</b>	<b>2,477,949</b>
<b>HS260295 - Options Prog.</b>			
010	Personnel	2,739,621	2,808,616
020	Other Expenditures	4,832,624	4,832,624
<b>Options Prog. Total</b>		<b>7,572,245</b>	<b>7,641,240</b>
<b>HS260300 - Family &amp; Children First</b>			
010	Personnel	1,039,361	1,065,060
020	Other Expenditures	4,480,183	4,480,183
<b>Family &amp; Children First Total</b>		<b>5,519,544</b>	<b>5,545,243</b>
<b>HS260350 - Homeless Services</b>			
010	Personnel	684,435	700,872
020	Other Expenditures	13,316,663	13,317,347
<b>Homeless Services Total</b>		<b>14,001,098</b>	<b>14,018,219</b>
<b>HS260355 - Office Of Re-Entry</b>			
010	Personnel	578,925	593,233
020	Other Expenditures	2,192,240	2,192,363
<b>Office Of Re-Entry Total</b>		<b>2,771,165</b>	<b>2,785,596</b>
<b>HS280100 - Fatherhood Initiative</b>			

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010	Personnel	197,698	202,743
020	Other Expenditures	861,542	861,817
<b>Fatherhood Initiative Total</b>		<b>1,059,240</b>	<b>1,064,560</b>
<b>HS280135 - Human Services Other</b>			
020	Other Expenditures	204,264	204,264
<b>Human Services Other Total</b>		<b>204,264</b>	<b>204,264</b>
<b>IA100100 - Internal Audit</b>			
010	Personnel	754,082	771,887
020	Other Expenditures	35,035	35,035
<b>Internal Audit Total</b>		<b>789,117</b>	<b>806,922</b>
<b>IG100100 - Inspector General</b>			
010	Personnel	1,136,282	1,162,820
020	Other Expenditures	38,979	38,979
<b>Inspector General Total</b>		<b>1,175,261</b>	<b>1,201,799</b>
<b>IG285100 - Inspector General Vendor Fees</b>			
020	Other Expenditures	21,314	21,939
<b>Inspector General Vendor Fees Total</b>		<b>21,314</b>	<b>21,939</b>
<b>IN100100 - Innovation And Performance</b>			
010	Personnel	602,419	615,933
020	Other Expenditures	65,978	65,978
<b>Innovation And Performance Total</b>		<b>668,397</b>	<b>681,911</b>
<b>IT100100 - IT Administration</b>			
010	Personnel	997,392	1,020,984
020	Other Expenditures	889,590	889,590
<b>IT Administration Total</b>		<b>1,886,982</b>	<b>1,910,574</b>
<b>IT100110 - Web &amp; Multi-Media Development</b>			
010	Personnel	2,114,418	2,164,336
020	Other Expenditures	1,318,759	1,318,759
<b>Web &amp; Multi-Media Development Total</b>		<b>3,433,177</b>	<b>3,483,095</b>
<b>IT100130 - Project Management</b>			
010	Personnel	826,364	845,623
<b>Project Management Total</b>		<b>826,364</b>	<b>845,623</b>
<b>IT100135 - Security And Disaster Recovery</b>			
010	Personnel	1,188,690	1,216,310

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020	Other Expenditures	1,780,860	1,780,860
<b>Security And Disaster Recovery Total</b>		<b>2,969,550</b>	<b>2,997,170</b>
<b>IT100140 - Engineering Services</b>			
010	Personnel	3,364,356	3,446,361
020	Other Expenditures	5,137,654	5,137,654
<b>Engineering Services Total</b>		<b>8,502,010</b>	<b>8,584,015</b>
<b>IT100145 - Enterprise Applications</b>			
010	Personnel	2,858,203	2,926,797
020	Other Expenditures	2,866,960	2,866,960
<b>Enterprise Applications Total</b>		<b>5,725,163</b>	<b>5,793,757</b>
<b>IT100165 - Wan Services</b>			
010	Personnel	379,634	388,851
020	Other Expenditures	1,195,440	1,195,440
<b>Wan Services Total</b>		<b>1,575,074</b>	<b>1,584,291</b>
<b>IT100180 - Communications Services</b>			
010	Personnel	162,498	167,001
020	Other Expenditures	3,713,220	3,713,220
<b>Communications Services Total</b>		<b>3,875,718</b>	<b>3,880,221</b>
<b>IT305100 - Geograph Info Syst - Real Prop</b>			
010	Personnel	663,520	680,055
020	Other Expenditures	249,201	249,201
<b>Geograph Info Syst - Real Prop Total</b>		<b>912,721</b>	<b>929,256</b>
<b>JC100100 - Administrative</b>			
010	Personnel	4,178,364	4,281,886
020	Other Expenditures	1,940,491	1,940,491
<b>Administrative Total</b>		<b>6,118,855</b>	<b>6,222,377</b>
<b>JC100105 - Legal</b>			
010	Personnel	8,737,792	8,960,970
020	Other Expenditures	5,512,838	4,862,838
<b>Legal Total</b>		<b>14,250,630</b>	<b>13,823,808</b>
<b>JC100110 - Child Support</b>			
010	Personnel	3,503,445	3,595,524
020	Other Expenditures	1,150,688	1,150,688
<b>Child Support Total</b>		<b>4,654,133</b>	<b>4,746,212</b>

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<b>JC100115 - Detention Center</b>			
010	Personnel	15,346,107	15,712,220
020	Other Expenditures	3,479,989	3,479,989
<b>Detention Center Total</b>		<b>18,826,096</b>	<b>19,192,209</b>
<b>JC280100 - Juvenile Court Legal</b>			
010	Personnel	994,388	1,019,173
020	Other Expenditures	2,571,700	2,571,700
<b>Juvenile Court Legal Total</b>		<b>3,566,088</b>	<b>3,590,873</b>
<b>JC280105 - Juvenile Court Probation</b>			
010	Personnel	9,864,594	10,115,857
020	Other Expenditures	3,486,831	3,486,831
<b>Juvenile Court Probation Total</b>		<b>13,351,425</b>	<b>13,602,688</b>
<b>JC280110 - Juv. Court Detention Services</b>			
010	Personnel	1,520,928	1,557,908
020	Other Expenditures	2,307,888	2,307,888
<b>Juv. Court Detention Services Total</b>		<b>3,828,816</b>	<b>3,865,796</b>
<b>JC280120 - Juv. Court Intervention Serv.</b>			
010	Personnel	939,050	963,235
<b>Juv. Court Intervention Serv. Total</b>		<b>939,050</b>	<b>963,235</b>
<b>JC285100 - Residential Title</b>			
020	Other Expenditures	83,499	83,499
<b>Residential Title Total</b>		<b>83,499</b>	<b>83,499</b>
<b>JC285105 - Administration Title Iv</b>			
020	Other Expenditures	80,663	80,663
<b>Administration Title Iv Total</b>		<b>80,663</b>	<b>80,663</b>
<b>JC285130 - Subsidy-Operation &amp; Maint. Of</b>			
020	Other Expenditures	4,040	4,040
<b>Subsidy-Operation &amp; Maint. Of Total</b>		<b>4,040</b>	<b>4,040</b>
<b>LL285100 - Law Library Board</b>			
010	Personnel	314,308	321,909
020	Other Expenditures	172,168	172,168
<b>Law Library Board Total</b>		<b>486,476</b>	<b>494,077</b>
<b>LW100100 - Law Department</b>			
010	Personnel	2,199,058	2,244,526



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020	Other Expenditures	463,397	463,397
<b>Law Department Total</b>		<b>2,662,455</b>	<b>2,707,923</b>
<b>LW100120 - Risk Management</b>			
020	Other Expenditures	2,444,709	2,599,000
<b>Risk Management Total</b>		<b>2,444,709</b>	<b>2,599,000</b>
<b>ME100100 - Medical Examiner-Operations</b>			
010	Personnel	6,809,201	6,969,066
020	Other Expenditures	3,303,103	3,303,103
<b>Medical Examiner-Operations Total</b>		<b>10,112,304</b>	<b>10,272,169</b>
<b>ME100105 - Regional Forensic Science Lab (GF)</b>			
010	Personnel	7,324,918	7,502,028
020	Other Expenditures	977,223	977,223
<b>Regional Forensic Science Lab (GF) Total</b>		<b>8,302,141</b>	<b>8,479,251</b>
<b>ME105105 - Coroner's Lab</b>			
020	Other Expenditures	103,000	103,000
<b>Coroner's Lab Total</b>		<b>103,000</b>	<b>103,000</b>
<b>PB100100 - Probate Court</b>			
010	Personnel	6,591,853	6,757,944
020	Other Expenditures	1,580,727	1,580,727
<b>Probate Court Total</b>		<b>8,172,580</b>	<b>8,338,671</b>
<b>PB240100 - Probate Court Special Prj</b>			
020	Other Expenditures	73,263	73,263
<b>Probate Court Special Prj Total</b>		<b>73,263</b>	<b>73,263</b>
<b>PB240105 - Probate CRT Dispute Res Prg</b>			
020	Other Expenditures	3,710	3,710
<b>Probate CRT Dispute Res Prg Total</b>		<b>3,710</b>	<b>3,710</b>
<b>PB240110 - Probate Court-Conduct Of Bus.</b>			
020	Other Expenditures	8,290	8,290
<b>Probate Court-Conduct Of Bus. Total</b>		<b>8,290</b>	<b>8,290</b>
<b>PB240115 - Probate Crt(Clrk)Comput. Fund</b>			
020	Other Expenditures	415,082	415,082
<b>Probate Crt(Clrk)Comput. Fund Total</b>		<b>415,082</b>	<b>415,082</b>
<b>PB285120 - Indigent Guardianship</b>			

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
020	Other Expenditures	60,913	60,913
<b>Indigent Guardianship Total</b>		<b>60,913</b>	<b>60,913</b>
<b>PB300125 - Domestic Violence</b>			
020	Other Expenditures	219,382	219,382
<b>Domestic Violence Total</b>		<b>219,382</b>	<b>219,382</b>
<b>PC100100 - CPC Administration</b>			
010	Personnel	1,936,797	1,982,169
020	Other Expenditures	40,022	40,022
<b>CPC Administration Total</b>		<b>1,976,819</b>	<b>2,022,191</b>
<b>PC275100 - Transport For Livable Community</b>			
020	Other Expenditures	950,000	0
<b>Transport For Livable Community Total</b>		<b>950,000</b>	<b>0</b>
<b>PD100100 - Public Defender</b>			
010	Personnel	15,220,780	15,590,379
020	Other Expenditures	2,641,634	3,304,432
<b>Public Defender Total</b>		<b>17,862,414</b>	<b>18,894,811</b>
<b>PD285100 - Public Defender - Cleve Munic</b>			
010	Personnel	2,064,764	2,116,406
020	Other Expenditures	1,558,716	1,558,716
<b>Public Defender - Cleve Munic Total</b>		<b>3,623,480</b>	<b>3,675,122</b>
<b>PD285105 - Teen Support Group</b>			
020	Other Expenditures	212,189	216,433
<b>Public Defender - Cleve Munic Total</b>		<b>212,189</b>	<b>216,433</b>
<b>PJ100100 - Justice Affairs Administration</b>			
010	Personnel	1,234,949	1,264,579
020	Other Expenditures	50,715	51,457
<b>Justice Affairs Administration Total</b>		<b>1,285,664</b>	<b>1,316,036</b>
<b>PJ100105 - Public Safety Grants Admin</b>			
010	Personnel	312,825	320,718
020	Other Expenditures	157,887	157,887
<b>Public Safety Grants Admin Total</b>		<b>470,712</b>	<b>478,605</b>
<b>PJ100110 - Fusion Center</b>			
010	Personnel	144,933	148,639
020	Other Expenditures	35,795	35,795

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>Fusion Center Total</b>		<b>180,728</b>	<b>184,434</b>
<b>PJ100115 - Cecoms</b>			
010	Personnel	403,197	413,442
020	Other Expenditures	95,192	95,192
<b>Cecoms Total</b>		<b>498,389</b>	<b>508,634</b>
<b>PJ280100 - Emergency Management</b>			
010	Personnel	806,961	826,951
020	Other Expenditures	357,625	357,625
<b>Emergency Management Total</b>		<b>1,164,586</b>	<b>1,184,576</b>
<b>PJ280105 - Wireless 9-1-1 Gov. Assist.</b>			
010	Personnel	2,290,958	2,347,143
020	Other Expenditures	1,767,923	1,449,830
<b>Wireless 9-1-1 Gov. Assist. Total</b>		<b>4,058,881</b>	<b>3,796,973</b>
<b>PJ280130 - Family Justice Center</b>			
010	Personnel	186,740	191,562
020	Other Expenditures	206,846	206,846
<b>Family Justice Center Total</b>		<b>393,586</b>	<b>398,408</b>
<b>PJ325100 - Witness Victim HHS</b>			
010	Personnel	1,697,090	1,740,550
020	Other Expenditures	772,861	772,861
<b>Witness Victim HHS Total</b>		<b>2,469,951</b>	<b>2,513,411</b>
<b>PR100100 - Personnel Review Commission</b>			
010	Personnel	2,197,462	2,250,164
020	Other Expenditures	283,856	283,856
<b>Personnel Review Commission Total</b>		<b>2,481,318</b>	<b>2,534,020</b>
<b>PS100100 - General Office</b>			
010	Personnel	34,682,330	35,514,675
020	Other Expenditures	6,220,066	6,226,469
<b>General Office Total</b>		<b>40,902,396</b>	<b>41,741,144</b>
<b>PS100105 - Child Support</b>			
010	Personnel	3,709,070	3,801,697
020	Other Expenditures	602,056	602,547
<b>Child Support Total</b>		<b>4,311,126</b>	<b>4,404,244</b>
<b>PS100110 - Children &amp; Family Services</b>			

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
010	Personnel	4,797,900	4,914,602
020	Other Expenditures	452,705	453,561
<b>Children &amp; Family Services Total</b>		<b>5,250,605</b>	<b>5,368,163</b>
<hr/>			
<b>PS250100 - Delinq Tax&amp;Assessment Collect</b>			
010	Personnel	2,320,214	2,380,247
020	Other Expenditures	1,405,052	1,405,778
<b>Delinq Tax&amp;Assessment Collect Total</b>		<b>3,725,266</b>	<b>3,786,025</b>
<hr/>			
<b>PW100100 - Property Management</b>			
010	Personnel	523,406	530,328
020	Other Expenditures	271,705	271,705
<b>Property Management Total</b>		<b>795,111</b>	<b>802,033</b>
<hr/>			
<b>PW100105 - Archives</b>			
010	Personnel	378,450	388,161
020	Other Expenditures	744,223	744,223
<b>Archives Total</b>		<b>1,122,673</b>	<b>1,132,384</b>
<hr/>			
<b>PW100110 - County Headquarters</b>			
020	Other Expenditures	8,019,021	8,024,367
<b>County Headquarters Total</b>		<b>8,019,021</b>	<b>8,024,367</b>
<hr/>			
<b>PW100115 - County Hotel Operating GF</b>			
020	Other Expenditures	300,642	10,300,642
<b>County Hotel Operating GF Total</b>		<b>300,642</b>	<b>10,300,642</b>
<hr/>			
<b>PW270100 - Road and Bridge Administration</b>			
010	Personnel	8,450,878	8,639,084
020	Other Expenditures	565,937	565,959
<b>Road and Bridge Administration Total</b>		<b>9,016,815</b>	<b>9,205,043</b>
<hr/>			
<b>PW270165 - Maintenance Engineer</b>			
010	Personnel	4,916,148	4,992,998
020	Other Expenditures	2,789,315	2,789,315
<b>Maintenance Engineer Total</b>		<b>7,705,463</b>	<b>7,782,313</b>
<hr/>			
<b>PW270200 - Road Capital Improvements</b>			
020	Other Expenditures	845,204	895,204
<b>Road Capital Improvements Total</b>		<b>845,204</b>	<b>895,204</b>
<hr/>			
<b>PW270205 - R &amp; B Registration Tax</b>			
020	Other Expenditures	24,865,989	24,865,989

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>R &amp; B Registration Tax Total</b>		<b>24,865,989</b>	<b>24,865,989</b>
<hr/>			
<b>PW270210 - \$5 HB26 Road and Bridge Capital Improvements</b>			
020	Other Expenditures	3,060,360	3,060,360
<b>\$5 HB26 Road and Bridge Capital Improvements Total</b>		<b>3,060,360</b>	<b>3,060,360</b>
<hr/>			
<b>PW280100 - Dog &amp; Kennel</b>			
010	Personnel	1,402,063	1,438,888
020	Other Expenditures	1,198,413	1,198,413
<b>Dog &amp; Kennel Total</b>		<b>2,600,476</b>	<b>2,637,301</b>
<hr/>			
<b>PW280105 - Dick Goddard Best Friends Fund</b>			
020	Other Expenditures	200,000	200,000
<b>Dick Goddard Best Friends Fund Total</b>		<b>200,000</b>	<b>200,000</b>
<hr/>			
<b>PW700100 - County Airport</b>			
010	Personnel	895,428	1,031,911
020	Other Expenditures	618,073	618,073
<b>County Airport Total</b>		<b>1,513,501</b>	<b>1,649,984</b>
<hr/>			
<b>PW705100 - County Parking Garage</b>			
010	Personnel	380,291	390,119
020	Other Expenditures	1,659,183	1,659,183
<b>County Parking Garage Total</b>		<b>2,039,474</b>	<b>2,049,302</b>
<hr/>			
<b>PW715100 - Sanitary Districts</b>			
020	Other Expenditures	8,437,711	8,437,711
<b>Sanitary Districts Total</b>		<b>8,437,711</b>	<b>8,437,711</b>
<hr/>			
<b>PW715200 - Sanitary Operating</b>			
010	Personnel	13,253,735	13,599,947
020	Other Expenditures	11,358,704	11,358,704
<b>Sanitary Operating Total</b>		<b>24,612,439</b>	<b>24,958,651</b>
<hr/>			
<b>PW715300 - Sanitary Debt Service</b>			
020	Other Expenditures	1,361,592	1,361,592
<b>Sanitary Debt Service Total</b>		<b>1,361,592</b>	<b>1,361,592</b>
<hr/>			
<b>PW715400 - Sanitary Repair/Maintenance</b>			
020	Other Expenditures	383,137	383,137
<b>Sanitary Repair/Maintenance Total</b>		<b>383,137</b>	<b>383,137</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>PW720100 - Public Utility - Microgrid</b>			
010	Personnel	269,030	378,743
<b>Public Utility - Microgrid Total</b>		<b>269,030</b>	<b>378,743</b>
<b>PW750100 - Centralized Custodial Services</b>			
010	Personnel	87,090	89,919
020	Other Expenditures	24,589,820	25,078,517
<b>Centralized Custodial Services Total</b>		<b>24,676,910</b>	<b>25,168,436</b>
<b>PW750105 - FAC - Administration</b>			
010	Personnel	2,355,630	2,412,064
<b>FAC - Administration Total</b>		<b>2,355,630</b>	<b>2,412,064</b>
<b>PW750110 - FAC- Custodial Services</b>			
010	Personnel	9,651,463	9,816,088
<b>FAC- Custodial Services Total</b>		<b>9,651,463</b>	<b>9,816,088</b>
<b>PW750115 - FAC- Trade Services</b>			
010	Personnel	14,127,586	14,282,338
<b>FAC- Trade Services Total</b>		<b>14,127,586</b>	<b>14,282,338</b>
<b>PW750120 - FAC - Special Trades</b>			
010	Personnel	1,824,971	1,832,162
<b>FAC - Special Trades Total</b>		<b>1,824,971</b>	<b>1,832,162</b>
<b>PW750125 - FAC - Event Rentals</b>			
010	Personnel	95,224	97,646
020	Other Expenditures	2,240	2,240
<b>FAC - Event Rentals Total</b>		<b>97,464</b>	<b>99,886</b>
<b>PW755100 - County Garage</b>			
010	Personnel	295,488	301,818
020	Other Expenditures	1,696,896	1,696,896
<b>County Garage Total</b>		<b>1,992,384</b>	<b>1,998,714</b>
<b>PW775100 - Postage</b>			
010	Personnel	747,556	768,626
020	Other Expenditures	847,020	847,020
<b>Postage Total</b>		<b>1,594,576</b>	<b>1,615,646</b>
<b>PW780100 - Fast Copier</b>			
010	Personnel	446,509	458,154
020	Other Expenditures	1,455,581	1,455,581

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>Fast Copier Total</b>		<b>1,902,090</b>	<b>1,913,735</b>
<hr/>			
<b>SC950100 - Soil &amp; Water Conservation</b>			
010	Personnel	1,555,813	1,595,083
020	Other Expenditures	216,131	216,131
<b>Soil &amp; Water Conservation Total</b>		<b>1,771,944</b>	<b>1,811,214</b>
<hr/>			
<b>SC950105 - Soil &amp; Water Grants</b>			
020	Other Expenditures	51,863	51,863
<b>Soil &amp; Water Grants Total</b>		<b>51,863</b>	<b>51,863</b>
<hr/>			
<b>SH100115 - Law Enforcement - Sheriff</b>			
010	Personnel	27,364,150	28,114,922
020	Other Expenditures	5,209,699	5,253,663
<b>Law Enforcement - Sheriff Total</b>		<b>32,573,849</b>	<b>33,368,585</b>
<hr/>			
<b>SH100140 - Jail Operations</b>			
010	Personnel	74,895,756	76,611,602
020	Other Expenditures	47,348,040	47,348,040
<b>Jail Operations Total</b>		<b>122,243,796</b>	<b>123,959,642</b>
<hr/>			
<b>SH100185 - Sheriff Operations</b>			
010	Personnel	6,044,483	6,152,272
020	Other Expenditures	848,775	848,775
<b>Sheriff Operations Total</b>		<b>6,893,258</b>	<b>7,001,047</b>
<hr/>			
<b>SH100195 - Bedford Jail</b>			
020	Other Expenditures	0	0
<b>Bedford Jail Total</b>		<b>0</b>	<b>0</b>
<hr/>			
<b>SH285110 - Carrying Concealed Weapon Appl</b>			
010	Personnel	480,038	537,090
020	Other Expenditures	46,521	46,521
<b>Carrying Concealed Weapon Appl Total</b>		<b>526,559</b>	<b>583,611</b>
<hr/>			
<b>SH285180 - Sheriff Federal Forfeiture</b>			
020	Other Expenditures	255,401	255,401
<b>Sheriff Federal Forfeiture Total</b>		<b>255,401</b>	<b>255,401</b>
<hr/>			
<b>SH285185 - SHERIFF COMMISSARY FUND</b>			
020	Other Expenditures	1,450,000	1,450,000
<b>Total</b>		<b>1,450,000</b>	<b>1,450,000</b>

**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
<b>SH710100 - Crim. Just. Info Share-Sheriff</b>			
020	Other Expenditures	681,791	681,791
<b>Crim. Just. Info Share-Sheriff Total</b>		<b>681,791</b>	<b>681,791</b>
<b>SH745100 - Central Security Service - Sheriff</b>			
010	Personnel	11,731,193	12,024,569
020	Other Expenditures	2,069,157	2,069,157
<b>Central Security Service - Sheriff Total</b>		<b>13,800,350</b>	<b>14,093,726</b>
<b>SS100100 - Soldiers And Sailors Monument</b>			
010	Personnel	195,765	200,227
020	Other Expenditures	16,869	16,869
<b>Soldiers And Sailors Monument Total</b>		<b>212,634</b>	<b>217,096</b>
<b>SS290100 - Soldiers &amp; Sailors Spec Proj</b>			
020	Other Expenditures	2,800	2,800
<b>Soldiers &amp; Sailors Spec Proj Total</b>		<b>2,800</b>	<b>2,800</b>
<b>SW310100 - District Admin</b>			
010	Personnel	716,149	734,288
020	Other Expenditures	611,648	503,149
<b>District Admin Total</b>		<b>1,327,797</b>	<b>1,237,437</b>
<b>SW310110 - District Bd Of Health</b>			
020	Other Expenditures	230,000	230,000
<b>District Bd Of Health Total</b>		<b>230,000</b>	<b>230,000</b>
<b>SW310115 - Solid Waste Convenience Center</b>			
020	Other Expenditures	588,530	588,730
<b>Solid Waste Convenience Center Total</b>		<b>588,530</b>	<b>588,730</b>
<b>VC100100 - Veterans Service Commission</b>			
010	Personnel	3,568,606	3,568,606
020	Other Expenditures	5,194,797	5,194,797
<b>Veterans Service Commission Total</b>		<b>8,763,403</b>	<b>8,763,403</b>
<b>WF365100 - WF Innovation &amp; Opportunities</b>			
010	Personnel	1,180,686	1,216,107
020	Other Expenditures	14,696,798	15,137,702
<b>WF Innovation &amp; Opportunities Total</b>		<b>15,877,484</b>	<b>16,353,809</b>
<b>WF365105 - Educational Assistance (CEAP)</b>			



**Cuyahoga County**  
**111 - Budget Detail - Accounting Unit by Council Reporting Group**  
**2024-2025 Biennial Budget Resolution**

		2024 Recommended Budget	2025 Recommended Budget
020	Other Expenditures	1,000,000	1,000,000
	Educational Assistance (CEAP) Total	1,000,000	1,000,000



**APPENDIX C:  
DECISION PACKAGE**

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

9/29/23 9:03:54 AM GMT-04:00

Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Board Of Revision</b>				
<i>Controlled Services</i>	BR305100 - Board Of Revision Br	Space maintenance/mail chargebacks, annual maintenance fee complaint system	120,579	139,659
<b>Total Board Of Revision Br</b>			<b>120,579</b>	<b>139,659</b>
<b>Total Board Of Revision</b>			<b>120,579</b>	<b>139,659</b>
 <b>Court Of Appeals</b>				
<i>Professional Services</i>	CA100100 - Court Of Appeals	Cyber Security and subscription/licenses	95,066	37,773
<b>Total Court Of Appeals</b>			<b>95,066</b>	<b>37,773</b>
<b>Total Court Of Appeals</b>			<b>95,066</b>	<b>37,773</b>
 <b>County Council</b>				
<i>Personnel Services</i>	CL100100 - County Council	vacancy for Communications position	102,973	105,034
<i>Professional Services</i>	CL100100 - County Council	consulting contract and legal services contract	85,387	76,523
<b>Total County Council</b>			<b>188,360</b>	<b>181,557</b>
<b>Total County Council</b>			<b>188,360</b>	<b>181,557</b>
 <b>Common Pleas Court</b>				
<i>Controlled Services</i>	CP100105 - Jud/General	Controlled Costs have been historically under funded	3,223,259	3,223,259
<i>Equipment</i>	CP240105 - Computerization Fund 2303.201	Computerization - SRF reduce based on anticipated spend	(315,000)	(315,000)
<i>Equipment</i>	CP280100 - Special Project li	Special Proj II - SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	50,000	50,000
<i>Equipment</i>	CP285105 - Urinalysis Testing	Urinalysis Testing- SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	15,000	15,000
<i>Equipment</i>	CP285130 - Probation Supervision Fees	Probation Supervision Fees - SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	30,000	30,000
<i>Other Expenditures</i>	CP285105 - Urinalysis Testing	Urinalysis Testing- SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	3,500	3,500

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

9/29/23 9:03:54 AM GMT-04:00

Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Common Pleas Court</b>				
<i>Other Expenditures</i>	CP285130 - Probation Supervision Fees	Probation Supervision Fees - SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	24,000	24,000
<i>Personnel Services</i>	CP320100 - TASC Medicaid Funds (Co)	TASC Medicaid - SRF cash balance to support increase request. Court is reviewing Social Worker (SW) salary rates in response to County increasing SW rates in 2022.	184,720	184,720
<i>Professional Services</i>	CP100100 - Administration	Jury Fees - correction needed b/c 2022 is too low. CY 2023 jury fees are 19.1% higher than PY.	242,577	242,577
<i>Professional Services</i>	CP100105 - Jud/General	Assigned Counsel - correction needed b/c rate increase approved by Council R2022-0173 in July only impacted 6 mos, the 2022 expense rate isn't accurate for FY projections.	2,757,854	2,670,184
<i>Professional Services</i>	CP100155 - Court Reporting	Assigned Counsel COA - correction needed b/c rate increase approved by Council R2022-0173 in July only impacted 6 mos, the 2022 expense rate isn't accurate for FY projections.	302,751	302,751
<i>Professional Services</i>	CP100170 - Probation	\$500,000 Missing RSAT contract PO211855 for Residential Substance Abuse Treatment with ADAMHS Board. Encumbered late in 2022 all paid in 2023 for 2022 services	500,000	500,000
<i>Professional Services</i>	CP240105 - Computerization Fund 2303.201	Computerization - SRF cash balance to support correction missing contract Proware PO211361 and Mythics annual maintenance	315,000	315,000
<i>Professional Services</i>	CP280100 - Special Project li	Special Proj II - SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	1,375,000	1,375,000
<i>Professional Services</i>	CP285105 - Urinalysis Testing	Urinalysis Testing- SRF to cover cost of 2024/2025 Projects. Cash balance sufficient to cover	27,000	27,000
<i>Professional Services</i>	CP285130 - Probation Supervision Fees	Probation Supervision Fees - SRF to cover cost of 2024/2025 missing contracts Advantra & AMS Scram. Cash balance sufficient to cover	277,600	277,600
<i>Professional Services</i>	CP320100 - TASC Medicaid Funds (Co)	TASC Medicaid - SRF cash balance to support correction	10,000	10,000
<i>Professional Services</i>	CP320105 - TASC HHS - Alternatives to Crime	HOPE (High Risk Drug Court) treatment services - slow startup due to COVID, no trmt provided in 2022, but was approved by Council previously.	100,000	100,000

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

9/29/23 9:03:54 AM GMT-04:00

Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Common Pleas Court</b>				
		Total Administration	242,577	242,577
		Total Computerization Fund 2303.201	0	0
		Total Court Reporting	302,751	302,751
		Total Jud/General	5,981,113	5,893,443
		Total Probation	500,000	500,000
		Total Probation Supervision Fees	331,600	331,600
		Total Special Project li	1,425,000	1,425,000
		Total TASC HHS - Alternatives to Crime	100,000	100,000
		Total TASC Medicaid Funds(Co)	194,720	194,720
		Total Urinalysis Testing	45,500	45,500
		<b>Total Common Pleas Court</b>	<b>9,123,261</b>	<b>9,035,591</b>
<b>Domestic Relations Court</b>				
<i>Personnel Services</i>	DR100105 - Bureau Of Support	\$57,000 - DR100105 Reduce 1 FTE. \$32,000 - DR100100 Increase Operations \$25,000 - DR100105 Increase Operations	(57,000)	(57,000)
<i>Professional Services</i>	DR100100 - Domestic Relations	\$57,000 - DR100105 Reduce 1 FTE. \$32,000 - DR100100 Increase Operations \$25,000 - DR100105 Increase Operations	57,000	57,000
		<b>Total Bureau Of Support</b>	<b>(57,000)</b>	<b>(57,000)</b>
		<b>Total Domestic Relations</b>	<b>57,000</b>	<b>57,000</b>
		<b>Total Domestic Relations Court</b>	<b>0</b>	<b>0</b>
<b>Development</b>				
<i>Personnel Services</i>	DV100100 - Economic Development	Removing new Housing budget from ED	(470,688)	(483,625)
<i>Professional Services</i>	DV100100 - Economic Development	Removing new Housing budget from ED	(194,700)	(198,594)
		<b>Total Economic Development</b>	<b>(665,388)</b>	<b>(682,219)</b>
		<b>Total Development</b>	<b>(665,388)</b>	<b>(682,219)</b>
<b>Executive</b>				

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Executive</b>				
<i>Personnel Services</i>	EX100120 - Sustainability	Add 2 FTE + salary increases - (Dir Dep and Admin split with Utility 50%)	47,764	(14,573)
		<b>Total Sustainability</b>	<b>47,764</b>	<b>(14,573)</b>
		<b>Total Executive</b>	<b>47,764</b>	<b>(14,573)</b>
<b>Fiscal</b>				
<i>Controlled Services</i>	FS100205 - Equity & Inclusion	DEI consultant and mailroom chargeback increases, remove lease exp from training	5,080	5,080
<i>Controlled Services</i>	FS251500 - Delinquent Tax Collections	Added postage and supplies, increases for indirect and controlled chargebacks	96,597	116,597
<i>Personnel Services</i>	FS100105 - Office Of Budget & Management	2 vacancies filled + 1 open	118,931	122,148
<i>Personnel Services</i>	FS100110 - Financial Reporting	2 accountant 3 and 1 PO3 started 2023	308,522	316,494
<i>Personnel Services</i>	FS100130 - Treasury Management	Adj add back Treasurer, filled 3 cashiers	150,445	154,799
<i>Personnel Services</i>	FS100150 - Title Admin Records & Licenses	Filled 3 clerk vacancies and division manager	299,530	309,396
<i>Personnel Services</i>	FS100205 - Equity & Inclusion	Fully staffed 9FTE , filled 2 contract compliance vacancies	143,450	159,925
<i>Personnel Services</i>	FS251500 - Delinquent Tax Collections	Added 7 inquiry assistant	691,088	710,398
<i>Personnel Services</i>	FS290100 - Tax Prepayment Special Int.	Aligned staff cost centers	119,787	122,620
<i>Professional Services</i>	FS100100 - Administration	Protivity contract for temps	250,000	265,000
<i>Professional Services</i>	FS100105 - Office Of Budget & Management	Increase for Stiefel and addition of Sherpa charges	56,995	61,765
<i>Professional Services</i>	FS100110 - Financial Reporting	G-Force and State Auditor increase + mailroom increase	170,039	151,039
<i>Professional Services</i>	FS100120 - Hotel/Motel	Compensate adjust for contracts did not post in 2022 - GovOS and PointPay	120,000	120,000
<i>Professional Services</i>	FS100125 - Purchasing Department	Remove WB Mason to FS100127	(80,850)	(80,850)
<i>Professional Services</i>	FS100127 - Purchasing P-Card Clearing	Add appropriation for chargebacks expense posting, P-Card, Armored Car, Supplies Chargebacks after post result in 0 expenses	365,000	385,000

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### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Fiscal</b>				
<i>Professional Services</i>	FS100130 - Treasury Management	Increase postage, supplies, tax mailings	113,752	155,590
<i>Professional Services</i>	FS100140 - Recording/Conveyance	Increase call center contract, increase mailroom c/b	58,653	63,653
<i>Professional Services</i>	FS100150 - Title Admin Records & Licenses	Increase space c/b , mail and printing c/b, general contract increases with contract year	74,291	89,291
<i>Professional Services</i>	FS100160 - General Services	Adjust to match call center contract year	14,552	19,552
<i>Professional Services</i>	FS100190 - General (Consumer Affairs)	Adj for increased controlled services + \$1,500 for travel and training weights and measurers required for maintenance and certification	19,806	19,806
<i>Professional Services</i>	FS290100 - Tax Prepayment Special Int.	Increased mailroom c/b, increased contract	8,967	12,967
<i>Professional Services</i>	FS305100 - Tax Assess Contractual Svcs.	Sexennial appraisal + space/lease, postage, mileage, equipment	3,798,565	577,674
<b>Total Administration</b>			<b>250,000</b>	<b>265,000</b>
<b>Total Delinquent Tax Collections</b>			<b>787,685</b>	<b>826,995</b>
<b>Total Equity &amp; Inclusion</b>			<b>148,530</b>	<b>165,005</b>
<b>Total Financial Reporting</b>			<b>478,561</b>	<b>467,533</b>
<b>Total General (Consumer Affairs)</b>			<b>19,806</b>	<b>19,806</b>
<b>Total General Services</b>			<b>14,552</b>	<b>19,552</b>
<b>Total Hotel/Motel</b>			<b>120,000</b>	<b>120,000</b>
<b>Total Office Of Budget &amp; Management</b>			<b>175,926</b>	<b>183,913</b>
<b>Total Purchasing Department</b>			<b>(80,850)</b>	<b>(80,850)</b>
<b>Total Purchasing P-Card Clearing</b>			<b>365,000</b>	<b>385,000</b>
<b>Total Recording/Conveyance</b>			<b>58,653</b>	<b>63,653</b>
<b>Total Tax Assess Contractual Svcs.</b>			<b>3,798,565</b>	<b>577,674</b>
<b>Total Tax Prepayment Special Int.</b>			<b>128,754</b>	<b>135,587</b>
<b>Total Title Admin Records &amp; Licenses</b>			<b>373,821</b>	<b>398,687</b>
<b>Total Treasury Management</b>			<b>264,197</b>	<b>310,389</b>
<b>Total Fiscal</b>			<b>6,903,200</b>	<b>3,857,944</b>

### Housing

<i>Personnel Services</i>	HC100100 - Housing & Community Development	Base Budget for New Agency from DV	470,688	483,625
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# Cuyahoga County Office of Budget and Management

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### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Housing</b>				
<i>Professional Services</i>	HC100100 - Housing & Community Development	Base Budget for New Agency from DV	194,700	198,594
<b>Total Housing &amp; Community Development</b>			<b>665,388</b>	<b>682,219</b>
<b>Total Housing</b>			<b>665,388</b>	<b>682,219</b>
<b>Human Resources</b>				
<i>Professional Services</i>	HR100100 - Administration	Training, software, membership, consultants	525,600	525,600
<i>Professional Services</i>	HR765120 - Wellness Benefits	Wellness program membership (Welcoa), equipment and supplies	308,600	1,200
<b>Total Administration</b>			<b>525,600</b>	<b>525,600</b>
<b>Total Wellness Benefits</b>			<b>308,600</b>	<b>1,200</b>
<b>Total Human Resources</b>			<b>834,200</b>	<b>526,800</b>
<b>Health And Human Services</b>				
<i>Personnel Services</i>	HS245100 - Cuyahoga Support Enforcement	staff hired after June, 2023	2,413,017	2,413,017
<i>Personnel Services</i>	HS260100 - OFC Of The Director - DHS	1FTE (PO3); 1FTE (Admin Assistant)	126,899	126,899
<i>Personnel Services</i>	HS260105 - Human Resources	1FTE (Manager); 2FTE (HR Generalist)	257,842	257,842
<i>Personnel Services</i>	HS260110 - Information Services	1FTE (Developer 3); 1FTE (Developer 4); 1FTE (Sr Analyst); 1FTE (Sr Database)	393,159	393,159
<i>Personnel Services</i>	HS260130 - Office Of The Director - DCFS	Fill 14 Vacancies - Various FTEs	1,424,965	1,424,965
<i>Personnel Services</i>	HS260140 - Info. Svcs.	FTE (Clerical Specialist 2)	208,499	208,499
<i>Personnel Services</i>	HS260145 - Direct Svcs	Fill 131 Vacancies - 70 FTE (SSW3); 20 FTE (SS Supervisor); 41 FTE (Various)	9,388,958	9,388,958
<i>Personnel Services</i>	HS260155 - Foster & Adopt. Parent	3 Vacancies - 3FTE (MST Therapist)	253,344	253,344
<i>Personnel Services</i>	HS260175 - Permanent Custody Adoptions	1FTE (Child Health Specialist)	95,222	95,222
<i>Personnel Services</i>	HS260180 - Tapestry System Of Care	4 FTE (SSW4)	320,320	320,320
<i>Personnel Services</i>	HS260215 - Veb Bldg Nfsc	Adj from HS260220 to HS260215	1,578,240	1,578,240
<i>Personnel Services</i>	HS260220 - West Shore Nfsc	Adj from HS260220 to HS260215	(1,578,240)	(1,578,240)



# Cuyahoga County Office of Budget and Management

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Health And Human Services</b>				
<i>Personnel Services</i>	HS260255 - OFC Of The Director - Senior & Adult	2 recently filled positions; 1 FTE (HHS App Spec); 1 FTE (Administrator)	441,422	441,422
<i>Personnel Services</i>	HS260260 - Mgnt Svcs.	positions filled since June, 2023	325,512	325,512
<i>Personnel Services</i>	HS260350 - Homeless Services	2FTE (SPA2)	123,215	123,215
<i>Personnel Services</i>	HS260355 - Office Of Re-Entry	Salary and Fringe (PO2)	114,751	114,751
<i>Personnel Services</i>	HS280100 - Fatherhood Initiative	1FTE (PO3)	80,647	83,006
<i>Professional Services</i>	HS215100 - Client Support Services - DCFS	Foster Care and Kinship Care	6,037,950	6,037,950
<i>Professional Services</i>	HS215115 - Adoption Services	Various contracts	419,005	419,005
<i>Professional Services</i>	HS245100 - Cuyahoga Support Enforcement	Travel/meetings, contracts, controlled costs, shared costs, capital improvement	1,943,438	1,943,438
<i>Professional Services</i>	HS260105 - Human Resources	Tuition Reimbursement Program	590,144	590,144
<i>Professional Services</i>	HS260110 - Information Services	Smart Sheet, Work Wave and Peer Place Contracts	530,887	530,887
<i>Professional Services</i>	HS260130 - Office Of The Director - DCFS	Various Contracts	899,096	899,096
<i>Professional Services</i>	HS260185 - Admin Svcs - General Manager - DJFS	United Way Contract	34,305	34,305
<i>Professional Services</i>	HS260195 - Work First Svcs	Various Contracts	4,849,546	4,849,546
<i>Professional Services</i>	HS260235 - Admin Svcs	Annual meeting and strategic planning	35,000	35,000
<i>Professional Services</i>	HS260240 - Early Start	UPK Contracts	2,117,552	2,117,552
<i>Professional Services</i>	HS260250 - Quality Child Care	Various Contracts	146,185	146,185
<i>Professional Services</i>	HS260255 - OFC Of The Director - Senior & Adult	Supplies, controlled costs, and various contracts	251,506	251,506
<i>Professional Services</i>	HS260260 - Mgnt Svcs.	Mileage, Training, Supplies	7,587	7,587
<i>Professional Services</i>	HS260265 - Community Programs	CSSP Master Contract	160,813	160,813
<i>Professional Services</i>	HS260270 - Home Support	Biometric Medical Supplies, Therapy contract	35,000	35,000
<i>Professional Services</i>	HS260275 - Protective Svcs	Client Emergency Assistance, mileage, bed bug contract	114,658	114,658
<i>Professional Services</i>	HS260295 - Options Prog.	HHA Master Contract and mileage	650,473	650,473
<i>Professional Services</i>	HS260300 - Family & Children First	Controlled Costs, Suicide Prevention, Service Coordination, and various other contracts	980,027	980,027
<i>Professional Services</i>	HS260350 - Homeless Services	Contracts and Indirect Costs	2,550,000	2,550,000
<i>Professional Services</i>	HS260355 - Office Of Re-Entry	Various contracts and controlled costs	950,471	950,471
<i>Professional Services</i>	HS280100 - Fatherhood Initiative	Contracts and Indirect Costs	125,706	125,706
<b>Total Admin Svcs</b>			<b>35,000</b>	<b>35,000</b>

# Cuyahoga County Office of Budget and Management

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Health And Human Services</b>				
		Total Admin Svcs - General Manager - DJFS	34,305	34,305
		Total Adoption Services	419,005	419,005
		Total Client Support Services - DCFS	6,037,950	6,037,950
		Total Community Programs	160,813	160,813
		Total Cuyahoga Support Enforcement	4,356,455	4,356,455
		Total Direct Svcs	9,388,958	9,388,958
		Total Early Start	2,117,552	2,117,552
		Total Family & Children First	980,027	980,027
		Total Fatherhood Initiative	206,353	208,712
		Total Foster & Adopt. Parent	253,344	253,344
		Total Homeless Services	2,673,215	2,673,215
		Total Home Support	35,000	35,000
		Total Human Resources	847,986	847,986
		Total Information Services	924,046	924,046
		Total Info. Svcs.	208,499	208,499
		Total Mgnt Svcs.	333,099	333,099
		Total OFC Of The Director - DHS	126,899	126,899
		Total OFC Of The Director - Senior & Adult	692,928	692,928
		Total Office Of Re-Entry	1,065,222	1,065,222
		Total Office Of The Director - DCFS	2,324,061	2,324,061
		Total Options Prog.	650,473	650,473
		Total Permanent Custody Adoptions	95,222	95,222
		Total Protective Svcs	114,658	114,658
		Total Quality Child Care	146,185	146,185
		Total Tapestry System Of Care	320,320	320,320
		Total Veb Bldg Nfsc	1,578,240	1,578,240
		Total West Shore Nfsc	(1,578,240)	(1,578,240)
		Total Work First Svcs	4,849,546	4,849,546
		<b>Total Health And Human Services</b>	<b>39,397,121</b>	<b>39,399,480</b>

#### Internal Audit

Personnel Services	IA100100 - Internal Audit	Budget from IG split + promotion of Sr. Auditor	56,905	158,999
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# Cuyahoga County Office of Budget and Management

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Internal Audit</b>				
<i>Professional Services</i>	IA100100 - Internal Audit	2% Inflation applied to Oth Exp + IT Audit Contractor/Service (restores \$100k services budgeted in previous years)	136,806	63,047
<b>Total Internal Audit</b>			<b>193,711</b>	<b>222,046</b>
<b>Total Internal Audit</b>			<b>193,711</b>	<b>222,046</b>
<b>Inspector General</b>				
<i>Employee Services</i>	IG100100 - Inspector General	Increase training conferences and professional certifications + e-Disc software contract increase 2024+	16,253	17,910
<i>Professional Services</i>	IG285100 - Inspector General Vendor Fees	Wingswept increase in new bid + \$500 in vendor fee refunds + minor adj up of printing c/b	4,226	4,851
<b>Total Inspector General</b>			<b>16,253</b>	<b>17,910</b>
<b>Total Inspector General Vendor Fees</b>			<b>4,226</b>	<b>4,851</b>
<b>Total Inspector General</b>			<b>20,479</b>	<b>22,761</b>
<b>Information Technology</b>				
<i>Professional Services</i>	IT100100 - IT Administration	Increases for VOIP contract invoice resume (530k) , disaster recovery and response services (650k), data security mgmt (200k), increased Microsoft license costs (440k) Requires tbd reallocations across Aus -- Assumes Mainframe shutdown (saves 400-500k)	1,820,000	1,820,000
<b>Total IT Administration</b>			<b>1,820,000</b>	<b>1,820,000</b>
<b>Total Information Technology</b>			<b>1,820,000</b>	<b>1,820,000</b>
<b>Juvenile Court</b>				
<i>Employee Services</i>	JC100105 - Legal	To cover anticipated membership/licenses fees	8,000	8,000
<i>Operations</i>	JC100105 - Legal	To cover anticipated postage	250,000	250,000
<i>Operations</i>	JC100110 - Child Support	To cover anticipated postage.	130,000	130,000

# Cuyahoga County Office of Budget and Management

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Juvenile Court</b>				
<i>Personnel Services</i>	JC100115 - Detention Center	26 DO @\$52,000 per yr, benefits \$18,200 per yr (26 x 70,200 =1,825,200.00) 50010-Salaries \$1,352,000.00 51000-51510-Benefits \$473,000.00	1,825,200	1,898,208
<i>Professional Services</i>	JC100105 - Legal	To cover increase in Transcription/ Interpret Services.	1,300,000	1,300,000
<i>Professional Services</i>	JC100115 - Detention Center	To cover the cost of anticipated Contractual Services	512,000	512,000
<i>Professional Services</i>	JC280100 - Juvenile Court Legal	To cover the cost of anticipated Services	210,000	210,000
<i>Professional Services</i>	JC280105 - Juvenile Court Probation	To cover anticipated Rehabilitation Services	1,400,000	1,400,000
<i>Professional Services</i>	JC280110 - Juv. Court Detention Services	To cover the cost of anticipated Contractual Services. Medical for Detention Center.	1,600,000	1,600,000
<i>Supplies</i>	JC100100 - Administrative	Move to various AU to cover shortfalls.	(480,000)	(480,000)
<i>Supplies</i>	JC100105 - Legal	To cover anticipated cost in other AU	(40,000)	(40,000)
<i>Supplies</i>	JC100115 - Detention Center	To cover anticipated food cost.	0	0
<b>Total Administrative</b>			<b>(480,000)</b>	<b>(480,000)</b>
<b>Total Child Support</b>			<b>130,000</b>	<b>130,000</b>
<b>Total Detention Center</b>			<b>2,337,200</b>	<b>2,410,208</b>
<b>Total Juv. Court Detention Services</b>			<b>1,600,000</b>	<b>1,600,000</b>
<b>Total Juvenile Court Legal</b>			<b>210,000</b>	<b>210,000</b>
<b>Total Juvenile Court Probation</b>			<b>1,400,000</b>	<b>1,400,000</b>
<b>Total Legal</b>			<b>1,518,000</b>	<b>1,518,000</b>
<b>Total Juvenile Court</b>			<b>6,715,200</b>	<b>6,788,208</b>
<b>Law Library</b>				
<i>Operations</i>	LL285100 - Law Library Board	move \$16k from "other" to "personnel"	(16,000)	(16,000)
<i>Personnel Services</i>	LL285100 - Law Library Board	move \$16k from "other" to "personnel"	16,000	16,000
<b>Total Law Library Board</b>			<b>0</b>	<b>0</b>
<b>Total Law Library</b>			<b>0</b>	<b>0</b>
<b>Law Department</b>				
<i>Personnel Services</i>	LW100100 - Law Department	To cover Director and 2 new Attorneys	463,910	475,437

# Cuyahoga County Office of Budget and Management

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Law Department</b>				
<i>Professional Services</i>	LW100100 - Law Department	arbitration and outside counsel	55,485	61,012
<i>Professional Services</i>	LW100120 - Risk Management	Alliant contract, Risk Software and Consultant	1,188,446	1,342,737
<b>Total Law Department</b>			<b>519,395</b>	<b>536,449</b>
<b>Total Risk Management</b>			<b>1,188,446</b>	<b>1,342,737</b>
<b>Total Law Department</b>			<b>1,707,841</b>	<b>1,879,186</b>

#### Medical Examiner

<i>Personnel Services</i>	ME100100 - Medical Examiner-Operations	salaries and fringes for forensic pathologist vacancies (2 hires slated for 2024: approx. \$805,000 salary + fringes for full year) Salary adjustments for Chief ME and Dep Chief would total \$26,771 and \$13,386 respectively)	845,157	862,060
<i>Personnel Services</i>	ME100105 - Regional Forensic Science Lab (GF)	Cost to include a deputy lab supervisor for each unit would total \$194,375 for a full year plus select backfills of senior scientists who would be promoted.	234,375	239,063
<i>Professional Services</i>	ME100105 - Regional Forensic Science Lab (GF)	amount of deficit based on 2023 projections	1,030,000	1,030,000
<i>Supplies</i>	ME100100 - Medical Examiner-Operations	Deficit in Supplies	100,000	100,000
<i>Supplies</i>	ME100105 - Regional Forensic Science Lab (GF)	amount of deficit based on 2023 projections	18,000	55,000
<b>Total Medical Examiner-Operations</b>			<b>945,157</b>	<b>962,060</b>
<b>Total Regional Forensic Science Lab (GF)</b>			<b>1,282,375</b>	<b>1,324,063</b>
<b>Total Medical Examiner</b>			<b>2,227,532</b>	<b>2,286,123</b>

#### Probate Court

<i>Personnel Services</i>	PB100100 - Probate Court	Budget Reduction in Personnel	(822,662)	(839,116)
<i>Professional Services</i>	PB100100 - Probate Court	Increase Other Expenditure	32,247	32,247
<b>Total Probate Court</b>			<b>(790,415)</b>	<b>(806,869)</b>
<b>Total Probate Court</b>			<b>(790,415)</b>	<b>(806,869)</b>

#### Public Defender

# Cuyahoga County Office of Budget and Management

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Public Defender</b>				
<i>Personnel Services</i>	PD100100 - Public Defender	7 New FTE's; 3 PTE's, Parity Increase Carryover, Salaries - Temporary	1,024,568	1,045,060
		Medicare, OPERS, Unemployment, Hospitalization, Life Insurance, Health Benefit Allowance, Trainings, Staff Trainings, Memberships/Licenses, Publications, and other expenses		
<i>Professional Services</i>	PD100100 - Public Defender		1,285,991	1,325,252
<b>Total Public Defender</b>			<b>2,310,559</b>	<b>2,370,312</b>
<b>Total Public Defender</b>			<b>2,310,559</b>	<b>2,370,312</b>
<b>Public Safety &amp; Justice Serv.</b>				
<i>Equipment</i>	PJ100105 - Public Safety Grants Admin	SPECIAL REVENUE \$518,093.10 - to 70000 toward new 911 system. From PJ280165.	518,093	0
<i>Other Financing Uses</i>	PJ280165 - Public Safe Health&Safe Grant		518,093	0
<i>Personnel Services</i>	PJ100100 - Justice Affairs Administration	PO1 started 8/14/23	82,097	84,285
<i>Personnel Services</i>	PJ100110 - Fusion Center	PT position underfunded	12,916	13,437
<i>Personnel Services</i>	PJ280100 - Emergency Management	EM Specialist starting 8/28/23	81,387	85,560
<i>Personnel Services</i>	PJ280105 - Wireless 9-1-1 Gov. Assist.	SPECIAL REVENUE \$331,981 - to 50010 for Personnel Costs	331,981	340,257
<i>Personnel Services</i>	PJ325100 - Witness Victim HHS	Manager started 6/20/23	118,299	121,211
<i>Professional Services</i>	PJ100100 - Justice Affairs Administration	\$636 from PJ100100 to address cuts \$11,000 - Restore Trng/Trav not attended due to Mgmt level vacancies, resume in-person mtgs \$2,240 - Cover Actual '23 Controlled Costs \$17,587 - Partially Restore Contracts	31,463	31,463

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Public Safety &amp; Justice Serv.</b>				
<i>Professional Services</i>	PJ100105 - Public Safety Grants Admin	\$15,000 - Cover new charge for ERP Asset Mgmt licenses \$160,000 - Restore '22 purchases delivered in '23 \$3,657 - Restore RTF shortfall	178,657	178,657
<i>Professional Services</i>	PJ100110 - Fusion Center	(\$636) - Move to Admin (PJ100100)	(636)	(636)
<i>Professional Services</i>	PJ100115 - CecomS	\$12,000 - Restore CBA uniforms \$4,607 - Restore travel/trng not completed due to 57% vacancy rate \$15,454 - Restore amount needed to cover existing contracts	32,061	32,061
<i>Professional Services</i>	PJ280100 - Emergency Management	\$7,150 - Budget Controlled Costs (Space & Indirect) at 2023 actuals	7,150	7,150
<i>Professional Services</i>	PJ280105 - Wireless 9-1-1 Gov. Assist.	SPECIAL REVENUE \$89,321 - to 55130 for 911 contracts	89,321	289,321
<b>Total CecomS</b>			<b>32,061</b>	<b>32,061</b>
<b>Total Emergency Management</b>			<b>88,537</b>	<b>92,710</b>
<b>Total Fusion Center</b>			<b>12,280</b>	<b>12,801</b>
<b>Total Justice Affairs Administration</b>			<b>113,560</b>	<b>115,748</b>
<b>Total Public Safe Health&amp;Safe Grant</b>			<b>518,093</b>	<b>0</b>
<b>Total Public Safety Grants Admin</b>			<b>696,750</b>	<b>178,657</b>
<b>Total Wireless 9-1-1 Gov. Assist.</b>			<b>421,302</b>	<b>629,578</b>
<b>Total Witness Victim HHS</b>			<b>118,299</b>	<b>121,211</b>
<b>Total Public Safety &amp; Justice Serv.</b>			<b>2,000,882</b>	<b>1,182,766</b>

#### Prosecutor

<i>Personnel Services</i>	PS100100 - General Office	An additional 4% COLA in addition to the 2% provided with PERS and FICA included.	1,256,730	1,282,410
<i>Personnel Services</i>	PS100105 - Child Support	An additional 4% COLA in addition to the 2% provided with PERS and FICA included. This is 66% reimbursed by the State of Ohio.	121,342	123,769
<i>Personnel Services</i>	PS100110 - Children & Family Services	For the past four years the opioid fund covered four Assistant Prosecuting Attorneys. These funds will not be available in 2024 and 2025. We will replace two. This is reimbursed at 100% from various non-GF sources	381,079	389,792

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Prosecutor</b>				
<i>Personnel Services</i>	PS250100 - Delinq Tax&Assessment Collect	An additional 4% COLA in addition to the 2% provided with PERS and FICA included. This is a special revenue fund.	73,175	73,908
<b>Total Children &amp; Family Services</b>			<b>381,079</b>	<b>389,792</b>
<b>Total Child Support</b>			<b>121,342</b>	<b>123,769</b>
<b>Total Delinq Tax&amp;Assessment Collect</b>			<b>73,175</b>	<b>73,908</b>
<b>Total General Office</b>			<b>1,256,730</b>	<b>1,282,410</b>
<b>Total Prosecutor</b>			<b>1,832,326</b>	<b>1,869,879</b>
<b>Public Works</b>				
<i>Controlled Services</i>	PW100110 - County Headquarters	Anticipated shortfall in Security Chargebacks	536,555	698,392
<i>Personnel Services</i>	PW100105 - Archives	Filling vacant - hire pending in 2023	118,316	120,682
<i>Personnel Services</i>	PW280100 - Dog & Kennel	1 Deputy Dog Warden. 2 new positions: supervisor and vet technician	208,000	212,159
<i>Personnel Services</i>	PW700100 - County Airport	Airport Manager Vacancy	156,800	159,936
<i>Personnel Services</i>	PW705100 - County Parking Garage	Custodial chargebacks	23,085	23,547
<i>Personnel Services</i>	PW720100 - Public Utility - Microgrid	Payroll Chargebacks for Sustainability staff	175,000	175,000
<i>Personnel Services</i>	PW755100 - County Garage	Chargebacks of fleet management, mechanics	80,670	80,670
<i>Professional Services</i>	PW100110 - County Headquarters		0	0
<i>Professional Services</i>	PW100115 - County Hotel Operating GF	contractual costs	35,358	35,358
<i>Professional Services</i>	PW270200 - Road Capital Improvements	To cover capital project expenditures and ODOT & OPWC projects.	6,060,805	19,254,922
<i>Professional Services</i>	PW270205 - R & B Registration Tax	2024 and 2025SIB Loan Payments and capital projects. 2024 only - ODOT project.	11,311,116	10,087,226
<i>Professional Services</i>	PW270210 - \$5 HB26 Road and Bridge Capital Improvements	To cover cash transfers to ODOT & OPWC projects. Budget decrease - SIB Loans paid out of PW270205.	339,106	63,356
<i>Professional Services</i>	PW280100 - Dog & Kennel	General Fund subsidy to cover base budget revenue shortfall	648,446	648,446
<i>Professional Services</i>	PW280105 - Dick Goddard Best Friends Fund	Increase for medical services	76,715	76,715
<i>Professional Services</i>	PW700100 - County Airport	Grounds Equipment/ Repair	50,000	50,000



# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
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#### Public Works

<i>Professional Services</i>	PW705100 - County Parking Garage	Debt service for HPG renovations.	1,390,103	1,390,103
<i>Professional Services</i>	PW750100 - Centralized Custodial Services	Professional services, controlled services, and utilities.	3,662,217	4,150,914
<i>Professional Services</i>	PW755100 - County Garage	Gas contract and Voyager gas card program, vehicle purchases and debt service payment.	1,780,820	1,780,820
<i>Professional Services</i>	PW780100 - Fast Copier	Shortage in anticipated contractual costs	221,444	221,444

<b>Total \$5 HB26 Road and Bridge Capital Improvements</b>	<b>339,106</b>	<b>63,356</b>
<b>Total Archives</b>	<b>118,316</b>	<b>120,682</b>
<b>Total Centralized Custodial Services</b>	<b>3,662,217</b>	<b>4,150,914</b>
<b>Total County Airport</b>	<b>206,800</b>	<b>209,936</b>
<b>Total County Garage</b>	<b>1,861,490</b>	<b>1,861,490</b>
<b>Total County Headquarters</b>	<b>536,555</b>	<b>698,392</b>
<b>Total County Hotel Operating GF</b>	<b>35,358</b>	<b>35,358</b>
<b>Total County Parking Garage</b>	<b>1,413,188</b>	<b>1,413,650</b>
<b>Total Dick Goddard Best Friends Fund</b>	<b>76,715</b>	<b>76,715</b>
<b>Total Dog &amp; Kennel</b>	<b>856,446</b>	<b>860,605</b>
<b>Total Fast Copier</b>	<b>221,444</b>	<b>221,444</b>
<b>Total Public Utility - Microgrid</b>	<b>175,000</b>	<b>175,000</b>
<b>Total R &amp; B Registration Tax</b>	<b>11,311,116</b>	<b>10,087,226</b>
<b>Total Road Capital Improvements</b>	<b>6,060,805</b>	<b>19,254,922</b>
<b>Total Public Works</b>	<b>26,874,556</b>	<b>39,229,690</b>

#### Soil & Water Conservation Dist

<i>Professional Services</i>	SC950100 - Soil & Water Conservation	Req increase to subsidy from County GF Awaiting prelim budget for special rev fund	125,000	125,000
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<b>Total Soil &amp; Water Conservation</b>	<b>125,000</b>	<b>125,000</b>
<b>Total Soil &amp; Water Conservation Dist</b>	<b>125,000</b>	<b>125,000</b>

#### Sheriff

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Sheriff</b>				
<i>Personnel Services</i>	SH100115 - Law Enforcement - Sheriff	Vacancies and HR Hiring Plan of 27 Deputies: \$2,122,614; Additional LE Hiring Plan of 90 Deputies, 4 Deputy Sheriff Sergeants, 2 Deputy Sheriff Lieutenants: \$10,354,356	12,476,970	12,707,457
<i>Personnel Services</i>	SH100140 - Jail Operations	Vacancies, HR Hiring Plan of 15 CO's, plus New CBA Ratification: \$11,942,960 Move Appropriations from Bedford Jail to Cover Salaries and Other Expenses that were in Bedford Jail	15,520,912	15,971,705
<i>Personnel Services</i>	SH100185 - Sheriff Operations	Vacancies and HR Hiring Plan of 6 HR Staff, 2 Clerks, 2 Special Assistants, 3 Majors and 1 FS2: \$2,738,481	2,738,481	2,758,900
<i>Personnel Services</i>	SH100195 - Bedford Jail	Move Appropriations to Jail Ops to Cover Salaries and Other Expenses that were in Bedford Jail	(3,577,949)	(3,665,155)
<i>Professional Services</i>	SH100115 - Law Enforcement - Sheriff	10 New Vehicles with Buildouts (DPW Initiative Project) New SWAT Vehicle (PO23000874) \$377,044; New Handheld Radio Contract (CM2794) \$223,650; SWAT Gear & Equip \$184,926; New City of Cleveland Radio Network Contract \$60,000 Controlled: \$48,000	1,553,620	991,650
<i>Professional Services</i>	SH100140 - Jail Operations	Trinity Food Service Increase: \$3,000,000 MetroHealth Increases: \$2,000,000 New Handheld Radio Contract CM2794: \$405,940 Controlled: \$5,175,707 CO Stab Resistant Vests: \$250,000 New K9 Program (4 new dogs and 4 new vehicles): \$300,000 Move Appropriations from Bedford Jail to Cover Salaries and Other Expenses that were in Bedford Jail New Live Scan Equipment and Maintenance Project: \$3,650,000 New Jail management System: \$3,000,000	17,948,990	10,918,990
<i>Professional Services</i>	SH100185 - Sheriff Operations	Move Appropriations from CCW to cover CCW other Expenses. Salaries to remain in CCW	46,521	46,521
<i>Professional Services</i>	SH100195 - Bedford Jail	Move Appropriations to Jail Ops to Cover Salaries and Other Expenses that were in Bedford Jail	(167,343)	(167,343)

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Sheriff</b>				
<i>Professional Services</i>	SH285110 - Carrying Concealed Weapon Appl	Move Appropriations to Sheriff Ops to Cover CCW Other Expenses. Salaries to remain in CCW	(46,521)	(46,521)
<i>Professional Services</i>	SH285185 - SHERIFF COMMISSARY FUND	New Commissary Account that was not on the 2024/2025 Budget Plan	1,450,000	1,450,000
<i>Professional Services</i>	SH745100 - Central Security Service - Sheriff	New Cost Allocation Software: \$178,298 New Handheld Radio Contract CM2794: \$178,920 New IPS Contract increase: \$149,251 Controlled: \$89,635		
		Countywide Security Cameras and Data Storage (Dept of I.T Project): \$721,000 1 New Vehicle: \$35,000	1,352,104	485,800
<b>Total Bedford Jail</b>			<b>(3,745,292)</b>	<b>(3,832,498)</b>
<b>Total Carrying Concealed Weapon Appl</b>			<b>(46,521)</b>	<b>(46,521)</b>
<b>Total Central Security Service - Sheriff</b>			<b>1,352,104</b>	<b>485,800</b>
<b>Total Jail Operations</b>			<b>33,469,902</b>	<b>26,890,695</b>
<b>Total Law Enforcement - Sheriff</b>			<b>14,030,590</b>	<b>13,699,107</b>
<b>Total SHERIFF COMMISSARY FUND</b>			<b>1,450,000</b>	<b>1,450,000</b>
<b>Total Sheriff Operations</b>			<b>2,785,002</b>	<b>2,805,421</b>
<b>Total Sheriff</b>			<b>49,295,785</b>	<b>41,452,004</b>
<b>Soldiers And Sailors Monument</b>				
<i>Professional Services</i>	SS100100 - Soldiers And Sailors Monument	Training for staff	507	507
<b>Total Soldiers And Sailors Monument</b>			<b>507</b>	<b>507</b>
<b>Total Soldiers And Sailors Monument</b>			<b>507</b>	<b>507</b>
<b>Solid Waste Management Dist.</b>				
<i>Professional Services</i>	SW310100 - District Admin	5 Year Plan Update + Increased advertising and brand awareness + ECTF brought to Admin	223,565	115,046
<i>Professional Services</i>	SW310110 - District Bd Of Health	Adj to match historical budget	22,608	22,608
<i>Professional Services</i>	SW310115 - Solid Waste Convenience Center	Adj up Chemtron to annual budget amount	141,666	141,666

# Cuyahoga County Office of Budget and Management

## 2024-25 Budget Analysis

### 115B - Decision Package Report

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Budget Line	Accounting Unit	Justification	2024 Request	2025 Request
<b>Solid Waste Management Dist.</b>				
<i>Professional Services</i>	SW310125 - Solid Waste Grant To Municipal	Adj up grants to District annual budget (increased by \$100k in 2022)	103,652	103,652
<i>Professional Services</i>	SW310135 - Environmental Crime Task Force	ECTF now under Admin AU - portion of exp posted to 135 in 2022	(6,298)	(6,298)
<b>Total District Admin</b>			<b>223,565</b>	<b>115,046</b>
<b>Total District Bd Of Health</b>			<b>22,608</b>	<b>22,608</b>
<b>Total Environmental Crime Task Force</b>			<b>(6,298)</b>	<b>(6,298)</b>
<b>Total Solid Waste Convenience Center</b>			<b>141,666</b>	<b>141,666</b>
<b>Total Solid Waste Grant To Municipal</b>			<b>103,652</b>	<b>103,652</b>
<b>Total Solid Waste Management Dist.</b>			<b>485,193</b>	<b>376,674</b>
 <b>Workforce Development</b>				
<i>Personnel Services</i>	WF365100 - WF Innovation & Opportunities	Personnel (2025 only)	0	5,825
<i>Professional Services</i>	WF365100 - WF Innovation & Opportunities	Tuition reimbursement, contractual and noncontractual services	1,463,568	1,904,472
<i>Professional Services</i>	WF365105 - Educational Assistance (CEAP)	ITAs, bring CCEAP back to approved \$1M	66,488	66,488
<b>Total Educational Assistance (CEAP)</b>			<b>66,488</b>	<b>66,488</b>
<b>Total WF Innovation &amp; Opportunities</b>			<b>1,463,568</b>	<b>1,910,297</b>
<b>Total Workforce Development</b>			<b>1,530,056</b>	<b>1,976,785</b>



**APPENDIX D:  
DEPARTMENTAL PAGES**

# Alcohol, Drug Addiction and Mental Health Services Board (ADAMHS)

## Mission Statement

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County is responsible for the planning, funding, and monitoring of public mental health, alcohol and other drug addiction services delivered to residents of Cuyahoga County. The Board's mission is to promote and enhance the quality of life for residents of our community through a commitment to excellence in mental health, alcohol, drug and other addiction services. The ADAMHS Board provides crisis intervention, wellness treatment, detoxification, prevention, pharmacological management, residential and sober housing, recovery peer support and vocational and employment services for those in need throughout Cuyahoga County.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Mental Health and Addiction Treatment & Recovery Services Provided (# of Clients Served)	8,030	7,094	7,500	15,000	15,000
Crisis & Intervention Services Provided (# of Clients Served)	8,871	7,825	10,000	20,000	20,000
Vocational & Employment Services Provided	1,277	1,097	2,000	4,000	4,000

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$61,920,702	\$74,571,648	\$75,431,435	\$65,345,446	\$65,475,701
HHS Levy Fund	\$43,463,659	\$43,463,659	\$43,463,659	\$43,463,660	\$43,463,660
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$18,457,043	\$31,107,989	\$31,967,776	\$21,881,786	\$22,012,041

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$4,515,027	\$4,960,441	\$5,247,161	\$5,203,597	\$5,333,852
Other Expenses	\$57,405,675	\$69,611,207	\$70,184,274	\$60,141,849	\$60,141,849
<b>Total</b>	<b>\$61,920,702</b>	<b>\$74,571,648</b>	<b>\$75,431,435</b>	<b>\$65,345,446</b>	<b>\$65,475,701</b>

## 2024 – 2025 Budget Overview

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board is given a Health and Human Service Levy Subsidy annually which is used to provide crisis intervention, wellness, treatment, detoxification, prevention, pharmacological management, residential & sober housing, recovery peer support and vocational & employment services for those in need throughout Cuyahoga County. A total of 8% of ADAMHS's expenditures are associated with personnel costs, with the remaining 92% being used for all other expenses.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.

# Board of Developmental Disabilities

## Mission Statement

The mission of the Cuyahoga County Board of Developmental Disabilities (BoDD) is to support and empower people with developmental disabilities to live, learn, work, and play in the community.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Maintain Flat/Reduced Program Cost per Person	\$11,372	\$12,201	\$11,960	\$10,905	N/A
Maintain Expenses Growth < 5%	.1%	-18.6%	2.70%	2%	N/A
Increase Total Individuals Served	10,159	10,600	11,026	11,250	11,176
Reduce/Maintain FTE's	550	562	600	600	N/A
Expand Waiver Enrollees	4,857	4,990	5,026	5,230	5,176

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$115,056,997	\$129,363,756	\$151,720,899	\$131,592,034	\$132,981,682
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$115,056,997	\$129,363,756	\$151,720,899	\$131,592,034	\$132,981,682

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$49,252,368	\$52,314,708	\$51,535,255	\$54,542,983	\$55,932,631
Other Expenses	\$65,804,629	\$77,049,048	\$100,185,644	\$77,049,051	\$77,049,051
<b>Total</b>	<b>\$115,056,997</b>	<b>\$129,363,756</b>	<b>\$151,720,899</b>	<b>\$131,592,034</b>	<b>\$132,981,682</b>
Staff Count	521	570	495	495	495

## 2024 – 2025 Budget Overview

A continuous levy, passed in 2005, supports the Cuyahoga County Board of Developmental Disabilities operations. The levy brings in about \$107 million per year. Currently, environmental changes require a significant change in BoDD business operations. Revenues and expenditures will continue to be impacted in future years as Federal Medicaid rules require BoDD to transition out of the role of direct service provider. (All County Boards of DD can no longer perform both case management and service provision.) Approximately, a total of 42% of BoDD's expenditures are associated with personnel costs, with the remaining being used for all other expenses.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.

# Board of Elections

## Mission Statement

The Board of Elections conducts all elections held within the County as prescribed by law and ensures the accuracy and integrity of the election process in the largest election jurisdiction in the State of Ohio. The Board is responsible for processing all new voter registrations and registration updates; recruiting, hiring, and training poll workers; designing and proofing the official ballots; testing voting equipment and electronic pollbooks; securing and equipping voting locations; processing absentee applications and absentee ballots along with candidate and issue petitions; and maintaining financial reports of all local candidates, officeholders, and political organizations. Additionally, the Board conducts voter awareness and registration drives as well as reporting elections results via its website and the media.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Registered Eligible Voters	877,625	878,590	896,000	896,000	896,000
General Election Voter Turnout	26.45%	47.39%	37%	68%	28%
General Election Day Ballots Cast	166,686	251,671	200,000	242,000	167,000
Vote by Mail Ballots Cast	75,874	133,357	132,000	316,000	76,000
Early In-Person Voters	6,711	19,918	4,000	53,000	7,000

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$14,727,139	\$17,472,481	\$15,860,305	\$18,979,908	\$16,017,000
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$14,727,139	\$17,472,481	\$15,860,305	\$18,979,908	\$16,017,000
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$8,158,939	\$12,296,041	\$10,052,509	\$12,328,986	\$10,915,055
Other Expenses	\$6,568,200	\$5,176,440	\$5,807,796	\$6,650,922	\$5,101,945
<b>Total</b>	<b>\$14,727,139</b>	<b>\$17,472,481</b>	<b>\$15,860,305</b>	<b>\$18,979,908</b>	<b>\$16,017,000</b>
Staff Count	90	89	92	96	96

## 2024 – 2025 Budget Overview

The Cuyahoga County Board of Elections is funded 100% through the County General Fund. A total of 64% of the recommended budget is comprised of personnel with the remaining 36% in other expenditures.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for elections costs for the Presidential Primary and General Elections in 2024.



## Clerk of Courts

### Mission Statement

The Clerk of Courts performs all statutory duties relative to: the filing, preservation, retrieval and public dissemination of all applicable court documents and records pertaining to the Common Pleas Court's General and Domestic Relations Divisions and the Court of Appeals, Eighth Appellate District; collect, hold in trust and disburse monies paid therewith; in a secure, timely and cost-effective manner.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Civil Case Filings	17,384	17,483	19,510	19,510	19,510
Domestic Case Filings	4,590	4,716	4,952	4,952	4,952
Criminal Case Filings	11,277	11,191	10,960	10,960	10,960
Appeals Case Filings	971	1,104	1,336	1,336	1,336
Garnishment Filings	4,208	5,079	5,386	5,386	5,386
Lien Filings	64,946	58,672	74,546	74,546	74,546

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$7,777,225	\$7,796,850	\$8,529,461	\$8,175,042	\$8,328,078
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$7,777,225	\$7,796,850	\$8,529,461	\$8,175,042	\$8,328,078
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$5,702,601	\$5,500,562	\$5,891,374	\$5,878,754	\$6,031,790
Other Expenses	\$2,074,624	\$2,296,288	\$2,638,087	\$2,296,288	\$2,296,288
<b>Total</b>	<b>\$7,777,225</b>	<b>\$7,796,850</b>	<b>\$8,529,461</b>	<b>\$8,175,042</b>	<b>\$8,328,078</b>
Staff Count	89	79	79	79	79

### 2024 – 2025 Budget Overview

Clerk of Court's budget is funded 100% by the General Fund. The Clerk of Courts collects, holds in trust, and disburses all monies paid therewith in a secure, timely and cost-effective manner. A total of 72% of the budget is obligated to personnel costs, the remaining 18% is used to support the Clerk's obligation to performs all statutory duties relative to the filing, preservation, retrieval and public dissemination of all applicable court documents and records pertaining to the Common Pleas Court's General and Domestic Relations Divisions and the Court of Appeals, Eighth Appellate District.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.

## Common Pleas Court

### Mission Statement

The mission of the Court is to provide a forum for the fair, impartial and timely resolution of civil and criminal cases.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Civil Clearance Rates	105%	110%	100%	100%	100%
Criminal Clearance Rates	89%	102%	100%	100%	100%
Civil Case Dispositions (24 Month Standard)	96%	95%	100%	100%	100%
Criminal Dispositions (180 Day Standard)	68%	67%	100%	100%	100%
Civil Active Pending Caseloads (24 Month Standard)	76%	77%	100%	100%	100%
Criminal Active Pending Caseloads (180 Day Standard)	66%	64%	100%	100%	100%
Arraignment to Pleas (Avg. Days)	147	147	N/A	N/A	N/A
Foreclosure Dispositions	3,941	4,539	N/A	N/A	N/A

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$58,328,500	\$69,838,329	\$66,113,566	\$72,577,557	\$73,681,787
HHS Levy Fund	\$1,198,461	\$1,436,353	\$1,260,429	\$1,191,373	\$1,220,669
General Fund	\$47,645,203	\$54,450,275	\$62,987,644	\$67,951,939	\$69,016,239
Special Revenue Fund	\$9,484,836	\$13,951,701	\$1,865,493	\$3,434,245	\$3,444,879

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$39,027,389	\$32,613,198	\$40,846,278	\$43,764,946	\$44,847,873
Other Expenses	\$19,301,111	\$21,837,077	\$25,267,288	\$28,812,611	\$28,833,914
<b>Total</b>	<b>\$58,328,500</b>	<b>\$69,838,329</b>	<b>\$66,113,566</b>	<b>\$72,577,557</b>	<b>\$73,681,787</b>
Staff Count	469	486	493	493	493

### 2024 – 2025 Budget Overview

The Court of Common Pleas is primarily funded through the General fund. The Court also receives and manages revenues from various grants, the Computerization funds, and the Community Based Correction Facility. A total of 60% of the Court's budget is obligated to personnel services, the remaining budget is used to support the Court's statutory obligations and operations.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for additional assigned counsel costs.
- Recommended budget increase for social worker rate increases, contract increases, and to support upcoming projects.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.

# Communications Department

## Mission Statement

The County Executive Communications Department is a centralized service department whose charge is to create strong awareness of the County’s role as a regional leader and driving force behind positive change for all residents and business. As well as to help create a culture of employee ownership and investment in our organization.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
New Facebook Followers	750	800	800	800	800
New Twitter Followers	2,000	1,000	1,000	1,000	1,000
County Newsletter Open Rate	27%	22%	22%	22%	22%
Average Facebook Page Reach	4,400	3,500	3,500	3,500	3,500

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$644,519	\$522,056	\$655,189	\$1,377,898	\$1,258,316
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$644,519	\$522,056	\$655,189	\$1,377,898	\$1,258,316
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$624,545	\$513,283	\$629,332	\$1,366,565	\$1,246,983
Other Expenses	\$19,974	\$8,773	\$35,857	\$11,333	\$11,333
<b>Total</b>	<b>\$644,519</b>	<b>\$522,056</b>	<b>\$665,189</b>	<b>\$1,377,898</b>	<b>\$1,258,316</b>
Staff Count	6	4	5	10	9

## 2024 – 2025 Budget Overview

The Department of Communications budget is 100% funded by the County General Fund. A total of 99% of the Department’s budget is associated with personnel services with the remaining 1% in other expenses.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for adding a Chief of Communications and a press secretary.
- Recommended budget increase for three employees transitioning from the Department of Information Technology to the Department of Communications, and the addition of three part-time intern positions.

# County Council

## Mission Statement

The Cuyahoga County Council is an 11-member body elected by residents of each council district. The Council makes policy decisions for the effective functioning of County government and is a link between government agencies and citizens. It has legislative and taxing authority for the County and is a co-equal branch of the County government with the Executive.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
# of Visits to Council Websites	146,105	171,692	17,768	18,500	19,000
# of Users to Council's Website	90,730	48,111	4,613	5,000	5,400
# of Users to Council Events-Calendar	7,418	9,915	1,179	1,300	15,000
# of Users to Councils Homepage	3,718	4,832	695	750	800

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$2,191,671	\$2,283,433	\$2,565,754	\$2,700,987	\$2,751,787
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$2,097,785	\$2,283,433	\$2,565,754	\$2,700,987	\$2,751,737
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$2,077,997	\$2,189,591	\$2,401,694	\$2,521,758	\$2,581,372
Other Expenses	\$113,674	\$93,842	\$164,060	\$179,229	\$170,365
<b>Total</b>	<b>\$2,191,671</b>	<b>\$2,283,433</b>	<b>\$2,565,754</b>	<b>\$2,700,987</b>	<b>\$2,751,787</b>
Staff Count	21	22	21	21	21

## 2024 – 2025 Budget Overview

Cuyahoga County Council's budget is 100% funded by the General Fund. A total of 93% of the budget will be spent on Personnel Services and the balance will be used for Other expenses.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for one communications position.

# County Executive

## Mission Statement

The very foundation of the Cuyahoga County charter is the aspiration that our prosperity will be shared. The charter makes it clear that this County Government must promote the economic well-being and prosperity of the county and all of its residents. All residents, not just some, all must prosper on a fair and equitable basis. The only way we deliver on our fundamental government purpose, to promote the economic well-being of the county and ALL our residents is together. When we stand together, we do not let anyone fall by the wayside, especially those in need. When we see that we are one community there is nothing we cannot achieve. Every single person, business, organization, and young mind represents an opportunity to add to our strength. The success of Cuyahoga County delivering on the responsibilities depends on ALL of us, and when we succeed, we all thrive.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$941,724	\$987,648	\$947,755	\$1,733,836	\$1,766,055
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$941,724	\$987,648	\$947,755	\$1,733,836	\$1,766,055
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2024 Executive Recommended Budget
Personnel Services	\$782,310	\$799,911	\$801,862	\$1,510,551	\$1,542,770
Other Expenses	\$159,414	\$187,737	\$145,893	\$223,285	\$223,285
<b>Total</b>	<b>\$941,724</b>	<b>\$987,648</b>	<b>\$947,755</b>	<b>\$1,733,836</b>	<b>\$1,766,055</b>
Staff Count	5	4	5	10	10

## 2024 – 2025 Budget Overview

The Office of the County Executive is budgeted 100% in the County General Fund. A total of 87% of the Executive’s budget is associated with personnel services with the remaining 13% in other expenses.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for staff additions of a Deputy Chief of Staff of Integrated Development, Special Counsel, Transportation Advisor, and administrative assistant.
- Recommended budget increase for professional subscriptions and contracted legal advocacy services.
- Recommended budget adjustment to move the Chief of Operations to the Office of Innovation and Performance.

# Department of Development

## Mission Statement

To improve the County’s global competitiveness through economic growth and ensure that Cuyahoga County is a vibrant, healthy, and welcoming place.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Jobs Created and Retained	1,500	1,842	1,500	N/A	N/A
Economic Development Loan Volume	\$29,275,860	\$12,649,480	\$12,000,000	N/A	N/A
Small Businesses Supported through Investment in Innovation & Entrepreneurship	200	137	300	500	750
Skill-Up Businesses Engaged	189	103	200	N/A	N/A
Investment in Business Attraction, Growth, and Retention	N/A	N/A	\$14,000,000	\$16,000,000	\$18,000,000
Business Retention Expansion (BRE) Support	N/A	N/A	1,000	1,500	2,000

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$41,383,396	\$23,375,058	\$15,646,706	\$17,018,021	\$16,646,579
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$11,231,917	\$9,841,068	\$6,654,900	\$7,125,281	\$7,185,017
Special Revenue Fund	\$30,151,479	\$13,533,990	\$8,991,806	\$9,892,740	\$9,461,562

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$1,345,788	\$1,555,202	\$1,240,175	\$2,645,927	\$2,708,671
Other Expenses	\$40,037,608	\$21,819,856	\$14,406,531	\$14,372,094	\$13,937,908
<b>Total</b>	<b>\$41,383,396</b>	<b>\$23,375,058</b>	<b>\$15,646,706</b>	<b>\$17,018,021</b>	<b>\$16,646,579</b>
Staff Count	33	26	27	23	23

## 2024 – 2025 Budget Overview

The Department of Development (DoD) revenue consists of 42% of General Fund revenue and 58% Special Fund revenue. The DoD Special Revenue is derived from Economic Development loans as well as Casino Tax revenue. A total of 15% of DoD budget is spent on personnel expenses and the remaining 85% is spent on administrating various economic development programs such as Economic Development loans.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget reduction to move budget into the new Department of Housing and Community Development.
- The Department of Development budget includes a \$4.6m principal payment for the 2014 Western Reserve Bonds in both 2024/2025.

## Domestic Relations

### Mission Statement

The mission of the Cuyahoga County Domestic Relations Court is to help families restructure their lives by reaching compassionate and just resolutions to parenting and property disputes. The major activities of the Domestic Relations Court include marriage termination, domestic violence, custody and visitation, child and spousal support, family services (family evaluation, mediation, home investigation) and self-represented services (help center and domestic violence).

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
New Filings including R/T/R*	6,277	6,991	7,473	7,600	7,600
Cases Disposed % Efficiency	99.36%	101.85%	98.05%	100.00%	100.00%
Motions Filed % Efficiency	98.36%	102.24%	108.74%	103.37%	103.37%
Self-Represented Filings	4,054	4,044	4,149	4,569	5,040
Child Support Actions Disposed	6,558	4,925	4,663	4,663	4,663
Help Center (Number of Self-Represented Individuals that are Helped)	25,669	27,635	27,596	28,110	28,140
Domestic Violence Filings	618	1,205	1,310	1,263	1,263

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$9,585,358	\$9,855,910	\$11,045,451	\$11,239,434	\$11,462,894
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$9,521,650	\$9,755,172	\$11,030,451	\$11,234,259	\$11,457,719
Special Revenue Fund	\$63,708	\$100,738	\$15,000	\$5,175	\$5,175

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$7,674,744	\$7,649,476	\$8,567,806	\$9,071,560	\$9,295,020
Other Expenses	\$1,910,614	\$2,206,434	\$2,477,645	\$2,167,874	\$2,167,874
<b>Total</b>	<b>\$9,585,358</b>	<b>\$9,855,910</b>	<b>\$11,045,451</b>	<b>\$11,239,434</b>	<b>\$11,462,894</b>
Staff Count	86	85	89	89	89

### 2024 – 2025 Budget Overview

Domestic Relations Court is primarily funded by the General Fund and receives revenue from Title IV-D Reimbursements (66% of eligible expenses for the Bureau of Support Children and Family Services division) from the Social Security Act. The Cuyahoga County Domestic Relations Court budget covers staffing, contracts, services (Annulments, Legal Separations, Divorces, Child Support, Temporary Restraining Order, Protection Order, Mediation and Allocation and Modification of Parental Rights) and other administrative costs.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget adjustment reducing 1 FTE to support increasing contract costs.

## Eighth District Court of Appeals

### Mission Statement

The mission of the Eighth District Court of Appeals is to provide an impartial and accessible forum where appeals and original actions are timely and fairly decided under the law.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Cases pending Jan. 1	614	633	590	600	600
New Notice of Appeal Filing	929	1,056	1,227	1,250	1,250
Terminations (includes administrative dismissals and merit panel decisions)	932	1,091	1,200	1,300	1,300
Electronic Filings	6,101	6,480	6,700	6,800	6,800
Merit Panel Opinions per Judge	52	68	88	100	100
Average days hearing to release	59	70	50	40	40

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$706,272	\$801,078	\$1,081,462	\$801,077	\$801,077
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$662,756	\$801,078	\$1,066,462	\$801,077	\$801,077
Special Revenue Fund	\$43,516	\$0	\$15,000	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Other Expenses	\$706,272	\$801,078	\$1,081,462	\$801,077	\$801,077
<b>Total</b>	<b>\$706,272</b>	<b>\$801,078</b>	<b>\$1,081,462</b>	<b>\$801,077</b>	<b>\$801,077</b>
Staff Count	0	0	0	0	0

\* The Court of Appeals has no full-time equivalents because the payroll expenses are paid in the State of Ohio budget

### 2024 – 2025 Budget Overview

The State of Ohio pays the personnel expenses for the Court, and the County budget includes other expenses. The Court of Appeals primarily receives funding through the General Fund and has a small special revenue fund from court fees which generates approximately \$15,000 per year.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.



# Fiscal Department

## Mission Statement

The Fiscal Officer represents the best interest of the County taxpayers through performing diverse financial functions, including reporting financial activity and budget, assessment, and levy of taxes, providing consumer services, and overseeing County procurement. The Fiscal Officer is committed to operating conservatively and providing superior service to taxpayers, County agency and departments, and the public.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Property Tax Collections Percentage	94.8%	94.7%	95%	95%	95%
Titles Issued	434,000	428,000	425,000	400,000	400,000
Lodging Tax Audits Conducted	9	14	10-15	14	14

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$494,239,362	\$554,552,127	\$598,958,465	\$566,773,460	\$561,286,243
HHS Levy Fund	\$290,782,233	\$283,021,928	\$316,883,450	\$281,143,760	\$281,270,047
General Fund	\$132,958,772	\$127,831,489	\$41,766,473	\$116,488,381	\$115,764,932
Special Revenue Fund	\$70,498,357	\$143,698,710	\$176,503,722	\$169,141,319	\$164,251,264

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$32,942,836	\$20,976,471	\$23,802,876	\$25,894,259	\$26,566,565
Other Expenses	\$461,26,526	\$533,575,656	\$575,155,589	\$540,879,201	\$534,719,678
<b>Total</b>	<b>\$492,068,039</b>	<b>\$554,552,127</b>	<b>\$598,958,465</b>	<b>\$566,773,460</b>	<b>\$561,286,243</b>
Staff Count	241	223	278	230	230

## 2024 – 2025 Budget Overview

- The Fiscal Department budget is funded 21% by the General Fund, and 29% in special revenue funds and collects HHS Levy revenue which provides subsidies to the Health and Human Services Departments of comprising 50% of the Fiscal Department all funds budget.
- A total of 5% of the Department’s budget is associated with personnel with the remaining 95% in other expenses.
- The General Fund budget includes subsidies to other funds including \$48 million to debt retirement funds and \$10 million to the Facilities Department.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget adjustments to personnel services to include 7 FTE’s in the Delinquent Tax Assessment department, hired after Pay period 12.
- Recommended budget increase to provide a General Fund subsidy to offset the Western Reserve Bond debt repayment.
- Recommended budget includes revenue for the economic development loan repayment (Lumen repayment) to the General Fund of \$10 million in 2024.
- Real Estate Assessment Fund was increased \$6 million for the sexennial reappraisal.

## Health & Human Services – Administration

### Mission Statement

Transforming lives at every age and stage through collaboration, innovation, and Services; connecting people with the opportunity to live their best lives.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Infant Mortality	7.4	7.02	7	7	7
Timely Contract Completion	N/A	N/A	N/A	N/A	N/A
30 Day Invoice Processing	N/A	N/A	N/A	N/A	N/A
Increased Community Engagement	N/A	N/A	N/A	N/A	N/A

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$16,597,692	\$16,966,861	\$24,067,054	\$19,407,376	\$19,579,278
HHS Levy Fund	\$1,758,839	\$4,532,251	\$5,291,904	\$3,017,012	\$3,188,914
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$14,619,583	\$16,412,259	\$18,775,150	\$16,390,364	\$16,390,364

\*2021 Actuals variance between revenue and expenditures is due to spending down prior year(s) cash balance.

\*2022 Actuals variance between revenue and expenditures will remain in the cash balance.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$5,916,097	\$5,759,662	\$7,133,101	\$7,118,604	\$7,289,492
Other Expenses	\$10,681,596	\$11,207,198	\$16,933,953	\$12,288,772	\$12,289,786
<b>Total</b>	<b>\$16,597,692</b>	<b>\$16,966,861</b>	<b>\$24,067,054</b>	<b>\$19,407,376</b>	<b>\$19,579,278</b>
Staff Count	60	50	60	61	61

### 2024 – 2025 Budget Overview

The Department of Health and Human Services Administration HHS Levy subsidy covers expenses for HHS Administration, HHS Information Technology, and HHS Human Resources. The department is funded primarily by the County's Public Assistance federal allocations. This funding includes Public Assistance (Medicaid, the Supplemental Nutrition Assistance Program, and Temporary Aid to Needy Families), Children's Services (Title IV-E), and Child Support (Title IV-D) allocations. A total of 37% of the HHS Administration's expenditures are associated with personnel, with the remaining being used for other expenditures.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs (HHS-Admin).
- Recommended budget increase for staff tuition reimbursement (HHS-HR).
- Recommended budget increase for Smartsheet, WorkWave, and PeerPlace (HHS-IT).

## Health & Human Services – Division of Children and Family Services

### Mission Statement

The Division of Children and Family Services (DCFS) works to assure that children at risk of abuse and neglect are protected and nurtured within a family and with the support of the community as we strive to end the over-representation of people of color in the child welfare system.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Re-entries into foster care	12.9%	8.9%	<8.3%	<8.3%	<8.3%
Incidence of Repeat Maltreatment	9.5%	9.6%	<9.1%	<9.1%	<9.1%
Child Visits - Custody	94.9%	94.1%	>95%	≥95%	≥95%
Child Visits - Non-Custody	75.6%	57.1%	>95%	≥95%	≥95%
Parent Visits - Custody	48.4%	52.5%	>95%	>95%	>95%
Parent Visits - Non-Custody	56.9%	58.2%	>95%	>95%	>95%
Permanency in 12 months	34.7%	35.6%	>40.5%	≥37%	≥37%

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$163,075,686	\$159,112,766	\$181,344,661	\$171,502,489	\$173,316,244
HHS Levy Fund	\$86,092,429	\$97,212,255	\$95,753,664	\$89,624,445	\$88,531,638
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$64,997,628	\$68,315,722	\$85,590,995	\$81,878,044	\$84,784,606

\*2021 Actuals variance between revenue and expenditures is due to spending down prior year(s) cash balance.

\*2022 Actuals variance between revenue and expenditures will remain in the cash balance.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$62,787,004	\$60,236,273	\$70,247,629	\$67,389,397	\$69,203,152
Other Expenses	\$100,288,682	\$97,953,438	\$111,097,032	\$104,113,092	\$104,113,092
<b>Total</b>	<b>\$163,075,686</b>	<b>\$159,112,766</b>	<b>\$181,344,661</b>	<b>\$171,502,489</b>	<b>\$173,316,244</b>
Staff Count	730	633	840	728	728

### 2024 – 2025 Budget Overview

The DCFS budget is funded by the Health and Human Services Levy subsidy, additionally, approximately 34% of expenditures are reimbursed through federal and State sources, most notably Title IV-E of the Social Security Act. Approximately 40% of the CFS expenditures are associated with personnel, with the remaining being used for all other expenditures.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for 40 Social Service Work 3 positions.
- Recommended budget increase for Foster Care and Kinship Care services.

## Health & Human Services – Division of Job and Family Services

### Mission Statement

Cuyahoga Job and Family Services promotes economic self-sufficiency and personal responsibility for families and individuals by timely and accurately determining eligibility for a range of quality services that include Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Medicaid, Prevention, Retention, and Contingency (PRC), Child Care Assistance, and Work Programs, in accordance with Federal, State, and County regulations. This is accomplished by dedicated staff with a strong focus on customer service, and through the cultivation and strengthening of community partnerships.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Abandon Rate	29%	48%	20%	N/A	N/A
Calls Abandoned	232,664	294,354	200,000	N/A	N/A
Calls Handled (Call Center)	558,000	608,000	650,000	N/A	N/A
Wait Time	14.6	24.3	12	N/A	N/A
Medicaid Enrollment	436,863	457,400	370,070	N/A	N/A
SNAP Enrollment	273,714	265,613	200,000	N/A	N/A
TANF Enrollment	17,276	17,539	10,500	N/A	N/A
SNAP Application Timeliness	N/A	N/A	N/A	85%	85%
Work Participation Ratio	N/A	N/A	N/A	47%	47%
Contact Center Answer Rates	N/A	N/A	N/A	60%	60%

N/A: Data unavailable or data no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$84,272,184	\$78,150,262	\$83,845,378	\$90,357,991	\$91,981,260
HHS Levy Fund	\$9,998,013	\$8,890,461	\$8,718,211	\$7,503,415	\$7,617,452
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$74,274,171	\$69,259,801	\$75,127,167	\$82,854,576	\$84,363,808

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$54,596,985	\$53,707,510	\$55,917,082	\$60,561,363	\$62,177,522
Other Expenses	\$21,039,635	\$24,442,752	\$27,928,296	\$29,796,628	\$29,803,738
<b>Total</b>	<b>\$76,636,620</b>	<b>\$78,150,262</b>	<b>\$83,845,378</b>	<b>\$90,357,991</b>	<b>\$91,981,260</b>
Staff Count	727	700	752	770	770

### 2024 – 2025 Budget Overview

The Department of Job and Family Services (JFS) budget included staffing, contracts and services (Job Training and Education, Health Benefits, Emergency Services, Cash and Food Assistance, Child Care Assistance and Non-Emergency Transportation) and other administrative costs. A total of 67% of JFS's expenditures are associated with personnel costs, with the remaining 33% being used for all other expenses. The JFS funding source consists primarily of Public Assistance Funds which includes Temporary Aid to Needy Families (TANF), Income Maintenance and Federal Medicaid reimbursed by the State and a Mandated Share (amount determined every year based previous years expenses) which is funded by the Health and Human Services Levy Fund.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for 40 additional caseworkers.
- Recommended budget increase for contractual services to the SNAP and TANF programs.

## Health & Human Services – Division of Senior and Adult Services

### Mission Statement

The mission of the Division of Senior and Adult Services (DSAS) is to empower seniors and adults with disabilities to age successfully by providing resources and support that preserve their independence.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Number of clients served through OPTIONS for Independent Living	2,131	2,121	2,200	2,200	N/A
Number of clients served through Home Support Services	415	399	400	400	N/A
Number of clients served – Central Intake	17,171	22,841	20,000	20,000	N/A
Adult Protective Services	2,402	2,400	2,400	2,400	N/A

N/A: Data unavailable or data no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$21,456,990	\$22,768,377	\$24,744,028	\$27,227,327	\$27,628,836
HHS Levy Fund	\$19,972,186	\$20,835,421	\$22,621,100	\$25,900,092	\$26,301,601
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$1,484,804	\$1,932,956	\$2,122,928	\$1,327,235	\$1,327,235

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$12,010,843	\$12,278,407	\$13,182,372	\$15,569,682	\$15,966,356
Other Expenses	\$9,820,090	\$10,489,970	\$11,561,656	\$11,657,645	\$11,662,480
<b>Total</b>	<b>\$21,830,933</b>	<b>\$22,768,377</b>	<b>\$24,744,028</b>	<b>\$27,227,327</b>	<b>\$27,628,836</b>
Staff Count	144	154	151	168	168

### 2024 – 2025 Budget Overview

DSAS is the mandated provider of Adult Protective Services (APS) in Cuyahoga County, and provides home-based care services, benefits assistance, outreach, and senior center programming, while advocating for the needs of the County's older adults. Approximately a total of 58% of DSAS's expenditures are associated with personnel costs, with the remaining being used for all other expenses.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for Community Support Services Program (CSSP), Home Health Aide (HHA) master contract, client services, and HHS master contracts.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.

## Health & Human Services – Family and Children First Council

### Mission Statement

The Family & Children First Council convenes partners to prepare children and youth for healthy, stable adulthood, by supporting programming and planning that increases the self-sufficiency and decision-making abilities of families, prevents children from becoming deeply involved in public systems, and better connects the services a child really needs.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
High School Graduation Rate	76%	77.4%	83%	N/A	N/A
No. Enrolled in Wraparound Programming	262	246	240	N/A	N/A
No. of FAST families	108	120	100	N/A	N/A
No. of Out-of-School Time	2,588	2,588	2,800	3,000	3,000
No. of Youth Served by CTAG	221	221	N/A	250	250
No. Served - Service Coordination	54	54	N/A	75	75

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$5,855,992	\$4,804,919	\$5,550,129	\$5,519,544	\$5,545,243
HHS Levy Fund	\$3,953,013	\$5,553,881	\$5,550,129	\$5,147,002	\$5,172,701
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$762,965	\$968,553	\$0	\$372,542	\$372,542

\*2021 Actuals variance between revenue and expenditures is due to spending down prior year(s) cash balance.

\*2022 Actuals variance between revenue and expenditures will remain in the cash balance.

\* In 2022, Special Revenue Funds cash balance was reallocated to a grant accounting unit.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$800,833	\$782,977	\$856,338	\$1,039,361	\$1,065,060
Other Expenses	\$5,055,159	\$4,021,942	\$4,693,791	\$4,480,183	\$4,480,183
<b>Total</b>	<b>\$5,855,992</b>	<b>\$4,804,919</b>	<b>\$5,550,129</b>	<b>\$5,519,544</b>	<b>\$5,545,243</b>
Staff Count	8	7	8	10	10

### 2024 – 2025 Budget Overview

FCFC spending specifically targets youths through service coordination. State mandates requires FCFC be the service coordinator for youths in need of a variety of services. FCFC provides services targeted toward at-risk youth through Out of School Time, internship and mentor programs. The FCFC operating budget is funded by Health and Human Services Levy, Multi-System Youth (MSY) Administrative grant (which funds a portion of personnel expenses), and an allocation for Temporary Assistance for Needy Families (TANF) program funding. A total of 19% of FCFC's expenditures are associated with personnel, with the remaining 81% being used for all other expenditures.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for Service Coordination.

## Health and Human Services – Fatherhood Initiatives

### Mission Statement

The Cuyahoga County Fatherhood Initiative (CCFI) seeks to strengthen families in our community by encouraging fathers to play a more active role in nurturing and raising their children. The goals are (1) promote the importance of fathers being involved in their children’s lives (2) fund programs that assist fathers in meeting the financial and emotional needs of their children (3) improve the county’s service delivery to fathers and (4) hold an annual Fatherhood Conference to celebrate healthy-child relationships.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Fathers and Teens Served through Programs	4,271	4,888	5,160	N/A	N/A
Fathers Served through Special Events (conferences, Forums, etc.)	17,300	14,300	18,500	N/A	N/A
Calls and Referrals to the Fatherhood Office and 211	2,805	3,024	3,270	2,100	2,100
Fathers completing job training/placement programs	N/A	N/A	N/A	190	190
Fathers completing Boot Camp for New Dads	N/A	N/A	N/A	850	850
Teens completing Prevent Premature Fatherhood Program	N/A	N/A	N/A	1,500	1,500
Supervised Visits between fathers and children	N/A	N/A	N/A	650	650
Weekend Exchanges between parents	N/A	N/A	N/A	140	140

N/A: Data unavailable or data no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$1,091,680	\$923,055	\$1,000,462	\$1,059,240	\$1,064,560
HHS Levy Fund	\$1,091,680	\$923,055	\$1,000,462	\$1,059,240	\$1,064,560
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$170,919	\$178,677	\$154,092	\$197,698	\$202,743
Other Expenses	\$920,761	\$744,378	\$846,370	\$861,542	\$861,817
<b>Total</b>	<b>\$1,091,680</b>	<b>\$923,055</b>	<b>\$1,000,462</b>	<b>\$1,059,240</b>	<b>\$1,064,560</b>
Staff Count	2	2	2	2	2

### 2024 – 2025 Budget Overview

The CCFI budget is funded by the Health & Human Services Levy, which enables staffing, contracts, services, and other administrative costs. Approximately a total of 19% of CCFI’s expenditures are associated with personnel costs, with the remaining being used for all other expenses. A portion of the CCFI budget is used to host an annual Fatherhood Initiative Conference that promotes a healthy father-child relationship for thousands of fathers. Although operating in conjunction with the Office of Child Support Services (OCSS aka CSEA), the CCFI budget is separate from OCSS due to the autonomous activities conducted by CCFI.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for Fatherhood contracts.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.

## Health & Human Services – Invest in Children

### Mission Statement

Invest in Children is a community wide public/private partnership administered by the Cuyahoga County Office of Early Childhood. The mission of Invest in Children is to mobilize resources and research to ensure the well-being of all young children in Cuyahoga County. We provide a continuum of targeted services, prenatal to kindergarten, for children and their families; build awareness; advocate; and measure our impact. We aim to achieve equity in access to services and eliminate racial/ethnic disparities in child and family outcomes.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
No. Families Served by MomsFirst	215	203	188	188	188
UPK Enrollment (% of Capacity)	89%	79%	75%	75%	75%
No. of Children Receiving ECMH/Prevention services	586	653	700	1,950	1,950
No. of Families Provided Newborn Home Visits	178	1,568	1,200	N/A	N/A
No. of Families Served by Home Visiting	N/A	N/A	N/A	2,900	2,900

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$17,997,539	\$15,904,663	\$23,124,179	\$17,870,926	\$17,893,482
HHS Levy Fund	\$12,822,565	\$19,366,219	\$19,331,929	\$17,870,926	\$17,893,482
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$2,515,854	\$2,844,339	\$3,792,250	\$0	\$0

\*2021 Actuals variance between revenue and expenditures is due to spending down prior year(s) cash balance.

\*2022 Actuals variance between revenue and expenditures will remain in the cash balance.

\* In 2022, Special Revenue Funds cash balance was reallocated to a grant accounting unit.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$906,506	\$849,105	\$1,028,951	\$934,924	\$957,480
Other Expenses	\$17,091,033	\$15,055,558	\$22,095,228	\$16,936,002	\$16,936,002
<b>Total</b>	<b>\$17,997,539</b>	<b>\$15,904,663</b>	<b>\$23,124,179</b>	<b>\$17,870,926</b>	<b>\$17,893,482</b>
Staff Count	10	8	8	9	9

### 2024 – 2025 Budget Overview

In 2024-2025, Invest in Children will be 100% HHS Levy funded. A total of 5% of the agency's expenditures are associated with personnel, with the remaining being used for all other expenditures. Most of the funding provides for the Universal Pre-Kindergarten (UPK) program.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for Universal Pre-Kindergarten contractual services.



## Health & Human Services – Office of Child Support Services

### Mission Statement

The Office of Child Support Services (OCSS) helps families by establishing, maintaining, and modifying child support orders. The office also assists with establishing paternity, locating parents, and assisting with enforcement for health insurance coverage. OCSS works to engage with non-custodial parents in effective co-parenting opportunities and enhance their capacity to provide financial and emotional support for their children. OCSS works to engage with parents, guardians, and employers by offering more flexibility and greater access to services, linking with community partners to enhance their capacity to provide financial and emotional support for their children, and seeks innovative methods to strengthen services through grants and workshops.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Current Support Collected	67.00%	62.00%	65.00%	64.00%	64.25%
Paternity Establishment	N/A	N/A	N/A	94.84%	95.04%
Support Establishment	N/A	N/A	N/A	93.60%	93.70%

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$35,781,166	\$36,739,741	\$42,465,767	\$40,722,307	\$41,257,659
HHS Levy Fund	\$5,969,584	\$4,364,476	\$6,512,402	\$6,645,584	\$6,827,604
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$29,811,582	\$31,452,210	\$35,953,365	\$34,076,723	\$34,430,055

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$18,534,633	\$17,482,205	\$19,979,348	\$20,065,190	\$20,589,090
Other Expenses	\$17,246,533	\$19,257,536	\$22,486,419	\$20,657,117	\$20,668,569
<b>Total</b>	<b>\$35,781,166</b>	<b>\$36,739,741</b>	<b>\$42,465,767</b>	<b>\$40,722,307</b>	<b>\$41,257,659</b>
Staff Count	250	250	263	256	256

### 2024 – 2025 Budget Overview

The Office of Child Support’s budget includes staffing, contracts, and services (Child Support Enforcement Establishment and Paternity Establishment) and other administrative costs. Approximately a total of 49% of OCSS’s expenditures are associated with personnel costs, with the remaining being used for all other expenses. The Office of Child Support funding source includes State Title IV-D Reimbursements from the Social Security Act (66% of eligible expenses), 22% of available resources and the Health and Human Services Levy Fund, 78%.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for cooperative agreement with the Courts.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.

## Health & Human Services – Office of Homeless Services

### Mission Statement

Office of Homeless Services (OHS) serves as the lead agency for the Homeless Continuum of Care and the Homeless Management Information System. As the CoC lead agency, OHS is responsible for the coordination, convening, and planning from the homeless system. As the HMIS lead, we are also responsible for providing the HMIS System Administrator for the system, which serves as the technical point of contact for training, support, and reporting. OHS serves as the backbone of the CoC, which includes over 40 agencies and over 200 programs.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Emergency Shelter – Number of people served	4,568	5,681	6,000	N/A	N/A
Rapid Rehousing – Number of people served	2,513	2,601	2,600	N/A	N/A
Permanent Supportive Housing – Number of People Served	4,589	4,589	5,900	N/A	N/A
Reduce the total number of persons experiencing homelessness	N/A	N/A	N/A	5%	5%
Increase the number of permanent exits	N/A	N/A	N/A	5%	5%
Reduce the number of returns to homelessness* after exiting to permanent housing destinations from Street Outreach, Emergency Shelter, Transitional Housing, Safe Haven, Rapid Re-housing, & Permanent Supportive Housing.	N/A	N/A	N/A	2%	2%

N/A: Data unavailable or data no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$9,835,611	\$13,012,036	\$10,967,997	\$14,001,098	\$14,018,219
HHS Levy Fund	\$9,176,363	\$12,806,992	\$10,784,469	\$13,814,847	\$13,831,968
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$659,248	\$205,044	\$183,528	\$186,251	\$186,251

\*2022 Actuals variance between revenue and expenditures will remain in the cash balance.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$481,364	\$523,023	\$574,054	\$684,435	\$700,872
Other Expenses	\$9,354,265	\$10,732,457	\$10,393,943	\$13,316,663	\$13,317,347
<b>Total</b>	<b>\$9,835,611</b>	<b>\$11,255,480</b>	<b>\$10,967,997</b>	<b>\$14,001,098</b>	<b>\$14,018,219</b>
Staff Count	3	5	5	6	6

### 2024 – 2025 Budget Overview

The Office of Homeless Services (OHS) operating budget is mainly supported by the Health and Human Services Levy. Additionally, the office receives Federal funding outside of the operating budget and awards sub-grants to other organizations to fund initiatives throughout the county. A total of 5% of OHS's expenditures are associated with personnel costs, with the remaining 95% being used for all other expenses.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for homeless shelter operations, Lutheran Metropolitan Ministry, Mary's Home, and Family Overflow.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.

## Health & Human Services – Office of Re-Entry

### Mission Statement

The mission of the Cuyahoga County Office of Reentry (OOR) is to strengthen a network of community partners by coordinating innovation services and programs that assure quality opportunities needed for a successful reintegration. Reentry services include increased access to employment, education, housing, transportation, and healthcare. Removing the barriers to these basic necessities for returning citizens will increase public safety, strengthen the economy, and reduce recidivism.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
No. New Members - North Star Reentry Center	1,827	1,984	1,500	2,979	2,979
No. of Participants - Social Enterprise/Achieve Staffing	31	142	80	80	80
No. of Individuals Served through Law Clinics	N/A	N/A	N/A	125	125

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$2,179,598	\$2,053,345	\$2,871,427	\$2,771,165	\$2,785,596
HHS Levy Fund	\$2,283,427	\$2,791,848	\$2,871,427	\$2,771,165	\$2,785,596
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

\*2021 and 2022 Actuals variance between revenue and expenditures will remain in the cash balance.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$423,966	\$459,540	\$624,868	\$578,925	\$593,233
Other Expenses	\$1,755,632	\$1,593,805	\$2,246,558	\$2,192,240	\$2,192,363
<b>Total</b>	<b>\$2,179,598</b>	<b>\$2,053,345</b>	<b>\$2,871,426</b>	<b>\$2,771,165</b>	<b>\$2,785,596</b>
Staff Count	5	5	5	5	5

### 2024 – 2025 Budget Overview

Office of Re-Entry expenditures remain overall flat and is 100% funded by the HHS Levy. Approximately 21% of OOR's expenditures are associated with personnel, with the remaining 79% being used for all other expenditures.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.
- Recommended budget increase for Re-Entry contractual services.

# Housing and Community Development

## Mission Statement

The Cuyahoga County Department of Housing and Community Development’s mission is to develop and implement new strategies with creative and innovative solutions to increase affordable housing, enhance middle market neighborhoods, and create a stronger, vibrant quality of life for residents in all Cuyahoga County communities.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Number of Municipal Grant Projects Funded Dollars Invested in Grant Projects	N/A	N/A	N/A	N/A	N/A
Homeowner Assistance Program Projects Funded	N/A	N/A	N/A	N/A	N/A
Funds Invested in Homeowner Assistance Program Projects	N/A	N/A	N/A	N/A	N/A
Number of Affordable Housing Units Created or Preserved	N/A	N/A	N/A	N/A	N/A
Rental Assistance & Fair Housing	N/A	N/A	N/A	N/A	N/A

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	N/A	N/A	\$235,669	\$665,388	\$682,219
HHS Levy Fund	N/A	N/A	\$0	\$0	\$0
General Fund	N/A	N/A	\$235,669	\$665,388	\$682,219
Special Revenue Fund	N/A	N/A	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	N/A	N/A	\$235,669	\$470,688	\$483,625
Other Expenses	N/A	N/A	\$0	\$194,700	\$198,594
<b>Total</b>	N/A	N/A	<b>\$235,669</b>	<b>\$665,388</b>	<b>\$682,219</b>
Staff Count	N/A	N/A			

## 2024 – 2025 Budget Overview

The Department of Housing and Community Development was created in 2023. The department’s main source of revenue will be grants from funding agencies such as U.S. Department of Housing and Urban Development as well as local funds.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.

## Human Resources

### Mission Statement

Through strategic partnerships and collaboration, the Human Resources Department attracts, recruits, develops, motivates, and retains a high performing and diverse workforce while fostering a healthy, safe, and productive environment.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
No. of Days to Fill Classified Positions	70	28	60	N/A	N/A
No. of Days to Fill Unclassified Positions	60	60.5	50	N/A	N/A
Employees registered for Wellness Program	N/A	N/A	N/A	1,750	2,000
Cost per employee for medical & prescription health care coverage	N/A	N/A	N/A	N/A	N/A

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$123,715,693	\$121,999,549	\$136,514,942	\$121,127,153	\$120,947,181
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$3,569,078	\$4,340,341	\$4,507,516	\$4,804,031	\$4,894,634
Special Revenue Fund	\$120,146,615	\$117,659,208	\$132,007,426	\$116,323,122	\$116,052,547

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$4,513,637	\$4,929,429	\$4,204,545	\$5,342,751	\$5,471,379
Other Expenses	\$119,202,056	\$117,070,120	\$132,310,397	\$115,784,402	\$115,475,802
<b>Total</b>	<b>\$123,715,693</b>	<b>\$121,999,549</b>	<b>\$136,514,942</b>	<b>\$121,127,153</b>	<b>\$120,947,181</b>
Staff Count	49	54	44	44	44

### 2024 – 2025 Budget Overview

Human Resources collects 95% of its Special Revenue funds from withholding employees' salaries to pay for benefits such as medical expenses. The General Fund dollars covers HR employee's salary and benefits as well as programs that support Cuyahoga County employee's overall wellbeing.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for Public Sector HR Association (PSHRA) memberships and HR consultants.
- Recommended budget increase for tuition reimbursement to employees.

# Information Technology

## Mission Statement

The Department of Information Technology (DoIT) works to be a catalyst for change and innovation through shared and integrated information systems in support of public services. DoIT is committed to aligning people, processes, and technology to support the Government Gets Results strategy and others highlighted in the Cuyahoga County Strategic Plan.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$24,496,546	\$27,613,232	\$26,717,972	\$29,706,759	\$30,008,002
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$23,746,075	\$26,213,611	\$26,164,595	\$28,794,038	\$29,078,746
Special Revenue Fund	\$750,471	\$1,399,621	\$553,377	\$912,721	\$929,256

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$12,183,847	\$12,281,548	\$13,402,047	\$12,555,075	\$12,856,318
Other Expenses	\$12,312,699	\$15,331,684	\$13,315,925	\$17,151,684	\$17,151,684
<b>Total</b>	<b>\$24,496,546</b>	<b>\$27,613,232</b>	<b>\$26,717,972</b>	<b>\$29,706,759</b>	<b>\$30,008,002</b>
Staff Count	113	102	116	107	107

## 2024 – 2025 Budget Overview

The Department of Information Technology is funded 97% by the County General Fund with 3% by a special revenue fund. A total of 43% of the Department’s budget is associated with personnel services with the remaining 57% in other expenses including contracts for Infor/Lawson, AT&T, and Microsoft licenses, hardware and security systems and the County Graphical Information System.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for implementation of disaster recovery and response programs, enhanced data security, and increases to Microsoft and voice over IP service licenses.
- Recommended budget reduction for the transition of communications technical staff to the Executive Department of Communications.

# Innovation and Performance

## Mission Statement

The Office of Innovation and Performance works to implement the executive’s vision to transform the operations of county government so that they are innovative and responsive to the needs of residents, businesses, and partners. Key tenets to achieving the County mission are the development and implementation of the Cuyahoga County Strategic Plan, a performance management system to ensure progress against those goals and fostering a culture of innovation and continuous improvement that positions Cuyahoga County as a national leader.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Employees engaged in innovation efforts	225	272	250	250	250
Value of Improvements	\$500,000	\$496,000	\$500,000	\$500,000	\$500,000

\*Innovation and Performance may revise or add measures with the departure and replacement of the previous director.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$663,377	\$708,229	\$803,134	\$668,397	\$681,911
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$633,377	\$708,229	\$803,134	\$668,397	\$681,911
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$476,170	\$618,308	\$614,805	\$602,419	\$615,933
Other Expenses	\$187,207	\$89,921	\$188,329	\$65,978	\$65,978
<b>Total</b>	<b>\$663,377</b>	<b>\$708,229</b>	<b>\$803,134</b>	<b>\$668,397</b>	<b>\$681,911</b>
Staff Count	6	4	5	4	4

## 2024 – 2025 Budget Overview

The Office of Innovation and Performance is funded 100% by the County General Fund. A total of 90% of the budget is associated with personnel services with the remaining 10% in other expenses including strategic and performance management software and services. The budget also includes public policy fellows funded by a grant provided by the Cleveland Foundation.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget reduction for contractual services.

# Inspector General

## Mission Statement

The Agency of the Inspector General was established to protect the county taxpayers’ interest by promoting honesty and accountability in county government. The Inspector General serves as the County’s Chief Ethics Officer, conducts inspections, investigations, and audits to determine fraud, corruption, and other possible misuse within the county operations. In pursuit of that goal the Inspector General conducts proactive ethics education, monitors financial disclosures, conducts background checks on County partners, reviews driver’s licenses and other relevant County employee matters.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Outreach with Ethics Inquires	N/A	N/A	83	>83	>83
Timeliness of Inquiry Response	N/A	N/A	10	<10	<10
Timeliness of Whistleblower Complaints	N/A	N/A	10	<10	<10

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$916,274	\$994,055	\$1,207,775	\$1,196,575	\$1,223,738
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$899,946	\$960,709	\$1,170,736	\$1,175,261	\$1,201,799
Special Revenue Fund	\$16,328	\$33,346	\$37,039	\$21,314	\$21,939

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$867,681	\$937,988	\$1,135,426	\$1,136,282	\$1,162,820
Other Expenses	\$48,593	\$56,067	\$72,352	\$60,293	\$60,918
<b>Total</b>	<b>\$916,274</b>	<b>\$994,055</b>	<b>\$1,207,778</b>	<b>\$1,196,575</b>	<b>\$1,223,738</b>
Staff Count	8	9	9	9	9

## 2024 – 2025 Budget Overview

The Inspector General is funded 95% by the County General Fund and 5% in the Vendor Fee special revenue fund with revenues received from vendor registration fees. A total of 95% of the Agency of the Inspector General’s budget is associated with personnel services with the remaining 5% in other expenses which includes law software licenses and staff professional development.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for contractual services.



# Internal Audit

## Mission Statement

The objective of the Department of Internal Audit is to assist members of the County, especially senior management, and the Audit Committee, by furnishing analyses, recommendations, and consultation. The department provides independent objective assurance and consulting activities to improve management practices, identify operation improvements and reduce risk exposure. Internal Audit is charged to examine and evaluate the adequacy and effectiveness of county management of internal controls.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Audit Plan Completion Rate	92%	57%	70%	80%	80%
Resource Utilization	57%	58%	55%	58%	58%
Audit Coverage	12%	41%	35%	45%	45%
Cycle Time	8.3 Months	8.3 Months	9 Months	7.5 Months	7.5 Months
Issue Resolution Testing	35%	35%	50%	60%	60%

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$688,060	\$690,774	\$898,478	\$789,117	\$806,922
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$688,060	\$690,774	\$898,478	\$789,117	\$806,922
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$643,694	\$655,739	\$728,915	\$754,082	\$771,887
Other Expenses	\$44,366	\$35,035	\$169,563	\$35,035	\$35,035
<b>Total</b>	<b>\$688,060</b>	<b>\$690,774</b>	<b>\$898,478</b>	<b>\$789,117</b>	<b>\$806,922</b>
Staff Count	6	6	6	6	6

## 2024 – 2025 Budget Overview

The Department of Internal audit is funded 100% by the County General Fund. A total of 96% of the Department’s budget is associated with personnel services with the remaining 4% for other expenses including contracts for audit software and professional licensure.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.

# Juvenile Court

## Mission Statement

Mission Statement: To administer justice, rehabilitate juveniles, support, and strengthen families, and promote public safety.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Secure Detention Admits	526	684	N/A	N/A	N/A
Secure Detention Av. Daily Population	121.3	138.5	N/A	N/A	N/A
Shelter Care Av. Daily Population	0	0	N/A	N/A	N/A
Eliminate Confinement Hours	N/A	N/A	4.0 hours per resident per critical incident	3.80 hours per resident per critical incident	3.75 hours per resident per incident
Provide DO training	N/A	N/A	100% will meet minimal OAC mandatory training hours	100% will meet minimal OAC mandatory training hours	100% will meet minimal OAC mandatory training hours
Reduce the use of Force	N/A	N/A	80% of all critical incidents will be resolved without force	80% of all critical incidents will be resolved without force	80% of all critical incidents will be resolved without force

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$57,365,590	\$65,416,633	\$64,897,128	\$65,703,295	\$66,175,400
HHS Levy Fund	\$18,079,730	\$19,134,056	\$22,222,943	\$21,685,379	\$21,997,807
General Fund	\$35,334,672	\$40,959,063	\$39,269,831	\$43,849,714	\$43,984,606
Special Revenue Fund	\$3,676,467	\$5,323,514	\$3,404,354	\$168,202	\$192,987

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$38,810,525	\$42,302,228	\$38,814,200	\$45,084,668	\$46,206,773
Other Expenses	\$18,555,065	\$23,114,405	\$26,082,928	\$20,618,627	\$19,968,627
<b>Total</b>	<b>\$57,365,590</b>	<b>\$65,416,633</b>	<b>\$64,897,128</b>	<b>\$65,703,295</b>	<b>\$66,175,400</b>
Staff Count	486	475	495	495	495

## 2024 – 2025 Budget Overview

The Juvenile Court receives funding primarily through General Fund and Health and Human Services levy funds. It also receives revenue through various special revenue funds, including revenues received through various court fees and Title IV-E reimbursements. Outside of this operating budget, the Court receives an allocation of RECLAIM Ohio grant funds. A total of 68% of Juvenile Court’s budget is committed to personnel cost, the remaining budget is expected to be used to support the operations of the Juvenile Detention Center, and other statutory obligations within the department.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for 26 additional Detention Officers at the Juvenile Court Detention Center.
- Recommended budget adjustment to support contracts and food costs in the Detention Center.

## Law Department

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### Mission Statement

The Law Department was established by County Council under its authority in Article 3.09(2) of the County Charter approved in November 2009. The Law Department serves as the legal counsel to the County Executive and the County Council.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$5,344,016	\$11,663,159	\$4,894,599	\$5,107,164	\$5,306,923
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$5,344,016	\$11,663,159	\$4,894,599	\$5,107,164	\$5,306,923
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$1,880,586	\$1,823,433	\$2,010,319	\$2,199,058	\$2,244,526
Other Expenses	\$3,463,430	\$9,839,726	\$2,884,280	\$2,908,106	\$3,062,397
<b>Total</b>	<b>\$5,344,016</b>	<b>\$11,663,159</b>	<b>\$4,894,599</b>	<b>\$5,107,164</b>	<b>\$5,306,923</b>
Staff Count	19	20	15	15	15

### 2024 – 2025 Budget Overview

The Law Department’s budget is funded 100% through the General Fund. A total of 43% of the appropriations are expected to be used to support personnel costs, the remaining budget will be spent on operations of the department.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for additional Attorneys (2), Risk Management software, and consultants.

# Law Library

## Mission Statement

The Cuyahoga County Law Library Resource Board provides and manages legal, research, and library resources for municipalities and courts within Cuyahoga County for the support and practice of law. The Cuyahoga County Law Library Resource Board and Cleveland Law Library Association organize and manage jointly the Cleveland/Cuyahoga County Law Library.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Reference and Research Questions	4,203	3,189	3,200	3,200	3,200
Patron Service Hours	478	622	550	550	550
Special Programs/Events	39	23	25	25	25
Number of Ebooks	1,194	1,197	1,197	1,197	1,197
Volume in Print	117,119	116,719	116,719	116,719	116,719

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$470,051	\$474,778	\$553,386	\$486,476	\$494,077
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$470,051	\$474,778	\$553,386	\$486,476	\$494,077

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$273,651	\$286,609	\$312,150	\$314,308	\$321,909
Other Expenses	\$196,400	\$188,169	\$241,236	\$172,168	\$172,168
<b>Total</b>	<b>\$470,051</b>	<b>\$474,778</b>	<b>\$553,386</b>	<b>\$486,476</b>	<b>\$494,077</b>
Staff Count	3	3	3	3	3

## 2024 – 2025 Budget Overview

The Law Library is funded through fees received per ORC code from speeding tickets. A total of 65% of the Library’s budget is committed to personnel costs, the remaining budget will be used to support operations and materials of the Library.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.

# Medical Examiner

## Mission Statement

The Cuyahoga County Medical Examiner’s Office is a public service agency responsible for the investigation of violent, suspicious, and sudden and unexpected deaths and the provision of laboratory services. The agency is committed to the dignified and compassionate performance of these duties with impartiality and the highest professional levels of quality and timeliness in the service of the general public, medical, and legal communities and the overall public health of the citizens of Cuyahoga County.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Total Cases Admitted	1,453	1,422	N/A	N/A	N/A
Total Autopsies (Jurisdictional)	2,527	2,392	N/A	N/A	N/A
Autopsies Performed for Other Counties	1,600	1,208	N/A	N/A	N/A
Scene Investigations	572	462	N/A	N/A	N/A
Autopsies completed within 90 days	75%	93%	90%	90%	90%
Toxicology reports completed within 90 days	99%	99%	90%	90%	90%
Death Certificate completion (3 days)	4	6	3	3	3
Death Certificate completion – Original (10 days)	5	5	10	10	10
Death Certificate completion - Supplemental (45 days)	59	65	45	45	45

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$15,104,860	\$17,019,117	\$17,576,168	\$18,517,445	\$18,854,420
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$14,715,831	\$16,263,735	\$17,576,168	\$18,517,445	\$18,854,420
Special Revenue Fund	\$389,029	\$755,382	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$10,663,091	\$12,008,558	\$12,942,006	\$14,134,119	\$14,471,094
Other Expenses	\$4,441,769	\$5,010,559	\$4,634,162	\$4,383,326	\$4,383,326
<b>Total</b>	<b>\$15,104,860</b>	<b>\$17,019,117</b>	<b>\$17,576,168</b>	<b>\$18,517,445</b>	<b>\$18,854,420</b>
Staff Count	108	107	110	110	110

## 2024 – 2025 Budget Overview

Medical Examiner’s office is primarily funded with General Fund, but also receives revenue for services provided to external agencies, and grants. A total of 76% of the Medical Examiner’s budget is expected to be spent on personnel costs, the remaining budget will be used to support operations of the Medical Examiner’s office.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for pay increases of the Chief Medical Examiner and the Deputy Medical Examiner.

# MetroHealth System

## Mission Statement

MetroHealth, Cuyahoga County’s public health care system, is committed to providing outstanding health care for individuals, to eliminating health inequities and to promoting community health. It offers integrated health services at four hospitals, four emergency rooms and more than 20 health centers and 40 additional sites. MetroHealth’s more than 8,000 employees strive to root out systematic barriers to good health and improve health outcomes across our community. Since its founding in 1837, MetroHealth has provided care to everyone, regardless of ability to pay.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Budget	2025 Forecast
Inpatient Stays – Including Behavioral Health Hospital	25,006	22,844	23,605	27,738	28,000
Outpatient Visits	1,328,190	1,268,655	1,307,660	1,386,216	1,400,000
Babies Delivered	2,728	2,614	2,593	2,659	2,700
Emergency Department Visits	138,667	135,606	140,642	140,349	141,000

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$32,472,000	\$32,472,000	\$8,118,000	\$32,472,000	\$32,472,000
HHS Levy Fund	\$32,472,000	\$32,472,000	\$8,118,000	\$32,472,000	\$32,472,000
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$0	\$0	\$0	\$0	\$0
Other Expenses	\$32,472,000	\$32,472,000	\$8,118,000	\$32,472,000	\$32,472,000
<b>Total</b>	<b>\$32,472,000</b>	<b>\$32,472,000</b>	<b>\$8,118,000</b>	<b>\$32,472,000</b>	<b>\$32,472,000</b>

## 2024 – 2025 Budget Overview

The MetroHealth System is given a Health and Human Services Levy subsidy annually which is used to provide financial support for health and well-being throughout Cuyahoga County. The 2024 budget will reflect management’s ongoing commitment to meeting the healthcare needs of its community while maintaining its financial viability. The programs included in the budget are designed to provide low-cost health care for all the citizens of Cuyahoga County, as well as, eliminate barriers to healthcare and address the social drivers of health for our patients. The above charts do not reflect any MetroHealth financial activity beyond the subsidy provided by the County. Cuyahoga County’s contribution from the HHS Levy subsidy assists in this endeavor by helping defray the costs of, otherwise, uncompensated care for County residents. Significant challenges in labor costs and inflation are stressing our ability to remain a low-cost provider. The nursing labor shortage has driven a permanent increase in the cost of delivering healthcare in the nation and MetroHealth has not been immune to those effects.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- N/A

# Personnel Review Commission

## Mission Statement

Pursuant to Section 9.01 of the Cuyahoga County Charter, the Personnel Review Commission was established. The three-member commission is responsible for administering, and in cooperation with county agencies, boards, and commissions, efficient and economical system for the employment of County employees. PRC is committed to accountability and operational excellence, with the ultimate goal of a workforce that provides superior service and contributions to the region's economic competitiveness. The PRC hears employment appeals and actions, in addition to administering the employee classification and compensation system and conduct civil service testing.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Days between vacancy and eligibility list for competitive projects	30	26	25	25	25
Days between vacancy and eligibility list for non-competitive projects	30	9	10	10	10
Percentage of class plan review and approved changes	N/A	N/A	25%	25%	25%
Days between appeal filing and report and recommendation	N/A	N/A	45	45	45

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$1,940,338	\$2,151,916	\$2,373,491	\$2,481,318	\$2,534,020
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$1,940,338	\$2,151,916	\$2,373,491	\$2,481,318	\$2,534,020
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	1,808,487	\$1,868,060	\$2,090,489	\$2,197,462	\$2,250,164
Other Expenses	\$131,851	\$283,856	\$283,002	\$283,856	\$283,856
<b>Total</b>	<b>\$1,940,338</b>	<b>\$2,151,916</b>	<b>2,373,491</b>	<b>\$2,481,318</b>	<b>\$2,534,020</b>
Staff Count	19	21	19	19	19

## 2024 – 2025 Budget Overview

The Personnel Review Commission is funded 100% by the County General Fund. A total of 89% of the Commission's budget is associated with personnel with the remaining 11% in other expenditures. Other expenditures include professional services for testing and proctoring software, and internal chargebacks for space and security.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.

## Planning Commission

### Mission Statement

To inform and provide services in support of the short and long-term comprehensive planning, quality of life, environment, and economic development of Cuyahoga County and its cities, villages, and townships.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Number of shared services –Community Planning services completed	2	6	4	4	4
Number of shared services – Technical Assistance services completed	5	9	8	7	7
Number of Regional Partnership Plans completed	3	2	2	3	3
Regional & Equitable Strategies	0	3	4	3	3
Collaborative Partnerships	4	7	9	9	9

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$2,400,151	\$2,710,688	\$2,996,837	\$2,926,819	\$2,022,191
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$2,400,151	\$2,710,688	\$2,996,837	\$2,926,819	\$2,022,191
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$1,543,286	\$1,648,265	\$1,921,532	\$1,936,797	\$1,982,169
Other Expenses	\$856,865	\$1,062,423	\$1,075,305	\$990,022	\$40,022
<b>Total</b>	<b>\$2,400,151</b>	<b>\$2,710,688</b>	<b>\$2,996,837</b>	<b>\$2,926,819</b>	<b>\$2,022,191</b>
Staff Count	18	18	18	18	18

### 2024 – 2025 Budget Overview

The Planning Commission is funded 100% by the General Fund.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget reduces the General Fund subsidy in 2025 for the Urban Tree Canopy program, that completes in 2024.



# Probate Court

## Mission Statement

The Probate Court is established in each county of Ohio to supervise the administration of the estate of a decedent who was a legal resident in the county at the time of his or her death. Each transaction involved in the administration of an estate is subject to the examination and approval of the Probate Court. Other matters within the Probate Court's jurisdiction are: guardianship proceedings, adoptions, names changes, issuance of marriage licenses, the involuntary commitment of the mentally ill, and civil matters, including will contests, concealment of assets, determination of heirs and land appropriation cases. To improve the County's global competitiveness through economic growth and ensure that Cuyahoga County is a vibrant, healthy, and welcoming place.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Estates opened	12,009	10,075	8,458	8,458	8,458
Guardianships-Incompetents opened	1,338	2,155	1,348	1,348	1,348
Guardianships-Minors opened	612	671	698	698	698
Civil Actions opened	385	439	400	400	400
Adoptions opened	340	393	125	125	125
Marriage Licenses issued	6,365	6,678	5,494	5,494	5,494

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$7,628,729	\$8,157,685	\$8,838,648	\$8,953,220	\$9,119,311
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$6,764,576	\$7,195,528	\$7,638,088	\$8,172,580	\$8,338,671
Special Revenue Fund	\$864,153	\$962,157	\$1,200,560	\$780,640	\$780,640

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$5,725,366	\$6,017,886	\$6,363,856	\$6,591,853	\$6,757,944
Other Expenses	\$1,903,353	\$2,139,799	\$2,474,792	\$2,361,367	\$2,361,367
<b>Total</b>	<b>\$7,628,729</b>	<b>\$8,157,685</b>	<b>\$8,838,648</b>	<b>\$8,953,220</b>	<b>\$9,119,311</b>
Staff Count	75	76	76	76	76

## 2024 – 2025 Budget Overview

Probate Court is primarily funded through the General Fund, but also receives revenue into their computerization special revenue fund and other special revenue funds. A total of 74% of the Court's budget is committed to support personnel services, the remaining budget is expected to be used to support the operations of the Court and their statutory obligations.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for internal service charges such as space maintenance, security, and indirect costs.

## Prosecutor Office

### Mission Statement

The Cuyahoga County Prosecutor Office commits its personnel and resources, in conjunction with the law enforcement community, to enhance the quality of life for the County's residents and visitors to protect the public's right to safety by prosecuting criminal offenders. In that pursuit, this Office will use all reasonable and lawful diligence to investigate and litigate crimes, guided solely by our public responsibility to pursue and insure justice for all. We further commit to protect the public's right to safety by working to reduce crime and prevent recidivism, and by taking a leadership role in reform efforts. We will defend the rights of crime victims and their families and dedicated to providing dignified, compassionate, and respectful assistance through the firm and fair disposition of criminal cases, as well as the provision of information and advocacy services.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Tax Foreclosure Cases Filed – Non HHF	2,578	1,304	1,853	1,853	1,853
Tax Foreclosure Cases Filed – HHF	35	6	N/A	N/A	N/A
Adult Criminal Cases Opened	10,599	10,393	10,309	10,309	10,309
Juveniles Referred to Alternative Disposition	1,027	1,396	1,810	1,810	1,810
Criminal Investigations Opened	1,816	350	389	389	389

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$43,324,308	\$47,577,519	\$47,507,026	\$54,189,393	\$55,299,576
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$37,268,805	\$41,260,458	\$43,364,450	\$50,464,127	\$51,513,551
Special Revenue Fund	\$6,055,503	\$6,317,061	\$4,142,576	\$3,725,266	\$3,786,025

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$35,988,742	\$38,552,293	\$39,203,894	\$45,509,514	\$46,611,221
Other Expenses	\$7,335,566	\$9,025,226	\$8,303,132	\$8,679,879	\$8,688,355
<b>Total</b>	<b>\$43,324,308</b>	<b>\$47,577,519</b>	<b>\$47,507,026</b>	<b>\$54,189,393</b>	<b>\$55,299,576</b>
Staff Count	384	421	430	430	430

### 2024 – 2025 Budget Overview

The Prosecutor Office is primarily funded through the General Fund, but also receives revenue from Title IV-D Reimbursements, Title IV-E Reimbursements, and Delinquent Tax Collections Fund which earns 2.5% of the proceeds as established by the ORC 321.261. A total of 84% of the Prosecutor's budget is committed to support personnel costs, the remaining budget will be used to support operations and other statutory obligations of the Prosecutor.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase to support wage rate adjustment for Prosecutor's Office staff.
- Recommended budget increase for internal service charges such as space maintenance, security, and indirect costs.

# Public Defender

## Mission Statement

The Cuyahoga County Public Defender Office provides consistently excellent representation and vigorous advocacy to protect the rights of low-income people in criminal, juvenile delinquency, and parental rights matters. We treat each client with dignity and respect and tailor our representation to meet their unique needs. We ensure that our clients receive an ardent defense and equal justice throughout their involvement with the legal system.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Direct Appeals Disposed	141	260	260	270	270
Felony Cases Disposed	3,169	3,488	3750	4000	4,000
Felony Community Control Violation Hearings	1,205	1,321	1400	1400	1,400
Felony Expungements Granted	744	673	N/A	N/A	N/A
Felony Initial Appearances	3,240	3,005	3000	3000	3,000
Juvenile Abuse, Neglect, Dependency Cases Disposed	2,180	1,346	1000	1000	1,200
Juvenile Delinquency Cases Disposed	1,157	887	1000	1100	1,100
Juvenile Bindovers Disposed	0	33	50	70	80
Juvenile Child Support Cases Disposed	0	702	450	450	450
Misdemeanor Cases Disposed	9,617	8,866	10500	10500	11,000

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$15,856,162	\$17,592,396	\$18,430,924	\$21,698,083	\$22,786,366
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$13,620,409	\$15,009,519	\$15,849,554	\$17,862,414	\$18,894,811
Special Revenue Fund	\$2,235,753	\$2,582,877	\$2,581,370	\$3,835,669	\$3,891,555

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$14,053,795	\$15,273,291	\$16,125,268	\$17,497,733	\$17,923,218
Other Expenses	\$1,802,367	\$2,319,105	\$2,305,656	\$4,200,350	\$4,863,148
<b>Total</b>	<b>\$15,856,162</b>	<b>\$17,592,396</b>	<b>\$18,430,924</b>	<b>\$21,698,083</b>	<b>\$22,786,366</b>
Staff Count	136	151	161	161	161

## 2024 – 2025 Budget Overview

The County Public Defender is primarily funded through the General fund, but also receives revenue from agreements with the City of Cleveland and the City of Lakewood to provide indigent defense, as well as reimbursements from the Ohio Public Defender, and grants. A total of 80% of the Public Defender’s budget is committed to support personnel costs, the remaining budget is expected to be used to support operations and statutory obligations of the Public Defender.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.
- Recommended budget increase for assigned counsel (2025).

## Public Safety and Justice Services

### Mission Statement

The mission of the Department of Public Safety and Justice Services is to provide a wide range of public safety and justice services to residents and first responders of the Cuyahoga County, while embracing current and new technologies in the public safety field.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Communities/Agencies Utilizing Ready Notify	58	66	74	74	74
Witness Victim Staff Delivering Training to Law Enforcement	8	14	8	8	8
Witness Victim Staff Delivering Training to Non-Law Enforcement	8	14	8	8	8
911 Calls answered in 10 seconds	96%	96%	85%	85%	85%
911 Calls answered in 15 seconds	98%	98%	90%	90%	90%
911 Calls answered in 20 seconds	99%	99%	95%	95%	95%
"Agencies Entering Resources in Database (Fire, Law Enforcement & Public Works/Service Departments)"	167	168	N/A	N/A	N/A
Emergency Evacuation Plans Developed for Communities by the Office of Emergency Management	16	6	N/A	N/A	N/A

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$14,057,201	\$10,775,369	\$10,234,532	\$10,522,497	\$10,381,077
HHS Levy Fund	\$2,258,122	\$2,440,083	\$2,646,040	\$2,863,537	\$2,911,819
General Fund	\$2,257,344	\$2,078,080	\$2,607,574	\$2,435,493	\$2,487,709
Special Revenue Fund	\$9,541,735	\$6,257,206	\$4,980,918	\$5,223,467	\$4,981,549

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$5,274,794	\$5,355,875	\$6,378,383	\$7,077,653	\$7,253,584
Other Expenses	\$8,782,407	\$5,419,494	\$3,856,149	\$3,444,844	\$3,127,493
<b>Total</b>	<b>\$14,057,201</b>	<b>\$10,775,369</b>	<b>\$10,234,532</b>	<b>\$10,522,497</b>	<b>\$10,381,077</b>
Staff Count	67	68	74	74	74

### 2024 – 2025 Budget Overview

Public Safety and Justice Services is primarily funded through revenues received from grants, Wireless 9-1-1 Government Assistance Funds from the State of Ohio. The department is also funded through General Fund and Health and Human Service Levy subsidy. The Department of Public Safety and Justice Services covers expenses for 67% personnel services and 33% for contracts and services and other administrative costs and direct service costs.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for a new 9-1-1 system and contracts.
- Recommended budget increase for staff not included in the base budget; Program Officer (1), Part-time Critical Infrastructure Analyst (1).
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.

## Public Works – County Airport

### Mission Statement

The Cuyahoga County Department of Public Works provides a safe, efficient, and economical infrastructure for residents, businesses, and visitors of Cuyahoga County, including the County Airport.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Traffic County (Landing and Take-offs)	25,466	26,500	27,000	32,000	34,000

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$1,159,349	\$2,337,545	\$1,512,304	\$1,513,501	\$1,649,984
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$1,159,349	\$2,337,545	\$1,512,304	\$1,513,501	\$1,649,984

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$706,501	\$679,280	\$811,856	\$895,428	\$1,031,911
Other Expenses	\$452,848	\$1,658,265	\$700,448	\$618,073	\$618,073
<b>Total</b>	<b>\$1,159,349</b>	<b>\$2,337,545</b>	<b>\$1,512,304</b>	<b>\$1,513,501</b>	<b>\$1,649,984</b>
Staff Count	7	6	7	10	10

### 2024 – 2025 Budget Overview

The Department of Public Works – County Airport is primarily funded through revenues received from hanger rental fees and related services. The budget covers expenses of 59% for personnel services and 41% for contracts, maintenance cost and services.

The county Airport is continuing good steward effects by expanding the number of Hangar Rentals available to customers as well as system preservation due to its robust capital improvement plan.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase to add personnel for (1 FTE) Airport Manager and (2 FTE) Operations Tech.

## Public Works – Dog Kennel

### Mission Statement

The Cuyahoga County Dog Kennel is a temporary home for dogs that are found on the streets by the county dog wardens. The kennel manager works with the County Fiscal Officer to license dogs and keep records of all dogs owned, kept, or harbored in the County.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Live Outcomes (Adoptions, Return to Owner, Transfers)	1,688	1,765	1,376	1,488	1,603
Dog License/Registrations	64,201	63,990	60,236	63,309	65,208

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$1,973,225	\$2,138,521	\$2,393,035	\$2,800,476	\$2,837,301
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$120,000	\$199,400	\$210,000	\$210,000
Special Revenue Fund	\$1,973,225	\$2,018,521	\$2,193,635	\$2,590,476	\$2,627,301

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$1,125,429	\$1,085,552	\$1,407,413	\$1,402,063	\$1,438,888
Other Expenses	\$847,796	\$1,052,969	\$985,622	\$1,398,413	\$1,398,413
<b>Total</b>	<b>\$1,973,225</b>	<b>\$2,138,521</b>	<b>\$2,393,035</b>	<b>\$2,800,476</b>	<b>\$2,837,301</b>
Staff Count	16	17	16	17	17

### 2024 – 2025 Budget Overview

The County Kennel is a division of the Department of Public Works and receives 92% of its revenue from dog licenses fees and private donations with an additional 7% from the General Fund subsidy. The budget covers 50% County personnel and the remaining 50% is used to support operations.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for a Dog Warden.

## Public Works – Facilities

### Mission Statement

To provide all County facilities building maintenance support services and ensure a safe and well-maintained workplace for County Agencies and their customers at the most reasonable cost to the taxpayers of Cuyahoga County.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Overtime Performance in Dollars	\$1,965,335	\$1,768,339	N/A	N/A	N/A
Electric Consumption (kWH)	N/A	N/A	52,906,155	52,500,000	52,000,000

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$68,969,153	\$76,709,358	\$63,954,834	\$70,769,025	\$71,826,540
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$20,664,734	\$21,327,765	\$8,432,981	\$10,237,447	\$10,259,426
Special Revenue Fund	\$48,304,419	\$55,381,593	\$55,521,853	\$60,531,578	\$61,567,114

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$27,722,907	\$29,067,660	\$26,495,923	\$31,182,694	\$31,746,166
Other Expenses	\$42,335,588	\$45,991,476	\$37,458,911	\$39,586,331	\$40,080,374
<b>Total</b>	<b>\$70,058,495</b>	<b>\$74,792,159</b>	<b>\$63,954,834</b>	<b>\$70,769,025</b>	<b>\$71,826,540</b>
Staff Count	348	330	330	329	329

### 2024 – 2025 Budget Overview

Public Works – Facilities receive revenue from parking garages fees, reimbursements for capital improvements to county owned buildings, internal services charges which comprise 86% of its Special Revenue funds. Public Works – Facilities personnel expenses encompass 45% of its budget. The remaining 55% of the budget covers expenses related to providing internal and external services.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Base budget increased to support funding for capital improvements.
- Recommended budget increase for development of the County's Public Utility (Microgrid) program.
- Recommended budget increase for internal service charges such as space maintenance, security, and indirect costs.

## Public Works – Road & Bridge

### Mission Statement

The Cuyahoga County Department of Public Works is dedicated to providing a safe, efficient, and economical infrastructure system for residents, employees, businesses, and visitors to Cuyahoga County.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Federally Funded Road Projects Started	3	5	2	5	3
Federally Funded Bridge Projects Started	2	1	4	1	5
County Administered/Funded Projects Started	12	7	12	12	12
Municipally Administered/County Supported Projects	42	51	55	55	55

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$33,813,592	\$54,244,158	\$44,033,736	\$45,493,831	\$45,808,909
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$33,813,592	\$54,244,158	\$44,033,736	\$45,493,831	\$45,808,909

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$8,599,157	\$9,418,235	\$11,312,356	\$13,367,026	\$13,632,082
Other Expenses	\$25,214,435	\$44,825,922	\$32,721,380	\$32,126,805	\$32,176,827
<b>Total</b>	<b>\$33,813,592</b>	<b>\$54,244,158</b>	<b>\$44,033,736</b>	<b>\$45,493,831</b>	<b>\$45,808,909</b>
Staff Count	120	116	116	116	116

### 2024 – 2025 Budget Overview

The Public Works Road & Bridge division is funded 100% by Special Revenues from Motor and Licensing taxes. A total of 30% of the department's budget will be spent on Personnel Services and the remaining 70% will be utilized for capital improvement projects and daily operations.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- In 2024-2025, the Special Revenue Fund was increased to cover SIB Loan Payment for Royalton Road and Schaaf Road Projects as well as a cash transfer for the North Marginal Road Project.



## Public Works – Sanitary Engineer

### Mission Statement

The mission of the Cuyahoga County Sanitary Engineering Division is to protect, preserve and promote the public health and welfare of Cuyahoga County residents by managing, maintaining, and operating sanitary sewerage facilities and storm water drainage within a sewer district pursuant to the Ohio Revised Code and Federal laws and regulations. The Sanitary Engineering Division’s purpose is to achieve environmental quality in streams, in rivers and in Lake Erie.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Shared Services – Sewer – Communities Served	40	41	42	43	45
Jetting sewer lines (feet)	1,671,392	1,700,000	1,900,000	2,100,000	2,200,000
Television inspection of sewer (feet)	1,311,507	1,400,000	1,780,000	1,850,000	1,900,000

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$26,890,696	26,878,196	\$34,099,449	\$34,794,879	\$28,151,491
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$26,890,696	\$26,878,196	\$34,099,449	\$34,794,879	\$28,151,491

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$12,193,840	\$11,837,052	\$11,612,124	\$13,599,947	\$13,599,947
Other Expenses	\$14,696,856	\$15,041,144	\$22,487,325	\$21,541,144	\$21,541,144
<b>Total</b>	<b>\$26,890,696</b>	<b>\$26,878,196</b>	<b>\$34,099,449</b>	<b>\$34,794,879</b>	<b>\$28,151,491</b>
Staff Count	120	110	110	110	110

### 2024 – 2025 Budget Overview

The Sanitary Engineering Department is funded 100% by Special Revenues received from Special Assessments, Sewer Maintenance projects and Inspections. Personnel expenses consist of 40% of the allocated budget. Other expenses equate to 60% of the remaining allocated budget which encompasses expenses such as engineering contracts and debt payments.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.

## Regional Collaboration

### Mission Statement

The Department of Regional Collaboration was established to support cost savings and cooperation between municipalities within in the county and the County itself. This collaboration and cooperation must be created amount communities to build relationships that promote understanding of challenges and distribution of information that supports closing the gaps in services for all communities within Cuyahoga County. This requires community outreach, two-way communication, and feedback to determine and examine data for budget and programmatic decisions.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$261,761	\$286,273	\$291,496	\$281,738	\$288,394
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$261,761	\$286,273	\$291,496	\$281,738	\$288,394
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$261,761	\$282,691	\$286,765	\$278,155	\$284,811
Other Expenses	\$2,090	\$3,582	\$4,731	\$3,583	\$3,583
<b>Total</b>	<b>\$263,851</b>	<b>\$286,273</b>	<b>\$291,496</b>	<b>\$281,738</b>	<b>\$288,394</b>
Staff Count	2	2	2	2	2

### 2024 – 2025 Budget Overview

The Department of Regional Collaboration is 100% funded by the County General Fund. A total of 99% of the Department’s budget is associated with personnel services with the remaining 1% in other expenses.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget increase for (1 FTE) staff not included in the base budget.

# Sheriff

## Mission Statement

Our mission as caretaker of the public's safety is dedicated to maintaining the trust and respect of those we serve by resolutely and aggressively enforcing the law and by committing ourselves to the efficient and effective delivery of safety services. As agents of the community, we strive to provide appropriate custodial care along with programs that support the physical, spiritual, and constitutional needs of individuals committed to our custody. Further, every effort will be made to assist the inmates in our custody to understand and take responsibility for their involvement in the justice system.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Jobs Created and Retained	N/A	N/A	N/A	N/A	N/A
Partner agencies added to deliver Law Enforcement services	N/A	N/A	4	4	4
Reduce crime rate in affected areas	N/A	N/A	N/A	N/A	N/A
Number of Inmates in Jail (average daily population)	2,000	1,658	N/A	N/A	N/A
Offender Registrations*	6,727	9,036	N/A	N/A	N/A
Capiases & Warrants Cleared	11,000	9,728	N/A	N/A	N/A
Carrying Concealed Weapons (CCW) Permit Applications	2,765	N/A	N/A	N/A	N/A

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$133,593,944	\$164,230,828	\$149,856,394	\$178,425,003	\$181,393,802
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$121,372,181	\$150,311,470	\$147,704,191	\$161,710,903	\$164,329,274
Special Revenue Fund	\$12,221,763	\$13,919,358	\$12,152,203	\$16,714,100	\$17,064,528

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$93,590,268	\$115,082,580	\$103,129,250	\$120,515,620	\$123,440,455
Other Expenses	\$40,003,676	\$49,148,248	\$46,727,143	\$57,909,383	\$57,953,347
<b>Total</b>	<b>\$133,593,944</b>	<b>\$164,230,828</b>	<b>\$149,856,394</b>	<b>\$178,425,003</b>	<b>\$181,393,802</b>
Staff Count	1,083	1,077	1,084	1,084	1,084

## 2024 – 2025 Budget Overview

The Sheriff's Department is primarily funded through the General Fund and receives revenue from grants, and other special revenue funds such as the jail commissary, carry and conceal licenses, and federal forfeitures. 68% of the Sheriff's budget is committed to supporting personnel costs, the remaining budget is expected to be used to support the County Jail, Sheriff's Deputy operations, and other obligations of the Sheriff's general operations.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for internal charges such as space maintenance, security, and indirect costs.
- Recommended budget increase funding in the Jail for:
  - 40 additional corrections officers
  - Collective Bargaining Agreement Adjustments (CBA)
  - Medical (MetroHealth)
  - Food (Trinity)
  - Mandated CBA overtime

## Soil and Water Conservation

### Mission Statement

The Soil and Water Conservation District Implement programs and practices that protect and restore healthy soil and water resources. There shall be no discrimination exercised against any person because of race, color, religion, national origin, sex, gender, ancestry, age, disability, sexual orientation, sexual identity, genetic information, political affiliation, or military or veteran status when fulfilling the purpose of this engagement.

### Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Urban Tree Canopy – Trees Planted	5,000	5,000	5,000	5,000	*
Stormwater Pollution Plans Approved	100	100	100	100	100
School Programs	25	25	25	25	25

N/A: Data unavailable or indicator no longer measured.

### Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$1,402,331	\$1,477,137	\$1,426,479	\$1,823,807	\$1,863,077
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$125,000	\$125,000	\$125,000	\$125,000	\$0
Special Revenue Fund	\$1,277,331	\$1,352,137	\$1,301,479	\$1,698,807	\$1,863,077

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$1,187,729	\$1,250,707	\$1,246,736	\$1,555,813	\$1,595,083
Other Expenses	\$214,602	\$226,430	\$179,743	\$267,994	\$267,994
<b>Total</b>	<b>\$1,402,331</b>	<b>\$1,477,137</b>	<b>\$1,426,479</b>	<b>\$1,823,807</b>	<b>\$1,863,077</b>
Staff Count	13	15	13	17	17

### 2024 – 2025 Budget Overview

A total of 88% of the Soil and Water Conservation District budget is associated with personnel expenditures with the remaining 12% in other expenditures. The Soil and Water Conservation district is funded 100% in the District’s special revenue fund. Revenue sources are comprised of charges to municipalities, subsidy from the County General Fund and matching funding provided by Ohio Department of Agriculture.

### 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.
- Recommended budget reduction in 2025 for the Tree Canopy Project, which will have been completed.

# Soldiers and Sailors Monument

## Mission Statement

To operate, maintain and preserve the Cuyahoga County Soldiers’ and Sailors’ Monument pursuant to Ohio Rev. Code Sections 345.13 and 345.14, to educate the public as to the nature of war and to honor and perpetuate the memory of those Cuyahoga County men and women, whose military, political, and patriotic service during the Civil War (1861 – 1865) preserved the Union and ended slavery.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Number of Visitors	16,006*	27,760	35,000	45,000	40,000
Number of Special Events	8*	15	14	10	14
Veteran Group Events	2*	3	5	5	5

\*Monument was closed due to the COVID Pandemic

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$223,470	\$191,873	\$394,000	\$215,434	\$219,896
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$223,470	\$191,873	\$394,000	\$212,634	\$217,096
Special Revenue Fund	\$0	\$0	\$0	\$2,800	\$2,800

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$188,595	\$172,204	\$255,243	\$195,765	\$200,227
Other Expenses	\$55,195	\$19,669	\$138,757	\$19,669	\$19,669
<b>Total</b>	<b>\$223,470</b>	<b>\$191,873</b>	<b>\$394,000</b>	<b>\$215,434</b>	<b>\$219,896</b>
Staff Count	3	3	6	6	6

## 2024 – 2025 Budget Overview

Soldiers & Sailors Monument is funded 100% by the General Fund. The monument also receives funds from grants and donations. The department’s largest expense is personnel cost.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- Base budget adjustment to increase 2% for cost-of-living adjustment.
- Base budget adjustment to increase 5% for employer’s share of health coverage costs.

# Solid Waste Management District

## Mission Statement

The Cuyahoga Solid Waste District mission is to educate, empower, and enable people and municipalities across Cuyahoga County to reduce, reuse, and recycle, to reduce the environmental impact of waste.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Tons of 'Special Waste' Recycled	813.22	886.98	850.10	850.10	850.10
Outreach Residents Served	581,969	485,846	533,908	533,908	533,908
Recycling Presentation Residents Reached	2,456	2,839	2,648	2,648	2,648
Brochures Distributed	8,020	7,322	7,671	7,671	7,671
Communities Served	59	59	59	59	59
County Recycling Rate	35.2%	39.1%	37.15%	37.15%	37.15%
Health Dept. Solid Waste Facility Inspections	216	173	195	195	195

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$1,984,208	\$1,965,436	\$2,209,655	\$2,146,327	\$2,056,167
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$1,984,208	\$1,965,436	\$2,209,655	\$2,146,327	\$2,056,167

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$707,338	\$670,449	\$699,884	\$716,149	\$734,288
Other Expenses	\$1,276,870	\$1,294,987	\$1,509,771	\$1,430,178	\$1,321,879
<b>Total</b>	<b>\$1,984,208</b>	<b>\$1,965,436</b>	<b>\$2,209,655</b>	<b>\$2,146,327</b>	<b>\$2,381,167</b>
Staff Count	7	7	7	7	7

## 2024 – 2025 Budget Overview

The Solid Waste District is funded 100% by special revenue funds with revenue generated from primarily waste generation fees. A total of 36% of the Solid Waste District's budget is comprised of personnel expenditures with the remaining 64% in other expenditures. Other Expenditures include operations and management of the Solid Waste District Convenience Center and grants provided to county municipalities.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for the 5-Year Solid Waste Plan Update and increases for grant amounts provided to county municipalities.

# Sustainability

## Mission Statement

The Department of Sustainability promotes environmentally sustainable business practices within the County. Through collaboration with businesses, non-profits, and other partners the department develops programs to incorporate sustainable methods, educates the public, and advises policies.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Greenhouse Gas Emissions	22.1M	22.1M	21.7M	21.7M	21.7M
Solar Co-op Installations	36	40	44	44	44

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$416,501	\$577,810	\$477,629	\$828,060	\$754,525
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$261,765	\$322,136	\$325,491	\$572,387	\$498,852
Special Revenue Fund	\$154,736	\$255,674	\$152,138	\$255,673	\$255,673

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$252,652	\$298,215	\$284,038	\$548,466	\$474,935
Other Expenses	\$163,849	\$279,595	\$193,591	\$279,594	\$279,590
<b>Total</b>	<b>\$416,501</b>	<b>\$577,810</b>	<b>\$477,629</b>	<b>\$828,060</b>	<b>\$754,525</b>
Staff Count	2	3	3	4	4

## 2024 – 2025 Budget Overview

- The Department of Sustainability manages and oversees environmental projects under the County Executive and manages the County Public Utility with the Department of Public Works.
- Sustainability is funded 66% from the County General Fund, 34% for Sustainability Projects and revenue sources include bike share licenses and grants.
- A total of 63% of the budget is associated with personnel expenditures with the remaining 37% in professional services for environmental consulting and studies.
- The Public Utility is funded with local and national grants and budgeted under the Department of Public Works.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget reduction for the director and assistant director positions which will be charged to the Public Utility; 75% in 2024 and 100% in 2025.
- Recommended budget adjustment adds an administrator position in the General Fund.

# Veterans Service Commission

## Mission Statement

Provide world class advocacy, assistance, and support to Veterans and their families through a variety of programs and services dedicated and specialized to support independent and sustained solutions for the Veterans of Cuyahoga County.

Founded in 1886, The Cuyahoga County Veterans Service Commission is committed to providing world class service to Veterans where and when they need it. We will continue to identify opportunities to improve and eliminate gaps in service when they present themselves. We are more than the services we provide; we are the conduit for expanding services, improving collaboration, improving access to services and creating solutions to the problems that face our Veteran community. We are highly trained, knowledgeable, compassionate, and dedicated advocates for the Veterans of Cuyahoga County.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Financial Assistance Granted	910	1,070	2,700	3,000	3,000
Transportation Granted	837	2,119	8,125	8,000	8,000
Indigent Burials	31	37	105	120	120

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$3,625,298	\$6,626,731	\$8,519,913	\$8,763,403	\$8,763,403
HHS Levy Fund	\$0	\$0	\$0	\$0	\$0
General Fund	\$3,625,298	\$6,626,731	\$8,519,913	\$8,763,403	\$8,763,403
Special Revenue Fund	\$0	\$0	\$0	\$0	\$0

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$2,381,192	\$2,445,367	\$3,093,457	\$3,568,606	\$3,568,606
Other Expenses	\$1,244,106	\$4,181,364	\$5,426,456	\$5,194,797	\$5,194,797
<b>Total</b>	<b>\$3,625,298</b>	<b>\$6,626,731</b>	<b>\$8,519,913</b>	<b>\$8,763,403</b>	<b>\$8,763,403</b>
Staff Count	30	34	29	35	35

## 2024 – 2025 Budget Overview

The budget for the Veterans Service Commission (VSC) is set by a legislative allocation approved by the Veteran Service Commission Board of Commissioners based off the estimated valuation under the .25 mil criteria in the Ohio Revised Code. A total of 41% of the VSC’s expenditures are associated with personnel costs with the remaining 59% being used for all other expenses.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI’s

- N/A



# Workforce Development (Ohio Means Jobs | Cleveland/Cuyahoga)

## Mission Statement

The Cuyahoga County Workforce Development Board is to develop and implement innovative partnerships and services that meet businesses' needs for qualified talent and provide residents access to careers and economic mobility.

## Key Performance Measures

Indicator	2021 Actuals	2022 Actuals	2023 Target	2024 Target	2025 Target
Number of New Participants	N/A	4,748	4,800	5,200	5,200
Number of Individuals Receiving Occupational Skills Training	N/A	895	925	1,000	1,000
Number of Employed Individuals	N/A	1,130	1,300	900	900
Number of New Employer Partnerships	N/A	N/A	N/A	375	375

N/A: Data unavailable or indicator no longer measured.

## Source of Funding and How it is Spent

FUNDING	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
All Funds (Expenditures)	\$15,024,635	\$15,010,712	\$17,226,440	\$16,877,484	\$17,353,809
HHS Levy Fund	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
General Fund	\$0	\$0	\$0	\$0	\$0
Special Revenue Fund	\$15,383,303	\$13,674,641	\$16,226,440	\$15,877,484	\$16,353,809

\*2022 variance between revenue and expenditures is due to spending down prior year(s) cash balance. Balance will remain in the cash balance.

EXPENDITURES	2021 Actuals	2022 Actuals	2023 Adopted Budget	2024 Executive Recommended Budget	2025 Executive Recommended Budget
Personnel Services	\$993,046	\$843,969	\$1,044,057	\$1,180,686	\$1,216,107
Other Expenses	\$14,031,589	\$14,166,743	\$16,182,383	\$15,696,798	\$16,137,702
<b>Total</b>	<b>\$15,024,635</b>	<b>\$15,010,712</b>	<b>\$17,226,440</b>	<b>\$16,877,484</b>	<b>\$17,353,809</b>
Staff Count	10	10	11	11	11

## 2024 – 2025 Budget Overview

Workforce Development will establish and provide impactful workforce services driving the success of business and economic opportunity, improving racial and economic equity for County residents, work toward making Ohio Means Jobs Cleveland-Cuyahoga County more visible and well recognized as a place for businesses, residents and partners to go for workforce needs and services, support innovation and continuous improvement in public workforce system operations and service delivery, and pursue innovation opportunities within the larger workforce ecosystem.

The Health and Human Services Levy subsidy supports College Now and the Educational Assistance Program, providing up to \$5,000.00 to qualifying residents seeking a post-secondary degree and/or program certification. The remaining funding is received from Federal Workforce Innovation and Opportunity Act (WIOA) passed through the Ohio Department of Job and Family Services (ODJFS) and departmental fees. A total of 7% of Workforce Development's expenditures are associated with personnel, with the remaining being used for all other expenditures.

## 2024 – 2025 Revenue Enhancements/Recommended Budget Adjustments /Recommended ODI's

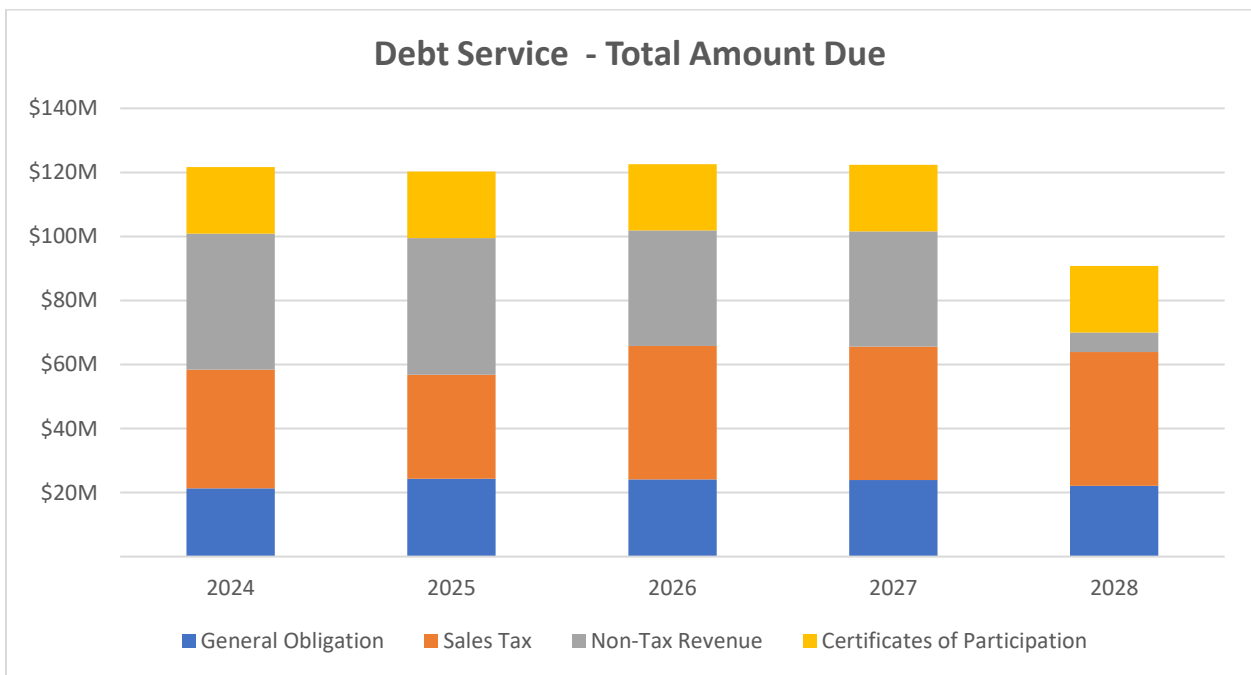
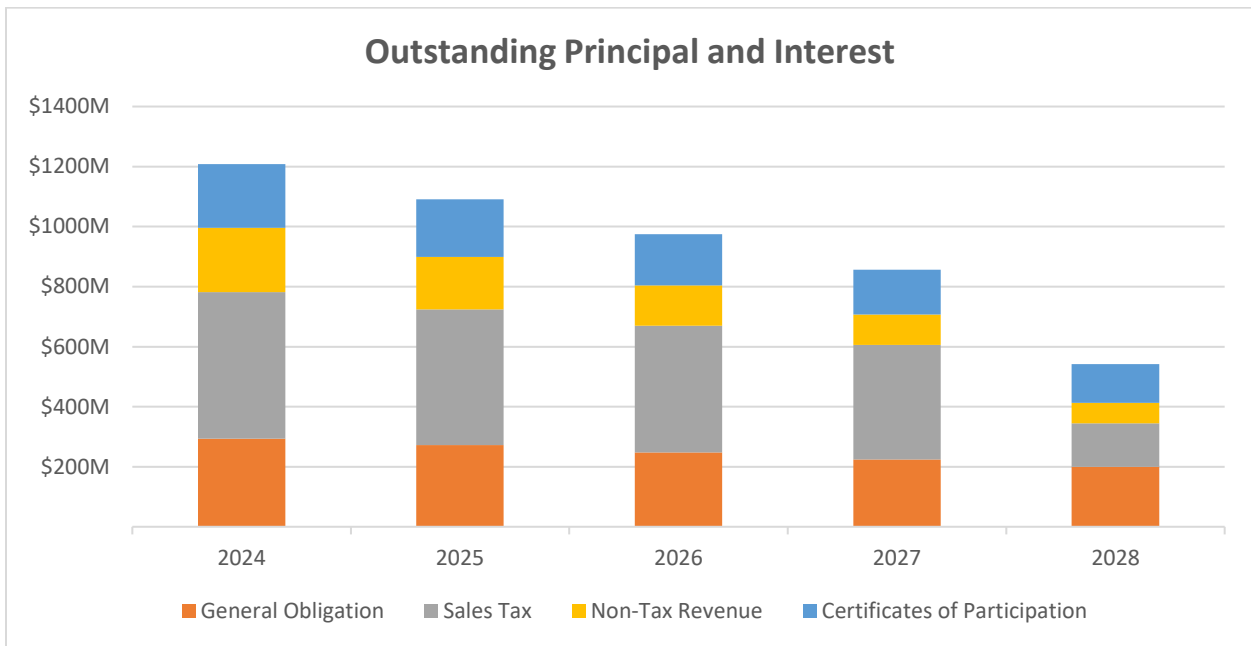
- Base budget adjustment to increase 2% for cost of living adjustment.
- Base budget adjustment to increase 5% for employer's share of health coverage costs.
- Recommended budget increase for various contractual services, Individual Training Accounts (Classroom Training), workforce supportive services, and outreach and communication.
- Recommended budget increase for personnel services not included in the base budget (2025 only).



**APPENDIX E:  
DEBT SERVICE**

## Cuyahoga County Outstanding Debt

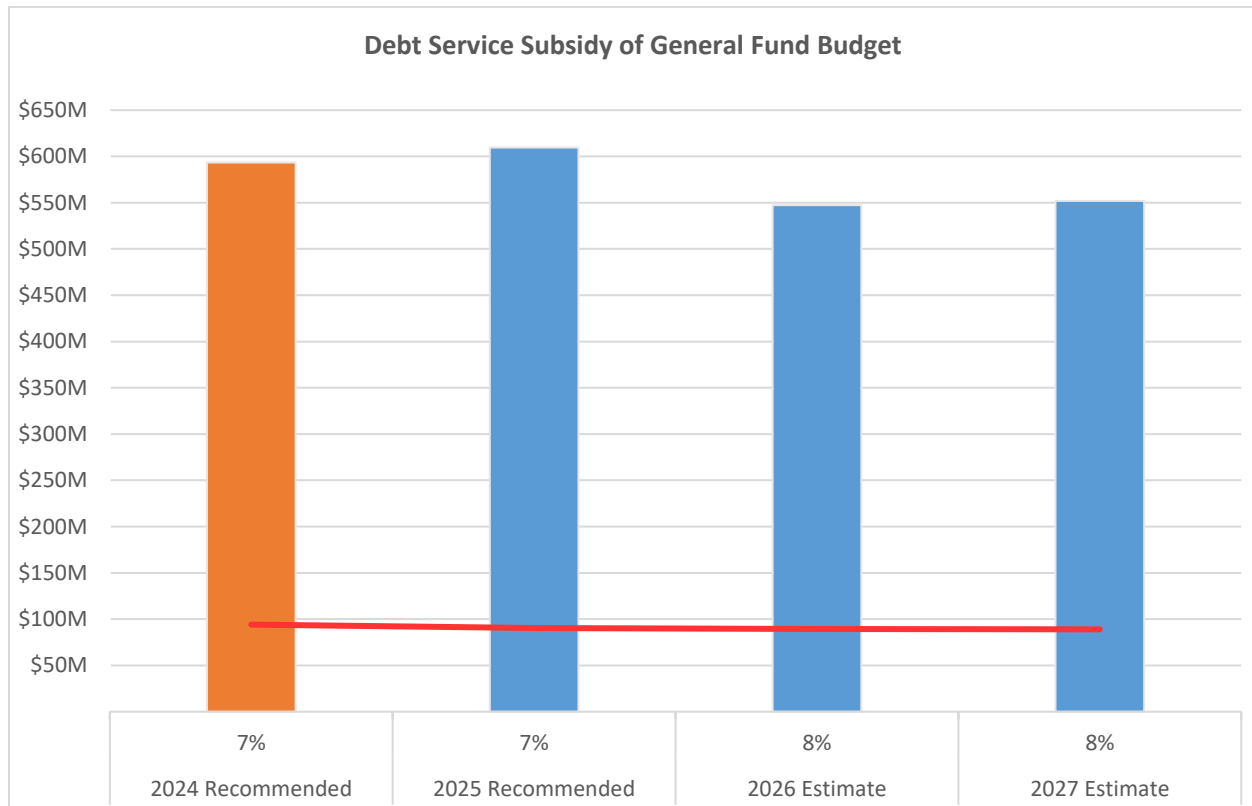
As of January 1, 2024, Cuyahoga County has twenty-four outstanding debt issues comprising \$1.2 billion in principal and interest due over the next twenty-one years. Issued debt is categorized into five areas, General Obligation, Sales Tax Revenue, Non-Tax Revenue, Certificates of Participation, and Excise Tax Revenue.



## General Fund Impact

Debt service payments to retire debt annually impact the General Fund through two mechanisms. General Obligation debt requires contribution of the inside property tax millage allotted to the County. The Alternative Tax Budget establishes the split of 1.45 mills between the General Fund and the General Obligation Debt Retirement Fund. As debt service payments increase the property tax revenue distributed to the General Fund is reduced, and inversely when debt service payments are decreasing.

In addition to the impact to inside property tax millage, sales tax revenue and non-tax revenue bonds pull from revenues that the General Fund would otherwise receive. The funding for those bond types is provided by the General Fund via subsidies. External contributing revenues reduce the realized General Fund impact by 30%, although revenue is not guaranteed.



### General Obligation Debt

The County has outstanding five General Obligation Bond issues with \$293 million in outstanding principal and interest as of January 1, 2024. Bonds were issued for a variety of capital repairs and upgrades at County facilities, and also to refund previous debt for savings and consolidation. General obligation bonds are primarily funded with inside property tax millage, currently set at 0.35 mills.

#### Various Purpose General Obligation Series Bonds 2009B - \$86,695,000

Outstanding Principal and Interest

**2024:** \$120,094,392

**2025:** \$114,915,883

Maturity – December 1, 2034

Annual Debt Service Payment and Sources

**2024:** \$5,178,509 (\$1,906,521 Federal interest subsidy)

**2025:** \$12,332,480 (\$1,905,057 Federal interest subsidy)

Bonds were issued for County facilities, including \$29.6 million for improvements to the jail and \$56.4 million to County offices. The 2009B bonds were designated Build America Bonds and Recovery Zone Bonds. With that designation the issued bonds receive interest payment subsidies from the United States Department of the Treasury. The interest subsidy is equal to 35% of interest paid on \$43,970,000 in Build America Bonds, and 45% of the interest paid on \$42,725,000 in Recovery Zone Economic Development Bonds. The interest subsidy is subject to annual sequestration by Congress as part of the Federal Government Budget. PAYGO provisions have the possibility to impact or remove the subsidy payments as part of the Federal budget process and are no longer guaranteed.

**General Obligation Capital Improvement Refunding Bonds Series 2019A – \$39,500,000**

Outstanding Principal and Interest

**2024:** \$48,019,950

**2025:** \$46,266,350

Maturity – December 1, 2027

Annual Debt Service Payment and Sources

**2024:** \$1,753,600 (Cigarette and alcohol excise tax revenue)

**2025:** \$1,753,150 (Cigarette and alcohol excise tax revenue)

Bonds were issued to refunding outstanding Cigarette and Alcohol Excise Tax Bonds Series 2015. Bonds are paid with excise tax revenues with the General Fund being a guaranteed reserve. Cigarette and Alcohol excise tax have been in marginal decline but do not impact debt service and are not expected to for the lifetime of the bonds.

**General Obligation Capital Improvement and New Money Bonds Series 2019B – \$37,100,000**

Outstanding Principal and Interest

**2024:** \$20,002,979

**2025:** \$14,958,918

Maturity – December 1, 2035

Annual Debt Service Payment and Sources

**2024:** \$5,044,060 (Cigarette and alcohol excise tax revenue)

**2025:** \$5,013,318 (Cigarette and alcohol excise tax revenue)

Bonds were issued to provide new capital funds for repairs and upgrades to the Gateway Arena, known as the Rocket Mortgage Fieldhouse. Bonds are paid with excise tax revenues with the General Fund being a guarantee. Cigarette and Alcohol excise tax revenue has been in marginal decline but do not impact debt service and are not expected to for the lifetime of the bonds.

**General Obligation Refunding Bonds Series 2020A - \$56,345,000**

Outstanding Principal and Interest

**2024:** \$49,769,150

**2025:** \$43,059,550

Maturity – December 1, 2037

Annual Debt Service Payment and Sources

**2024:** \$6,709,600 (\$222,000 Sewer special assessments and Village of Highland Hills)

**2025:** \$3,385,200 (\$78,000 Village of Highland Hills)

Bonds were issued to refund General Obligation Capital Improvement Series 2012A. Refunded bonds were originally issued for new projects and to refund at lower cost outstanding consolidated General Obligation Bonds Series 2004. New projects included renovating and furnishing County facilities, renovating the County Jail, communications equipment for the Sheriff's Department. In addition to those projects \$880,000 was issued for installing wind turbines at the County Fairgrounds, and \$847,000 to resurfacing and improving the County Airport runway and taxiways. Refunded bonds include General Obligation Tax-Exempt Series 2004A originally issued for improvements to County buildings offices, and Series 2004B, renovations at the County Jail, Series 2004D-G originally issued for County sewer and waterline improvements to Orange Village, Olmsted Township, and Chagrin Falls Township. In addition, Highland Hills Community Center Bonds were refunded by the 2012A Series issuance. Sewer property tax special assessments and the Village of Highland Hills pay debt service to compensate their respective refunded bonds. Bonds were refunded in October 2020 with lifetime savings of \$12 million.

**General Obligation Refunding Bonds Series 2020B - \$52,720,000**

Outstanding Principal and Interest

**2024:** \$55,520,779

**2025:** \$52,888,036

Maturity – December 1, 2035

Annual Debt Service Payment and Sources

**2024:** \$2,632,743

**2025:** \$1,840,216

Bonds were issued to refund General Obligation Bonds Refunding Bonds Series 2012B originally issued for County buildings and facilities. Bonds were refunded in October 2020 with lifetime savings of \$149 thousand. No external revenues apply, and all obligations are funded through inside millage.

**Sales Tax Revenue Debt**

The County has six outstanding Sales Tax Revenue Bond issues with \$502 million in outstanding principal and interest as of January 1, 2024. Bonds were issued for various purposes including capital needs at County facilities, Countywide enterprise resource planning system, renovations at the County owned Huntington Garage, and renovation of Gateway Arena and Ballpark sports facilities. In January of 2022 the County issued \$190 million in additional bonds for the improvement and renovation of the Gateway Ballpark facility.

**Various Purpose Sales Tax Revenue Bonds Series 2014 – \$137,890,000**

Outstanding Principal and Interest

**2024:** \$109,501,025

**2025:** \$97,839,292

Maturity – December 1, 2038

Annual Debt Service Payment and Sources

**2024:** \$11,661,773

**2025:** \$4,757,410

Bonds were issued to reimburse and pay for capital upgrades at County buildings and offices, in addition to refunding outstanding General Obligation bonds. The refunded bonds include \$36.2 million in General Obligation Bonds Series 2009A maturing after 2019, and \$2.7 million for General Obligation Sewer Bonds Series 2000 and Series 2005. Sewer bonds were issued for improvements in the Village of Orange and Olmsted Township, special assessments levied on the improved parcels pay debt service on the refunded portion. General Obligation bonds issued in 2020 reduced debt service to maturity by \$67.2 million.

**Sales Tax Revenue Bonds Series 2015 (Public Square) – \$9,180,000**

Outstanding Principal and Interest

**2024:** \$7,577,300

**2025:** \$6,821,969

Maturity – December 1, 2033

Annual Debt Service Payment and Sources

**2024:** \$755,331 (Tax increment financing)

**2025:** \$759,331 (Tax increment financing)

Bonds were issued for improvements to Public Square in downtown Cleveland and to refund Port Authority Bonds Series 2010A. Debt service is paid by tax increment financing on the Higbee Building which houses the JACK Casino. With the Port Authority Bond refunding, current account balances were transferred to the Public Improvement Fund to finance future capital repairs and upgrades at Public Square at the request of the City of Cleveland.

**Sales Tax Revenue Bonds Series 2016 (Downtown Garage) – \$21,030,000**

Outstanding Principal and Interest

**2024:** \$21,178,900

**2025:** \$19,659,275

Maturity – January 1, 2037

Annual Debt Service Payment and Sources

**2024:** \$1,519,625 (Garage revenues)

**2025:** \$1,515,850 (Garage revenues)

Bonds were issued to renovate the County owned and operated Huntington Park Garage. The County Treasurer purchased the bonds and are included in the investment portfolio. Debt service is withheld from sales tax revenues which is reimbursed to the General Fund with garage revenues.

**Sales Tax Revenue Bonds Series 2017A (Gateway Arena) – \$35,000,000**

Outstanding Principal and Interest

**2024:** \$36,147,450

**2025:** \$33,131,750

Maturity – January 1, 2035

Annual Debt Service Payment and Sources

**2024:** \$3,015,700 (County General Fund and Destination Cleveland contribution)

**2025:** \$3,002,400 (County General Fund and Destination Cleveland contribution)

Bonds were issued for renovation of the Gateway Arena. The County contributes \$1.4 million annually from the General Fund, and Destination Cleveland will contribute \$44 million over 17 years. These annually fixed payment amounts ensure sufficient reserves for Series 2017B.

**Sales Tax Revenue Bonds Series 2017B (Gateway Arena) – \$35,320,000**

Outstanding Principal and Interest

**2024:** \$44,281,027

**2025:** \$43,075,855

Maturity – January 1, 2035

Annual Debt Service Payment and Sources

**2024:** \$1,205,172

**2025:** \$1,205,172

Bonds were issued for renovation of the Gateway Arena. The County contributes incremental sales tax generated above a set \$250,000 baseline annually at the arena. With the maturity of the original Gateway bonds admissions, tax payments in lieu of taxation now are credited toward the Series 2017B debt service.

**Sales Tax Revenue Bonds Series 2017C (Quicken Loans Arena) – \$70,635,000**

Outstanding Principal and Interest

**2024:** \$62,784,972

**2025:** \$57,325,593

Maturity – January 1, 2035

Annual Debt Service Payment and Sources

**2024:** \$5,459,379 (Lease Revenue)

**2025:** \$5,459,431 (Lease Revenue)

Bonds were issued for renovation of the Gateway Arena. Sales tax revenues are withheld to fund debt service before the General Fund is reimbursement by the Cleveland Cavaliers. Series 2017C is entirely funded by the Cleveland Cavaliers Operating Company additional rent under terms of the Lease Agreement.

**Sales Tax Revenue Bonds Series 2022A (Gateway Ballpark) – \$122,590,000**

Outstanding Principal and Interest

**2024:** \$146,779,000

**2025:** \$138,778,200

Maturity – January 1, 2037

Annual Debt Service Payment and Sources

**2024:** \$8,000,800 (\$5,550,000 General Fund and Lodging Tax Revenue)

**2025:** \$10,375,400 (\$5,550,000 General Fund and Lodging Tax Revenue)

Bonds were issued for renovation of the Gateway Ballpark leased by the Cleveland Guardians. Debt service is funded through ballpark admissions taxes, hotel and lodging excise taxes, City of Cleveland contributions, and a fixed annual \$2.55 million General Fund subsidy. The County contributes hotel and lodging excise taxes collected under County Code Section 726 up to \$3 million annually with additional amounts offsetting contributions from the General Fund.

**Sales Tax Revenue Bonds Series 2022B (Gateway Ballpark) – \$67,500,000**

Outstanding Principal and Interest

**2024:** \$73,322,305

**2025:** \$67,890,045

Maturity – January 1, 2037

Annual Debt Service Payment and Sources

**2024:** \$5,432,259 (Lease revenue)

**2025:** \$5,432,203 (Lease revenue)

Bonds were issued in combination with the 2022A Series for renovation of the Gateway Ballpark leased by the Cleveland Guardians. Debt service is funded through lease payments from the Cleveland Guardians as structured in the lease agreement effective through 2036.

**Non-Tax Revenue Debt**

The County has ten outstanding non-tax revenue bond issues with \$225 million in outstanding principal and interest as of January 1, 2024. Bonds were issued for purposes including Gateway Sports Facilities, Downtown Convention Center, formally known as the Global Center for Health Innovation and Convention center, and economic development bonds.

**Economic Development Revenue Refunding Bonds Series 2020C (Gateway) – \$15,225,000**

Outstanding Principal and Interest

**2024:** \$0

Maturity – June 1, 2023

Annual Debt Service Payment and Sources

**2024:** \$0

Bonds were issued to refund Economic Development Revenue Refunding Bonds Series 2010C which originally refunded 1994 bonds and 2004B bonds. Refunded bonds provided funding for the construction and capital improvements to both County owned Gateway facilities. The County contributes a subsidy from the General Fund for the difference in admissions tax PILOT and debt service amount due annually. Bonds matured in June 2023 and complete the original Gateway construction bond issuances after 30 years. Admissions PILOT is now credited to the Sales Tax Revenue Bonds Series 2017 for the Gateway Arena.



**Development Revenue Refunding Bonds Series 2020A (Brownfield Redevelopment) – \$10,485,000**

Outstanding Principal and Interest

**2024:** \$8,300,095

**2025:** \$7,123,695

Maturity – June 1, 2030

Annual Debt Service Payment and Sources

**2024:** \$1,176,400 (\$1,100,992 General Fund)

**2025:** \$1,185,828 (\$1,124,146 General Fund)

Bonds were issued to provide additional funding to the County Brownfield Redevelopment Fund, used to issued loans for property rehabilitation and remediation. This bond issuance followed Series 1998 bonds originally issued to begin the Brownfield Redevelopment Fund and were refunded by Series 2004C bonds. The 2004C bonds were redeemed with General Fund reserves in December 2014. Loan repayments from borrowers are paid to the trustee and reduce the General Fund obligation to debt service. Series 2010A were refunded in May 2020 by Economic Development Bonds Series 2020A. Refunding savings through maturity total \$2 million.

**Economic Development Revenue Refunding Bonds Series 2020B (Commercial Redevelopment) – \$2,395,000**

Outstanding Principal and Interest

**2024:** \$1,889,734

**2025:** \$1,623,624

Maturity June 1, 2030

Annual Debt Service Payment and Sources

**2024:** \$266,110

**2025:** \$271,094

Bonds were issued to refund Economic Development Revenue Bonds Series 2010B. Series 2010B bonds were issued to provide the initial funding for the County’s Commercial Redevelopment Fund. This fund was used to make loans to commercial businesses to spur job creation and economic activity. Loan repayments from borrowers are paid to the trustee and reduce the General Fund obligation to debt service. As of December 2019, all outstanding loans had been redeemed. Debt service is funded by General Fund subsidies. Refunding savings including existing funds from loan redemptions total \$6 million.

**Economic Development Revenue Refunding Series 2010D (Shaker Square) – \$2,800,000**

Outstanding Principal and Interest

**2024:** \$1,200,141

**2025:** \$879,766

Maturity – December 1, 2030

Annual Debt Service Payment and Sources

**2024:** \$320,375 (\$130,979 General Fund)

**2025:** \$321,500 (\$131,668 General Fund)

Bonds were issued to refund Shaker Square Bonds Series 2000, which were originally issued to finance improvements at the Shaker Square commercial shopping complex. Debt service is funded by tax increment financing and the General Fund pays the shortfalls in tax increment financing revenue generation.

**Economic Development Refunding Revenue Bonds Series 2014C (Convention Center) – \$20,890,000**

Outstanding Principal and Interest

**2024:** \$22,722,950

**2025:** \$22,043,950

Maturity – December 1, 2027

Annual Debt Service Payment and Sources

**2024:** \$679,000

**2025:** \$681,900

Bonds were issued to refund \$20 million in Medical Mart Bonds Series 2010E. Debt service is funded by the General Fund.

**Economic Development Revenue Refunding Bonds Series 2020D (Convention Center) – \$40,765,000**

Outstanding Principal and Interest

**2024:** \$87,937,100

**2025:** \$61,659,250

Maturity – December 1, 2027

Annual Debt Service Payment and Sources

**2024:** \$26,277,850

**2025:** \$26,276,250

Bonds were issued to refund Economic Development Revenue Refunding Bonds Series 2020D. Series 2010F bonds were issued to fund the acquisition, construction, and equipping of a medical mart (Global Center for Health Innovation) and convention and exhibit center (Huntington Convention Center), now combined into one Downtown Convention Center complex. Bonds were refunded in September 2020 by Series 2020D with lifetime savings of \$27 million. Debt service is funded through General Fund subsidy.

**Economic Development Revenue Refunding Bonds Series 2022A (Convention Center) – \$40,765,000**

Outstanding Principal and Interest

**2024:** \$48,460,725

**2025:** \$45,911,706

Maturity – December 1, 2042

Annual Debt Service Payment and Sources

**2024:** \$2,549,019 (\$1,489,019 General Fund)

**2025:** \$2,551,119 (\$1,336,119 General Fund)

Bonds were issued to provide funds for capital improvements and renovations to the Downtown Convention Center. Upgrades and renovations will combine the build formally known as the Global Center for Health Innovation into additional Convention Center spaces. Funding for debt service is a combinations of lease payments by the Cuyahoga County Convention Facilities Development Corporation, naming rights revenue, and General Fund subsidies. Subsidies from the General Fund begin in 2024.

**Economic Development Revenue Series 2013A (Steelyard Commons) – \$4,205,000**

Outstanding Principal and Interest

**2024:** \$4,024,844

**2025:** \$3,739,813

Maturity – December 1, 2037

Annual Debt Service Payment and Sources

**2024:** \$285,031 (Tax increment financing)

**2025:** \$289,431 (Tax increment financing)

Bonds were issued for Phase II of the Steelyard Commons shopping center. Phase II consisted of 100,000 square feet of retail space and expanded the project to over 800,000 square feet of retail. Debt service is funded by tax increment financing. The County Office of Budget and Management acts as bond trustee and charges an annual \$10,000 fee.

**Economic Development Revenue Series 2013B (Westin Hotel) – \$5,685,000**

Outstanding Principal and Interest

**2024:** \$7,630,001

**2025:** \$7,227,924

Maturity – December 1, 2042

Annual Debt Service Payment and Sources

**2024:** \$402,078 (Tax increment financing)

**2025:** \$401,096 (Tax increment financing)

Bonds were issued to provide financing for the Westin Hotel renovation and remodeling project. Debt service is funded by tax increment financing, and the County acts as bond trustee. The County General Fund serves as a guarantee in the case of TIF shortfalls.

**Economic Development Revenue Bonds Series 2014A (Flats East Bank Phase II) – \$17,000,000**

Outstanding Principal and Interest

**2024:** \$21,088,238

**2025:** \$19,729,675

Maturity – April 15, 2038

Annual Debt Service Payment and Sources

**2024:** \$1,360,625 (Tax increment financing)

**2025:** \$1,358,563 (Tax increment financing)

Bonds were issued for Phase II of the Flats East Bank multi-use project. Phase II included retail and residential space, the project is owned by the Cleveland Cuyahoga County Port Authority and leased to Flats East companies. Debt service is funded by tax increment financing with additional securities including mortgages and personal guarantees. The County appropriates an amount equal to annual debt service serving as a guarantee against any external funding issues.

**Economic Development Bonds Series 2014B (Western Reserve) – \$22,185,000**

Outstanding Principal and Interest

**2024:** \$21,436,540

**2025:** \$12,217,060

Maturity – December 1, 2026

Annual Debt Service Payment and Sources

**2024:** \$9,219,480 (Economic Development Fund and General Fund)

**2025:** \$9,326,230 (Economic Development Fund and General Fund)

Bonds were issued to provide initial funding for the County's Western Reserve Fund, previously known as the Job Creation Fund. The fund was used to make loans to commercial businesses to spur economic development within the county. Loan repayments are made to the Western Reserve Fund, now known as the Economic Development Fund. This fund subsidizes total debt service, this biennium the General Fund is subsidizing \$5 million in both years.

## Hotel Certificates of Participation

The County issued debt to finance the construction of the County Downtown Hotel operated by Hilton Management LLC at 100 Lakeside Avenue. Principal and interest outstanding as of January 1, 2023, is \$233 million.

### Outstanding Principal and Interest

**2024:** \$212,186,031

**2025:** \$191,435,938

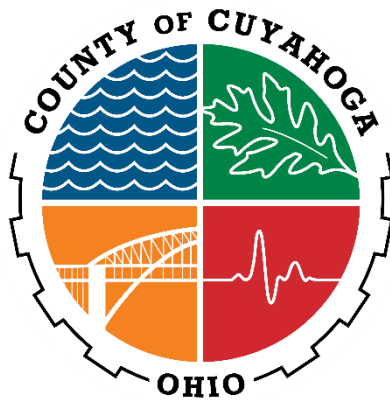
Maturity – December 1, 2044

### Annual Debt Service Payment and Sources

**2024:** \$20,750,094 (\$10,130,788 General Fund)

**2025:** \$20,741,344 (\$10,053,072 General Fund)

Bonds were issued to finance construction of a County owned Downtown Hotel on the previous County Administrative Building site. The Hotel which links to the Convention Center and Global Center for Health Innovation purpose is to enhance the ability of both facilities to attract and maintain exhibitions and visitors. The Hotel is managed by Hilton Management LLC under the Hilton flagship branding. Debt service is funded by Hotel profits following a set cashflow mechanism with the remainder of debt service contributed by City of Cleveland levied lodging tax, and tax increment financing. The General Fund pays the remaining debt service due after other revenue sources. Debt service requirements decrease significantly beginning in 2029 reducing or removing the need for the General Fund to subsidize debt service.



**APPENDIX F:  
BUDGET EQUITY LENS**



## Department of Equity and Inclusion

### **Budget Equity Lens:**

Cuyahoga County is committed to advancing diversity, equity, and inclusion in its operations. It is critical that departments and agencies apply an “equity lens” to all areas. Department/agency budgets are key indicators of an entity’s priorities. As such, Cuyahoga County’s priority to advance diversity, equity, and inclusion in its operations should be evident in how it applies equity concepts in the key decision-making processes related to resource allocation. Applying the equity lens to reflect on how budgetary decisions burden or benefit various demographics especially underserved and/or underrepresented communities is important to making changes and implementing strategies to intentionally positively impact equity in our operations and our community.

The following is each department/agency’s statement on how the requested budget supports and/or demonstrates an intentional effort to positively advance diversity, equity and inclusion in County operations.

### **Department/Agency:** Alcohol, Drug Addiction and Mental Health Services Board **Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The ADAMHS Board worked with Rice Education Consulting and the community to develop a diversity, equity and inclusion (DEI) plan to integrate with its 2021-2025 strategic plan. All of the Board’s strategic priorities have been reviewed by the DEI expert consultation team and enhanced with DEI principles. The ADAMHS Board of Directors unanimously approved the Diversity, Equity, and Inclusion (DEI) Strategic Implementation Plan for the ADAMHS Board, as well as the public behavioral health system of mental health and substance use prevention, treatment, and recovery.

The ADAMHS Board is committed to supplier and provider diversity. The Board follows ORC 340.036 in entering into contracts for services and supports for behavioral health programs. Due to the special nature of behavioral health programs, there is no specific requirement for SBE/MBE/WBE; however, the last time we reported on diversity of our behavioral health providers to our Board of Directors, we had 13% of our providers being operated by minorities and 39% of our providers being operated by minorities and/or females. Additionally, the ADAMHS Board also collects demographic information of its behavioral health providers, including their Board of Directors, management, and line staff.

The ADAMHS Board also follows ORC 340.13 by setting aside 15% of its direct operational expenses for purchases of equipment, materials, supplies, or services other than services and supports for behavioral health. The last time we reported on diversity of our direct operational expenses to our Board of Directors, we had 16% of our direct operational expenses going to minority owned businesses and 20% going to minority owned and/or female owned business. We ask qualified vendors to submit SBE/MBE/WBE certifications. A vendor with an SBE/MBE/WBE certification would receive special consideration.

The ADAMHS Board not only promotes equity in recruiting, hiring, developing, and promoting a diverse pool of employees for the Board itself, but for a provider network with agencies that employ thousands of people. In 2023, the Board’s Diversity, Equity and Inclusion consultant, Rice Education Consulting, reviewed 79 job descriptions representing different types of positions across the provider network to identify bias and improve equitable hiring. A report of recommendations was produced and shared with the providers. The ADAMHS Board immediately implemented the recommendations by updating its job description template.

The ADAMHS Board also underwent a DEI review of our onboarding and recruitment process and made updates based on recommendations. The Board's onboarding process now includes additional DEI trainings on microaggressions, creating an inclusive culture, and client voice, which were also offered to our staff and provider network in 2023. Our DEI consultant also provided a minority recruitment tip sheet that we have shared with our provider network and implemented its recommendations in the Board's hiring process. Additionally, the DEI consultant reviewed the demographics of our Board leadership and staff and provided an infographic to demonstrate racial and ethnic diversity.

This process included a review of seven policies for equity and inclusiveness: Waiting List Management, Social Media, Recruitment of ADAMHS Board of Directors, Probationary Period for New Providers and/or New Programs, Nondiscrimination and Cultural Competency, Clients Rights and Grievance, and Contract Modification Due to Change in Funding.

As well as posting open positions at the Board through traditional avenues, and through 117 colleges throughout Ohio, the ADAMHS Board specifically recruits underrepresented populations through:

- 100 Black Men CLE
- Alpha Phi Alpha Fraternity
- Black Career Women's Network
- Global Cleveland
- HBCU Connect - Black College Connections
- Hispanic/Latino Professionals Assoc.
- Iota Phi Theta Fraternity
- Kappa Alpha Psi
- LaMega Cleveland
- Latino Social Workers
- LGBT Cleveland
- Midtown Cleveland
- National Congress of American Indians
- Phi Beta Sigma
- Sigma Pi Phi
- Spanish American Committee
- United Latino Job Bank
- Urban League of Greater Cleveland

The ADAMHS Board is conducting a workforce survey with a focus on DEI to help identify needs and gaps in recruitment and staffing.

The ADAMHS Board has translated information about client rights, ADAMHS Board general information, Strategic Plan and DEI Plan brief summaries, as well as information on overdose and Naloxone, suicide, and problem gambling, into Spanish, Arabic, Chinese, Russian and Ukrainian.

The ADAMHS Board updated its data collection and reporting tools to include demographics and updated other internal documents and processes to prioritize DEI. The ADAMHS Board also integrated DEI principles into the budget process by requesting a statement of commitment to Diversity, Equity and Inclusion from providers seeking funding, as well as by collecting and comparing the client, staff and county-population demographics for each provider agency.

The ADAMHS Board funds providers and programs that are specifically planned to reach marginalized populations, including racial and ethnic minority families, older adults, and LGBTQ+ individuals. The ADAMHS Board also reviews suicide and overdose data on a monthly basis to target outreach to high-need areas and high-need demographics and collaborates with community coalitions to reach individuals in need effectively.

The ADAMHS Board's public education campaigns reach all Cuyahoga County residents through mass media but are also tailored with message for individualized populations/audiences.

**Department/Agency:** Board of Elections  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Cuyahoga County Board of Elections has begun to utilize complete bidding for all procurements. The board will begin to do more outreach to diverse businesses and utilize the DEI provided list of certified SBE/MBE/WBE businesses in the bidding process.

The Cuyahoga County Board of Elections has begun to expand job posting locations in order to advertise open positions across a broader range of communities including underrepresented communities. The CCBOE does and has included experience equivalents in all job postings. The CCBOE strives to attain diversity in interview panels, and actively pursues diversity in each department within the Agency, and each department's management team. CCBOE will continue to utilize equity concepts in hiring to maximize our inclusivity of underrepresented communities.

The CCBOE identified an initiative to create an Employee Resource Group in order to promote discussion around CCBOE's work environment, policies and procedures, and to focus on inclusivity for diverse populations. The CCBOE will continue to work towards creation of a robust ERG. Additionally, the CCBOE routinely includes the ADA community, amongst others, when evaluating new voting equipment, then seeks input regarding accessibility of that equipment.

**Department/Agency:** Clerk of Courts  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Clerk of Courts Office does not make large purchases except for postage with the United States Postal Service. Clerk of Courts strives to create a diverse workforce. The current demographic makeup of the Management Team is as follows: 50% Caucasian; 40% African American; 10% Latino. The demographic makeup of the entire office is: 53% Caucasian; 44% African American; 3% Latino. All duties of the Clerk of Courts Office are statutorily required.

**Department/Agency:** Common Pleas Court  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Court participates with other County agencies on multiple Master Agreement Contracts. It is our understanding that these contracts follow the County Office of Procurement diversity goal requirements. For example, the Court contracts for language interpretation and translation services through the Cuyahoga County Common Pleas Juvenile Court Division to obtain services with several vendors that meet the SME and MBE qualifications. Additionally, there are several Certified Diversity Businesses referenced on the Department of Purchasing website that provide services to the Court.

The Court posts job notifications to the Court website, Twitter/X, LinkedIn, and Indeed. By posting to the large platforms like Indeed, we're able to connect with a large and diverse population. Additionally, the Court has



worked with multiple diversity partners to share job postings including the Spanish American Committee, Hispanic Business Center, Esperanza Inc., Cuyahoga Community College, Ohio Means Jobs, Supreme Court of Ohio, and OACA.

The Court provides internal training by the Director of Training and Development and the Department of Adult Probation Training Specialist. Additionally, all Court employees are subscribed to a Learning Management System that has multiple classes available on various diversity topics. Also, the Court brings in outside vendors that are subject matter experts to train staff in equity and inclusion such as Case Western Reserve University for their SafeZone program, Daryl McGraw for Urban Trauma workshops, etc.

**Department/Agency:** County Council  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

County Council has played, and will continue to play, a leadership role with respect to Cuyahoga County's diversity and inclusion efforts. Council championed the county's first disparity study leading to the creation of the county's MBE and WBE programs, and passed legislation in 2021 to formally establish the Department of Equity and Inclusion. To this end, Council will continue to play an integral role in ensuring the county's diversity and inclusion goals are met as departmental contracts and budgets are submitted for Council approval.

County Council has led in ensuring the county's overall hiring practices are the most inclusive of any county in the state, enacting the first-of-its-kind county Human Rights ordinance, as well as updates to the county's internal HR policies. In addition to the wide variety of protections against discrimination by state and federal law, Council enacted new policies to ensure no employee can be subject to discrimination on the basis of gender identity or expression. Internally, Council intends to live up to the standards in its own hiring and employment practices, and will continue to identify new policy solutions to support diversity and protect employees from discrimination.

As the legislative body for Cuyahoga County, Council will continue to advance diversity and inclusion initiatives, both via approval of county contracts and through proactive legislation. Council will also fulfill its oversight responsibilities to use data gathered by the Department of Equity and Inclusion and other county agencies to ensure its DEI legislative initiatives are being properly implemented.

**Department/Agency:** County Executive  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The following is sampling of intentional actions to positively advance diversity, equity and inclusion in all levels of County operations:

- Cleveland Builds and Manufacturing Sector representation from the Executive Office which supports minority, women, re-entry and other underrepresented individuals in the trades and manufacturing.
- Senior leadership all trained in 2023. Approved expanded training for the DEI to include train the trainer.
- Reviewing the procurement process currently to make it more effective.
- Diverse hiring panels for nearly all positions; postings pushed through all networks; encourage and support training for all, intentional focus on having a staff that will bring diverse opinions and feedback based on life experiences.
- Strategic initiatives in grant writing and advocacy to support underrepresented populations in our county.

**Department/Agency:** Department of Development  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Development's proposed new Office of Small Business is specifically focused on supporting the growth of small, minority, and women owned businesses by creating a single point of contact they can use for all of their interactions with county government, thus reducing their burden of navigating the procurement system.

Development has implemented and will continue to use diverse interview panels for all hiring. Development fully supports the Human Resources / Personnel Review Commission initiative to list equivalent experience in its jobs postings so potential applicants will see transparently how their experience qualifies them for positions.

Development will continue to collect and report disaggregated data on both business ownership and employees for all of its business assistance programs including direct lending, nonprofit small business assistance partner support, and on the job training (SkillUp).

**Department/Agency:** Domestic Relations  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Court participates with other County agencies on multiple Master Agreement Contracts. It is our understanding that these contracts follow the County Office of Procurement diversity goal requirements. For example, the Court contracts for language interpretation and translation services through the Cuyahoga County Common Pleas Juvenile Court Division to obtain services with several vendors that meet the SME and MBE qualifications.

The Court posts job notifications to the Court website, LinkedIn, and Indeed. By posting to the large platforms like Indeed, we're able to connect with a large and diverse population. Cuyahoga Community College, Cleveland State, Supreme Court of Ohio, and OACA.

Court staff has attended **LEAD** Diversity and Inclusion a program that raises participants awareness regarding Diversity, Equity and Inclusion issues while building their leadership skills. Additionally, the Court is participating in the county's "Town Hall" on Diversity, Equity and Inclusion designed to develop employee's awareness and the importance and benefits of Inclusiveness, racial justice, equity and diversity. This November employees will be participating in workshops sponsored by the Supreme Court of Ohio focusing on "Civil Treatment in the Workplace for Leaders". Our hope is to develop a DEI Steering Committee in 2024 and for our court to continue to learn and grow in this area for years to come.

**Department/Agency:** Eighth District Court of Appeals  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Court participates with other County agencies on a master agreement for legal research databases such as Lexis. It is our understanding that these types of master contracts follow the County Office of Procurement diversity goal requirements. Further, the Court is committed to using vendors approved through the County, which would include vendors that meet the SME and MBE qualifications.

The Court of Appeals does not receive any funding from the County budget for staffing; accordingly, the requested budget does not include any funding requests for employee salaries.

The Court utilized modest funding for an Inclusive Leadership Workshop that was focused on the stated objectives. The Court has a DEI committee that is dedicated to positively advance equity in recruiting, hiring,

developing, and promoting a diverse pool of employees. In addition, administrative personnel attended and completed The Academy for Inclusive Leadership and Development Court course offered by Case Western Reserve University School of Law in 2022-2023 (which was no cost to the County). The Court will be participating in a complimentary Workshop presented by the former Director, Diversity, Equity and Inclusion for the Ohio Supreme Court in October 2023.

**Department/Agency:** Fiscal Department  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Fiscal Department understands the importance of and is committed to advancing diversity equity and inclusion in County operations. This commitment is demonstrated by the various initiatives, actions, and programs developed and implemented by the various divisions, departments, and agencies that comprise the Fiscal Department. The following is a sampling of these efforts.

The Department of Equity and Inclusion (DEI) understands that it takes intentional effort to positively advance supplier diversity. DEI administers the County's Small Business Enterprise (SBE)/Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Program. The purpose of the SBE/MBE/WBE Program is to increase participation of SBE/MBE/WBEs in the County's procurement process. These programs include several on-going initiatives that are administered by DEI (i.e., SBE/MBE/WBE certification, contract-by-contract diversity goal setting, creation/posting of the purchasing and contracting forecast, collaborating with Department of Purchasing to provide training to County procurement staff, outreach to certified diversity vendors...). In addition, DEI does infrequent purchasing and contracting. However, in CY2024, DEI will select/award a contract to a consultant to prepare an updated Disparity Study. DEI will proceed with a formal RFP process that complies with the SBE/MBE/WBE policy. Also, DEI will collaborate with the other departments for selection/award of the contract for contract compliance/monitoring software. Currently, Cuyahoga County has contracted with AskReply for the B2GNow/LCP Tracker System. The procurement process shall comply with County procurement policies and the SBE/MBE/WBE Policies. In addition, starting August 2023 and continuing in CY2024, DEI will be hosting a monthly virtual session ("How to do Business with the County") to assist vendors with navigating the County's procurement process and the County's SBE/MBE/WBE Programs. All 9 FTEs for DEI play an integral role in the administration of the SBE/MBE/WBE Programs. For DEI Staff development, DEI pursues training from the American Contract Compliance Association (ACCA). ACCA provides an Annual National Training Institute that provides training on best practices for development and implementation of supplier diversity programs (primarily) and equity initiatives. DEI also pursues training for DEI staff on the B2GNow software to maximize tracking and monitoring of compliance of contracts/purchases with diversity goals.

Treasury's biggest driver to support the advancement of diversity, equity, and inclusion is through our budgeted dollars related to our Outreach programs. Making a concerted effort to identify and encourage diverse businesses who have the qualifications and capabilities of SBE/MBE/WBE to bid, submit an RFP to all our contracts and agreements. Provide awareness that for our major or bigger contracts a portion of the ask could be outsourced to SBE/MBE/WBE. It's a matter of connecting SBE/MBE/WBEs to join the approved vendors list with the County's Procurement Department.

Most of Consumer Affairs' purchasing is routed through Fiscal, which handles business affairs for the department and has been trained in Purchasing and DEI Requirements.

The requested budget supports the County's support of inclusive supplier businesses which increase economic opportunities and build a more resilient business community.

The Auto Title Division operates five (5) branches in diverse communities. Additionally, the financial support and maintenance expenses for these branches may impact the communities in a positive way.

Similar to supplier diversity, DEI understands that it takes intentional effort to positively advance workforce equity. As part of the amendment to the Tri-C contract for diversity, equity, and inclusion training, in CY2024 Q1/Q2, Tri-C will train DEI staff and HR Staff to provide the diversity Management Training and the Diversity All Staff Town Hall Training to County employees. As such, all 9 FTEs for DEI will be part of the ongoing rotation to provide this training to County employees. Also, several new/on-going initiatives (i.e., What's Next? Initiative, Mid-yr Equity Summit, DEI drop-in meeting with departments...) focused on advancing workforce equity will continue in CY2024 and will be provided by DEI Staff. Moreover, DEI is in preliminary discussions with PRC and HR to do a joint purchase of software to assist with applying the equity lens to our job postings/etc. in an effort to attract, recruit, hire and promote a diverse pool of employees. Furthermore, DEI anticipates still working on the creation and development of a County Leadership Academy as a tool to develop and increase the diversity of county management/leadership. All 9 FTEs in DEI play an integral role in our workforce initiatives. CY2024 budget proposes renewal of Cuyahoga County's annual membership in GARE (Government Alliance on Race and Equity). The GARE membership provides the opportunity for each county employee to have access to the GARE online portal that contains information, templates, research, and best practices on advancing equity in government operations. In addition, the GARE membership provides access to other counterparts/colleagues at other political subdivisions that are also working to advance equity. As such, the GARE membership is beneficial to our intentional efforts to improve supplier diversity, workforce equity, and policies/programs/procedures equity. Moreover, in CY2024, DEI will renew its Poll Everywhere subscription. The Poll Everywhere software provides opportunities to engage participants by providing an easy, user friendly means of providing/receiving feedback and tallying responses. Tri-C used the Poll Everywhere software system to get audience input as part of the Diversity All Staff Town Hall Trainings provided in 2022. In 2023, DEI purchased its own subscription and is using the software in its equity initiatives and programs.

The Treasurer's Office strives to support and/or demonstrate an intentional effort to ensure our staff resembles the diverse backgrounds of our taxpayers. For example, we look for employees that are bilingual or multilingual experts. During the interview process we make a concerted effort to discuss opportunities for advancements with the department and with various other agencies. Looking to invest more in cross-training across the diverse departments within the agency, with the caveat of being compliant with LIUNA 860 collective bargaining agreement and the Ohio Revised Codes.

Consumer Affairs has worked to diversify its small staff. The department worked with HR to increase visibility of job openings by sharing postings with groups ranging from the Urban League of Greater Cleveland to the Spanish American Committee. Consumer Affairs staff participated in the 2022 DEI Town Hall trainings. The Department makes every effort to use a diverse panel when interviewing job applicants.

In general, the requested Fiscal Department budget supports the County's support of equity by promoting a culture of respect and inclusion in our relationships with our employees current and future hires.

Our department posts all vacancies on the Cuyahoga County website so that it is able to be seen and accessed by a wide variety of candidates. Interviews and offers of employment are based solely on whether the candidate meets the minimum qualifications for the posted position. The Auto Title department operates five different branches throughout the county. The branches are located in areas that are accessible to a diverse pool of potential employees.

In CY2024, DEI will continue pursuing additional utilization opportunities of the Equity Zones Policy with County agencies. In addition, DEI will continue tracking and monitoring the impact of the Equity Zones Policy with known

user departments/agencies. In CY2024, to increase awareness of various equity initiatives, we will continue our DEI Drop-in meetings with County departments/agencies. At these meetings, we will discuss opportunities to maximize the impact of equity initiatives. Furthermore, we will proceed with the DEI Scorecard Program (adjusting as needed to improve performance/impact). The DEI Scorecard provides guidance and data to County departments and agencies on actions/opportunities to advance diversity, equity, and inclusion in its operations. Moreover, DEI will continue serving as “co-facilitator” with Communications on the preparation of the combined Annual Equity Report. While County departments/agencies prepare the annual equity report for their agency, DEI and Communications have served as co-facilitators to combine the separate reports into a cohesive and comprehensive report that meets County Code requirements. For policy/program/procedure equity initiatives, all 9 FTEs in DEI serve an integral role. The previously mentioned expenditures for the GARE Membership and Poll Everywhere will be beneficial to the development and implementation of our policies/programs/procedure equity initiatives.

Encourage employees to take advantage of the human resources course available to get better insight on advance equity policies, programs, increased community engagement, especially when it comes to our community outreach programs. We encourage our staff to participate in the events throughout the year. Treasury encourages our FOIA’s and Examiner staff to promote the various hardship programs and programs that provide some convenience, and strategic plan on how to cope with the burden of paying your real estate property taxes on time for our delinquent taxpayers.

Consumer Affairs actively uses the County’s DEI maps to make sure consumer education programming and materials reach underserved communities. We have added many new areas to our outreach using the DEI map as a guide. Our print budget supports Scam Squad and consumer education materials for mostly poorer residents who aren’t able to access materials online. In addition, Consumer Affairs assists low-income residents who are newly connected to broadband by training Digital Navigators to recognize online scams; maintaining an Internet Safety page to help new users avoid malware; and creating print materials distributed to new computer users through partners including Digital C and PCs for People.

Consumer Affairs and Sustainability launched the AARPA-funded Sustainable Store Grant in 2023 to help small retailers comply with the goals of the county’s plastic bag ban. Forty percent of the 27 grant winners are in DEI zones. Consumer Affairs and Sustainability included these stores in the new Sustainable Stores Map that people can use to shop green in Cuyahoga County. The map project is ongoing.

The requested budget supports the County’s support of equity in policies and procedures by promoting that each person has the resources and understanding necessary to thrive in their unique identities, circumstances and experiences.

Our departments policies and procedures are written in a way that they are able to be adhered to by all employees regardless of demographic. Our department’s operations are regulated by the ORC so there is no ability to alter requirements dependent on diversity or demographic.

**Department/Agency:** Health & Human Services - Administration  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

DHHS includes questions in Request for Proposals about applicant organizations staff and board diversity, but the vast majority of the organizations that apply to its procurements are non-profits. These opportunities are generally exempt from supplier diversity goals. As so few of the organizations that apply to its procurements are for-profit entities and therefore SBE/MBE/WBE, there are limited opportunities to advance supplier diversity.

DHHS Professional Development includes diversity training for new hires and ongoing staff. These trainings are tailored to the work of staff and the needs of communities. DHHS will increase training related to LGBTQ sensitivity to address internal staff biases. These trainings will improve the culture of respect within the workforce for staff and clients alike.

Investment in staffing has been the top priority of DHHS for the past several years, and that will continue in the budget to come. Minority women represent a disproportionate percentage of the employees in DHHS. Salary increases in the collective bargaining agreements will increase the wages of these employees, and the administration is committed to address expected equity and compression within management wages following the completion of collective bargaining agreement negotiations.

All DHHS director/administrator level hiring processes include screening for professional experience implementing DEI programming. It is critical that senior leadership has practical experience with DEI program implementation. This will continue in the next budget period.

The HHS Communications team works proactively to serve diverse populations including underserved communities and those disproportionately impacted by adverse social, economic, and health factors.

- Through our community outreach efforts DHHS makes information about and access to our programs and services more readily available to key populations including individuals and families facing poverty, lack of health care, homelessness, and critical crisis situations. Services such as public benefits, education and employment assistance, senior support services, help for children at risk of abuse and neglect, affirming programs for LGBTQ+ youth in foster care, support for returning citizens, and coordination of services for immigrants and refugees. By attending, partnering, or hosting outreach events in various parts of the county we provide outreach and access to diverse parts of our community. (Examples: Family Fun Day on Public Square, CJFS Community Resource Fairs, Reentry Week, County Fair, Cleveland Pride)
- Through our work on Civil Rights and Limited English Proficiency we work to ensure employees are trained and aware of clients' rights and our duty to serve all members of our community regardless of race, color, religion, disability, political affiliation or belief, age, sex, including sexual orientation and gender identity, and national origin. We also work to make clients aware of their rights and the ability to have concerns addressed through our customer service or civil rights complaint process. We work to provide equal access to services by helping coordinate language interpretation and translation services with our vendor through printed or digital materials, as well as live client interactions via phone, in-person, or virtually.

**Department/Agency:** Health and Human Services – Children and Family Services

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The following is sampling of intentional actions to positively advance diversity, equity and inclusion in all levels of DHHS/CCDCFS' operations:

- Alignment with the Ohio Revised Code (O.A.C.) 307.86 which regulates the competitive bidding process as well as exceptions pursuant to *“family services, programs, or ancillary services that provide case management, prevention, or treatment services to children in their home, or electronic monitoring.”*
- Expanded number of providers serving the full continuum/spectrum of child welfare services.
- Supports the creation of an AFFIRM Workforce Model to ensure an affirming stance toward sexual and gender diversity, recognition, and awareness of LGBTQ+ sources of stress and, the delivery of content within an affirming and trauma-informed framework.
- Elimination of race and other demographics in the screening decision making process
- Mission statement reflects the intentional goal to end the over-representation of people of color in the child welfare system.

**Department/Agency:** Health and Human Services – Division of Job and Family Services

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

We plan to continue to expand on our SNAP 50/50 Providers to include 9 providers. The goal is to have a diverse group of workforce providers that allow multiple options for our clients to get workforce training that meets their needs. Recent inclusion of the Urban League is an example of this. With Our summer youth providers, we included Verge, a minority owned business in our last procurement to diversify our providers. Previously YOU was the sole provider.

We have consistently promoted from within and provided support to new supervisors to help further their careers. Each new supervisor undergoes a yearlong training and mentoring program. We work with HR to provide training on interviewing to increase chances of being promoted. From 6/22 through 6/23, 46 of our employees have been promoted, internally to JFS, to HHS, and to other county departments

We engage in advocacy for less administrative burdens with regards to the SNAP program to ensure access to critical services to at risk and marginalized populations

We will continue to cooperate with Community partners to provide access to services through community resource fairs, offering services during resource events for the community.

We also have a dedicated refugee and immigrant team to assist the specific needs of these populations.

Later this year we are piloting an initiative to rotate staff on site at community partner organizations to offer more friendly options to access services.

**Department/Agency:** Health and Human Services – Division of Senior and Adult Services

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

This year DSAS has updated our CSSP and Options RFPs and included language to work on attracting new applicants with consideration being provided to small businesses, local vendors, minority owned businesses, female owned business, inclusiveness related to gender, and attracting those who in the past were not aware of the scope of providers we need.

Our hiring practices and selection of candidates reviewed for vacant positions is in line with DEI recommendations. DSAS is an inclusive agency and appreciates the need to maintain a diverse workforce as a top priority. We service all of Cuyahoga County's older and disabled residents that are appropriate for our various programs and work to link those needing services we do not provide. We have mission critical positions that need to be funded and continue to make up for the loss of staff we experienced since 2020.

With recruitment and talent acquisition's guidance and support, we have looked at creative ways to advertise our open positions in an attempt to maximize the pool of applicants we receive. When we interview candidates, interview panels are intentionally designed to be diverse, so applicants understand the culture we have and continue to build to be inclusive and welcoming to all.

PRC has been instrumental when we establish parameters for job requirements; considering years of experience, education and other worthy equivalents to attract a diverse workforce.

Succession planning is done consistently across the agency. There are existing employees who possess the skills and talent that can be developed, but there also appears to be complacency and many content with their current line of work without the added stress advancement would bring. We have a tenured workforce, with many able to retire at DSAS in the next few years. Leadership is especially an area where we will lose 3 chiefs to retirement

in the next 5 years and a Deputy Administrator who can retire now if she chooses. She has agreed to stay on to help me since she is the only Deputy Director at the moment, my position is still occupied by me.

All of the SW3s are laterals due to the CBA, so we do not typically need to worry about replacements, but more so work aptitude. APS has not hired a worker for the program in over 24 years. This poses other challenges.

We must continue to look at compression issues. This can also be a drawback for anyone looking to advance their position and is another area of DEI that needs to be explored to ensure all people are paid accordingly.

We provide trainings that discuss working with diverse populations and to consider cultural and ethnic implications and values with our care plans. We solicit feedback from our staff.

DSAS has an agency wide engagement committee (staff volunteers) that celebrates diversity and recognizes all cultures. Thus far we have done a minority health month FB live, had a female Rabbi present on Passover, Purim and the importance of women in the Jewish culture for women's history month, we have an African drum circle performing for Juneteenth, there have been articles and recognition for disability month, older Americans' month, Pride, and Hispanic Heritage month; this is only a few of our programs and initiatives. We just hosted Elder Abuse Awareness with a diverse panel to discuss perceptions of APS in the Asian, Hispanic, rural, and Islamic communities.

We are conscious of "equity zones" and look to see who we serve, where we serve, and how to further our outreach and footprint in underserved and marginalized communities. We have embarked on Livable Cuyahoga, an initiative to make Cuyahoga County an Age Friendly County. The 8 domains of livability heavily look at circumstance in all of our communities, with an emphasis on equitable, available, comparable, quality services and programs for all residents regardless of race, ethnicity, age, socioeconomic factors, gender, sexual orientation, or neighborhood.

On a monthly basis we look at those clients we serve with assistance from our PEI unit. We seek out community partners to ensure they are aware of the programs DSAS has to offer and encourage referrals. DSAS has a far reach, with connection to 71 senior centers / programs working with older adults. We provide funding to many of these centers through the Community Social Service Program (CSSP). We audit programs receiving funding to ensure they are also open to serving all in their respective communities and also survey clients to gauge satisfaction with services.

Our DSAS Advisory Board uses a matrix to ensure we pull from the community Board members that are diverse and work in fields that further the services available to disabled and older adults.

**Department/Agency:** Health and Human Services – Family and Children First Council

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Our contracts are often for very specific services, but when we have smaller agencies (who can deliver services) apply, alongside the larger agencies, as a rule of practice, we try to split the contract to fund both. Many times, smaller agencies can reach certain populations that the larger agencies cannot to prevent families from falling through the cracks.

It is not specified in our budget because our staff is small. We have had a diverse pool of applicants and we have used diverse interview panels. We also encourage staff to attend trainings that promote DEI within their day-to-day jobs



We are working to improve in this area. Again, we are a small team (13) with a budget that is less than 5 million. For Service Coordination, we do not select our population for the program. If the youth and family meet the criteria, we serve them. Based on the service population, multi-system youth, we don't need to recruit the public systems refer to us. Families can also self-select to refer. For our Youth Development contracts, we have 1 Sole Source, 1 inter-governmental, 5 competitive bids, 1 state related exemption, and 1 special project exemption.

**Department/Agency:** Health and Human Services – Fatherhood Initiative  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Our budget request reflects a strong effort to positively advance supplier diversity as 33% of our contract dollars are spent with minority (MBE) operated vendors, other vendors have very diverse staffs, and our county staff is comprised of two minorities. (100% of salaries and benefits.) We also have a minority participation form to be completed for each contract.

As stated above our county staff is comprised of 100% minorities. Our contract providers are a diverse group of organizations from throughout the county.

Our community engagement and outreach program and direct services provided recruit in and serve a large portion of the underserved and underrepresented communities within the county. A cut in our budget would adversely impact this population.

**Department/Agency:** Health and Human Services – Invest in Children  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

In 2024, we will re-procure for our Universal Pre-Kindergarten program. In the last procurement in 2021, we received over 90 proposals and awarded 73 preschool programs in 43 agencies ranging from family child care to privately-owned centers to Head Start to public school districts. This RFP is a large undertaking. We schedule it every 3 years or so to reduce burden on programs for frequent re-application.

In the 2021 procurement, we asked potential vendors to speak to ways they approach equity in their hiring practices, training, and preschool curriculum. In 2024, we plan to advance this work in a few key ways. First, in addition to the S/M/WBE criteria, we are planning to include questions about “non-traditional” operations—for example, flexible and non-traditional hours—that enhance access to high-quality preschool. Our plan is to award additional points to such programs, and to procure with at least one program with non-traditional hours (something we have not done before). Second, our lead agency Starting Point will hold general grant-writing workshops for child care providers to develop their capacity to seek funding. We have found, in our review of many proposals, that the quality of the proposal does not always match the quality of the programs, and this is sometimes the result of limited experience/capacity to write grant applications. We are hopeful that this generalized training will lead to a broader pool of applicants to UPK.

For most of what is mentioned here, we aim to do without allocating funding. For any vacant positions that we may have, we plan to circulate postings via our email newsletter which is delivered to 2800 people. We also work with our partners to distribute postings to their networks. We are very interested in collaborating with Human Resources to identify additional venues to post positions.

We have budgeted for training/professional development in both 2024 and 2025. Our office has a smaller team, which enables a personalized approach to these opportunities. In 2022, three staff attended a national early childhood education conference; this included a Program Officer 3 who was newer to our office and afforded

her the opportunity to develop knowledge and learn best practices in the field. In 2023, our Administrative Assistant took Microsoft trainings to bolster her skillset (free through the local library), and our Evaluation Manager participated in a months-long course on data visualization. In the coming two years, the Director and Associate Director will work with staff to identify trainings, courses, and/or conferences to continue our team's professional development.

We will also continue working with Starting Point on the Equity for Educators in Preschool Classrooms (EEPC) project, which began in 2022. EEPC is a professional development experience for preschool/child care teachers and administrators that aims to reduce bias in early childhood classrooms. In 2022, we conducted the test/pre-pilot phase, in which the Director participated. The next phase of this work is to pilot the revised curriculum with a new group of early childhood educators. We are hopeful we will have funding and capacity to also include early childhood education program staff from our office and Starting Point, which we see as necessary to effectively move equity work forward in the early childhood system. This professional development experience would likely be funded with grant dollars.

Across nearly all of our programs, lead agencies report to our office disaggregated demographic data on participants, including race, gender, and age. Additionally, we work with our external evaluators at the CWRU Center on Poverty and Community Development to gather this information across all our programs, enabling us to determine the number of unduplicated children served and the race, gender, age, and location of children & families served by Invest in Children programs.

Depending on final funding levels, we are considering adding an enrollment outreach specialist to our Universal Pre-Kindergarten program (through Starting Point, the UPK lead agency). This person would increase our system's capacity to engage with families across the county, especially in underserved and under-resourced communities, about the importance of high-quality preschool.

**Department/Agency:** Health and Human Services – Office of Child Support Services  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The following is sampling of intentional actions to positively advance diversity, equity and inclusion in all levels of the Office of Child Support Services' operations:

- Hiring Events have been implemented and will continue. These events have been planned with accessibility in mind, including location, access to public transportation, and offering times during and after traditional work hours. OCSS hiring events reflect a one-stop for the entire process, including application, testing, interview, immediate conditional offers, paperwork and fingerprinting.
- OCSS has worked with the Personnel Review Commission to be more flexible and inclusive regarding screening criteria for applicants.
- OCSS has developed and implemented peer review and interview preparation opportunities for employees who are interested in advancing or promoting.
- OCSS has an expectation that each employee obtain 5.5 hours of diversity credits every 2 years. These hours can be obtained by attending diversity courses offered by HHS Professional Development, classes developed internally at OCSS by Continuous Quality Improvement or other individuals who have developed and received approval for a diversity class. Some examples of internally created courses include book clubs and paper/discussion and movie/documentary viewing and paper/discussion. Some employees have also organized a celebration of unit culture through sharing recipes, music or other items.
- Debt compromise and reduction through the Reduction of Permanently Assigned Arrears program.

- Right-size child support orders to best reflect the financial situation of both parents, including when a parent is incarcerated.
- Safe Access for Victims' Economic Security (SAVES) is a five-year federal demonstration grant to increase safe access to child support services for victims and survivors of domestic violence. Child support can be a critical solution to financial insecurity. This grant also seeks to build relationships with community partners and enhance parenting time opportunities.
- Seeking input from families for their experiences with child support is a component of the SAVES demonstration grant and a Family Input Study, in which OCSS will be participating. Engaging families in program and service improvement builds trust and gives a voice to underserved communities.
- Responsible Fatherhood programs
- Outreach to prisons, courts, and homeless shelters to rebrand the agency as a supportive human services agency by providing services and meeting our customers in their communities/location. The agency also participates in a number of steering committees/community collaboratives, such as Fatherhood Initiative, Domestic Violence, Legal Aid Society of Cleveland and Pro Bono Collaborative.
- OCSS serves as a partner at In The Neighborhood community events, which are city programs and are located in different communities within the city with specific racial or cultural focus. For the events held in Spanish-speaking neighborhoods, OCSS sends Spanish-speaking employees to attend those events. OCSS provides information and resources to customers participating in amnesty programs and will also review material being distributed prior to community events to ensure the material is appropriate for the audience.

**Department/Agency:** Health and Human Services – Office of Homeless Services

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The following is sampling of intentional actions to positively advance diversity, equity and inclusion in all levels of the Office of Homeless Services' operations:

- OHS revised its master RFP to incorporate diversity and equity as a scored component of the RFP process for homeless services providers. Agencies are required to report and document diversity and recruitment efforts for their board and workforce. Agencies are required to provide a recruitment plan for increasing diversity over the contract term. OHS also incorporated diversity requirements in the annual program evaluation for all HUD funded projects.
- OHS has recently updated job descriptions and continues to work with HR to acquire additional staff through equity in recruitment and hiring.
- OHS budget includes \$225k for (2) SPA 2 positions. OHS would include all expertise, skills, and advance equity efforts when hiring new staff members. OHS has utilized federal funds to financially support a designated Continuum of Care staff position and leveraged non-county resource to support that.
- The Cuyahoga County Office of Homeless Services (OHS), as the lead agency for the Homeless Continuum of Care (CoC), is committed to developing a racially equitable system. Given the overrepresentation of Black, Indigenous, and people of color (BIPOC) experiencing homelessness in our community, the CoC has taken collective action in addressing inequities within the system and ensuring access to services and housing. The CoC, through a data-driven approach, is in the process of modifying standards, practices and developing policy recommendations.
- The OHS Advisory Board and all Standing Committees (Governance Committee, NOFO Review Committee, NOFO Strategy Committee, Program Policy Committee, and Youth Action Board) include persons with lived experience of homelessness and representatives of the BIPOC community.

- The OHS Advisory Board instituted a Program Policy Committee (PPC). The PPC utilizes disaggregated program data to review, create, and modify policies and procedures. The role of the PPC is to:
  - Provide guidance and leadership on standards, policies and procedures for housing and services programs funded by the CoC including the Coordinated Entry System (CES)
  - Develop, revise, amend and recommend standards for the administration and operation of CES, emergency shelter (ES), permanent supportive housing (PSH), rapid rehousing (RRH) and additional program models as funded by the CoC
  - Review data on the operations and outcomes of CoC programs and the CES and make data-driven decisions about revisions to policies and practices
  - Submit recommend policies and procedures for adoption by the Advisory Board
- OHS has dedicated HUD Planning Grant dollars towards the development of system-wide, race equity data dashboards. The dashboards are being used to establish equity performance monitoring, develop standards, and support improved outcomes for the BIPOC population served within the homeless system. The CoC measures outcomes for length of time homeless, exit destinations, and returns to shelter by age and race cohort. Findings will also be instrumental in modifying standards, practices, and developing policy recommendations.
- The Continuum of Care is looking at a system-wide standard for providing reimbursement/ stipends for individuals with lived experience who participate on boards, committees, or other OHS-supported activities. OHS is exploring how this participation might promote future employment opportunities within CoC partner agencies.
  - OHS in partnership with Enterprise Community Partners developed the Income & Stability Steering Committee. The Steering Committee has developed a pilot, in partnership with Ohio Means Jobs, dedicated to serving homeless and at-risk youth ages 18-24. There is currently overrepresentation of BIPOC within this age cohort. This pilot will further strengthen the Continuum’s ability to link individuals to employment services and address disparities that occur within the workforce.

**Department/Agency:** Health and Human Services – Office of Re-entry

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

All our purchases are for services that are provided by government agencies or not-for-profit corporations. Fortunately, we have not had to make extra efforts to achieve a diverse pool of employees. We are a small team and we usually have few vacancies; we have always maintained a diverse staff in regards to race, religion, gender, and age. Our budget proposes funding programs whose targeted population are primarily minority. We’ve also taken steps to ensure that we have programs that focus directly on women returning from incarceration. Our contractual budget is designed to provide services to underrepresented communities.

**Department/Agency:** Housing and Community Development

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Housing and Community Development does not have suppliers. The non-profits we work with, utilizing federal HUD funding are required to use their best efforts in contracting with businesses that support low moderate income persons through sub-contracting or employment. When interviewing we use a diverse panel in both gender and nationality. By nature of our federal funding (not included in this budget), we serve low-moderate income households. -Those households tend to be overwhelming minority persons. Data is collected on the demographics-of all households served.

**Department/Agency:** Human Resources  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Human Resources has made efforts to separate its larger contracts as much as possible to provide for ample opportunities for small, minority, and women-owned businesses to provide proposals as the prime or through subcontracting. Human Resources is also committed to conducting fully competitive bids and requests for proposals at every opportunity and ensure that all vendor lists include those registered with the County's Department of Equity and Inclusion to ensure every opportunity is presented to diverse suppliers. The use of amendments has been reduced and is currently limited primarily to additional funding only, avoiding extending contracts when possible. In 2023, Human Resources representatives participated in DEI's first Pitch Day event and expects to participate again at each opportunity, increasing awareness among diverse suppliers of the types of services that Human Resources solicits on a regular basis.

The 2024-2025 Human Resources budget includes line items for advertising bid solicitations, posting jobs on external boards, and funds to attend job fairs to bring awareness of County opportunities to diverse communities. New for the 2024-2025 budget are specific line items for the Human Resources training division to provide a myriad of training to County employees. This training is geared towards providing employees the tools to further their careers, reduce harassment, and build awareness of the benefits and opportunities available through County employment and the County government. Continuing in 2024-2025 is funding for the County's Tuition Reimbursement Program, which helps reduce the costs of higher education for County employees returning or continuing school at the Community College or University level. This program provides some employees the opportunity to pursue a degree where they did not have the ability to do so before. In the 2024-2025 budget is funding to provide for additional materials to ensure the County employees are aware of all benefits available to them, ensuring that employees have the ability to take full advantage of the resources provided by the County and by extension, assist in attracting talent to join the Cuyahoga County team.

The 2024-2025 Human Resources budget include line items to cover the costs of participate in hiring events and job fairs, particularly in underserved areas. This brings awareness to these areas that the County is hiring for quality jobs and careers that provide excellent benefits and opportunity for growth and advancement.

Included in the budget is funding to procure a text analyzer software in conjunction with DEI and the PRC. This software will be utilized to review job posting materials and job classifications to help remove any language alluding to biases or stereotypical language that may discourage diverse populations for applying when they are otherwise qualified. Text analyzer software can help to both identify potentially biased language in job documents and recommend neutral solutions to minimize the potential impact of biased language in job documents. Furthermore, the text analyzer software can be used to review County communications, policies, and the handbook for similar issues. This is a product that both Human Resources and the PRC would use to move to more inclusive language which we expect will attract a larger and more diverse applicant pool which would eventually translate to a more diverse employee population.

**Department/Agency:** Information Technology  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

As part of the RFX and procurement processes, our plan holders list is developed in three ways: 1- Internal searching and outreach to diverse vendors; 2- Department of Purchasing vendor list matching criteria; 3- DEI department collaboration. Our efforts had yielded an anticipated RFB award to a Greater Cleveland Partnership "Tech Elevator" that will secure the services of a traditionally underrepresented person in our Networking Department with the intention of offering employment after 1 year. Based on this success, we are currently developing a similar RFB in our development group.

IT has a history of hiring, developing and promoting diverse individuals that contribute to the advancement of technology by including diverse interview panels, and reviewing and modifying job descriptions to foster an equitable environment for current and prospective employees. The Department of Information Technology is exploring the idea with the help of our DEI office for implementing Employee Resource Groups (ERG) with the support / sponsorship of DoIT Senior Leadership. This is a tool to retain current employees by offering non-traditional tools to employees to enhance their careers as well as an enticing perk to recruits.

At a team level, we work together to create a community that reviews and update standards, policies, and procedures. DoIT as an agency also continues to work on providing an open flow of communication so employees are included and respected. DoIT provides multiple levels of support to county agencies and engages with communities through various initiatives.

**Department/Agency:** Inspector General  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The AIG has provided information to the Department of Equity and Inclusion (“DEI”) regarding our recurring contracts and procurement processes. This information is incorporated into the Cuyahoga County purchasing and contracting forecast which provides details on contracting and purchasing opportunities for a 24-month period.

In order to reduce non-competitive awards, the AIG procures items through the County’s established competitive bidding process when possible. The procurement process requires departments to contact all qualified SBEs/MBEs/WBEs certified by DEI prior to posting the procurement. Additionally, the Infor procurement system is used to notify all pertinent suppliers in the system which can include SBEs/MBEs/WBEs.

The AIG participates in available DEI training opportunities provided by the Department of Human Resources and seeks additional DEI training specifically focused on employee job functions. If a staff vacancy should occur, the AIG will review the job posting to ensure the language is as clear and inclusive as possible and attempt to identify additional posting/advertisement/outreach opportunities to encourage recruitment from the most diverse, qualified group of applicants.

The AIG requires its employees to participate in all executive DEI training programs. Additionally, the AIG intends to require its investigators to complete a cultural sensitivity training program aimed at investigations.

**Department/Agency:** Internal Audit  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

DIA 2024-2025 proposed budget is fairly limited outside of Personnel Services. This includes other operating expenses, contract services, and capital outlay.

Other operating expenses do not provide an opportunity to apply an Equity Lens consisting of:

- Internal chargebacks (mail, space maintenance),
- Local travel expenses (mileage etc. as necessary),
- Office supplies (limited to WB Mason), or
- Employee professional development/certification costs (memberships, continuing education through professional organizations such as the Institute of Internal Auditors) as mandated by County and Audit Committee Charter.

Contract service expenses are obtained following Executive Department of Purchasing (DoP) procedures. All competitively bid contracts are subject to the Department of Equity and Inclusion (DEI) review and requirements when appropriate.

Capital outlay budgeting is minimal and maintained in the event DIA is need of equipment to effectively conduct a specific audit. DoP procedures and DEI requirements will be followed in such a case.

DIA has not required posting/advertising for an available vacant position since 2020. Job descriptions/requirements for the Staff Auditor and Sr. Staff Auditor positions are maintained by the Personnel Review Commission.

All DIA staff are required to attend an average of 40 hours continuing education/training per year. During 2022, several continuing education courses attended included diversity and equity subject matters. More specifically, how to incorporate diversity, equity, and inclusion into audit services. This practice is expected to continue in the future. DEI will be considered with any future vacancies including job requirements and advertising strategy.

DIA is an independent and objective assurance and consulting activity that is guided by the philosophy of adding value to improve operations at the County. This includes DEI best practices. As such, DIA applies a DEI lens to all appropriate audit engagements. See the recently released Employee Recruitment, Hiring, and Retention Assessment for an example: CC DIA Employee Recruitment, Hiring, & Retention Assessment

**Department/Agency:** Juvenile Court

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Cuyahoga County Court of Common Pleas, Juvenile Division has worked for the past two years to increase supplier diversity by holding meetings with community advocates and small organizations about juvenile justice issues. The Court conducted youth and family surveys to identify small neighborhood-based organizations that have been supports in their lives. Surveys were conducted with youth on Probation and youth detained in the Detention Center. The results of the survey were collected to add to a service list for future RFP notifications. The Court sent out specific instructions for registering in the Infor Supplier Portal to these grassroots organizations.

Additionally, in the past year, the Court has engaged in numerous Youth Justice Convening sessions made up of community advocates, community members, youth and families that have been impacted by the justice system to identify programming needs. The Court worked to communicate upcoming RFPs for youth services to this Youth Justice Convening. The Court also worked to simplify the language to minimize confusion for potential vendors that may not be used to the complex RFP process. The Court has also developed pre-bid PowerPoint presentations for all pre-bid conferences with simplified language.

These efforts appeared to have been effective as the Court is in the process of contracting with 20 new grassroots organizations for programming funded by RECLAIM dollars. Lastly, the Court is in the process of contracting with Case Western Reserve University's Jeff Kretschmar to provide training and technical assistance to these small organizations to create data management systems, measure success, and learn how to report outcomes for future grant opportunities.

For the past two fiscal years, the Court has utilized RECLAIM funding to invest in a comprehensive training program with DEI Consultants of Equius Group. In the year of 2021, the entire Court leadership team engaged in a series of DEI leadership training. These sessions included all Court Administration, the Administrative Judge, and all management across all departments of the Court. The second year, the DEI training series provided by

Equius Group was provided to line staff, Magistrates, and Judges. The Court is in the process of developing the third year of DEI training and technical assistance. The focus of the third year of the contract is focused on the development of DEI goals in hiring, interviewing, recruitment, and policy. Each department developed their own DEI goals to improve equity and inclusion in the workplace and the interaction with the public.

Additionally, the Court implemented a mentoring program for front-line managers. The Court evaluated the racial composition of front-line leadership versus directors and administrators. The mentors had mentees from other departments across the Court. The purpose was to develop leadership goals of the managers and support their upward mobility through mentorship opportunities. Currently the directors of the Court are 50% people of color, 50% female leaders.

With the use of RECLAIM funds, the Court has invested in continued DEI training through the Equius Group, which is a Black owned organization. The twenty (20) new RECLAIM funded programming contracts are almost all owned by people of color from highly impacted communities in our County. By having these programs, youth are likely to engage at a high level with authentic community partners from their neighborhoods. This is anticipated to reduce re-offending behaviors for youth on Probation. The Court intends to continue participation in the Youth Justice Convenings to evaluate current policies and procedures. The Court is in contract with the Annie E. Casey Foundation to improve probation practices to support efforts to incentivize prosocial decisions, versus punitive measures that disproportionately impact youth of color. This technical assistance support is intended to provide training series to reduce costly out-of-home placements and detention admissions for violations of court orders. The Court has also allocated RECLAIM funds to support incentives for youth on probation to encourage pro-social decisions and goal obtainment versus court-based sanctions that impact youth of color. Lastly, the Court has allocated RECLAIM funding to expand diversion programming for youth that struggle to pay restitution. This will increase diversion rates for youth of color living in poverty.

**Department/Agency:** Law Department

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Law Department is committed to DEI awareness and improvement. For the first time since the creation of the Law Department, there is a “Diversity Equity and Inclusion Strategic Action Plan” (in almost-completed form) and a specific departmental attorney who, with the Law Director, will be responsible for DEI oversight within the Law Department. That attorney is Awatef Assad, whose knowledge of and involvement in DEI matters in the legal community is unparalleled, as evidenced by the fact that she has been the Cleveland Metropolitan Bar Association’s Vice President of Inclusion and Diversity and is the Chair of the Council on Conscious Inclusion.

Key elements (among others) of the new Strategic Action Plan include:

(1) Proactive and Intentional Recruitment and Hiring

The Law Department is dedicated to recruiting and hiring diverse talent. The Law Department will engage in actively searching for and considering diverse candidates for open positions to ensure diverse slates of candidates for entry level and lateral hiring. To that end, the Department will partner with law schools and student affinity groups to raise its visibility and strengthen its relationship with diverse law students. Further, the Department will participate in recruiting with other external organizations focused on diversity in the legal profession, such as the Cleveland Metropolitan Bar Association (CMBA).

Demand for diverse talent in the legal profession is at an all-time high, with available talent not in keeping with demand. Compensation is not the only factor that can help attract (and ultimately retain) diverse talent, but it is a major factor. The current salaries of Law Department staff (and for other law-related jobs throughout the County) are materially less than those offered in other legal arenas – not just in the private sector but within



other public/government entities. The importance of compensation in the context of DEI-related improvement cannot be overstated.

## (2) Retention of Diverse Talent Through Mentoring and Providing Leadership Opportunities

The Law Department is similarly dedicated to developing and promoting diverse talent, once acquired. Professional development procedures and processes are part of the Strategic Action Plan to ensure that diverse attorneys receive equitable access to leadership opportunities, work allocation and assignments, feedback, professional development, and “client” opportunities. With respect to leadership, if the new (September 2023) Law Department organizational chart is ultimately approved as submitted, the majority of the deputy chief law directors/legal officers will be women.

## (3) DEI Training

The Law Department, as demonstrated in its Strategic Action Plan, is committed to fostering a fair, inclusive, and collaborative work environment, where everyone can excel. The Law Department will participate in Diversity, Inclusion, Equity and Belonging training, including implicit bias and unconscious training, on an annual basis. Law Department staff will be encouraged to attend continuing legal education courses and events sponsored by affinity bar associations.

## (4) Intentional Focus on DEI in the Hiring of Outside Counsel

Although limited in its ability to hire outside counsel directly, the Law Department will seek to have material effect on the diversification of the legal profession through the engagement of outside counsel that supports, practices and prioritizes diversity. The Law Department is committed to the proposition that any law firm doing business with the County must be prepared to demonstrate the firm’s DEI commitment.

## (5) Becoming Involved in Community-Based Strategic Partnerships and Initiatives

The Law Department encourages involvement in community building initiatives including:

- CMBA Cleveland Legal Collaborative (and a specific budgetary request has been made to support this “modest means” equal justice initiative)
- Brief Advice Clinics Sponsored by The Legal Aid Society of Cleveland, the CMBA, and the courts

The Law Department will strive to participate in existing professional pipeline programs at the high school, college and law school levels, including the following CMBA pipeline programs:

- The 3R’s: Rights, Responsibilities, Realities Program (high school)
- Stephanie Tubbs Jones Summer Leadership Academy (high school)
- Louis Stokes Scholars Program (undergraduates)
- Minority Clerkship Program (summer between 1L and 2L)
- Diverse Attorney Career Fair
- REAL (Racial Equity and the Law) workgroups

In sum, diversity of perspectives and backgrounds leads to superior and innovative legal results and solutions for County clients and residents. The budget for the Law Department is a critical component of achieving the goals set forth in the Department’s DEI Strategic Action Plan.

**Department/Agency:** Law Library

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Law Library only purchases a nominal amount of office supplies. However, the Law Library needs a variety of types of legal reference and research products. However, the universe of vendors that supply these types of resources is limited, and their products contain proprietary content and/or search engines. The Law Library purchases all 3 of the major vendor's products (Lexis, Westlaw, and Bloomberg), as well as many second-tier products, including Fastcase, LegalTrac, Law360, the National Consumer Law Center's digital library, the Lexis ebook digital library, VitalLaw's e-platform, and Ohio Capital Connection. The Law Library is also a member of CLEVNET, a consortium of libraries in Northeast Ohio, through which the Law Library offers free non-legal research tools through public library portals.

As part of a recent strategic planning process, the Law Library developed updated goals, including the goal to "attract and retain outstanding, diverse, and committed staff and board members to continue to lead the organization well into the future." The Law Library only has 3 employees, all of which are professional positions that are needed to provide legal reference and research services to the Law Library's diverse group of patrons (including county and municipal government staff, local judges and court staff, local attorneys and law firm staff, and self-represented litigants). When the Law Library has a staff vacancy, the Law Library's Board and its Librarian & Chief Administrator seek out qualified candidates through: the Internet; the County's job Board; listservs for lawyers, legal professionals (such as paralegals), and librarians; local academic institutions; and other sources. The Law Library maintains certain educational standards where necessary, but considers relevant experience where applicable. New staff are provided with extensive foundational and job-specific training necessary to perform their duties. On an ongoing basis, staff are provided with education and training opportunities to maintain and enhance the skills needed to provide reference and research assistance to Law Library patrons.

The Law Library's policies, programs and procedures all support DEI initiatives and are written in neutral language. Law Library Board meetings are all open to members of the public, who can attend in person or online at their convenience. The Law Library hosts regular book discussions and annual Open House events which are all free and open to the public. The Law Library also provides telephone reference assistance to members of the public every business day, and members of the public are welcome to visit the Law Library every Wednesday, when they can: receive in-person assistance; use any materials on the shelves; access electronic databases and ebooks; use a public computer terminal for research and word-processing; email and download for free; and print up to 50 pages for free. For many years prior to the pandemic, the Law Library hosted monthly pro se and pro se+ divorce clinics for indigent members of the local community in partnership with the Legal Aid Society of Cleveland, the Cuyahoga County Domestic Relations Court, and the Cleveland Metropolitan Bar Association. Pre-pandemic, the Law Library also hosted regular probate law clinics in partnership with the Cuyahoga County Probate Court and the Cleveland Metropolitan Bar Association. The Law Library has been actively working with the foregoing partners to bring back both the divorce and probate clinics as soon as feasible. The Law Library's Librarian & Chief Administrator is also a long-standing member of the Cleveland Metropolitan Bar Association's Justice for All Committee, which supports many pro bono and community service programs in Cuyahoga County. More specifically, the Law Library supports both the Ohio Mock Trial competition and the Louis Stokes Scholars program. In particular, the Law Library helps to coordinate the local District and Regional Ohio Mock Trial competitions that are held every Winter in the Cuyahoga County court houses for local high school students. The Law Library provides educational training to Stokes Scholars during their Summer internships.

**Department/Agency:** Medical Examiner  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The following is sampling of intentional actions to positively advance diversity, equity and inclusion in all levels of the Medical Examiner's operations:

- Outreach to diverse businesses, increase awareness of qualifications and capabilities of SBE/MBE/WBEs through Procurement.
- Equitably and transparently provide training opportunities for staff. Scholarship program for forensics with underserved schools.
- Increase community engagement especially with underserved and/or underrepresented communities.

**Department/Agency:** Personnel Review Commission  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The PRC has very few contracts and therefore utilizes very few suppliers. One of our contracts is fairly restricted because it is with the Archer Company, the vendor whose proprietary product underlies the entire compensation system for the non-bargaining employees; changing vendors would cause a major disruption to the County. We do plan to expand our search in 2024 for additional remote testing and proctoring services as our current contract expires next year. When the PRC originally posted the RFP for these services, there was only one vendor after two postings that could provide both of these services. However, we have asked our testing staff to reach out to professional colleagues to identify new providers to hopefully expand the list of vendors we can include in our procurement process next year. We've also asked our front-line users to participate in the identification of selection criteria for these products since they have the most experience with our current system. We are involving more staff in the procurement process to include a different perspective from the users regarding what the PRC should be seeking from these vendors.

We are currently in discussions with Human Resources and the Department of D, E & I about the possibility of exploring a new business product, text analyzer software, for use between our agencies. This tool helps to identify and replace biased language in job documents. We have coordinated demonstrations of this software to explore the potential of these products.

The PRC's foundational work is relevant to advancing equity in hiring a diverse pool of employees. The agency's work to maintain the County's classification system achieves internal pay equity through the use of a job evaluation system which ensures that employees performing similar work are compensated at similar levels. Our work in the civil service testing arena is designed to ensure that all qualified applicants have access to County classified jobs by administering consistent selection procedures. Civil service rules are designed to ensure that hiring at the County occurs on the basis of merit and fitness; essentially, this means applicants are hired on the basis of their qualifications.

This year, the PRC began three additional initiatives aligned with the County's DEI objectives. These initiatives are intended to broaden the applicant pool by reducing possible barriers to employment. First, we are reviewing driver's license requirements in classifications because these requirements can adversely affect applicants who have disabilities and those who are foreign-born. Secondly, we plan to review certification and license requirements in classifications, to ensure they are legitimate job requirements and that we aren't unnecessarily removing people from the hiring process if they don't have the stated requirements. Also, we are working with Human Resources to include 'equivalencies' in job postings for classified positions, so that applicants who have other equivalent combinations of training and education are encouraged to apply for these vacancies.

In addition to civil service testing and independent administration of the classification and compensation systems for classified employees, the PRC hears employee appeals formerly before the State Personnel Board of Review. A part-time attorney hears the appeals independently and then makes recommendations directly to the Commissioners, which helps to ensure equity and standardization in our appeals process.

The PRC also has responsibility for auditing compliance and certain aspects of HR, and for issuing reports and recommendations to the County Executive and County Council regarding our findings. Per the County Charter, our audits are designed to assess consistency, standardization and equity in various Human Resources functions as well as compliance with local, state and federal laws regarding personnel matters. The compliance function is the last Charter responsibility of the PRC to be developed; the PRC is requesting additional funding for 2024/25 to support the hiring of a new staff member to assist our Manager of Compliance Auditing as she works to expand the scope and content of our audits.

The PRC participates in all of the County's D, E & I training and has made the available training a requirement for all PRC staff.

**Department/Agency:** Planning Commission

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

County Planning has made an intentional commitment to solicit and use SBE/MBE/WBEs whenever possible. While our operational purchases are relatively low in volume and total cost, when we seek out multiple bids, we work to identify and then request a quote from small, women-owned, and minority-owned businesses, and try to award the SBE/MBE/WBEs as much as possible.

County Planning has been actively looking to fill open positions with persons of diverse backgrounds and minority status. We advertised on various formats within our industry, including reaching out to Historically Black Colleges & Universities (HBCU), but did not find candidates that met our minimum qualifications which were recently finalized. We are also looking closely at existing staff and addressing fair and equitable pay through our annual performance-based merit program and prioritizing more equitable training and professional development opportunities for women and minority staff on board.

County Planning has its own Personnel Policies and Procedures manual and has been methodically reviewing and amending its sections to address and include equity issues where appropriate. We are explicit in the Compensation Policy, Section 5.22 as it relates to internal and external equity of pay. We also encourage staff to participate in professional development and volunteer opportunities where they can influence change and/or progress. Currently, one of our team members serves on the DEI Task Force for the Cleveland Chapter of the American Planning Association. In addition, we have a Strategic Imperative for Incorporate Diversity, Equity, and Inclusion and have defined five Strategic Initiatives for 2023 to advance that imperative. Finally, we utilize Equity Zones as a criterion for scoring applications for Planning Grants and Healthy Urban Tree Canopy Grants.

**Department/Agency:** Probate Court

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Court participates with other County agencies on multiple Master Agreement Contracts. It is our understanding that these contracts follow the County Office of Procurement diversity goal requirements. For example, the Court contracts for language3 interpretation and translation services through the Cuyahoga County Common Pleas Juvenile Court Division to obtain services with several vendors that meet the SME and MBE qualifications. Additionally, there are several Certified Diversity Businesses reference on the Department of Purchasing website that provide services to the Court.

The Court posts job notification to the Court website and Indeed. By posting to large platforms like Indeed, we're able to connect with a large and diverse population. Additionally, the Court has worked with multiple diversity partners to share job postings including Cuyahoga Community College, Cleveland State University, Supreme Court of Ohio, and the Ohio Association of Magistrates..

The Probate Court opened its Resource Center in February 2019 to assist self-represented parties in dealing with simple estates, guardianships, and name changes, including general review of probate forms and procedures. The Resource Center currently has 15 attorneys offering their services one day each month. The program is funded by the Court's restricted funds and not from the County's general fund.

The Probate Court reinstated its Guardian Partners program in 2022 to ensure the most vulnerable residents of our community who are unable to care for themselves due to physical or mental disabilities receive proper care. We have recruited graduate level students and social workers to conduct wellness visits to the adult wards at nursing homes, assisted living facilities, group homes, and private residences.

Our Assisted Outpatient Treatment Program was established in 2022 to reduce the incidence and duration of inpatient psychiatric hospitalizations, homelessness, and interactions with the criminal justice system among persons with severe mental illness. The Court conducts bi-weekly meeting with participants diagnosed with Severe Mental Illness (SMI) and their treatment managers to encourage commitment to treatment goals. Beginning in October 2023 Probate Court is partnering with the County's Fiscal Office in its Great Estates program to provide advice to county residents designating or transferring assets in their lifetime to simplify or avoid the probate process.

**Department/Agency:** Prosecutor's Office  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

When any purchase by our office meets the procurement requirements to be advertised for bids, our office makes specific notifications to SBE/MBE/WBE businesses, beyond the usual email notifications of all suppliers. We do this by checking the County's list of Certified Diversity Businesses for the proper category. We send individual emails to those diverse businesses that are listed in that category letting them know of a business opportunity with the County and how to bid on the procurement item. If the procurement process requires additional solicitation efforts, a second email to those diverse businesses is sent letting them know that the opportunity is still available to them. This separate notification helps increase the awareness of County business opportunities for the diversity businesses that may be new in the County and not aware of opportunities available to them. Copies of those emails are attached to the procurement item as a record that the separate emails to the diversity businesses were sent.

We participate in the Cuyahoga Metropolitan Bar Association's 3Rs program and mock trial competitions for local high school students to encourage them to take an interest in law school and public service. Staff also attend events for students of color at local law schools, CMBA events for affinity bar groups and the National Black Prosecutors Conference and Job Fair. We have also in the past participated in the Mid-West Black Law Students Association's Job Fair.

The Cuyahoga County Prosecutor's Office continually makes significant efforts to improve the quality and diversity of law students and attorneys who are employed in the Cuyahoga County Prosecutor's Office.

Assistant prosecuting attorneys in the Cuyahoga County Prosecutor's Office interview law students from Cleveland State College of Law, Case Western Reserve University School of Law, and University of Akron School

of Law throughout the school year as well as out-of-state law students in summers to generate interest in the Cuyahoga County Prosecutor's Office and to attract talented students and to improve the diversity of law-clerks and future assistant prosecuting attorneys.

Outreach efforts to speak with local law students throughout the school year include on-campus interviews and presentations to law students about the Cuyahoga County Prosecutor's Office. The Cuyahoga County Prosecutor's Office Outreach efforts to speak with local law students throughout the school year include on-campus interviews and presentations to law students about the Cuyahoga County Prosecutor's Office. The Cuyahoga County Prosecutor's Office directly contacts members of minority law student organizations including the Black Law Student Association (BLSA), the South Asian Law Student Association (SALSA), the Hispanic Law Student Association (HLSA), and the Pacific American Law Student Association (PALSA) to attend interviews and presentations.

The Cuyahoga County Prosecutor's Office also works with the Cleveland Metropolitan Bar Association (CMBA) to support the CMBA Minority Clerkship Program in which a minority law student will be paid and employed by the Cuyahoga County Prosecutor's Office for a semester.

The Cuyahoga County Prosecutor's Office also works with the Cleveland Metropolitan Bar Association (CMBA) to support the Louis Stokes Scholars Program which is a workplace development program that provides an opportunity for college students who are interested in a possible career in law.

Assistant prosecuting attorneys in the Cuyahoga County Prosecutor's Office also attend job fairs sponsored by local law schools to attract talented students and to improve the diversity of law clerks and future assistant prosecuting attorneys.

In addition, to attract interest and to improve diversity of students assistant prosecuting attorneys participate in panels sponsored by local law schools at which law students are informed of job opportunities in public service such as the Cuyahoga County Prosecutor's Office and the Cuyahoga County Public Defender's Office.

The Cuyahoga County Prosecutor's Office also contacts law schools to post available positions as an assistant prosecuting attorney in the Cuyahoga County Prosecutor's Office for those recent law-school graduates who may have interest in public service.

The Cuyahoga County Prosecutor's Office is fully committed to advancing the equity in recruiting, hiring, and promoting diverse applicants in the Cuyahoga County Prosecutor's Office.

**Department/Agency:** Public Defender

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Positively advancing supplier diversity looks a bit different for our office but we believe that our efforts to increase our community and employment footprint is applicable to this concept. Our request to have increased part time internship work is an effort to continue our community outreach programming that we began this summer with our current community engagement fellow through the Black Public Defender Association. Recruiting undergraduate students to work with our office on a part time basis, with remote opportunities, will allow us to reach schools beyond the immediate geographic region and hopefully reach HBCU institutions to recruit talent. Increasing our ability to employ nontraditional students from different geographic backgrounds ensures that we are increasing our employment diversity. Additionally, our request for a Community Engagement Attorney to join our office will ensure that we are more present in the neighborhoods we serve. This newly created position would allow us to engage local business, treatment partners and a variety of other

community-based resources to ensure our clients receive the holistic representation that we strive to provide. This attorney would also be able to travel and assist with recruitment efforts for any open position for our office as well as engage the local high schools and universities to help create community connections for our office. By funding these requests, our Office we will be able to increase the pools of talent we can recruit and to help increase the presence we have within our local communities.

With the assistance of our summer BPDA community engagement fellow, we have collaborated with the Office of Reentry and the County Jail to establish a Reentry Resource Center. The Reentry Resource Center is a place where our office can make an effort to engage with minority owned businesses and foundations to help source the necessary items. We have engaged in conversations with the Khnemu Foundation about them being a donation site and working with them to be a source of community donations. They have already contributed to the Reentry Resource Center and we look forward to continuing to develop a relationship with them. We wish to continue the community outreach and the growth of this project through as we add to our staff and with targeted funding from the County.

The creation of an additional positions within our office will allow us to dedicate the time necessary to truly increase our diversity of recruitment, employment and training. A fully dedicated Community Engagement Attorney would allow our staff to be present where our clients live and work. By being present within our local communities, we can help advertise and promote positions open within the office and recruit in a nontraditional way. Our Community Engagement Attorney can dedicate time to attend local university minority led groups and engage in our local high school mock trial teams. This work cannot be done with our current staffing levels and it is desperately needed to help ensure we recruit at all levels of education to create a pipeline for future minority public defenders. Additionally, creating a space for additional part time employees allows us to utilize social media in a way that we have not had the ability to do prior to this summer. Ensuring that we can reach potential employees through social media and advertising the tremendous work our office does on platforms that most people utilize on a daily basis is critical to furthering our diversity mission. Reaching nontraditional ways to advertise jobs, internships and other opportunities within our office is a new and innovative way to expand our footprint in a meaningful way. Adding additional funds to our training budget will allow our current and future staff to attend DEI and minority professional group national meetings and will help engage and maintain our current staff. Allowing our staff to explore different professional trainings is crucial to retention and ensuring we provide the high level of representation each client deserves.

Our office engages with the CMBA Minority Clerkship program to sponsor a summer law student, and in the past we have also been a host site for a Stephanie Tubbs Jones Summer Legal Academy Student. The partnership with these programs has allowed us to reach minority law students and students before they enter law school to spark an interest in public service in the future. We have presented on panels at the local law schools and participated in hiring events on campuses to encourage a wide range of law students to apply to our office. Having a presence on campus has been important to reach students who attend school part time or on a non-traditional track as well as engaging with minority law school groups to help create an interest in the Public Defender's office as a career choice.

Our Office does a tremendous amount of work representing parents and families where DCFS is or may become involved. One thing that makes our representation in this area so effective is our holistic and early intervention approach that includes two parent advocates. One of those parent advocates is fully funded by the FIRST grant through the Ohio Supreme Court. However, there is a scheduled reduction to that stream of funding over the next few years as the grant lifetime comes to an end. The parent advocate position is designed to have a person with real lived experience work with a parent in crisis to help develop a critical support system for them to assist them in creating real life solutions to their barriers. This programming has allowed us to serve marginalized populations in a way that we had previously been unable to assist with. By funding the parent advocate position,

we are committing to providing real time assistance to families and parents who are in crisis, and without the support of our office would often times lose their children to foster care. This program has been tremendously impactful and the work done has helped keep family units together when there otherwise would have been a removal. This program has led us to be a candidate for an FJI (Family Justice Initiative) model site, which helps provide support and networking with other nationally recognized parent representation offices. As part of this model site recognition, the organization would assist with ensuring we are reaching the most marginalized communities and provide support to help us creatively litigate these cases. Further, additional funding for our experts for trial litigation ensures that people who cannot afford attorneys are provided with a robust defense that often times includes expert testimony as a defense strategy. Additional staffing for our Vertical Defender Unit also allows us to reach both the children and families affected by bindover proceedings. Our staff provides a unique representation model which matches the child with an attorney from start to finish as well as a social worker and investigator that remain consistent throughout the representation as well. This cohesive defense team is critical to best practices but also to ensuring the child gets the best possible defense from Juvenile Court to the Adult Division of Common Pleas.

The newly created Reentry Resource Center is allowing us to reach many different potential partners within the community that we have not previously worked with. We received our first donation of shoes and clothing from the Khnemu Foundation, which is a minority owned and run foundation focusing on restoring individuals with criminal backgrounds. The Reentry Resource Center is a way to ensure we are reaching those most in need reintegrating back into our community. In addition, our goal is to provide a resource packet for any individual coming out of local incarceration to ensure they can access the supportive services necessary to reduce recidivism. This resource packet will be developed by a staff person within our Office in collaboration with other community partners.

**Department/Agency:** Public Safety and Justice Services

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Public Safety and Justice Services (PSJS) is committed to embedding DEI principles in decision making at various levels throughout the department.

Relative to purchasing and procurement, PSJS routinely purchases public safety equipment in partnership with communities across Cuyahoga County. Most of these purchases are grant funded, however when county dollars are used, requests for bids or proposals are issued and prospective vendors are expected to comply with SBE/MBE/WBE requirements as set forth by the Department of Equity and Inclusion.

Contracts for direct service programs take into consideration supplier diversity, as services rendered to consumers are most effective when they are delivered by vendors who demonstrate cultural competency and sound community-based relationships. For this reason, requests for proposals are routinely issued each time a service contract is due to be renewed, and vendors are evaluated in part on their cultural competency and commitment to diversity, equity and inclusion.

Regarding policy and programmatic decisions, PSJS's divisions promote public safety capacity and response across all communities within Cuyahoga County. CECOMS and Emergency Management both respond to emergencies regardless of region or demographic. However, PSJS has specific programs that collect demographic data and respond accordingly. Department leaders can review policies and procedures and make sound contracting decisions in future years to ensure an equitable response to the diverse clients served by the program.



As an example, PSJS's Witness Victim Services division operates both the Family Justice Center and the county's victim advocacy program. PSJS leadership is closely familiar with the demographics of the clients and provides access to resources that help team members respond accordingly. For example, when the Family Justice Center was seeing an influx of victims of crime who are D/deaf or hard of hearing, leadership formed a partnership to train advocates on D/deaf and hard of hearing culture and how to engage an American Sign Language interpreter. Similarly, Witness Victim advocates are trained to use interpreters for any language if a client has limited English proficiency. Thus, the Witness Victim Services budget annually includes funds for interpretation services.

Additionally, local match supports funded through the Public Safety Grants budget have been re-imagined to include a focus on the county's Equity Zones. Specifically, as PSJS assists fire departments with their FEMA firefighter grant matches, several factors will be taken into consideration. One of the factors most heavily weighed will be whether the community seeking assistance falls within an Equity Zone. With the incorporation of this factor into decision making, PSJS is showing a concerted effort to invest in communities with the most need.

Finally, PSJS strives to have a welcoming and inclusive workplace. Over the last several years, managers worked closely with the Department of Human Resources and the Personnel Review Commission to increase access to job opportunities. Minimum qualifications were adapted to recognize the value of relevant experience held by candidates who might not hold a higher-level college degree. For emergency call takers, a written test was replaced by a structured interview, and a hiring event was coordinated so applicants could hear about the job's demands from frontline workers and then apply with the assistance of Human Resources professionals. PSJS is also intentional about using diverse interview panels that are representative of gender, age and racial diversity whenever possible.

**Department/Agency:** Public Works – All Divisions  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The Department of Public Works internal procurement procedures fosters the departments commitment to advancing supplier diversity. This is evidence by the Department of Public Works procurement staff actively engaging certified County SBE/WBE/MBE vendors in all procurements that are more than \$1,000. In 2022 all procurement staff participated in the County's DEI training. Public Works participated in Cuyahoga County's, "Pitch Day". This event was very successful and was attended by a diverse group of businesses. Potential vendors were able to learn about forthcoming procurement opportunities within the department of Public Works. In addition, Public Works has four commodities master contracts split between Road & Bridge, Facilities, Sanitary, and Fleet. Within those master contracts, we currently have 8 prime vendors that are registered SBEs and two prime vendors that are registered WBEs.

Public Works routinely attends job fairs at colleges with a diverse student population to increase the diversity of our applicant pool. One hundred percent of job postings include work experience equivalents in lieu of and in addition to formal education/degree requirements. We strive to always utilize interview panels for all interviews. In 2022 over 50% of all interview panels had minority representation. Public Works encourages employees to attend leadership training opportunities when available. Team members are crossed trained to foster the dissemination and retention of intuitional knowledge. This allows Public Works to invest in our team members future while stabilizing our workforce. By cross training our team members we aid in their growth and development.

Public Works uses the Economic Health Index as a factor when considering Roadway Operations and/or 50/50 Infrastructure projects sponsored by the department. The Economic Health score considers the Per Capita

income along with the percentage of households below the poverty level within a given community as a significant factor in determining the rank and scoring for the infrastructure projects competing for funding provided by the Ohio Public Works Commission. In CY2022, the Cuyahoga County Department of Public Works also included an Equity Zone Category for the current application cycle for its County Road 50/50 Program. For this program, municipalities can apply for funding of up to 50% of the construction cost up to a maximum of \$250,000 per project on county roads. For the current cycle, the Equity Zone Category is worth 10 points out of a total of 105 evaluation points. For the current cycle, a total of twenty-two (22) projects were awarded \$5,120,322.50 of which \$2,163,759.00 (42.26%) was awarded to projects impacting Equity Zones.

**Department/Agency:** Sheriff

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

We try to bid all of our procurement items. We do very few exemptions. The Fiscal division makes sure to send out emails to all potential vendors to ensure every vendor has the information needed to bid on an item.

For all of our hires, whether it is in Sheriff Operations, Law Enforcement, Corrections or Building Security, we make sure to have a diverse interview/hiring panel. The Sheriff's Department ensures that ALL Sheriff Department staff receives not only adequate training but advanced training to further ensure staff growth and retention.

The Sheriff's Department serves the entire County of Cuyahoga. The Sheriff's Department; 1) assists in augmenting other communities police departments, many who are in underserved communities, 2) they are responsible for inmates at the County jail, again, many who are underserved 3) they are responsible for keeping all staff and visitors safe in all of the County buildings, 4) and they are responsible for many areas of delivering exceptional customer service and assistance to the public. Yet, the Sheriff's Department continues to request the necessary funding in order to fulfill the needs of ALL residents in Cuyahoga County. Many of the people that the Sheriff's Department serves are underserved and/or underrepresented. This is why fully funding the Sheriff's Department is so important. To ensure all persons in our care or whom we serve are adequately represented.

**Department/Agency:** Soldiers' and Sailors' Monument

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Our budget largely revolves around salaries and space chargebacks. The limited remaining funds are used for office supplies through the County contract with WB Mason and uniforms through Cintas, what remains is our budget for flowers which we push out to SBE/MBE/WBEs with little success but we have been able to issue contracts for the last several years to a local County grower, unsure if they qualify as a small business, but they are a family owned business.

The Monument preferentially hires Veterans. We have worked to expand the efforts to reach the Veteran community in Cuyahoga County.

When we develop programming it is with Veterans and underserved communities foremost in our minds. Our budget does not include funding for programming. Those funds are brought in through donations and grants. This year we have benefited from the generosity of County Council and the Veterans' Services Commission through a programming grant. We are using those funds to develop and bolster offerings for school age children with a focus on elementary and middle school age classes.

**Department/Agency:** Solid Waste Management District

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The District contracts for a variety of operational and professional services, whose payment is incorporated into the annual budget. Each of these services is advertised electronically and in printed media. Each solicitation, whether a bid or Request for Proposal, incorporates language that encourages any qualified entity to bid individually, or in partnership with others. Bid bonds and performance bonds are kept at minimal levels, as to not be a cost deterrent for potential respondents.

Additionally, the District offers different grants to local governments, agencies, non-profits, and schools for programs and activities that encourage reducing, reusing, recycling, and composting with less of a reliance on landfill disposal. The recipients of the grants are spread throughout Cuyahoga County, and the activities associated with the grants are varied. The grant programs permit each recipient to contract with the supplier(s) that can provide the desired materials or services to fulfill their grant activities, thus utilizing numerous and diverse vendors.

Albeit that the District is looking to maintain current staffing levels, it finds merit in affording the existing staff the maximum salary and benefit increases annually. This keeps District salaries and benefits competitive within the public solid waste sector/industry. Staff is encouraged to participate in industry-related professional organizations and professional development seminars and conferences. Funds are incorporated into the budget to accommodate these expenditures, along with ancillary costs such as registration fees, mileage, lodging and travel.

The District's programs and support services are offered at no cost to any resident, organization, community, or business. Our outreach and education are blanketed equally throughout the District. We offer free presentations, educational opportunities, and program development to all. We have a Communication Specialist that broadcasts our outreach constantly over several media and social media platforms. Our Education Specialist and Business Recycling Specialist conduct in-person and virtual programs, so that all audiences can participate. The District has included funds for electronic and printed collateral and to support the education efforts both virtually and in-person.

**Department/Agency:** Sustainability

**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

As we develop the County Utility model for microgrid developments we have built into the operator contract a requirement that utility projects adhere to County goals and guidelines regarding diversity and equity.

Our Department has a staff of 4 full-time employees, with all positions currently filled. As or if positions become vacant we will intentionally recruit with a desire to diversify the department staff.

We utilize County equity zone maps for program and project development. Our Healthy Urban Tree Canopy program prioritizes underserved and underdeveloped applications. Our first two microgrid projects are in low/mod income districts. We are currently applying for a large grant to help with roof top solar for low/mod income communities.

**Department/Agency:** Veterans Service Commission  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

The CCVSC mission is to support Veterans. In that focus, the CCVSC seeks vendors that have experience with the Veteran/Military population or are representative of that community. This is the only intentional budgetary or procurement effort that the CCVSC engages in.

The CCVSC hiring process includes multiple phases including organizational fit assessments, skills assessments, panel interview with operational leadership, and panel interview with Board of Commissioners. The CCVSC Leadership Team is heavily diverse and has a proven track record of hiring, developing, and promoting a diverse workforce. The CCVSC is limited in some capacity, as our most critical jobs require an applicant to either be a Veteran or an immediate family member. This limits the applicant pool significantly and hampers the ability to engage in even more robust targeted DEI strategies.

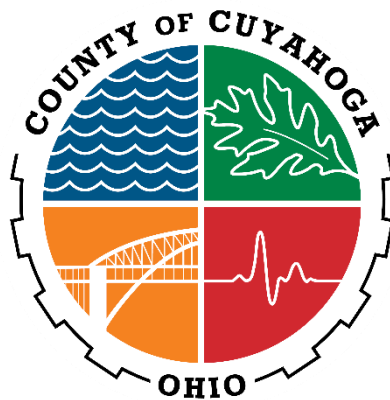
The CCVSC has a dedicated outreach worker for Women Veterans and for Elderly Veterans. These are most underserved and underrepresented population groups. Again, due to the specific mission of the CCVSC, traditional DEI programs may not adequately service the focused population group we are committed to serving.

**Department/Agency:** Workforce Development (Ohio Means Jobs – Cleveland/Cuyahoga)  
**Diversity, equity, and inclusion in the CY2024-2025 Budget:**

Cleveland/Cuyahoga County Workforce Development Board (CCWDB) will continue to submit timely, complete and comprehensive 24-month purchasing and contracting forecasts, will continue to adhere to the minimum 30-day posting period requirement for formal bids, RFPS, and RFQs, and incorporate DEI standards in all service delivery contracts. Our department does minimal purchasing and contracting on an annual basis. WIOA law requires competitive procurement for the One-stop Operator and Young Adult services at least every 4 years. Although competitive procurement for all other services is not required, the CCWDB does competitively procure those services as well.

CCWDB utilizes diverse interview panels for prospective employees. At a minimum, the Department will strive to have interview panels that are diverse in gender, race/ethnicity, and other demographics. CCWDB works with HR and other affiliates to share job postings with diverse community organizations. We will continue to work with the Ohio Department of Job & Family Services to provide staff development to promote equitable development and promotion within our agency amongst all demographics.

CCWDB will continue to provide resources for special projects aimed at engaging in community with underserved and underrepresented populations. Our goal is to continually provide additional access points for program engagement in areas of greatest need. The identification of additional access points/sites is ongoing. The Board will incorporate DEI lens/framework in all aspects of the 2023-2027 Strategic Plan. CCWDB commits to continue collecting disaggregated data for its programs.



**APPENDIX G:  
CAPITAL IMPROVEMENT PLAN**

**Cuyahoga County  
Capital Improvement Program (CIP) - Facilities  
2024-2028**

<b>Project</b>	<b>Location</b>	<b>2024 Estimated Cost</b>	<b>2025 Estimated Cost</b>	<b>2026 Estimated Cost</b>	<b>2027 Estimated Cost</b>	<b>2028 Estimated Cost</b>
ADA Upgrades	Medical Examiner	1,385,149				
Roof Replacement	Medical Examiner	1,200,000				
Body Elevator Modernization Project	Medical Examiner	550,000				
1642 Lakeside HVAC Replacement	1642 Lakeside	475,000				
9th Floor Probation Consolidation	Juvenile Justice Center	625,000				
Yard Security Fence Additions & Alterations	Juvenile Justice Center	335,533				
2020 VA Wing & 2100 Men's Shelter Renovation	2100 Lakeside	4,975,000				
Elevator Modernization	VEB Building	1,605,981				
New Elevator - Child Wellness Campus	Metzenbaum	1,500,000				
Additional Façade Ordinance Repairs Appropriations	Courthouse Square	450,000				
Animal Shelter Surgical Wing HVAC	Animal Shelter	450,000				
General Arch/Eng/Env/MEP/Const Services	Countywide	650,000				
Interior Finish Services (Paint/Carpet)	Countywide	300,000				
Emergency Facilities Repairs Funding	Countywide	500,000				
Additional Façade Ordinance Repairs Appropriations	Justice Center	375,000				
Tunnel Repairs	Justice Center	182,644				
Atrium Water Intrusion Repairs	Justice Center	288,591				
High Voltage Reconfiguration & Upgrades	Justice Center	525,000				
Maximum Security Shower Alterations	Justice Center	425,000				
Phase 1 Critical Locations - Sanitary Sewer Riser & Domestic Replacement - Plumbing Mod.	Justice Center	600,000				
Small Roofs on Jail 1/2 Replacement	Justice Center	400,000				
Jail 2 ADA Improvements	Justice Center	500,000				
Atrium Interior Renovation	Justice Center	1,616,936				
Jail 2 Roof Replacement/Repairs	Justice Center	545,533				
Tower II Elevator Modernization	Justice Center	2,500,000				
Courts Tower Panel Sealant & Waterproofing	Justice Center	2,500,000				
Tower II Roof Replacement	Justice Center	810,529				
Justice Center Security Hardening	Justice Center	1,228,187				
Central Utilities Plan (CUP) Study	Justice Center	1,500,000				
CHS Security Hardening	Courthouse Square		436,522			
JJC Security Hardening	Juvenile Justice Center		455,926			
OCH Security Hardening	Courthouse Square		313,678			
Mechanical Plant Renovation	Courthouse Square		1,701,974			
Remove/Replace Ornamental Windows	Courthouse Square		988,225			
Interior Courtyard Window Replacement	Courthouse Square		617,854			
Facade Ordinance Inspection Repairs	Courthouse Square		725,000			

**Cuyahoga County  
Capital Improvement Program (CIP) - Facilities  
2024-2028**

<b>Project</b>	<b>Location</b>	<b>2024 Estimated Cost</b>	<b>2025 Estimated Cost</b>	<b>2026 Estimated Cost</b>	<b>2027 Estimated Cost</b>	<b>2028 Estimated Cost</b>
Lakeside Doors Renovation	Courthouse Square		225,000			
ADA Upgrades	JEH Building		1,023,661			
Metzenbaum Building Systems Renovation	Metzenbaum		1,300,000			
County Airport Electrical Switchgear Replacement	County Airport		275,000			
Tenant Improvement Refresh	County Administration Building		500,000			
General Arch/Eng/Env/MEP/Const Services	Countywide		650,000			
Interior Finish Services (Paint/Carpet)	Countywide		300,000			
Emergency Facilities Repairs Funding	Countywide		500,000			
Justice Center Courts Tower Roofing System Replace	Justice Center		2,852,301			
Jail 1 Roof Replacement	Justice Center		1,095,267			
Various ADA Improvements (Courtrooms per floor; Doors, Public RR)	Justice Center		1,500,000			
Jail 1 Door Controls Modernization	Justice Center		1,750,000			
Emergency Power Generation Replacement	Justice Center		5,000,000			
Site Civil - Hardscapes Renovation	Justice Center		3,500,000			
Sanitary Sewer Riser Replacement - Plumbing Mod.	Justice Center		4,559,186			
Courts Tower Interior Renovation Upper Floors	Justice Center		18,906,672			
Parking Garage Structural Repairs to Concrete	Justice Center		3,128,285			
Justice Center Owner's Rep / Construction Manager	Justice Center		950,000			
Roof Drain Re-line	JEH Building			195,000		
Upgrade Lighting	Old Courthouse			380,000		
Fire Suppression & Alarm Upgrades	Old Courthouse			1,267,540		
Electrical Distribution - Xfmr Replacement	Old Courthouse			628,700		
Fire Alarm Modernization	VEB Building			1,300,000		
Carpeting/VCT Replacement	Animal Shelter			120,000		
Kennel - Play Yard Drainage Improvements	Animal Shelter			200,000		
Facility Condition Assessment - Projects TBD	Various			4,000,000		
General Arch/Eng/Env/MEP/Const Services	Countywide			1,150,000		
Interior Finish Services (Paint/Carpet)	Countywide			300,000		
Emergency Facilities Repairs Funding	Countywide			500,000		
Elevator Modernizations - Courts Tower - Jail 1	Justice Center			6,930,000		
Tower II Interior Renovations Flrs 3, 6-9	Justice Center			12,500,000		
Courts Tower Interior Renovation - Intermediate Floors	Justice Center			15,000,000		
Central Utilities Plant Construction	Justice Center			TBD		
Justice Center Owner's Rep / Construction Manager	Justice Center			950,000		
Building LED Lighting Conversion	VEB Building				1,046,841	
HVAC Improvements	Medical Examiner				1,586,000	

**Cuyahoga County**  
**Capital Improvement Program (CIP) - Facilities**  
**2024-2028**

<b>Project</b>	<b>Location</b>	<b>2024 Estimated Cost</b>	<b>2025 Estimated Cost</b>	<b>2026 Estimated Cost</b>	<b>2027 Estimated Cost</b>	<b>2028 Estimated Cost</b>
Heating Loop Renewal & Duct Cleaning	VEB Building				1,700,000	
Façade Ordinance Inspections Cycle	Countywide				775,000	
Facility Condition Assessment Projects TBD	Various				3,500,000	
General Arch/Eng/Env/MEP/Const Services	Countywide				650,000	
Interior Finish Services (Paint/Carpet)	Countywide				300,000	
Emergency Facilities Repairs Funding	Countywide				500,000	
Tower II Electrical Distribution System Replacement	Justice Center				2,500,000	
Courts Tower Interior Renovation - Lower Floors	Justice Center				15,000,000	
Justice Center Owner's Rep / Construction Manager	Justice Center				950,000	
House 5 - Isolation HVAC - for Public Health	Juvenile Justice Center					610,000
Harvard Yard HVAC Improvements	Harvard Garage					1,220,000
Line Roof Drains	Old Courthouse					375,000
Garage Dock Reconstruction & Interior Alterations	Medical Examiner					600,000
Facility Condition Assessment Projects TBD	Various					5,500,000
General Arch/Eng/Env/MEP/Const Services	Countywide					950,000
Interior Finish Services (Paint/Carpet)	Countywide					300,000
Emergency Facilities Repairs Funding	Countywide					500,000
Justice Center Fenestration Replacement & Repairs	Justice Center					18,326,261
Justice Center Energy Conservation Measures	Justice Center					55,920,476
Justice Center Owner's Rep / Construction Manager	Justice Center					950,000
	<b>Total</b>	<b>28,999,083</b>	<b>53,254,551</b>	<b>45,421,240</b>	<b>28,507,841</b>	<b>85,251,737</b>



Cuyahoga County  
 Capital Improvement Program (CIP) - Airport  
 2024-2028

Project	2024 Estimated Cost	2025 Estimated Cost	2026 Estimated Cost	2027 Estimated Cost	2028 Estimated Cost
Rehabilitate Aprons D1, D2, & D3 (Phase 2)	526,315				
Reconfigure Existing Taxiway A (5,400' x 50'), including the installation of MITL(Construction Phase 1) Pavement	5,575,000				
Reconfigure Existing Taxiway A (5,400' x 50'), including the installation of MITL(Construction Phase 1) Electrical	1,054,000				
Apron Expansion (Design)	311,000				
Extend Taxiway B (Design)	161,000				
John Deer and Deck	60,000				
General Consulting Services	45,000				
9600SF SF Hangar (120' x 80')	3,000,000				
Rehabilitate Access Road		526,315			
Reconfigure Existing Taxiway A (5,400' x 50'), including the installation of MITL(Construction Phase 2) Pavement		5,532,000			
Reconfigure Existing Taxiway A3 (263' x 50'), including the installation of MITL(Construction Phase 2) Pavement		883,000			
Reconfigure Existing Taxiway A (5,400' x 50'), including the installation of MITL(Construction Phase 2) Electrical		1,000,000			
Reconfigure Existing Taxiway A3 (263' x 50'), including the installation of MITL(Construction Phase 2) Electrical		268,000			
Extend Taxiway B (Construction)		2,115,000			
John Deer and Deck		60,000			
General Consulting Services		45,000			
Taxilane Development South (Design)			176,000		
Taxilane Development South (Construction)			1,928,000		
Apron Expansion (Construction)			3,413,000		
General Consulting Services			45,000		
Ground Runup Enclosure (Design)				810,000	
Wildlife Exclusion Fence Development, Planning and EA (30%)				650,000	
General Consulting Services				45,000	
Ground Runup Enclosure (Construction)					8,907,100
Apron Rehabilitation (355,000 SF) and Taxiway B Rehabilitation (85,000 SF) Design and Construction					5,000,000
General Consulting Services					45,000
	<b>10,732,315</b>	<b>10,429,315</b>	<b>5,562,000</b>	<b>1,505,000</b>	<b>13,952,100</b>

**Cuyahoga County**  
**Capital Improvement Program (CIP) - Road & Bridge**  
**2024-2027**

<b>Project</b>	<b>Location/Purpose</b>	<b>2024 Estimated Cost</b>	<b>2025 Estimated Cost</b>	<b>2026 Estimated Cost</b>	<b>2027 Estimated Cost</b>
Ask Reply	Diversity & Labor Compliance Software	20,727			
Bagley Road Resurfacing	Berea & Olmsted Falls			8,937,500	
Bridge Program Emergency Repairs	Various	1,000,000	1,000,000	1,000,000	1,000,000
Broadway Avenue Resurfacing	Oakwood Village		2,135,000		
Chagrin River Road Bridge 02.40	Bentleyville	1,400,000			
Clague Road Resurfacing	North Olmsted	1,871,701			
Cleveland Lakefront Connector	Cleveland	11,894,000			
Construction Management	Various	300,000	300,000	300,000	300,000
Construction Material Testing	Various	150,000	150,000	150,000	150,000
County Administered Projects	Various		3,750,000	3,750,000	3,750,000
Crack Sealing Program	Various	400,000	400,000	400,000	400,000
Culvert Group	Various		1,250,000	1,250,000	1,250,000
East 200 <sup>th</sup> Street Resurfacing	Euclid and Cleveland	7,074,556			
Federal Aid	Various				4,000,000
Forbes Road Resurfacing	Bedford, Oakwood Village and Bedford Heights	2,130,000			
Garfield Blvd Rehab	Garfield Heights	5,405,000			
General Engineering Contract	Various	1,350,000	2,850,000	2,850,000	2,850,000
Grant Avenue Resurfacing	Cuyahoga Heights and Cleveland	1,554,047			
Hilliard Boulevard 08.57			64,000,000		
Land	Various	100,000	100,000	100,000	100,000
Lee Rd Bridge-00.77	Maple Heights		4,892,500		
Local Resurfacing Program	Various		5,000,000		
Local Resurfacing Program	Various			5,000,000	
Local Resurfacing Program	Various				5,000,000
Misc. Projects/Amendments/Other Capital Expenditures	Various	650,000	650,000	650,000	650,000
Monticello Blvd B-03.20	South Euclid	500,000			
NOACA		225,000	225,000	225,000	225,000
Pavement Management Program	Various	2,250,000	2,250,000	2,250,000	2,250,000
Priority Resurfacing Program	Various	1,000,000	1,000,000	1,000,000	1,000,000
R&B Repair Contract	Various	500,000	500,000	500,000	500,000
Ridgewood Dr. B-03.50	Parma		2,860,000		
Ridgewood Dr. Bridge 03.50	Parma	6,000			
Rockside Rd Bridge No. 03.32 & 03.23	Independence/Valley View		21,000,000		

Cuyahoga County  
 Capital Improvement Program (CIP) - Road & Bridge  
 2024-2027

Project	Location/Purpose	2024 Estimated Cost	2025 Estimated Cost	2026 Estimated Cost	2027 Estimated Cost
Rockside Road Resurfacing	Maple Heights		2,290,000		
Royalton Road Loan	Loan Payment - Loan Yrs 2019 - 2028	17,225	17,225	17,225	17,225
Schaaf Issue II Loan	Loan Payment - Loan Yrs 2007 - 2027	70,000	70,000	70,000	70,000
Schaaf Rd Bridge 02.89	Independence		3,000,000		
Schaaf Rd Bridge 02.89	Independence		6,000		
Sheldon Road Bridge-01.61	Brook Park & Middleburg Heights		7,250,000		
Sheldon Road Resurfacing	Brook Park and Middleburg Heights	1,606,985			
Smith Road Rehabilitation	Middleburgh Heights	2,848,651			
Snow Road Resurfacing	Parma	3,300,000			
W. 140th Street Resurfacing	Cleveland			6,875,000	
W.150th Street Bridge 01.94	Cleveland	1,700,000			
Warner Road C-00.20	Valley View	2,000,000			
Wilson Mills Road Resurfacing – Richmond Heights	Richmond Heights		910,000		
	<b>Total</b>	<b>51,323,893</b>	<b>127,855,725</b>	<b>35,324,725</b>	<b>23,512,225</b>

Cuyahoga County  
**Capital Improvement Program (CIP) - Information Technology**  
**2024-2028**

<b>Project</b>	<b>Description</b>	<b>2024 Estimated Cost</b>	<b>2025 Estimated Cost</b>	<b>2026 Estimated Cost</b>	<b>2027 Estimated Cost</b>	<b>2028 Estimated Cost</b>
Disaster Recovery	Yearly cost for scaling (Cloud Services, additional applications, redundancy, training)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Network Hardware (Legacy)	Routers & Switches throughout County Buildings / Data Centers 12-20 years old	1,300,000	1,300,000			
Firewall and DMZ Refresh	Replace ARPA Purchase				2,500,000	
Computer Refresh	Schedule for replacing aging laptops	500,000	500,000	500,000	500,000	500,000
Network Refresh	Restart of refresh cycle			500,000	500,000	500,000
Server Refresh (Cloud First)	Restart of refresh cycle			300,000	300,000	300,000
Storage Refresh (Cloud First)	Restart of refresh cycle			600,000		
Server Expansion (Cloud First)	Covered by ARPA currently		200,000	200,000	200,000	200,000
Wireless Hardware (Legacy)	Entire wireless network unsupported All facilities	310,000	310,000			
Wireless Hardware Refresh				260,000	260,000	260,000
VoIP Phone Refresh (Legacy)	Replacement of older handsets to prepare for Cloud Adoption	410,000	320,000			
VoIP Cloud Migration	Ongoing subscription charge	400,000				
VoIP Phone Refresh - 5 year Cycle	Start if 5 year cycle			180,000	150,000	150,000
Network Monitoring & Health Expansion	Deeper insight					
Computer Equipment Peripheral		100,000	100,000	100,000	100,000	100,000
Security Storage (Cloud First)	Replacement due to EOL		400,000			400,000
Storage Expansion (Cloud First)			100,000	100,000	100,000	100,000
Call Recording (Legacy)	Recording Sheriff Hotlines					
Security Services MDR	Managed Detection Response					
Security Server Refresh (Cloud 1 <sup>st</sup> )			200,000		200,000	
Wireless Hardware Expansion		100,000				100,000
Load Balancer Refresh		100,000				
	<b>Total</b>	<b>4,220,000</b>	<b>4,430,000</b>	<b>3,740,000</b>	<b>5,810,000</b>	<b>3,610,000</b>

# 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.

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

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

First Reading/Referred to Committee: October 10, 2023

Committee(s) Assigned: Committee of the Whole

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



# 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



# 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>Co-sponsored by: <b>Councilmembers Miller and Kelly</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: November 14, 2023

Committee(s) Assigned: Public Works, Procurement & Contracting

Additional Sponsorship Requested in Committee: November 22, 2023

Additional Sponsorship Requested on the Floor: November 28, 2023

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**



## Lake Road - Clifton Boulevard Multimodal Enhancements



In 2020, a planning study investigated improving infrastructure for bicyclists and pedestrians along Lake Erie, between the Cities of **Lakewood** and **Rocky River**. Studies have shown direct personal and economic health benefits for communities with higher active transportation facilities, but currently, a **lack of accommodations for bikes and pedestrians along Clifton Boulevard** creates an unsafe and uncomfortable environment, discouraging use along this lakefront segment. The overall project length is 1.2 miles.

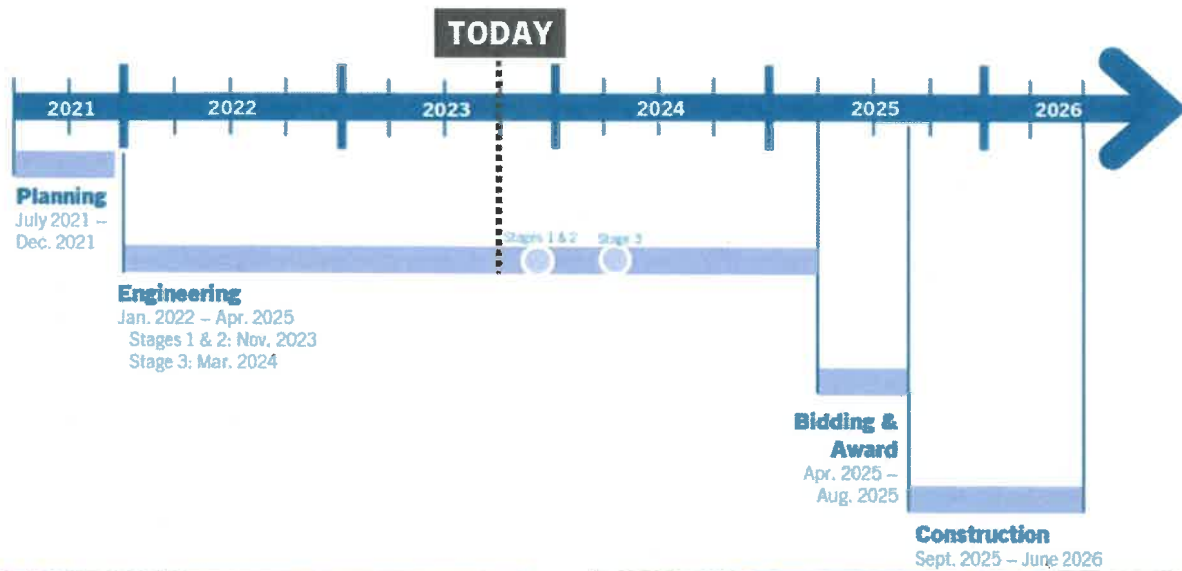






**Project Costs: \$9,500,000**

**TIMELINE**



# 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: November 14, 2023  
Committee(s) Assigned: Public Works, Procurement & Contracting

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.

## Department of Purchasing – Required Documents Checklist

### Lease Agreement between Cuyahoga County, Ohio and Cuyahoga Metropolitan Housing Authority (start date 12/15/2021 – 12/14/2023) \$0.00 Supplier#2682 & Vendor#26411

Infor/Lawson RQ#:	N/A
Infor/Lawson PO# Code (if applicable):	N/A
Event #	N/A
CM Contract#	1932

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	✓ No <input type="checkbox"/>
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REVENUE-GENERATING NON-COMPETITIVE RFP Exemptions (Contract) Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form, if purchase over \$5k			N/A	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A going to BOC for approval
IG#			N/A	N/A
Debarment/Suspension Verified	Date:	10/20/21	NDF	Ok per va
Auditor's Finding	Date:	10/20/21	NDF	Ok per va
Cover - <i>Master contracts only</i>			N/A	N/A not a master contract
Contract Evaluation – <i>if required</i>			NDF	Not required as this is the first contract and \$0 agreement per JM - va
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			NDF	va

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	NDF from ADavis 10/19/21
Matrix Law Screen shot (law revised start date 12/15/2021)	NDF from ADavis 10/19/21



**Department of Purchasing – Required Documents Checklist**

**Lease Agreement between Cuyahoga County, Ohio and Cuyahoga Metropolitan Housing Authority (start date 12/15/2021 – 12/14/2023) \$0.00  
Supplier#2682 & Vendor#26411**

COI AND AUTO	NDF / Awateff 10/20/21
Workers' Compensation Insurance	NDF / Awateff 10/20/21

**Accounting Units**

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
12/15/2021 – 12/14/2023				\$ 0.00
			<b>TOTAL</b>	\$ 0.00

<b>Contract History CE/AG# (if applicable)</b>	Rev. Gen. \$ 0.00
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	N/A
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	1932

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$ 0.00		12/14/2023	Tbd	Tbd
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$ 0.00			

**Purchasing Use Only:**

Prior Resolutions:	N/A
CM#:	1932
Vendor Name:	Cuyahoga Metropolitan Housing
ftp:	12/15/2021 – 12/14/2023
Amount:	(revenue-generating)
History/CE:	N/A
EL:	Needs WET signature
Procurement Notes:	Buyer review completed

Purchasing Buyer approval:

**Department of Purchasing – Required Documents Checklist**

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**Lease Agreement between Cuyahoga County, Ohio and Cuyahoga  
Metropolitan Housing Authority (start date 12/15/2021 – 12/14/2023) \$0.00  
Supplier#2682 & Vendor#26411**

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cuyahoga County Metropolitan Housing Authority				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	<p>R2021-0265 (12/7/2021) Lease Revenue Generating Agreement for county CM1932 with Cuyahoga County Metropolitan Housing Authority for the lease of a County-owned parking lot, located on Cedar Ave., 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 in the amount of zero dollars (\$0.00.)</p> <p>First Amendment to Lease Revenue Generating Agreement CM1932 with Cuyahoga County Metropolitan Housing Authority for the lease of a County-owned parking lot, located on Cedar Ave., 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 extending to 12/31/2025 effective 12/15/2023 in the amount of zero dollars (\$0.00.)</p>				
<b>RQ#</b>	n/a				
<b>Time Period of Original Contract</b>	12/15/2021 – 12/14/2023 and the amendment will extend time period to 12/31/2025				
<b>Background Statement</b>	n/a				
<b>Service Description</b>	Lease of parking space for Cuyahoga County Metropolitan Housing Authority at East 22 <sup>nd</sup> Street. The lot is unused and related to the former Cuyahoga County Juvenile Courthouse Building.				
<b>Performance Indicators</b>	n/a				
<b>Actual Performance versus performance indicators (include statistics):</b>	n/a				
<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>		<b>x</b>			
<b>Justification of Rating</b>	Good				
<b>Department Contact</b>	DPW John Myers, DPW Property Management Administrator				
<b>User Department</b>	DPW revenue generating lease				
<b>Date</b>	10/4/23 NFarina for John Myers				

# 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: November 14, 2023

Committee(s) Assigned: Education, Environment & Sustainability

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. <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>  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.

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	11071
Infor/Lawson PO# Code (if applicable):	RFQ
Event #	3632
CM Contract#	3889

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

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

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

<b>FULL AND OPEN COMPETITION</b>			
<b>Formal RFQ</b>			
<b>Reviewed by Purchasing</b>			
		<b>Department initials</b>	<b>Purchasing</b>
Notice of Intent to Award (sent to all responding vendors)		MTH	CQ
Bid Specification Packet		MTH	CQ
Final DEI Goal Setting Worksheet		MTH	CQ
Diversity Documents – <i>if required (goal set)</i>		N/A	NA
Award Letter (sent to awarded vendor)		MTH	CQ
Vendor’s Confidential Financial Statement – <i>if RFP requested</i>		N/A	NA
Tabulation Sheet		MTH	CQ
Evaluation with Scoring Summary ( <i>Names of evaluators to be included, must have minimum of three evaluators</i> ).		MTH	CQ
IG#	23-0036-REG	MTH	CQ
Debarment/Suspension Verified	Date: 10/19/2023	MTH	CQ
Auditor’s Finding	Date: 10/19/2023	MTH	CQ
Vendor’s Submission		MTH	CQ
Independent Contractor (I.C.) Requirement	Date: 2/7/2023	MTH	CQ 11/2/2023
Cover - <i>Master contracts only</i>		N/A	NA
Contract Evaluation – <i>if required</i>		N/A	NA
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.		N/A	NA
Checklist Verification		MTH	CQ

Other documentation may be required depending upon your specific item

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

<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	MTH

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Matrix Law Screen shot	MTH
COI	MTH
Workers’ Compensation Insurance	MTH

### CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account	Activity	Account Category or Subaccount	Amount
Effective Date – 12/31/2023					\$0.00
1/1/2024-12/31/2024					\$0.00
1/1/2025-12/31/2025					\$0.00
1/1/2026-12/31/2026					\$0.00
1/1/2027-12/31/2027					\$0.00
1/1/2028-12/31/2028					\$0.00
1/1/2029-12/31/2029					\$0.00
1/1/2030-12/31/2030					\$0.00
1/1/2031-12/31/2031					\$0.00
1/1/2032-12/31/2032					\$0.00
1/1/2033-10 years					\$0.00
			<b>TOTAL</b>		\$0.00

### CONTRACT HISTORY (to be completed by department)

<b>CE/AG# (if applicable)</b>					
<b>Infor/Lawson PO# and PO Code (if applicable)</b>					
<b>Lawson RQ# (if applicable)</b>					
<b>CM Contract#</b>					
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Original Time Period &amp; End Date/ Amended End Date</b>	<b>Approval Date</b>	<b>Approval #</b>
<b>Original Amount</b>	\$0.00		<b>Effective Date – 10 Years</b>	<b>Pending</b>	<b>Pending</b>
	<b>Prior Amendment Amounts (list separately)</b>	\$			
		\$			
		\$			
	<b>Pending Amendment</b>	\$			
	<b>Total Amendments</b>	\$			
<b>Total Contact Amount</b>	\$0.00				

## **Department of Purchasing – Required Documents Checklist**

Upload as “word” document in Infor

### **PURCHASING USE ONLY**

Prior Resolutions	NA
CM#:	3889
Vendor Name:	21C LLC DBA Compass Energy Platform
ftp:	Effective Date – 10 Years
Amount:	\$0.00
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	CQ 11/2/2023



## Department of Purchasing Tabulation Sheet

REQUISITION NUMBER: 11071 Event 3632	TYPE: (RFB/RFP/RFQ): RFQ	ESTIMATE: \$0.00
CONTRACT PERIOD:	RFB/RFP/RFQ DUE DATE: Friday November 18, 2022, at 11:00 AM	NUMBER OF RESPONSES (issued/submitted): 324/7
REQUESTING DEPARTMENT: Department of Sustainability	COMMODITY DESCRIPTION: Cuyahoga County Electric Utility's Operational & Strategic Partner	
DIVERSITY GOAL/SBE 0 %	DIVERSITY GOAL/MBE 0 %	DIVERSITY GOAL/WBE 0 %
Does CCBB Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does CCBEIP Apply: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does PRICE PREFERENCE APPLY? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Bidders' / Vendors' Name and Address	Actual Bid Amount	Buyer Administrative Review:	Dept. Tech. Review	Award: (Y/N)
1. Green Strategies 1100 Market Street, Floor 6 Chattanooga, TN 37402 (NO BID)	\$	PH: YES  IG Registration Complete: NO  IG Number: #NA  Compliant: NO  OPD Buyer Initials: CQ	Subcontractor Name(s):  SBE/MBE/WBE Prime: <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No  Total % SBE: ___ % MBE: ___ % WBE: ___ %  SBE/MBE/WBE Comply: <input type="checkbox"/> Yes <input type="checkbox"/> No  SBE/MBE/WBE Comments and Initials:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

2.	Maple Creek Land Company 1339 Park Row Lakewood, OH 44107		\$	<p>PH: NO</p> <p>IG Registration Complete: NO</p> <p>IG Number: # NA</p> <p>Compliant: YES</p> <p>OPD Buyer Initials: CQ</p>	<p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime: <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE: _____ % MBE: _____ % WBE: _____ %</p> <p>SBE/MBE/WBE Comply: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
3.	Power Secure, Inc 4068 Stirrup Creek Dr Durham, NC 27703		\$	<p>PH: YES</p> <p>IG Registration Complete: NO</p> <p>IG Number: # NA</p> <p>Compliant: YES</p> <p>OPD Buyer Initials: CQ</p>	<p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime: <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE: _____ % MBE: _____ % WBE: _____ %</p> <p>SBE/MBE/WBE Comply: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Transaction ID:

<p>4. Prime Power Solutions, LLC  dba Life Cycle Power  230 S. Commerce Street  Centerville, TX 75833  (NO BID)</p>		\$	<p>PH: YES  IG Registration Complete: NO  IG Number: # NA  Compliant: NO  OPD Buyer Initials: CQ</p>	<p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime:  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No</p> <p>Total %  SBE: <u>    </u> % MBE: <u>    </u> % WBE: <u>    </u> %</p> <p>SBE/MBE/WBE Comply:  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>SBE/MBE/WBE  Comments and Initials:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. Schneider Electric  3623 Brecksville Road  Richfield, OH 44286  (NO BID)</p>		\$	<p>PH: YES  IG Registration Complete: NO  IG Number: #NA  Compliant: NO  OPD Buyer Initials: CQ</p>	<p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime:  <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE  <input type="checkbox"/> No</p> <p>Total %  SBE: <u>    </u> % MBE: <u>    </u> % WBE: <u>    </u> %</p> <p>SBE/MBE/WBE Comply:  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>SBE/MBE/WBE  Comments and Initials:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Transaction ID:



6.	<p>Sustainable Exploration (SUSEX) 3021 Euclid Heights Blvd Cleveland Heights, OH 44118</p>	<p>\$</p>	<p>PH: YES IG Registration Complete: NO IG Number: # NA Compliant: YES OPD Buyer Initials: CQ</p>	<p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE: ___% MBE: ___% WBE: ___%</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
7.	<p>2IC, LLC dba Compass Energy Platform 4000 Division St. Los Angeles, CA 90065</p>	<p>\$</p>	<p>PH: YES IG Registration Complete: NO IG Number: # NA Compliant: YES OPD Buyer Initials: CQ</p>	<p>Subcontractor Name(s):</p> <p>SBE/MBE/WBE Prime: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> SBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> No</p> <p>Total % SBE: ___% MBE: ___% WBE: ___%</p> <p>SBE/MBE/WBE Comply: (Y/N) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SBE/MBE/WBE Comments and Initials:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Transaction ID:



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0327

<b>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Cuyahoga Job and Family Services</b>	<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.
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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: November 14, 2023

Committee(s) Assigned: Education, Environment & Sustainability

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 expires 9.15.2024	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: November 14, 2023  
Committee(s) Assigned: Education, Environment & Sustainability

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 <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: N/A</b>	
<b>Timeline:</b> Project/Procurement Start Date (date your team started working on this item):	<b>N/A</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 type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain) <b>N/A</b>	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

<b>HISTORY (see instructions):</b>

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10161
Buyspeed RQ# (if applicable):	RFP
Infor/Lawson PO# Code (if applicable):	N/A
CM Contract#	3437

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	LC	

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
MAXIMUS HUMAN SERVICES, INC.			Department initials	Purchasing
Justification Form			LC	
IG#	20-0152-31DEC2024	20-0152-REG 31DEC2024	LC	EB 10/18/23
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:	10/3/2023	LC	EB 10/18/23
Auditor’s Finding	Date:	8/28/2023	LC	EB 10/18/23
Independent Contractor (I.C.) Requirement	Date:	9/26/2023	LC	EB 10/18/23
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			LC	EB 10/18/23
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			LC	EB 10/18/23

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	LC
Matrix Law Screen shot	LC
COI	LC
Workers’ Compensation Insurance	LC
Original Executed Contract (containing insurance terms) & all executed amendments	LC

## 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 – 12/31/2024	HS260195	55130	UCH08300	\$2,823,646.75
			<b>TOTAL</b>	<b>\$2,823,646.75</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>	10161
<b>CM Contract#</b>	3437

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,718,017.12		1/1/2023 - 12/31/2023	8/18/2022	R2022-0440
<b>Prior Amendment Amounts (list separately)</b>		\$141,000.00	1/1/2023 – 12/31/2023	7/5/2023	BC2023-417
<b>Pending Amendment</b>		\$2,823,646.75	1/1/2024 – 12/31/2024	Pending	Pending
<b>Total Amendments</b>		\$2,964,646.75			
<b>Total Contact Amount</b>		\$5,682,663.87			

### Purchasing Use Only:

Prior Resolutions:	R2022-0440; BC2023-417
Amend:	2
Vendor Name:	MAXIMUS US SERVICES, INC
ftp:	1/1/2023 – 12/31/2023 EXT 12/31/2024
Amount:	\$2,823,646.75
History/CE:	OK
EL:	OK
Procurement Notes:	N/A
Purchasing Buyer’s initials and date of approval	EB 10/18/2023

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	10161
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	AMND
CM Contract#	3438

<b>OWF 2023 AMND2- The Centers for Families and Children</b>	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	AL	

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				
OWF 2023 AMND2- The Centers for Families and Children			Department initials	Purchasing
Justification Form			AL	EB 10/18/23
IG#	12-0785-REG 12-0785-REG 31DEC2023		AL	EB 10/18/23
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:	10/13/2023	AL	EB 10/18/23
Auditor’s Finding	Date:	10/13/2023	AL	EB 10/18/23
Independent Contractor (I.C.) Requirement	Date:	8/24/2023	AL	EB 10/18/23
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			PB	EB 10/18/23
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			AL	EB 10/18/23

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	AL
Matrix Law Screen shot	AL
COI	AL, set to expire 12/1/2023
Workers’ Compensation Insurance	AL
Original Executed Contract (containing insurance terms) & all executed amendments	AL

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity	Sub Account	Dollar Amount
1/1/2024- 12/31/2024	HS260195	55130	UCH08300	55130	<b>\$3,862,500.00</b>
				<b>TOTAL</b>	<b>\$3,862,500.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	AMND
<b>Lawson RQ# (if applicable)</b>	10161
<b>CM Contract#</b>	3438

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$3,750,000.00</b>		1/1/2023- 12/31/2023	12/6/2022	R2022-0440
<b>Prior Amendment Amounts (list separately)</b>		\$141,000.00	1/1/2023- 12/31/2023	7/5/2023	BC2023-417
		\$			
		\$			
<b>Pending Amendment</b>		<b>\$3,862,500.00</b>	1/1/2024- 12/31/2024	Pending	Pending
<b>Total Amendments</b>		<b>\$4,003,500.00</b>			
<b>Total Contract Amount</b>		<b>\$7,753,500.00</b>			

### Purchasing Use Only:

Prior Resolutions:	R2022-0440; BC2023-417
Amend:	2
Vendor Name:	The Centers for Families and Children; DBA The Centers
ftp:	1/1/2023 -12/31/2023 EXT 12/31/2024
Amount:	\$3,862,500.00
History/CE:	OK
EL:	OK
Procurement Notes:	COI set to expire on 12/1/2023
Purchasing Buyer's initials and date of approval	EB 10/18/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Maximus, Inc				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>					
<b>RQ#</b>					
<b>Time Period of Original Contract</b>	July 1 2022-December 31 2022				
<b>Background Statement</b>	Temporary Assistance for Needy Families is a federal assistance program of the United States. It began on July 1, 1997 and succeeded the Aid to Families with Dependent Children program, providing cash assistance to indigent American families through the United States Department of Health and Human Services.				
<b>Service Description</b>	To provide high quality employment and training services to Temporary Assistance for Needy Families (TANF) recipients. An array of key services such as Work Experience, and Technical Skills training are provided with the purpose of assisting the client reach self-sufficiency.				
<b>Performance Indicators</b>	Credential attainment Enrolled in work activity 70% of participants place in a job 90 job retention 65% of placed participants 180 job retention 60 % of placed participants Placement in a In-Demand occupation				
<b>Actual Performance versus performance indicators (include statistics):</b>	<b>Indicator</b>	<b>Actual Performance</b>	<b>Actual Percentual Of Referrals Received</b>		
	Obtained Credential	5	2.35%		
	Enrolled in Work Activity	324	N/A		
	Job Placement	46	21.70%		
	90day Job Retention	26	12.26%		
	180day Job Retention	17	8.01%		
	In Demand Occupation	28	N/A		
<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>	Provider is meeting expectations of program. Like most agencies, the provider has been affected by the effects of the COVID-19 pandemic. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.				

<b>Department Contact</b>	Paul Bounds
<b>User Department</b>	Job and Family Services
<b>Date</b>	10/13/2022

## CONTRACT EVALUATION FORM

<b>Contractor</b>	The Centers for Family and Children				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM3438 (Copy of CM2841)				
<b>RQ#</b>	10161				
<b>Time Period of Original Contract</b>	1/1/2023-12/31/2023				
<b>Background Statement</b>	Temporary Assistance for Needy Families is a federal assistance program of the United States. It began on July 1, 1997 and succeeded the Aid to Families with Dependent Children program, providing cash assistance to indigent American families through the United States Department of Health and Human Services.				
<b>Service Description</b>	To provide high quality employment and training services to Temporary Assistance for Needy Families (TANF) recipients. An array of key services such as Work Experience, and Technical Skills training are provided with the purpose of assisting the client reach self-sufficiency.				
<b>Performance Indicators</b>	Credential attainment Enrolled in work activity 70% of participants place in a job 90 job retention 65% of placed participants 180 job retention 60 % of placed participants Placement in a In-Demand occupation				
<b>Actual Performance versus performance indicators (include statistics):</b>	<b>Indicator</b>	<b>Actual Performance</b>	<b>Actual Percental Of Referrals Received</b>		
	Obtained Credential	55	65%		
	Enrolled in Work Activity	147	N/A		
	Job Placement	109	79%		
	90day Job Retention	28	26%		
	180day Job Retention	21	35%		
	In Demand Occupation	75	N/A		
<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>	Provider is meeting expectations of program. Like most agencies, the provider has been affected by the effects of the COVID-19 pandemic. CJFS will continue to provide support to ensure contracted services are of the highest quality for participants.
<b>Department Contact</b>	Paul Bounds
<b>User Department</b>	Cuyahoga County Job and Family Services
<b>Date</b>	10/16/2023

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0338

<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 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.
<b>Co-sponsored by: Councilmember Turner</b>	

**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: November 14, 2023  
Committee(s) Assigned: Education, Environment & Sustainability

Additional Sponsorship Requested on the Floor: November 14, 2023

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

**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>RQ#6689 - Family and Children First Council - Bedford City School District, Cleveland Municipal School District, Cleveland Heights – University Heights City School District, East Cleveland City School District, Garfield Heights City School District, Maple Heights City School District, and Warrensville Heights City School District; Contract Amendment for 1/1/2024 to 12/31/24</b>
<b>Department or Agency Name</b>	<b>Family and Children First Council</b>
<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	2227,2268 ,2269,227 0,2271,22 72,2273	Various Schools	1/1/2022 – 12/31/2023	\$2,135,727.00	3/22/2023	R2022-0063
A-1	2227,2268 ,2269,227 0,2271, 2272, 2273	Various Schools	1/1/2024- 12/31/2024	\$1,075,377.00	Pending	Pending

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

The purpose of the contract is to provide service for the Master Agreement Closing the Achievement Gap. Requesting approval of a contract as indicated in the chart above or with Bedford City School District \*, Cleveland Municipal School District \*, Cleveland Heights – University Heights City School District \*, East Cleveland City School District \*, Garfield Heights City School District\*, Maple Heights City School District \*, and Warrensville Heights City School District \* in the amount of or not-to-exceed \$1,075,377.00 for the period 01/01/2024-12/31/2024.

\*This indicates the vendor is non-compliant at the time of the pre-approval.

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):**  
 Cuyahoga County school districts will identify 9th -12th grade youth who are in academic danger with the following risk factors: Students have failed two or more core subjects, Students are absent 36 days or more, Students have received five or more days of out-of-school suspensions, Students have been held back a grade (Over the age for grade level). Schools will offer intensive interventions including credit retention opportunities, linkages to community-based/ county services, and exposure field trips (One out of state trip

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. The CEO of Cleveland Municipal School District is Warren G. Morgan II. The CEO of East Cleveland City School District is Dr. Henry Pettiegrew. The Superintendent of Warrensville City School District is Donald Jolly. The Superintendent of Garfield City School District is Richard D. Reynolds. The Superintendent of Maple Heights City School District is Dr. Charles Keenan. 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

If applicable provide the full address or list the municipality(ies) impacted by the project.	<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>
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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 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) RQ#6689 RFP <input type="checkbox"/> Other Procurement Method, please describe:

<b>Is Purchase/Services technology related</b> <input type="checkbox"/> No <input checked="" 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> (No acronyms – General Fund, HHS Levy, Capital, etc.). Include % if more than one source  <b>Health and Human Services Levy %100</b>
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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



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

RQ#:	6689
Description of Solicitation	CTAG MASTER AGREEMENT AMENDMENT 1

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>FULL AND OPEN COMPETITION Master Agreement Amendment</b>		
	<b>Department initials</b>	<b>Purchasing</b>
Justification	SM	Not reviewed
Cover - <i>Master contracts only</i>	SM	Not reviewed
Contract Evaluation	SM	Not reviewed
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.	N/A	Not reviewed
Agreement/Contract and Exhibits	SM	Not reviewed
Checklist Verification	SM	Not reviewed
Auditors Findings	SM	Not reviewed
Debarment	SM	Not reviewed

Other documentation may be required depending upon your specific item

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

### CONTRACT HISTORY (to be completed by department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		N/A			
Lawson RQ# (if applicable)		N/A			
CM Contract#		2227,2268,2269,2270,2271,2272, 2273			
	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Time Period</b>	<b>Approval Date</b>	<b>Approval #</b>
	\$2,135,727.00		1/1/2022-12/31/2023	3/22/2023	R2022-0063
		\$1,075,377.00	1/1/2024-12/31/2024	Pending	Pending

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

<b>Original Amount</b>	<b>\$2,135,727.00</b>				
	<b>Prior Amendment Amounts (list separately)</b>	<b>\$</b>			
		<b>\$</b>			
		<b>\$</b>			
	<b>Pending Amendment</b>	<b>\$1,075.377.00</b>			
	<b>Total Amendments</b>	<b>\$1,075.377.00</b>			
<b>Total Contact Amount</b>	<b>\$3,211,104.00</b>				

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Bedford City School District
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	HHS-0898, 20001769 GOVP, 2268
<b>RQ#</b>	FC-337
<b>Time Period of Original Contract</b>	3/1/2020 -12/31/2021
<b>Background Statement</b>	The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.
<b>Actual Performance versus performance indicators (include statistics):</b>	The district has identified over 75 youth that meet this criteria. Eighty-seven youth (70%) have secured enough academic credits to move from 9th to 10th grade.

<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>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	10/6/2023				

## CONTRACT EVALUATION FORM

<b>Contractor</b>	East Cleveland City School District
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	HHS0657, AG1800120-01 CONV
<b>RQ#</b>	FC-18-41617
<b>Time Period of Original Contract</b>	1/1/202-12/31/2023
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years. Cleveland Metropolitan School District offered a component of Closing the Achievement Gap for males only in the high schools; however the females were exhibiting the same at-risk behaviors which resulted in lower graduation rates, poor school attendance, below grade level for age, and excessive disciplinary infractions. Cuyahoga County Council has offered to provide support to CMSD to cover the cost of the female CTAG component at East Technical High School and Glenville High School.</p>
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>

<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 100 youth that meet this criteria. 50% of those students are enrolled and engaged in the Closing the Achievement Gap (female only component) program.				
<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>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	10/10/2023				

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cleveland Metropolitan School District - East Technical High School and Glenville High School
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800121-01 CONV, 2269
<b>RQ#</b>	FC-18-43081
<b>Time Period of Original Contract</b>	1/1/2021-12/31/23
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years. Cleveland Metropolitan School District offered a component of Closing the Achievement Gap for males only in the high schools; however the females were exhibiting the same at-risk behaviors which resulted in lower graduation rates, poor school attendance, below grade level for age, and excessive disciplinary infractions. Cuyahoga County Council has offered to provide support to CMSD to cover the cost of the female CTAG component at East Technical High School and Glenville High School.</p>
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-</p>

	BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.				
<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 100 youth that meet this criteria. 80% of those students are enrolled and engaged in the Closing the Achievement Gap (female only component) program.				
<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>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	10/6/2023				



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Cleveland Heights-University Heights City Schools District
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800007-01 CONV, 2270
<b>RQ#</b>	FC-18-41617
<b>Time Period of Original Contract</b>	1/1/2021-12/31/2023
<b>Background Statement</b>	The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.
<b>Service Description</b>	Closing the Achievement Gap
<b>Performance Indicators</b>	SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.

<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade..				
<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>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM.				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family & Children First Council				
<b>Date</b>	10/6/2023				

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Maple Heights City Schools District				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800006-01 CONV, 2271				
<b>RQ#</b>	FC-18-41617				
<b>Time Period of Original Contract</b>	1/1/2021-12/31/23				
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
<b>Service Description</b>	Closing the Achievement Gap				
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.</p>				
<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>	<p>SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM</p>				

<b>Department Contact</b>	Kathleen Stewart
<b>User Department</b>	Family & Children First Council
<b>Date</b>	10/6/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Warrensville Heights City Schools District				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800006-01 CONV, 2272				
<b>RQ#</b>	FC-18-41617				
<b>Time Period of Original Contract</b>	1/1/2021 -12/31/2023				
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
<b>Service Description</b>	Closing the Achievement Gap				
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.</p>				
<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>	<p>SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM</p>				

<b>Department Contact</b>	Kathleen Stewart
<b>User Department</b>	Family & Children First Council
<b>Date</b>	10/6/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Garfield Heights City Schools District				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	AG1800006-01 CONV, 2273				
<b>RQ#</b>	FC-18-41617				
<b>Time Period of Original Contract</b>	1/1/2021 -12/31/2023				
<b>Background Statement</b>	<p>The County Council received a request from four suburban school districts requesting assistance with their youth population. The goal is to offer social services, academic assistance, college access activities, and parent engagement to youth who are at-risk of high school dropout. The community requests were sent directly to several County Council members. Based on those requests, this item was added by Council in the 2014-2015 budget cycle. The communities expressed concerns related to safety, low academic scores, and college exposure/ access. The school districts researched the program prior to submitting their requests. None of these districts were eligible when the program was originally released by the state. Their requests are based on the fact that their economic and academic landscapes have changed in the past seven years.</p>				
<b>Service Description</b>	Closing the Achievement Gap				
<b>Performance Indicators</b>	<p>SCHOOL DISTRICTS WILL IDENTIFY 9TH-12TH GRADE YOUTH WHO ARE IN ACADEMIC DANGER WITH THE FOLLOWING RISK FACTORS: STUDENTS WHO HAVE FAILED TWO OR MORE CORE CLASSES; ARE ABSENT 36 DAYS OR MORE, HAVE RECEIVED FIVE OR MORE DAYS OF OUT-OF-SCHOOL SUSPENSION, OR HAVE BEEN HELD BACK A GRADE (OVER THE AGE FOR GRADE-LEVEL). SCHOOLS WILL OFFER INTENSIVE INTERVENTION WHICH INCLUDES SCHOOL CREDIT RETENTION, LINKAGE TO COMMUNITY-BASED AND COUNTY SERVICES AND COMMUNITY AND COLLEGE EXPOSURE.</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	The districts have identified over 200 youth that meet this criteria. Eighty-seven youth (57%) have secured enough academic credits to move from 9th to 10th grade.				
<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>	SCHOOL DISTRICT STAFF HAVE REPORTED POSITIVE BEHAVIORAL AND ACADEMIC CHANGES FOR THE YOUTH ENROLLED IN THE PROGRAM				

<b>Department Contact</b>	Kathleen Stewart
<b>User Department</b>	Family & Children First Council
<b>Date</b>	10/6/2023



# 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: November 14, 2023

Committee(s) Assigned: Education, Environment & Sustainability

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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	AG1800155-CONV
Infor/Lawson PO # Code (if applicable):	
CM Contract#	3839

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			KS	BRM
IG#			NA/Gov't Entity KS	N/A
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		NA	N/A
Debarment/Suspension Verified	Date:	9/28/23	KS	BRM
Auditor's Finding	Date:	9/28/23	KS	BRM
Vendor's Submission			KS	n/a
Independent Contractor (I.C.) Requirement	Date:		NA/ Gov't Entity	N/A
Cover - <i>Master contracts only</i>				n/a
Contract Evaluation – <i>if required</i>			KS	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			KS	BRM

Other documentation may be required depending upon your specific item

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

OTHER THAN FULL AND OPEN COMPETITION	
RFP Exemptions (Contract)	
Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	KS
Matrix Law Screen shot	KS
COI	KS
Workers' Compensation Insurance	KS

## 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 – 12/31/2024	HS260300	55130	UCH08346	\$327,000.00
1/1/2025 – 12/31/2025	HS260300	55130	UCH08346	\$327,000.00
			<b>TOTAL</b>	<b>\$654,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	BC2018-865, AG1800155, R2020-0059, R2022-0278, R2022-0414
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	
<b>Lawson RQ# (if applicable)</b>	
<b>CM Contract#</b>	3373(2259)

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$654,000.00		1/1/2024-12/31/2025		
<b>Prior Amendment Amounts (list separately)</b>		\$919,944.00	1/1/2019-12/31/2020	11/26/2018	BC2018-862
		\$919,944.00	1/1/2020 - 12/31/2020	3/10/2020	R2020-0059
		\$724,000.00	1/1/2022 – 12/31/2023	4/12/2022	R2022-0078
		\$654,000.00	1/1/2023 – 12/31/2023	12/16/2022	R2022-0414
<b>Pending Amendment</b>		\$654,000.00		Pending	Pending
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$2,493,888.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	BC2018-862, R2020-0059, R2022-0078, R2022-0414
<b>CM#:</b>	3839
<b>Vendor Name:</b>	Educational Services of Northeast Ohio
<b>ftp:</b>	1/1/2024-12/31/2025
<b>Amount:</b>	\$654,000.00

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

History/CE:	Ok
EL:	ok
Procurement Notes:	

Purchasing Buyer approval: BRM 10/16/2023



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Educational Service Center of Northeast Ohio
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	8, 2259
<b>RQ#</b>	AG1800155-CONV
<b>Time Period of Original Contract</b>	1/1/2021-12/31/2023
<b>Background Statement</b>	<p>"The Ohio Family and Children First Council is statutorily defined as the Governor's Cabinet for children and families in the 1993 Ohio Revised Code 121.37. The Council has eleven state agencies which include (Ohio Department of Agriculture, Ohio Department of Alcohol and Drug Addiction Services, Ohio Department of Development Disabilities, Ohio Department of Education, Ohio Department of Health, Ohio Department of Mental Health, Ohio Department of Rehabilitation and Correction, Ohio Department of Youth Services, Ohio Rehabilitation Services Commission, and Ohio Budget and Management). Ohio Family and Children First has 4 core responsibilities: engaging and empowering families, shared accountability, building community capacity and coordinating systems and services. The partnership of state agencies is replicated at the local level, expanding the scope to add local government, communities, and families. Local Councils exist in each of the 88 counties. There are formal by-laws for electing leadership, making decisions, standing committees, guiding principles and the roles of officers and staff. The Council focuses on enhancing the well-being of Ohio's children and families by building community capacity, coordinating systems and services, and engaging and empowering families. Family and Children First Council (FCFC) provides a simple and organized service coordination mechanism at the county level. As the planning entity for Cuyahoga County, FCFC promotes collaborative coordination across a continuum of family-centered, neighborhood based culturally competent services ensuring the well-being of every child in order to preserve and strengthen families in their communities. The Cuyahoga County FCFC does not provide any direct social services. FCFC facilitates planning for direct services for families and children prenatal through 21. The FCFC member's systems provide the direct services for individual and families. FCFC can direct families to individual systems to help them access quality services. Through collaborative efforts FCFC continues to achieve the following accomplishments: participation and promotion of Parent Services and activities, Youth Engagement</p>

	through the development of the Youth Advisory Leadership Coalition, continued support to the Service Coordination Team, the administration of youth internships, and providing support to other county-wide youth development strategies.				
<b>Service Description</b>	FCFC is in need of a fiscal agent for the disbursement and monitoring of funds for FAST, parent advocates, and parent reps for the FCFC. FCFC is required to have parent reps for the FCFC and parent advocates to assist other parents who need help navigating the child and family public service system.				
<b>Performance Indicators</b>	Processing payments in a timely manner. All programs begin on time and are not held back due to non-payment. Provide FCFC with proper documentation for funding reimbursement.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Educational Service Center has issued over 500 agreements/contracts and processed over 2,000 payments since 2012. We have not received any compliants from families, schools or FAST teams. They have also served as a process facilitator between FCFC and the school districts.				
<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>	Met 90% of the goal				
<b>Department Contact</b>	Kathleen Stewart				
<b>User Department</b>	Family and Children First Council				
<b>Date</b>	10/2/2023				

# 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: November 14, 2023

Committee(s) Assigned: Education, Environment & Sustainability

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

<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>Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families .</p>
<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: N/A      How will replaced items be disposed of?</b></p>
<p><b>Project Goals, Outcomes or Purpose (list 3):</b></p> <ul style="list-style-type: none"> <li>• Promote healthy social and emotional development.</li> <li>• Prevention and early intervention of mental health difficulties.</li> <li>• Treatment of mental health conditions among very young children in the context of their families.</li> <li>• Children will show progress in their socioemotional development as measured by increases in their assessment scores.</li> <li>• Emergency cases are served in a timely fashion by the identified Emergency Response staff, as measured by number of days between referral and intake.</li> </ul>

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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  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?  No  Yes, answer the below questions.

Are services covered under the original ERP Budget or Project?  Yes  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):

**Commented [CKT]:** 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):**

Original Contract – R2022-0016 approved 1/25/2022



## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	GOVP
CM Contract#	1876

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DLL	

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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Contract Amendments Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DLL	BRM
IG#	N/A		N/A	N/A
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:	8/25/2023	DLL	BRM
Auditor’s Finding	Date:	8/25/2023	DLL	BRM
Independent Contractor (I.C.) Requirement	Date:		N/A	N/A
Cover - <i>Master amendments only</i>			N/A	N/A
Contract Evaluation			DLL	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DLL	BRM

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	DLL
Matrix Law Screen shot	DLL
COI	DLL
Workers’ Compensation Insurance	DLL
Original Executed Contract (containing insurance terms) & all executed amendments	DLL

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024-12/31/2024	HS260240	55130	UCH09999	\$700,000
			<b>TOTAL</b>	<b>\$700,000</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	GOVP
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	1876

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$1,639,104.00		1/1/2022-12/31/2023	1/25/2022	R2022-0016
<b>Prior Amendment Amounts (list separately)</b>		\$0			
		\$			
		\$			
<b>Pending Amendment</b>		\$700,000	1/1/2024-12/31/2024	pending	pending
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>	\$2,339,104.00	\$			

### Purchasing Use Only:

Prior Resolutions:	R2022-0016
Amend:	1876
Vendor Name:	Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
ftp:	1/1/2022-12/31/2024
Amount:	\$700,000.00
History/CE:	OK
EL:	OK
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	10/6/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Alcohol, Drug Addiction and Mental Health Services Board				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM #1876				
<b>RQ#</b>	N/A				
<b>Time Period of Original Contract</b>	1/1/2022-12/31/2023				
<b>Background Statement</b>					
<b>Service Description</b>	<p>The goals of the ECMH program are to identify children, ages 0 through 6, in need of ECMH services, ensure timely access to ECMH services, engage the family in a treatment plan, and assure that necessary follow-up and transition services occur. Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families.</p>				
<b>Performance Indicators</b>	Total number of unduplicated children served: Target 850				
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>Unduplicated children 2022: 653 Unduplicated children thru July 2023: 350</p> <p>The ECMH program has been significantly impacted by workforce issues throughout this contract period. These workforce issues significantly impacted the ADAMHS board and contracted ECMH providers from meeting identified performance indicators. The ADAMHS Board and IIC are currently partnering with other ECMH stakeholders through an IECMH Workforce Task Force that will help support innovative solutions to the current workforce crisis and support a healthy ECMH system in Cuyahoga County.</p>				
<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>	The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County has consistently met goals and outcomes for this ECMH program despite workforce challenges at many our contracted ECMH providers.				
<b>Department Contact</b>	Alyssa Swiatek				
<b>User Department</b>	Office of Early Childhood/Invest in Children				
<b>Date</b>	9/28/2023				

# 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, medical 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: November 14, 2023  
Committee(s) Assigned: Education, Environment & Sustainability

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	\$1,899,281.78	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:
7	7
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 # <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.  *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> ) <i>Original procurement was an exemption.</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 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.  <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?  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 was copied in April 2023 to change CM# from 1917 to 3266.
- See above

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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO# Code (if applicable):	EXMT
CM Contract#	3266

	<b>Department</b>	<b>Clerk of the Board</b>
Briefing Memo	DWM	

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				
			Department initials	Purchasing
Justification Form			DWM	BRM
IG#	12-2605 – exp: 12/31/2023		DWM	BRM
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:	8/25/23 10/19/23	DWM	BRM
Auditor’s Finding	Date:	8/25/23 10/19/23	DWM	BRM
Independent Contractor (I.C.) Requirement	Date:	9/19/23 9/15/23	DWM	BRM
Cover - <i>Master amendments only</i>			DWM	N/A
Contract Evaluation			DWM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DWM	BRM

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	DWM
Matrix Law Screen shot	DWM
COI	DWM
Workers’ Compensation Insurance	DWM

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Original Executed Contract (containing insurance terms) & all executed amendments	DWM
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### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	HS260120	52000	HS-16-MS-UPK2	<b>\$60,960.00</b>
1/1/2024 – 12/31/2024	HS260240	55130	UCH09999	<b>\$1,838,321.78</b>
			<b>TOTAL</b>	<b>\$1,899,281.78</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# Code (if applicable)</b>	EXMT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	3266

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$4,442,092.00		1/1/2022 – 12/31/2024	12/7/2021	R2021-0276
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$1,899,281.78	1/1/2024 – 12/31/2025	PENDING	PENDING
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$6,341,373.78			

### Purchasing Use Only:

Prior Resolutions:	R2021-0276
Amend:	3266
Vendor Name:	Child Care Resource Center of Cuyahoga Co., Inc., dba Starting Point
ftp:	1/1/2022-12/31/2025
Amount:	\$1,899,281.78
History/CE:	Ok

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

EL:	ok
Procurement Notes:	
Purchasing Buyer’s initials and date of approval	BRM 10/31/2023

**CONTRACT EVALUATION FORM**

<b>Contractor</b>	Child Care Resource Center of Cuyahoga County, dba Starting Point
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM1917
<b>RQ#</b>	
<b>Time Period of Original Contract</b>	1/1/2022 - 12/31/2023
<b>Background Statement</b>	
<b>Service Description</b>	<p>The purpose of the Special Needs Child Care program is 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 child care settings. (i.e. Centers and Family Child Care Homes). Starting Point, as the lead partner agency for SNCC will ensure, that the SNCC program</p> <ul style="list-style-type: none"> <li>• Maintains and supports children with special needs in the early childhood setting</li> <li>• Links parents who have children with special needs in finding quality childcare</li> <li>• Provides training and technical assistance to parents in their integral role in the social-emotional development of children in early childhood settings</li> <li>• Provides training and technical assistance to teachers in developing positive relationships and communication with parents in the early childhood setting</li> <li>• Provides support and resources to parents and teachers who have experienced trauma</li> </ul>
<b>Performance Indicators</b>	<p>Provide SNCC technical assistance to teachers on behalf of 1,105 children with special needs during each 12 month contract period.</p> <p>Provide SNCC Intensive Classroom Technical Assistance to 30 UPK classrooms for 200 children with severe behavior challenges during each 12 month contract period.</p>
<b>Actual Performance versus performance indicators (include statistics):</b>	<p>In 2022, Starting Point ensured that SNCC services were provided in support of 1,165 unduplicated children, exceeding the performance indicator of 1,105 students (unduplicated).</p> <p>In addition, 32 classrooms were supported through the SNCC Intensive Classroom model exceeding their yearly target of 30 classrooms.</p>

<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>	Starting Point has been consistent in meeting SNCC/PIPs goals and outcomes for many years.				
<b>Department Contact</b>	Alyssa Swiatek <a href="mailto:alyssa.swiatek@ifs.ohio.gov">alyssa.swiatek@ifs.ohio.gov</a> (216) 348-3971				
<b>User Department</b>	HHS: Community Initiatives: Office of Early Childhood/Invest in Children				
<b>Date</b>	10/18/23				

# 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: November 14, 2023  
Committee(s) Assigned: Education, Environment & Sustainability

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 (OCCRRA); 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> 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:	<b>NON-COMPETITIVE PROCUREMENT</b> 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
Reason:	
<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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## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	3687

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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<b>OTHER THAN FULL AND OPEN COMPETITION</b>					
<b>RFP Exemptions (Contract)</b>					
<b>Reviewed by Purchasing</b>					
				<b>Department initials</b>	<b>Purchasing</b>
Justification Form				DWM	
IG#	12-2605-REG / 12/31/23			DWM	
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:	10/19/23		DWM	
Auditor’s Finding	Date:	10/19/23		DWM	
Vendor’s Submission				DWM	
Independent Contractor (I.C.) Requirement	Date:	9/19/23		DWM	
Cover - <i>Master contracts only</i>				n/a	
Contract Evaluation – <i>if required</i>				DWM	
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.				n/a	
Checklist Verification				DWM	

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>	
<b>RFP Exemptions (Contract)</b>	
<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	DWM
Matrix Law Screen shot	DWM
COI	DWM
Workers’ Compensation Insurance	DWM

## 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 – 12/31/2024	HS290100	55130	HS-23-LENA	\$ 91,029.00
1/1/2024 – 12/31/2024	HS260240	55130	UCH09999	\$ 759,379.01
1/1/2025 – 12/31/2025	HS260240	55130	UCH09999	\$ 850,408.01
			<b>TOTAL</b>	<b>\$1,700,816.02</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	EXMT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	3687

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	<b>\$1,620,682.00</b>		<b>1/1/2022 – 12/31/2023</b>	<b>12/07/2021</b>	<b>R2021-0274</b>
<b>Prior Amendment Amounts (list separately)</b>		<b>\$10,498.81</b>	<b>1/1/2023 – 12/31/2023</b>	<b>8/22/2022</b>	<b>BC2022-502</b>
		<b>\$39,103.00</b>	<b>1/1/2022 – 12/31/2023</b>	<b>4/10/2023</b>	<b>BC2023-210</b>
		<b>\$</b>			
<b>Pending Amendment</b>		<b>\$</b>			
<b>Total Amendments</b>		<b>\$</b>			
<b>Total Contact Amount</b>		<b>\$1,670,283.81</b>			

### Purchasing Use Only:

Prior Resolutions:	
CM#:	
Vendor Name:	
ftp:	
Amount:	
History/CE:	
EL:	
Procurement Notes:	



## CONTRACT EVALUATION FORM

<b>Contractor</b>	Child Care Resource Center of Cuyahoga County, dba Starting Point				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	CM183				
<b>RQ#</b>	EC-20-47504				
<b>Time Period of Original Contract</b>	1/1/2020 - 12/31/2021				
<b>Background Statement</b>					
<b>Service Description</b>	The purpose of the Teacher Education and Compensation Helps (TEACH) and the Early Care and Professional Development System program is to improve the quality of center based childcare by providing technical assistance and training to center based child care providers and to provide scholarships, training and technical assistance to individual child care providers through the TEACH component of the program.				
<b>Performance Indicators</b>	28 new TEACH Scholarships will be determined and enrolled per year. Starting Point will provide assessments, technical assistance, community-based training and staff professional development to 130 sites. A total of 300 childcare centers rated in Step Up To Quality, with 50 newly rated.				
<b>Actual Performance versus performance indicators (include statistics):</b>	46 Teachers participating in TEACH Scholarships: (100%, goal was 28). Starting Point administered provided assessments, technical assistance, community-based training and staff professional development to 402 centers (100%, goal was 130). Starting Point helped 447 centers maintain or achieve SUTQ rating. (100%, goal was 300), with 78 newly being newly rated (100%, goal was 50)				
<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>	Starting Point has been consistent in meeting goals and outcomes for many years. The years covered by the previous contract were unusual given the COVID-19 pandemic, but they deftly switched to virtual service provision.				
<b>Department Contact</b>	Shawna Rohrman				
<b>User Department</b>	HHS: Community Initiatives: Office of Early Childhood/Invest in Children				
<b>Date</b>	9/30/2021				

# 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: November 14, 2023

Committee(s) Assigned: Education, Environment & Sustainability

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):**

- To improve the quality of family child care homes;
- Support family child care homes in maintaining their license and;
- 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)**

<b>Vendor Name and address:</b>	<b>Owner, executive director, other (specify):</b>
Starting Point 4600 Euclid Avenue, Suite 500 Cleveland, OH 44103	<b>Nancy Mendez</b>
<b>Vendor Council District:</b>	<b>Project Council District:</b>
7	County wide
<b>If applicable provide the full address or list the municipality(ies) impacted by the project.</b>	County wide

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT</b>
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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.  *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 ( <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 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

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	3688

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

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

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			DWM	BRM
IG#	12-2605-REG – 12/31/23		DWM	BRM
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:	N/A	N/A	N/A
Debarment/Suspension Verified	Date:	10/19/23	DWM	BRM
Auditor’s Finding	Date:	10/19/23	DWM	BRM
Vendor’s Submission			DWM	N/A
Independent Contractor (I.C.) Requirement	Date:	9/19/23	DWM	BRM
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			DWM	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			DWM	BRM

Other documentation may be required depending upon your specific item

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

OTHER THAN FULL AND OPEN COMPETITION	
RFP Exemptions (Contract)	
Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	DWM
Matrix Law Screen shot	DWM
COI	DWM
Workers’ Compensation Insurance	DWM



## 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 – 12/31/2024	HS260240	55130	UCH09999	\$1,216,784.71
1/1/2025 – 12/31/2025	HS260240	55130	UCH09999	\$1,216,784.71
			<b>TOTAL</b>	<b>\$2,433,569.42</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	EXMT
<b>Lawson RQ# (if applicable)</b>	NA
<b>CM Contract#</b>	1918

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$2,708,844.00		1/1/2022 – 12/31/2023	12/30/2021	R2021-0275
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$2,708,844.00			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2021-0275
<b>CM#:</b>	3688
<b>Vendor Name:</b>	Child Care Resource and Referral Center of Cuyahoga County, dba Starting Point
<b>ftp:</b>	1/1/2024-12/31/2025
<b>Amount:</b>	\$2,433,569.42
<b>History/CE:</b>	OK
<b>EL:</b>	OK
<b>Procurement Notes:</b>	

Purchasing Buyer approval: BRM 11/1/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Child Care Resource Center of Cuyahoga County, dba Starting Point				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	3688				
<b>RQ#</b>	n/a				
<b>Time Period of Original Contract</b>	1/1/22 – 12/31/23				
<b>Background Statement</b>					
<b>Service Description</b>	The purpose of this project is to provide services to administer, manage and ensure quality assurance of the Family Child Care Home Professional Development System and to support family child care homes in maintaining licenses and in facilitating entry into the Step Up To Quality (SUTQ) star rating system.				
<b>Performance Indicators</b>	Provide 1500 technical assistance sessions addressing providers' needs around Step Up To Quality, the Child Development Associate's Credential and the Ohio Professional Registry. Provide 120 one-to-one technical assistance sessions for pre-licensing for potential providers seeking a family childcare license. Provide 30 one-on-one technical assistance sessions for issues related to family childcare licensing compliance.				
<b>Actual Performance versus performance indicators (include statistics):</b>	Starting Point provided 1750 technical assistance sessions addressing providers' needs around SUTO, CDA and the OPR: (100% goal 1500). Starting Point provided 327 one-to-one technical assistance sessions for pre-licensing for potential providers seeking a family childcare license (100% goal 120). Starting Point provided 53 one-on-one technical assistance sessions for issues related to family childcare licensing compliance (100% goal 30).				
<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>	Starting Point has been consistent in meeting goals and outcomes for many years. The years covered by the previous contract were unusual given the COVID-19 pandemic, but they deftly switched to virtual service provision.				
<b>Department Contact</b>	Shawna Rohrman				

<b>User Department</b>	HHS: Community Initiatives: Office of Early Childhood/Invest in Children
<b>Date</b>	9/7/2023

# 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: November 14, 2023  
Committee(s) Assigned: Education, Environment & Sustainability

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.

Rev. 7/24/23

<ul style="list-style-type: none"> <li>• Educational supplies.</li> </ul>
<b>If a County Council item, are you requesting passage of the item without 3 readings.</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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):
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.	

<b>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:	<b>NON-COMPETITIVE PROCUREMENT</b> 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 ( <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:
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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:</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- 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

Rev. 7/24/23

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	3877

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

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

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>				
<b>RFP Exemptions (Contract)</b>				
<b>Reviewed by Purchasing</b>				
<b>IHC Family Connections for SPARK Program 2024</b>			<b>Department initials</b>	<b>Purchasing</b>
Justification Form			JW	BRM
IG#	23-0255-REG (Exp. 12/31/27)		JW	BRM
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:	10/17/23	JW	BRM
Auditor's Finding	Date:	10/17/23	JW	BRM
Vendor's Submission			N/A	N/A
Independent Contractor (I.C.) Requirement	Date:	08/25/2023	AC	BRM
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			AC	BRM
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			JW	BRM

Other documentation may be required depending upon your specific item

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

<b>OTHER THAN FULL AND OPEN COMPETITION</b>	
<b>RFP Exemptions (Contract)</b>	
<b>Reviewed by Law</b>	
	<b>Department initials</b>
Agreement/Contract and Exhibits	JW
Matrix Law Screen shot	AC
COI	AC
Workers' Compensation Insurance	AC

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Activity	Dollar Amount
01/01/2024-12/31/2024	HS260240	55130	UCH09999	\$514,000.00
01/01/2025-12/31/2025	HS260240	55130	UCH09999	\$514,000.00
			<b>TOTAL</b>	<b>\$ 1,028,000.00</b>

<b>Contract History CE/AG# (if applicable)</b>	N/A
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	211454/EXMT
<b>Lawson RQ# (if applicable)</b>	N/A
<b>CM Contract#</b>	2182

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$1,028,000.00		2/1/2022 – 12/31/2023	03/08/2022	R2022-0048
<b>Prior Amendment Amounts (list separately)</b>		\$217,087.97	2/1/2022 – 12/31/2023	04/18/2022	BC2022-241
<b>Pending Amendment</b>					
<b>Total Amendments</b>		\$217,087.97			
<b>Total Contact Amount</b>		\$1,245,087.97			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	R2022-0048, BC2022-241
<b>CM#:</b>	3877
<b>Vendor Name:</b>	Family Connections of Northeast Ohio
<b>ftp:</b>	1/1/2024-12/31/2025
<b>Amount:</b>	\$1,028,000.00
<b>History/CE:</b>	Ok
<b>EL:</b>	ok
<b>Procurement Notes:</b>	

Purchasing Buyer approval: BRM 11/2/2023

## CONTRACT EVALUATION FORM

<b>Contractor</b>	Family Connections of Northeast Ohio				
<b>Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:</b>	#2182				
<b>RQ#</b>	N/A				
<b>Time Period of Original Contract</b>	1/1/2022 to 12/31/2023				
<b>Background Statement</b>					
<b>Service Description</b>	The SPARK program (Supporting Partnerships to Assure Ready Kids) is an early literacy program for toddlers aged 3 to 5. Early literacy activities are delivered in the home by a trained specialist working with the child and parent together.				
<b>Performance Indicators</b>	<p>Improve school-readiness levels among SPARK children entering kindergarten in targeted communities by increase the percentage of children who Demonstrate Readiness and increasing the percentage of children who are Approaching Readiness and decreasing those with Emerging Readiness on the KRA. (Kindergarten Reading Assessment).</p> <p>Demonstrating Readiness - Approaching Readiness and Emerging Readiness</p>				
<b>Actual Performance versus performance indicators (include statistics):</b>	In the most recent evaluation of the SPARK Program (2017 Cohort), SPARK children tended to perform better on the Kindergarten Readiness Assessment compared to other children in their school district. In three of four districts SPARK serves, a higher percentage of SPARK children were in the "Demonstrating" and "Approaching" categories, and a smaller percentage were in the "Emerging" category, relative to children in the school district.				
<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>	Family Connections consistently delivers high quality services that have demonstrated impact on Kindergarten Readiness as evidenced by several evaluations. Family Connections actively partners with Invest in Children throughout program planning and provides timely invoices and all other required information including quarterly reports.				

<b>Department Contact</b>	Alyssa Swiatek
<b>User Department</b>	HHS: Office of Early Childhood/Invest in Children
<b>Date</b>	9/29/2023

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2023-0017

Sponsored by: <b>County Executive Ronayne/Department of Human Resources</b>	<b>An Ordinance</b> providing for the adoption of a modified Section 11.09 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective.
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**WHEREAS**, the Cuyahoga County Executive is committed to improving the health and wellness of County employees and their families and to fostering a diverse, equitable, and inclusive workplace;

**WHEREAS**, the County Executive is equally committed to reducing the County’s infant mortality rate, which is high and disproportionately affects babies of color;

**WHEREAS**, Cuyahoga County established the Advisory Council on Women’s Health to shape a healthier, more equitable future for women in our County by supporting programming and policies that improve access and health outcomes for women and families;

**WHEREAS**, the 2023 March of Dimes report card on preterm birth rates graded 100 cities with the greatest number of live births, and the City of Cleveland received an F and Ohio received a D for preterm births;

**WHEREAS**, the March of Dimes supports policies to improve the health of mothers and babies, and access to Paid Parental Leave supports parent-infant attachment and establishes a foundation for a safe, stable, and nurturing relationship, as well as parenting practices that promote optimal infant health and development;

**WHEREAS**, parent-child bonding in the first months of life is critical for babies to develop healthy cognitive, behavioral, and socioemotional skills, and Paid Parental Leave allows parents time to bond with their newborn or newly adopted child;

**WHEREAS**, Paid Parental Leave improves the health outcomes of both mothers and their children by reducing infant mortality rates and increasing rates of vaccination in children and improving post-partum maternal mental health;

**WHEREAS**, the County desires to attract and retain employees, and Paid Parental Leave reduces the likelihood that a first-time mother will quit her job following the birth

or adoption of her child and will increase the County's overall compensation package for employees;

**WHEREAS**, the County currently offers two continuous weeks of Paid Parental Leave to full-time and part-time benefits eligible employees who are eligible for leave under the Family and Medical Leave Act pursuant to Section 11.09 of the current Employee Handbook;

**WHEREAS**, the County Executive has reviewed the current Section 11.09 of the Employee Handbook and determined that an amendment is necessary to expand the eligibility criteria and duration of Paid Parental Leave;

**WHEREAS**, pursuant to Section 9.01 of the County Charter it is County Council's authority to establish personnel policies by ordinance, and Council has previously approved prior versions of the County's Employee Handbook which is amended herein and may be amended in the future by Council; 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. Adoption of Revised Employee Handbook:** Council hereby adopts a modified section 11.09 (Paid Parental Leave) of the County's Employee Handbook as set forth in Exhibit A attached hereto, to remain in full force and effect, to be applicable to all non-bargaining County employees under the authority of the County Council and the County Executive. The Department of Human Resources shall disseminate the amended Handbook to all employees subject to the Handbook, in accordance with the Department's usual method of dissemination.

**SECTION 2.** The eligibility of bargaining unit employees is subject to the terms of their respective collective bargaining agreement and Chapter 4117 of the Ohio Revised Code. The County Executive and his designee are authorized to negotiate with the various bargaining units and execute side letters to modify their respective collective bargaining agreements to authorize the receipt of the Paid Parental Leave benefits in accordance with the Employee Handbook and as further set forth in Exhibit A of this Ordinance, and to replace any differing provisions addressing parental leave, maternity leave, or paternity leave. Modifications to respective collective bargaining agreements shall reflect the following: "The parental leave provision of the Employee Handbook shall be applicable to employees in the bargaining unit. Any future change to the Employee Handbook on parental leave shall also be applicable to the bargaining unit."

**SECTION 3.** It is necessary that this Ordinance become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble.

Provided that this Ordinance receives the affirmative vote of at least eight (8) 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 (8) 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 Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



First Reading/Referred to Committee:

Committee(s) Assigned:

Journal \_\_\_\_\_

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

## **EXHIBIT A**

### **11.09 Paid Parental Leave**

The County offers Paid Parental Leave to eligible employees to care for an employee's newborn child or newly adopted child following the placement of the adopted child who is under the age of 18 within the employee's home. Paid Parental Leave gives parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their work obligations.

Paid Parental Leave is available to all full-time and part-time benefits-eligible who have at least three (3) months/ 90 days of continuous employment with a Cuyahoga County agency that is subject to the Employee Handbook.

For each eligible employee, Paid Parental Leave is thirty (30) hours of paid leave at the employee's base rate of pay for up to twelve (12) continuous weeks following the birth or adoption of the employee's child.

Paid Parental Leave will run concurrently with FML and will be counted against any FML available to employees using the Paid Parental Leave benefit. Full-time employees who are eligible for FML and have paid time off allowances (i.e., accrued exchange or compensatory time, sick leave, or vacation leave) will be required to supplement the remaining ten (10) hours during each week of Paid Parental Leave/ FML with any accrued paid time off.

Full-time employees who are not eligible for FML may supplement the remaining ten (10) hours during each week of Paid Parental Leave at their base rate of pay with accumulated exchange or compensatory time, sick leave, or vacation leave. If employees do not have accumulated paid time off, the remaining ten (10) hours will be unpaid. As an exception to the Leave Donation policy in Section 11.07 of this Handbook, full-time employees who are not eligible for FML may receive leave donations from other County employees in accordance with the process set forth in Section 11.07 to supplement the remaining ten (10) hours during each week of Paid Parental Leave, provided they exhaust all sick leave, vacation leave, and exchange or compensatory time.

Vacation and sick leave continue to accrue during Paid Parental Leave. The County will also continue to pay its share of the cost of an employee's group health insurance during Paid Parental Leave. The employee's share of the premium will be deducted from the employee's pay in accordance with normal practices during Paid Parental Leave.

Paid Parental Leave must be utilized within the twelve (12) weeks following the birth or adoption of a child. Employees are not eligible to receive holiday pay during Paid Parental Leave. A holiday occurring during the leave period shall be counted as one day of Paid Parental Leave and shall be paid as such.

An employee is eligible for Paid Parental Leave for only one (1) birth or adoption within a rolling twelve (12) month period. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave granted for that event.

If two married eligible employees both work for a County agency that is subject to this Handbook, and each wants to take Paid Parental Leave for the birth or adoption of a child, the employees may take only a combined total of twelve (12) weeks of leave. Bargaining-unit employees should review their respective CBA and contact Human Resources to determine if they are eligible for Paid Parental Leave.

**Documentation Required for Paid Parental Leave:**

Eligible employees must submit a completed leave request form to Human Resources at least thirty (30) days prior to the anticipated date of Paid Parental Leave. In situations where it is not possible to submit the form thirty (30) days prior to the anticipated date of Paid Parental Leave, employees should submit a leave request form to Human Resources as soon as it is practicable to do so.

Eligible employees will be required to furnish appropriate medical documentation to use Paid Parental Leave to care for a newborn child. If applicable, the medical certification requirements for FML will govern (see section 11.07). The employee's health care provider must complete and sign the medical documentation.

Eligible employees will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency or from the attorney in cases of private adoptions, to care for a newly adopted child.