



**AGENDA**  
**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY**  
**COMMITTEE MEETING**  
**TUESDAY, FEBRUARY 20, 2024**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**Committee Members:**

**Meredith M. Turner, Chair – District 9**  
**Michael J. Gallagher, Vice Chair – District 5**  
**Dale Miller – District 2**  
**Yvonne M. Conwell – District 7**  
**Martin J. Sweeney – District 3**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE JANUARY 30, 2024 MEETING [See Page 4]**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) **R2023-0318: A Resolution confirming the County Executive’s re-appointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2023 – 7/14/2026; and declaring the necessity that this Resolution become immediately effective: [See Page 9]**

**Re-appointments:**

- 1) Heidi Gullett, MD**
- 2) Eddie Taylor**
- 3) Jenice Contreras**

- b) R2024-0049: A Resolution adopting various changes to the Cuyahoga County Non-Bargaining Classification Plan; and declaring the necessity that this Resolution become immediately effective. [See Page 16]
- c) R2024-0051: A Resolution confirming the County Executive's appointment of Ronnie J. Cannon to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2023 – 7/14/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 38]
- d) R2024-0055: A Resolution confirming the County Executive's appointment of Christina Bohuslawsky-Brown to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 42]
- e) R2024-0058: A Resolution confirming the County Executive's reappointment of The Honorable Mayor Kim Thomas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 49]
- f) R2024-0064: A Resolution confirming the County Executive's reappointment of Douglas Bennett to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 60]
- g) R2024-0065: A Resolution confirming the County Executive's reappointment of Janet Keeler, Ph.D. to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 68]
- h) O2024-0001: An Ordinance providing for the adoption of a modified Section 6.12 of the Cuyahoga County Employee Handbook; and declaring the necessity that this Ordinance become immediately effective. [See Page 74]

## **6. MISCELLANEOUS BUSINESS**

## **7. ADJOURNMENT**

*\*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

*\*\*Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



## **MINUTES**

### **CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY COMMITTEE MEETING**

**TUESDAY, JANUARY 30, 2024**

**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**

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

**10:00 AM**

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

**Chairwoman Turner called the meeting to order at 10:14 a.m.**

#### **2. ROLL CALL**

**Ms. Turner asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Turner, Gallagher, Miller, Conwell and Sweeney were in attendance and a quorum was determined.**

#### **PUBLIC COMMENT**

**There were no public comments given.**

#### **3. APPROVAL OF MINUTES FROM THE JANUARY 16, 2024 MEETING**

**A motion was made by Mr. Sweeney, seconded by Ms. Conwell and approved by unanimous vote to approve the minutes from the January 16, 2024 meeting.**

**[Clerk's Note: Item No. 5.e) was taken out of order and considered before Item Nos. 5.b), 5.c), and 5.d)]**

#### **4. MATTERS REFERRED TO COMMITTEE**

- a) **R2023-0318: A Resolution confirming the County Executive's re-appointment of various individuals to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2023 –**

7/14/2026; and declaring the necessity that this Resolution become immediately effective:

Re-appointments:

- 1) Heidi Gullett, MD
- 2) Eddie Taylor
- 3) Jenice Contreras

**Ms. Zoe Toscos, Special Project Manager for the Executive's Office, addressed the Committee regarding Resolution No. R2023-0318. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Jenice Contreras addressed the Committee regarding her nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.**

**Committee members asked questions of Ms. Contreras pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**Resolution No. R2023-0318 was held in the Committee, pending testimony from Heidi Gullett, MD, who was unable to attend the meeting.**

**Mr. Sweeney, Ms. Conwell and Ms. Turner requested to have their names added as co-sponsors to the legislation.**

- b) R2024-0016: A Resolution confirming the County Executive's appointment and re-appointments of various individuals to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees for various terms; and declaring the necessity that this Resolution become immediately effective:

Appointment:

- 1) Debbie Berry for an unexpired term ending 3/31/2026

Re-appointments:

- 1) Michael Chambers for the term 10/16/2023 – 10/15/2026
- 2) Sara Parks Jackson for the term 10/16/2023 – 10/15/2026

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0016. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Debbie Berry addressed the Committee regarding her nomination to serve on Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.**

**Committee members asked questions of Ms. Berry pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**Mr. Michael Chambers addressed the Committee regarding his nomination to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.**

**Committee members asked questions of Mr. Chambers pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**Ms. Sara Parks Jackson addressed the Committee regarding her nomination to serve on the Cuyahoga County Community Improvement Corporation Board of Trustees. Discussion ensued.**

**Committee members asked questions of Ms. Parks Jackson pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0016 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Mr. Sweeney, Ms. Turner, Ms. Conwell, Mr. Gallagher and Mr. Miller requested to have their names added as co-sponsors to the legislation.**

- c) R2024-0041: A Resolution confirming the County Executive's appointment of Debbie Berry to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 05/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0041. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Berry addressed the Committee regarding her nomination to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees. Discussion ensued.**

**Committee members asked questions of Ms. Berry pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Sweeney, Resolution No. R2024-0041 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Ms. Turner and Mr. Miller requested to have their names added as co-sponsors to the legislation.**

- d) R2024-0042: A Resolution confirming the County Executive's appointment of Bryce Sylvester to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 05/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0042. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Mr. Bryce Sylvester addressed the Committee regarding his nomination to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees. Discussion ensued.**

**Committee members asked questions of Mr. Sylvester pertaining to his experience, expertise and qualifications, which he answered accordingly.**

**On a motion by Ms. Turner with a second by Mr. Miller, Resolution No. R2024-0042 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Ms. Turner and Mr. Miller requested to have their names added as co-sponsors to the legislation.**

- e) R2024-0043: A Resolution confirming the County Executive's appointment of Virginia Benjamin to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees for an unexpired term ending 05/31/2027, and declaring the necessity that this Resolution become immediately effective.

**Ms. Toscos addressed the Committee regarding Resolution No. R2024-0043. Discussion ensued.**

**Committee members asked questions of Ms. Toscos pertaining to the item, which she answered accordingly.**

**Ms. Virginia Benjamin addressed the Committee regarding her nomination to serve on the Gateway Economic Development Corporation of Greater Cleveland Board of Trustees. Discussion ensued.**

**Committee members asked questions of Ms. Benjamin pertaining to her experience, expertise and qualifications, which she answered accordingly.**

**On a motion by Mr. Miller with a second by Mr. Sweeney, Resolution No. R2024-0043 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.**

**Ms. Turner requested to have her name added as a co-sponsor to the legislation.**

#### 5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

#### 6. ADJOURNMENT

**Chairwoman Turner adjourned the meeting at 11:37 a.m., without objection.**



# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0318

<p>Sponsored by: <b>County Executive Ronayne</b></p> <p>Co-sponsored by: <b>Councilmembers Sweeney, Conwell and Turner</b></p>	<p>A <b>Resolution</b> confirming the County Executive’s reappointment of various individuals to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2023 - 7/14/2026 and declaring the necessity that this Resolution become immediately effective.</p>
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**WHEREAS**, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

**WHEREAS**, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

**WHEREAS**, the County Executive has nominated the following individuals to continue their service on the Citizens’ Advisory Council on Equity, for three-year terms commencing 7/15/23 through 7/14/2026:

- a. Dr. Heidi Gullett
- b. Mr. Eddie Taylor
- c. Ms. Jenice Contreras

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive's reappointment of the following individuals to continue to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term commencing 7/15/2023 through 7/14/2026:

- a. Dr. Heidi Gullett
- b. Mr. Eddie Taylor
- c. Ms. Jenice Contreras

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

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

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

First Reading/Referred to Committee: November 14, 2023  
Committee(s) Assigned: Human Resources, Appointments & Equity

Additional Sponsorship Requested in Committee: January 30, 2024

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



November 7, 2023

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nominations for reappointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Dr. Heidi Gullet (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Cleveland (Cuyahoga County)
- **Eddie Taylor (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Solon (Cuyahoga County)
- **Jenice Contreras (7/15/2023 - 7/14/2026)**
  - Reappointment
  - Currently resides in Cleveland (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

**Heidi Gullett, MD, MPH**

7/2020

*Titles:*

Heidi Gullett, MD, MPH

Associate Professor

Medical Director, Cuyahoga County Board of Health

Fellow, The Institute for Integrative Health

Co-Chair, Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga)

Physician, Neighborhood Family Practice

Charles Kent Smith, MD and Patricia Hughes Moore, MD Professorship in Medical Student Education in Family Medicine

Associate Director, Center for Community Health Integration (CHI): *Research & Development for Community Health & Integrated, Personalized Care*

School of Medicine

Case Western Reserve University

Dr. Gullett was born and raised in Youngstown, Ohio. She completed her undergraduate degree in Biochemistry and Sociology/Anthropology at Denison University in Granville, Ohio, her MD at Wright State University in Dayton, and her MPH in Health Policy at Portland State University. She completed a combined residency in Family Medicine, Public Health, and General Preventive Medicine at Oregon Health and Science University in Portland, Oregon, and is boarded in both specialties. Following residency, she served in the National Health Service Corps in rural Jellico, Tennessee, and in her hometown of Youngstown. She has worked at community health centers for most of her career, including currently practicing at Neighborhood Family Practice on the west side of Cleveland. In her clinical practice, she provides family medicine care, including inpatient medicine, with an emphasis on cancer prevention and women's health services and previously spent ten years providing full scope maternity care services. Dr. Gullett is an associate professor in the Center for Community Health Integration at CWRU that aims to promote research and development for community health and integrated, personalized care. Her research, supported by a career development award from the American Cancer Society and The Institute for Integrative Health where she serves as a fellow, heavily focuses on helping people move out of poverty. To this end, she is a facilitator for *Bridges Out of Poverty*, *Getting Ahead in a Just-Gettin'-By-World*, *Getting Ahead in the Workplace* and *Workplace Stability*. She teaches medical students and Family and Public Health/Preventive Medicine residents. Dr. Gullett is also the inaugural appointee to the Charles Kent Smith, MD and Patricia Hughes Moore, MD Professorship in Medical Student Education in Family Medicine. For the past 7 years, she has also been embedded as the School of Medicine population health liaison at the Cuyahoga County Board of Health, a position aimed at building partnerships between public health and clinical care in an effort to achieve health equity through community health improvement, one of the three School of Medicine strategic priorities. She also serves as the medical director for the Cuyahoga County Board of Health, incident commander for the COVID-19 response, and the co-chair of the Health Improvement Partnership-Cuyahoga (HIP-Cuyahoga), a large cross-sector community health improvement consortium. Dr. Gullett is passionate about the realization of equity through authentic long-term partnerships and collective impact. She is married to Travis, an emergency physician, and is the proud mother of an 11 year-old daughter and 8 year-old son.



**EDDIE TAYLOR**

**President**

*Taylor Oswald, LLC*

Eddie Taylor, Jr. is President of Taylor Oswald, a venture between Oswald Companies and Mr. Taylor. Oswald is one of the nation's largest independent, employee-owned insurance brokerage firms. Eddie has previously owned or operated companies in a variety of industries including warehousing and distribution.

#### **EDUCATION AND PROFESSIONAL AFFILIATIONS**

A native of the Cleveland area, Mr. Taylor is a graduate of Elyria West High School and Allegheny College. He is a past Chairman of the Board of Trustees of Allegheny College. Eddie was the founding Chairman of the Board of Directors for the Cleveland Leadership Center and is a former Board Chair of the Greater Cleveland Chapter of the American Red Cross. He is a past Chair of the Commission on Economic Inclusion.

Eddie is current Chair of The Presidents' Council, LLC, and is the current vice chair of University Hospitals Cleveland Medical Center. Eddie serves as a Board Member for the Greater Cleveland Sports Commission; Greater Cleveland Partnership, College Now, Ohio Foundation of Independent Colleges, Akron Zoological Park and the Burton D. Morgan Foundation.

He completed the Executive MBA Program at the Case Western Reserve University Weatherhead School of Management. Eddie is also involved with other various entrepreneurial activities.



**Jenice Contreras**  
*Executive Director*  
*Northeast Ohio Hispanic Center for Economic  
Development*

Jenice Contreras is an established leader in small business and community development, healthcare and nonprofit management. Currently, she serves as the Executive Director of the Northeast Ohio Hispanic Center for Economic Development (the Center). Under the Center, Jenice is responsible for the NEO Hispanic Chamber of Commerce, the Small Business Development Center (SBDC) and community development. Jenice is a driving force around the neighborhood redevelopment efforts in Cleveland's Clark-Fulton neighborhood known as La Villa Hispana. La Villa Hispana is a cultural and economic placemaking initiative in the most densely populated Hispanic enclave in the state of Ohio.

Under Jenice's leadership, the Center has ventured into the first real estate development of La Villa Hispana known as CentroVilla25 where she represents the organization as Project Owner and a Co-developer. Prior to her current role as Executive Director, Jenice owned and operated her own public health consulting firm, The Inovar Group and also worked for Collaborative Research, LLC which administers Federal grants through the Health and Resources Services Administration (HRSA).

Jenice earned her Bachelor of Arts degree from Capital University and an Executive Master of Business Administration from The Ohio State University, Fisher College of Business. Jenice serves on the Board for the Center for Community Solutions and is a member of the City of Cleveland's Planning Commission's Near West Design Review Committee. In 2017, Jenice completed a fellowship through the Business Alliance for Living Local Economies (BALLE) and in 2019 served as the Faculty Chair for the National League of Cities Equitable Economic Development Fellowship.

Most recently, Jenice is part of the steering committee of the Cleveland Innovation Project. In 2020 she joined the Cleveland State University Foundation's Board of Directors. She was featured in the March/April 2020 edition of Phenomenal Woman Magazine. Jenice was recognized on Crain's Cleveland Magazine's 2019 Woman of Note in Non-Profit. In 2018, Crain's Cleveland Business Magazine also recognized Jenice as a Notable Woman in Real Estate, was awarded the 2018 YWCA Woman of Achievement and was the 2017 Ohio Latino Affairs Commission's Distinguished Hispanic Ohioan. She is an advocate in addressing racial diversity and representation of people of color. Jenice was born in Puerto Rico, is bilingual, bicultural and is proud of her heritage. She is a mother of two young adults (Karl & Kyle) and continues to ensure growth in economic and community development for Latinx in Northeast Ohio.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0049

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 January 10, 2024, the Personnel Review Commission met and recommended the classification changes (attached hereto as Exhibits A through E) 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: *Caregiver Coach*



Exhibit B:           Number:       13281  
                          Pay Grade:    12A/Exempt  
                          Class Title:  *Supervisor, Application Support*  
                          Number:       16502  
                          Pay Grade:    13B/Exempt

Exhibit C:           Class Title:  *Supervisor, Civil Administrative Unit*  
                          Number:       10291  
                          Pay Grade:    11A/Exempt

Proposed Revised Classifications:

Exhibit D:           Class Title:   *Fiscal Specialist 1*  
                          Class Number: 11181  
                          Pay Grade:    7A/Non-Exempt (No change)  
                          \* PRC routine maintenance. Classification last revised in 2019.  
                          Updates were made to essential job functions, language and  
                          formatting. A technology requirements section was added. No  
                          change to PG or FLSA status.

Exhibit E:           Class Title:   *Fiscal Specialist 2*  
                          Class Number: 11182  
                          Pay Grade:    9A/Non-Exempt (No change)  
                          \* PRC routine maintenance. Classification last revised in 2019.  
                          Updates were made to essential job functions, supervisory  
                          responsibilities, and language and formatting. A technology  
                          requirements section was added. No change to PG 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: February 13, 2024

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: January 18, 2024

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 January 10, 2024, 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>
Caregiver Coach 13281	N\A	12A Exempt	Health and Human Services
Supervisor, Application Support 16502	N\A	13B Exempt	Health and Human Services
Supervisor, Civil Administrative Unit 10291	N\A	11A Exempt	Sheriff’s Department

**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>
Fiscal Specialist 1 11181	7A Non-Exempt	7A Non-Exempt (No Change)	All Departments
Fiscal Specialist 2 11182	9A Non-Exempt	9A Non-Exempt (No Change)	All Departments

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>	Caregiver Coach	<b>Class Number:</b>	13281
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	12A
<b>Departments:</b>	Health and Human Services EXHIBIT A		

## Classification Function

The purpose of this classification is to lead the planning, development, provision, and evaluation of evidence-based coaching for foster, adoptive, and kinship caregivers to prevent disruptions and to manage crises of client placement.

## Distinguishing Characteristics

This is a journey-level classification responsible for planning and providing focused, evidence-based coaching to caregivers of agency clients. The incumbent will measure and evaluate outcomes of coaching interventions, conduct on-going research, recommend improvements, and participate in the development and delivery of pre- and in-service training programs. This class works under general supervision from a supervisory-level position. Incumbents in this position are required to work non-traditional hours such as evenings and weekends.

## 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%
- Provides assessment and evaluation for the coaching of caregivers; creates, evaluates, and updates working policies and practices for caregiver coaching from a training and development perspective; aligns coaching goals with State and Agency policy, evidence-based practices, and needs for specific caregivers; establishes and maintains working groups, taskforces, and knowledge-sharing relationships among public social service agency administrators and managers, university faculty, community partners, area-collaborative representatives, and other relevant experts.
- 30% +/- 10%
- Plans, develops, and implements assessment methods and tools for identifying caregivers for referral to coaching, coaching intake assessment, and overall evaluation of client-placement satisfaction and success; researches and reviews relevant evidence-based and practice-tested models, summarizes findings, and applies research to the synthetic models in the County; convenes and leads specialized and ad-hoc teams of caseworkers, supervisors, training specialists, and other personnel to determine desired outcomes and set objectives for the training programs; tests, evaluates, and refines methods and tools used by applying caregiver/client outcome data; advises training specialists about curriculum and lesson changes for large-group preservice and in-service training sessions.
- 30% +/- 10%
- Conducts client coaching; assesses individual client's coaching needs; meets individually with placement caseworkers, caregivers, and prospective caregivers to assess knowledge and skills deficits and any special requirements related to the assigned clients; plans and conducts multiple individualized coaching sessions with caregivers and prospective caregivers; re-evaluates planned coaching program and adjusts plans as client and caregiver circumstances change.
- 10% +/- 5%
- Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; maintains

Effective Date: TBD  
Last Modified: TBD

## Caregiver Coach

coaching fields and enters data and notes into Learning Management System (LMS); participates in department meetings and completes professional development activities.

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

- Seven (7) years of training or social work experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

Highest degree of education attained	Experience required
High school diploma/GED	7 years
Unrelated associate degree	6 years
Related associate degree	5 years
Unrelated bachelor's degree	4 years
Related bachelor's degree	3 years
Unrelated master's/doctoral degree	2 years
Related master's/doctoral degree	No experience required

Related degree fields: social work, psychology, sociology, criminology, family studies, childhood development.

Certifications/licenses: certification as a Certified Coach and/or a social work license (e.g., LSW, LISW, LISW-S) are equivalent to one (1) year of related experience.

### Additional Requirements

- No additional license or certification required.

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

#### Physical Requirements

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

#### Technology Requirements

- Ability to operate a variety of software and databases which may include word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), PDF editing software (Nitro Pro, Adobe), electronic mail software (Microsoft Outlook), and data entry software (Learning 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 established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including State and Agency policy and procedure documents, reference manuals, research articles, journals, and historical materials, agency data, results of caregiver assessments, progress reports, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including State and Agency policies and procedures, State and Federal laws, ODJFS Directives, Ohio Revised Code, Child Welfare Manual, and the Employee Handbook.
- Ability to prepare policy documents and template forms, coaching plans, presentations, 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, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret related legal and counseling terminology and language.
- Ability to communicate effectively with caregivers, caseworkers, co-workers, employees, other County and State personnel, and the general public.

## **Environmental Adaptability**

- Work is typically performed in an office environment or in a location agreed upon by coach and caregiver, such as the caregiver's home.

*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.*

## CUYAHOGAN COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Application Support	<b>Class Number:</b>	16502
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	13B
<b>Dept:</b>	Health & Human Services	EXHIBIT B	

### Classification Function

The purpose of this classification is to provide oversight of administrative management software used by employees in the Department of Health and Human Services (HHS) and supervise staff who coordinate activities relating to the software.

### Distinguishing Characteristics

This is a supervisory-level position responsible for supervising staff in the management and coordination of software systems used to support the work of HHS agencies. Employees in this position are also responsible for supervising staff who are responsible for providing reports and interactive data visualizations and who develop new operations, projects, systems, policies, and procedures for HHS programs. This position works under direction from a management-level position. The employee oversees the operations of their assigned unit and exercises discretion in applying policies and procedures to resolve issues and to ensure that activities are completed in a timely, accurate, and efficient manner in compliance with applicable rules and regulations.

### Essential Job Functions

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

30% +/- 10%

- Manages and oversees the work of the unit; oversees technical support for various systems; provides direction, coaching, troubleshooting, and communication for staff on each software system; oversees and/or completes help request tickets from system users; oversees small process improvement projects to enhance business practices and the integrity of the databases managed; oversees and/or completes requests for data extraction and query writing; identifies project needs, writes requirements, and follows up on progress; supports staff in identifying contacts and evaluating quality/suitability of business intelligence work product for agency needs; executes backend cleanup utilities according to software manuals/vendor instructions; provides detailed instructions on infrequently used system functions to management; combines and reconciles conflicting reports; manually corrects and enters data between different software systems when automatic processes fail due to incomplete/inconsistent data; approves overrides to system activity in according with agency policy.

25% +/- 10%

- Supervises and directs the work of Database Developers, Business Intelligence Analysts, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training, coaching, 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.

Effective Date: TBD  
Last Modified: TBD



## Supervisor, Application Support

25% +/- 10%

- Reports and evaluates system usage; monitors usage and adherence by users; produces and delivers usage and output reports; reviews system data for inconsistencies, omissions, inaccuracies, and outliers relating to system usage; reviews and analyzes the major findings related to these reports; produces data queries and reports for management review.

10% +/- 5%

- Interacts with software vendors and State and County agencies who own or develop software used by the agency; keeps up to date on software changes; proposes, evaluates, and tests software enhancements; communicates with vendors and agencies regarding software configuration and bugs; communicates with vendors and agencies relating to software contracts, account usage, status of enhancement requests, and allowable users; provides support to agency in planning and executing major replacement/upgrades of support software.

10% +/- 5%

- Onboards and trains new users and management in case management interface; maintains security and access rights; develops and maintains training documents; prepares, coordinates, and reconciles users between software systems.

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

- Bachelor's degree in public administration, social work, social sciences, information technology, business systems or a related field, and five (5) years of experience related to the use of software administration such as social services case management, work management, client/account/vendor management systems, 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 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 various administrative software systems for purposes such as case management, task management, document management, travel management, call center management, and client referral management.

### **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.

Effective Date: TBD  
Last Modified: TBD

## Supervisor, Application Support

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

### **Mathematical Ability**

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

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

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing established criteria to define impact and develop alternatives.
- Ability to comprehend a variety of informational documents including travel activity reports, software manuals, training videos, time sheets, leave schedules, system usage reports, helpdesk tickets, internal memos, test scripts, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including software manuals, training videos, software upgrade release notes, IT Security Policies, vendor application software manuals, the Employee Handbook, state and federal program requirements, and agency policies and procedures.
- Ability to prepare usage reports, issue tracking spreadsheets, training materials, use guidelines, feature proposals, staff performance evaluations, project charters, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to communicate effectively with, management, coworkers, other County departments and employees, software vendors, and clients.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Supervisor, Civil Administrative Unit	<b>Class Number:</b>	10291
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	11A
<b>Dept:</b>	Sheriff's Department	EXHIBIT C	

## Classification Function

The purpose of this classification is to supervise the operations of the Sheriff's Civil Administrative Unit and to supervise assigned office personnel performing clerical and administrative functions.

## Distinguishing Characteristics

This is a supervisory-level classification that is responsible for overseeing the operations of the Sheriff's Civil Division including execution of weekly foreclosure sales, court document services, maintaining compliance of unclaimed funds services dictated by the Ohio Revised Code (O.R.C.), collection, disbursal, and allocation of all Civil Administrative Unit Funds from numerous sources, and bank account management and reconciliation. Civil Administrative Unit Supervisors are also responsible for supervision of clerical office personnel. The employee works under general supervision from a manager. The employee exercises discretion in applying laws, policies, and procedures to resolve issues and to ensure that assigned activities are completed in a timely and efficient manner and according to federal, state, and local law. This class requires frequent public and court professional contact and is responsible for ensuring both are provided in a tactful and diplomatic manner.

## Essential Job Functions

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

- 40% +/- 10%
- Directly supervises clerical office staff of the Civil Administrative Unit; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; provides guidance to employees with difficult or unusual situations; 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 employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.
- 20% +/- 10%
- Plans, coordinates, and oversees the activities of the Civil Administrative Unit; oversees Sheriff's foreclosure sales; ensures processing of Foreclosure, Writ, and Subpoena documents within required deadlines and according to local, State, and Federal regulations; understands, interprets, and applies laws needed to process judicial documents correctly; gathers information, prepares list of Unclaimed Funds, posts for public access, allocates disbursements, and issues checks to County Treasurer; assigns needed appraisals to contracted appraisers; assists with the development and implementation of the Sheriff's Civil Administrative Unit policies and procedures.
- 20% +/- 10%
- Oversees bank account and fiscal activity related to receipt and disbursement of money from Sheriff's Foreclosure sales and court document services; verifies that money collected reflects system issued receipts; verifies accuracy of funds transferred from Real Auction to bank account

Effective Date:  
Last Modified:

and that the correct amounts are recorded in the database; reviews amounts to be distributed from sale proceeds based on court orders; disburses funds to appropriate parties; prepares distribution reports for filing with the Clerk of Courts; issues checks to the Treasurer for collected taxes and Sheriff's fees; conducts monthly reconciliation to verify an accurate system to bank account balance; investigates discrepancies between system and bank account amounts; determines reason for discrepancies and makes necessary corrections or adjustments; prepares annual financial and statistical reports for the Civil Administrative Unit; provides financial records for County and State audits as requested.

10% +/- 5%

- Performs, oversees, and manages data entry, document processing, and record maintenance activities; reviews forms, applications, and documents to determine accuracy and completeness of information; ensures compliance with established department procedures for processing forms, applications, and documents; maintains manual/computerized records system or databases; enters information into databases; receives, sorts, and assigns documents according to departmental procedures; identifies inconsistencies between data and database information; updates information in databases as required; produces reports of database information as requested; assists in the development, implementation, and updating of the software system utilized for processing court documents.

10% +/- 5%

- Acts as a liaison with the Courts, other County Agencies, Attorneys, and the general public; coordinates with Court personnel on case information including case status, information changes, corrections, and court document revisions; coordinates with the Clerk of Courts, Treasurer, and Fiscal Officer on cases including case status information, accounting, and fiscal reporting; coordinates with Land Banks and Law firms on court cases and foreclosure processes; provides information to the general public relative to departmental services; handles clients' complaints and queries; responds to Public Records Requests.

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

- Seven (7) years of accounting, administrative support, or related experience.
- Applicants may substitute a degree for an amount of the experience requirement, as shown in the below table.

Highest degree of education attained	Experience required
HS diploma/GED or unrelated associate degree	7 years
Related associate degree	5 years
Unrelated bachelor's or graduate degree	4 years
Related bachelor's degree	3 years
Related master's/doctoral degree	2 years

*Related degree fields:* accounting, business administration, communications, finance, law, public administration.

*Related work experience:* accounting, administrative support, auditing, bookkeeping, financial management, account management, public-sector finance, county/city economics, financial experience with government programs, reimbursement, creating/preparing legal documents, reading/interpreting court documents.

### **Additional Requirements**

- Must obtain CJIS certification within one (1) week of starting position.

### **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 telephone, 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 case management software (Proware).

#### **Supervisory Responsibilities**

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees.
- Ability to solve and act on employee problems.
- Ability to recommend the transfer, selection, evaluation, or promotion of employees.
- Ability to recommend 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-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 court documents, bank statements, end of day deposits, Sheriff's deeds, motion for affidavit in contempt, Sheriff's service returns, billing invoices, receipts, spreadsheets, daily and monthly logs and reports, summary reports, records requests, time sheets, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Cuyahoga County Local Rules, Collective Bargaining Agreement, Sheriff's standard Schedule of Disciplinary Offenses, Civil Division Policy and Procedures, Records Retention Schedule, and the Ohio Revised Code.

## Supervisor, Civil Administrative Unit

- Ability to prepare annual financial and statistical reports, certificate of records disposal, monthly reconciliations, unclaimed funds list, appraiser's lists, receipts, daily and monthly logs and reports, spreadsheets, status reports, timesheets, performance appraisals, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate effectively with staff, supervisor, management, coworkers, appraisal vendors, Court personnel, Fiscal Office, banks, law firms, internal and external agencies, clients, other County employees, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 1	<b>Class Number:</b>	11181
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	7A
<b>Dept:</b>	All Departments	EXHIBIT D	

## Classification Function

The purpose of this classification is to perform and monitor a variety of fiscal and budget activities.

## Distinguishing Characteristics

This is an entry-level classification that is responsible for performing a variety of fiscal and budgetary duties. Employees in this classification perform work that is more routine and limited in scope and work under close supervision. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. This position has no supervisory 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.**

- 80% +/- 10%
- Performs, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information from various sources to prepare and maintain technical records and reports related to fiscal activities and operations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, withdrawals, and deposits; monitors and tracks expenditures; performs coding functions necessary for proper coding of revenues, expenditures, and adjustments in database; monitors contracts and contract activities for program compliance.
- 10% +/- 5%
- Assists with budget preparation duties for simple budgets and programs; participates in budget development and preparation; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; prepares and maintains financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; contributes to discussions on department financial operations as requested; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.
- 10% +/- 5%
- Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; assists with providing reports and information for audits; provides information as requested regarding budgets and fiscal operations to budget and fiscal personnel and clients.

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

- Associate degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	2 years
Unrelated associate degree	2 years
Related associate degree	1 year
Unrelated bachelor's degree	1 year
Related bachelor's degree	No experience required
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	No experience required

*Related degree fields:* accounting, business administration, finance, business management, economics, public/nonprofit administration.

*Related work experience:* accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

**Additional Requirements**

- No special license or certification is required.

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

**Physical Requirements**

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

**Technology Requirements**

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

**Supervisory Responsibilities**

- No supervisory responsibilities required.

**Mathematical Ability**

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



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

- Requires the ability to perform 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 fiscal reports, assessment reports, billing invoices, purchase orders, checks, vouchers, statements, letters, warrants, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, department policies and procedures, purchasing policies and procedures, and manuals.
- Ability to prepare fiscal reports, financial reports, vouchers, purchase orders, invoices, reimbursements, receipts, revenue reports, agendas, 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 effectively with supervisor, coworkers, sales representatives, vendors, other County employees, community partners, external organizations, auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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# CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

<b>Class Title:</b>	Fiscal Specialist 2	<b>Class Number:</b>	11182
<b>FLSA:</b>	Non-Exempt	<b>Pay Grade:</b>	9A
<b>Dept:</b>	All Departments	EXHIBIT E	

## Classification Function

The purpose of this classification is to plan and coordinate fiscal and budget activities for a County department or specialized fiscal section of a division and to perform lead worker responsibilities.

## Distinguishing Characteristics

This is an entry level classification that is responsible for performing and coordinating a variety of fiscal and budgetary projects, reports, and duties. Employees in this classification work under general supervision from a supervisor or manager level position. The incumbent ensures that activities are performed in a timely manner and according to policies, procedures, and related regulations. The Fiscal Specialist 2 has greater autonomy and responsibility in performance of responsibilities than the Fiscal Specialist 1 and may lead project work. The Fiscal Specialist 2 is assigned work that is more technical/project oriented in nature and more advanced budgets/programs.

## Essential Job Functions

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

70% +/- 10%

- Performs, plans, coordinates, and monitors technical and administrative duties in support of financial activities and operations for a department or specialized fiscal section of a department or division; assists with managing fiscal programs, projects, and/or grants; prepares, processes, and reviews expense adjustments, appropriation adjustments, budget transfers, requisitions, and purchase orders; researches, collects, and compiles information to prepare and maintain technical records and reports related to fiscal activities and operations; oversees preparation and maintenance of records, reports, and studies related to fiscal activities and operations and ensures compliance with department guidelines and county, state, and federal regulations; receives, reviews, and completes processing of daily deposits and payments including invoices, wire payments, revenue receipts, and vouchers; adjusts, balances, and reconciles accounts, bank statements, petty cash funds, and deposits; monitors and tracks expenditures; monitors and ensures proper coding of revenues, expenditures, and adjustments in database; controls funds distributions to various accounts; monitors contracts and contract activities for program compliance; monitors reimbursement of monies or expenditure of funds for state and federal programs; researches payment and reimbursement discrepancies and past due and problem invoices and resolves; contributes to development of fiscal, budget, and accounting procedures as requested; ensures operational compliance with applicable department, County, state and/or federal regulations.

20% +/- 10%

- Performs and coordinates budget and/or fiscal agenda preparation duties for moderately advanced budgets and programs; assists management with budget development and preparation; conducts research and analysis to plan and project future expenditures and potential variances; monitors assigned budgets, budget allocations, expenditures, and changes in appropriations; analyzes assigned budgets to ensure consistency and accuracy; performs and oversees preparation and maintenance of financial records and reports; assists with maintaining expenditure control and fiscal accountability with budget; analyzes budget trends and fiscal activities of assigned area of

responsibility; advises and consults with management concerning accounting and financial implications of existing and projected department operations; contributes to development of policies and procedures as they relate to department budget and fiscal operations as requested; ensures budget procedures and reports are consistent with department, county, state, and federal guidelines.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, workshops, and meetings; acts as department representative at various meetings, seminars, and workshops; coordinates the provision of reports and information for audits; coordinates with other County agencies on financial report preparation; provides information regarding budgets and fiscal operations to budget and fiscal personnel and clients; provides information in response to provider/vendor requests; manages the organizing and maintenance of department files and information in databases.

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

- Bachelor's degree in accounting, business administration, finance, or related field with one (1) year of accounting, finance, or budget management experience; **or any equivalent combination of education, training, and experience as defined below.**

Highest degree of education attained	Experience required
High school diploma/GED	5 years
Unrelated associate degree	4 years
Related associate degree	3 years
Unrelated bachelor's degree	3 years
Related bachelor's degree	1 year
Unrelated master's/doctoral degree	1 year
Related master's/doctoral degree	1 year

*Related degree fields:* accounting, business administration, finance, business management, economics, public/nonprofit administration.

*Related work experience:* accounting, finance, budget administration, grant management, contracting, procurement, bookkeeping.

**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 (Infor Lawson).

### **Supervisory Responsibilities**

- No supervisory responsibilities required.

### **Mathematical Ability**

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

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

- Requires the ability to perform 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 assessment reports, financial reports, Infor reports, billing invoices, purchase orders, purchase requisitions, vouchers, statements, warrants, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook , department policies and procedures, administrative procedures, fiscal handbooks, and Ohio Revised Code.
- Ability to prepare bank checks, purchase orders, invoices, reimbursements, receipts, revenue receipt voucher reports, transfer and adjustment reports, reconciliation reports, summary reports, 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 terminology and language.
- Ability to communicate effectively with immediate supervisor, managers, vendors, service providers, other County employees, auditors, and the general public.

### **Environmental Adaptability**

- Work is typically performed in an office environment.

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Posted: 1/4/2024  
Meeting: 1/10/2024

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>NEW</b>					
Caregiver Coach	13281	N/A	12A Exempt	Health and Human Services	This is a new classification requested by HHS based on department needs. The classification reflects the essential functions and minimum qualifications of the position.
Supervisor, Application Support	16502	N/A	13B Exempt	Health and Human Services	This is a new classification requested by the Department of Health and Human Services based on department needs. The classification reflects the essential functions and minimum qualifications of the position.
Supervisor, Civil Administrative Unit	10291	N/A	11A Exempt	Sheriff's Department	This is a new classification requested by HR via the audit process for two employees currently in the Supervisor, Administrative Support classification but who were deemed incorrectly classified. The new classification reflects the essential functions and minimum qualifications of the position.

<u>Job Title</u>	<u>Classification Number</u>	<u>Current Pay Grade &amp; FLSA</u>	<u>RECOMMENDED PAY GRADE &amp; FLSA</u>	<u>Department</u>	<u>Rationale</u>
<b>REVISED</b>					
Fiscal Specialist 1	11181	7A Non-Exempt	7A Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, language, and formatting. A technology requirements section was added. No change to PG or FLSA status.
Fiscal Specialist 2	11182	9A Non-Exempt	9A Non-Exempt (No Change)	All Departments	PRC routine maintenance. Classification last revised in 2019. Updates were made to the essential job functions, supervisory responsibilities, and language and formatting. A technology requirements section was added. No change to PG or FLSA status.

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0051

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Ronnie J. Cannon to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2023 – 7/14/2026 and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, in 2012 Cuyahoga County Council enacted Ordinance No. O2012-0014 (the “Equity Ordinance”), which established the County Equity Commission and the Citizens’ Advisory Council on Equity to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report; and

**WHEREAS**, in 2019 Cuyahoga County Council enacted Ordinance No. O2019-0002 to harmonize and align the efforts of the various public bodies established by the Equity Ordinance and the Anti-Discrimination Ordinance by providing that the Citizens’ Advisory Council on Equity be appointed once every five years to periodically report and recommend policies and programs to both the County Equity Commission and the Human Rights Commission; and

**WHEREAS**, on October 27, 2020, Cuyahoga County adopted Ordinance No. 2020-0018, amending Section 208.01 of the Cuyahoga County Code to provide for the appointment of members of the Citizens’ Advisory Council on Equity to three-year terms; and

**WHEREAS**, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

**WHEREAS**, County Executive has nominated Ronnie J. Cannon (replacing Victor Ruiz) for appointment to the Cuyahoga County Citizens’ Advisory Council on Equity, for the term 7/15/2023 – 7/14/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Ronnie J. Cannon (replacing Victor Ruiz) to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2023 – 7/14/2026.

**SECTION 2.** It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Pursuant to Cuyahoga County Charter Section 3.10(5), provided that this resolution receives the affirmative vote of a majority of members of Council, this Resolution shall become immediately effective.

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

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

Yeas:

Nays:

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

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

First Reading/Referred to Committee: February 13, 2024  
Committee(s) Assigned: Human Resources, Appointments & Equity

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



February 1, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Citizens' Advisory Council on Equity

Dear President Jones

The Cuyahoga County Citizens' Advisory Council on Equity was established to oversee and report on equity efforts undertaken by the County and in the delivery of County services, as well as the collection of relevant data and the issuance of an annual equity report.

Pursuant to Ordinance No. 2019-0002, I submit the following nomination for appointment to the Cuyahoga County Citizens' Advisory Council on Equity:

- **Ronnie J. Cannon (7/15/2023 - 7/14/2026)**
  - Replacing Victor Ruiz (expired 7/14/2022)
  - Currently resides in Garfield Heights (Cuyahoga County)

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive



# Ronnie J. Cannon

## Computer Skills:

MS Word, Excel, PowerPoint, Access, Outlook, HTML webpage design, ACCPAC accounting software, BoxPro inventory software, Commence Database, OhioWorkforce Case Management System

## Personal Accomplishments

Proud Father of Three daughter

Male Mentor for 1000's Ties (2020-Current)

Bank of America 2021 Neighborhood Builders Emerging Leader Awardee

Stand Together 2022 Catalyst Emerging Leader

Nation Association of Black in Criminal Justice member

Quote "Every action we take impacts the lives of others around us. The question is: Are you aware of Your impact" – Arthur Carmazzi

Professional eager to connect eleven plus years of workforce development and community relation experience with the Citizen Advisory Council of Equity (CACE). Highly organized, efficient and skilled in a variety of management and hand-on tasks, including:

- Community engagement
- Records & Database Management
- Thought leader
- Material Assembly
- Problem Resolution

## Experience

**Towards Employment**— Cleveland, Ohio — Community Engagement Manager, May 2013 to current

Community Engagement Manager: develop, plan, and implement a comprehensive outreach strategy to recruit Greater Clevelanders seeking career building opportunities

- Lead the outreach and recruitment efforts of the organization
- Identify opportunities to enhance and expand awareness of Towards Employment in target communities and populations with the goal of attracting program participants.
- Cultivate relationships with existing and potential community partners to target participants for Towards Employment services.
- Facilitation of weekly program information sessions
- Track, and report outcomes from outreach efforts, referral partnerships and all other sources.

**ALS Property, LLC** — Cleveland, Ohio — Property Manager February 2014 to current

Maintain the oversight of five rental units in Cuyahoga County. Rental fee collection using Quick book, coordinated routine maintenance service calls

- Monthly rent collection
- Maintenance and upkeep of unit (Plumping, minor electrical, painting, etc..)

## Results:

- Recognized for high-quality work, organizational strengths and exceptional customer service delivery.
- Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of all projects.
- Implemented several tracking mechanisms that created organizational structure.

## Education

University of Findlay — Findlay, Ohio

Business Administration A.A. Program Highlights:

- Organizational Management
- Business Communications
- Leadership & Supervision
- Office & Computer Systems
- Critical Analysis
- Interpersonal Relations(Public Speaking)

3.55 GPA

Ohio Department of Education — Columbus, Ohio

GED (Test Average: 46.7)

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0055

<b>Sponsored by: County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s appointment of Christina Bohuslawsky-Brown to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.
---	--

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Christina Bohuslawsky-Brown (replacing Bill Hebble) to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

**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 Christina Bohuslawsky-Brown (replacing Bill Hebble)

to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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: February 13, 2024

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

Journal \_\_\_\_\_

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



February 6, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for the Cuyahoga County Advisory Board on Senior and Adult Services, each for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Christina Bohuslawsky-Brown** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Bill Hebble
  - Resides in Medina (Medina County)
  - Currently serves on the following boards/commissions: Western Reserve Public Media, Board Chairwoman Greater Akron Chamber Board, Cascade Capital Corporation Board
- **Ayonna Blue Donald** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Emily Lundgard
  - Resides in Beachwood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Lead Safe Cleveland Steering Committee, Cleveland Neighborhood Progress, Cuyahoga County Community Reinvestment Advisory Subcommittee, City of Cleveland Housing Advisory Board
- **Bob Eckhardt** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Janet Montoya
  - Resides in Lakewood (Cuyahoga County)
  - Currently serves on the following boards/commissions: Engage Cleveland, Nature Conservancy (Ohio), Jennings Center for the Elderly, Community Development Advisors
- **Scott Piepho** 3-year term (1/1/2024 – 12/31/2026)
  - New Appointment
  - Replacing Heidi Lum
  - Resides in Akron (Summit County)
  - Currently does not serve on any boards/commissions.

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Ronayne  
County Executive

## Christina M.V. Bohuslawsky Brown

### EDUCATION:

- **Tiffin University –Tiffin, Ohio** *August 2011*  
*Master of Science in Criminal Justice*  
Concentration: Criminal Behavior  
Total Earned Credits: 33 – Cumulative GPA: 4.0
- **Ashland University – Ashland, Ohio** *May 2009*  
*Bachelor of Science*  
Majors: Criminal Justice/Law Enforcement Administration; Psychology  
Minor: Speech Communication  
Total Earned Credits: 139 – Cumulative GPA: 3.255
- **RidnaSchkola - School of Ukrainian Studies – Cleveland, Ohio** *May 2004*  
*Diploma in Ukrainian Studies*  
Ukrainian Congress Committee of America – School of Ukrainian Studies, Association of Ridna Shkola

### RELEVANT COURSES:

Mental Health Law and Juvenile Delinquency • Drug Abuse and Society • Legal & Ethical Issues in Criminal Justice • Sociology • Courts and Justice • Juvenile Delinquency • Adolescent Psychology • Criminology • Role of Police • Criminal Behavior • Community Based Corrections • Institutional Corrections • Crime Scene Investigation • Cross Cultural Psychology • Cognitive Psychology • Speech Communication • Speech and Debate •

### RELATED EXPERIENCE:

- **Alcohol, Drug Addiction, & Mental Health Services (ADAMHS) Board of Cuyahoga County – Cleveland, Ohio**  
*Client Rights Officer II (40 hours per week)* *June 2019-Present*
  - Receive and investigate allegations of client rights violations, allegations of client abuse and/or neglect, and client complaints/grievances as related to mental health and addiction services rendered by state-certified entities in Cuyahoga County.
  - Monitor contract service provider's efforts to resolve client complaint/grievances as outlined by approved Client Rights Officer program guidelines/procedures; conduct necessary follow-up with contract service providers to ensure resolution/rule compliance.
  - Update and implement approved Client Rights Officer (CRO) program guidelines/procedures, and frequently make oral presentations and conduct formal training regarding said guidelines/procedures.
  - Conduct independent investigations of all allegations of client abuse, neglect, and violations of client rights at the contract service provider level, as well as in Residential Facilities (Adult Care Facilities/Group Homes) licensed by the Ohio Department of Mental Health and Addiction Services (OMHAS); act as the primary lead investigator of serious allegations of client rights violations and render a detailed and cohesive written findings report for all conducted investigations.
  - Am accustomed to working closely with clients and families who often have a diverse and complex background and dynamic; can adjust to quickly changing circumstances while maintaining focus and attention to detail.
  - Serve as primary contact who consults with, educates, and advises ADAMHS Board contract service providers/staff regarding compliance with all applicable laws and regulations, including applicable case law as interpreted by ADAMHS Board Director of Risk Management, and other developments in the field including ADAMHS Board policy and client rights officer program guidelines/procedures.
  - Maintain data to assure an accurate account of all activities related to client rights; receive requests for release of information relative to medical records of agencies as appropriate; prepare reports as required by regulation/request; coordinate and facilitate client forums on various topics related to health, behavioral health, social work, and client rights.
  - Review, track, and investigate/monitor reportable incidents, major unusual incidents, and allegations of abuse and neglect – provide follow up as necessary.
- **Cuyahoga County Sheriff's Department–Corrections Center – Cleveland, Ohio**  
*Mental Health Coordinator (40 hours per week)* *December 2015-June 2019*
  - Worked with inmates whose cases were assigned to the Mental Health/Developmental Disabilities (MH/DD) Specialty Docket of the Cuyahoga County Court of Common Pleas to ensure proper linkage with community services and resources.
  - Served as the liaison/boundary spanner between the Corrections Center and the Court, Public Defender's Office, Probation Department, the ADAMHS Board, and the forensic teams of the community's mental health agencies and the Cuyahoga County Board of Developmental Disabilities.
  - Referred inmates to community services and to in-house programming.
  - Worked closely with the Corrections Center Mental Health Unit/Providers to ensure that inmates identified with a mental illness/developmental disability were outreached and provided resources for community linkage.

- Served as a member of the treatment team and frequently testified in court regarding defendants' medication compliance and jail behavior. Also fielded jail-specific questions that judges had as it related to Corrections Center policy and procedure.
  - Trained and developed jail contractors, vendors, interns, and volunteers in Fire Safety, Occasional Contact, and Prison Rape Elimination Act.
  - Developed/implemented new Social Services procedures which incorporate more efficient Reentry services for inmates.
  - Coordinated with St. Vincent Charity Medical Center/Rosary Hall to develop and implement referral program for services.
  - Work extensively on various committees of the National Stepping Up Initiative.
- **Cuyahoga County Common Pleas Court – Division of Domestic Relations-Cleveland, Ohio**  
Scheduler (40 hours per week) *June 2013-December 2015*
    - Scheduled domestic relations cases for pre trials, general hearings, trials, attorney conferences, etc., for the Judiciary's Chief Magistrate.
    - Learned the processes and scheduled for the Domestic Violence Unit of the court and provided training to new DV unit employees.
    - Communicated frequently with attorneys, guardian ad litem, and other court parties regarding cases, agreed court dates, motions filed, and court proceedings.
    - Processed filed motions for pre and post decree domestic relations cases, retrieved case files for court proceedings, organized court documents and filed loose pleadings.
    - At the request of Court Administration, created the Continuity of Operations Plan (COOP) for the Assignment and Scheduling Department of the court.
  - **Wayne County Department of Job and Family Services – Wooster, Ohio**  
Investigator II (40 hours per week) *May 2012-June 2013*
    - Received complaints from eligibility workers, anonymous callers, and other agencies regarding potential welfare fraud, and investigated allegations to determine if complaints were valid and if overpayments existed as a result of substantiated violations.
    - To ensure thorough investigations, I conducted home visits and communicated with the Child Support Enforcement Agency, the Wayne Co. Common Pleas and Municipal Courts, the Metropolitan Housing Authority, counseling centers, Veteran Services and other area agencies and resources.
    - Researched and cross-referenced various databases to ensure that proper compliance.
    - Calculated hand budgets according to the regulations outlined by the Ohio Administrative Code to determine accurate overpayment figures.
    - Referred serious fraud cases to prosecution – outlined the fraudulent behavior, overpayment sum, and witness list in a grand jury summary; met with prosecution to discuss case details; testified in court, etc.
    - Attended various welfare fraud conferences and trainings.
  - Eligibility Referral Specialist II -(Case Manager) (40 hours per week) *October 25, 2010-May 2012*
    - Worked as a case manager in the Income Maintenance Unit and managed a caseload of 80 consumers per month.
    - Researched consumers' household compositions, incomes, resources, needs, etc. to determine eligibility for state and federal benefits such as SNAP Food Assistance, Medicaid, and TANF benefits.
    - Thoroughly reviewed consumers' tax forms, social security award letters, child support/unemployment/workman's comp./payroll statements, among other official documents.
    - Met with consumers to complete the application or re-application process; kept comprehensive and detailed case notes; approved or denied benefits as eligibility was established.
    - Represented JFS at any state hearings requested by consumers on my case load.
  - **Ashland County Juvenile Detention Center – Ashland, Ohio**  
Supervisor (40 hours per week) *October 2, 2009-October 2010*
    - Extensive experience in writing and reviewing incident, medical, and disciplinary reports.
    - Held certifications in STARR Control System, Report Writing, Facility Emergency Plan, Blood borne Pathogens, CLAMP Restraint Training, CPR/AED/First Aid and Emergency Response Training.
    - Assisted in developing and maintaining policies and procedures which were based on ODYS and ACA standards.
    - Supervised and developed 12-15 detention officers/volunteers/interns and conducted shift meetings.
    - Managed major juvenile behavioral issues/crisis, and grievances.
    - Collaborated with various county agencies (Appleseed Mental Health, Ashland County Council on Alcoholism and Drug Abuse, etc.) to coordinate in house programming for detained youth.
    - Completed potential employee interviews and current employee evaluations; managed employee disciplinary issues.
  - Detention Officer (40 hours per week) *February 23, 2008-October 1, 2009*
    - Participated in cumulative 70+ hour detention officer training.
    - Assisted in booking process of new juvenile intakes – administered MAYSI-2, drug tests, etc.
    - Assisted in daily movement of juveniles from cells to assigned activities.
    - Performed all basic daily functions such as administering medications, supervising free time, coordinating visitation, etc.
    - Managed minor juvenile altercations.
    - Completed and filed daily paperwork.

**COMMUNITY LEADERSHIP:**

- **Alpha Delta Pi – Ashland University**  
*Philanthropy/Social Enrichment Advisor* *Fall 2012-Spring 2020*
  - Worked with and advised collegiate members of Epsilon Nu Chapter specifically, the Directors of Philanthropy and Social Enrichment.
  - Assisted the members in the planning of all philanthropic and social events hosted and co-hosted by the chapter, ensuring that all contracts were appropriately executed with approved vendors and venues.
  - Ensured that chapter Risk Management policies and procedures were reviewed, enforced and followed by all chapter members and event guests.
  
- **Ukrainian Cultural Arts Association of Greater Cleveland**  
*Artistic Administrator* *Fall 2015-Present*
  - Manage all performance contracts for Kashtan School of Ukrainian Dance and Zorya Ukrainian Female Vocal Ensemble.
  - Perform all administrative tasks such as coordinating registrations, auditions, and workshops; collection of tuition/membership fees; manage parent/member questions and concerns; serve as performance/technical support.



# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0058

<b>Sponsored by: County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of The Honorable Mayor Kim Thomas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated The Honorable Mayor Kim Thomas to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of The Honorable Mayor Kim Thomas to serve on the

Cuyahoga County Advisory Board on Senior and Adult Services for the term  
1/1/2024 – 12/31/2026:

**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: February 13, 2024

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

Journal \_\_\_\_\_

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



February 6, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: *Cuyahoga County Advisory Board on Senior and Adult Services*

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Douglas Bennett**, 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: City of Beachwood Civil Service Commission, Cleveland State University Visiting Committee
- **Yvette Bozman** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Painesville (Lake County)
  - Does not currently serve on any boards/commissions.
- **Kristie Groves** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights (Cuyahoga County)
  - Does not currently serve on any boards/commissions.
- **Yvonka Hall** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently Serves on the following boards/commissions: Cleveland Branch NAACP Environmental and Climate Justice Advisory Committee, Health and Human Services Regional Health Equity Committee Region V, Cleveland Lead Alliance for Safe Housing CLASH, United Way of Greater Cleveland Accountable Health Committee, National Network for Justice Inc., Council for Black Health, National Council of Negro Women Cuyahoga Section, Cleveland Lead Safe Network, Multiethnic Advocates for Cultural Competency, National Association of Chronic Disease Directors, North Coast Nurses Coalition, Greater University Circle Community Health Initiative Advisory Committee, HOPE Community Services, Carl F. Stokes Brigade, Clevelanders for Open Regional Development, Stop the Inhumanity at the Cuyahoga County Jail,

NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

- **Kathleen Hallissey** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: The Center For Community Solutions' Council on Older Persons, Sally and John Morley Family Fund, St. Paul's Community Church Christian Education Committee
- **Julie Johnson** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in University Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Grace House Capital Campaign Committee, Koinonia Homes Board of Directors
- **Janet Keeler** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Russell (Geauga County)
  - Does not currently serve on any boards/commissions.
- **Shannon Moynak** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Olmsted Township (Cuyahoga County)
  - Currently serves on the following boards/commissions: Federal Legislative Advocacy Program, State Plan for Independent Living Writing Committee, Cuyahoga County Advisory Council for Persons With Disabilities, Housing Advocacy Group, Ohio Advocate Network, Lake County Employment Network, Buckeye Healthcare Networking Group
- **Kim Thomas** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights
  - Currently Serves on the following boards/commissions: Ohio State Board of Cosmetology and Barber Board, Ohio Democratic Party Senior Executive Committee, Cuyahoga County Workforce Development Board, Cuyahoga County Democratic Party

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive



Kim Thomas

### **Biography**

Kim Thomas is the newly elected councilwoman of Richmond Heights, Ward 1. She is the owner of Christopher Amira Studio. Thomas is a native of Cleveland; Thomas attended South High School for Cosmetology. She is a graduate of Baldwin Wallace's 2009 Emerging Entrepreneurs, founded by the President's Council.

Thomas has worked in the beauty industry for over 30 years. She began her career as a stylist and later as a national educator for John Paul Mitchell Systems. Thomas traveled globally, helping to raise the level of excellence within the beauty industry. She is one of the most sought-after educators in the beauty industry, known for her business and leadership skills. This drive and influence continue to make her successful and the well-respected person Thomas is today. She is the co-founder of Change of Direction, a non-profit organization that provides mentoring and emergency respite for displaced youth in crisis

In 2008, Governor Ted Strickland appointed Thomas to the State Board of Cosmetology, and during her tenure, she served as chair of the board. Under her progressive leadership, the board tackled the problem of human trafficking through awareness and education campaigns. Thomas was reappointed to the Cosmetology and Barber Board by Governor John R. Kasich in 2018 and later served as vice-chair in 2019.

Mayor Frank Jackson appointed Thomas to the Cleveland/Cuyahoga County Workforce Development Board in 2017 and reappointed her in 2020. Thomas currently serves as chair of the youth council. In 2017 Ms. Thomas was recognized by the City of Cleveland as a Hometown Hero.

Loti Phi Lambda recognized Thomas as Businesswoman of the Year in 2012. Salon Today Magazine voted her as one of the "Top 200 Fastest-Growing Salons" for two consecutive years. She was selected as one of the 20 I.P.'s (Interesting Personalities) by Who's Who Cleveland (2012) and voted as Who's Who in Cleveland (2013-2019).

Thomas prides herself on being of immigrant ancestry. Her grandfather, John Williams, was born in Trinidad and migrated to the U.S. Here, he started a small business. Ms. Thomas firmly believes that "if you change the way you look at things, things will change."

## Employment

<b>Richmond Heights City</b> Councilwoman	<b>2019 -Present</b>
<b>Christopher Amira Studio</b> President	<b>2008 - Present</b>
<b>Ohio Democratic Party</b> Minority Engagement Consultant	<b>2018 - 2019</b>
<b>Life Skills Corporation - Ohio</b> Career Pathway Consultant	<b>2016 - 2018</b>
<b>John Paul Mitchell Systems</b> Senior National Educator	<b>1993-2011</b>
<b>Star Beauty Plus</b> General Manager/Sub-Distributor -F.H.I. Tools	<b>1997-2008</b>
<b>Mirror-Mirror Gop-Pa</b> Stylist/Salon Manager	<b>1984-1988</b>

### **Education**

<b>Hondros College</b> Mortgage Loan Originator	<b>2019</b>
<b>Baldwin Wallace College</b> Emerging Entrepreneurs Program	<b>2009</b>
<b>Cuyahoga Community College</b> Computer Programming	<b>1983</b>
<b>Cleveland South High School</b>	<b>1982</b>

### **Boards /Committees**

<b>2020 Census -Cuyahoga Complete Count Committee</b> Businesses Co-Chair	<b>2020</b>
<b>Richmond Heights City Council</b> Finance and Audit Committee	<b>2019 - Present</b>
<b>Ohio State Board of Cosmetology and Barber Board</b> Member	<b>2019 – Present</b>
<b>Ohio Democratic Party</b> State Executive Committee	<b>2018 -Present</b>
<b>Cuyahoga County Workforce Development Board</b> Board Member and Youth Committee /Chair	<b>2017- Present</b>
<b>Cuyahoga County Democratic Party</b> Vice-Chair and Secretary	<b>2017- Present</b>
<b>Ohio State Board of Cosmetology</b> Member	<b>2009 – 2012</b>

## Awards and Honors

<b>Cuyahoga County Council</b> Recognition	<b>January 14, 2020</b>
<b>The General Assembly of The State of Ohio</b> Senatorial Citation	<b>January 2020</b>
<b>The City of Cleveland</b> Hometown Hero Award	<b>2016</b>
<b>Ohio Democratic Party 2106</b> Howard Metzenbaum Award	
<b>Democratic National Convention</b> Ambassador for Ohio	<b>2016</b>
<b>Who's Who in Black Cleveland</b>	<b>2011, 2012 2013</b>
<b>Who's Who in Black Cleveland - Fifth Edition Publication</b> Voted Top 20 IP (Interesting People)	<b>2012</b>
<b>Iota Phi Lambda Sorority, Inc.</b> Businesswomen of the Year Award	<b>2012</b>
<b>Cut-It-Out -Salon against domestic violence</b> Education Award	<b>2011</b>
<b>Emerging Entrepreneur /Presidents Council</b> Emerging Entrepreneur Award	<b>2009</b>
<b>Salon Today Magazine</b> Recognized as one of the Top 200 Fastest growing Salons	<b>2003-2004</b>
<b>Globe Magazine</b> Nominated as "Entrepreneur of the Year"	<b>2003</b>
<b>John Paul Mitchell Systems</b> Senior Certificate Award	<b>1991</b>



**Publications**

**News-Herald** Turnout for the food pantry in Richmond Heights grows as the holiday's approach  
**December 18, 2020**

**Cleveland Plain Dealer** - Congratulation from Deal Point A-5 entire page (Insert)  
**June 14, 2020**

**Call and Post** - Richmond Heights Community Tailgate Meeting page 6-c  
**August 19, 2020**

**Call and Post** - Candlelight Vigil for Ruth Bader Ginsburg of the United State Supreme Court)  
page 1-B  
**September 23, 2020**

**Channel 8** - Candlelight Vigil for Ruth Bader Ginsburg of the United State Supreme Court  
**September 22, 2020**

**Sun Messenger/ Sun-News** - Richmond Heights Second Party serves 1375 people.  
Page A -6  
**April 23, 2020**

**Sun Messenger and Sun News** -Large crowd turns out for Mobile Food Pantry (FrontPage)  
**April 2, 2020**

**Sun Messenger** - Partnership on Aging: Richmond Heights joins Partnership on Aging  
page A-5  
**December 26, 2019**

**Cleveland.com** – Thomas win Richmond Heights City Council seats  
**November 10, 2019**

**Channel 5** - Rock the Blocks -Bridging Communities  
**June 9, 2019**

**Channel 8** - Rock the Blocks Community Event  
**June 9, 2019**

**The Call and Post** - Christopher Amira Studio open a new location  
page 3-A  
**February 2015**

<b>The Call and Post - The Power of Women Fundraiser for Change of Direction</b>	<b>July 26, 2015</b>
<b>Call and Post - Helps families holiday wishes come true</b> Page 6-C	<b>January 8, 2014</b>
<b>Call and Post - Couple work to change the direction of the community</b>	<b>Nov- 2014</b>
<b>Who's-Who in Cleveland</b>	<b>November 2013</b>
<b>Black Passion Magazine</b> Vol. 47	<b>September - 2013</b>
<b>Ohio Stylist -Thomas Leaves Board after Distinguished Tenure</b>	<b>February -2013</b>
<b>Call and Post Who's -Who in Black Cleveland</b> Front Page -1	<b>February- 2012</b>
<b>Ohio Stylist Newspaper State Board combating Human Trafficking</b> Vol. 13	<b>May/June 2012</b>
<b>The Connection Shaker Square Business Round Up Chairmen</b> Page 11	<b>Spring – 2009</b>
<b>Call and Post State Board of Cosmetology welcome Kim Thomas - Chairmen</b> Front Page	<b>March 2009</b>
<b>Call and Post Hosting Dining for a Change – Cancer and Domestic Violence</b> Page 4-b	<b>September 27, 2009</b>
<b>The Connection Shaker Square Christopher Amira Finish Strong first year</b> Page-3	<b>Fall 2009</b>
<b>The Cleveland Plain Dealer There is no debating, hair care is a healthy business</b> Page E-6	<b>October 28, 2009</b>

**Ohio Stylist Newspaper** Look what's happening, never been to a board meeting  
Page 14 Vol. 9 **May 15, 2008**

**The Plain Dealer** Salon Owner Refocus on Original Business  
PageD-2 **July 27, 2005**

**Bedford Sun** Beauty School host Career Day  
**June 13, 2002**

**Leadership/Coaching**

**Student Workforce Advancement Program -S.W.A.G.**  
Career Pathway Mentor for Cleveland Municipal School District **2019-2020**

**Jumpstart**  
Encore Mentor **2015 - Present**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0064

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Douglas Bennett to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.
---	--

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Douglas Bennett to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

**SECTION 1.** That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Douglas Bennett to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026:

**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: February 13, 2024

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

Journal \_\_\_\_\_

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



February 6, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

- **Douglas Bennett**, 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: City of Beachwood Civil Service Commission, Cleveland State University Visiting Committee
- **Yvette Bozman** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Painesville (Lake County)
  - Does not currently serve on any boards/commissions.
- **Kristie Groves** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights (Cuyahoga County)
  - Does not currently serve on any boards/commissions.
- **Yvonka Hall** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
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NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

- **Kathleen Hallissey** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
  - Currently serves on the following boards/commissions: The Center For Community Solutions' Council on Older Persons, Sally and John Morley Family Fund, St. Paul's Community Church Christian Education Committee
- **Julie Johnson** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in University Heights (Cuyahoga County)
  - Currently serves on the following boards/commissions: Grace House Capital Campaign Committee, Koinonia Homes Board of Directors
- **Janet Keeler** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Russell (Geauga County)
  - Does not currently serve on any boards/commissions.
- **Shannon Moynak** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Olmsted Township (Cuyahoga County)
  - Currently serves on the following boards/commissions: Federal Legislative Advocacy Program, State Plan for Independent Living Writing Committee, Cuyahoga County Advisory Council for Persons With Disabilities, Housing Advocacy Group, Ohio Advocate Network, Lake County Employment Network, Buckeye Healthcare Networking Group
- **Kim Thomas** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights
  - Currently Serves on the following boards/commissions: Ohio State Board of Cosmetology and Barber Board, Ohio Democratic Party Senior Executive Committee, Cuyahoga County Workforce Development Board, Cuyahoga County Democratic Party

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive

# DOUGLAS E. BENNETT

## GOVERNMENT/COMMUNITY AFFAIRS

Highly accomplished Community and Government Affairs professional with 20+ years of proven ability in assessing and impacting company performance through detailed analysis and responsive communication. Successful in completing multi-phase projects through strong leadership, creative problem solving and comprehensive follow-through. Additional competencies include:

- Leadership/Team Development
- Strategic Planning
- Policy & Procedure Development
- Public Policy Agenda
- Policy Analysis
- Community Outreach
- Marketing / Brand Identity
- Project & Grant Management
- Human Development Issues

## PROFESSIONAL EXPERIENCE

### Step Forward, Cleveland, OH

2015 - Present

Operates as the largest Community Action Agency in the state of Ohio as well as the largest Head Start early childhood education program.

### VP Community Services & External Affairs

Develop and enhance branding and visibility of the company in the marketplace. Establish relationships with the community's local and federal governments, business, education, minority, disabled, consumer and other special interest groups.

- Interviewed with local media regarding stories about the organization. Able to alleviate concerns once the interview was completed.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities for the team.
- Strengthened relationships with community partners which led to a partnership with the Cleveland Food Bank that resulted in our HEAP program and Head Start program establishing new resources for customers.
- Managed the Community Services Block Grant budget of \$10,000,000.00 and a team of 70.
- Worked with local, state. And federal legislators to show that the organization has been financially responsible with the federal and state dollars that have been delegated to the organization.
- Assisted in finding a new location for the new headquarters of CEOGC, this was the first move in 20 years.
- Helped to implement updated process for locating new offices for our community centers and Head Start locations.
- Implemented new programs that focused on young adults and technology.
- Helped to develop relationships with local businesses to assist our clients in getting positions once they graduated from our programs. The businesses include companies like the Hilton and Marriott.
- Instituted a Commercial Driver's License program to assist our customers in getting positions with local intermodal carriers both locally and nationally.
- Research and analyze current and proposed legislation on local and state legislation that could impact our sector.
- Initiated meetings with key Federal legislative members. The congressional members we met with have direct oversight of the grants the organization manages.
- Assisted in beginning a literacy initiative with a member of congress. The partnership included combining our information about the first days of learning.
- Assisted in getting \$500,000.00 in funding from First Energy for a new customer service program.

### Gateway Health, Cleveland, OH

2013 - 2015

Top rated managed care organization that serves more than 400,000 members. Gateway currently operates in the states of Ohio Pennsylvania, West Virginia, Kentucky and Delaware.



**Sr. External Affairs Specialist**

Develop and enhance branding and visibility of the company in the marketplace. Establish relationships with the community's local and federal governments, business, education, minority, disabled, consumer and other special interest groups.

- Represent organization on task forces, boards and councils that are focused on health related issues that can strengthen the company brand.
- Develop and maintain effective working relationships with staff members in the local, state, and federal levels as well as work on legislative initiatives.
- Research and analyze current and proposed legislation on local and state legislation that could impact our sector.
- Leveraged linkages to complement corporate branding initiatives including building third party awareness and advocacy for public policy initiatives, resolving customer problems, emergency response, and strengthening economic vitality of the service area.
- Gather knowledge regarding public health issues, trends and legislative issues that can impact members, providers, or competitive position.
- Assist in the development, implementation, and ongoing review of the company Public Relations Plan.
- Work with key management team and outside contacts to develop and deliver external communications in line with corporate policies and procedures.
- Collaborate with internal departments regarding promotions, member education and marketing goals to ensure consistent and effective outreach and communication.
- Coordinated grassroots advocacy for local and federal issues resulting in improved community support.

CONSULTANT, Cleveland, OH

2012 - 2013

**Consultant**

Work with companies and non-profits to engage the community and public officials. Assist the organizations in developing plans to help make an impact on the community, work on legislative concerns, as well as build the client's brand.

- Help companies establish partnerships and relationships with community partners to leverage resources to impact the community.
- Led development of strategic plan for branding the organizations within northeast Ohio.
- Helped craft the public policy agenda and set meetings with key House and Senate members as well as local city council members.
- Directed and managed the development of literature, brochures, flyers and direct mail materials to help secure more business and funding for the organizations.
- Secured meetings with key civic and business leaders for in depth discussions regarding best practices and funding resources, including grant funding that are mutually beneficial.

MEDICAL MUTUAL OF OHIO, Cleveland, OH

2011 to 2012

\$2.5B health insurance company serving more than 1.6 million healthcare customers through 2,700 employees in 23 locations across Ohio, Indiana, Georgia, and South Carolina. MMO was formerly Blue Cross & Blue Shield of Ohio.

**Director, Community Relations & Outreach**

Lead the company outreach efforts through community relations activities and sponsorships. Directed the outreach activities throughout the company area of Ohio, Georgia, South Carolina, and Indiana. Managed a staff of four with a \$3.7 million budget.

- Directed the planning, development, and implementation of the company's community relations and outreach plan.
- Worked with senior management team in strategic planning of activities and programs to enhance the company's corporate image and garner positive community support.
- Established and maintained effective working relationships with key decision makers, elected officials and other key individuals and organizations to achieve key company initiatives through community outreach.
- Managed the expansion of the Breast Cancer Awareness Brunches hosted in Cleveland, Toledo and Columbus by improved marketing efforts, honorees, hosts and awareness with community organizations resulting in increased attendance from 600 to 1200 attendees.
- Oversaw and coordinated the Senior Volunteer Awards to recognize outstanding seniors who made significant contributions to their non-profit organizations.

- Serve as the main contact for key community stakeholders including local, state and Federal officials on key issues that impact the company and health insurance sector.
- Coordinated projects and special assignments with senior executives and other management personnel as directed to promote executive fundraising initiatives including American Heart Association and Make-A-Wish Foundation.
- Coordinated and prepared community report for the company which was distributed throughout the company territory to key stakeholders and customers to highlight achievement of company initiatives.
- Reviewed and approved contributions, grants and sponsorships that were in alignment with the company goals. Staff was responsible for managing all benefits.
- Participated in community outreach activities including speaking engagements, and served as a company representative at meetings and events of civic, fraternal, and social organizations.
- Served as a community spokesman for Medical Mutual events and helped to garner greater media coverage via print, radio and television to improve exposure for signature events.

**LEADERSHIP 18 Washington, DC****2008 to 2011**

An alliance of Chief Executive Officers responsible for leading some of the country's largest and most well respected charities, non-profits, and faith-based organizations.

**Executive Director, Leadership 18**

Led the direction of the organization consisting of 23 Chief Executive Officers of the largest Health and Human Service Organizations including: The American Red Cross; United Way Worldwide; The Boy Scouts of America; and The Salvation Army. Developed and implemented work plans and activities with a \$550,000 budget.

- Established protocols, procedures, and partnerships necessary for Leadership 18 to achieve its transformation to an organization using its collective power of its members to advance and influence major human development issues.
- Lead the public policy agenda for Leadership 18 initiatives by working closely with members of Congress and the White House Administration.
- Maintained relationship with staff members of congress and white house administration to keep leadership informed of issues that could impact the health and human service sector as well as their organizations.
- Helped craft the public policy agenda for the membership and set meetings with key House and Senate members.
- Created agendas and set speakers for the bi-annual meeting and Executive Committee meetings to help move the non-profit communities forward.
- Have working knowledge of legislation that might impact the health and human service sector.
- Prepare responses for board members, member organizations, as well as correspondence to members of congress on initiatives on which the organization was involved.
- Responsible for managing the daily work activities in close collaboration with the Chair, Vice Chair, and Executive Committee.
- Created relationship with White House and First Lady, along with Chairman of Joint Chief of Staff and Department of Defense for the military initiative to provide outreach services to returning military members including careers, job training, housing and education, along with spousal support during deployment.
- Developed internship program for participating members with universities around the country including Harvard, Stanford, University of Pennsylvania, and Barnard College.
- Helped to improve the overall efficiency of the business structure for the organization by streamlining operations, creating access to member organizations, and creating a portal to organizations information.

**AT&T, Cleveland, OH****1998 to 2008**

Fortune 500 Communications Company.

**Director, External Affairs**

Served as primary link for AT&T with the community's local and federal governments, business, education, minority, disabled, consumer and other special interest groups. Managed a \$700,000 local budget.

- Leveraged linkages to complement corporate branding initiatives including building third party awareness and advocacy for public policy initiatives, resolving customer problems, emergency response, and strengthening economic vitality of the service area.
- Helped garner support for long distance entry in state and helped generate \$6 million in revenue.
- Testified before City Councils and State Legislators on AT&T issues including Alternative Regulation, and advanced Telecommunication Services.

- Helped to manage the foundations grants with the AT&T foundation. Also helped to locate community partners whose missions aligned with the foundation guidelines.
- Represented AT&T with Mayors office and City of Cleveland on specific issues and initiatives resulting in savings for the company of \$1 million.
- Coordinated grassroots advocacy for local and federal issues resulting in improved community support.

**EDUCATION**

**Bachelor of Science in Business/Marketing**, Hampton University, Hampton, VA  
**EMBA**, Cleveland State University, Cleveland, OH

**CERTIFICATIONS/LEADERSHIP**

Certification in Community Relations, Boston College  
American Marshall Fellow; Kaleidoscope 40/40  
Past President, Beachwood Chamber of Commerce;  
Mayoral Appointee to the Civil Service Commission, City of Beachwood  
Cleveland State University Visiting Committee  
Alpha Phi Alpha Fraternity Inc.  
Sigma Pi Phi Fraternity

# County Council of Cuyahoga County, Ohio

## Resolution No. R2024-0065

Sponsored by: <b>County Executive Ronayne</b>	<b>A Resolution</b> confirming the County Executive’s reappointment of Janet Keeler to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026 and declaring the necessity that this Resolution become immediately effective.
---	---

**WHEREAS**, the Cuyahoga County Advisory Board on Senior and Adult Services shall provide a forum for senior, adults and adults with disabilities, consumers, elected officials, agency representatives and others interested in the concerns of senior and adults; 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**, Cuyahoga County Advisory Board on Senior and Adult Services shall consist of no less than ten (10) and no more than twenty-five (25) appointed members; and

**WHEREAS**, members of the Cuyahoga County Advisory Board on Senior and Adult Services shall be appointed to serve a three-year term; and

**WHEREAS**, the County Executive has nominated Janet Keeler to serve on the Cuyahoga County Advisory Board on Senior and Adult Services for the term 1/1/2024 – 12/31/2026.

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

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**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: February 13, 2024

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

Journal \_\_\_\_\_

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



February 6, 2024

Pernel Jones, Jr., President  
Cuyahoga County Council  
2079 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44115

Re: Cuyahoga County Advisory Board on Senior and Adult Services

Dear President Jones,

I am pleased to nominate the following individuals for reappointment to the Cuyahoga County Advisory Board on Senior and Adult Services, for a three-year term beginning on January 1, 2024 and expiring December 31, 2026.

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  - Reappointment
  - Resides in Cleveland (Cuyahoga County)
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  - Reappointment
  - Resides in Painesville (Lake County)
  - Does not currently serve on any boards/commissions.
- **Kristie Groves** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
  - Resides in Richmond Heights (Cuyahoga County)
  - Does not currently serve on any boards/commissions.
- **Yvonka Hall** 3-year term (1/1/2024 – 12/31/2026)
  - Reappointment
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NEO SURJ Showing Up for Racial Justice, Sierra Club Ohio Equity Team,  
Health Equity Network

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- **Julie Johnson** 3-year term (1/1/2024 – 12/31/2026)
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  - Resides in University Heights (Cuyahoga County)
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  - Reappointment
  - Resides in Olmsted Township (Cuyahoga County)
  - Currently serves on the following boards/commissions: Federal Legislative Advocacy Program, State Plan for Independent Living Writing Committee, Cuyahoga County Advisory Council for Persons With Disabilities, Housing Advocacy Group, Ohio Advocate Network, Lake County Employment Network, Buckeye Healthcare Networking Group
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  - Reappointment
  - Resides in Richmond Heights
  - Currently Serves on the following boards/commissions: Ohio State Board of Cosmetology and Barber Board, Ohio Democratic Party Senior Executive Committee, Cuyahoga County Workforce Development Board, Cuyahoga County Democratic Party

There are no known conflicts of interest for which an advisory opinion has been requested. This board is uncompensated. There are a total of 0 candidates on file for this position.

Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Zoe Toscos in my office at 216-443-8356.

Sincerely,

Chris Ronayne  
County Executive



# Janet Lynn Keeler, Ph.D.

## **Certification**

Licensed Psychologist, State of Ohio 1998

## **Professional Summary**

Outcome-focused healthcare administration professional well-versed in motivating and managing employees to provide exceptional services to individuals with developmental disabilities. Led agency technical supports team focused on customized provider support. Highly organized and hardworking with excellent planning and program management skills.

## **Work History**

### **Cuyahoga County Board Of Developmental Disabilities Interim General Manager Community and Workforce Development**

Cleveland, OH 4/2015 – Current

Provide program oversight and execution of the strategic direction of the Employment and Community Alternatives division to include 8 Adult Activities/Vocational Habilitation Centers, 40 Group Employment sites, 3 Just-A-Buck retail stores, a metropolitan café and 3 large urban farms. Manage the DoDD Accreditation and CARF preparation and review and develop/manage departmental performance management outcomes/data. Oversee all labor/management committee meetings and labor negotiations as related to 500+ bargaining unit employees. Administer multi-million dollar budget including development of staff position rosters and projection of annual needs for equipment and supplies.

### **Cuyahoga County Board Of Developmental Disabilities Supervisor of Forensic Liaison/Behavior Services**

Cleveland, OH 4/2011 - 4/2015

Supervised all Forensic Liaison staff functions and monitor behavioral services provided to the individuals being served; managed contracts/budgets and MOU's pertaining to individuals with forensic involvement; oversee the development, refinement and delivery of services which effectively support individuals with involved with the criminal justice system. Presented to state and national audiences and published 3 research journal articles.

## **Skills**

- Accreditation and coordination
- Project and operations management
- Multidisciplinary team collaboration
- Training and mentoring
- Relationship-building and outreach

## **Education**

### **Kent State University**

Kent, OH

**Ph.D.:** Counseling And Human  
Development Services

### **John Carroll University**

Cleveland, OH

**Master of Arts:** Counseling

### **Fairfield University**

Fairfield, CT

**Bachelor of Science:** Pre-Medicine

## **Board of Trustee Positions**

Metzenbaum Sheltered Industries

(MSI) Board, Board

Member/President 2006-2012



JK

## *Janet Lynn Keeler, Ph.D.*

### **Cuyahoga County Board Of Developmental Disabilities Psychologist/Regional Coordinator Psychological Services**

Cleveland, OH 4/1996 - 4/2011

Provided behavioral health services to school age and adult individuals with mild to profound intellectual disabilities/developmental disabilities. Administered, interpreted, and analyzed results of psychological and cognitive assessments. Conducted functional analyses of behavior and develop comprehensive behavioral interventions for individuals with maladaptive behaviors. Provided consultation services to agency personnel, families, and community providers. Supervised unlicensed bachelor/master-level employees. Conducted behavior support training orientations for new employees and behavior management in-services for continuing employees.

### **Notre Dame College Adjunct Faculty**

South Euclid, OH

6/2003 - 6/2011

Taught continuing education seminars and graduate/undergraduate courses on a variety of topics related to motivation/discipline, performance appraisals, customer service, classroom management and behavioral supports.

### **Cuyahoga Community College, East Counseling Center Psychologist**

Highland Hills, OH

1/2003 - 12/2003

Provided individual counseling to traditional and non-traditional students related to anxiety, depression, and adjustment/transitional life issues. Served as a consultant and resource for College faculty for concerns related to their students and/or campus issues.

### **Marymount Hospital Psychologist**

Garfield Heights, OH

1/1996 - 12/1998

Provided individual, marriage, and family psychotherapy to corporate and public service contract agencies involved in Concerns Employee Assistance Program (EAP). Clientele for short-term therapy include children, adolescents, and adults. Additional services included assessment, development and implementation of treatment plans, referral, and follow-up.

# County Council of Cuyahoga County, Ohio

## Ordinance No. O2024-0001

Sponsored by: <b>Cuyahoga County Executive Ronayne/Department of Human Resources</b>	<b>An Ordinance</b> providing for the adoption of a modified Section 6.12 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/ Department of Human Resources has recommended to amend the Human Resources Policies and Procedures Manual, otherwise known as the Employee Handbook, to establish a policy and procedure addressing the re-employment of former Cuyahoga County employees who retired from the Ohio Public Employees Retirement System; and

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, pursuant to Section 9.01 of the County Charter, the Personnel Review Commission, subject to approval of the County Department of Law, approved of the proposed policy and procedure addressing the re-employment of former Cuyahoga County employees who retired from the Ohio Public Employees Retirement System; and

WHEREAS, the County Department of Law reviewed and approved of the proposed policy and procedure addressing the re-employment of former Cuyahoga County employees who retired from the Ohio Public Employees Retirement System; 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 6.12 (End of Employment) 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.** Applicability of the modified Section 6.12 to bargaining unit employees is subject to the terms of their respective collective bargaining agreement and Chapter 4117 of the Ohio Revised Code.

**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 (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 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: February 13, 2024  
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal \_\_\_\_\_

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

## EXHIBIT A

### **Retirees Seeking Re-Employment with Cuyahoga County**

Cuyahoga County employees who retire from the Ohio Public Employees Retirement System (OPERS) may be subsequently re-employed by the County to address operational needs. Re-employment after retirement is not an entitlement; however, certain retirees may possess institutional knowledge, as well as unique skills and experience that the County cannot efficiently and effectively obtain through the hiring process. Retirees who were re-employed by the County prior to the adoption of this policy will not be subject to this policy in their current positions.

A retiree seeking re-employment with the County is any individual:

- Who was previously employed by Cuyahoga County for an agency subject to the Employee Handbook;
- Who retired from the County through OPERS;
- Who was in good standing with the County at the time of retirement; and
- Who is seeking re-employment with a County agency that is subject to the Employee Handbook.

Examples of retirees who would not be considered “in good standing with the County at the time of retirement” include, but are not limited to, retirees who were under a performance improvement plan (PIP) or a pending discipline investigation at the time of retirement.

The County may hire a retiree seeking re-employment with the County to the same or a similar position held at the time of retirement to address operational needs and provided that the hiring agency has a succession plan. Such operational needs include, but are not limited to, the following:

- To retain and transfer specialized knowledge from the retiree to others;
- To manage operational and staffing needs while a search is in process or until a succession plan is ready for implementation;
- To maintain current capability during or in anticipation of an organizational redesign or restructuring; and
- To oversee or complete a significant County project or contract.

#### **Procedure:**

If the County desires to re-employ a retiree to the same or similar position held at the time of retirement, the hiring agency must submit a written request to the Department of Human Resources (on the form required by Human Resources, which is available through the

County's Employee Self Service portal) detailing the operational need(s) justifying the re-employment, as well as the hiring agency's succession plan. The County Executive or Designee must approve all such requests before the hiring agency is permitted to move forward with the re-employment process. Rehire into appointed positions requiring confirmation by County Council may require additional procedures as a matter of law. Retirees may not be rehired into those positions unless all legal requirements have been fulfilled.

Any person who has retired from employment with the County and seeks re-employment in a position that the County is required to post must apply for the position and compete with any other applicants as a part of the selection process and fulfill any other legal requirements for re-employment. If the retiree seeks to be rehired to the same classified position held at the time of retirement, the retiree is deemed eligible for the position and is not required to retake the civil service examination for the position provided the date of retirement is less than one (1) year from the date of re-employment.

**Compensation, Benefits, and Terms of Employment:**

If a retiree seeking re-employment with the County is subsequently rehired to the same position held at the time of retirement, the re-employed retiree's base rate of pay must be at least 10% lower than the base rate of pay at the time of retirement.

If a retiree seeking re-employment with the County is subsequently hired into a position that is different from the position held at the time of retirement, the re-employed retiree will be paid consistent with the duties to be performed and within the pay range for the job classification (if the position is classified).

If the County re-employs a retiree, it is the responsibility of the retiree to contact OPERS to discuss how the change in employment status may impact pension and benefit options.

Re-employed retirees will not be given credit for any prior service upon hire. Other benefit eligibility will be determined by the terms of the County's benefit plans and procedures and applicable law.

All re-employed retirees serving in unclassified positions serve at the discretion of the County Executive (or applicable appointing authority).