



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, SEPTEMBER 17, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH 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 JULY 23, 2024 MEETING [See Page 4]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) **R2024-0319: 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 10]**
 - b) **R2024-0327: A Resolution confirming the County Executive's reappointment of Sheila Wright to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2024 – 7/14/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 33]**

- c) R2024-0328: A Resolution confirming the County Executive's reappointment of Stephen Caviness to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2024 – 7/14/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 40]
- d) R2024-0329: A Resolution confirming the County Executive's appointment of Dr. Ronnie Dunn to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2024 – 12/31/2027, and declaring the necessity that this Resolution become immediately effective. [See Page 47]
- e) R2024-0330: A Resolution confirming the County Executive's appointment of Darlene Wade to serve on the Western Reserve Area Agency on Aging Five County Advisory Council for the term 1/1/2024 – 12/31/2026; and declaring the necessity that this Resolution become immediately effective. [See Page 54]
- f) R2024-0331: A Resolution confirming the County Executive's appointment of Mary McNamara to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2024 – 12/31/2026, and declaring the necessity that this Resolution become immediately effective. [See Page 68]
- g) R2024-0332: A Resolution confirming the County Executive's reappointment of Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2023 – 12/31/2025, and declaring the necessity that this Resolution become immediately effective. [See Page 78]
- h) O2024-0008: An Ordinance enacting Section 302.04 of the Cuyahoga County Code, modifying Section 12.09 of the Cuyahoga County Employee Handbook and providing a new Section 12.10; and declaring the necessity that this Ordinance become immediately effective. [See Page 89]
- i) O2024-0010: An Ordinance amending Section 303.01.C of the Cuyahoga County Code of Codified Ordinances; and declaring the necessity that this Ordinance become immediately effective. [See Page 104]

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, JULY 23, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Vice Chairman Gallagher called the meeting to order at 10:02 a.m.

2. ROLL CALL

Mr. Gallagher asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Gallagher, Miler, Conwell and Sweeney were in attendance and a quorum was determined. Committee Chair Turner was absent.

3. PUBLIC COMMENT

The following individuals addressed the committee members regarding Ordinance O2024-0008, which was introduced at the July 16, 2024 Council meeting, to modify Section 12.09 of the Cuyahoga County Employee Handbook and provide a new Section 12.10, regarding a Remote Work Policy:

- a) Alwyn Reid**
- b) Amgad Gabra**

4. APPROVAL OF MINUTES FROM THE JULY 9, 2024 MEETING

A motion was made by Ms. Conwell, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the July 9, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

[Clerk's Note: Item No. 5.g) was taken out of order and considered before Item Nos. 5.a) through 5.f)]

- a) R2024-0234: A Resolution confirming the County Executive's reappointment of Kieth A. Peppers to serve on the Cuyahoga County Archives Advisory Commission for the term 12/1/2023 – 11/30/2027, and declaring the necessity that this Resolution become immediately effective.

Mr. Chris Alvarado, Director of Regional Collaboration, addressed the Committee regarding Resolution No. R2024-0234. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Mr. Kieth A. Peppers addressed the Committee regarding his nomination to serve on the Cuyahoga County Archives Advisory Commission. Discussion ensued.

Committee members asked questions of Mr. Peppers pertaining to his experience, expertise and qualifications, which he answered accordingly. Discussion ensued.

On a motion by Mr. Miller with a second by Ms. Conwell, Resolution No. R2024-0234 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.

- b) R2024-0259: A Resolution confirming the County Executive's reappointment of Reverend Benjamin F. Gohlstin, Sr. to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County for the term 7/1/2024 – 6/30/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2024-0259. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Reverend Benjamin F. Gohlstin, Sr. addressed the Committee regarding his nomination to serve on the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Discussion ensued.

Committee members asked questions of Reverend Gohlstin, Sr. pertaining to his experience, expertise and qualifications, which he answered accordingly. Discussion ensued.

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2024-0259 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.

- c) R2024-0272: A Resolution confirming the County Executive's appointment of Melaak Rashid to serve on the Cuyahoga County Citizens' Advisory Council on Equity for an unexpired term ending 7/14/2026, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2024-0272. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Ms. Melaak Rashid 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. Rashid pertaining to her experience, expertise and qualifications, which she answered accordingly. Discussion ensued.

On a motion by Ms. Conwell with a second by Mr. Miller, Resolution No. R2024-0272 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. Conwell, Mr. Sweeney and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- d) R2024-0273: A Resolution confirming the County Executive's appointment of LaRaun Clayton to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2024 – 7/14/2027, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2024-0273. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Mr. LaRaun Clayton addressed the Committee regarding his nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.

Committee members asked questions of Mr. Clayton pertaining to his experience, expertise and qualifications, which he answered accordingly. Discussion ensued.

On a motion by Mr. Sweeney with a second by Mr. Miller, Resolution No. R2024-0273 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. Conwell, Mr. Sweeney and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- e) R2024-0274: A Resolution confirming the County Executive's reappointment of Colleen Cotter to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2024 – 7/14/2027; and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2024-0274. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Ms. Colleen Cotter 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. Cotter pertaining to her experience, expertise and qualifications, which she answered accordingly. Discussion ensued.

On a motion by Ms. Conwell with a second by Mr. Sweeney, Resolution No. R2024-0274 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. Conwell and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- f) R2024-0275: A Resolution confirming the County Executive's reappointment of Dr. Charles Modlin to serve on the Cuyahoga County Citizens' Advisory Council on Equity for the term 7/15/2024 – 7/14/2027, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2024-0275. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Dr. Charles Modlin addressed the Committee regarding his nomination to serve on the Cuyahoga County Citizens' Advisory Council on Equity. Discussion ensued.

Committee members asked questions of Dr. Modlin pertaining to his experience, expertise and qualifications, which he answered accordingly. Discussion ensued.

On a motion by Mr. Gallagher with a second by Mr. Miller, Resolution No. R2024-0275 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. Conwell and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- g) R2024-0276: A Resolution confirming the County Executive's reappointment of David Wondolowski to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors for the term 10/1/2024 – 9/30/2028, and declaring the necessity that this Resolution become immediately effective.

Mr. Alvarado addressed the Committee regarding Resolution No. R2024-0276. Discussion ensued.

Committee members asked questions of Mr. Alvarado pertaining to the item, which he answered accordingly.

Mr. David Wondolowski addressed the Committee regarding his nomination to serve on the Cleveland-Cuyahoga County Port Authority Board of Directors. Discussion ensued.

Committee members asked questions of Mr. Wondolowski pertaining to his experience, expertise and qualifications, which he answered accordingly. Discussion ensued.

On a motion by Mr. Sweeney with a second by Ms. Conwell, Resolution No. R2024-0276 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 requested to have his name added as a co-sponsor to the legislation.

6. DISCUSSION

- a) Various changes to the Cuyahoga County Non-Bargaining Classification Plan.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding various changes to the Cuyahoga County Non-Bargaining Classification Plan. Discussion ensued.

Committee members asked questions of Mr. Bouchahine pertaining to the item, which he answered accordingly.

There was no legislative action taken on the discussion item.

7. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

8. ADJOURNMENT

Vice Chairman Gallagher adjourned the meeting at 11:02 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0319

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

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Personnel Review Commission shall administer a clear, countywide classification and salary administration system for technical, specialist, administrative and clerical functions with a limited number of broad pay ranges within each classification; and

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

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

WHEREAS, on August 7, 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 Revised Classifications:

Exhibit A: Class Title: *Compliance Coordinator*
Class Number: 14211

Pay Grade: 12A/Exempt (No Change)
* PRC routine maintenance. Classification last revised in 2022. Changes were made to the distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. No change to the pay grade or FLSA status.

Exhibit B: Class Title: *Corrections Officer Lieutenant*
Class Number: 12351
Pay Grade: 13A/Non-Exempt
* PRC routine maintenance. Classification last revised in 2020. Changes were made to the essential functions, minimum qualifications, physical ability, and language and formatting. A technology section was added. The pay grade has increased from PG 12A to PG13A.

Exhibit C: Class Title: *Manager, External Affairs*
Class Number: 10171
Pay Grade: 12A/Exempt (No change)
* At the request of the Public Works Department, Public Works was added to the applicable Departments so this position would be available for them to utilize at the Animal Shelter. The language for the classification was made more generic to apply to multiple departments.

Exhibit D: Class Title: *Manager, Security and Research*
Class Number: 16292
Pay Grade: 18B/Exempt
* PRC routine maintenance. Classification last revised in 2021. Changes were made to the essential functions, distinguishing characteristics, minimum qualifications, and language and formatting. A technology section was added. NO change FLSA status. The pay grade increased from 13B to 18B.

Exhibit E: Class Title: *Security Analyst*
Class Number: 16361
Pay Grade: 11B/Non-Exempt
* Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, additional requirements, distinguishing characteristics, and language and formatting. A technology section was added. The pay grade is going from 10B to 11B.

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: September 10, 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: August 9, 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 August 7, 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:

| PROPOSED REVISED CLASSIFICATIONS | | | |
|--|---|---|-------------------|
| REVISED CLASSIFICATIONS (Revised Title) | CURRENT PAY GRADE & FLSA | RECOMMENDED PAY GRADE & FLSA | DEPARTMENT |
| Compliance Coordinator 14211 | 12A Exempt | 12A Exempt (No Change) | Human Resources |

| | | | |
|---|-------------------|---------------------------|---------------------------|
| Corrections Officer Lieutenant 12351 | 12A Non-Exempt | 13A Non-Exempt | Sheriff |
| Manager, External Affairs 10171 | 12A Exempt | 12A Exempt (No Change) | Medical Examiner |
| Manager, Security and Research 16292 | 13B Exempt | 18B Exempt | Information Technology |
| Security Analyst 16361 | 10B Non-Exempt | 11B Non-Exempt | Information Technology |

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

| | | | |
|---------------------|--|----------------------|-------|
| Class Title: | Compliance Coordinator | Class Number: | 14211 |
| FLSA: | Exempt | Pay Grade: | 12A |
| Dept: | Human Resources and Sheriff's Department | | |

EXHIBIT A

Classification Function

The purpose of this classification is to serve as a subject matter expert to facilitate, coordinate, organize, and plan multi-program projects to support the County's compliance with the Americans with Disabilities Act ("ADA"), Title VII of the Civil Rights Act ("Title VII"), the Pregnant Workers Fairness Act ("PWFA"), Unemployment Compensation (U/C) state law, and Fitness for Duty (FFD) policies. Coordinate these programs as part of a centralized County management analysis enterprise, and coordinate planning activities for programs to ensure sufficient resources are available and involved. Also, to provide guidance and training to supervisors, managers, Human Resources staff, and union leadership (stakeholders) on best practices to comply with these regulations.

Distinguishing Characteristics

This is a professional classification that provides project managerial duties to support compliance with federal, state, and local labor laws and regulations for County employees. This classification receives general supervision and works under direction from the Director of Employee and Labor Relations as new or unusual situations arise. This classification is expected to exercise discretion in applying policies and procedures to resolve organizational and compliance problems and to ensure that assigned projects and activities are completed in a timely and efficient manner. In relation to the class essential functions, the employee in this class develops and recommends procedures for project administration, project execution, and program compliance and development.

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%

- Oversees various projects to process requests for disability, pregnancy and religious accommodations under the ADA, Title VII, and the PWFA; to process FFD examinations; to coordinate both general and Title VII complaint investigations; and to process U/C claims, all of the foregoing to mitigate risk, ensure adherence to compliance requirements, and ensure that program-related compliance projects are completed on time and on budget; Assesses the County's needs and recommends solutions; Prepares project plans; Determines organizational and personnel requirements for compliance project teams through project management; Creates, executes and revises project plans as necessary to meet changing needs of the County and regulatory requirements; Reviews project plans, procedures, and status reports for compliance with government regulations, County standards, and adherence to plans and objectives; Identifies compliance improvement opportunities and implements changes for program performance; Keeps administration informed of program status; Facilitates meetings; Facilitates program compliance issue resolutions.

20% +/- 10%

- Serves as lead organizational coordinator to the County's Employee & Labor Relations staff for accommodation requests and compliance matters for employees; facilitates the process for accommodation requests and inquiries; reviews necessary documentation for accommodation requests to ensure they are complete and responsive; coordinates with staff to ensure timeliness and responsiveness of accommodations; makes recommendations to address accommodation needs; works with the Law Department to ensure all legalities are addressed; coordinates between different

Effective Date: 5.26.2020
Last Modified: 11.17.2022

Compliance Coordinator

departments and stakeholders the provision of accommodations; generates ad hoc and annual mandated reports on County accommodations; serves as the County ADA Coordinator and on the ADA Advisory Committee to advise and recommend all ADA compliance matters to the County Executive.

20% +/- 10%

- Coordinates the County's U/C program; develops process maps and procedure manual to ensure accurate and timely processing; gathers, completes, and reports all application information and/or notices; compiles data and identifies areas of program costs, credits, and overpayments; collects and reviews data to appeal contested claims in coordination with the Law Department; maintains all claim documentation and charges in database and various spreadsheets for elected officials and agencies under the County Executive until the completion of the application and/or appeal processes.

20% +/- 10%

- Coordinates complaint investigations performed by the County's Employee & Labor Relations staff in response to both general and Title VII complaints filed by employees; maintains consistent correspondence templates and may prepare correspondence for use by staff; maintains and tracks all investigation documentation in database.

5% +/- 2%

- Reviews the effectiveness and implementation of the County's policies, practices, and training regarding compliance with the ADA, Title VII, the PWFA, FFD policies, and U/C state law; makes recommendations to management on changes to policies and procedures to improve compliance; conducts training with staff on best practices regarding compliance; develops and maintains written materials and other informational pieces to broadly disseminate information.

5% +/- 2%

- Maintains expertise in compliance best practices; analyzes and interprets decisions, rulings, and resolutions on ADA issues and reasonable accommodation; attends trainings; reviews changes to laws and best practices; communicates with special interest groups.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in human resources, labor relations, business administration, project management or any related field with five (5) years of FFD and U/C, Title VII investigation, and accommodation program management; or any equivalent combination of training and experience.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer and copier.

Technology Requirements

- Ability to operate a variety of software including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel, Microsoft Access), electronic mail software (Microsoft Outlook), PDF software (NitroPro), and various database software (Novell, SAP, SMERF, Matrix).

Effective Date: 5.26.2020
Last Modified: 11.17.2022

Supervisory Responsibilities

- Ability to review the work of other employees and to maintain standards.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis requiring managing of data and people, deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures, or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational documents including accommodation requests, FFD requests, investigative reports, complaints, U/C documentation, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Ohio Revised Code (ORC), American with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAA), Title VII of the Civil Rights Act, and Cuyahoga County policies and procedures.
- Ability to prepare various written correspondence relating to investigations, accommodations, and FFD requests; process maps, training documents, and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with County management, County employees, and Corrections leadership.
- Ability to use and interpret human resource labor relations terminology and language.
- Ability to communicate with supervisors, management, county employees, corrections leadership, legal department, and Human Resources staff.

Environmental Adaptability

- Work is typically performed in an office environment but may involve exposure to bright/dim lights or machinery when performing investigations.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--------------------------------|----------------------|-------|
| Class Title: | Corrections Officer Lieutenant | Class Number: | 12351 |
| FLSA: | Non-Exempt | Pay Grade: | 13A |
| Dept: | Sheriff's Office | EXHIBIT B | |

Classification Function

The purpose of this classification is to plan, coordinate, and administer and activities associated with the corrections operation of the Cuyahoga County Corrections Center(s). The incumbent supervises subordinate section personnel, coordinates correction's activities with other units, sections, and divisions.

Distinguishing Characteristics

This is a supervisory level class responsible for planning, coordinating, and supervising correction Sergeants, Corporals and Officers for the Cuyahoga County Corrections Center. This class works under the general supervision of Associate Wardens, Wardens, and the Administrator of Corrections. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner. This class is distinguished from corrections officers with a lower rank in that it requires considerable knowledge of custody, safety, and security measures for detention of adult felons.

Essential Job Functions

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

35% +/- 10%

- Supervises and directs the work of Sergeants, Corporals, and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; conducts 30, 90, and 180 day probationary reviews; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

25% +/- 10%

- Assists Associate Wardens in day-to-day operations of the Corrections staff administration, security, equipment, and property of County correctional facilities including making daily rounds to ensure compliance with policies, procedures, rules, and regulations; inspects living accommodations of inmates for sanitation and safety; ensures laundry and sanitation requirements are being met; assists during large scale crisis or emergency events; responds to emergency situations and assists in planning and directing the placement of staff in the event of riots, escapes, and other emergencies within the facilities; alerts the management team regarding operational problems; oversees bookings, releases, arraignments, holdings, and video court; reviews release packets for inmates being released from custody for errors; conducts police dog (K9) training and certification; prepares K9 coverage; conducts use of force reviews and enters data into monthly incident tracker; reviews and saves body camera footage.

Corrections Officer Lieutenant

15% +/- 5%

- Maintains records; prepares reports, orders, memorandums, and other correspondence related to areas of responsibility; reviews reports prepared by subordinate personnel; assists in determining Bureau personnel requirements; makes recommendations regarding departmental budget requests; monitors and oversees expenditures; notifies Associate Wardens when certain budget thresholds are reached; assists with policy and procedure development.

10% +/- 5%

- Oversees and conducts in-depth inspections and investigations or studies as directed, requested, or needed; conducts inspections of Correction's operations as specifically directed by higher authority or as determined by personal observation; assists with the accreditation process.

15% +/- 5%

- Performs supporting administrative responsibilities; serves on boards and committees related to corrections activities; interacts with citizens and news media sources to disseminate information concerning police activities; oversees and conducts inspections and studies of corrections operations as directed; responds to calls from the public regarding information on incarcerated family/friends, court staff, bailiffs, prosecutors, and public defenders.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree or equivalent with five (5) years of experience as a supervising Correction Sergeant; **or any equivalent combination of training and experience as defined below:**

| Highest degree of education attained | Experience required* |
|--------------------------------------|----------------------|
| No high school diploma/GED | 7 years |
| High school diploma/GED | 6 years |
| Associate or higher degree | 5 years |

Related experience: directing daily operations of a correction facility possessing a thorough knowledge of custody rules and regulations, providing instruction and training to subordinates and inmates on policies and procedures, supervisory duties at the Correction Sergeant (or equivalent) level or higher. Military experience at the noncommissioned officer rank or higher may substitute for the corrections experience, with the same education requirement listed above.

- Valid Ohio driver license, proof of automobile insurance, and access to a vehicle.

Additional Requirements

- Completion of supervisory training as mandated by O.A.C. 5120:1-8-18-(C2) is required within twelve (12) months of hire.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and equipment including a computer and multifunction printer.
- Ability to operate a variety of law enforcement equipment such as body cameras, handheld radio, pepper spray, and pepper ball gun.

Corrections Officer Lieutenant

- Ability to stand and walk for a prolonged period, balance, climb, bend, twist, and lift, push, and pull up to 25 lbs.

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database system (IMACS, Blue Team), and other jail management systems and databases.

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including disciplinary reports, performance evaluations, CS-35, commendations, media requests, laundry and sanitation sheets, hazard tool sheets, incident reports, work order request sheets, use of force reports, shift schedules, inmate release packets, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including departmental policy manual, Employee Handbook, Ohio Dept. of Corrections guidelines, Prison Rape Elimination Act, union contracts, CCSO Standard Schedule of Discipline, BAD Standards, and the Ohio Revised Code (ORC).
- Ability to prepare memos, logs, reports, performance appraisals, disciplinary reports, schedules, time slips, orders, audits, investigations, budgets, use of force reports, 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 with management, subordinates, inmates, MetroHealth staff, consultants, vendors, and the general public.

Environmental Adaptability

Corrections Officer Lieutenant

- Work is typically performed in jail facilities.
- Work may involve exposure to strong odors, noise extremes, disease and bodily fluids, temperature extremes, smoke, dust, and violence.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--|----------------------|-------|
| Class Title: | Manager, External Affairs | Class Number: | 10171 |
| FLSA: | Exempt | Pay Grade: | 12A |
| Dept: | Medical Examiner's Office and Public Works | EXHIBIT C | |

Classification Function

The purpose of this classification is to manage new and existing programs for the assigned department as well as to manage the department's external affairs.

Distinguishing Characteristics

This is supervisory-level classification that is responsible for managing an assigned department's external communications and managing new and existing programs that promote and cultivate interest in the assigned department's activities. The employee works with a framework of policies, procedures, and local and State laws. The incumbent exercises discretion in applying policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

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

- 30% +/- 10%
- Manages and oversees program management and coordination of the assigned department's existing programs (e.g., education program, internship program, volunteer program, etc.).

- 20% +/- 10%
- Supervises and directs the work of assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors 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.

- 30% +/- 10%
- Manages external affairs for the assigned department; serves as the liaison with the Administration's Communications Department to manage and enhance department's mission, vision, and message development with its external audiences and partners; acts as the primary spokesperson for department to local and national media; oversees external communications such as public records requests and archived records.

- 15% +/- 5%
- Manages new programs and opportunities to promote the department's mission and agenda; develops operational plans, budgets, and workforce needs for the programs.

5% +/- 2%

- Performs supporting administrative duties; prepares official reports or documents; attends various meetings and trainings; researches focus studies or projects on topical or trending issues; researches and analyzes data and information that may impact daily operations; monitors legislative changes at State, Federal or other local jurisdictions.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in business administration, marketing, communications, public relations, or a related field, and six (6) years of public affairs or public relations experience or any equivalent combination of training, and experience.

Additional Requirements

- Must complete FEMA ICS 100, 200, and 700 courses within 6 months of hire date ONLY IF assigned to the Medical Examiner's Office.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions, and requirements.

Manager, External Affairs

- Ability to comprehend a variety of informational documents including various waivers, applications, letters, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, Ohio Revised Code, departmental policy manual, training manuals, law books, and computer operation manuals.
- Ability to prepare attendance sheets, memos, budget reports, purchase orders, performance appraisals, disciplinary reports, spreadsheets, training manuals, 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 marketing and basic related legal terminology and language.
- Ability to communicate effectively with managers, co-workers, external partners, law enforcement, consultants, doctors, departmental employees, outside agencies and organizations, elected officials, and the general public.

Environmental Adaptability

- Work is typically performed in an office environment and on-site locations.
- Work may involve exposure to weather extremes, strong odors, bodily fluids, and diseases.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|--------------------------------|----------------------|-------|
| Class Title: | Manager, Security and Research | Class Number: | 16292 |
| FLSA: | Exempt | Pay Grade: | 18B |
| Dept: | Information Technology | EXHIBIT D | |

Classification Function

The purpose of this classification is to provide information security to all County agencies using enterprise-level information technology software, appliances, policy, and techniques. Employee establishes, monitors, and enforces the Department of Information Technology's security policies, procedures, and overall enterprise security strategy.

Distinguishing Characteristics

This is a senior-level management classification working under the direction of the Information Security Officer. The position is responsible for developing strategic security initiatives, conducting comprehensive risk assessments, overseeing the response to security incidents, and ensuring the organization's compliance with security policies and regulations. The employee in this class is expected to exercise discretion in applying general goal and policy statements, in resolving organizational and service delivery problems, and in supervising assigned staff. The employee in this class is also responsible for establishing and enforcing the departmental security policies and procedures and assisting in the design of security solutions.

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%
- Leads the creation, implementation, and enforcement of comprehensive security strategies and policies that protect the organization's information assets and align with organizational goals; utilizes enterprise-level technologies and techniques to secure network infrastructure across all County agencies; schedules and oversees the application of critical security patches to address vulnerabilities; responds to critical cyber security incidents by disconnecting the County network from the internet, restricting employee access to the network, or by taking other actions to manage risk; works with outside agencies such as local, state, and federal law enforcement to handle critical incidents; works on a team that meets regularly with representatives from law enforcement agencies to gather information about cyber security threats; develops planning for strategic initiatives related to security management including equipment refresh, capital outlays, and system life cycle management related to information security management.
- 25% +/- 10%
- Supervises and directs the work of Security 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, instruction, and educational opportunities; 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; plans, develops, and makes recommendations regarding the budget for the cyber security unit..
- 20% +/- 10%
- Performs risk assessments to identify vulnerabilities and potential threats; ensures adherence to legal

Effective Date: 09.11.2012
Last Modified: 03.02.2021

Manager, Security and Research

and regulatory compliance standards; leads efforts to address and mitigate compliance issues; reports on threats and major incidents as needed; develops a long-term risk management strategy to address anticipated threats.

15% +/- 5%

- Oversees the coordination and execution of incident response efforts; develops and maintains incident response plans; ensures the team's readiness through training and simulation exercises.

10% +/- 2%

- Performs security research and development; reviews, researches, and writes security policies and procedures; stays up to date on the latest security threats, technologies, and best practices; leads the evaluation of new security tools and methods; recommends improvements to the security infrastructure; develops and recommends cyber security policies and procedures for various County agencies; contributes to the design of innovative security solutions; attends various trainings and conferences to stay current on emerging trends.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science, information security, cybersecurity, or a related field with six (6) years of information technology experience including network engineering security, cybersecurity, information security, or related field, and one (1) year of supervisory experience managing teams, projects, and strategic initiatives; or an equivalent combination of education, training, and experience.
- Valid driver's license, proof of automobile insurance, and access to a reliable vehicle.
- A Certified Information Systems Security Professional (CISSP) certification is required.

Additional Requirements

- No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Technology Requirements

- Ability to operate a variety of software and databases including word processing software (Microsoft Word), spreadsheet software (Microsoft Excel), electronic mail software (Microsoft Outlook), database software (Security Information and Event Management (SIEM), Identity and Access Management (IAM) Software), and various e-learning and training platforms.

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.

Effective Date: 09.11.2012
Last Modified: 03.02.2021

Manager, Security and Research

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

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to objectives, functions, and requirements.
- Ability to comprehend a variety of informational gained by accessing computer systems including the Intrusion Prevention System (IPS), closed circuit television, email security, Web security, the email system, incident reports, security audit reports, risk assessment documents, compliance reports, security project status updates, budget reports, reports, and technology service requests.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, online documentation, the US Critical Infrastructure Protection Standards (CIP), Ohio Secretary of State Election Security Guidelines, FBI Criminal Justice Information Services (CJIS) Security Policy, Payment Card Industry Data Security Standard (PCI DSS), National Institute of Standards and Technology (NIST) Frameworks, Federal Information Security Management Act (FISMA), Cloud Security Alliance (CSA), the Office of Information Technology (OIT) website, State Code Websites, the SysAdmin, Audit, Networking, and Security Institute (SANS) Website, departmental security policies and procedures.
- Ability to prepare security policies and procedures, security assessments, reports of security threats, emergency call lists, status reports, travel and training requests, Technical Advisory Committee (TAC) briefing memos and documents, Service Requests, Technology Purchase Requests (TPR), and annual employee performance reviews using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department and to communicate with staff, clients, vendors, contractors, class instructors, and departmental employees and administrators, and elected officials.
- Ability to use and interpret computer and accounting terminology and language.

Environmental Adaptability

- Work is typically performed in an office environment.

Manager, Security and Research

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

| | | | |
|---------------------|------------------------|----------------------|-------|
| Class Title: | Security Analyst | Class Number: | 16361 |
| FLSA: | Non-Exempt | Pay Grade: | 11B |
| Dept: | Information Technology | EXHIBIT E | |

Classification Function

The purpose of this classification is to provide first line defense of network and informational security for critical system protection, complete Tier-II security analysis, and to monitor, analyze, respond, and enforce the Department of Information Technology security policies and procedures.

Distinguishing Characteristics

This is a journey-level classification that is responsible for monitoring network and information security for critical system protection and assisting with incident response and security related events. Employees in this class work under a framework of defined procedures in troubleshooting and monitoring appliances for network and informational security. Employees in this class work under general supervision but are expected to work with a degree of independence and exercise judgment and initiative. This position is considered essential and remains on-call 24 hours a day and during holidays and County closures.

Essential Job Functions

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

- 40% +/- 10%
- Monitors, analyzes, and responds to all intrusion detection and protection systems, web traffic security, and other security intelligence and event monitoring systems; investigates and responds to alerts in various defense portals; monitors, analyzes, and responds to other applicable appliances that protect the County against spam, viruses, phishing, and other threats; monitors, analyzes, and responds to security compliance and audits of critical controls; follow up with the appropriate departments to ensure network security infrastructure is maintained; provides reports on security threats and intelligence; participates in security testing and audits.
- 30% +/- 10%
- Researches and updates documented security processes and procedures to improve enterprise security; maintains and coordinates all documentation for all supported systems; reads, reviews, and records technical documentation for County-wide software, devices, systems security, and system operability and how it applies to the County standards and security policies and requirements; researches operational enhancements, solutions to problems, and trends; researches, evaluates, and tests better automation methods for various security products.
- 15% +/- 10%
- Provides full technical support on Incident Response events; contacts and maintains communications with technical support personnel when security related issues arise; updates and resets security appliances; conducts eDiscovery and forensic investigations on hardware and systems; assists internal Departments, County agencies, Courts, law enforcement, and other external federal or partner agencies in investigations.
- 5% +/- 2%

Security Analyst

- Provides technical support and assists with applicable security design and enterprise network configuration with Security Engineers, Infrastructure and Operations, other IT Staff, and potentially external partners; serves as technical contact for current or potential vendors.

10% +/- 5%

- Performs supporting administrative responsibilities; prepares and maintains various related reports, records, and other documents; responds to emails and phone calls; attends various trainings and meetings; stays up-to-date on new technology and trends in the field; provides insight into monthly security advisory.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in computer science or related field and three (3) years of information technology experience including one (1) year of information security experience; or any equivalent combination of education, training, and experience.

Additional Requirements

- Must obtain a certification by a recognized cybersecurity certification association such as ISC2, CompTIA, ISACA, SANS/GIAC, EC-Council, Offsec, or a regional accredited university within probationary period.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines and computer technology including computers, printers, servers, forensic tools, and security appliances.

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 presentation software (Microsoft PowerPoint).
- Ability to utilize a variety of technical security and forensic tools and software.

Supervisory Responsibilities

- No supervisory responsibilities required.

Mathematical Ability

- Ability to add, subtracts, multiply, divide, and calculate decimals and percentages; calculate and make use of the principles of routine and advanced statistical theory and inference.

Language Ability & Interpersonal Communication

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

Security Analyst

- Ability to comprehend a variety of informational documents including technical status and system logs, penetration test reports, risk assessments reports, threat intelligence reports, security, audits, logs, technical literature, correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including the Employee Handbook, OWASP Top 10, Security Documentation, CIS Top 20 Security Controls Technical Documentation, CIS Benchmarks, Threat Intelligence, and technical information and instruction manuals.
- Ability to prepare operational monitoring report, technical and non-technical user guides; root cause analysis report, malware analysis report, test and monitoring scripts and codes; Security Incident and Event Management (SIEM) reports, application security review, 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 computer security terminology and language.
- Ability to communicate with management, co-workers, vendor staff, and other County employees.

Environmental Adaptability

- Work is typically performed in an office environment.
- Work may include travel to other county or state locations.

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

Posted: 8/1/2024
Meeting: 8/7/2024

| <u>Job Title</u> REVISED | <u>Classification Number</u> | <u>Current Pay Grade & FLSA</u> | <u>RECOMMENDED PAY GRADE & FLSA</u> | <u>Department</u> | <u>Rationale</u> |
|------------------------------------|------------------------------|-------------------------------------|---|------------------------|--|
| Compliance Coordinator | 14211 | 12A Exempt | 12A Exempt (No Change) | Human Resources | Revision requested by HR. Classification last revised in 2022. Changes were made to distinguishing characteristics, essential functions, minimum qualifications, and language and formatting. A technology section was added. No change to pay grade or FLSA status. |
| Corrections Officer Lieutenant | 12351 | 12A Non-Exempt | 13A Non-Exempt | Sheriff | PRC routine maintenance. Classification last revised in 2020. Changes were made to essential functions, minimum qualifications, physical ability, and language and formatting. A technology section was added. The pay grade has increased from PG 12A to PG 13A |
| Manager, External Affairs | 10171 | 12A Exempt | 12A Exempt (No Change) | Medical Examiner | At the request of the Public Works Department, Public Works was added to the applicable” Departments” so this position would be available for them to utilize at the Animal Shelter. The language for the classification was made more generic to apply to multiple departments. |
| Manager, Security and Research | 16292 | 13B Exempt | 18B Exempt | Information Technology | PRC routine maintenance. Classification last revised in 2021. Changes were made to the essential functions, distinguishing characteristics, minimum qualifications, and language and formatting. A technology section was added. No change FLSA status. Pay grade increased from 13B to 18B. |
| Security Analyst | 16361 | 10B Non-Exempt | 11B Non-Exempt | Information Technology | Update requested by department. Classification last revised in 2021. Changes were made to the essential functions, additional requirements, distinguishing characteristics, and language and formatting. A technology section was added. The pay grade is going from 10B to 11B. |

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0327

| | |
|---|---|
| Sponsored by: County Executive Ronayne | A Resolution confirming the County Executive’s reappointment of Sheila Wright to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2024 – 7/14/2027 and declaring the necessity that this Resolution become immediately effective. |
|---|---|

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, County Executive has nominated Sheila Wright for appointment to the Cuyahoga County Citizens’ Advisory Council on Equity, for the term 7/15/2024 – 7/14/2027.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Sheila Wright to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2024 – 7/14/2027.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2024

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

Journal _____
_____,20____



August 27, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th 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:

- **Sheila Wright (7/15/2024 - 7/14/2027)**
 - Reappointment
 - Currently resides in East 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 6 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 Christopher Alvarado at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Citizens' Advisory Council on Equity

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

7/15/2024 – 7/14/2027

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

Reappointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

Ronald Edward Stubblefield

Erich V Stubbs

Stephen Caviness

Sheila Marran Wright

- 2.8** The candidate's city and county of residence;

East Cleveland, Cuyahoga County

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Ohio Commission for Minority Health, Karamu House, City Club of Cleveland, Growth Opportunity Partners

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

Sheila Wright | Bio

Sheila Wright is President and Co-Owner of Frontline Development Group, LLC. Her firm secured a City of Cleveland contract for *Allen Estates*, a proposed 300-unit mixed-income, mixed-use development. The project received \$500k from the City for initial home construction and \$5.6 million from the City and County, respectively.

At *Gordon Crossing*, Frontline served as co-developer and partner in a 9% low-income housing tax credit (LIHTC) deal, making Sheila's company the first Black and female-owned real estate development firm in Cleveland to receive a 9% award. Frontline is also developing *Gateway66* and *Fullerton*, both LIHTC projects, with Sheila's company as the majority owner, partner, and developer of *Gateway66*. Sheila has secured a \$3 million soft commitment from a major medical institution for *Gateway66*.

Before co-founding Frontline, Sheila advised Albert B. Ratner and served as President of his Foundation, influencing housing policy and investment in Cleveland. She has also made significant contributions to Northeast Ohio's theater and film infrastructure, including leading a \$14 million capital campaign as Chair of *Karamu House* and founding the *CREW Foundation* to support sound stage development.

Sheila has held various public service roles, including gubernatorial commission appointments and leadership positions with the Cleveland *NAACP*, the *11th Congressional District Caucus*, and local non-profits and advisory boards. She holds a B.A. and J.D. from Cleveland State University and an Executive M.B.A. from Case Western Reserve University.

SMW

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0328

| | |
|---|--|
| Sponsored by: County Executive Ronayne | A Resolution confirming the County Executive’s reappointment of Stephen Caviness to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2024 – 7/14/2027 and declaring the necessity that this Resolution become immediately effective. |
|---|--|

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, County Executive has nominated Stephen Caviness for appointment to the Cuyahoga County Citizens’ Advisory Council on Equity, for the term 7/15/2024 – 7/14/2027.

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s reappointment of Stephen Caviness to serve on the Cuyahoga County Citizens’ Advisory Council on Equity for the term 7/15/2024 – 7/14/2027.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2024

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

Journal _____
_____,20____



August 27, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
2079 E. Ninth Street, 8th 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:

- **Stephen Caviness (7/15/2024 - 7/14/2027)**
 - Reappointment
 - Currently resides in Mayfield 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 6 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 Christopher Alvarado at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne
County Executive

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Citizens' Advisory Council on Equity

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

7/15/2024 – 7/14/2027

- 2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Reappointment

- 2.5 For a new appointment: the name of the individual who the candidate would replace;

N/A

- 2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7 A cumulative list of individuals who applied for the position;

Ronald Edward Stubblefield

Erich V Stubbs

Stephen Caviness

Sheila Marran Wright

- 2.8 The candidate's city and county of residence;

Mayfield Heights, Cuyahoga County

- 2.9 An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

NewBridge Cleveland, Manufacturing Works

- 2.10 An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

Stephen Caviness is a globally minded economic development professional who has devoted his career and personal time to challenging systems and finding ways to improve the lives of at-risk and underrepresented populations.

As a strategic thinker, innovator, and influencer with a passion for continuous improvement, Stephen continues to be a key contributor in the community when developing initiatives and programs grounded in race equity. His curiosity and deep understanding of complex systems has served him well, particularly when evaluating the various factors that perpetuate racism. With nearly 15 years of experience in the public, philanthropy, and non-profit sectors, Stephen views his work through a measurable community impact lens and has an unwavering commitment to opening doors for Black residents, professionals, and entrepreneurs that can lead to wealth building opportunities.

Stephen currently serves as Senior Director of Project Management at TeamNEO – Northeast Ohio’s business and economic development non-profit. In this role, he works closely with local economic development partners to attract and retain businesses, resulting in job creation and an increase in capital investment in the region.

Prior to joining TeamNEO, Stephen served in roles that influenced systems change. In his role as Program Officer for Workforce & Social Investments at the Cleveland Foundation, Stephen was a key staff member who developed strategies for its \$150 million social impact investment initiative and separately, oversaw a multi-million dollar grantmaking portfolio that supported local non-profits across the workforce development, entrepreneurship, and innovation landscape.

Stephen began his career in public service, where he served as a Congressional Aide with the Office of Congresswoman Marcia L. Fudge, who took office amid our 2008 recession. While holding many responsibilities, Stephen prides himself on the effort he put forth to keep families in their homes via mortgage restructuring with principal reduction.

He holds a Masters of Business Administration Degree in System Management from Baldwin Wallace University and a Bachelor of Science Degree in Human Ecology from The Ohio State University. Stephen is civically engaged through various Non-profit Board roles that feed his passion for driving racial equity.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0329

| | |
|---|---|
| Sponsored by: County Executive Ronayne | A Resolution confirming the County Executive’s appointment of Dr. Ronnie Dunn to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2024 – 12/31/2027 and declaring the necessity that this Resolution become immediately effective. |
|---|---|

WHEREAS, the Cuyahoga County Public Defender Commission was created pursuant to the provisions of ORC Section 120.13; and

WHEREAS, the powers and duties of the Cuyahoga County Public Defender Commission are established pursuant to ORC Section 120.14, which include: recommending an annual operating budget of the office of the County Public Defender, establishing operational standards of the office of the County Public Defender, and determining the qualifications and size of the supporting staff of the office in an effort to provide essential legal representation to indigent persons in the County; and

WHEREAS, pursuant to ORC Section 120.13, the Cuyahoga County Public Defender Commission shall have five members with a term of office of four years; and

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

WHEREAS, County Executive has nominated Dr. Ronnie Dunn (replacing Erika Anthony) to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2024 – 12/31/2027; and

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

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive’s appointment of Dr. Ronnie Dunn (replacing Erika Anthony) to serve on the Cuyahoga County Public Defender Commission for the term 1/1/2024 – 12/31/2027.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2024

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

Journal _____
_____, 20__



August 27, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Cuyahoga County Public Defender Commission

Dear President Jones:

Pursuant to Ohio Revised Code Section 120.13, I submit the following nominee for appointment to the Cuyahoga County Public Defender Commission:

- **Dr. Ronnie Dunn**, 4-year term, 1/01/2024 - 12/31/2027 (replacing Erika Anthony)

Among other duties, the County Public Defender Commission is responsible for the following:

- Appointing the County Public Defender;
- Determining the qualifications and size of the supporting staff and facilities, and other requirements needed to maintain and operate the office of the County Public Defender;
- Recommending an annual budget for the office of the County Public Defender to the County Executive;
- Making an annual report to the County Executive and Ohio Public Defender Commission on the operation of the County Public Defender Office;
- Contracting with municipal corporations within Cuyahoga County for the Public Defender to provide legal representation for indigent persons who are charged with a violation of the ordinances of the municipal corporation

The Public Defender Commission is comprised of five members – three appointed by the County Executive, and two appointed by the presiding judge of the Court of Common Pleas. Public Defender Commission members are uncompensated. Per Ohio Revised Code, at least one member appointed by each of these authorities must be an attorney admitted to practice law in the State of Ohio. Attached you will find the nominee's resume for your review. There are ten candidates on file that have applied for this position.

Thank you for your consideration of this appointment. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado at 216-348-4239.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ronayne".

Chris Ronayne, County Executive

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Public Defenders Commission

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

N/A

- 2.3 The specific term of office during which the candidate would serve;

01/01/2024 - 12/31/2027

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

New Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Erika Anthony

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;

**Erich V Stubbs
Dr. Ronnie A. Dunn
Colleen Maria Cotter
Robert C. McClelland
Mary Jo Tipping
Rev. King Otis Rodgers
Ashley Jones
Demar Sheffey
Amier Cobb-Bradley
Darrell Houston**

- 2.8** The candidate's city and county of residence;

Cleveland, Cuyahoga County

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Cleveland NAACP (Board Member)

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

2.11 If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

2.12 In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

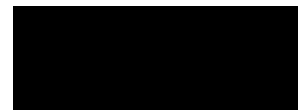
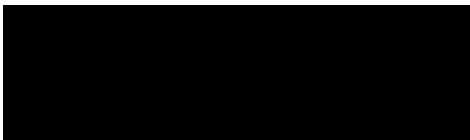
- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.



Division of Diversity, Inclusion and Community Engagement

Dr. Ronnie A. Dunn is an associate professor of Urban Studies at Cleveland State University. His research interests include issues affecting minorities and the urban poor with a particular focus on race, crime, and the criminal justice system. He was appointed by Governor John Kasich to the Ohio Collaborative Community-Police Advisory Board, which has established statewide policing standards on use-of-force, recruitment and hiring, community policing, and bias-free policing, and he provided written testimony to President Barack Obama's Taskforce on 21st Century Policing. His most recent book, *Boycotts, Busing, & Beyond: The History & Implications of School Desegregation in the Urban North*, (Kendall-Hunt Publishing, 2016) uses the Cleveland School Desegregation Case to examine the issue.

Dr. Dunn chairs the Cleveland NAACP's Criminal Justice Committee and is the past chair of the Cuyahoga Metropolitan Housing Authority's Board of Commissioners on which he served for seven years. He is a native Clevelander, and U.S. Air Force veteran, and a frequent commentator in local, national, and international media outlets.



County Council of Cuyahoga County, Ohio

Resolution No. R2024-0330

| | |
|---|--|
| Sponsored by: County Executive Ronayne | A Resolution confirming the County Executive’s appointment of Darlene Wade to serve on the Western Reserve Area Agency on Aging Five County Advisory Council for the term 1/1/2024 – 12/31/2026; and declaring the necessity that this Resolution become immediately effective. |
|---|--|

WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

WHEREAS, the Five County Advisory Council of the WRAAA is composed of twenty-one (21) members who serve three (3) 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 Darlene Wade to serve on the WRAAA Five County Advisory Council 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 Darlene Wade to serve on the Western Reserve Area Agency on Aging (WRAAA) Five County Advisory Council 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: September 10, 2024

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

Journal _____

_____, 20__



August 27, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Western Reserve Area Agency on Aging (WRAAA) Five County Advisory Council

Dear President Jones:

I am pleased to nominate the following individual for reappointment to the *Western Reserve Area Agency on Aging (WRAAA) Five County Advisory Council*:

- **Darlene Wade**, 3 year term, 1/1/24-12/31/26—New appointment
- Resides in Lyndhurst (Cuyahoga County)

The Council shall be the official advisory body to the Western Reserve Area Agency on Aging. In this capacity the Council shall continually advise the WRAAA relative to:

- A. Develop and administer the Area Plan, including a review and comment of the Plan and any amendments;
- B. Operate under the Area Plan;
- C. Review Older Americans Act Title III funding distribution by Agency and County;
- D. Conduct public hearings;
- E. Review and comment on other community policies, programs and actions affecting older persons in representing relative interests;
- F. Review and comment on relevant community policies, programs, and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons;
- G. Assess and evaluate advocacy and community needs to empower and educate Council members and stakeholders with information to: engage in policy development; community activism; influence and support policy makers; devise and disseminate powerful, proactive advocacy messages and ways to mobilize well-organized effort(s); assist the elderly and disabled in identifying rights and needs to overcome barriers to independent living through WRAAA programs and services; and
- H. Regularly attend scheduled Council meetings.

No advisory opinion was requested. The nominee's resume is attached for your review. There is one candidate on file for this position. Thank you for your consideration of these appointments. Should you or any of your colleagues have any questions, please feel free to contact Christopher Alvarado my office at 216-348-4239.

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

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Western Reserve Area Agency on Aging (WRAAA) Five County Advisory Council

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

Members of the WRAAA Five County Advisory Council must live in the County that they are representing.

- 2.3 The specific term of office during which the candidate would serve;

1/1/24-12/31/26

- 2.4** An indication of whether the candidate is being considered for a new appointment or for reappointment;

New Appointment

- 2.5** For a new appointment: the name of the individual who the candidate would replace;

Constance Hill-Johnson (term ended 12/31/2018)

- 2.6** For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

- 2.7** A cumulative list of individuals who applied for the position;
Darlene Wade

- 2.8** The candidate's city and county of residence;

Lyndhurst, Cuyahoga County

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**The Ambassadors for Christ—Board Member
Women of Hope—Board Member**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate's appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate's appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee's oath of office with the clerk of council pursuant to chapter 107 of this code.

DARLENE WADE, MSW, LISW-S

CAREER PROFILE

Deputy Administrator, LISW-S, with over 25 years' experience in multiple social service systems; social program administration, clinical services, disabled adults, geriatrics, abuse/neglect, management and supervision. Adept at resolving conflicts and encouraging positive relationships; skilled at working with professional staff and board members. Possess skills in aspects of fiscal management, including budgets and contracting of services. Experienced in performance management, training, public speaking, psychosocial, in-home assessments, and working with a skilled nursing staff. Proficient at Promoting collaborative action and providing leadership that addresses community-development priorities and improves the advancement of Division interests.

Leadership | Communication | Management | Clinical Programs

QUALIFICATIONS SUMMARY

- Over 25 years serving the Geriatric population, Children and Families, the Disabled & Veterans; promoting social justice through social work practice and policy making.
- Innovative team leader and motivator with strong management skills; a team-oriented style of management that promotes personal development and productivity.
- Experienced with Diagnostic and Statistical Manual of Mental Disorders (DSM-5).
- Strong communicator who interacts respectfully and effectively with individuals across the spectrum of social, economic backgrounds, and cultures.
- Experience in managing non-profit and government-sponsored programs that have been cited as professional, innovative, and responsive to community's needs.
- Ability to take an independent stance within all levels of bureaucracy, while accomplishing goals, fulfilling the strategic plan, and assuring the mission of the Division is accomplished.
- Experience collaborating with program Administrators in developing budgets.
- Experience overseeing the development of special projects.
- Master of Social Work Field Educator for various Universities; ensures interns' meet field education objectives.
- Knowledge of research and grant writing.
- Knowledge of the Ohio Revised Code; Ohio Administrative Code; Older Americans Act and its national network of state agencies; Center for Medicaid Services (CMS); Veterans Integrated Service Network
- Proficient with Microsoft Access, Power Point, Excel and Microsoft Word.

PROFESSIONAL EXPERIENCE

SOCIAL PROGRAM ADMINISTRATOR / DEPUTY DIRECTOR

CLEVELAND, OH October 2015-PRESENT

- Manage & oversee multiple social service clinical programs; Chiefs, Supervisors Social Workers, Registered Nurses, Family Service Aides, Special Project Managers, Program Officers, LSW's, Passport Counselor's, Record Tech's, and Administrative Assistants.
- Oversee Options for Independent Living: Provide services for adults over 60 and the disabled 18-59 through contracted providers, case management. Home Care Skilled Services /Home Based & Community Care: Provide Skilled Care, Homemaking & Personal Care to Ryan White Part A HIV/Aides clients, McGregor

Pace, Multiple Sclerosis, Skilled care (Medicaid/Medicare), Social Work Counseling, Options Clients & Fee for service.

- Overseeing all social work activities within the clinical programs ensuring that educational and quality of care functions related to the psychosocial needs of the clients are met.
- Make decisions regarding work problems presented by subordinate social work supervisors and chiefs
- Advise Service Chiefs and supervisors on problems involving the relationship of social work activities to the various units and programs.
- Oversee Performance Management Team: Utilizing technology, soliciting community feedback, and using established best practices; publish reports and findings to the public; Expand existing statistical reports with new data research new methods for quality assurance, sharing these methods with DSAS staff, thereby improving services and efficiency for DSAS clients.
- Collaborate with management in the development of Cuyahoga County's DSAS Strategic Plan, including identifying performance indicators and other measures, and formalizing the process for implementation.
- Oversee all aspects of program activities including monitoring contract dollars, making decisions regarding work related issues presented by managers and supervisors, consult with professional development on training needs, work with teams to identify problems and create solutions to enhance program efficiency.
- Participate in the decision-making process of hiring for vacant positions (supervisory and non-supervisory; hear grievances from AFSCME bargaining and non-bargaining staff; review and address disciplinary issues; collaborate with Human Resources to address possible performance improvement plans (PIP) and/or dismissal of employment.
- Responsible for preparing and completing Medicaid/Medicare Home Health Agency Audits for the Center of Medicaid Services (CMS).
- Responsible for preparing and completing Ryan White Part A – Cleveland TGA annual and semi-annual audits.
- Serve as liaison with government agencies, service providers, and business community.
- Analyze systems and develop creative solutions for process efficiencies.
- Develop Requests for Proposals (RFP's) for Clinical Programs.
- Evaluate and make recommendations for employee performances.
- Partner with multidisciplinary teams in administering services through community partners and government agencies.
- Developed Xcel Spreadsheets to report program specific data, based on case management service outcomes, which can be used for quality planning and improvement.
- Developed and implemented Individualized Service Plans (ISP) for the Options program, to enhance case management and provide person centered care.
- Provide monthly statistical reports.
- Collaborate with various DSAS leaders to promote Best Practices.
- Represent DSAS in external committees.
- Serve as Voice and Face of the Division of Senior and Adult Services through Media and market programs.
- Generate awareness of Cuyahoga County Division of Senior and Adult Services at community/business venues.
- Serve as guest speaker at various Community Agencies for DSAS programs and services
- Evaluate and review social service delivery at the highest-level to the community; develops and implements plans for improved social service delivery; revises, develops and implements policies and procedures in order to better manage the delivery of social programs; monitors compliance of social service programs with federal and state regulations governing program areas; provide interpretation and clarification of applicable regulations, policy and procedures; oversees program budgets and expenditures; develops program resources; designs and prepares written materials describing program; attends meetings and prepares and delivers speeches regarding social programs; provides technical advice and consultative services to community advocates, providers, other County public and private agencies, legislators, other division administrators.
- Supervise lower level social program administrators (e.g.- manages subordinate personnel; assigns, reviews, monitors and evaluates subordinate staff; reviews and approves employee leave requests; makes

recommendations and gives approval in personnel actions relating to staff selections, transfers, removals and hiring).

- Performs administrative functions (e.g. - prepares annual reports, budgets, and work plans; prepares reports for state and agency; acts as liaison between state and division regarding social program functions; responds to telephone and written inquiries about social programs).

SOCIAL SERVICES SUPERVISOR

CLEVELAND, OH 2010 -2015

- Oversee staff of Social Services Worker 4's in Clinical Program
- Assign and monitor cases, direct case activity; provides orientation and training to new workers; respond to employee problems and issues; review work completed; formally evaluates performance; conducts staff meetings to keep employees informed of changes in policies, procedures, programs or techniques; interview applicants and makes recommendations for hirer.
- Monitor, review and approve the completion of case records, prepares weekly, monthly and annual reports; maintains case management data; maintains various records.
- Assist in the planning and development of new social service programs or policies; evaluates methods of delivery of social service programs and recommend more effective delivery systems.
- Assist treatment team in implementing programs
- Coordinate services with other divisions or institutional units; coordinates services with community and local agencies to promote activities and develop resources.
- Prepare and delivers speeches regarding agency program services.
- Develop and assist in staff training programs.
- Establish a vision, set priorities, and measurable goals for the unit's work.
- Formulate operational policies and procedures; determine work priorities.
- Evaluate performance; screen and interview applicants and make recommendations for selection.
- Conduct group or individual meetings to discuss problems and changes in procedure and policy.
- Provide administrative tasks necessary for the social services programs.
- Coordinate service with community agencies and local organizations.

SOCIAL SERVICES WORKER 4

CLEVELAND, OH 2003- 2010

- Provide Psychosocial Assessments and in-home assessments.
- Complete assessments to determine ADL's and IADL's
- Monitor, review and report case activity; case manage
- Develop individual treatment plans; maintain clinical caseload
- Advise Division Managers of service needs for clients and make recommendations for new programs and priorities.
- Provide direct service; calculate service packages. Provide case management utilizing Best Practice in adult protection, safety, choice and inclusion.
- Collaborate with Adult Protective Services to determine abuse/neglect and client's safety.
- Collaborate with community partners to determine client need and make recommendations for service packages
- Build ongoing strategic relationships through service operations and volunteer community presentations.
- Determine appropriate service package for clients based on individual need.
- Assess for client in-home safety.
- Determine program eligibility.
- Provide information and assistance to clients, families and the community.
- Calculate cost of service package.

SOCIAL SERVICES WORKER 3
 CLEVELAND, OH 1998-2003

- Assesses/investigates referrals involving child abuse and neglect, dependency, or other families in need of services.
- Develop and implement strategies to ensure child safety, permanency, and well-being; work to help engage and strengthen families in the process
- Conducts in-depth, culturally sensitive interviews with clients, caregivers, children and collateral contacts through face-to-face home visits, office visits, phone calls and written communication.
- Complete risk assessments for child abuse/neglect; attend court hearings; perform family and individual counseling.
- Works with schools, medical professionals, law enforcement, and other community-based providers to gather information and to provide ongoing support and services to children and their families; maintain ongoing caseload.
- Coordinates and/or attends a variety of meetings including family team meetings and team decision making meetings (staffing).
- Maintain case records, data and supportive materials; prepares and compiles social histories, summaries, court documents and referrals, completes forms and writes reports as required by law or executive order; prepares progress notes, treatment plans and evaluation according to established federal and state standards; prepares correspondence to families, courts, state and community agencies.
- Conducts work in accordance with federal and state guidelines and follows agency policies, procedures and best practice standards.
- Provide monthly statistical report
- Collaborate with the agency’s legal team to prepare documents and testimony.

ADMINISTRATOR – MULTIPLE NON-PROFIT ORGANIZATION
 CLEVELAND, OH 2003-PRESENT

- Establish, implement and manage non-profit agencies through the State of Ohio, including Articles of Incorporation and By-Laws.
- Collaborate with the organization’s boards to develop strategic plans and goals.
- Develop and manage annual budgets.
- Construct and implement strong fundraising plans/programs.
- Create surplus budgets featuring realistic revenue projections and conservative expense projections.
- Hire and supervise staff of volunteers and salaried employees.
- Oversee the development of special projects.
- Manage a 200-member congregation.
- Experience with grant writing proposals.

CORE COMPETENCIES

- | | | | |
|---|---|--|--|
| <ul style="list-style-type: none"> • Hiring • Evaluations • Negotiation • Training • Mentoring • Write Proposals • Write Statistical Reports | <ul style="list-style-type: none"> • Advertising • Marketing • Communication • Interpersonal Relationships • Budget Development / Budget Control | <ul style="list-style-type: none"> • Public Speaking • Manage Senior Programs Home Based Services • Conduct Oral/Written Presentations • Experience in Grant | <ul style="list-style-type: none"> • Writing • Public and Social Service Administration • Strong Multitasking |
|---|---|--|--|

EDUCATION

Master of Social Work – Cleveland State University, Cleveland Ohio, 2001

Bachelor of Psychology – Cleveland State University, Cleveland Ohio, 1997

Associates of Accounting – Cuyahoga Community College, Highland Hills, 1993

LICENSURE /AFFILIATIONS/ACCOMPLISHMENTS

- Licensed Independent Social Worker Supervision (LISW-S)
- Certificate of Gerontology (University of Southern California, Davis School of Gerontology)
- Certificate of Training for OASIS-C2 (The Ohio Department of Health)
- Certified Telebehavioral Health Practitioner
- Member of APS I Team, Building relationships between Cuyahoga County APS and community partners
- Board Member of Non-Profit Organization “The Ambassadors for Christ”
- Board Member of “Women of Hope” Shelter for homeless veterans
- Nominated Social Worker of the month March 2015
- Nominated Employee of the month March 2015; represented on Cuyahoga County’s Website (Cuyahogacounty.com) on the Employee Spotlight.
- Book Publisher “I’m Not Afraid of the Boogeyman, Overcoming the Spirit of Fear.”
- Serve as Presiding Judge for Cuyahoga County precinct voting locations
- Co-presenter at Cuyahoga County Conference on Aging 2015 – “Cuyahoga County Offers a Helping Hand to Persons with Disabilities”



April 2, 2024

Zoe Toscos, Chris Avarado
Office of County Executive Chris Ronayne
2079 East Ninth Street
Cleveland OH, 44115

Dear Zoe and Chris,

On behalf of DSAS Administrator, Natasha Pietrocola, I am sending this request for consideration for appointment to the Western Reserve Area Agency on Aging Advisory Council.

Per authorization of the Older Americans Act, the Division of Senior and Adult Services (DSAS) requests appointment by the County Executive of up to four candidates to the WRAAA Board of Trustees and up to two for the WRAAA Advisory Council. These entities play an important role in the County along with the DSAS Advisory Board in representing the interests of older adults and making recommendations about pertinent aging issues and policies.

Western Reserve Area Agency on Aging Advisory Council:

New appointment for a three-year term beginning January 1, 2024, and ending December 31, 2026:

- **Darlene Wade**

The above individual has been vetted and approved by the DSAS Advisory Board. I have attached their resume for your review.

We hope to have approval obtained as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

Maridell Couture
Advocacy Officer/Board Liaison

c. Natasha Pietrocola, DSAS Administrator

**Western Reserve Area Agency on Aging
Five County Advisory Council Roles & Responsibilities**

The Council shall be the official advisory body to the Western Reserve Area Agency on Aging. In this capacity the Council shall continually advise the WRAAA relative to:

- A. Develop and administer the Area Plan, including a review and comment of the Plan and any amendments;
- B. Operate under the Area Plan;
- C. Review Older Americans Act Title III funding distribution by Agency and County;
- D. Conduct public hearings;
- E. Review and comment on other community policies, programs and actions affecting older persons in representing relative interests;
- F. Review and comment on relevant community policies, programs, and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons;
- G. Assess and evaluate advocacy and community needs to empower and educate Council members and stakeholders with information to: engage in policy development; community activism; influence and support policy makers; devise and disseminate powerful, proactive advocacy messages and ways to mobilize well-organized effort(s); assist the elderly and disabled in identifying rights and needs to overcome barriers to independent living through WRAAA programs and services; and
- H. Regularly attend scheduled Council meetings.

Questions concerning the WRAAA Five County Advisory Council may be directed to:

Fatima Perkins, Director of Community Outreach and Advocacy [REDACTED]
[REDACTED]

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0331

| | |
|---|--|
| Sponsored by: County Executive Ronayne | A Resolution confirming the County Executive’s appointment of Mary McNamara to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2024 – 12/31/2026; and declaring the necessity that this Resolution become immediately effective. |
|---|--|

WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

WHEREAS, the WRAAA Board of Trustees is composed of twenty-one (21) appointed members who serve three (3) year terms and two ex-officio members; and

WHEREAS, Cuyahoga County appoints four (4) of the appointed members of the WRAAA Board of Trustees; 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 Mary McNamara (replacing Constance Hill-Johnson) to serve on the Western Reserve Area Agency on Aging Board of Trustees 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 Mary McNamara (replacing Constance Hill-Johnson) to serve on the Western Reserve Area Agency on Aging Board of Trustees 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: September 10, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



August 28, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Western Reserve Area Agency on Aging (WRAAA)

Dear President Jones:

I am pleased to nominate the following individual for reappointment to the *Western Reserve Area Agency on Aging (WRAAA)* Board:

- **Mary McNamara**, 3 year term, 1/1/24-12/31/26
- New Appointment (replacing Constance Hill-Johnson- term expired 12/31/2018)
- Resides in Rocky River (Cuyahoga County)

The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.

The Board consists of 23 members – four appointed by the Cuyahoga County Executive; one each appointed by the counties of Geauga, Lake, Lorain and Medina; two ex-officio members; and thirteen at-large members appointed by the trustees. Article IV, Section 4 of the WRAAA Regulations – “Selection” – requires that board candidates be nominated by a county’s Advisory Council. In Cuyahoga County, the Division of Senior and Adult Services Advisory Board serves as the local Advisory Council. Ms. McNamara was nominated and submitted for consideration for reappointment through this process.

Article IV, Section (2)(b) of the Agency’s Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers’ independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and
- Trustees must reside within PSA 10A; and
- Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA

No advisory opinion was requested. The nominee's resume is attached for your review. There are 11 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 Christopher Alvarado my office at 216-348-4239.

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

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Western Reserve Area Agency on Aging (WRAAA)

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

Article IV, Section (2)(b) of the Agency's Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- **Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers' independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and**

- **Trustees must reside within PSA 10A; and**
- **Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA**

2.3 The specific term of office during which the candidate would serve;

1/1/2024-12/31/2026

2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

New Appointment

2.5 For a new appointment: the name of the individual who the candidate would replace;

Constance Hill Johnson (vacant since 1/1/2019)

2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

2.7 A cumulative list of individuals who applied for the position;

**Sue Biagianti
Mary McNamara
Sam Thomas III
Stephanie Leigh Barbee
Demar Sheffey
Brenda Stoller
Elaine Matthews
Ismael Flores
Yvette Bozman
Daniel B Pajak
Tammy Kennedy**

2.8 The candidate's city and county of residence;

Rocky River, Cuyahoga County

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

**Amani Children’s Foundation—Board Member
Senior Transportation Connection—Board Member**

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate’s appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate’s appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee’s oath of office with the clerk of council pursuant to chapter 107 of this code.

Mary E. McNamara, LISW-S

Education **Case Western Reserve University** Cleveland, OH
Mandel School of Applied Social Sciences
Masters of Science in Social Administration; Aging Concentration
Mandel Scholar

The Ohio State University Columbus, OH
Bachelor of Science in Social Work, Minor in Criminology.

Professional Experience **City of Cleveland, Department of Aging** Cleveland, OH 2008- present
Director 2016- present
Administrative Manager 2012- 2016
Project Coordinator 2008-2012

- Member of Mayor Justin M. Bibb’s cabinet
- Member of Former Mayor Frank Jackson’s cabinet
- Responsible for management of staff, budget and development of city department serving 8,000 older adults and adults with disabilities each year

Case Western Reserve University *Cleveland, OH* 2003- 2016
Adjunct Instructor

- Social Worker Field Instructor for 14 graduate students

Fairhill Partners Cleveland, OH 2002- 2008
Director, Wellness & Wisdom Programs (includes all programs)

Christian Appalachian Project Lancaster, KY 1994-2000
Coordinator of Volunteer Recruitment and Volunteer Life 1997-2000
Advocate for Domestic Violence Victims 1996-1997
Staff member, Family Life Services, transitional housing 1994-1996

Professional Memberships State of Ohio, Licensed Independent Social Worker- Supervisor
Current Board member, Amani Children’s Foundation
Current Board member, Senior Transportation Connection
Member, National Association of Social Workers

Publications Parenting the Custodial Grandchild Implications for Clinical Practice; Editors Bert Hayslip, Jr., PhD; Patricia Kaminski, PhD Pub Date: 03/2008; ISBN13: 9780826116857. Chapter contributor- Parenting Concerns of Grandparents Raising Grandchildren; An Insider’s Picture by Carol M. Musil, Camille B. Warner, Mary McNamara, Stacey Rokoff and Dawn Turek

Contact





April 2, 2024

Zoe Toscos, Special Projects Manager
Chris Avarado, Director of Regional Collaboration
Office of County Executive Chris Ronayne
2079 East Ninth Street
Cleveland OH, 44115

Dear Zoe and Chris,
On behalf of DSAS Administrator, Natasha Pietrocola, I am sending this request for consideration for appointments to the Board of Trustees for the Western Reserve Area Agency on Aging (WRAAA).

Per authorization of the Older Americans Act, the Division of Senior and Adult Services (DSAS) requests appointment by the County Executive of up to four candidates to the WRAAA Board of Trustees and up to two for the WRAAA Advisory Council.

These entities play an important role in the County along with the DSAS Advisory Board in representing the interests of older adults and making recommendations about pertinent aging issues and policies.

Western Reserve Area Agency on Aging Board of Trustees:

New appointment for a three-year term beginning January 1, 2024 and ending December 31, 2026:

- Sue Biagianti
- Mary McNamara

The above individuals have been vetted and approved by the DSAS Advisory Board. I have attached their resumes for your review.

We hope to have approval obtained as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

Maridell Couture
Advocacy Officer/Board Liaison

c. Natasha Pietrocola, DSAS Administrator

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0332

| | |
|---|--|
| Sponsored by: County Executive Ronayne | A Resolution confirming the County Executive’s reappointment of Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2023 – 12/31/2025; and declaring the necessity that this Resolution become immediately effective. |
|---|--|

WHEREAS, Ohio Revised Code Chapter 173.011 provides for the designation of a private nonprofit entity as an “area agency on aging” to administer programs granted under the Older Americans Act of 1965; and

WHEREAS, the Western Reserve Area Agency on Aging (“WRAAA”) is a private nonprofit corporation organized and designated by the State of Ohio to be the planning, coordinating, administrative agency for federal and state aging programs in Cuyahoga, Geauga, Lake, Lorain, and Medina Counties and is one of twelve (12) Area Agencies on Aging that the State organized together with local service provider organizations and the Ohio Department of Aging to form the State’s public aging network; and

WHEREAS, the WRAAA Board of Trustees is composed of twenty-one (21) appointed members who serve three (3) year terms and two ex-officio members; and

WHEREAS, Cuyahoga County appoints four (4) of the appointed members of the WRAAA Board of Trustees; 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 Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2023 – 12/31/2025.

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 Sue Biagianti to serve on the Western Reserve Area Agency on Aging Board of Trustees for the term 1/1/2023 – 12/31/2025.

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

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

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

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: September 10, 2024
Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



August 27, 2024

Pernel Jones, Jr., President
Cuyahoga County Council
Cuyahoga County Administration Building
2079 E.9th, 8th Floor
Cleveland, OH 44115

Re: Western Reserve Area Agency on Aging (WRAAA)

Dear President Jones:

I am pleased to nominate the following individual for reappointment to the *Western Reserve Area Agency on Aging (WRAAA)* Board:

- **Sue Biagianti**, 3 year term, 1/1/23 to 12/31/25-- Reappointment
- Resides in Rocky River (Cuyahoga County)

The Western Reserve Area Agency on Aging is the state-designated funding, planning and coordinating authority for home- and community-based services and supports for older adults and individuals with disabilities. The organization serves planning and service area (PSA) 10A, which includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.

The Board consists of 23 members – four appointed by the Cuyahoga County Executive; one each appointed by the counties of Geauga, Lake, Lorain and Medina; two ex-officio members; and thirteen at-large members appointed by the trustees. Article IV, Section 4 of the WRAAA Regulations – “Selection” – requires that board candidates be nominated by a county’s Advisory Council. In Cuyahoga County, the Division of Senior and Adult Services Advisory Board serves as the local Advisory Council. Ms. Biagianti was nominated and submitted for consideration for reappointment through this process.

Article IV, Section (2)(b) of the Agency’s Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers’ independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and
- Trustees must reside within PSA 10A; and
- Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA

No advisory opinion was requested. The nominee's resume is attached for your review. There are 11 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 Christopher Alvarado my office at 216-348-4239.

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

Chapter 114: Appointment and Confirmation

Section 114.01: Submission of Appointments to County Council

1. The submission of any candidate to the Council for confirmation shall be accompanied by the following:

- 1.1 A letter from the candidate requesting the appointment, if such a letter was submitted to the appointing authority;

N/A

- 1.2 A copy of the candidate's current résumé or equivalent summary of academic, professional, and experiential qualifications;

Please see attached

- 1.3 A copy of any and all professional licenses or other credentials held by the candidate that are required to be held by the appointee; and

Professional licenses are not required for this position under County Charter or state law.

2. A letter from the appointing authority providing the following information:

- 2.1 The title of the board, agency, commission, or authority to which the candidate is being appointed;

Western Reserve Area Agency on Aging (WRAAA)

- 2.2 Any statutory or other qualifications required to hold the appointed position, plus a statement that the candidate meets such qualifications;

Article IV, Section (2)(b) of the Agency's Code of Regulations states the following qualifications for trustees appointed by the County Executive:

- **Prior to being appointed, all trustees shall have qualifications which will help the Agency advance consumers' independence and welfare, and have demonstrated an interest in consumers of the Agency, particularly the socially and economically disadvantaged; and**

- **Trustees must reside within PSA 10A; and**
- **Trustees cannot have a financial interest in any organization that received funds from the WRAA or is under contract with WRAA**

2.3 The specific term of office during which the candidate would serve;

1/1/23 to 12/31/25

2.4 An indication of whether the candidate is being considered for a new appointment or for reappointment;

Reappointment

2.5 For a new appointment: the name of the individual who the candidate would replace;

N/A

2.6 For a reappointment: the past attendance record of the candidate, if maintained by the board, agency, commission or authority to which the candidate is being appointed;

N/A

2.7 A cumulative list of individuals who applied for the position;

**Sue Biagianti
Mary McNamara
Sam Thomas III
Stephanie Leigh Barbee
Demar Sheffey
Brenda Stoller
Elaine Matthews
Ismael Flores
Yvette Bozman
Daniel B Pajak
Tammy Kennedy**

2.8 The candidate's city and county of residence;

Lyndhurst, Cuyahoga County

- 2.9** An indication of whether the candidate currently serves on any government, private, or non-profit board or commission;

Council Gardens—Board Member

- 2.10** An indication of whether any opinion was requested or issued from the Inspector General, the Ohio Ethics Commission, or other authority regarding potential conflicts of interest related to the candidate’s appointment.

No ethics opinion was requested or issued.

- 2.11** If the candidate is being appointed to a compensated position, the starting annual compensation of the position.

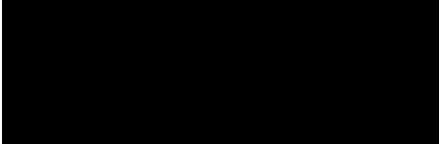
There is no compensation for this position.

- 2.12** In the event that any of the information identified in this Section is not provided to the Council with the submission of an appointment, such omission shall be deemed sufficient grounds for rejection of a candidate’s appointment by the Council.

Section 114.02: Notice of Interim Appointments

- 1.** In the event an interim appointment is made pursuant to Section 2.03 (2) of the charter, the county executive or designee shall notify the president of council within five days of making the appointment, including the date the appointment was made, and shall file the interim appointee’s oath of office with the clerk of council pursuant to chapter 107 of this code.

Sue E. Biagianti, LISW



Profile: Highly skilled human services management professional. Proven track record of program development and expansion in the senior service area. Self-starter who can work independently and as a team member to accomplish organizational goals.

Summary of Experience:

- . Analysis and problem solving
- . Program design and implementation
- . Budget preparation and implementation
- . Staff communication, supervision, morale and team building
- . Clinical counseling and supervision
- . Data driven management
- . Management of day to day operations
- . Grant writing

Professional Experience:

Jewish Family Service Association, Cleveland, Ohio

1970-2010

Director, Older Adult Services

1993-2010

Provided strategic vision and operational direction for creation and operation of the Department of Maturing Family Services a comprehensive senior services program with an operating budget in excess of \$2.6 million serving over 2,000 seniors. Established and maintained successful contracts with all funding sources. Provided program evaluation and continuous quality improvement of services. Represented agency and department goals and objectives in the community regarding services to seniors. Played key roles in fundraising, marketing, and development of business partnerships for program operations and revenue generation.

- . Created, developed and directed a home care program which was spun off into an independent department
- . Created, developed and secured initial grants in excess of \$5 million for elderly Holocaust survivors, resulting in a yearly program of \$780,000 serving over 900 survivors
- . Guided growth of an emergency response program to 800+ subscribers and generating almost \$1 million dollars of income
- . Grew a home delivered meals program from 250 to 500 clients, serving over 135,000 meals each year, in a 2.5 year period generating \$750,000 in yearly revenue
- . Developed a 'civic engagement' program for 55+ individuals, training them as respite caregivers for low-income individuals in the community, as part of the University of Maryland's Legacy program.

Associate Director, Clinical Practice for Geriatrics

1990-1993

Responsible for developing and overseeing delivery of counseling/case management services to seniors and their families, including an Alzheimer's Respite Care Project and supportive safety services. Provided staff development and clinical supervision of a grant funded multi-agency program to coordinate service in the Community to seniors.

- . Secured provider status in the PASSPORT program for counseling, meals, home care and emergency response system services
- . Secured yearly funding for guardianship services for seniors

- Conceptualized and implemented the Eldercare Department into the fully developed Older Adult Services Department

Clinical Supervisor/Clinical Social Worker: 1970-1990

Supervised clinical staff, the Director of Volunteers, and social work students.
Provided clinical social work services with a specialization in direct treatment of children and families.

Education:

Case Western Reserve University, School of Applied Social Sciences
MSSA
Binghamton University, Harpur College
BA Degree, Sociology

Current Board Memberships:

Western Reserve Area Agency on Aging, Chair, Community Services and Support Committee
Council Gardens, Chair, Behavioral Health Committee

Past Board Memberships:

Consortium Against Adult Abuse
Executive Board, Chair, Clinical Excellence Committee; Consortium Recognition
Award 2000
Community Solutions
Council on Older Persons (COOP)
Cuyahoga County Advisory Council on Senior and Adult Services
Chair, Advocacy Committee
Western Reserve Area Agency on Aging,
Board Secretary, Board Treasurer

Professional Affiliations/Activities:

National Association of Social Workers
Ohio Society of Clinical Social Workers
MSASS Mentor to students in the Aging stream



April 2, 2024

Zoe Toscos, Special Projects Manager
Chris Avarado, Director of Regional Collaboration
Office of County Executive Chris Ronayne
2079 East Ninth Street
Cleveland OH, 44115

Dear Zoe and Chris,
On behalf of DSAS Administrator, Natasha Pietrocola, I am sending this request for consideration for appointments to the Board of Trustees for the Western Reserve Area Agency on Aging (WRAAA).

Per authorization of the Older Americans Act, the Division of Senior and Adult Services (DSAS) requests appointment by the County Executive of up to four candidates to the WRAAA Board of Trustees and up to two for the WRAAA Advisory Council.

These entities play an important role in the County along with the DSAS Advisory Board in representing the interests of older adults and making recommendations about pertinent aging issues and policies.

Western Reserve Area Agency on Aging Board of Trustees:

New appointment for a three-year term beginning January 1, 2024 and ending December 31, 2026:

- Sue Biagianti
- Mary McNamara

The above individuals have been vetted and approved by the DSAS Advisory Board. I have attached their resumes for your review.

We hope to have approval obtained as soon as possible. Thank you for your prompt attention to this matter.

Sincerely,

Maridell Couture
Advocacy Officer/Board Liaison

c. Natasha Pietrocola, DSAS Administrator

County Council of Cuyahoga County, Ohio

Ordinance No. O2024-0008

| | |
|---|--|
| Sponsored by: County Executive Ronayne/Department of Human Resources | An Ordinance enacting Section 302.04 of the Cuyahoga County Code, modifying Section 12.09 of the Cuyahoga County Employee Handbook and providing a new Section 12.10; and declaring the necessity that this Ordinance become immediately effective. |
|---|--|

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 ; 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 Remote Work Policy; and

WHEREAS, the County Department of Law reviewed and approved of the proposed Remote Work Policy; 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. Enacting Section 302.04 of the Cuyahoga County Code. Section 302.04 is hereby enacted to read as follows (additions are **bold and underlined**):

Section 302.04 Remote Work Policy

Cuyahoga County Council adopts the Remote Work Policy, as effective for all County employees governed by the Cuyahoga County Employee Handbook. The Department of Human Resources shall disseminate the Remote Work Policy to all employees subject to the Remote Work Policy in accordance with the Department of Human Resources usual method of dissemination.

SECTION 2. Adoption of Revised Employee Handbook: Council hereby replaces the language currently in Section 12.09 of the Employee Handbook with the following language in **bold and underlined**:

12.09 Remote Work Policy

The County's Remote Work Policy establishes standards and guidelines for departments and agencies subject to the Employee Handbook to adopt and implement department-specific policies permitting Remote Work.

Employees may request a copy of the Remote Work Policy from the Department of Human Resources. Employees are expected to know and comply with the Remote Work Policy when applicable. Employees are also expected to know and comply with any applicable Remote Work policy set by their department. Employees may be subject to disciplinary action for failure to comply with the Remote Work Policy and any applicable department-specific policy.

In addition, the language currently in Section 12.09 (Other Policies) will be moved to a new Section 12.10.

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. Council hereby adopts the Remote Work Policy attached hereto as Exhibit A.

SECTION 3. Applicability of Sections 12.09 and 12.10 to bargaining unit employees is subject to the terms of their respective collective bargaining agreement and Chapter 4117 of the Ohio Revised Code.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County, the preservation of public peace, health, or safety in the County, and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight (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 5. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 16, 2024

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

Journal _____
_____, 20__

Cuyahoga County Remote Work Policy

1. Introduction

Cuyahoga County supports allowing employees to work remotely under circumstances when they can effectively perform their job duties and as a mechanism to improve work-life balance and operational efficiencies. This Policy establishes related standards and guidelines for departments and agencies subject to the Cuyahoga County Employee Handbook (Employee Handbook) to adopt and implement department-specific policies permitting Remote Work.

For purposes of this Policy, Remote Work is work performed in a designated alternative location outside of a County facility. In accordance with Section 5.01 below, absent written approval from the applicable Chief of Staff (or designee), Remote Work is limited to no more than two days in a regular workweek and is subject to the terms and conditions of an approved Remote Work agreement incorporating all standards herein and the department-specific policy.

Remote Work is a management option as opposed to an employee right. The County Executive (or designee) maintains the sole and exclusive discretion to permit, modify, suspend, revoke, or terminate Remote Work provided under this Policy at any time and for any reason.

This Policy is separate and apart from Section 6.09 (Telecommuting) of the Employee Handbook. Employees may continue to request, and department directors, in consultation with the Department of Human Resources (Human Resources), may continue to approve temporary or occasional telecommuting arrangements under Section 6.09 of the Employee Handbook.

2. Scope

This Policy applies to all departments and agencies subject to the Employee Handbook (collectively referred to as “departments”). Each department, through its director, or designee, is required to establish, implement, and maintain its own Remote Work policy that suits its operational needs and meets all standards in this Policy. All department-specific Remote Work policies must be approved by Human Resources and the County Executive or applicable Chief of Staff prior to implementation and revision.

3. Eligibility for Remote Work

3.1 Position Eligibility

Not all positions are suitable for Remote Work. Each department’s Remote Work policy must identify those positions that are suitable for Remote Work, as well as those that require full-time, onsite work. In determining whether a position is suitable for Remote Work, a department shall confirm that the position meets all of the following criteria, in consultation with Human Resources:

- The position's duties are appropriate for Remote Work, and Remote Work does not negatively impact the delivery of public services and programs.
- The position does not require an employee to be physically present in County facilities to accomplish its assigned duties.
- The position has minimal or no face-to-face contact with members of the public.
- The position's methods of communication may effectively be accomplished via telephone, e-mail, video conferencing, or other forms of electronic communication.
- The position's responsibilities include large blocks of time handling information and data, such as writing, reading, analysis, planning, computer programming, word processing, data entry, and telephonic work.
- The position does not require or requires limited usage of County materials or special equipment.¹
- The position's responsibilities are clearly defined with measurable work activities, goals, and objectives and may be properly monitored and evaluated while the employee is working offsite/remotely.

A department may deem a position eligible for up to two full days of Remote Work per week based on the above criteria. Human Resources is required to confirm agreement with the department director's determination of those positions that are suitable or unsuitable for Remote Work prior to approving the department's Remote Work policy.

3.2 Employee Eligibility

Although a position may be suitable for Remote Work under the applicable department policy, employees in that position are not automatically eligible to perform Remote Work. Rather, the department must determine if the employee meets all the following eligibility criteria, in consultation with Human Resources:

- The employee successfully completed their probationary period. (This requirement may be waived if the department, in consultation with Human Resources, has created an onboarding plan for positions to start with Remote Work).
- The employee does not have a sustained and active disciplinary action or active performance improvement plan. (This requirement may be waived with approval from the department director and Human Resources).
- The employee demonstrates acceptable conduct and satisfactory work performance.
- The employee can productively perform the essential functions of the position remotely, without a degradation in quality or timeliness, shifting tasks to others

¹ For example, a position that requires an employee to review, scan, copy or file hard-copy material on a daily basis; to review, scan, or copy incoming mail on a daily basis; and/or use a printer, copier, scanner, or other equipment beyond a computer on a daily basis would not be suitable for Remote Work.

or burdening co-workers, as if the work was being performed onsite at a County facility.

- The employee has a suitable and secure work location, which meets the criteria set forth in Section 8 of this Policy.²

All department-specific Remote Work policies shall require consideration of the above criteria to determine whether an employee is eligible for Remote Work. Criteria must be applied consistently and in a non-discriminatory manner. A department's determination whether or not an employee is eligible for remote work is not subject to challenge or appeal by the employee.

4. Remote Work Agreement

Individual Remote Work agreements must be completed, reviewed, and executed by the employee, supervisor, and department director (or designee) before an employee performs Remote Work. Departments must use the standard Remote Work Agreement template/form approved by Human Resources.

4.1 Application and Approval Process:

Employees who are interested in performing Remote Work must notify their supervisor by submitting a Request for a Remote Work Agreement (using the standard template/form approved by Human Resources). The supervisor, in consultation with the department director (or designee) and Human Resources, must then determine whether the position and employee are eligible for Remote Work based on the criteria in Section 3, above.

If the supervisor, director (or designee), and Human Resources determine that the position and the employee are eligible for Remote Work:

- The supervisor shall prepare a proposed Remote Work agreement in accordance with the template/form/process approved by Human Resources, which incorporates all standards and requirements in this Policy, and present it to the employee for signature.
- The Remote Work agreement shall be signed by the employee, the supervisor, and the department director (or designee). The department director (or designee) shall forward a copy of the fully executed agreement to Human Resources.

If the supervisor, director (or designee), and Human Resources determine that an employee is not eligible for Remote Work:

- The supervisor shall notify the employee that they are not eligible for Remote Work and identify the reason(s) the employee was not eligible, using the Determination of Ineligibility for Remote Work template/form/process approved by Human Resources.

² The County reserves the right to inspect an employee's proposed Remote Work location to determine that it meets the required criteria as part of the eligibility determination process.

- The supervisor shall send a copy of the completed Determination of Ineligibility to Human Resources.
- The employee may re-apply for a Remote Work agreement no sooner than 90 days after the date of the Determination of Ineligibility, provided that the employee's position is eligible for Remote Work under Section 3.1, above.

4.2 Review, Modification, and Termination of Remote Work Agreements:

Departments must review approved Remote Work agreements as needed and no less frequently than on an annual basis, to reassess their effectiveness and continued suitability for the employee, department, and County as a whole. The review must also confirm compliance with this Policy and the applicable department-specific policy. Departments shall conduct this review during the first and second quarters of each calendar year and notify Human Resources of completion by July 31 of each year. In the event this Remote Work Policy is revised, departments shall review each Remote Work agreement for compliance.

The applicable department director may modify or terminate a Remote Work agreement at any time and for any reason, including, but not limited to, operational needs, poor job performance (as determined and documented by the supervisor), or violation of the Remote Work agreement. If the director elects to permanently modify or terminate a Remote Work agreement, the employee's supervisor shall provide the employee with two weeks written notice unless the director determines, in their discretion, that the circumstances necessitate an earlier or immediate modification or termination.

An employee's Remote Work agreement automatically terminates if an employee moves into another classification or position.

5. Remote Work Schedules

An approved Remote Work agreement must set forth the employee's regular work schedule, identifying which days are remote and which are on-site. Departments shall require standardization of Remote Work schedules to promote effective collaboration, consistency, and to ensure adequate availability for meetings and other work-related activities.

Employees who are eligible for overtime are required to receive advanced, written approval from their supervisor before working any overtime in a Remote Work status.

5.1 Permissible Remote Work Schedules:

Absent written approval from the applicable Chief of Staff (or designee), a department shall not approve a regular work schedule consisting of more than two full days of Remote Work during a regular workweek.³ The Chief of Staff (or designee) shall not approve a regular work schedule consisting of more than two full days of Remote Work during a regular workweek unless the department submits a written justification demonstrating: (1) there are extraordinary circumstances justifying the need for Remote Work, and (2) the department can effectively

³ Departments may, in their discretion, approve Remote Work agreements for part-time employees subject to the standards herein.

monitor the employee's productivity (at any given time) while working remotely.

Department directors may, but are not required to, incorporate Flexible Work Schedules (as defined and described in Section 6.07 of the Employee Handbook) into an employee's Remote Work agreement. Department directors shall make all determinations concerning whether or not to incorporate Flexible Work Schedules into an employee's Remote Work agreement in a consistent, equitable, and non-discriminatory manner. On a week-to-week basis, a department director (or designee) reserves the right to adjust an employee's schedule (including Remote Work days) based on an employee's use of leave and/or operational needs.

5.2 Temporary Modification or Suspension of Remote Work Schedules:

An employee's work schedule may be modified at the sole and exclusive discretion of the department director (or designee) and is subject to change at any time. Accordingly, departments may suspend or modify an approved Remote Work agreement by requiring an employee to work onsite on a day the employee is scheduled to work remotely. If a department suspends or modifies an employee's Remote Work schedule on a temporary basis, it is expected that the supervisor and the employee work together to adapt the employee's schedule in a way that is least burdensome to the employee, properly addresses the County's operational needs, and does not shift the employee's tasks to other staff. Permanent modifications to a Remote Work agreement are addressed in Section 4.2, above.

If an employee with an approved Remote Work agreement is required to travel to a County facility or another location during their remote working hours, the County's Travel Policy shall apply.

6. Performance and Accountability

Each department's Remote Work policy shall incorporate all of the following provisions to ensure that expectations are properly communicated to employees, performance standards are maintained, and supervisors and employees are held accountable for their roles and responsibilities as part of an approved Remote Work agreement:

(a) Performance Expectations

Employees must maintain the same standards of performance, productivity, and professionalism when they are working remotely and onsite. Performance shall be evaluated by the employee's supervisor based on individual goals, deliverables, and agreed-upon metrics.

(b) Discipline

Remote Work does not affect the terms and conditions of employment with the County. A department may initiate disciplinary action, up to and including removal, if an employee fails to comply with the Employee Handbook, this Policy, the department-specific policy, the terms of an

approved Remote Work agreement, applicable collective bargaining agreement, and/or any other work rules or policies, whether the employee is working remotely or onsite.

(c) Communication and Collaboration

Remote employees are required to maintain regular communication with their supervisor, colleagues, and other stakeholders. They must be accessible during their regularly scheduled work hours and utilize approved communication channels for collaboration and information sharing. The employee's Remote Work agreement must identify the approved communication channels the employee must utilize while working remotely.

(d) Additional Tracking

Additional tracking of Remote Work is required to ensure transparency and accountability. The department director shall establish process(es) for employees to log all work performed remotely as a condition of their Remote Work agreement.

In addition, employees must continue to accurately record and submit their time daily, whether they are working remotely or onsite. Employees must also log their Remote Work time and location on their timesheet (for taxation purposes) in the manner required by Human Resources. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee. Employees are encouraged to consult with a qualified professional to discuss the tax implications of a Remote Work agreement.

(e) Employee Illness and Dependent Care

An approved Remote Work agreement shall not be a substitute for self-care when an employee is ill, for dependent care, or care for others. An employee who is working remotely under the terms of an approved Remote Work agreement is expected to make the arrangements necessary to ensure they can apply full attention to their duties and assignments during their regularly scheduled work hours. A department may request documentation to ensure that the employee is not using the approved Remote Work agreement as a substitute for care.

In those limited and infrequent circumstances when an employee can perform their job duties and assignments while also caring for a dependent (e.g., when a child is home sick or due to a school closure), the employee's supervisor may permit the employee to work remotely for all or a portion of the workday.

This provision does not apply to telecommuting arrangements approved via Section 6.09 (Telecommuting) of the Employee Handbook.

7. Equipment and Supplies

Each department's Remote Work policy shall incorporate the following provisions concerning equipment and supplies:

(a) Computers

Employees will use their County-issued computer for Remote Work purposes. Employees are responsible for the proper use, maintenance, and security of the provided computer in accordance with the County's Electronic Equipment and Communications Policy and Section 9, below.

(b) Other Equipment

The County is not obligated to provide additional equipment for Remote Work. Employees must ensure they have access to all necessary equipment needed to fulfill their job responsibilities, such as sufficient internet connectivity, phone services, and ergonomic office furniture. Any costs associated with personal equipment or services shall be the responsibility of the employee.

If a department, in its discretion, provides additional equipment to an employee to perform Remote Work, the additional equipment shall be noted in the employee's Remote Work agreement. The employee shall be required to return the equipment to their supervisor if their Remote Work agreement is terminated.

(c) Peripheral Devices

The Department of Information Technology (DoIT) maintains a list of approved peripheral devices (i.e. monitor, mouse, docking station, etc.) that employees are permitted to connect to their County computer while performing Remote Work. If peripheral devices are needed for Remote Work, employees shall only use approved devices from that list and must purchase them at their own expense. DoIT will not be responsible for maintaining any equipment outside of the County-issued computer for Remote Work.

(d) Supplies

Employees working remotely must obtain all necessary supplies, such as stationery, from the worksite. Requests for supplies should be communicated to the appropriate person in the department or submitted through the designated supply management process.

8. Worksite Requirements

Each department's Remote Work policy shall incorporate the following provisions concerning an employee's designated alternative work location for Remote Work:

(a) General Requirements

Every Remote Work agreement must designate a specific and agreed-upon Remote Work location.

The designated Remote Work location must be secure, safe, and free of distractions and hazards so the employee can focus and perform their duties effectively. Employees are responsible for maintaining a work area within their designated Remote Work location that complies with each of the following security and safety requirements:

(1) Security: The work area must:

- i. Provide sufficient privacy and security to protect physical work files and devices, including from others living at or visiting the Remote Work location.
- ii. Meet all security requirements outlined in the DoIT Technology and Security Requirements (located in the Appendix to this Policy).

(2) Safety: The work area must comply with all applicable safety rules for the workplace. Employees are responsible for maintaining a work area that is free of clutter, throw rugs, loose wires, power cords, or other hazards that could cause falls. The work area must also have each of the following:

- i. A functioning smoke detector; working fire extinguisher; clear, unobstructed exits; and adequate electrical circuitry, including grounded outlets.
- ii. Appropriate furniture and an ergonomic chair and desk to support good posture and reduce strain on the body.
- iii. Sufficient and proper lighting via natural or artificial light, as well as proper ventilation to ensure adequate airflow.
- iv. A comfortable temperature.

In addition, every designated Remote Work location must have a reliable power source, as well as internet service with adequate bandwidth that allows for a constant remote connection, video conferencing, email communication, web browsing, and access to cloud-based applications or file-sharing platforms. In addition, the internet must have enough speed to conduct data-intensive activities (such as large file uploads/downloads, video editing, or working with high-resolution graphics) if such activities are required for the employee's position.

An employee must immediately inform their supervisor of any circumstances that prevent the employee from communicating via their approved communication channels or effectively performing Remote Work (i.e., power outage/internet outage). Employees will be required to take applicable paid leave or report to work (at the discretion of their supervisor) if they have difficulty performing duties remotely on any day.

If an employee wishes to work remotely at a location that is different from their designated Remote Work location, the employee must first receive permission from their supervisor. If an employee wishes to work remotely out of state or out of the country, such a request should be on a temporary basis and will require additional approvals from DoIT and Human Resources.

(b) Right to Inspect the Designated Remote Work Location

The County reserves the right to inspect an employee's designated Remote Work location at any time during the employee's scheduled Remote Work hours to ensure that it meets all of the Worksite Requirements set forth herein. The County is not required to provide advanced notice to the employee prior to conducting the inspection.

(c) Workers' Compensation

Employees are covered by workers' compensation laws when performing work at their designated Remote Work location during work hours. Injuries sustained while performing activities that are not immediately directed toward the actual performance of assigned duties are not covered. Unlike a traditional office setting, an employee removes themselves from the performance of their assigned duties as soon as they walk away from their desk to use the bathroom, get a cup of coffee, or seek fresh air.

Employees who suffer a work-related injury or illness while working remotely must notify their supervisor immediately and follow all required procedures set forth in the Employee Handbook. The County reserves the right to access an employee's designated Remote Work location to investigate the report.

(d) Liability

The designated Remote Work location is an extension of the Department's workplace only when it is used for work. All existing workplace health and safety rules, as well as all existing employment laws, rules, and policies, apply the same as they would for staff reporting to a County facility.

The County is not responsible for an injury to family members, visitors, or other guests at the employee's designated Remote Work location. Employees shall not have business guests visit their designated Remote Work location while performing work without prior approval from their supervisor.

9. Technology and Security Requirements

Each department's Remote Work policy and Remote Work agreement shall incorporate all DoIT Technology and Security Requirements (listed in the Appendix to this Policy).

10. Records Management

While performing Remote Work, employees have a responsibility to continue to maintain and manage County records in accordance with the applicable records retention schedule. Employees must:

- Recognize that they continue to create public records as they perform their jobs remotely.
- Manage public records that they create and use so they can be found when needed and are stored in the required location.
- Retain public records for the appropriate length of time and only dispose of them according to approved retention schedules.

Each department-specific Remote Work policy must identify all records management responsibilities an employee must fulfill while working remotely.

Appendix

Department of Information Technology (DoIT) Technology and Security Requirements

This document sets forth the Technology and Security requirements a department must incorporate into its specific Remote Work policy. This document is also incorporated into the Cuyahoga County Remote Work Policy by reference. Every department-specific Remote Work policy and Remote Work agreement must incorporate each of the following technology and security standards, requirements, and/or conditions:

(a) Security and Confidentiality

Employees working remotely must adhere to the County's information security and confidentiality policies, including, but not limited to, the County's Electronic Equipment and Communications Policy. This includes safeguarding sensitive information, using secure connections and devices, and following established protocols for data protection.

(c) Remote Access Requirements

Employees with remote access privileges to the County's network are responsible to ensure that their remote access connection meets the same security requirements as onsite connections to the County's network.

Remote access to the Cuyahoga County network is a privilege and must be approved by management. An employee must maintain approval for remote access as a condition of their Remote Work agreement and always adhere to the following requirements:

- Only machines owned by Cuyahoga County or the State of Ohio (or approved machines used by vendors/ contractors) may remotely connect to the County's network (or the State of Ohio's network as used by Department of Health and Human Services (DHHS) employees). Hardware not owned by the County may be able to access specific cloud-based applications only with approval of the Chief Information Officer. Approved hardware is subject to security requirements, inspections, monitoring, and legal requests.
- Remote access must be strictly controlled with encryption (i.e. Virtual Private Networks (VPNs)) and strong passwords or passphrases.
- Employees shall protect their login and password, even from family members.
- Employees shall ensure that any local network used to remotely access the County's network, such as the employee's home network, is secure.
- Use of external resources or additional software to conduct Cuyahoga County business is prohibited without prior approval from the IT Department.
- Any host connected to the County's internal networks via remote access technology must use the most up-to-date anti-virus and security patches; this includes personal devices.

(d) Secure Work Area Requirements

Employees working remotely must adhere to the following security requirements for their work area:

- Employees must ensure that their physical work files and devices are secure from others, including from others living at or visiting the Remote Work location.
- Employees shall not leave their devices unlocked or accessible when not in use or stepping away for any reason.
- Employees must make sure to protect confidential information and keep it private, including when they engage in work-related conversations in public or at their Remote Work location.
- Employees must make sure that their internet connection; and home network are secure (this includes their home Wi-Fi, router, and guest access).
- Employees must comply with the following Guidelines as updated and amended by DoIT:
 - [Web Conferencing Security \(windows.net\)](#).
 - [Remote Security Guidelines \(cuyahogacms.blob.core.windows.net\)](#).
 - [Home Network Guidance \(cuyahogacms.blob.core.windows.net\)](#).
 - [Remote Work Technology Guidelines \(cuyahogacms.blob.core.windows.net\)](#).

For additional information, refer to the following available via County's Intranet or external website:

<https://intranet.cuyahoga.cc/cuyahoga-county-news-now/news-detail/cuyahoga-county-news-now/2020/05/14/working-remote-security-guidance>

(e) Other Requirements

In addition to the above, employees must (1) complete all Security Awareness training required by the DoIT; and (2) read and comply with all messages sent from the DoIT and/or Department of Communications concerning use of the County's network and acknowledge that they understand County policy, standards, guidelines, and best practices. Employees must also adhere to the following requirements:

- Do not use free, unlicensed, or unauthorized software without consulting and receiving prior approval from the DoIT.
- Do not store any County data or files on personal devices.
- Do not store personal data or files on County equipment.
- Do not use County equipment or services for personal use.
- Do not store confidential, financial, or personally identifiable information (PII) on non-County provided or unencrypted devices or services, including storage media (USB Drive) and unapproved online storage.
- Stop, look, and think before taking any action while working remotely; this includes email, sharing documents, social media, and phone calls.
- Routinely check the following County resources for updated information:
 - County Intranet;
 - Cuyahoga County Website;
 - Cuyahoga County Social Media; and
 - Internal County communications.

Employees must report phishing emails and ANY security reporting/issues to DoIT through the following methods:

- Using the Report Phishing button:
<https://cuyahogacounty.sharepoint.com/sites/OfficeofSecurityandResearch/SitePages/Reporting-Email---How-and-When.aspx>
- Emailing spam@cuyahogacounty.us (forward as attachment if possible)
- Contacting the DoIT Service Desk, which is available 24x7x365:
 - 216.443.8007 (216-881-5733 for DHHS employees)
 - servicedesk@cuyahogacounty.us (cuyahoga-service-desk@jfs.ohio.gov for HHS employees)

County Council of Cuyahoga County, Ohio

Ordinance No. O2024-0010

| | |
|--|---|
| Sponsored by: Cuyahoga County Executive Ronayne/Department of Human Resources/Department of Law | An Ordinance amending Section 303.01.C of the Cuyahoga County Code of Codified Ordinances; and declaring the necessity that this Ordinance become immediately effective. |
|--|---|

WHEREAS, Article IX of the Charter of Cuyahoga County establishes a Personnel Review Commission that shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness; and

WHEREAS, Article IX of the Charter of Cuyahoga County states that the Personnel Review Commission shall administer a clear, countywide classification and salary administration system for classified employees of the charter government, and pay ranges for each classification that are adopted by Council resolution; and

WHEREAS, the County's current civil service plan is codified in Chapter 303 of the Cuyahoga County Code of Codified Ordinances ("Cuyahoga County Code"); and

WHEREAS, Section 303.01(A) of the Cuyahoga County Code provides that all sections of Ohio Revised Code Chapter 124 and Ohio Administrative Code Chapter 123:1 that are applicable to employees of Ohio counties not specifically amended or superseded by Chapter 303 of the Cuyahoga County Code shall remain in full effect in their entirety; and

WHEREAS, Section 303.01(C)(10) of the Cuyahoga County Code authorizes the Director of Human Resources to assign an unclassified employee to a classification in the County's class plan; and

WHEREAS, the proposed amendments are intended to clarify the authority of the Director of Human Resources to establish the pay of employees who are placed into a classification in the County's class plan pursuant to Section 303.01(C)(10) of the Cuyahoga County Code; 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. Council hereby adopts the following changes to Section 303.01 of the Cuyahoga County Code (added language underlined; deleted language in ~~strike through~~, sub-sections that are remain unchanged in their entirety are noted in *italics* and parentheses):

Section 303.01

- A. *(remains in its entirety)*
- B. Classification Plan. *(remains in its entirety)*
- C. Position Audits.
 - (1) *(remains in its entirety)*
 - (2) *(remains in its entirety)*
 - (3) *(remains in its entirety)*
 - (4) *(remains in its entirety)*
 - (5) *(remains in its entirety)*
 - (6) *(remains in its entirety)*
 - (7) *(remains in its entirety)*
 - (8) Following a final determination of the Director of Human Resources pursuant to Subsections (C)(1), (C)(2), or ~~(D)~~, a non-bargaining, non-probationary employee may file a written appeal with the Personnel Review Commission in accordance with the Personnel Review Commission's Administrative Rules. Employee's may also file an appeal to the limited extent authorized by (C)(6).
 - (9) *(remains in its entirety)*
 - (10) ~~Assignment of Current Employees Who Were Not Previously Classified. The Director of Human Resources may assign a County employee who has not previously been assigned to a classification in the classification plan. An employee who has received an assignment pursuant to this Subsection is not required to serve a new probationary period.~~

D. The Director of Human Resources may assign a County employee who ~~has~~ not ~~currently~~ previously been assigned to a classification in the classification plan; **provided that, if the current rate of pay of an employee assigned to a position under this subsection exceeds the maximum rate of pay for the employee's newly assigned classification, the employee shall be placed in pay step "X" and shall not receive an increase in rate of pay until the maximum rate of pay for that classification exceeds the employee's rate of pay. When the maximum rate of pay for the classification exceeds the employee's rate of pay, the employee is no longer placed at pay step X and may receive an increase in rate of pay up to the maximum rate of pay for that classification. Pay determinations made by the Director under this subsection shall not be arbitrary or capricious and shall be based on the relevant factors identified in Subsection (C)(5).** An employee who has received an assignment pursuant to this Subsection is not required to serve a new probationary period.

DE. To ensure pay equity for like positions, the Personnel Review Commission may conduct audits of final pay determinations pursuant to (B)(3), and of final pay determination made pursuant to (C)(5) where appeal rights have expired and there is no pending appeal. When such an audit is conducted, the Department of Human Resources shall provide the Commission with the rationale and supporting documentation for the Director's final pay determination. The Commission shall provide reports on its audit findings to the Administration and County Council. Nothing in this provision shall require the Commission's audit of pay determinations within like positions to be restricted or limited solely to those employees whose pay is affected by final pay determinations as a result of maintenance of the class plan or the position audit process, but the Personnel Review Commission will not consider in its audit any employees with a pending appeal related to C (5).

124.34 *(remains in its entirety)*

SECTION 2. It is necessary that this Ordinance became 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 3. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council,

and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 30, 2024

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

Journal _____
_____, 20__

MISC. TRANSACTION - BRIEFING MEMO

| | |
|----------------------------------|--|
| TITLE | An Ordinance Amending Section 303.01 of the Cuyahoga County Code |
| DEPARTMENT OR AGENCY NAME | Department of Human Resources |

| | |
|-------------------------|--|
| REQUESTED ACTION | <input checked="" type="checkbox"/> Amendment to Approval (BOC or Council) <input type="checkbox"/> Other action; please describe |
|-------------------------|--|

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| DESCRIPTION/ EXPLANATION OF REQUEST: | <p>The County Executive, the Department of Human Resources, and the Law Department recommend that Council amend Section 303.01 of the Cuyahoga County Code to clarify the Director of Human Resources' authority regarding the pay of certain unclassified employees who are assigned to a classification in the County's class plan. The sponsors of this legislation believe that the proposed amendments address present ambiguities in the ordinance.</p> |
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| CURRENT/HISTORICAL INFORMATION | DATE BOC APPROVED/ COUNCIL'S JOURNAL DATE | APPROVAL NO. |
|---------------------------------------|--|---------------------|
| ORIGINAL (O) | | |
| AMENDMENT (A) | | |