



AGENDA
CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, MARCH 13, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SILENT MEDITATION**
- 5. PUBLIC COMMENT RELATED TO AGENDA**
- 6. APPROVAL OF MINUTES**
 - a) February 28, 2012 Meeting
- 7. MESSAGES FROM THE COUNTY EXECUTIVE**
- 8. CONSIDERATION OF MOTIONS OF COUNCIL FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES**
 - a) M2012-0008: A Motion appointing Ann T. Mannen to serve on a Board of Revision for Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally
 - b) M2012-0009: A Motion appointing an Ad Hoc Committee on Capital Improvements and Facilities, and declaring the necessity that this Motion become immediately effective.

Sponsors: Council President Connally and Councilmember Gallagher

9. CONSIDERATION OF MOTIONS OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) M2012-0010: A Motion providing for the appointment of Valerie J. Harry to serve as Director of Internal Auditing, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

- b) M2012-0011: A Motion confirming the County Executive's appointment of The Honorable Gary A. Norton, Jr., to serve on the Greater Cleveland Regional Transit Authority Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

- c) M2012-0012: A Motion confirming the County Executive's appointment of Megan O'Bryan to serve on the Cuyahoga Community College Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

- d) M2012-0013: A Motion confirming the County Executive's appointment of individuals to serve on the Tax Incentive Review Councils, and declaring the necessity that this Motion become immediately effective:

- 1) Richard Sensenbrenner
- 2) Jonathan Holody
- 3) Maggie Keenan
- 4) Joe Micciulla

Sponsor: Council President Connally

10. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0041: A Resolution supporting and collaborating with Emerald Cities Cleveland/Cuyahoga County to create a clean energy economy in Cuyahoga County by developing community workforce opportunities, enhancing environmentally sustainable practices and assisting Cuyahoga County and its political subdivisions to meet the U.S. Department of Energy's Better Buildings Challenge to make municipal buildings and facilities 20% more energy efficient by 2020.

Sponsor: Councilmember Rogers

11. CONSIDERATION OF ORDINANCES OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0007: An Ordinance establishing and providing for the administration of a Cuyahoga County Educational Assistance Program for County residents for the purposes of increasing the number of skilled workers into the County's workforce, encouraging completion of college degrees among County residents and enhancing economic development opportunities for the region; and declaring the necessity that this Ordinance become immediately effective.

Sponsors: Councilmembers Rogers, Miller, Connally and Conwell and County Executive FitzGerald

- b) O2012-0008: An Ordinance amending Ordinance No. O2011-0019, which established the Agency of Inspector General and the responsibilities and duties of said Agency, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: Councilmember Greenspan

12. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR SECOND READING

- a) O2012-0003: An Ordinance establishing rules and procedures for operation of Charter Review Commissions in Cuyahoga County, pursuant to Article 12, Section 9, of the Cuyahoga County Charter.

Sponsors: Councilmembers Miller, Conwell and Greenspan

Committee Assignment and Chair: Rules, Charter Review, Ethics & Council Operations – Greenspan

13. CONSIDERATION OF A RESOLUTION FOR FIRST READING ADOPTION UNDER SUSPENSION OF RULES

- a) R2012-0042: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

14. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0043: A Resolution authorizing a two-year moratorium on requiring a local funding match for roadway projects, effective 2/29/2012; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works and Councilmembers Jones and Germana

- b) R2012-0044: A Resolution authorizing the County Executive to enter into an agreement with W.M. Harayda in an amount exceeding the fair market value of \$800.00 as settlement for property rights for Parcel No. 24CH (Channel Easement) in connection with widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township; and authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution.

Sponsor: County Executive FitzGerald/Department of Public Works/ Division of County Engineer

- c) R2012-0045: A Resolution authorizing a Brownfields Revolving Loan Fund (BRLF) Subgrant award in the amount not-to-exceed \$600,000.00 to Cleveland-Cuyahoga County Port Authority for environmental cleanup for the Dike 14 project, located at 8701 Lakeshore Boulevard, Cleveland, for the period 3/1/2012 - 6/30/2013; authorizing the County Executive and/or Director of Development to execute all documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department Development

- d) R2012-0046: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$669,566.00 for the Early Childhood Mental Health Services Program for the Invest in Children Program for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and

declaring the necessity that this Resolution become immediately effective.

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

- e) R2012-0047: A Resolution authorizing an amendment to Contract No. CE1100057-02, 04 with Starting Point for administration of the Teacher Education and Compensation Helps Program and Early Care and Education Professional Development System for the Invest in Children Program for the period 1/1/2011 - 12/31/2011 to extend the time period to 12/31/2012; to change the terms, effective 1/1/2011; and for additional funds in the amount of \$644,521.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

- f) R2012-0048: A Resolution authorizing agreements with various providers for child support services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) Court of Common Pleas/Division of Domestic Relations in the amount of \$2,043,465.47.
- 2) Court of Common Pleas/Division of Juvenile Court in the amount of \$2,182,292.90.
- 3) Cuyahoga County Prosecuting Attorney's Office in the amount of \$2,197,463.44.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Support Enforcement Agency

- g) R2012-0049: A Resolution authorizing an agreement with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$39,175.79 for child support services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Support Enforcement Agency

- h) R2012-0050: A Resolution authorizing a contract with United Way of Greater Cleveland, Inc. in the amount not-to-exceed \$817,500.00 for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga County for the period 4/1/2012 - 12/31/2012; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Employment and Family Services

15. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING

- a) R2012-0036: A Resolution authorizing an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to Philips Medical Systems (Cleveland), Inc. for renovation of property located at 595 Miner Road, Highland Heights; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

- b) R2012-0037: A Resolution authorizing an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to 800 Superior, LLC, for renovation of property located at 800 Superior Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Committee Assignment and Chair: Economic Development & Planning – Schron

16. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

- a) R2012-0035: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

Committee Assignment and Chair: Finance & Budgeting – Miller

- b) R2012-0038: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,780,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Common Pleas Court/ Corrections Planning Board

Committee Assignment and Chair: Justice Affairs – Simon

- c) R2012-0039: A Resolution authorizing contracts with various providers for various services in connection with the FY2011 Second Chance Act Adult Offender Reentry Program for the period 10/1/2011 - 9/30/2012; authorizing the County Executive to execute the contracts and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) for evaluation services:
 - i) Case Western Reserve University/Begun Center for Violence Prevention Research & Education in the amount not-to-exceed \$75,000.00 for evaluation services.

- 2) for assessment, case management and referral services:
 - i) Center for Families and Children in the amount not-to-exceed \$170,815.00.
 - ii) Community Assessment and Treatment Services, Inc. in the amount not-to-exceed \$201,471.00.
 - iii) Community Re-entry, Inc. in the amount not-to-exceed \$216,134.00.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry and Councilmembers Conwell, Jones, Brady, Miller and Simon

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

- d) R2012-0040: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,832,782.00 for administration of the Special Needs Child Care Program for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood and Councilmember Conwell

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

17. CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0009: An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission

18. COMMITTEE REPORT AND CONSIDERATION OF AN ORDINANCE FOR SECOND READING

- a) O2012-0006: An Ordinance approving revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 2/1/2012;

and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity

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

19. MISCELLANEOUS COMMITTEE REPORTS

20. MISCELLANEOUS BUSINESS

21. PUBLIC COMMENT UNRELATED TO AGENDA

22. ADJOURNMENT

NEXT MEETING

REGULAR MEETING:

TUESDAY, MARCH 27, 2012
5:00 PM / COUNCIL CHAMBERS

*In accordance with Ordinance No. O2011-0020, complimentary parking in the Huntington Park Garage will be available for the public **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



MINUTES

**CUYAHOGA COUNTY COUNCIL REGULAR MEETING
TUESDAY, FEBRUARY 28, 2012
CUYAHOGA COUNTY JUSTICE CENTER
COUNCIL CHAMBERS – 1ST FLOOR
5:00 PM**

1. CALL TO ORDER

The meeting was called to order by Council President Connally at 5:03 p.m.

2. ROLL CALL

Council President Connally asked Clerk Schmotzer to call the roll. Councilmembers Schron, Conwell, Jones, Rogers, Greenspan, Miller, Brady, Germana, Gallagher, Simon and Connally were in attendance and a quorum was determined.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. SILENT MEDITATION

Council President Connally requested a moment of silent meditation be dedicated to the victims of the shooting at Chardon High School and their families.

5. PUBLIC COMMENT RELATED TO AGENDA

Mr. Charles See, representing the Community Re-entry Program, addressed Council regarding issues of concern to him relating to Motion No. M2012-0001 and Ordinance No. O2012-0005.

6. APPROVAL OF MINUTES

- a) February 14, 2012 Meeting

A motion was made by Mr. Jones, seconded by Mr. Rogers and approved by unanimous vote to approve the minutes of the February 14, 2012 meeting.

7. MESSAGES FROM THE COUNTY EXECUTIVE

- a) Contracts executed by County Executive (attachment).

There were no messages given by the County Executive.

8. COMMITTEE REPORT AND CONSIDERATION OF MOTIONS OF COUNCIL FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rule 9D and to place on final passage Motion Nos. M2012-0001, M2012-0005, M2012-0006 and M2012-0007.

- a) M2012-0001: A Motion confirming the County Executive's appointment of Alfonso P. Sanchez to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

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

On a motion by Ms. Conwell with a second by Mr. Gallagher, Motion No. M2012-0001 was considered and approved by unanimous vote.

- b) M2012-0005: A Motion confirming the County Executive's appointment of Jerry G. Brown to serve on the County Audit Committee, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

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

On a motion by Mr. Schron with a second by Mr. Gallagher, Motion No. M2012-0005 was considered and approved by unanimous vote.

- c) M2012-0006: A Motion confirming the County Executive's appointment of Victor A. Ruiz to serve on the Cuyahoga Community College Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsor: Council President Connally

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

On a motion by Mr. Schron with a second by Ms. Conwell, Motion No. M2012-0006 was considered and approved by unanimous vote.

- d) M2012-0007: A Motion confirming the County Executive's appointment of The Honorable Timothy DeGeeter to serve on the Northeast Ohio Regional Sewer District Board of Trustees, and declaring the necessity that this Motion become immediately effective.

Sponsors: Council President Connally and **Councilmember Germana**

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

On a motion by Mr. Germana with a second by Ms. Conwell, Motion No. M2012-0007 was considered and approved by unanimous vote.

9. CONSIDERATION OF A RESOLUTION OF COUNCIL FOR THIRD READING ADOPTION

- a) R2012-0011: A Resolution proclaiming the month of May of each year as Multiple Chemical Sensitivity Awareness Month in Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.

Sponsors: Councilmembers Miller, Simon, Conwell, **Rogers and Connally**

On a motion by Mr. Miller with a second by Mr. Rogers, Resolution No. R2012-0011 was considered and adopted by unanimous vote.

10. CONSIDERATION OF AN ORDINANCE OF COUNCIL FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0005: An Ordinance prohibiting inquiries about or consideration of criminal convictions of applicants for Cuyahoga County employment positions until the applicant has been offered conditional employment; establishing the criterion under which criminal records may be considered; and establishing exceptions.

Sponsors: Councilmembers Connally, Rogers, **Miller, Jones, Brady and Conwell**

Council President Connally referred Ordinance No. O2012-0005 to the Human Resources, Appointments & Equity Committee.

11. CONSIDERATION OF A RESOLUTION FOR FIRST READING ~~ADOPTION UNDER~~
~~SUSPENSION OF RULES~~ **AND REFERRAL TO COMMITTEE**

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rules 9D and 12A and to place on final passage Resolution No. R2012-0035.

- a) R2012-0035: A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices and agencies; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management

After Clerk Schmotzer read Resolution No. R2012-0035 into the record for the first reading, Council President Connally referred the item to the Finance & Budgeting Committee.

12. CONSIDERATION OF RESOLUTIONS FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) R2012-0036: A Resolution authorizing an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to Philips Medical Systems (Cleveland), Inc. for renovation of property located at 595 Miner Road, Highland Heights; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsor: County Executive FitzGerald/Department of Development

Council President Connally referred Resolution No. R2012-0036 to the Economic Development & Planning Committee.

- b) R2012-0037: A Resolution authorizing an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to 800 Superior, LLC, for renovation of property located at 800 Superior Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this

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

Sponsor: County Executive FitzGerald/Department of Development

Council President Connally referred Resolution No. R2012-0037 to the Economic Development & Planning Committee.

- c) R2012-0038: A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,780,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Common Pleas Court/ Corrections Planning Board

Council President Connally referred Resolution No. R2012-0038 to the Justice Affairs Committee.

- d) R2012-0039: A Resolution authorizing contracts with various providers for various services in connection with the FY2011 Second Chance Act Adult Offender Reentry Program for the period 10/1/2011 - 9/30/2012; authorizing the County Executive to execute the contracts and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

1) for evaluation services:

- i) Case Western Reserve University/Begun Center for Violence Prevention Research & Education in the amount not-to-exceed \$75,000.00.

2) for assessment, case management and referral services:

- i) Center for Families and Children in the amount not-to-exceed \$170,815.00.
ii) Community Assessment and Treatment Services, Inc. in the amount not-to-exceed \$201,471.00.
iii) Community Re-entry, Inc. in the amount not-to-exceed \$216,134.00.

Sponsor: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry

Council President Connally referred Resolution No. R2012-0039 to the Health, Human Services & Aging Committee.

- e) R2012-0040: A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,832,782.00 for administration of the Special Needs Child Care Program for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.

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

Council President Connally referred Resolution No. R2012-0040 to the Health, Human Services & Aging Committee.

13. COMMITTEE REPORTS AND CONSIDERATION OF RESOLUTIONS FOR SECOND READING ADOPTION UNDER SUSPENSION OF RULES

A motion was made by Ms. Simon, seconded by Mr. Gallagher and approved by unanimous vote to suspend Rule 9D and to place on final passage Resolution Nos. R2012-0008, R2012-0021, R2012-0022, R2012-0026, R2012-0027, R2012-0028, R2012-0029, R2012-0030, R2012-0031, R2012-0032, R2012-0033 and R2012-0034.

- a) R2012-0008: A Resolution proclaiming the month of March 2012 as Save Our Homes Month in Cuyahoga County, and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald on behalf of Common Pleas Court

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

On a motion by Mr. Miller with a second by Mr. Schron, Resolution No. R2012-0008 was considered and adopted by unanimous vote.

- b) R2012-0021: A Resolution supporting submission of applications on behalf of Cuyahoga County for first-round funding under the Local Government Innovation Fund available through the State of Ohio, Department of Development; authorizing the County Executive and Department Directors to take all steps necessary in furtherance of this goal, including entering into partnership initiatives/memoranda of understanding with any other potential partners; and declaring the necessity that this Resolution become immediately effective. (Pending Committee recommendation.)

Sponsor: County Executive FitzGerald

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Mr. Rogers, Resolution No. R2012-0021 was considered and adopted by unanimous vote.

- c) R2012-0022: A Resolution approving Right-of-Way plans as set forth in the Right-of-Way Legend Sheet for Permanent Parcel No. 264-21-020, Project Parcel No. 15, located at 7931 Stearns Road for the grade separation of Stearns Road at the Norfolk Southern Railroad in Olmsted Township; authorizing the County Executive through the Department of Public Works to acquire said Project Parcel as necessary Right-of-Way; finding that special assessments will neither be levied nor collected to pay for any part of the County's costs of said improvement; and declaring the necessity that this Resolution become immediately effective.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and **Councilmembers Gallagher and Greenspan**

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

On a motion by Mr. Gallagher with a second by Mr. Jones, Resolution No. R2012-0022 was considered and adopted by unanimous vote.

- d) R2012-0026: A Resolution making an award on RQ21908 to The C.A. Agresta Construction Co. in the amount of \$1,314,468.45 for repair and resurfacing of Noble Road from Euclid Avenue to the East Cleveland South Corporation Line in the City of East Cleveland; authorizing the County Executive to execute a contract and all other documents consistent with said award and this Resolution; and authorizing the County Engineer, on behalf of the County Executive, to make an application for allocation from County Motor Vehicle \$7.50 License Tax Funds in said amount to fund said contract.

Sponsors: County Executive FitzGerald/Department of Public Works/
Division of County Engineer and Councilmembers Jones and Rogers

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

On a motion by Ms. Simon with a second by Mr. Rogers, Resolution No. R2012-0026 was considered and adopted by unanimous vote.

- e) R2012-0027: A Resolution establishing a list of certified providers for occupational skills training services for the Individual Training Account System for the period 11/1/2011 - 6/30/2014; authorizing the County Executive to enter into agreements with said providers for said training services; and declaring the necessity that this Resolution become immediately effective: (Pending Committee recommendation.)
- 1) Kaplan Career Institute
 - 2) Lincoln College of Technology
 - 3) National College
 - 4) Phoenix Healthcare Institute, LLC

Sponsors: County Executive FitzGerald/Department of Workforce Development, in partnership with City of Cleveland, as designated Local Workforce Investment Area No. 3 and **Councilmember Conwell**

Committee Assignment and Chair: Economic Development & Planning – Schron

On a motion by Mr. Schron with a second by Ms. Conwell, Resolution No. R2012-0027 was considered and adopted by unanimous vote.

- f) R2012-0028: A Resolution making an award on RQ21601 to Great Lakes Petroleum Co. in the amount not-to-exceed \$554,000.00 for middle distillates for various County facilities for the Department of Public Works for the period 5/1/2012 - 4/30/2013, and authorizing the County Executive to execute a contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity

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

On a motion by Ms. Simon with a second by Mr. Jones, Resolution No. R2012-0028 was considered and adopted by unanimous vote.

- g) R2012-0029: A Resolution making an award on RQ21602 to Great Lakes Petroleum Co. in the amount not-to-exceed \$648,000.00 for gasoline for various County facilities for the Department of Public Works for the period 5/1/2012 - 4/30/2013, and authorizing the County Executive to

execute a contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity

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

On a motion by Mr. Jones with a second by Ms. Conwell, Resolution No. R2012-0029 was considered and adopted by unanimous vote.

- h) R2012-0030: A Resolution making an award on RQ21586 to Jack Dohney Supplies Ohio, Inc. in the amount not-to-exceed \$696,211.55 for Vactor 21 Series Plus combination sewer cleaning equipment for use by Department of Public Works/Division of County Engineer, and authorizing the County Executive to execute a contract and all other documents consistent with said award and this Resolution.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity

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

On a motion by Mr. Rogers with a second by Ms. Simon, Resolution No. R2012-0030 was considered and adopted by unanimous vote.

- i) R2012-0031: A Resolution authorizing amendments to Memoranda of Understanding with various providers for the Cuyahoga Tapestry System of Care Provider Services Network for various time periods ending 12/31/2011 to extend the time period to 12/31/2012 and for additional funds in the total amount not-to-exceed \$500,000.00; authorizing the County Executive to execute the amendments and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective:

- 1) for the period beginning 2/1/2010:
 - i) African Soul
 - ii) AllSports Academy of Greater Cleveland, Inc.
 - iii) Applewood Centers, Inc.
 - iv) Art Therapy Studio
 - v) Be Healed Family Outreach
 - vi) Beech Brook
 - vii) Bellefaire Jewish Childrens Bureau

- viii) Berea Children's Home & Family Services
- ix) Bureau of Drug Abuse, Cleveland Treatment Center, Inc.
- x) Catholic Charities Services Corporation dba Parmadale
- xi) Catholic Charities Services Corporation dba St. Martin de Porres Family Center
- xii) Claudia's Family Development Inc.
- xiii) Cleveland Furniture Bank
- xiv) Community Care Network, Inc.
- xv) Education Alternatives
- xvi) Family Guidance Center, Inc.
- xvii) Pressley Ridge
- xviii) Reading-R.A.M.M.
- xix) START – Support to At-Risk Teens
- xx) Specialized Alternatives for Families and Youth of Ohio, Inc.
- xxi) Sunrise East Tutoring Services, LLC
- xxii) The Cleveland Christian Home Incorporated
- xxiii) The Village Network dba Boys Village
- xxiv) West 25th Furnishings and Appliances, Inc.
- xxv) Youth Mentoring and At Risk Intervention, Inc.

2) for the period beginning 6/1/2011:

- i) Building Bridges Murals, Inc.
- ii) Cleveland Eastside Ex-Offender Coalition
- iii) Cleveland Urban Minority Alcoholism & Drug Abuse Outreach Project
- iv) Golden Ciphers
- v) In The Hood Foundation, Inc.
- vi) Jackson Express Services, LLC
- vii) L.E.V.Y. Social Programs, Inc.
- viii) Making a Difference Consulting, LLC
- ix) MGW Resource Center
- x) No Limit Leaders
- xi) Quality Care Residential Homes, Inc.
- xii) The East End Neighborhood House Association
- xiii) The Sanctuary Christian Entertainment Complex, Inc.
- xiv) University Settlement, Incorporation
- xv) V.O.I.C.E. Consulting (Vision, Opportunity, Investment, Commitment, Enterprise)

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services and **Councilmember Jones**

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0031 was considered and adopted by unanimous vote.

- j) R2012-0032: A Resolution authorizing an agreement with Cuyahoga County Prosecutor's Office in the amount not-to-exceed \$2,074,053.00 for legal services for the Division of Children and Family Services for the period 1/1/2012 - 12/31/2012, and authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution.

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

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0032 was considered and adopted by unanimous vote.

- k) R2012-0033: A Resolution making awards on RQ21780 to various providers for community wraparound care coordination and family and youth advocacy services for the period 4/1/2012 - 6/30/2013, and authorizing the County Executive to execute contracts and all other documents consistent with said awards and this Resolution:

- 1) Applewood Centers, Inc. in the amount of \$669,468.72.
- 2) Beech Brook in the amount of \$836,858.40.
- 3) Catholic Charities Community Services Corporation dba St. Martin de Porres Family Center in the amount of \$449,755.00.
- 4) Catholic Charities Services Corporation dba Parmadale in the amount of \$836,858.40.
- 5) The Cleveland Christian Home Incorporated in the amount of \$836,858.40.
- 6) The East End Neighborhood House Association in the amount of \$475,002.00.
- 7) University Settlement, Incorporated in the amount of \$375,640.00.
- 8) West Side Community House in the amount of \$553,865.00.

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services and **Councilmember Jones**

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

On a motion by Mr. Brady with a second by Mr. Jones, Resolution No. R2012-0033 was considered and adopted by unanimous vote.

- l) R2012-0034: A Resolution making awards on RQ21241 to various providers, each in the amount not-to-exceed \$640,928.00, for the Family to Family Neighborhood System of Care for the period 4/1/2012 - 3/31/2014, and authorizing the County Executive to execute contracts and all other documents consistent with said awards and this Resolution:
- 1) Catholic Charities Community Services Corporation (St. Martin de Porres Family Center)
 - 2) Cleveland Urban Minority Alcoholism & Drug Abuse Outreach Project
 - 3) The East End Neighborhood House Association
 - 4) Friendly Inn Settlement, Inc.
 - 5) The Harvard Community Services Center
 - 6) Center for Families and Children
 - 7) City of Lakewood
 - 8) Murtis Taylor Human Services System (East Cleveland)
 - 9) Murtis Taylor Human Services System (Mt. Pleasant)
 - 10) Parma City School District
 - 11) University Settlement, Incorporated
 - 12) West Side Community House
 - 13) Word of Righteousness Family Life Center, Inc.
 - 14) YMCA of Greater Cleveland

Sponsors: County Executive FitzGerald/Department of Health and Human Services/Division of Children and Family Services and **Councilmembers Conwell, Miller, Germana and Jones**

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

On a motion by Mr. Brady with a second by Mr. Miller, Resolution No. R2012-0034 was considered and adopted by unanimous vote.

14. CONSIDERATION OF AN ORDINANCE FOR FIRST READING AND REFERRAL TO COMMITTEE

- a) O2012-0006: An Ordinance approving revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 2/1/2012; and declaring the necessity that this Ordinance become immediately effective.

Sponsor: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity

Council President Connally referred Ordinance No. O2012-0006 to the Public Works, Procurement & Contracting Committee.

15. MISCELLANEOUS COMMITTEE REPORTS

Mr. Miller reported that the Finance & Budgeting Committee will meet on Monday, March 5, 2012 at 1:00 p.m.

Ms. Conwell reported that the Human Resources, Appointments & Equity Committee will meet on Thursday, March 1, 2012 at 10:00 a.m.

Ms. Simon reported that the Justice Affairs Committee will meet on Friday, March 9, 2012.

Mr. Jones reported that the Public Works, Procurement & Contracting Committee will meet on Thursday, March 1, 2012 at 11:00 a.m.

16. MISCELLANEOUS BUSINESS

Council President Connally reported on the Harvest for Hunger campaign and encouraged all County employees to participate.

17. PUBLIC COMMENT UNRELATED TO AGENDA

No public comments were given.

18. EXECUTIVE SESSION

- a) Pending litigation
- b) Collective bargaining matters

A motion was made by Mr. Brady, seconded by Mr. Gallagher, and approved by unanimous vote to move to Executive Session for the purpose of discussing matters concerning pending litigation and collective bargaining, and for no other purpose whatsoever. Executive Session was then called to order by Council President Connally at 5:46 p.m. The following members were present: Councilmembers Schron, Conwell, Jones, Rogers, Simon, Greenspan, Miller, Brady, Germana, Gallagher and Connally. The following additional attendees were present: County Executive Ed FitzGerald, Clerk of Council Jeanne Schmotzer, Deputy Clerk of Council Nikima Barnhill, Assistant Deputy Clerk of Council Janine Thurman, Director of Law Majeed Makhoulf, Assistant Law Director Ed Morales, Deputy Chief Director of Law Nora Hurley, Assistant Prosecuting Attorney Barb Marburger, Civil Division Chief David Lambert, Chief of Staff Joe Nanni, Senior Policy Advisor Joanne Gross and Legislative Budget Advisor Trevor McAleer. At 7:27 p.m. Executive Session was

adjourned, without objection, and Council President Connally then reconvened the regular meeting.

19. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Greenspan with a second by Mr. Miller, the meeting was adjourned at 7:28 p.m., without objection.

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0008

Sponsored by: Council President Connally

A Motion appointing Ann T. Mannen to serve on a Board of Revision for Cuyahoga County, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Section 6.02 of the Charter of Cuyahoga County states that there shall be one or more Boards of Revision, each consisting of three electors of the County; and,

WHEREAS, Section 6.02 states further that two members of each board, who shall not be of the same political party, shall be appointed by the Council, each for a term of three years; and,

WHEREAS, Annette Butler, a member of a Board of Revision appointed by Council, has vacated her position prior to the expiration of her term.

WHEREAS, a need exists to make an appointment to fill the aforementioned vacancy and complete the unexpired term on a Board of Revision.

WHEREAS, candidates for appointment have been identified through a public posting and selection process that was approved by the Council of Cuyahoga County.

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

SECTION 1. The Council of Cuyahoga County, Ohio, hereby appoints the following individual to serve on a Board of Revision to fill the balance of a Council appointed term expiring on February 13, 2014, pursuant to Section 6.02 of the Charter of Cuyahoga County:

Ann T. Mannen
\$30.99 hr/\$64,459.20 annual
Effective April 2, 2012

SECTION 2. Provided that this Motion receives the affirmative vote of at least eight (8) members of Council, it shall take effect immediately upon adoption by Council. It is hereby determined to be necessary that this Motion become

immediately effective so that the usual and daily operations of county government may continue to function.

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

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

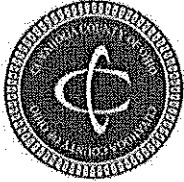
Yeas:

Nays:

County Council President Date

Clerk of Council Date

Journal CC005
March 13, 2012



Yvonne M. Conwell
Cuyahoga County Council District 7

Memorandum

To: Cuyahoga County Council Members

From: Yvonne Conwell, Chair, HRAE Committee

Re: Council Appointment to Board of Revision for vacated, unexpired term ending 2/13/2014

Date: March 2, 2012

Colleagues,

Over the past two months, County Council staff, the Administrator of the Boards of Revision, and the Department of Human Resources have been collaborating in a process to identify a recommended candidate to fill a vacant position on the Board of Revision that will expire on February 13, 2014.

The process for identifying candidates to fill the unexpired term has thus far consisted of:

- A public job posting on the Department of Human Resources website, publicized on the Council and County websites, Facebook and Twitter
- Collection of information from interested applicants and initial screening of the applicants for required qualifications
- A written exam to determine applicants' knowledge related to the position
- In-person interviews performed by Marty Murphy and Kahlil Seren (scored separately and averaged) to quantitatively assess applicants' knowledge and to qualitatively determine suitability for the position
- Interviews in Executive Session with the Human Resources, Appointments & Equity Committee

Upon completion of each of the above steps, each applicant was reviewed and scored. Based on the review and scoring process, applicants either progressed to the next round or were removed from the list of candidates. The pool of candidates was winnowed to the point where the HRAE Committee can be confident in recommending Ann T. Mannen (résumé attached) for the position, contingent upon her successful completion of mandatory background and drug screenings. This recommendation is based on Ms. Mannen's performance on the quantitative measures of her knowledge related to the position and the determination of the reviewers as to her suitability for the position. The annual salary recommended to be offered to Ms. Mannen is \$64,459.20, based on the recommendation of the Department of Human Resources for a candidate with levels of education and experience which far exceed the requirements of the position (this was the same process used to determine prior Council appointments to the BOR).

A draft Motion to appoint Ms. Mannen to the position has been produced and will be introduced to the full Council with a recommendation for passage under first reading suspension of rules.

Cc: County Council Staff

Enclosure: Résumé of Ann T. Mannen

ANN T. MANNEN
2604 South Belvoir Blvd.
University Heights, Ohio 44118
(216) 371-3249
anniebelle1955@att.net

EDUCATION

Cleveland State University, Cleveland-Marshall College of Law
Cleveland, Ohio

J.D.-May 1980
Student Bar Association President (1979-1980)
Delta Theta Phi Legal Fraternity

John Carroll University
University Heights, Ohio

B.A. History, Political Science (June, 1977)
English (Minor)

WORK/LEGAL EXPERIENCE

Cuyahoga County Common Pleas Court, Cleveland, Ohio

Foreclosure Mediator ***(November 2008 to present)***

Reviews Foreclosure files to determine suitability for Mediation, notifies parties to schedule Pre-Mediation, Full Mediation and Follow-Up Mediation hearings, timely conducts all meetings to shape settlements and avoid further litigation, builds relationships/partnerships through community outreach in furtherance of foreclosure mediation, presents creative alternatives to parties deadlocked in negotiations, performs all duties with the goal of maintaining confidentiality, sound judgment and discretion.

Cuyahoga County Common Pleas Court, Cleveland, Ohio

Judge - General Division ***(December, 1998 to January, 2007)***

Presided over hundreds of General Jurisdiction cases (Civil and Criminal) including but not limited to:

Civil: Medical Malpractice, Legal Malpractice, Nursing Home Malpractice, Product Liability, Contract Disputes, Employment Discrimination
Criminal: All Felony cases, Drug Possession/Trafficking, Assault, Robbery, Rape, Homicide/Capital Murder

Cuyahoga County Common Pleas Court, Cleveland, Ohio

Magistrate - Foreclosure Department ***(October, 1988 to December, 1998)***

Presided over Foreclosure, Quiet Title and Partition cases filed in Common Pleas Court including evidentiary hearings, motions, drafting and issuing Magistrate's Decisions, Orders of Sale, Distribution of Proceeds, etc. for judges' approval

Cuyahoga County Prosecutor's Office, Cleveland, Ohio

John T. Corrigan - County Prosecutor

Assistant County Prosecutor - Criminal Appellate Division

(July, 1984 to October, 1988)

Represented the State of Ohio in Criminal Appeals including all responsive post-trial motions, briefs etc.; argued cases before the 8th District Court of Appeals and the Ohio Supreme Court; duties included sitting as "Second Chair" with Major Trial Prosecutor in Major Felony trials before Common Pleas Court

Cuyahoga County Common Pleas Court, Cleveland, Ohio

Judicial Law Clerk/Staff Attorney - Hon. James J. Carroll, Hon. Harry A. Hanna &

Hon. Paul R. Matia

(November 1980 to July, 1984)

Duties included legal research and writing of memoranda in civil and criminal cases, scheduling and conducting civil case-management conferences, settlement negotiations and pre-trial conferences

ASSOCIATIONS/MEMBERSHIPS

Ohio State Bar Association / Cleveland Metropolitan Bar Association / National & Ohio
Judicial College

Edna House Advisory Board

Cleveland-Marshall College of Law-Board of Trustees

John Carroll University Alumni Association ***President, Cleveland Club (1995-1997)***

Alumni Service Award (1977)

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0009

Sponsored by: Council President Connally and Councilmember Gallagher

A Motion appointing an Ad Hoc Committee on Capital Improvements and Facilities, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Cuyahoga County Charter Section 3.10(2), entitled Rules and Records, states that “[t]he Council shall determine its own rules and order of business”; and,

WHEREAS, Rule 12K of the Rules of the Cuyahoga County Council states that “[t]he Council may, by Motion of Council, create special or ad hoc committees in addition to the standing committees”; and,

WHEREAS, the Cuyahoga County Council deems it necessary to create an ad hoc committee to consider issues pertaining to decisions regarding capital improvements and facilities of the County; and,

WHEREAS, this Council, by a vote of at least eight (8) members, determines that it is necessary that this Motion become immediately effective in order to provide Cuyahoga County Council the legislative infrastructure to gather and consider information regarding imminent decisions about County facilities.

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

SECTION 1. The Council of Cuyahoga County hereby creates an Ad Hoc Committee on Capital Improvements and Facilities.

SECTION 2. It is necessary that this Motion become immediately effective in order to provide Cuyahoga County Council the legislative infrastructure to gather and consider information regarding imminent decisions about County facilities. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective upon its adoption.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in

compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

Journal CC005
March 13, 2012

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0010

Sponsored by: Council President Connally

A Motion providing for the appointment of Valerie J. Harry to serve as Director of Internal Auditing, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Director of Internal Auditing was created pursuant to the provisions of Article XI, Section 11.03 of the Cuyahoga County Charter, in which the Director of Internal Auditing shall be a "Certified Internal Auditor or member of the Institute of Internal Auditors or a similar successor organization and shall be subject to, and follow at all times, the Code of Ethics for Certified Internal Auditors or a similarly recognized code of ethics established by the Institute of Internal Auditors or a similar successor organization"; and,

WHEREAS, pursuant to the Cuyahoga County Charter, the County Audit Committee shall recommend to the Council one or more candidates for appointment as the Director of Internal Auditing; and,

WHEREAS, Council shall make the appointment of the Director of Internal Auditing, which shall be for a term of four years, or ending with the end of term of office of the then County Executive, whichever comes first; and,

WHEREAS, the individual appointed will be appointed to fill a vacancy and shall have a term commencing immediately upon signature of this Motion; and,

WHEREAS, the Cuyahoga County Audit Committee has nominated Valerie J. Harry, to serve as the Director of Internal Auditing for Cuyahoga County; and,

WHEREAS, Director of Internal Auditing nominee, Valerie J. Harry, is both a Certified Public Accountant and a Certified Government Finance Manager, and a member of a similar organization of the Institution of Internal Auditors; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Valerie J. Harry, to serve as the Director of Internal Auditing, to fill a vacancy, commencing immediately.

SECTION 2. It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

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

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President

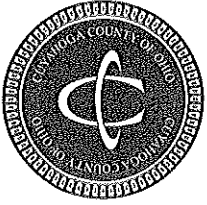
Date

Clerk of Council

Date

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

Journal _____
_____, 2012



CUYAHOGA COUNTY
OFFICE OF THE FISCAL OFFICER

March 8, 2012

MAR 8 2012

Cuyahoga County Council

C. Ellen Connally, President
Cuyahoga County Council
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

Re: Director of Internal Auditing

Dear President Connally:

Pursuant to Article XI, Section 11.03, please accept this notification as the formal recommendation of the Cuyahoga County Audit Committee, of Valerie J. Harry to serve as the Director of Internal Auditing.

Ms. Harry is both a Certified Public Accountant and a Certified Government Finance Manager. Based on these certifications, the Audit Committee considered her a member of a similar organization of the Institution of Internal Auditors; Ms. Harry has more than 25 years of audit experience with the State Auditor's office. She is currently the CFO for the City of Cleveland - Department of Port Control. A copy of her resume is attached hereto which details her relevant work history and background.

I would ask that Ms. Harry's appointment be set for confirmation by the County Council as soon as the schedule allows. If you have any questions or comments, please do not hesitate to contact me. I thank you for your cooperation in this endeavor.

Sincerely,

Wade Steen, CPA
Cuyahoga County Fiscal Officer
Chair, Cuyahoga County Audit Committee

Attachment

cc: Valerie J. Harry
Edward FitzGerald
Veronica Rice
Jerry G. Brown

VALERIE J. HARRY, CPA, MBA, CGFM

**4735 Elizabeth Lane
Brooklyn, Ohio 44144
(216) 559-1022
valharry1@yahoo.com**

WORK EXPERIENCE

City of Cleveland – Department of Port Control CFO July 2009 – Present

- Currently hold the position of Chief Financial Officer for the Department of Port Control which includes Cleveland Hopkins International Airport, Burke Lakefront Airport, and a Harbors division.
- As a member of the Executive Management team responsibilities include all areas of accounting and procurement, setting and monitoring a budget of approximately \$140 million for 37 individual departments, controlling a capital project budget which currently includes a 5 year \$165 million capital plan, preparation of financial statements in conjunction with the City of Cleveland as a major Enterprise Fund, monitoring and reporting on monthly performance management goals and objectives, and initiating an internal audit function that has been ineffective in the past.

Auditor of State Assistant Chief Auditor March 2003-May 2009

- Responsible for the day-to-day operations of an office of 64 auditors and three support staff. This involved the handling of personnel matters, evaluation of staff, resolution of scheduling issues, maintaining good client relationships, and research of complex accounting, auditing, and legal compliance issues affecting any of the region's 436 clients.
- Performed detailed reviews, including analytical procedures on hundreds of submitted audits ranging in size from the smallest township to the largest Comprehensive Annual Financial Report.
- Served as the lead on the Ohio Lottery Commission (OLC) audit team, which involved monitoring the OLC's compliance with procedures on all drawings, game shows, promotional, and second-chance activities.
- Served as the Chief Auditor in the Canton Region for five months until a replacement was found.

Auditor of State Deputy Auditor April 1995 – March 2003

- Responsible for the management of an audit budget of approximately 17,000 hours per year and staff of 10 - 12 auditors. Clients included villages, school districts, municipalities, and state agencies ranging in size from the \$2.2 billion budget of the Ohio Lottery Commission to the \$4 million budget of Sheffield Village.
- Responsibilities included planning the audit after performing risk assessments over significant accounting cycles, reviewing and directing the work of the audit staff, writing of audit reports and the presenting of audit findings to various commissioners, councils, boards and audit committees.
- Selected to manage a segment of the Cleveland City School District performance audit, which was the first performance audit done by the Auditor of State's office.
- Presented and assisted in developing statewide training programs for all Auditor of State employees.

VALERIE J. HARRY, CPA, MBA, CGFM

- Selected by National State Auditors, Controllers & Treasurers (NASACT) to serve as a member of the national peer review team assigned to review the audit work for the states of Tennessee, Florida, and Missouri. Served as team leader for the review of the states of Utah and North Carolina. Also served as concurring reviewer for the states of Delaware, South Dakota, Wisconsin, and Maine.

Auditor of State Assistant Audit Supervisor October 1992 - March 1995

- Responsible for the management of the on site audit staff of five to seven members, assigned to concurrent engagements.
- Responsible for detailed work paper review of all staff auditors assigned to engagements.
- Prepared draft audit reports for submission to supervisor.

Auditor of State Quality Assurance Representative January 1991 - October 1992

- Appointed as one of 12 auditors in the state to serve as a regional Quality Assurance Representative.
- Performed research on new auditing standards or governmental accounting pronouncements and presented this information to regional auditors.
- Led a team of other QA representatives on a special project, which reviewed similar type audits done by different regional offices and presented the results to senior executive management including the Auditor of State.

Auditor of State Assistant Auditor June 1986 - January 1991

- Served in a "team leader" capacity.
- Responsible for completing audit segment assignments within assigned budgets.
- Documented internal control cycle procedures and designed substantive testing to meet audit objectives.
- Worked with client's staff to provide suggestions for process improvements.

Brooklyn Board of Junior Accountant June 1986 - June 1988
Education

- Assisted Treasurer with budget and appropriation forecasting and monitored the District's activity to the actual results.
- Served as a back-up to accounts payable, payroll, and receipt processing functions.
- Performed monthly bank reconciliations.
- Responsible for managing student activity accounts and federal grant fund activity.

EDUCATION

- MBA - Ashland University
- Post graduate classes in the MAFIS and MPA programs at Cleveland State University
- BA (Business Administration with a concentration in Accounting) Baldwin Wallace College

VALERIE J. HARRY, CPA, MBA, CGFM

AFFILIATIONS

- American Institute of Certified Public Accountants
- Ohio Society of Certified Public Accountants
- Association of Government Accountants
- Government Finance Officer's Association (GFOA)
- GFOA Special Review Committee

ADDITIONAL LICENSE

- Currently hold a School Treasurer's License

REFERENCES

- Provided upon request

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0011

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of The Honorable Gary A. Norton, Jr., to serve on the Greater Cleveland Regional Transit Authority Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, the Greater Cleveland Regional Transit Authority (GCRTA), was created pursuant to the provisions of ORC Section 306; and,

WHEREAS, the primary responsibilities of the Greater Cleveland Regional Transit Authority Board of Trustees are; approving policies governing GCRTA's business activities; approving long-range goals, and annual operating objectives and budgets; overseeing management's activities and implementation of adopted plans, policies and objectives; approving all procurement actions and contracts that exceed \$100,000.00; hiring the Chief Executive Officer; and approving the hiring and personnel actions for the Director of Internal Audit; and,

WHEREAS, the Greater Cleveland Regional Transit Authority Board of Trustees has ten members and the members are appointed by Cuyahoga County; and,

WHEREAS, members of the Greater Cleveland Regional Transit Authority Board of Trustees shall be appointed to serve a three (3) year term; and,

WHEREAS, the individual appointed will be a reappointment and shall have a term commencing April 1, 2012, and the expiration of said term shall be March 31, 2015; 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 Gary A. Norton, Jr., Mayor of East Cleveland, to serve on the Greater Cleveland Regional Transit Authority Board of Trustees; and,

WHEREAS, Gary A. Norton, Jr. has performed excellent work already on the Greater Cleveland Regional Transit Authority Board of Trustees to which his current term will be expiring on March 31, 2012; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Gary A. Norton, Jr., to serve on the Greater Cleveland Regional Transit Authority Board of Trustees, commencing April 1, 2012 and with a term expiring March 31, 2015.

SECTION 2. It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

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

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President

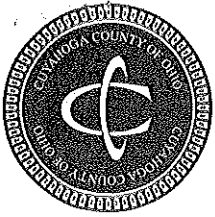
Date

Clerk of Council

Date

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

Journal _____
_____, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

December 1, 2011

DEC 02 2011

Cuyahoga County Council

C. Ellen Connally, President
Cuyahoga County Council
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

FEB 06 2012

Cuyahoga County Council

Re: Greater Cleveland Regional Transit Authority (GCRTA)

Dear President Connally:

As you know, Gary Norton was appointed to serve on the Greater Cleveland Regional Transit Authority's Board of Trustees in the Spring of 2011 to complete an unexpired term. His current term will expire in March of 2012. In light of the excellent work that he has performed on that body, I am nominating him to continue in a full three-year term. Should Mayor Norton be confirmed for this re-appointment, his full term would commence on ~~March 1, 2012.~~

April
While I understand that the County Council confirmed his appointment only a few months ago, I have enclosed a copy of his resume for your review.

Should you or any of your colleagues have any questions, please feel free to contact Special Assistant Jim Boyle at 216-698-2089.

I thank you for your assistance and cooperation in this matter.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Joseph A. Calabrese, CEO GCRTA
Gary Norton

Gary A. Norton, Jr.
2120 Newbury Drive
East Cleveland, Ohio 44112
mayornorton@eastcleveland.org

HIGHLIGHTS OF QUALIFICATIONS

- Chief Executive Officer of a municipal corporation in Ohio
- Experienced public administrator with knowledge of government functions, structures and processes
- Professional relationships and access to decision makers in the public, private and non-profit sectors
- Team player who functions effectively in both leadership and support roles
- Sound judgment in fast-paced environments and sensitive situations
- Excellent interpersonal, communication and presentation skills

PROFESSIONAL EXPERIENCE

Mayor of East Cleveland, Ohio – January 2010 to Present

- CEO responsible for city administration including law enforcement, public safety, finance, development.
- \$40 million annual budget, 25,000 residents and 300 employees.

Board of County Commissioners, Cuyahoga County, Ohio

Program Officer, Department of Economic Development – December 2008 to June 2009

- Managed HUD-funded NSP residential property acquisition, rehabilitation and resale program.
- Designed program rules, procedures, applications and forms in accordance with HUD regulations.
- Coordinated property appraisals, environmental reviews, sales contracts, escrow, inspections and closings.

Executive Assistant to Commissioner Peter Lawson Jones – February 2002 to December 2008

- Managed constituent concerns from initial point of contact to final resolution.
- Provided written and oral briefings on human services, justice affairs and other issues.
- Planned and coordinated special projects and events.
- Supervised staff interns and volunteers.

East Cleveland City Council, East Cleveland, Ohio

President of City Council – October 2004 to December 2009

- Develop, approve and oversee the city's budget, laws, policies and programs with the mayor and council.
- Preside over city council meetings, legislative process and various public proceedings.
- Manage city council staff.

Bryant & Stratton College, Cleveland, Ohio

Part-time Faculty – January 2004 to December 2005

- Developed class content, assignments, examinations and rubrics. Evaluate student performance.
- Taught courses in business management, office procedures and document production.

Cleveland Initiative for Education, Cleveland, Ohio

Executive Assistant to the Executive Director – August 2000 to October 2001

Cleveland Municipal School District, Cleveland, Ohio

Special Assistant to the Chief Executive Officer – March 1999 to August 2000

Miami-Dade County, Florida – Office of Management and Budget

Executive Management Training Program – June 1998 to March 1999

COMMUNITY INVOLVEMENT

Member, Board of Trustees, University Circle Incorporated (2010 to present)
President, Board of Directors, Murtis H. Taylor Multi Service Center (2005 to 2009)
Secretary, Board of Directors, Antioch Development Corporation (2002 to 2006)
Secretary, Board of Directors, Council For Economic Opportunities In Greater Cleveland (2003 to 2005)
Trustee, Antioch Baptist Church (2002 to 2005)
Mentor, Big Brothers/Big Sisters of Greater Cleveland (2001 to 2003)
Tutor, Andrew J. Rickoff and Stephen E. Howe Elementary Schools (1999 to 2004)
Chairman, East Cleveland Cable Television Commission (2002 to 2003)
United Way Services Strong Families = Successful Children Committee (2002 to 2005)
Kappa Alpha Psi Fraternity, Incorporated (1993 to Present)
Undergraduate Chapter Advisor, Cleveland State University (1999 to 2000)
Member, Board of Directors, East Central Province (1995 to 1997)
Chapter President, Cleveland State University (1994 to 1996)
Coach, Boot Camp for New Dads, Marymount Hospital (2006 to Present)

POLITICAL ACTIVITIES

Democratic City Leader, Cuyahoga County Democratic Party, East Cleveland (2006 to Present)
Executive Committee, Cuyahoga County Democratic Party (2002 to Present)
Democratic Precinct Committeeman, East Cleveland Ward 3, Precinct C (2002 to Present)
Secretary, Eleventh Congressional District Caucus (2002 to 2004)
President, East Cleveland City-Wide Democratic Club (2003 to 2004)
Cleveland Municipal School District Facilities Bond Issue Campaign (2001)
Cuyahoga County Health and Human Services Levy Campaigns

PROFESSIONAL AFFILIATIONS

American Marshall Memorial Fellowship (2006 Cleveland Foundation/German Marshall Fund of the U.S.)
American Society for Public Administration (1998 to Present)
City Club of Cleveland (2004 to Present)
Cleveland Bridge Builders Flagship Program (Class of 2004)
Cleveland State University Alumni Association (2000 to Present)
Conference of Minority Public Administrators (1998 to Present)
Cuyahoga Mayors and Managers Association (January 2010 to Present)
Northeast Ohio City Council Association (2004 to 2009)
Public Officials Leadership Academy XV (Class of 2006)

HONORS AND AWARDS

“40 Under 40” – *Kaleidoscope Magazine* (2010)
“Ally of the Year” – Northeast Ohio Alliance for Hope (2009)
“Community Partner of the Year” – Cleveland Realists Association (2009)
“Cleveland’s Most Interesting People” – *Cleveland Magazine* (2006)

EDUCATION

Master of Public Administration, Cleveland State University, Cleveland, Ohio, June 1998
Bachelor of Arts, Political Science, Cleveland State University, Cleveland, Ohio, June 1997

References for Gary A. Norton Jr.

Dr. Julian Earls
Executive In Residence
Cleveland State University
Department of Counseling, Administration and Supervision
2121 Euclid Avenue
BU-346
Cleveland, Ohio 44115
(216) 875-9713

Peter Lawson Jones
Commissioner
Board of Cuyahoga County Commissioners
1219 Ontario Street, Fourth Floor
Cleveland, Ohio 44113
(216) 443-7182

Lance T. Mason
Judge
Cuyahoga County Court of Common Pleas
1200 Ontario Street, 16th Floor
Cleveland, Ohio 44113
(216) 443-8681

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2011-0016

SPONSORED BY: COUNCIL PRESIDENT CONNALLY

A Motion confirming the County Executive's appointment of individuals to serve on the Greater Cleveland Regional Transit Authority Board of Trustees.

WHEREAS, Chapter 306 of the Ohio Revised Code provides for the creation of a Regional Transit Authority; and,

WHEREAS, 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 Gary Norton and Karen Gabriel Moss to serve on the Greater Cleveland Regional Transit Authority Board of Trustees; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County department.

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

SECTION 1. The Council of Cuyahoga County, Ohio, hereby confirms the appointment of Gary Norton (for the unexpired term ending March 31, 2012) and Karen Gabriel Moss (for the unexpired term ending March 31, 2013) to serve on the Greater Cleveland Regional Transit Authority Board of Trustees.

SECTION 2. It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.


SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Motion were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, and in

compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Mr. Rogers, seconded by Ms. Conwell, the foregoing Motion was duly approved.

Yeas: Gallagher, Schron, Conwell, Jones, Connally, Rogers, Simon, Greenspan, Miller, Brady, Germana

Nays: None


County Council President 3/28/11
Date


Clerk of Council 3/22/2011
Date

First Reading/Referred to Committee: March 8, 2011
Committee Assigned: Human Resources, Appointments & Equity

Journal CC001
March 22, 2011

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0012

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of Megan O'Bryan to serve on the Cuyahoga Community College Board of Trustees, and declaring the necessity that this Motion become immediately effective.

WHEREAS, Ohio Revised Code Section 3354.05 requires that member of the board of trustees of a community college district be appointed by a county board of commissioners; and,

WHEREAS, the Cuyahoga Community College Board of Trustees in collaboration with the College President, are charged with fulfilling the goals set forth in the College Mission Statement; and,

WHEREAS, the Cuyahoga Community College Board of Trustees has nine members and the members are appointed by Cuyahoga County and the Governor; and,

WHEREAS, members of the Cuyahoga Community College Board of Trustees shall be appointed to serve a five (5) year term; and,

WHEREAS, the individual appointed will be appointed to fill a vacancy and shall have a term commencing immediately upon signature of this Motion; 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 Megan O'Bryan, MNO, to serve on the Cuyahoga Community College Board of Trustees; and,

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Motion become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

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

SECTION 1. The Council of Cuyahoga County hereby confirms the appointment of Megan O' Bryan, to serve on the Cuyahoga Community College Board of Trustees to fill a vacancy, commencing immediately.

SECTION 2. It is necessary that this Motion become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of the County. Provided that this Motion receives the affirmative vote of eight members of Council, this Motion shall become immediately effective.

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

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President

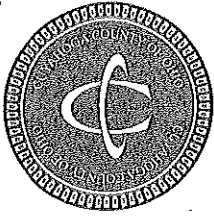
Date

Clerk of Council

Date

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

Journal _____
_____, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

Schmitzen ✓

February 21 2012

C. Ellen Connally, President
Cuyahoga County Council
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

FEB 29 2012
Cuyahoga County Council

Re: Cuyahoga Community College (CCC) Board of Trustees

Dear President Connally:

Pursuant to Ohio Revised Code Section 3354.05, I have nominated the following individual to serve on the Board of Trustees for Cuyahoga Community College (CCC):

- **Megan O'Bryan, MNO**

The members of this board serve five year terms and Ms. O'Bryan will commence her term on this Board immediately upon confirmation by County Council.

A copy of Ms. O'Bryan's resume is attached for your review. She currently serves as the President and CEO of the Cleveland Rape Crisis Center. This group is dedicated to serving survivors of sexual violence and seeking social changes through education, training and activism. Additionally, Ms. O'Bryan has worked tirelessly on other civic endeavors including serving on the Special Commission on Sex Crimes and Missing Persons and working on collaborative efforts involving Cuyahoga County and our municipal police departments.

CCC is one of our finest institutions and its Board of Trustees needs strong, committed individuals with a sense of civic compassion. Ms. O'Bryan fits those criteria and will be an excellent addition to this body.

Should you or any of your colleagues have any questions, please feel free to contact Special Assistant James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

cc: Jerry Sue Thornton, CCC President

Megan O'Bryan
1294 West 103rd Street
Cleveland, Ohio 44102
216-789-5725 megano@clevelandrcc.org

Career Summary

Vision-oriented nonprofit leader with master's degree in nonprofit management, seventeen years of experience in administration, development, marketing and advocacy, and a track record of approximately \$20 million secured for multiple community-based nonprofits.

Professional Experience

President/CEO, Cleveland Rape Crisis Center (2004-present)

- Serve as chief administrator for dynamic nonprofit organization with 22 FT staff and hundreds of volunteers providing comprehensive rape crisis intervention and prevention services to 20,000 people annually.
- Work closely with Board of Directors to staff committees in board development, finance, public policy advocacy and multiple ad hoc functions.
- Serve as spokesperson and community relations liaison for agency.
- Oversee program development and management, agency budget process of \$1.6 m., financial reporting, fund development and fiscal oversight.
- Serve as steward of agency's strategic plan and strategic direction.
- Work to build sustainable financial foundation, future, and positive community image of the CRCC.
- Accomplishments include: development of endowment fund, operating reserves, 60% growth in annual operating budget and staff size during tenure, adoption of many best practices and outcome measures, shift of focus to prevention, systems and social change, and transition of agency culture and perception through organizational development and change management process.

Director of Resource Development, Cleveland Rape Crisis Center (2001-2004)

- Oversaw resource development function securing annual budget of close to \$1 million through foundation and government grants, special events, and individual gifts.
- Worked closely with Board of Directors to encourage effectiveness in governance, fund development and recruitment.
- Served as a key member of 3-person management team.
- Acted as primary communications officer for agency promoting a broad-based empowerment and healing message to media and other stakeholders through outreach and publications.
- Actively involved in improving budget process, financial reporting and fiscal oversight.
- Worked with staff on strategic program development and improving outcome measures and accountability to funders.
- Supervised one coordinator and multiple interns.
- Exceeded operating budget revenues three years in a row; built significant operating reserve (at Board direction-now an endowment); served dual role of development director and interim executive director fulfilling multiple administrative, development, management and leadership functions of the Center.

Director of Development and Public Relations, Young Audiences of Greater Cleveland (1998-2001)

- Served as chief development officer for nonprofit arts education organization with a budget of \$800,000 serving more than 325,000 children a year.
- Responsibilities included grantsmanship, annual fund, donor communications, Board relations, media and marketing.
- Supervised one part-time associate and interns.
- Consistently exceeded revenue goals, significantly raised organization profile through media relations and highly visible special events including galas and community art festivals, formalized and enhanced the young professional board which attracted 600 patrons to its first benefit in 2001.

Professional Experience – continued

Development Manager, WCPN Cleveland Public Radio 90.3 FM, Cleveland, Ohio (1995 to 1997)

- Served as key member of marketing/development team, individually responsible for raising 1/5 of organization's \$2.4 million operating budget in addition to capital projects through foundations and individual donors.
- Identified, cultivated and solicited charitable and corporate foundations for projects developed collaboratively with management, program and technical staff.
- Coordinated high-profile fund raising events featuring national radio personalities as well as trustee-hosted donor cultivation and appreciation events.
- Launched first major donor "club" raising \$55,000 in first year and \$70,000 in second; managed trustee giving reaching an all-time high in 96-97; increased foundation giving by 35% consistently exceeding budgeted revenue in this category during tenure.

Consultant to Organizations, Northeast Ohio (part-time, freelance and volunteer, 1993 – 2001)

- Provided organizational assessment, strategic planning, fund raising/marketing strategy and grant writing assistance to local nonprofits as associate of Philanthropy Consultants, Inc. Served a variety of missions in this capacity including social services, health, arts, neighborhood development and historic preservation.

Special Projects Coordinator, Juvenile Diabetes Foundation, NEOhio Chapter (1993-1995)

Campaign Intern, United Way Services, Cleveland, Ohio (1992-1993)

Education

- **Master of Nonprofit Organizations**, May 1995 (*scholarship recipient, cum laude*)
Weatherhead School of Management, Mandel Center for Nonprofit Organizations, Case Western Reserve University, Cleveland, Ohio.
- **Bachelor of Arts, English**, May 1992 (*cum laude*)
The Catholic University of America, Washington, D.C.
- **English Literature Study Abroad Program**, 1990-1991, University College, London, England

Leadership/Community Activities

- Appointed by Cleveland Mayor Frank G. Jackson to a Special Commission on Sex Crimes and Missing Persons, Dec 2009-Mar 2010: Delivered 900-page report addressing systemic changes to Cleveland Division of Police. All recommendation accepted by Mayor Jackson and CPD
- Presenter, National Sexual Assault Conference and National Center for Victims of Crime Annual Conference, 2011
- Leadership Cleveland, 2010 Class
- Crain's Cleveland Business, "40 Under 40" 2010 Class
- Corporate Club at Landerhaven, 2010 "Women of Excellence"
- Visiting Committee of the Mandel School of Applied Social Sciences, Case Western Reserve University, 2010-2013
- 2007 Athena Award Finalist, Inside Business Magazine
- Board of Directors, Cleveland Public Theatre, 2003 to 2006
- Founder and member, Cleveland Public Theatre Associates (CPT-A), 2002 to 2006
- Board of Directors, Mandel Center for Nonprofit Organizations Alumni Association, 2002 to 2005
- Founder & Co-chair, Western Ohio City Block Club, Ohio City Near West Development Corp., 2002 to 2006
- Ohio Department of Health (ODH) Grant Reviewer, 2003 to present
- Presenter, Ohio Coalition Against Sexual Assault and ODH Conferences, 2003-2008
- "The Edge" Founding Benefit Committee, Young Audiences of Greater Cleveland, 2001 to 2003
- Grants Allocation Committee, Mandel Center for Nonprofit Organizations Alumni Association, 2001 to 2005
- Hotline Volunteer, Cleveland Rape Crisis Center, 1996 to present

COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO

MOTION NO. M2012-0013

Sponsored by: Council President Connally

A Motion confirming the County Executive's appointment of individuals to serve on the Tax Incentive Review Councils, and declaring the necessity that this Motion become immediately effective.

WHEREAS, ORC 5709.85 calls for the creation of Tax Incentive Review Councils; and,

WHEREAS, 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 Ed FitzGerald has nominated the following individuals to serve on Tax Incentive Review Councils:

- 1) Richard Sensenbrenner, Cuyahoga County Treasurer;
- 2) Jonathan Holody, Development Finance Manager, Cuyahoga County Department of Development;
- 3) Maggie Keenan, Budget Analyst, Office of Budget & Management
- 4) Joe Micciulla, Deputy Fiscal Officer, New Construction Division

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

SECTION 1. That the Council of Cuyahoga County, Ohio, hereby confirms the appointment of the following individuals to serve on Tax Incentive Review Councils:

- 1) Richard Sensenbrenner
- 2) Jonathan Holody
- 3) Maggie Keenan
- 4) Joe Micciulla

SECTION 2. Provided that this Motion receives the affirmative vote of at least eight (8) members of Council, it shall take effect immediately upon adoption by Council. It is hereby determined to be necessary that this Motion become

immediately effective so that the usual and daily operations of county government may continue to function.

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

On a motion by _____, seconded by _____, the foregoing Motion was duly approved.

Yeas:

Nays:

County Council President Date

Clerk of Council Date

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

Journal _____
_____, 2012



EDWARD FITZGERALD
Cuyahoga County Executive

March 6, 2012

MAR 6 2012

Cuyahoga County Council

C. Ellen Connally, President
Cuyahoga County Council
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, OH 44113

Re: Tax Incentive Review Councils

Dear President Connally:

I have appointed the following individuals to serve on the Tax Incentive Review Councils, mandated by Ohio Revised Code Section 5709.85:

- **Richard Sensenbrenner, Cuyahoga County Treasurer;**
- **Jonathan Holody, Cuyahoga County Department of Development, Development Finance Manager;**
- **Maggie Keenan, Budget Analyst, Office of Budget and Management;**
- **Joe Micciulla, Deputy Fiscal Officer, New Construction Division**

Ohio Revised Code Section 5709.85(B) mandates that the representative from the County Auditor's office serve as the Chair of this Council and Mr. Micciulla will serve in that capacity. Currently, there are more than thirty municipalities in Cuyahoga County using some form of tax incentives for development purposes. You may recall that the Transition Advisory Group recommended that the representatives of these councils be "employees of the County whose workload aligns with the functions" of these councils. This process worked well in 2011 and these appointees will continue the important work performed by the numerous Tax Incentive Review Councils operating in Cuyahoga County. The members of the Council serve one-year terms and, pursuant to Ohio Revised Code Section 5709.85(C)(2), must submit appropriate recommendations by September 1st of each year.

I ask that these appointments be set for confirmation as soon as possible. Upon confirmation, these individuals will immediately commence their service on this important body. Should you have any questions, please feel free to contact James Boyle at 216-698-2089.

Sincerely,

Edward FitzGerald
Cuyahoga County Executive

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0041

Sponsored by: Councilmember Rogers	A Resolution supporting and collaborating with Emerald Cities Cleveland/Cuyahoga County to create a clean energy economy in Cuyahoga County by developing community workforce opportunities, enhancing environmentally sustainable practices and assisting Cuyahoga County and its political subdivisions to meet the U.S. Department of Energy’s Better Buildings Challenge to make municipal buildings and facilities 20% more energy efficient by 2020.
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WHEREAS, the National Emerald Cities Collaborative (ECC), is a national non-profit consortium comprised of twenty-one national organizations representing businesses, unions, government representatives, community organizations, research and technical assistance providers, development intermediaries, and social justice advocates; and,

WHEREAS, the ECC provides local stakeholders with technical assistance and expertise from community, labor, business and government sectors in the areas of capacity building; policy and advocacy support; and financing to create a clean energy economy using “high-road” strategies that will bring higher and more equal wages, better labor relations, more environmentally sustainable practices and advance equal opportunity; and,

WHEREAS, Emerald Cities Cleveland/Cuyahoga County (Emerald Cities) is the local council and is coordinated by the Ohio Apollo Alliance, a coalition of business, labor, environmental and social justice leaders; and,

WHEREAS, the ECC provided Emerald Cities with a planning grant to establish a governance structure, set early project priorities and determined how best to complement the City of Cleveland’s Retrofit Working Group and the newly formed Cleveland Energy Alliance; and,

WHEREAS, Emerald Cities desires to work with Cuyahoga County, Ohio to improve energy efficiency and conservation in public buildings and facilities; and,

WHEREAS, Cuyahoga County owns sixty-six (66) buildings containing thousands of square feet of office space and consuming tens of thousands of dollars' worth of electricity every year, and taxpayers would benefit from retrofitting county buildings to reduce energy costs; and,

WHEREAS, Cuyahoga County has assisted fifty-one political subdivision through its Municipal Energy Program, funded by the American Recovery and Resources Act, through the U.S. Department of Energy's Energy Efficiency and Conservation Program, by providing grants to complete energy audits of approximately five-hundred twenty-three (523) municipally-owned buildings and facilities totaling more than four (4) million square feet, and will provide additional funding for municipal retrofits projects; and,

WHEREAS, Cuyahoga County's unemployment rate of seven and three tenths percent could be decreased by the development of community workforce opportunities doing energy retrofit work on public buildings.

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

SECTION 1. Cuyahoga County will collaborate, when appropriate, with Emerald Cities in seeking financing mechanisms for the County and its political subdivisions to retrofit public buildings to meet the U.S. Department of Energy's Better Buildings Challenge of making buildings 20% more energy efficient by 2020.

SECTION 2. Cuyahoga County will work with Emerald Cities to create community workforce opportunities in energy efficiency and conservation contracting, subcontracting, training and employment policies that will strive to:

- Provide pathways to prosperity for all workers;
- Offer competitive wages that lead to a lasting career-track;
- Involve stakeholders and community members in developing and enacting policies and processes; and
- Drive accountability and continuously evaluate performance of investments.

SECTION 3. Cuyahoga County will actively participate and will encourage political subdivisions receiving Municipal Energy Program funds to participate in the Energy Star Portfolio Manager system by sharing building benchmarking information with Emerald Cities to assist in the identification of buildings and facilities for upgrades.

SECTION 4. Cuyahoga County will assist Emerald Cities in engaging other stakeholders.

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0007

<p>Sponsored by: Councilmembers Rogers, Miller, Connally and Conwell and County Executive FitzGerald</p>	<p>An Ordinance establishing and providing for the administration of a Cuyahoga County Educational Assistance Program for County residents for the purposes of increasing the number of skilled workers into the County's workforce, encouraging completion of college degrees among County residents and enhancing economic development opportunities for the region; and declaring the necessity that this Ordinance become immediately effective.</p>
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WHEREAS, Article III, Section 3.09 (11) of the Cuyahoga County Charter authorizes the County Council to “establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for the residents of the County that will enable them to participate in postsecondary education, including vocational education and job training and retraining;” and

WHEREAS, the County Executive has proposed to set aside and this Council has appropriated \$6,000,000 in the 2012-2013 General Fund Budget in anticipation of the creation of a County-wide educational assistance program; and

WHEREAS, a more educated workforce, connected to employers in need of trained workers, contributes to the economic vitality of a region; and

WHEREAS, the Cuyahoga County Educational Assistance Program shall strive to meet the principal objectives of expanding the economic base in the county through assisting in the development of a more educated workforce; and,

WHEREAS, Council desires to initiate the Cuyahoga County Educational Assistance Program by focusing on the vocational education, job training and retraining aspects of the program; and

WHEREAS, the Cleveland/Cuyahoga Workforce Development Department, through its Employment Connections Center, offer eligible county residents vocational, training and job retraining opportunities that focus on in-demand occupations and match skilled workers with employers; and

WHEREAS, Council may add additional components to the Cuyahoga County Educational Assistance Program to meet the needs of Cuyahoga County and to fulfill Charter purposes; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that eligible county residents may access the vocational, job training and retraining opportunities offered through the Cuyahoga County Scholarship Program as soon as is practicable.

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

SECTION 1. There is hereby established the Cuyahoga County Educational Assistance Program.

SECTION 2. The Cuyahoga County Educational Assistance Program shall be administered as provided in the attached Exhibit A.

SECTION 3. It is necessary that this Ordinance become immediately effective in order that eligible county residents may access the vocational, job training and retraining opportunities offered through the Cuyahoga County Educational Assistance Program as soon as is practicable. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2012

Cuyahoga County Educational Assistance Program

2012

Charter Mandate

Article III, Section 3.09 – Powers and Duties of the Council

(11) To establish and provide for the administration of a program to provide scholarships, loans, grants and other forms of financial assistance for residents of the County that will enable them to participate in postsecondary education, including vocational education and job training and retraining; for the funding of the program from money determined to be saved by the operation of the County government under this Charter and from other funds of the County, including gifts, grants and donations received for such purpose; and for the conditions for eligibility for participation in the program by individuals and educational institutions.

Component 1 - Job Training/Re-Training Program

Overview

This component of the program provides scholarships for Cuyahoga County residents seeking job training, a certification or other forms of post-secondary education that will lead to a job or advancement in a current job. This program will follow the same criteria for eligibility and qualified educational and training programs that are employed by Employment Connection, however the Council program will raise the resident eligibility from the current rate of 175% above the federal poverty guideline to 300% above. Applicants will be eligible for scholarships ranging up to \$5000.00.

This component of the program will be administered by Employment Connection. Council will designate _____ of the budgeted funds for this component of the program for the remainder of the 2012 calendar year.

Terms and Conditions

Eligibility

- Open to all Cuyahoga County residents
 - whose income places them at or below 300% of Federal Poverty Level Guidelines (\$67,050/year/family of four); and who are
 - seeking a degree or certification in a field designated as “in demand” by the City of Cleveland/Cuyahoga County Workforce Investment Board OR
 - seeking a degree or certification in a non-demand field that has a commitment from an employer to hire or promote OR
 - within twelve (12) credit hours of completion of an associates, bachelor’s or master’s degree in any field at a qualified post-secondary institution.
- Veterans’ Preference - _____ of the available funding will be designated for veterans who otherwise meet the above eligibility requirements.

Participating Vendors

- Vendors participating in the program must be approved by Employment Connection. The vendor may be a public or private entity, however, they must operate within the borders of Cuyahoga County.
- Colleges and Universities participating in the Higher Education Compact are considered qualified post-secondary institutions, whether in-county or outside the county.
- Employment Connection will enter into agreements with certified training providers to provide occupational skills training to eligible Adults, Dislocated Workers and Youth. Payments under these Agreements will be based on enrollment in the training program,

completion of the training program, and training-related job placement or advancement.

- Performance monitoring of the training providers will be conducted by Employment Connection staff on an on-going basis. Training providers will be judged on several factors including, but not limited to, training program completion rate and training-related job placements or advancements.
- Each training provider must enter into a Service Agreement with Employment Connection. The Agreement will detail the terms and conditions for payment.

PAYMENT POINTS, INVOICING AND SUPPORTING DOCUMENTATION:

Payments will be made based on the following:

Enrollment - 50% of the tuition cost only of the training program will be invoiced upon enrollment of an approved student; see below for the definition of enrollment.

Completion - 25% of the tuition cost only of the training program will be invoiced when the student successfully completes the training program as evidenced by the receipt of a diploma or credential/certificate. In addition a copy of the students Resume should accompany the invoice in order for Employment Connections Business Team to assist with job placement.

Job Placement/Advancement – 25% of the tuition cost of the training program will be invoiced when the student successfully finds employment in a training-related field or receives a promotion with their current job within 90 days after training completion. The employment must be at least thirty hours per week. The employment shall not be an Internship that is part of the CONTRACTOR'S training program. An exception to the requirement that the trainee be placed in a training-related field within 90 days of training completion may be presented in writing to the Director of Workforce Development or designee for either the City of Cleveland or Cuyahoga County.

Any costs other than tuition will be invoiced on a cost reimbursement basis (books, fees, etc.).

The school may invoice for the reimbursement of expenses (i.e., tuition and fees) according to the payment plan outlined in the school catalogue to the degree that they are consistent with this Agreement. All invoices should include the name and last four digits of the Social Security Number of the student, and supporting documentation for tuition, fees and other training related documentation (attendance records, grades/progress reports) to provide evidence of attendance. The school is responsible for deducting all State and/or Federal financial aid payments received from total training costs. All grant awards, such as Pell

Grants, shall be used as the first source of funding and must be applied only to tuition expenses. Students are not required to apply for personal student loans.

Enrollment – payment will be made in accordance with the school’s refund policy up to 50% of the tuition cost. In the event a school does not have a refund policy, if the student withdraws, the payment of tuition will be pro-rated based on the total hours the student attended school as a percentage of the total class hours for the training. In order to receive payment the school must attach attendance records or school progress reports with the invoice.

Completion – Payment will be made when the student successfully completes training. In order to receive payment, the school must provide a copy of the transcripts or certificate/credential with the invoice.

Job Placement – Payment will be made when the student secures training-related employment within ninety days of the completion of training. A completed Job Placement form signed by the employer must accompany the invoice.

In the event the school fails to achieve the performance outcomes and is unable to capture the full amount of the ITA, the school will not seek payment of funds from the student for un-earned payment points.

EXCEPTIONS:

This policy applies only to training providers of occupational skills training for Adults, Dislocated Workers and Youth, except for public educational institutions. Providers of adult core and intensive services, youth training providers and providers of youth services, on-the-job training programs, and customized training providers are not covered by this policy.

Administration

- This program will be administered by Employment Connection
- Employment Connection will create the application materials for review by the County Council
- Employment Connection will accept, review and make recommendations of approval of scholarships
- Staff recommendations for awarding scholarships will be forwarded to the Council Scholarship Review Committee for review and approval or rejection
- Employment Connections will provide quarterly updates to the County Council informing of 1) the number and amounts of scholarships awarded, 2) the geographic distribution of the awardees, 3) the fields, degrees or certifications being pursued by the awardees, 4) a listing of any participating employers, and 5) any problems or significant accomplishments about which the Council should be made aware.

- County Council will provide an administrative fee to Employment Connection of up to 10% of the total funds allocated for this component of the program.

Restrictions

- Council Scholarship dollars shall be the “last dollars in” on packaging of financial assistance. All other opportunities for financial aid must be exhausted (e.g., PELL, OIG, WIA)
- Scholarship awardees must complete their program, degree or certification within 18 months of receiving a Council Scholarship
- Scholarships may be awarded on a sliding scale based on income
- Employment Connection may seek to recoup funds from a scholarship awardee who fails to complete their intended program.

Council Scholarship Review Committee

- The Council Scholarship Review Committee will consist of the following:
 - One member of County Council – Designated by the Council President
 - One member from the Administration – Designated by the County Executive
 - David Reines and Frank Brickner of Employment Connection

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0008

Sponsored by: Councilmember Greenspan	An Ordinance amending Ordinance No. O2011-0019, which established the Agency of Inspector General and the responsibilities and duties of said Agency, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the Cuyahoga County Council established the Agency of Inspector General and the responsibilities and duties of said Agency in Ordinance No. O2011-0019; and,

WHEREAS, it is necessary to amend the establishing legislation in order to clarify the duties and powers of the Agency of Inspector General; and,

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

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

SECTION 1. Section 2 of the establishing legislation of the Agency of Inspector General, adopted in Ordinance No. O2011-0019, effective June 16, 2011, is hereby amended to read as follows (deletions stricken out; additions bolded and italicized):

SECTION 2. The Cuyahoga County Inspector General Agency.

(a) *Establishment.* There is hereby established the Agency of Inspector General to be known as the “Cuyahoga County Inspector General.”

(b) *Direction of Agency.* The Inspector General shall direct the Agency and shall employ assistants and employees as shall be reasonably necessary to assist the Inspector General in carrying out the duties of the Agency in accordance with the budget parameters set forth in this Ordinance. In employing the assistants and other employees, the Inspector General shall comply with the hiring rules, regulations and processes of the Human Resource Department of Cuyahoga County.

(c) *Investigative Powers and Duties.* The Inspector General is hereby appointed to conduct examinations under Section 2.05 of the County Charter and shall, therefore, have all such rights and duties to investigate fraud, corruption, waste, abuse, misfeasance, malfeasance, and nonfeasance without interference or pressure from any other Public Official or Employee. The Inspector General shall also perform all of the following:

(i) The Inspector General shall serve as the County's chief ethics officer and is charged with the responsibility of investigating and enforcing the ethics ordinance in accordance with the terms of said ordinance. In so doing, the Inspector General shall cooperate with the County's Human Resource Commission. The Inspector General shall not interfere with the authority of the Human Resource Commission to ensure "compliance with ethics resolutions or ordinances as passed by the Council" under Section 9.02(3) of the County Charter.

(ii) The Inspector General shall establish a "hotline" and web site to receive complaints from either anonymous or identified persons, and s/he shall investigate all complaints, tips, and any other filings and submittals received by the Agency regardless of the format or forum through which such information or documents are received. Without regard to how such documents are received by the Agency, all documents prepared or received by the Agency, including, without limitation, all complaints, tips, and any other filings and submittals received by it shall be considered part of the Inspector General's ~~confidential~~ investigative files.

(iii) The Inspector General shall have the powers and rights to investigate all county contracts subject to the limitations set forth in Section 2(d)(iii) of this Ordinance.

(iv) ~~When the Inspector General reasonably believes~~***If an investigation reveals reasonable grounds to believe*** that a possible violation of any state, federal, or local law, rule, regulation, or policy has taken place, ~~the Inspector General~~***he*** shall notify the appropriate civil, criminal, or administrative agencies in charge with enforcement of said violation. ~~In the case of a possible~~***If an investigation reveals reasonable grounds to believe that a*** violation of a rule, regulation, or policy governing a County employee ***has taken place***, the Inspector General shall notify the ~~County Executive~~***employee's appointing authority*** and the ***applicable*** Department of Human Resources.

(v) The Inspector General shall cooperate with other governmental agencies to recover such costs from other entities involved in willful misconduct in regard to County funds and return said funds to the County's General Fund.

(vi) The Inspector General shall prepare and publish *on its website* semiannual reports (the first of which will cover the period January 1st – June 30th and will be due in July and the second of which will cover the period July 1st – December 31st and will be due in February) concerning the work and activities of the Agency pertaining to closed investigations, including statistical information regarding the disposition of closed investigations, audits, and other reviews. The reports shall include the total number of complaints received during each reporting period, the number that required active investigation, the number that resulted in prosecution or other disciplinary actions, and the number of investigations closed, along with the cost incurred over and above that of the cost of the salaries of the Agency. ~~The Inspector General shall simultaneously publish the reports on the Agency's website.~~

(d) Limitations on the Inspector General's Investigative Powers and Duties.

(i) *No Interference with Ongoing Investigations.* The Inspector General shall not interfere with any ongoing criminal, administrative, or civil investigation or prosecution in the performance of his/her duties. If necessary, the Inspector General shall suspend all investigative activities to ensure that the Agency's actions do not interfere with any such investigations.

(ii) *Protection of Constitutional and Civil Rights.* The Inspector General shall manage the Agency and conduct all investigations in accordance with law and in a manner that protects the constitutional and civil rights of any person who is the subject of an investigation as well as the constitutional and civil rights of any potential witnesses. The Inspector General shall adopt policies and procedures to ensure that such protections are in place in conducting any investigations or performing any other function.

(iii) *Effect on Contracts.* The enactment of this Ordinance shall not be interpreted to interfere with or change the terms of any contracts with the County in place at the time

of its enactment. All contracts and contract amendments entered into on or after the effective date of this Ordinance, however, shall be subject to the requirements of this Ordinance. In addition to the County's powers to enforce this Ordinance under its home rule powers, this Ordinance, including all obligations by contractors, shall be considered a material term of all contracts or contract amendments entered with the County on or after the effective date of this Ordinance, and all contractors shall comply with its requirements as a material term of their contracts with the County. All Inspector General inspections or investigations of a contractor shall specifically relate to a contract with the County.

(e) Inspector General's Budget.

(i) *Initial Budget.* Through the remainder of the year 2011, the Inspector General's budget shall be \$375,000.00.

(ii) *Subsequent Annual Budget.* With the benefit of having experienced the needs and expenses of the Agency for the year 2011, the Inspector General shall submit a proposed budget for the year 2012 in accordance with the time parameters of Council's regular budgetary practices.

(iii) *Requests for Additional Funding.* Nothing contained herein shall be construed to prohibit the Inspector General from transmitting to the Council supplemental budget requests, which shall be reviewed and considered in the normal budgetary process.

(f) Agency's Facilities, Furniture, Equipment and Software.

The County shall exercise good faith efforts to provide the Agency with appropriately located office space and sufficient physical facilities, including office furniture, equipment, and software, commensurate with other County departments of similar size and needs.

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services being provided by Cuyahoga County can continue without interruption, and to continue the usual daily operation of the County. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0003

Sponsored by: Councilmembers Miller, Conwell and Greenspan	An Ordinance establishing rules and procedures for operation of Charter Review Commissions in Cuyahoga County, pursuant to Article 12, Section 9, of the Cuyahoga County Charter.
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WHEREAS, Article 12, Section 9, of the Cuyahoga County Charter states that Cuyahoga County shall periodically create Charter Review Commissions, with the first one commencing in September, 2012, and that the County Council shall "establish rules and procedures for the operation of the Charter Review Commission;" and

WHEREAS, charter review will be most effective if the rules and procedures for the operation of Charter Review Commissions provide for a full review of all sections of the Cuyahoga County Charter, using a process that facilitates extensive public participation.

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

SECTION 1. Pursuant to Article 12, Section 9, of the Cuyahoga County Charter, the rules and procedures for the operation of Charter Review Commissions in Cuyahoga County are established as follows:

RULES AND PROCEDURES

OF THE

CUYAHOGA COUNTY CHARTER REVIEW COMMISSION

ARTICLE 1: STAFF SUPPORT

Rule 1A: Designation of Clerk

No later than September 15th of each year in which a Charter Review Commission is appointed, the County Executive shall designate a County employee to serve as Clerk to the Charter Review Commission.

Rule 1B: Duties of the Clerk

The duties of the Clerk of the Charter Review Commission shall be as follows:

1. Attend all meetings of the Charter Review Commission and its committees, determine quorums, keep minutes of all meetings and record the votes of each member;
2. Assist the Chairperson in the preparation of the Agenda for Commission Meetings;
3. Provide required notices of meetings;
4. Ensure that a page is created and maintained on the County's website for the Charter Review Commission, which shall include the notice and agenda of each meeting of the Commission or any of its committees, the minutes of all meetings of the Commission and its committees, a copy of all proposed Charter amendments, draft reports and final reports of the Commission and its committees; a copy of these rules, and any other items that the Chairperson, the Clerk, or the Commission deem appropriate;
5. Serve as the Public Records Manager for the Commission until the Commission completes its work;
6. Transmit the final report of the Charter Review Commission to the County Council;
7. Perform any other duties that are prescribed in these rules or that the Chairperson or the Commission determines are necessary for the performance of the Commission's duties.

Rule 1C: Additional Staff Services

The County Executive shall provide the Charter Review Commission sufficient additional staff services needed to effectively perform its duties, including, but not limited to working space, office supplies, and information technology support. In the absence of the Clerk, the County Executive shall designate a Clerk Pro-Tem to perform the duties of the Clerk.

ARTICLE 2: ORGANIZATION; OFFICERS

Rule 2A: Vacancy

If a resignation or vacancy occurs within the Commission, a new appointment shall be made and confirmed as soon as is practical, using the appointment process provided for in Article 12, Section 9, of the Cuyahoga County Charter.

Rule 2B: Officers of the Commission; Terms

The officers of the Charter Review Commission shall consist of the Chairperson and Vice Chairperson, who shall serve terms equal to the duration of the current Charter Review Commission.

Rule 2C: Organizational Meeting

No later than October 15th of each year in which a Charter Review Commission is appointed, the Clerk shall call an Organizational Meeting of the Charter Review Commission, at which time the Commission shall elect one of its members as Chairperson and one other member as Vice Chairperson. The Commission may, by parliamentary motion, add additional items to the agenda for the Organizational Meeting.

Rule 2D: Clerk's Role at Organizational Meeting

The Clerk shall preside over the Organizational Meeting until the Chairperson is chosen, after which the Chairperson shall preside over the remainder of the Organizational Meeting.

Rule 2E: Election of Officers

The Chairperson and Vice Chairperson shall be elected at the Organizational Meeting. The election for Chairperson shall take place first, followed by the election for Vice Chairperson. A minimum of five (5) votes shall be required for election to either position.

Rule 2F: Duties of the Chairperson of the Charter Review Commission

The Chairperson shall preside at all meetings of the Commission, appoint the officers and members of all committees, set the agenda for meetings of the Commission, design and implement the public participation process, and perform all other duties, consistent with the Cuyahoga County Charter and these rules, that are necessary to lead the Commission in completing its duties.

Rule 2G: Duties of the Vice Chairperson of the Charter Review Commission

The Vice-Chairperson shall preside in the absence or disability of the Chairperson at all meetings of the Charter Review Commission, shall perform all the duties of the Chairperson during such absence or disability, and shall perform all other duties, consistent with the Cuyahoga County Charter and these rules, that are necessary to assist the Chairperson in the performance of his/her duties.

Rule 2H: Officer Vacancy

If a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall become Chairperson. If a vacancy occurs in the office of Vice-Chairperson, either by succession to Chairperson or for any other reason, the Chairperson shall conduct an election for Vice-Chairperson at the next meeting of the Commission, using the procedure set forth in Rule 2E.

Rule 2I: Absence or Disability of Chairperson and Vice-Chairperson

In the absence or disability of both the President and the Vice-President, the Clerk shall conduct an election for Chairperson Pre-Tem, using the procedure set forth in Rule 3D, except that a majority of those voting shall be sufficient for election.

Rule 2J: Commission Officers Entitled to Vote

The Chairperson and the Vice-Chairperson shall be entitled to vote on all matters.

ARTICLE 3: QUORUM

Rule 3A: Quorum Defined

A quorum of the Charter Review Commission shall consist of five (5) members, and a quorum of a committee shall consist of a majority of its members.

Rule 3B: Clerk to Determine Quorum

The Clerk shall determine the presence of a quorum by roll call at the beginning of each meeting of the Commission or a committee, shall announce when a quorum is present, and shall keep a record of members present.

Rule 3C: Absence of Quorum

Whenever a quorum is not present, the Commission or a committee may not conduct any business until a quorum is restored, except to adjourn, to adjourn to a future date and time, or take any other action permitted in the absence of a quorum, as provided in Robert's Rules of Order, Newly Revised.

ARTICLE 4: MEETINGS

Rule 4A: Commission to Meet at Least Monthly

The Commission shall meet at least once every calendar month until its final report is presented to County Council.

Rule 4B: Regular Meetings

Prior to the conclusion of the Organizational Meeting and each Regular Meeting, the Chairperson shall announce the date, place, and time of the next Regular Meeting of the Commission, providing at least seven (7) days' notice. As soon as is practical after this announcement is made, the Clerk shall post the same information regarding the meeting on the Commission's webpage and disseminate it to the local news media, and the Clerk of

County Council shall post it on the County Council's webpage. The agenda for the meeting shall be included in the original posting, if available, but may be posted and disseminated later, provided that at least twenty-four (24) hours' notice is given.

Rule 4C: Change in Time or Place of Regular Meeting

If compelling circumstances require such action, the Chairperson may change the date, time, and/or place of any Regular Meeting, provided that at least three (3) days' notice is given, using the same notification processes provided for in Rule 4B.

Rule 4D: Special Meeting

The Chairperson or any four (4) members of the Commission may call a Special Meeting of the Commission, provided that the date, place, time, and agenda of the meeting are posted and disseminated as provided for in Rule 4B with at least three (3) days' notice. Only items on the agenda may be discussed at a Special Meeting.

Rule 4E: Notice Required for Meeting to be Continued at a Later Time

The Commission may adjourn any meeting of the Commission to a designated day, time, and place. Notice of the day, time, and place at which the meeting is to be continued shall be given to all members and posted and disseminated as provided for in Rule 4B with at least three (3) days' notice, unless the meeting is to be continued at a time sooner than three (3) days, in which case notice shall be given as soon as is practical after the announcement.

Rule 4F: Agenda for Commission Meetings

The Chairperson, with the assistance of the Clerk, shall set the agenda for all meetings of the Commission.

Rule 4G: Digital Record

All meetings of the Commission and its committees shall be audiotaped and/or videotaped, and these recordings shall be preserved by the Clerk as public records.

ARTICLE 5: ORDER OF BUSINESS

Rule 5A: Order of Business

The Commission may use the following as the regular order of business for Commission meetings or may adopt its own:

1. Call to Order
2. Roll Call
3. Public Comment

4. Approval of Minutes
5. Introduction of Proposed Charter Amendments
6. Committee Reports
7. Old Business
8. New Business
9. Announcements & Miscellaneous Business
10. Adjourn

ARTICLE 6: COMMISSION WORK PRODUCT

Rule 6A: Final Report; Deadline for Submission

The final report of the Commission shall include all proposed amendments to the Cuyahoga County Charter, a discussion of the rationale for the proposed amendments, and a summary of the Commission's activities, and may include procedural recommendations relating to matters such as the timing of submission of proposed amendments. The final report shall be submitted to County Council as a single document no later than the first day of July following appointment of the Commission.

Rule 6B: Form of Submission of Proposed Charter Amendments

Proposed amendments to the County Charter shall relate only to one subject, but may affect more than one section of the Charter. All proposed amendments shall be submitted in the following form:

1. General subject of the amendment
2. Section(s) of the County Charter affected
3. Current language of sections affected
4. Intended effect and rationale of amendment
5. Exact language of the amendment, showing what language, if any, is to be deleted and what language, if any, is to be added.

Rule 6C: Vote Required for Approval of Charter Amendments

A proposed amendment must be voted upon separately and receive the affirmative vote of at least five (5) members of the Commission to be included in the main body of the final report.

Rule 6D: Minority Reports

The final report shall provide an appendix of minority reports, presenting proposed Charter amendments supported by less than a majority of the Commission. A proposed Charter amendment not approved to be included in the main body of the report shall be included in the appendix for minority reports if any two or more members sign a statement supporting the amendment and requesting its inclusion as a minority report. The supporters of a

minority report may include a brief discussion of the rationale for the proposed amendment. The discussion may be edited for accuracy by the full Commission.

Rule 6E: Issues Related to Indigent Defense and the Public Defender to be Considered

In accordance with Article 12, Section 9 of the County Charter, the Commission shall include in its deliberations consideration of changes in this Charter for the purpose of providing more effective representation of indigent defendants, for adequate funding and support for the operation of the Office of the County Public Defender, and for the appropriate method for selection of the County Public Defender. The Commission shall include a report on these deliberations within the summary of the Commission's activities in the final report.

ARTICLE 7: PARLIAMENTARY PROCEDURE

Rule 7A: Procedural Rules Apply to Commission and its Committees

The procedural rules provided for in this article apply both to the Commission and to any of its committees, unless otherwise specified.

Rule 7B: Parliamentary Procedure Manual

The parliamentary guide for procedural issues not covered in these rules shall be Robert's Rules of Order, Newly Revised.

Rule 7C: Chairperson to Direct Meetings

All discussion in the Commission and any of its committees shall go through the Chairperson of the Commission or of the committee, respectively. The Chairperson shall control the order of speakers and shall put motions offered by members before the Commission or the committee for consideration and action.

Rule 7D: Parliamentary Motions

Parliamentary motions shall be used as provided in Rules 9E, 9F, 9G, and 9I of the Rules of Cuyahoga County Council.

Rule 7E: Vote Required for Approval

A motion to approve the Commission's final report, a proposed committee report, or a proposed amendment to the County Charter shall require a minimum of five (5) votes in the full Commission and a majority of all members of a committee. All other motions shall require a majority of those present and voting, provided that a quorum is present, unless otherwise specified in these rules.

Rule 7F: Voting Procedure

A motion to approve the Commission's final report, a committee's report, or a proposed amendment to the County Charter shall be done by roll call vote. Voting on all other matters may be done by voice vote, but the Chairperson shall insure that the Clerk is able to record the vote of every member on all matters.

Rule 7G: Amendments

All proposed amendments to a proposed charter amendment or a Commission or committee report shall be in written form, except that the Chairperson of the Commission or a committee may accept a verbal amendment that is clear, unambiguous, and may be presented in a single sentence or a few words. An amendment to a proposed charter amendment that is approved in committee does not need to be approved again by the full Commission.

Rule 7H: Duty to Vote; Recusal

Members shall vote on every question in the Commission or in committee, except when the member has recused him/herself. A member shall recuse him/herself from voting whenever the member has a personal or monetary interest in any matter under consideration or when voting on the matter could for any reason violate state or county ethics law.

Rule 7I: Change of Vote

Prior to the announcement of the vote on any question in the Commission or in committee, any member may request to change his/her vote, and such request shall be approved by the Chairperson, except for good cause; however, no member shall be permitted to change his/her vote after the result of the vote has been declared.

ARTICLE 8: COMMITTEES

Rule 8A: Committee Structure

The Commission shall create four (4) committees of three (3) or more members each as follows:

1. Governmental, covering the Preamble and Articles 1 through 3 of the County Charter.
2. Administrative/Judicial, covering Articles 4 through 6 of the County Charter
3. Policy, covering Articles 7 through 10 of the County Charter
4. General Provisions, covering Articles 11 through 13 and the Appendix of the County Charter

The Administrative/Judicial Committee shall also consider issues related to indigent defense and the selection of the Public Defender and adequate support and funding for the operation of the office of the Public Defender.

Proposals to create new Articles in the County Charter shall be considered in whichever committee most closely covers the subject(s) of the proposed new Articles, as determined by the Chairperson.

The Commission may amend the above committee structure as provided in Rule 10A, except that confirmation by County Council is not required.

Rule 8B: Chairperson of the Commission to Appoint Officers and Members of Committees

No later than two (2) weeks after the Organizational Meeting, the Chairperson of the Commission shall appoint the Chairperson, Vice-Chairperson, and members of each committee.

Rule 8C: Committee Work Product

The Work Product of each committee shall consist of a single document, providing a draft of the Commission's final report pertaining to the sections of the County Charter under the committee's jurisdiction, prepared in the form provided for in Article 6 of these rules. To be included in the main body of the committee's report, a proposed charter amendment must be voted upon separately by the committee and receive the affirmative vote of a majority of all members of the committee.

Rule 8D: Deadline for Submission of Committee Reports

Each committee shall submit its report to the Commission at a meeting of the Commission held no later than the first day of April following formation of the Charter Review Commission.

Rule 8E: Participation of Members at Committee Meetings

Any member may be seated at the committee table and participate in all discussions, whether or not that member has been appointed to that committee; however, only members appointed to a committee may offer motions or vote on questions before that committee.

Rule 8F: Public Notice of Committee Meetings

Rules 4B through 4F shall also apply to committee meetings, except that the minimum notice for regular committee meetings shall be three (3) days, and the Chairperson of each committee shall set the committee's agenda and have the sole authority to call a special meeting of the committee.

Rule 8G: Work Sessions

The Commission or a committee may conduct work sessions, following the process provided for in Rule 13 of the Rules of Cuyahoga County Council.

ARTICLE 9: OPEN MEETINGS PROCEDURE

Rule 9A: Open Meetings, Public Comment

All meetings of the Commission or any of its committees shall be open to the public, be conducted only after prior public notice, include time for public comment, and comply with all other provisions of Article 12, Section 5 of the County Charter, County Ordinance 2011-0013, and Ohio Revised Code Section 121.22 regarding the open public meetings.

Rule 9B: Minutes

The Clerk shall keep minutes of all meetings of the Commission and any of its committees and shall post the draft minutes on the Commission's webpage, subject to Commission or committee approval, as soon as is practical following each meeting, but in no case later than seven (7) days after the meeting. The Commission and each committee shall consider at each meeting the question of the approval of minutes from the previous meeting.

Rule 9C: Availability of Public Records

All records of the Commission or any of its committees that relate to public business shall be available to the public as public records as required in Article 12, Section 6 of the County Charter, County Ordinance 2011-0012, and Ohio Revised Code Section 149.43. The Clerk shall serve as Public Records Manager for the duration of the Commission, after which the Clerk of County Council shall perform this role.

Rule 9D: Filming, Taping, and Recording

Any person may film, tape, or record any meeting of the Commission or any of its committees, provided that the filming, taping, or recording is done in a manner that does not significantly interfere with the conduct of the meeting. Anyone who wishes to film, tape, or record any meeting of the Commission or any of its committees is requested to register in advance with the Clerk on a form to be provided for this purpose. The Clerk shall set up a process for those who wish to film, tape, or record on a regular basis to provide a single registration, which shall be effective for the duration of the Commission.

Rule 9E: Decorum

The Chairperson, with the approval of the Commission, may establish rules to insure decorum at meetings, including but not limited to rules relating to the respectful presence of the public and the use of audible communication devices.

Rule 9F: Public Participation Process

Not later than the 15th day of November following formation of the Charter Review Commission, the Chairperson shall prepare and begin implementation of a comprehensive public participation plan, including, but not limited to the following:

1. Public hearings held at various locations throughout the county, conducted as part of both the committee phase and the full Commission's consideration of the committee reports;
2. Widest possible dissemination of proposed Charter amendments and draft reports in both written and electronic form combined with processes for receiving public input concerning them; and
3. Regularly updated availability on the Commission's webpage of the current form of all proposed Charter amendments and draft Commission and committee reports.

Rule 9G: Charter Amendment Proposals to be Available on Website

The Clerk shall ensure that the Commission's page on the County's website contains all proposed Charter amendments that have been submitted to the Commission. A proposed amendment shall be in the form provided for in Rule 6B to be included on the website. If a proposed amendment is substantively changed, both the original and revised versions shall be included.

Proposed Charter amendments may be submitted to the Commission by any member of the Commission at any Commission meeting or at any committee meeting which covers the subject of the proposed amendment.

Proposed amendments may also be submitted to the Commission by any member of the public by letter to the Clerk or by presentation at any meeting of the Commission or of the committee which covers the subject of the proposed amendment.

ARTICLE 10: AMENDMENT AND SUSPENSION OF RULES

Rule 10A: Amendment of Rules

Except as provided in Rule 8A, these rules may be amended with the approval of five (5) or more members of the Commission and confirmation by majority vote of County Council. A proposed amendment to these rules may be voted on at the same meeting of the Commission at which it is introduced only if the text of the proposed amendment is included in the published agenda for the meeting. As soon as is practical following approval of a proposed rules amendment by the Commission, the Clerk shall notify the Clerk of County Council by letter of the amendment. The notification may be in electronic

format. If County Council does not act on the proposed amendment within fourteen (14) days after the Clerk of County Council is notified of the amendment approved by the Commission, then the amendment shall be deemed confirmed.

Rule 10B: Suspension of Rules

Any of these rules may be suspended by a vote of 2/3 of those present and voting at the applicable meeting of the Commission or any of its committees, provided that a quorum is present, and that the action taken is in compliance with the Constitution and general law of the State of Ohio and the Charter, ordinances, and resolutions of Cuyahoga County.

SECTION 2. Any amendment to the Rules and Procedures of the Charter Review Commission adopted according to Rules 8A and or 10A shall apply only to the Charter Commission in existence when the amendment was adopted.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 14, 2012
Committee(s) Assigned: Rules, Charter Review, Ethics & Council Operations

Second Reading: March 13, 2012

Journal _____
_____, 2012

B. 20A600 – Cuyahoga Support Enforcement Agency **BA1200300**
 SE496018 – Fatherhood Initiative
 Other Expenses \$ 3,000.00

Funding Source: Health and Human Services Levy Fund.

C. 21A320 – Clean Ohio Trail Fund (COTF)-075-River **BA1200178**
 Habitat Restoration
 CE785246 – COTF-075-River Habitat Restoration
 Capital Outlays \$ 425,000.00

Funding Source: Funding for the grant-funded project is 85% from the Clean Ohio grant and 15% from the Federal Great Lake Restoration grant.

D. 22A979 – Clean Ohio Program **BA1200179**
 DV713511 – Clean Ohio Assistance Fund (COAF) – Emerald Alliance VII
 Other Expenses \$ 656,272.00

Funding Source: Ohio Department of Development.

E. 21A309- Bruening Foundation Learning Art **BA1200212**
 EC720904- Bruening Foundation Learning Art Prj UPK
 Other Expenses \$ 34,800.00

Funding Source: The Eva & Joseph Bruening Foundation

SECTION 2. This Resolution is hereby determined to be an emergency measure and that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of County departments, offices and agencies. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

Journal CC005
March 13, 2012

March 6, 2012

Clerk of County Council

Dear Ms. Schmotzer:

What follows is a brief summary of the fiscal items, which will be presented for your consideration for adoption on first reading at the regular County Council meeting scheduled for March 13, 2012.

Additional Appropriation Summary – Additional appropriations are needed when there is a new or increased revenue source, or a revision to the original budget appropriation that is required to cover expenses that exceed the original estimate. A budget review document is provided for General Fund and Health & Human Services Levy Fund impact items.

A reduction in appropriation is requested in conjunction with the close out of a program, grant, project or decertification of an encumbrance.

General Fund/Health & Human Services		Amount
Office of Health & Human Services – A decrease in appropriation and a corresponding increase to Cuyahoga Support Enforcement Agency's Fatherhood Initiative to cover expenses. Funding is from the Health & Human Services Levy Fund. (\$3,000).		\$0.00
TOTAL		\$0.00
Grants/Projects		Amount
Public Works/Engineer – To appropriate the Clean Ohio Trail Fund 075 from the Federal Great Lake Restoration grant.		\$425,000.00
Development – To appropriate a grant from the Ohio Department of Development for the Clean Ohio Assistance Fund (COAF) Emerald Alliance VII.		\$656,272.00
Early Childhood – To appropriate a grant from the Eva & Joseph Bruening Foundation for the Learning Through Arts Project for the UPK program.		\$34,800.00
TOTAL		\$1,116,072.00

Total Additional Appropriations - All Funds	\$1,116,072.00
--	-----------------------

The following represents the overall changes made to the 2012-2013 Biennial Appropriation Measure for 2012 since its adoption on December 13, 2011 Resolution # R2011-0291. The changes reflect the Additional Appropriations, Appropriation Transfers and Cash Transfers to the original adopted appropriation resolution.

APPROPRIATION STATUS SUMMARY:

	<u>03/13 Agenda</u>	<u>Year to Date</u>	<u>Adjusted Annual Appropriation</u>
General Fund Impact	\$ 0.00	\$ 1,632,005.64	\$ 355,072,821.64
HHS Levy Impact	\$ 0.00	\$ 0.00	\$ 225,665,967.00
Other Fund	\$ <u>1,116,072.00</u>	\$ <u>30,929,257.63</u>	\$ <u>9,073,782,094.63</u>
Total	\$ 1,116,072.00	\$ 31,445,191.27	\$ 9,654,520,883.27

Thank you for your consideration regarding this matter.

Sincerely,



Matthew Rubino
Director, Office of Budget & Management
mrubino@cuyahogacounty.us
(216) 443-7448
Fax: (216) 443-7256

Recommendation for Appropriation Request

Request Description	Increase to cover other operating expenses
Requesting Agency	Fatherhood Initiative - SE496018
Funding Source	Special Revenue Fund – 20A600 – Cuyahoga Support Enforcement Agency
Total Impact	\$ 0.00 (offsetting decrease in Executive Office of H&HS)
Status	Recommended
Agenda Date	03/13/12

Summary of Request

Request to increase appropriation in the amount of \$3,000 in SE496018 to cover current expenses in other operating.

Background Information

The creation of a separate Fatherhood Initiative index code took place after the 2012 budget was approved by County Council. This \$3,000 is a partial transfer of appropriations from the Executive Office of H&HS to Fatherhood. The remaining balance will be transferred after a resolution is developed to determine which expenses should be transferred to the Fatherhood Initiative.

OBM Recommendation and Impact Statement

There is no impact on the HHS Levy Fund because there is an off-setting decrease in the Executive Office of H&HS for the increase in appropriations for the Fatherhood Initiative.

My recommendation therefore is to approve this appropriation request.

MEMORANDUM

TO: Jeanne Schmotzer, Clerk of Council
FROM: Matthew Rubino, Director, Office of Budget & Management
DATE: February 27, 2012
RE: Agenda Items

The Office of Budget & Management requests that the following fiscal items be presented to the members of County Council for their consideration for approval on first reading at the meeting of March 13, 2012. The requested fiscal items including additional appropriations, appropriation transfers, and cash transfers meet agency budgetary needs.

Resolution: Additional Appropriations

A. 24A430 – Public Assistance Funds **BA1200298**
HS157289 – Executive Office of H&HS
Other Expenses \$ (3,000.00)

This appropriation decrease is to allow the posting of expenses for the Fatherhood Initiative whose appropriations are still included in the Office of Health & Human Services (HHS). Please see BA1200300 for the offsetting increase in appropriations in the Fatherhood Initiative index code. The funding source for this fund is the County's Health and Human Service Levy Fund.

B. 20A600 – Cuyahoga Support Enforcement Agency **BA1200300**
SE496018 – Fatherhood Initiative
Other Expenses \$ 3,000.00

This appropriation increase is to allow the posting of expenses for the Fatherhood Initiative whose appropriations are still included in the Office of HHS. Please see BA1200298 for the offsetting decrease in appropriations in the Office of HHS index code. The funding source for this fund is the County's Health and Human Service Levy Fund.

C. 21A320 – Clean Ohio Trail Fund (COTF)-075-River **BA1200178**
Habitat Restoration
CE785246 – COTF-075-River Habitat Restoration
Capital Outlays \$ 425,000.00

Appropriation is requested in the Clean Ohio Trail Fund – 075 – River Habitat Restoration to start the project. Funding for the grant-funded project is 85% from the Clean Ohio grant and 15% from the Federal Great Lake Restoration grant.

Fiscal Office
Office of Budget & Management
1219 Ontario Street, Cleveland, OH 44113, (216) 443-7220, FAX (216) 443-7256
Ohio Relay Service (TTY) 711

D.	22A979 – Clean Ohio Program	BA1200179
	DV713511 – Clean Ohio Assistance Fund (COAF) – Emerald Alliance VII	
	Other Expenses	\$ 656,272.00

Appropriation is requested to fund a grant from the Ohio Department of Development as part of the Clean Ohio Assistance Fund. Funding for the Clean Ohio Assistance Fund (COAF) – Emerald Alliance VII comes from the Ohio Department of Development.

E.	21A309- Bruening Foundation Learning Art	BA1200212
	EC720904- Bruening Foundation Learning Art Prj UPK	
	Other Expenses	\$ 34,800.00

To provide appropriations for The Office of Early Childhood recent award from the Eva & Joseph Bruening Foundation to support the Learning through Arts Project for the UPK program in the amount of \$34,800.00 covering the period January 1, 2012 through December 31, 2012. The purpose of the project is to expose young children to hands on art design using various art media to enhance pre academic skills and to provide opportunities for parents to engage in arts related activities with their children as a means to learn new ways to enhance their young children's learning. The award was approved by the County Executive on January 25, 2012, Approval no. CPB2012-41.

Resolution: Appropriation Transfers

None Submitted

Resolution: Cash Transfers

None Submitted

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County Council of Cuyahoga County, Ohio

Resolution No. R2012-0043

Sponsored by: County Executive FitzGerald/Department of Public Works and Councilmembers Jones and Germana	A Resolution authorizing a two-year moratorium on requiring a local funding match for roadway projects, effective 2/29/2012; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, Cuyahoga County had historically required a local funding match from municipalities on roadway projects;

WHEREAS, the State has cut the budgets of the local municipalities causing them financial hardship;

WHEREAS, in light of the financial hardship resulting from the State's budget cuts, the Department of Public Works is implementing a two-year moratorium on requiring a local funding match from municipalities on roadway projects, effective February 29, 2012; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County to the local municipalities can continue without interruption.

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

SECTION 1. The Cuyahoga County Department of Public Works is hereby authorized to implement a 2-year moratorium on requiring a local funding match for roadway projects, effective February 29, 2012.

SECTION 2. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County to the local municipalities can continue without interruption; therefore, this Resolution, provided it receives the affirmative vote of eight members of Council, shall become effective immediately upon the signature of the County Executive.

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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President Date

County Executive Date

Clerk of Council Date

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

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0044

<p>Sponsored by: County Executive FitzGerald/Department of Public Works/Division of County Engineer</p>	<p>A Resolution authorizing the County Executive to enter into an agreement with W.M. Harayda in an amount exceeding the fair market value of \$800.00 as settlement for property rights for Parcel No. 24CH (Channel Easement) in connection with widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township; and authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution.</p>
--	--

WHEREAS, the County Executive/Department of Public Works/County Engineer has requested approval of an agreement with W.M. Harayda in an amount exceeding the fair market value of \$800.00 as settlement for property rights for Parcel No. 24CH (Channel Easement) in connection with widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township; and,

WHEREAS, the project is located in Council District 1, and is located on Barrett Road, Parcel No. 24CH for a Permanent Easement for the installation and maintenance of a rock channel; and,

WHEREAS, the project's Public Convenience and Welfare Resolution was adopted on August 17, 1999 by BOCC Resolution No. 993401, and authorizing of necessary right-of-way was adopted on June 30, 2011 by Resolution No. R2011-0211; and,

WHEREAS, the primary goal of acquiring this right-of-way for the Barrett Road project is to allow the construction of a safer road through widening, straightening, leveling and repaving various portions of the road; and,

WHEREAS, the method of procurement of this project was that O.R. Colon Associates, Consultants, visited the properties, prepared a value analysis of the value of the property and then negotiated with the property owner; and,

WHEREAS, the proposed settlement amount of \$800.00 exceeds the value analysis prepared by O.R. Colon Associates, but has been agreed upon by the property owner, W.M. Harayda; and,

WHEREAS, the proposed settlement amount is reasonable due to: 1) the permanent rock channel that will be installed and maintained in an area of the owner's property which has been landscaped and maintained by the owner; and 2) the settlement is far less costly than filing an appropriation action in Probate Court, obtaining a full appraisal for trial, and then allowing the case to proceed to a jury verdict; and,

WHEREAS, the entire project is funded 50% by State Issue One funds or \$1,980,000.00, and 50% from the County Road and Bridge funds or \$1,980,000.00.

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

SECTION 1. The Cuyahoga County Council hereby authorizes the County Executive to enter into an agreement with W.M. Harayda in an amount exceeding the fair market value of \$800.00 as settlement for property rights for Parcel No. 24CH (Channel Easement) in connection with widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township.

SECTION 2. The County Executive is authorized to execute all documents required in connection with said agreement and this Resolution.

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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

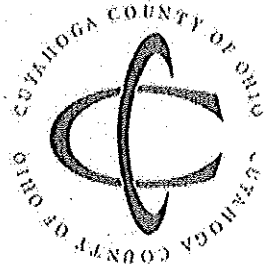
Date

Clerk of Council

Date

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

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	County Engineer	Agency/Dept. Head Name:	Jamal Husani, P.E.
Type of Request:	Other		
Request Prepared by:	Fred Whatley	Telephone No.:	348-3840

SUMMARY OF REQUESTED ACTION:

A. Scope of Work Summary

1. Public Works Department requesting approval of an Offer of Settlement Agreement for acquiring necessary right-of-way from Walter M. Harayda, Parcel 24-CH [Permanent Easement for the installation and maintenance of a rock channel], in the amount of \$800.00, in connection with the widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township. The anticipated start-completion dates for right-of-way acquisition are 6/30/11 and 1/31/12. This is the last privately owned parcel the County requires for this project.
2. The primary goal of acquiring right-of-way for the Barrett Road project is to allow the construction of a safer road through widening, straightening, leveling and repaving various portions of the road.
3. N/A

B. Procurement

1. The procurement method for the acquisition of right-of-way for this project is that consultant O.R. Colon visits the properties, prepares a value analysis of the value of the property being taken, and then negotiates with the property owners. The Agreement contained herein is for an amount that **EXCEEDS** the value analysis prepared by O.R. Colon by \$500.00 [see, attached Value Analysis and Agreement]. The property owner originally demanded \$5,000.00, then \$2,000.00, before settling for \$800.00. This settlement amount is reasonable for the reasons that: 1) the permanent rock channel will be installed and maintained in an area of Mr. Harayda's property which he has landscaped and maintained as a portion of his front yard; and, 2) this settlement is far less costly than filing an appropriation action in Probate Court, obtaining a full appraisal for trial, and then

allowing the case to proceed to a jury verdict.

2. N/A

3. N/A

C. Contractor and Project Information

The address of the property owner is:

Walter M. Harayda

24441 Barrett Road

Olmsted Township, Ohio 44138

Council District 1

2. N/A

3.a. The address or location of the project is Barrett Road, upon which road all property owners own property.

3.b. The project is located in Council District 1.

D. Project Status and Planning

1. This particular project is the first such project for Barrett Road in several years

2. N/A

3. N/A

4. N/A

5. N/A

E. Funding

1. The project is funded 50% by State Issue One funds [\$1,980,000.00] and 50% County Road and Bridge funds [\$1,980,000.00].

2. N/A

3. N/A

This project's Convenience and Welfare Resolution was adopted on August 17, 1999, being Resolution No. 993401. The Resolution authorizing the acquisition of necessary right-of-way was adopted on June 30, 2011, being Resolution No. R2011-0211.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

The purpose/outcome of this action is to equitably pay for right-of-way acquired in connection with the widening and reconstruction of Barrett Road from Spafford Road to the Berea West Corporation Line, replacement of Barrett Road Culvert Nos. 8, 9, 10 and 11 and improvement of Barrett Road Culvert No. 12 in Olmsted Township.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: Other	Explanation: Road and Bridge
---------------------------------	--

Total Amount Requested:
\$

ATTACHMENTS:

Click to download

- [Parcel 24-CH VA and Agreement](#)
- [Parcel 24-CH W-9 and Requisition](#)

History

Time

Who

Clerk of the Board

Approval

Print


Novusolutions
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County Council of Cuyahoga County, Ohio

Resolution No. R2012-0045

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing a Brownfields Revolving Loan Fund (BRLF) Subgrant award in the amount not-to-exceed \$600,000.00 to Cleveland-Cuyahoga County Port Authority for environmental cleanup for the Dike 14 project, located at 8701 Lakeshore Boulevard, Cleveland, for the period 3/1/2012 - 6/30/2013; authorizing the County Executive and/or Director of Development to execute all documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
--	--

WHEREAS, the County Executive/Department of Development has recommended a subgrant award to Cleveland-Cuyahoga County Port Authority in the amount not-to-exceed \$600,000.00 for environmental cleanup for the Dike 14 project located at 8701 Lakeshore Boulevard, Cleveland, in connection with the United States Environmental Protection Agency Brownfield Revolving Loan Fund Program for the period 3/1/2012 – 6/30/2013; and,

WHEREAS, the Cleveland Lakefront Nature Preserve-Dike 14 is a former confined disposal facility, which held soils and sediments dredged from the Cuyahoga River and deemed too hazardous to dump into the open waters of Lake Erie by the Cleveland Harbor; and,

WHEREAS, the Cleveland-Cuyahoga County Port Authority requests financial assistance for the removal of a 5-acre area of contaminated soil; and,

WHEREAS, the primary goals of the Dike 14 project are to complete the environmental cleanup of a 5-acre portion of Dike 14, facilitate the use of the site as a nature preserve, and to protect the habitat for the migrating wildlife and the public; and,

WHEREAS, the Department of Development applied for and received a \$600,000.00 United States Environmental Protection Agency Supplemental RLF grant award (EA2011-0116) on or about 9/22/2011; and,

WHEREAS, funds are to be utilized for environmental cleanup activities, such as asbestos abatement or soil remediation, at eligible properties located in Cuyahoga County; and,

WHEREAS, a 20% match was required for the United States Environmental Protection Agency grant award, which will be satisfied by Cleveland-Cuyahoga County Port Authority as the total project cost exceeds \$1,000,000.00; and,

WHEREAS, the project is funded 100% with federal funds through the County's United States Environmental Protection Agency Brownfield Revolving Loan Fund Program, which is funded by the United States Environmental Protection Agency; 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 County departments, offices, and agencies.

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

SECTION 1. The Cuyahoga County Council hereby approves the County Executive's recommendation and authorizes an award to Cleveland-Cuyahoga County Port Authority in the amount not-to-exceed \$600,000.00 for environmental cleanup for the Dike 14 project located at 8701 Lakeshore Boulevard, Cleveland, in connection with the United States Environmental Protection Agency Brownfield Revolving Loan Fund Program for the period 3/1/2012 – 6/30/2013.

SECTION 2. The County Executive and/or the Director of the Department of Development are authorized to execute all documents required in connection with said award.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, this Resolution, provided it receives the affirmative vote of eight members elected to Council, shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

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

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

Yeas:

Nays:

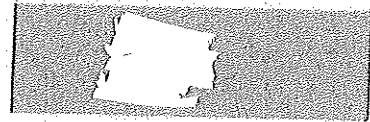
County Council President Date

County Executive Date

Clerk of Council Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	Department Development	Agency/Dept. Head Name:	Larry Benders, Director
Type of Request:	Other		
Request Prepared by:	Laura Clark	Telephone No.	698.2575

SUMMARY OF REQUESTED ACTION:

Title: Development/2012/Port Authority/USEPA RLF Subgrant Agreement/Dike 14 Brownfield Cleanup

A. Scope of Work Summary

1. Requesting the approval of a United States Environmental Protection Agency (U.S. EPA) Brownfield Revolving Loan Fund (BRLF) Subgrant award between the County of Cuyahoga, on behalf of the Department of Development, and the Cleveland-Cuyahoga County Port Authority for the Dike 14 project located at 8701 Lakeshore Boulevard, Cleveland, Ohio, in the amount not-to-exceed \$600,000 for the time period March 1, 2012 through June 30, 2013. Authorizing the Director of the Department of Development to sign all necessary documents in relation to the Brownfield Revolving Loan Fund Subgrant Agreement.
2. The primary goals of this project are to: a) complete the environmental cleanup of a 5-acre portion of Dike 14, b) facilitate the use of the site as a nature preserve, and c) protect the habitat for the migrating wildlife and the public.

B. Procurement

1. This is a subgrant agreement between the County and the Port Authority.
2. DBE Participation, per County's Cooperative Agreement with U.S. EPA, is 4.6%

C. Contractor and Project Information

1. The address of the Subgrantee is:
Cleveland-Cuyahoga County Port Authority
1375 East 9th Street, Suite 2300
Cleveland, Ohio 44114
Council District 7
2. A list of the Board of Directors for the Port Authority is attached.

3. The location of the project is:

Dike 14
8701 Lakeshore Boulevard
Cleveland, Ohio 44108
Council District 7

D. Project Status and Planning

1. This project is funded through the County's U.S. EPA Brownfield Revolving Loan Fund Program, which is funded by U.S. EPA.

E. Funding

1. The project is funded 100% with Federal Funds.
2. The schedule of payments is monthly.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

PURPOSE: The Department of Development applied for and received a \$600,000 USEPA Supplemental RLF grant award (EA2011-0116). The funds are to be utilized for environmental cleanup activities, such as asbestos abatement or soil remediation, at eligible properties located in Cuyahoga County. **FEDERAL FUNDS, NO GENERAL FUND DOLLARS.**

A 20% match was required for this U.S. EPA grant award, which will be satisfied by the Cleveland-Cuyahoga County Port Authority as the total project cost exceeds \$1 million. The Cooperative Agreement between the County and U.S.EPA is attached.

The following subgrant award is recommended:

Cleveland-Cuyahoga County Port Authority in the amount not-to-exceed \$600,000 for a 5-acre soil remediation project at Dike 14 located at 8701 Lakeshore Boulevard, Cleveland, Ohio.

OUTCOMES: The Cleveland Lakefront Nature Preserve (CLNP)-Dike 14 is a former confined disposal facility (CDF); the site is multi-sided, adjoining the lakeshore. The site operated from 1979-1999 to hold soils and sediments dredged from the Cuyahoga River and Cleveland Harbor deemed too hazardous to dump into the open waters of Lake Erie. It is currently a natural area with limited public use; access is controlled by the Dike 14 Environmental Education Collaborative, through an access agreement with the Cleveland-Cuyahoga County Port Authority.

The Port is requesting financial assistance for the removal of a 5-acre area of contaminated soil. The remedial actions will be consistent with the planned use of the site as a low impact nature preserve with walking paths and viewing areas to observe wildlife, provide community access to the lakefront, and create educational opportunities.

PRINCIPAL OWNERS: A list of the board members for the Port is attached.

Explanation for late submittal:

Contract/Agreement Information:

Procurement Method:

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source:

Federal

Explanation:

FY11 USEPA Supplemental RLF Award

Total Amount Requested:

\$600,000.00

ATTACHMENTS:

Click to download

- [Cooperative Agreement](#)
- [Port Authority Board](#)
- [Executive Summary](#)

History

Time

Who

Clerk of the Board

Approval


Copyright 2001-2009

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0046

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$669,566.00 for the Early Childhood Mental Health Services Program for the Invest in Children Program for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
---	---

WHEREAS, the County Executive on behalf of Office of Early Childhood/Community Initiatives Division has submitted an agreement with the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County in the amount not-to-exceed \$669,566.00 for the Early Childhood Mental Health Services Program for the Invest in Children Program for the period 1/1/2012 - 12/31/2012; and,

WHEREAS, through the Early Childhood Mental Health Services Program, the ADAMHS Board shall identify children with socio-emotional concerns and engage them, and their families in the program; reduce reports of child behavior problems by the parents; and improve parent/child interactions; and,

WHEREAS, the contractor for the project is the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, located at 2012 West 25th Street, Sixth Floor, Cleveland, Ohio 44113; and,

WHEREAS, the RFP exemption was submitted to the Contracts and Purchasing Board on December 27, 2011 and approved on February 29, 2012; and,

WHEREAS, the project is funded 100% by the Health & Human Services Levy Funding; and,

WHEREAS, this County-wide program's performance will be measured and reported on a quarterly basis to the Evaluation Manager of Office of Early Childhood, Community Initiatives Division; and,

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term has already begun. The reason for the delay is due to the

fact that Annual Appropriations needed to be in place prior to the request of this project.

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

SECTION 1. The Cuyahoga County Council hereby authorizes the County Executive on behalf of Office of Early Childhood/ Community Initiatives Division to enter into an agreement with the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$669,566.00 for the Early Childhood Mental Health Services Program for the Invest in Children Program for the period 1/1/2012 - 12/31/2012.

SECTION 2. The County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the project's term has already begun. The reason for the delay was due to the need to identify and appropriate available funding for 2012. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

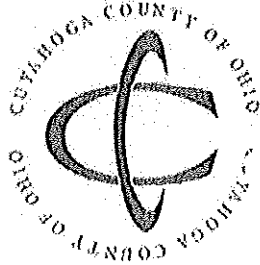
Date

Clerk of Council

Date

First Reading/Referred to Committee:
Committee Assigned:

Journal _____
_____, 2012



Item Details:

Agency/Dept. Name:	Administrator's Office/Office of Early Childhood	Agency/Dept. Head Name:	Dr. Rebekah Dorman
Type of Request:	Contract/Amendment		
Request Prepared by:	Marcos Cortes	Telephone No.	698-2586
SUMMARY OF REQUESTED ACTION:			
Submitting a contract with the Alcohol, Drug Addiction & Mental Health Services Board in the amount of \$669,566.00 for the Early Childhood Mental Health Program for the period January 1, 2012 through December 31, 2012.			
Title:			
Office of Early Childhood/Invest In Children 2011 Alcohol, Drug Addiction & Mental Health Services Board Contract Early Childhood Mental Health (N/A)			
A. Scope of Work Summary			
1. Office of Early Childhood/Invest In Children is requesting approval of contract with the Alcohol, Drug Addiction & Mental Health Services Board for the anticipated cost of \$669,566.00. The anticipated start-completion dates are January 1, 2012 to December 31, 2012.			
2. The primary goals of the project are:			
1) Identify children with socio-emotional concerns and engage them, and their families, in Early Childhood Mental Health Services;			
2) Through ECMH services, reduce reports of child behavior problems by the parents; and			
3) Through ECMH services, improve parent/child interactions.			
3. N/A			
B. Procurement			
1. The procurement method for this project was other. The total value is \$669,566.00			
2.NA			

3. The RFP Exemption was submitted on December 27, 2011.

C. Contractor and Project Information

1. Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County
2012 W.25th Street 6th Floor
Cleveland, OH 44113
2. William Denihan, Chief Executive Officer
- 3.a The Early Childhood Mental Health Program is offered County Wide
- 3.b. The project is offered County wide.

D. Project Status and Planning

1. The project reoccurs annually.
2. N/A
3. N/A
4. The project's term will begin on January 1, 2012. The reason there was a delay in this request is that due to County policy contracts cannot be submitted prior to the approval of the Yearly Allocation.
5. N/A

E. Funding

1. The project is funded 100% by Health and Human Services Levy Funding.
2. The schedule of payments is by invoice.
3. N/A

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Under the terms of the contract, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMHSB) will be responsible for providing early childhood mental health services for children and their families to include the following: **Please note that the Other Than Full and Open Competition Form was submitted on December 27, 2011.**

- 1) Contract with provider agencies to provide early childhood mental health services, including assessment using the Diagnostic Classification 0-3 Revised, treatment plans, and, per the family's request, incorporating ECMH services on the Individual Family Services Plan (IFSP).
- 2) Identify and facilitate trainings and professional development opportunities related to early childhood mental health that reflect Best Practices in the field and, as available, current research.
- 3) Develop and implement quality assurance measures that align with the ECMH framework and work plans and support access to and the quality of ECMH services.
- 4) Assist in identifying barriers for families and practitioners and strategies to overcome these barriers.
- 5) As requested, assist in developing print materials on early social-emotional development.
- 6) Collaborate with OEC/IIC, Case Western Reserve University (CASE) and others to develop an evaluation design for early childhood mental health and participate in the independent evaluation;
- 7) Assure provider agencies have access to and are utilizing the ECMH consent to release information forms.

- 8) Collect data quarterly from provider agencies that captures the performance indicators noted within this contract as well as child/family demographic and service outcomes (i.e. minimum data set) to be used for the program evaluation and management purposes;
- 9) Provide these data to OEC/CASE in a timely manner and in an acceptable format.
- 10) Identify and support public awareness strategies and campaigns that promote the early identification, assessment and clinical treatment of social and emotional needs of young children and their families.
- 11) Assist in infusing early childhood mental health services into all child-related programs and systems, including, but not limited to, child care, public health, child welfare, Part C Early Intervention, education and Head Start/Early Head Start.
- 12) As appropriate, disseminate program information to educate policymakers and other decision-makers on the need for and importance of early childhood mental health services and programs.

OUTCOMES/EXPECTATIONS: The following performance measures will be reported to OEC/IIC's Evaluation Manager on a quarterly basis (unless otherwise noted).

- 1. Number children referred to each ECMH provider agency and source of referral (Referral sources may include: Help Me Grow, Child Care (center or family child care home), Primary Care Provider (medical provider), Self/ECMH agency, Parent/Guardian, Others Determined by Agency)
- 2. Number of children newly opened in the quarter by agency and referral source
- 3. Number of children served from the previous quarter # of children closed during the quarter
- 4. Number unduplicated children served year-to-date on a quarterly basis (i.e. from Jan.-March, Jan.-June, Jan.-Sept, and Jan.-Dec.) Provide will serve up to 390 children during the year under this contract.
- 5. Number of units of service (assessment and treatment) per child by agency Narrative summary of each provider agency, including accomplishments, barriers/challenges, training/technical support needs, etc.

Principal Owners: Alcohol, Drug Addiction & Mental Health Services of Cuyahoga County
 Primary Contact: William Denihan Alcohol, Chief Executive Officer
 Drug Addiction and Mental Health Services Board
 2012 W.25th Street, 6th floor
 Cleveland, OH 44112

Explanation for late submittal:

Could not submit prior to having Annual Appropriations in Place.

Contract/Agreement Information:

Procurement Method:

Other

Explanation for Increase/Decrease in \$ Amount for current request:

Financial Information:

Funding source: **Explanation:**

Other

100% Health and Human Services Levy Funds

Total Amount Requested:

\$669,556.00

ATTACHMENTS:

Click to download

- [Contract](#)
- [Blue Back](#)
- [Contract Evaluation](#)
- [Contract History](#)
- [Auditor's findings](#)
- [Eval Revised](#)

History

Time

Who

Office of Procurement &
Diversity

Approval


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CUYAHOGA COUNTY
CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Alcohol and Drug Addiction & Mental Health Services Board

Contract/Agreement No.: CE1100109-01

Time Period: January 1, 2011 through December 31, 2011

Service Description: The goals of the ECMH program are to identify children, ages 0 through 6, in need of ECMH services, ensure timely access to ECMH services, engage the family in a treatment plan, and assure that necessary follow-up and transition services occur. Early childhood mental health services encompass a continuum of approaches in working with young children and their families that include the promotion of healthy social and emotional development, the prevention and early intervention of mental health difficulties and the treatment of health conditions among very young children in the context of their families.

Prior Contract(s) Amount(s): \$669,556 (2011)

Prior Amendment(s) Amount(s): N/A

Performance Indicators:

Total anticipated to be served: 390

- Fulfill its statutory responsibilities.
- Assist in the design, implementation and refinement, when necessary, of the early childhood mental health framework and related work plans in partnership with OEC and provider agencies, including participating on and progressing the work of IIC's ECMH Strategy Sub-Committee.
- Assure that an RFP/RFQ process will be utilized in accordance with ADAMHSB's Awarding of Contract policy.
- Contract with provider agencies to provide early childhood mental health services, including assessment using the DC 0-3R, treatment plans, and, per the family's request, incorporating ECMH services on the Individual Family Services Plan (IFSP).
- Identify and facilitate trainings and professional development opportunities related to early childhood mental health that reflect Best Practices in the field and, as available, current research.
- Ensure that up to 390 children receive Early Childhood Mental Health Services.
- Develop and implement quality assurance measures that align with the ECMH framework and work plans and support access to and the quality of ECMH services.
- Assist in identifying barriers for families and practitioners and strategies to overcome these barriers.
- As requested, assist in developing print materials on early social-emotional development.
- Collaborate with OEC, Case Western Reserve University and others to develop an evaluation design for early childhood mental health and participate in the independent evaluation; Assure provider agencies have access to and are utilizing the ECMH consent to release information forms.
- Maintain a data sharing agreement (Business Associate Agreement) between ADAMHSB and Case Western Reserve University (CASE) for evaluation purposes.
- Collect data quarterly from provider agencies that captures the performance indicators noted within this contract as well as child/family demographic and service outcomes (i.e. minimum data set) to be used for the program evaluation and management purposes; Provide these data to OEC/CASE in a timely manner and in an acceptable format.
- Identify and support public awareness strategies and campaigns that promote the early identification, assessment and clinical treatment of social and emotional needs of young children and their families.
- Assist in infusing early childhood mental health services into all child-related programs and systems, including, but not limited to, child care, public health, child welfare, Part C Early Intervention, education and Head Start/Early Head Start.
- As appropriate, disseminate program information to educate policymakers and other decision-makers on the need for and importance of early childhood mental health services and programs.

Actual performance versus performance indicators (include statistics):

- The ADAMHS Board continues to fulfill its statutory responsibilities.
- The ADAMHS Board Staff has been actively working on the refinement of the early childhood mental health model.
- The ADAMHS Board uses an RFI process in awarding contracts
- The ADAMHS Board contracts with provider agencies to provide early childhood mental health services.
- The ADAMHS Board has an internal training institute.
- 351 Children served due largely to a change in the model and better determination of need.
- The ADAMHS Board through their RFI (Request for Information) to determine the quality of programs and accessibility. The most recent RFI resulted in one less ECMH provider do to performance issues.
- The ADAMHS Board is active in assisting to identifying barriers for families and practitioners. Specifically, their work on the Child Welfare-ECMH pilot.
- Ongoing in assisting in developing print materials on early social-emotional development.
- The ADAMHS Board sends quarterly program update to OEC and report regularly to Case Western Reserve CBCL and PIRGS data.
- Data sharing agreement (Business Associate Agreement) between ADAMHSB and Case Western Reserve University (CASE) for evaluation is in place.
- Data is provided regular to OEC and CASE.
- The ADAMHS Board is always willing to identify and support public awareness strategies and campaigns that promote the early identification, assessment and clinical treatment of social and emotional needs of young children and their families.
- The ADAMHS Board in collaboration with OEC has been an active participant in meetings to infuse ECMH services into all child-related programs and systems, currently with HMG and Child Welfare.
- The Chief of the ADAMHS Board is a strong advocate for mental health services including those for children.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

User Department

Date

Justification of Rating: The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, and the provider agencies funded through this program, have been consistent in meeting goals and outcomes for many year including the most recent year. In fact they are at 90 percent of the total anticipated to serve (390) for all of 2011 with still an entire program quarter yet to be counted.

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0047

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood</p>	<p>A Resolution authorizing an amendment to Contract No. CE1100057-02, 04 with Starting Point for administration of the Teacher Education and Compensation Helps Program and Early Care and Education Professional Development System for the Invest in Children Program for the period 1/1/2011 - 12/31/2011 to extend the time period to 12/31/2012; to change the terms, effective 1/1/2011; and for additional funds in the amount of \$644,521.00; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Office of Early Childhood has submitted an amendment to Contract No. CE1100057-02, 04 with Starting Point for administration of the Teacher Education and Compensation Helps Program and Early Care and Education Professional Development System for the Invest in Children (TEACH) Program for the period 1/1/2011 – 12/31/2011 to extend the time period to 12/31/2012; to change the terms, effective 1/1/2011; and for additional funds in the amount of \$644,521.00; and,

WHEREAS, under the terms of the contract, Starting Point manages and administers an Early Care and Education Professional Development System that works to improve the quality of child care in center based settings in Cuyahoga County; and,

WHEREAS, the primary goals of the Starting Point project are: (a) to improve the quality of center based child care by providing technical assistance and training to center based providers; (b) provide scholarships, training, and technical assistance for individual child care providers (the TEACH program); and (c) increase the number of centers participating in the state administered voluntary tiered rating system known as Step Up to Quality; and,

WHEREAS, Starting Point has been designated by the State of Ohio as Cuyahoga County's child care resource and referral agency and is RFP exempt; and,

WHEREAS, the contractor is Starting Point, located at 4600 Euclid Avenue, Suite 500, Cleveland, Ohio 44103, in Council District 7; and,

WHEREAS, Starting Point services are County-wide and are provided in all Council Districts; and,

WHEREAS, the project is funded 97% by the Health and Human Services Levy, and 3% of funds are provided by United Way; and,

WHEREAS, the original contract amount was in the amount of \$625,412.00, and amended to increase the contract by \$20,000.00 for a total of \$645,412.00; and,

WHEREAS, the additional amount requested is \$644,521.00, and is requested in order to extend the contract period for an additional twelve months; and,

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term has already begun. The reason for the delay in this request is due to the need to negotiate the scope of work and related budget.

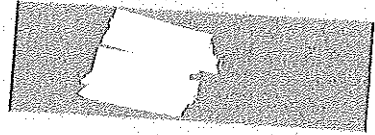
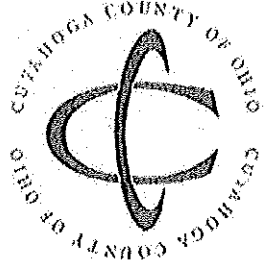
NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. The Cuyahoga County Council hereby authorizes the County Executive/Office of Early Childhood to amend Contract No. CE1100057-02, 04 with Starting Point for administration of the Teacher Education and Compensation Helps Program and Early Care and Education Professional Development System for the Invest in Children Program for the period 1/1/2011 - 12/31/2011 to extend the time period to 12/31/2012; to change the terms, effective 1/1/2011; and for additional funds in the amount of \$644,521.00.

SECTION 2. The County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the project's term has already begun. The reason for the delay was due to the need to identify and appropriate available funding for 2012. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

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



Item Details:

Agency/Dept. Name: Administrator's Office/Office of Early Childhood
Agency/Dept. Head Name: Rebekah Dorman

Type of Request: Contract/Amendment

Request Prepared by: Nakiaa Robinson
Telephone No.: 216-443-6573

SUMMARY OF REQUESTED ACTION:

Submitting an amendment to Contract CE 1100057-01 with Starting Point for the coordination of the Early Care and Education Professional Development System and Teacher Education and Compensation Helps (TEACH) program for additional funds in the amount not-to-exceed \$644,521.00 and to extend the time period to December 31, 2012.

Title: Administrator's Office/Office of Early Childhood 2012 Starting Point contract Early Care and Education Professional Development System and Teacher Education and Compensation Helps (TEACH) program.

A. Scope of Work Summary

1. Office of Early Childhood requesting approval of a contract amendment with Starting Point for the anticipated cost of \$644,521.00 not-to-exceed. The anticipated start-completion dates are 01/01/10 - 12/31/12.

2. The primary goals of the project are: 1) improve the quality of center based child care by providing technical assistance and training to center based providers; 2) provide scholarships, training, and technical assistance for individual child care providers (the TEACH program) leading to advancing their credentials and resulting in an increase in the number of highly-trained individuals working in early care and education settings; 3) increase the number of centers participating in the state administered voluntary tiered rating system known as Step Up to Quality.

B. Procurement

1. Starting Point has been designated by the State of Ohio as Cuyahoga County's child care

resource and referral agency and is RFP exempt. See the attached Justification for Other Than Fair and Open Competition form. Note: Justification was approved, but copy of approved form was never sent to the department.

C. Contractor and Project Information

1. The address of the vendor is:

Starting Point
4600 Euclid Avenue, Suite 500
Cleveland, Ohio 44103
Council District 7

2. The Executive Director for the contractor/vendor is Billie Osborne-Fears

3. a Services are provided county-wide.

3.b Services are provided in all council districts.

D. Project Status and Planning

1. The project reoccurs annually.

2. The project's term has already begun. The reason there was a delay in this request is due to the need to negotiate the scope of work and related budget.

E. Funding

1. The project is funded 97% by the Health and Human Services Levy (\$626,571) and 3% funds donated by United Way (\$17,950).

2. The schedule of payments is monthly by invoice.

3. The history of amendments is

Original contract: \$625,412.00

Amendment I Amount: \$20,000.00

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Under the terms of this agreement, Starting Point is charged with managing and administering an Early Care and Education Professional Development System that works to improve the quality of child care in center based settings in Cuyahoga County. There are three major strategies employed by that system to achieve this end: 1) Working directly with centers to improve quality by providing technical assistance and training. Starting Point staff will visit centers and conduct a quality assessment of the care provided. They will then work with the provider to develop a quality improvement plan and monitor progress towards achieving the goals of the plan until all goals are met. 2) Working with individual classroom personnel to improve their early care and education credentials (TEACH program); Scholarships will be provided to individuals working on the CDA or Bachelor's degree. 3) Encouraging and supporting centers to participate in the State of Ohio's voluntary tiered rating system called Step Up to Quality (SUTQ). The SUTQ rating system offers a one-star, two-star, or three-star rating to centers that meet benchmarks of superior quality. New centers that wish to participate will receive special technical assistance and

training in order to qualify for their star rating. Existing star-rated centers will receive support in maintaining their rating. At the end of this contract, the following outcomes are expected to have been achieved:

- 200 centers will be recruited into professional development activities
- Scholarships will be provided to 56 individual enrolled in the TEACH program
- 160 centers will have received, or will be working toward, a SUTQ star-rating.

Starting Point

Billie Osborne Fears, Executive Director
(216) 575-0061

Explanation for late submittal:

Determining the current budget.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

The increase is requested in order to extend the contract period for an additional twelve months.

Financial Information:

Funding source:

Other

Explanation:

Funding for this project will come from the Office of Early Childhood 2012 operating budget using Health & Human Services Levy dollars and donated funds from United Way.

Total Amount Requested:

\$644,521.00

ATTACHMENTS:

Click to download

- [2011 SP TEACH Prof. Dev. Contract Amendment #III](#)
- [2012 SP TEACH Prof Dev. Exhibit I & II](#)
- [2012 SP TEACH Prof Dev. Budget](#)
- [2012 SP Auditor's Finding](#)
- [2012 SP DMA](#)
- [2012 SP Campaign Contribution](#)
- [2012 SP Sec. of State Business Filing](#)
- [S. P. Prof Dev TEACH Amend II](#)
- [2012 SP signed TEACH Prof Dev. Evaluation- 2011](#)
- [2012 SP Additional Prior Resolution Numbers](#)
- [2012 SP Other than Full Open Justification Form](#)
- [starting point blueback](#)

History

Time

Who

Approval

Cuyahoga County
Contract Evaluation Form

(To be completed in its entirety by user department for all contract renewals or amendments)

Contractor: Starting Point
Contract No: CE 1100057-01,02
Time Period: January 1, 2011 through December 31, 2011

Service Description: Administration and management of the Early Care and Education Professional Development System and the Teacher Education and Compensation Helps (T.E.A.C.H.) programs for the Office of Early Childhood.

Original Contract Amount: \$625,412.00
Amendment I Amount: \$20,000.00

Performance Indicators: Include the following:

- Enroll 36 TEACH scholars.
- Maintain an information system for contractors and providers.
- Develop and implement early care and education provider recruitment activities.
- Attend periodic briefing meetings with appropriate OEC staff to ensure continuity of service delivery and effective program management.
- Collect, update and report data on the T.E.A.C.H. Program, activities, and outcomes and submit program and financial reports to OEC as requested.
- Work with evaluation team and OEC staff to develop evaluation component to determine impact of professional development on improving quality of care.
- Continue to refine coordinated plan and materials for recruiting providers for participation in professional development activities.
- Review, revise and develop Child Development Associate credential (CDA) training modules that align with the State of Ohio Early Childhood Core Knowledge and Competencies, Step Up to Quality and Center for Early Childhood Development requirements.
- Develop and revise train-the-trainer modules that align with the State of Ohio Early Learning Childhood Core Knowledge and Competencies, Step Up To Quality and Center for Early Childhood Development requirements.
- Develop and implement Leadership Development training.
- Implement a voluntary tiered rating system, Step-Up to Quality, that includes providing assessments, TA, college scholarships, community based training, Quality Achievement Awards, and staff professional development.
- Administer community based training that leads to the Child Development Associate credential and meets Step Up To Quality and Center for Early Childhood Development requirements
- Sponsor Early Childhood Leadership Development Summit.
- Disseminate information and materials to community, providers, and parents to increase awareness of the importance of quality child care and early education.
- Hold recognition event for early care and education staff completing training and encourage continued participation.
- Negotiate and monitor master contracts (i.e., subcontracts) with trainers, colleges, Ohio Child Care Resource and Referral Association to maintain an Early Care and Education Professional Development System for Licensed Child Care Centers.
- Staff and support countywide Center Professional Development Committee.
- Maintain a lending library of educational resources and materials.
- Collect, update, and report data on the System's operations, activities and outcomes.
- Submit required quarterly program and monthly financial reports, including performance measure as finalized through the Goal 3 Committee.

- Ensure accountability for the use of all funds provided as a result of this agreement.
- Recruitment and participation of 200 centers in professional development activities.
- Assessment of 50 infant/toddler and preschool classrooms in centers using the Thelma Harms Environment Rating Scales (ITERS and ECERS).
- Revise or create 140 center Quality Improvement Plans based on the results of the environment rating scales assessments.
- The provision of 2 to 24 technical support visits per year (to be determined by ODJFS) for centers seeking a Star rating, to assist them in achieving the Step Up To Quality benchmarks and indicators of quality care.
- Track participating child care centers enrolled in Step-Up to Quality and receiving Quality Achievement Awards.
- Administer community-based training that leads to the CDA to 500 early care and education practitioners.

Actual performance versus performance indicators (include statistics):

- Starting Point has enrolled 59 TEACH (AAS and Bachelors degrees) scholars to date.
- Starting Point maintains an information system for contractors and providers (the Ohio Professional Development registry).
- Starting Point developed and implemented early care and education provider recruitment activities.
- Starting Point attended periodic briefing meetings with appropriate OEC staff to ensure continuity of service delivery and effective program management.
- Starting Point collected, updated and reported data on the T.E.A.C.H. Program, activities, and outcomes and submit program and financial reports to OEC as requested.
- An evaluation component for this contract was not implemented in 2011 but Starting point continued to work with OEC staff to determine appropriate indicators to be reported on an ongoing basis.
- Starting Point continues to refine a coordinated plan and materials for recruiting providers for participation in professional development activities (ie. Quarterly training calendar).
- Starting Point revised the Child Development Associate credential (CDA) training modules, as appropriate, so that they align with the State of Ohio Early Childhood Core Knowledge and Competencies; Step Up to Quality and Center for Early Childhood Development requirements.
- Starting Point revised the train-the-trainer modules, as appropriate, so that they align with the State of Ohio Early Learning Childhood Core Knowledge and Competencies, Step Up To Quality and Center for Early Childhood Development requirements.
- Starting Point developed and implemented Leadership Development training.
- Starting Point continues to play a primary role in the implementation of Ohio's voluntary tiered rating system, Step-Up to Quality, including providing assessments, TA, college scholarships, community based training, Quality Achievement Awards, and staff professional development.
- Starting Point administers community based training that leads to the Child Development Associate credential and meets Step Up To Quality and Center for Early Childhood Development requirements
- Starting Point sponsored an Early Childhood Leadership Development Summit.
- Starting Point disseminate information and materials to community, providers, and parents to increase awareness of the importance of quality child care and early education (ie. The Good Child Care Book).
- Starting Point held a recognition event for early care and education staff completing training.
- Starting Point negotiated master contracts (i.e., subcontracts) with trainers, colleges, Ohio Child Care Resource and Referral Association to maintain an Early Care and Education Professional Development System for Licensed Child Care Centers.
- The countywide Center Professional Development Committee has discontinued meeting as the OEC has engaged in strategic planning resulting in a new organization structure for Invest In Children. Professional development will continue to be a focus within the new structure of the Invest in Children goal committees.
- Starting Point maintains a lending library of educational resources and materials.

- Starting Point collects, updates, and reports data on the System's operations, activities and outcomes.
- Starting Point submitted required quarterly program and monthly financial reports, including performance measure as finalized through the Goal 3 Committee.
- Starting Point provided the required documentation to justify expenses to the program and use of all funds.
- Starting Point has revised and added training to address the Ohio Early Learning Content Standards, approved Ohio Department of Education training, and the State of Ohio Early Childhood Core Knowledge and Competencies including adding all training offerings to the Ohio Professional Development Registry.
- 136 centers are currently participating in Step Up to Quality.
- Starting point assessed 50 infant/toddler and preschool classrooms in centers using the Thelma Harms Environment Rating Scales (ITERS and BCERS).
- Starting Point assisted with revising or creating 140 center Quality Improvement Plans based on the results of the environment rating scales assessments.
- Starting Point provided 50 technical support visits per year (to be determined by ODJFS) for centers seeking a Star rating, to assist them in achieving the Step Up To Quality benchmarks and indicators of quality care.
- Starting Point continues to track participating child care centers enrolled in Step-Up to Quality and receiving Quality Achievement Awards.
- 504 early care and education practitioners are enrolled in CDA training.

Rating of overall performance of contractor (check one)

- Superior
 Above Average
 Average
 Below Average
 Poor

Justification of Rating:

Matthew J. Red
 User Department

1/27/12
 Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0048

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Support Enforcement Agency	A Resolution authorizing agreements with various providers for child support services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreements and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive FitzGerald on behalf of the Cuyahoga Support Enforcement Agency has submitted three (3) Title IV-D Cooperative Agreements with various providers for child support services in the total amount not-to-exceed \$6,423,221.81 for the period 1/1/2012 - 12/31/2012 as follows:

- (A) Cuyahoga County Court of Common Pleas, Division of Domestic Relations in the amount of \$2,043,465.47;
- (B) Cuyahoga County Court of Common Pleas, Division of Juvenile Court in the amount of \$2,182,292.90; and
- (C) Cuyahoga County Prosecuting Attorney's Office in the amount of \$2,197,463.44; and

WHEREAS, the Title IV-D Cooperative Agreements are mandated by O.R.C 3125.14, and the Ohio Department of Jobs and Family Services (ODSFS) regulations in order to specify the services which will be rendered by each of these three (3) entities pertaining to the establishment, modification and enforcement of Child Support Obligations, in accordance with applicable Child Support Regulations; and

WHEREAS, both the Domestic Relations Court and the Juvenile Court conduct hearings on Title IV-D Child Support matters and Issue Court Orders containing their findings via Journal Entries. The County Prosecutor's Office is the CSEA legal representative at the Court hearings; and

WHEREAS, the execution of these Cooperative Agreements enables the County to recover the 66% Federal Financial Participation (FFP) reimbursement portion of the expenses incurred by the Domestic Relations Court, Juvenile Court,

and the County Prosecutor's Office in providing these Title IV-D services to the CSEA, which for 2012 would equal \$6,423,221.81; and

WHEREAS, this dollar amount is reimburse to the County General Fund to offset the expenditures of these three (3) Agencies; and

WHEREAS, these agreement costs will be funded 100% by Federal Financial Participation (FFP) Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term began January 1, 2012. These agreements were submitted late due to the time that was required to obtain the 2012 budget information from, and negotiate with the providers, to submit the agreements to the State of Ohio for initial approval, and to have the documents executed.

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

SECTION 1. That the County Executive is hereby authorized to enter into agreements with the following providers for child support services for the period 1/1/2012 - 12/31/2012 as follows:

(A) Cuyahoga County Court of Common Pleas, Division of Domestic Relations in the amount of \$2,043,465.47;

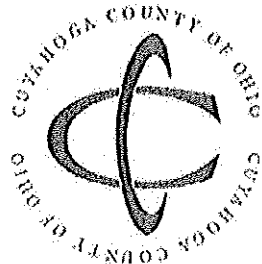
(B) Cuyahoga County Court of Common Pleas, Division of Juvenile Court in the amount of \$2,182,292.90; and

(C) Cuyahoga County Prosecuting Attorney's Office in the amount of \$2,197,463.44; and

SECTION 2. That the County Executive is hereby authorized to execute the agreements and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the project's term began January 1, 2012. These agreements were submitted late due to the time that was required to obtain the 2012 budget information from, and negotiate with the providers, to submit the agreements to the State of Ohio for initial approval, and to have the documents executed. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective up the signature of the County Executive.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that



Item Details:

Agency/Dept. Name:	Cuyahoga Support Enforcement Agency	Agency/Dept. Head Name:	Russell S. Kaye, CSEA Administrator
Type of Request:	Contract/Amendment		
Request Prepared by:	Ronald Studeny	Telephone No.	515-8451

SUMMARY OF REQUESTED ACTION:

The Cuyahoga Support Enforcement Agency (CSEA) is requesting approval of three (3) Title IV-D Cooperative Agreement Contracts. These Contracts are with: the Cuyahoga County Court of Common Pleas, Division of Domestic Relations (Domestic Relations Court) in the amount of \$2,043,465.47; the Cuyahoga County Court of Common Pleas, Juvenile Division (Juvenile Court) in the amount of \$2,182,292.90; and the Cuyahoga County Prosecuting Attorney's Office in the amount of \$2,197,463.44. The three Contracts total to an amount not to exceed \$6,423,221.81, and each Contract is for the period January 1, 2012 to December 31, 2012.

PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):

Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services (ODJFS) regulations, in order to specify the services which will be rendered by each of these three (3) entities pertaining to the establishment, modification and enforcement of Child Support Obligations, in accordance with applicable Child Support Regulations. Both the Domestic Relations Court and the Juvenile Court conduct hearings on Title IV-D Child Support matters and issue Court orders containing their findings via Journal Entries. The County Prosecutor's Office is the CSEA legal representative at these Court hearings.

The execution of these Cooperative Agreement Contracts enables the County to recover the 66% Federal Financial Participation (FFP) reimbursement portion of the expenses incurred by Domestic Relation Court, Juvenile Court, and the County Prosecutor's Office in providing these Title IV-D services to the CSEA, which for 2012 would equal up to \$6,423,221.81. This dollar amount is reimbursed to the County General Fund to offset the expenditures of these three (3) Agencies. Without approval of these Cooperative Agreement Contracts, this

reimbursement to the County General Fund cannot occur. There are also various Federally and Locally mandated performance standards which are contained in these Cooperative Agreement Contracts.

Explanation for late submittal:

These Agreements are being submitted late due to time required to obtain 2012 budget information from and negotiate with the Providers, to submit the Agreements to the State of Ohio for initial approval, and to have the documents executed.

Contract/Agreement Information:

Procurement Method:

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

Decrease in costs from the previous year due to (a) lower budgeted occupancy costs (Domestic Relations Court); (b) reduced ERIP charges (Juvenile Court); and (c) lower hospitalization expenses and salary redistribution (Prosecutor's).

Financial Information:

Funding source:

Federal

Explanation:

These contract costs will be funded 100% by Federal Financial Participation (FFP) Funds.

Total Amount Requested:

\$6,423,221.81

ATTACHMENTS:

Click to download

- [Domestic Relations Court Findings for Recovery](#)
- [Juvenile Court Findings for Recovery](#)
- [Prosecutor's Office Findings for Recovery](#)
- [Dom. Rel. Court - 2011 Evaluation](#)
- [Juv. Court - 2011 Evaluation](#)
- [Prosecutor's Office - 2011 Evaluation](#)
- [Domestic Relations Court 2012 IV-D Contract TAB](#)
- [Prosecutor's Office 2012 IV-D Contract TAB](#)
- [Department Acknowledgement Form](#)
- [Domestic Relations Court 2012 Contract Cover](#)
- [Juvenile Court 2012 Contract Cover](#)
- [Prosecutor's 2012 Contract Cover](#)
- [History - Domestic Relations Court](#)
- [History - Juvenile Court](#)
- [History - Prosecutor's](#)
- [Juvenile Court 2012 IV-D Contract TAB](#)

History

Time

Who

Approval

Office of Procurement &
Diversity

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Domestic Relations Court

Contract No.: CE1100178-01 Time Period: 01/01/11 -12/31/11

Service Description: Perform IV-D Child Support Services for the CSEA

Original Contract Amount: \$2,082,307.49

Amendment Amount: N/A

Performance Indicators: The Domestic Relations Court shall meet the following contract requirements: submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; initiate appropriate enforcement action within no more than 30 calendar days of identifying a delinquency; if service is necessary, the time frame becomes 60 days; have the Client in any Non-IV-D Child Support case complete an "Application For Title IV-D Services" form prior to a hearing taking place; forward a completely filled out "Application For IV-D Services" form signed by the Custodial Parent via the Inter-County mail service no later than the day following the signature date; report the status, on a monthly basis, by referral tracking number, of all actions submitted to them for processing; appropriate personnel having authority over Domestic Relations Court activity shall attend all scheduled meetings with the CSEA; shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract; accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal audit directly related to the provisions of this contract.

Actual performance versus performance indicators (include statistics): Domestic Relations Court submitted invoices within the 30-day requirement. At the end of each quarter throughout 2011, Domestic Relations Court had consistently resolved over 90% of the requested actions. The Domestic Relations Court was very helpful in working together with CSEA to make acceptable changes to enable a smoother processing of cases for the clients that we serve. This effort continued to reduce work duplication and allowed for greater staffing efficiencies in each area. Staff at Domestic Relations Court continues to provide above average service and consistently goes above and beyond in attempts to resolve issues and participate in policy and procedure development geared toward improving customer service.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Domestic Relations Court has consistently met all requirements and exceeded in the areas of requested action resolution and billing. The Court has been especially helpful in working with CSEA in regards to issues that present themselves. Domestic Relations Court representatives and Administrative Judge continue to make themselves available at regular contractual meetings. The jurisdictional issue involving the PULA decision / Interstate case decision placed CSEA in customer service limbo between the Domestic Relations Court and the Juvenile Court. The final PULA decision provided direction for the servicing of CSEA's cases, but some of the cases lacked quality service due to the exchange and whereabouts of the physical case files that were impacted. The Domestic Relations Court continues to make all efforts to work collaboratively with CSEA.

Cuyahoga Support Enforcement Agency
User Department

February 8, 2012
Date

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Juvenile Court

Contract No.: CE1100177-01 Time Period: 01/01/11 – 12/31/11

Service Description: Perform IV- D Child Support Services for the CSEA

Original Contract Amount: \$2,218,669.89

Amendment Amount: _____

Performance Indicators: The Juvenile Court shall meet the following contract requirements: submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; provide an alleged father the opportunity to voluntarily acknowledge paternity and attempt to establish paternity by legal process established under State law; establish an order for support or complete service of process within 90 calendar days of locating absent parent; initiate appropriate enforcement action within no more than 30 calendar days of identifying a delinquency; if service is necessary, the time frame becomes 60 days; shall supply to CSEA any copies of Journal Entries requested within 5 working days of the request; report the status, on a monthly basis, by referral tracking number, of all actions submitted to them for processing; appropriate personnel having decision making authority at Juvenile Court shall attend all scheduled meetings with the CSEA; shall furnish to the CSEA copies of all Journal Entries issued, including those entries involving the Cuyahoga Department of Children & Family Services activity of placing a child into County custody, or removing a child from County custody, within 5 working days after they are journalized in their Clerk's Office; shall furnish copies to the CSEA of all Paternity actions filed with the Ohio Central Paternity Registry (OCPR) at the time that they are being forwarded to OCPR, which shall be no later than 5 days after they are journalized in their Clerk's Office; shall maintain a 95% Disposition Rate in both "Parent/Child Relationship" and "Support" cases; shall utilize a "Magistrate Hearing Checklist: document to be used to monitor Magistrate prepared Journal Entries to ensure that items such as all the Participant's Social Security Numbers are included when statutorily directed; shall utilize the Health Insurance Investigation Form received from the Prosecutor's to address medical insurance coverage for all cases; the Journal Entry shall include medical insurance policy numbers; shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Actual performance versus performance indicators (include statistics): The Juvenile Court did not submit invoices timely within the 30-day requirement for 2011. The tracking reports reflected that Juvenile Court consistently did not resolve the CSEA's requested actions due to delays in processing. These delays prevent the CSEA from meeting mandated timeframes required by the Ohio Administrative Code. Several concerns presented themselves during this contractual period. The first concern is the unreasonable delays in finalizing the magistrate's decision and the following delay of those magistrate's decision signed by the Judges adopting the decision. This negative performance issue continues to present itself. Secondly, it is documented that the Juvenile Court docketing schedule is a barrier to the processing of the CSEA case files. It is recognized that multiple factors came into play associated with the physical move of Juvenile Court into their new building, however CSEA and the families that we serve continue to experience an average of six to twelve months in docketing of case filings. In addition, comes the third high concern, which is an extremely high dismissal rate of cases filed with Juvenile Court.

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

This high rate of dismissals appears to be a timely docketing issue along with lack of timely service, and in some cases, reasons for dismissal have not been consistent with case law and/or a judge's decision to sustain CCPO objections to past dismissals (according to Prosecutor's Office). The impact of this dismissal practice is poor customer service, and repetitive work for the Prosecutor's Office. Documented cases have been dismissed even though service was complete on all parties, or not allowing mother to waive service on behalf of her child. The CSEA requested a detailed report of cases that were dismissed along with details and reason for dismissals, but results from the requests has been very limited and far from thorough. Dismissals without merit continue and have a negative fiduciary impact on the customer and agency alike. CSEA's fourth concern continues to be presented cooperatively by CSEA and the Juvenile Court Prosecutor's Office specific to the legal responsibility of the Juvenile Court to create a child support order at the time of custody change. CSEA, the Prosecutor's Office and representatives of Juvenile Court continue share this strong concern at the table, yet there has been no improvement during this contractual period. The Juvenile Court was successful in assisting the CSEA develop and implement the Waiver and Compromise Policy.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Juvenile Court has somewhat failed to meet requirements in a majority of contracted areas. The delay in responding to the CSEA's action requests and requests for Journal Entries has contributed to the CSEA's inability to meet Ohio Administrative Code requirements and has impacted the CSEA's ability to achieve the Federal Performance Indicators upon which funding is awarded. The Juvenile Court representatives that come to the contractual meetings have been cooperative, however there has been many administrative personnel changes along with work processing changes that continue to present barriers in the timely and accurate processing of work referred to the court from CSEA. The Juvenile Court has been cooperative in meeting with CSEA to discuss issues, however due to the physical move of Juvenile Court, there were only two meetings with Juvenile Court in 2011. There have been consistent representation from Juvenile Court, however it appears that there is a need to have either the Administrative Judge and/or Court Administrator attend these meetings in efforts of moving these identified concerns toward resolution. Accountability, follow through, and a commitment to achieving success on priorities need persons of authority that can make these decisions at the table.

Cuyahoga Support Enforcement Agency
User Department

February 8, 2012
Date

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Prosecuting Attorney's Office

Contract No.: CE1100176-01 Time Period: 01/01/11 -- 12/31/11

Service Description: Perform IV- D Child Support Services for the CSEA

Original Contract Amount: \$2,257,588.70

Amendment Amount: N/A

Performance Indicators: The Prosecuting Attorney's Office shall meet the following contract requirements: submit the actual monthly expenses of the contract for payment no later than 30 days after the last day of the month in which services were provided; initiate appropriate enforcement action within no more than 30 calendar days of identifying a delinquency; if service is necessary, the time frame becomes 60 days; report the status, on a monthly basis, by referral tracking number, of all actions submitted to them for processing; appropriate personnel having decision making authority at the Prosecutor's Office shall attend all scheduled meetings with the CSEA; shall prepare and file all motions and complaints for the CSEA for any activity requiring Domestic Relations Court or Juvenile Court action that is referred to them by the CSEA within 30 days of their receipt of the action being requested; render a response to any "Requests For Prosecutor's Opinion" made to them by the CSEA within 30 days of their receipt of the request; shall complete in full the "Health Insurance Investigation Form" for each CSEA case that they represent to assist in the establishment and enforcement of cash medical in Juvenile or Domestic Relations Court; the form is to be completed and incorporated into all Journal Entries; shall present any available evidence of paternity and support to enable Magistrates to issue a Default Order of Paternity and/or Support whenever a Custodial Parent, and/or Non-Custodial Parent do not appear for their Court Hearing even though there has been good Service of Process; shall submit time sheets on a monthly basis for each Prosecutor included under this contract as part of the monthly billing; shall notify the CSEA of the "service of process" status by forwarding the CSEA all the "Service of Process" sheets for tracking; upon the CSEA's receipt of the "Service of Process" sheets, the tracking action will flip from the Prosecutor's Office tracking list to the responsibility of the appropriate Court and it's tracking list of actions to complete; shall maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract; agrees to accept responsibility for receiving, replying to, and/or complying with any audit exceptions by appropriate state or federal audit directly related to the provisions of this contract.

Actual performance versus performance indicators (include statistics): For 2011, the Prosecuting Attorney's Office submitted billing invoices within the 30-day requirement. CSEA tracking reports showed that the Prosecuting Attorney's Office maintained consistent completion of the CSEA's requested actions. Overall, the performance of the Prosecutor's office has been above average, however, the Juvenile Prosecuting Attorney's Office needs to be recognized for their continued efforts to represent CSEA and stand for the best interests of families as the cases move through a non-productive Juvenile Court system. The Prosecuting Attorney's Office was instrumental in representing CSEA's best interest in the discussions and follow-up case processing of the Interstate/UIFSA cases due to the outcome of the PULA decision. The Juvenile Prosecuting Attorney's Office has continued to work with CSEA by additionally providing regular in-house CSEA service at the agency, which has been extremely helpful in processing the cases and addressing specific case issues. CSEA would like to see a similar in-house component

CONTRACT/AGREEMENT EVALUATION FORM
**(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)**

and service by the Domestic Relations Prosecuting Attorney's Office in efforts to meet and discuss the processing of difficult cases. This would be greatly appreciated moving forward in 2012. The Prosecuting Attorney's Office was most helpful in working through and implementing the Waiver and Compromise Policy and process with both courts, and continues to be helpful in the improvement of the CSEA's tracking system. CSEA would like to see the outstanding effort put forth by the Juvenile Prosecuting Attorney's Office in attempts to address and improve specific, mission critical issues specific to the Juvenile Court (i.e. Building security, dismissals of filings only for merit, unreasonable delays in creating orders). CSEA desires the continued effort by the Prosecutor's Office to address the establishment of an immediate child support order at the time of change of custody.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: The Prosecuting Attorney's Office is the CSEA's legal counsel for all actions referred to Court regarding paternity establishment, support order establishment and support order enforcement. Improvement in timeframes is needed in the areas of paternity establishment, support order establishment, Prosecutor Opinion Referrals and Impounds. The CSEA's need for a process to handle cases where an Obligee has died continues to need resolution. The Prosecuting Attorney's Office has not used contract funds for the employment of a CSEA prosecutor.

Cuyahoga Support Enforcement Agency
User Department

February 8, 2012
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0049

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Cuyahoga Support Enforcement Agency</p>	<p>A Resolution authorizing an agreement with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$39,175.79 for child support services for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Cuyahoga Support Enforcement Agency has submitted an agreement with Cuyahoga County Treasurer's Office in the amount not-to-exceed \$39,175.79 for child support services for the period 1/1/2012 – 12/31/2012; and,

WHEREAS, Title IV Cooperative Agreement contracts are mandated by O.R.C. 3125.14, and the Ohio Department of Jobs and Family Services (ODJFS) regulations in order to specify the services which will be rendered by any County agency pertaining to the establishment, modification, and enforcement of Child Support Obligations, in accordance with applicable child support regulations; and,

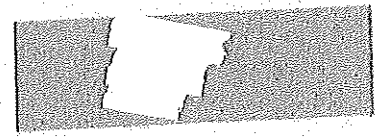
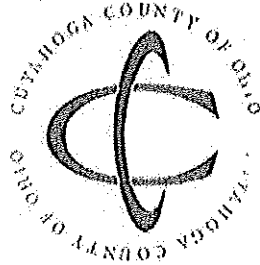
WHEREAS, the execution of this Cooperative Agreement Contract enables the County to recover the 66% Federal Financial Participation (FFP) reimbursement portion of the expenses incurred by the Treasurer's Office in providing this Title IV-D service for CSEA; and,

WHEREAS, approval of this Agreement enables the County to be reimbursed \$39,175.79, which is paid into the County General Fund; and,

WHEREAS, this project is exempt from competitive bid requirements; and,

WHEREAS, in 2011, performance standards were met and payment exceeded the projections; and,

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term has already begun. The reason for the delay in this request is due to the time required to obtain 2012 budget information from the Provider, to submit the Agreement to the State of Ohio for initial approval, and to have the document executed.



Item Details:

Agency/Dept. Name:	Cuyahoga Support Enforcement Agency	Agency/Dept. Head Name:	Russell S. Kaye, CSEA Administrator
Type of Request:	Contract/Amendment		
Request Prepared by:	Ronald J. Studeny	Telephone No.:	515-8451
SUMMARY OF REQUESTED ACTION:			
<p>The Cuyahoga Support Enforcement Agency (CSEA) is requesting approval of a Title IV-D Cooperative Agreement Contract. The Contract is with the Cuyahoga County Treasurer's Office in an amount not to exceed \$39,175.79 for the time period January 1, 2012 to December 31, 2012.</p>			
PURPOSE/OUTCOMES - PRINCIPAL OWNER(S):			
<p>Title IV-D Cooperative Agreement Contracts are mandated by O.R.C. 3125.14, and Ohio Department of Jobs and Family Services (ODJFS), in order to specify the services which will be rendered by any County Agency pertaining to the establishment, modification and enforcement of Child Support Obligations, in accordance with applicable Child Support Regulations. The County Treasurer's Office accepts cash Child Support payments made by Obligor for CSEA.</p>			
<p>The execution of this Cooperative Agreement Contract enables the County to recover the 66% Federal Financial Participation (FFP) reimbursement portion of the expenses incurred by the Treasurer's Office in providing this Title IV-D service for CSEA. Approval of this Cooperative Agreement enables the County to be reimbursed \$39,175.79, which amount is paid into the County General Fund.</p>			
Explanation for late submittal:			
<p>This Agreement is being submitted late due to time required to obtain 2012 budget information from and negotiate with the Provider, to submit the Agreement to the State of Ohio for initial approval, and to have the document executed.</p>			

Contract/Agreement Information:

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Procurement Method:

Exempt from Competitive Bid Requirements

Explanation for Increase/Decrease in \$ Amount for current request:

Increase due to higher expected hospitalization costs in 2012.

Financial Information:

Funding source:

Federal

Explanation:

The contract costs will be funded 100% by Federal Financial Participation (FFP) funds.

Total Amount Requested:

\$39,175.79

ATTACHMENTS:

Click to download

- [Treasurer's Findings for Recovery](#)
- [Treasurer's Contract Evaluation 2011](#)
- [Treasurer's 2012 IV-D Contract TAB](#)
- [Department Acknowledgement Form](#)
- [History - Treasurer's](#)
- [Treasurer's 2012 Contract Cover](#)

History

Time

Who

Approval

Office of Procurement &
Diversity

CONTRACT/AGREEMENT EVALUATION FORM
(To be completed in its entirety by user department for
all contract/agreement renewals or amendments.)

Contractor: Cuyahoga County Treasurer's Office

Contract No.: CE 1100175-01 Time Period: 01/01/11 - 12/31/11

Service Description: Accept/Receipt/Deposit Child Support Cash Payments.

Original Contract Amount: \$38,536.21

Amendment Amount: _____

Performance Indicators: Accept cash payments; Prepare receipts and forward daily to CSEA;
Deposit cash payments in CSEA PNC Depository Account.

Actual performance versus performance indicators (include statistics):
All performance indicators were met and payment volume exceeded projections.

Rating of Overall Performance of Contractor (Check One):

- Superior
- Above Average
- Average
- Below Average
- Poor

Justification of Rating: All performance indicators were met. Level of cooperation was excellent. 2010 cash collections of \$3.59 million represents a 6.6% increase over prior year levels, all of which were handled in a timely and accurate manner.

Cuyahoga Support Enforcement Agency
User Department

February 8, 2012
Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0050

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Employment and Family Services	A Resolution authorizing a contract with United Way of Greater Cleveland, Inc. in the amount not-to-exceed \$817,500.00 for food and allocation of funds for Hunger Centers serving needy residents in Cuyahoga County for the period 4/1/2012 - 12/31/2012; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, County Executive FitzGerald/Department of Health and Human Services on behalf of Employment and Family Services has submitted a request to contract with United Way of Greater Cleveland, Inc. in the amount not-to-exceed \$817,500.00 to provide food and allocations of funds for Hunger Centers serving needy residents in Cuyahoga County for the period of 4/1/2012 – 12/31/2012; and,

WHEREAS, United Way of Greater Cleveland, Inc. shall use County funds for the benefit of the Hunger Network and will incorporate appropriate allocations to serve thirty five (35) Hunger Centers for the time period of 4/1/2012 – 9/30/2012; and,

WHEREAS, United Way of Greater Cleveland, Inc. shall guarantee that at least one-half of the remaining County funds be used for the benefit of the Hunger Network and will incorporate appropriate allocations to serve the thirty five (35) Hunger Centers for the time period of 10/1/2012 – 12/31/2012; and,

WHEREAS, all food shall be purchased from the Cleveland Food Bank, Inc.; and,

WHEREAS, the United Way of Greater Cleveland, Inc. and Cuyahoga County shall agree to two, one-year extensions through 12/31/2014 for the delivery of emergency food services to Cuyahoga County residents; 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 County departments, offices, and agencies.

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

Title: Employment & Family Services April 1, 2012 – December 31, 2012

United Way Services of Greater Cleveland, Inc. Contract to provide food and allocation of funds for the Hunger Centers serving needy residents in Cuyahoga County

A. Scope of Work

1. EFS requesting approval of a contract with United Way Services in the amount of \$821,587.50 beginning April 1, 2012 through December 31, 2012
2. The primary goals are to allocate County funds for the benefit of the Hunger Network to serve the 35 hunger centers serving needy citizens in Cuyahoga County and to provide administrative oversight of these funds and provide on-going evaluation of the success of this distribution method.

B. Procurement

1. There was no formal procurement method. This was a result of on-going discussion between the Executive Office of Cuyahoga County and United Way Services.
2. An RFP exemption request was approved on 2/15/12

C. Contractor and Project Information

1. United Way Services of Greater Cleveland, Inc.
1331 Euclid Avenue
Cleveland, Ohio 44115
Council District 07
2. K. Michael Benz, President & CEO

D. Project Status and Planning

1. While the distribution of County funds to support the hunger centers is not a new project, the method for the distribution of these funds is new.
2. The project is on a critical action path because the distribution of funds this year was via a contract with the Cleveland Foodbank which concludes on March 31, 2012.

E. Funding

1. The project is funded 100% through levy dollars
2. Payments will be made monthly.

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0036

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to Philips Medical Systems (Cleveland), Inc. for renovation of property located at 595 Miner Road, Highland Heights; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development requests approval of an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to Philips Medical Systems (Cleveland), Inc. for renovation of property located at 595 Miner Road, Highland Heights; and,

WHEREAS, the Economic Development Loan provides eligible businesses with financial assistance in order to create employment opportunities and promote economic growth in the County; and,

WHEREAS, the renovation of the Philips Medical Systems (Cleveland), Inc. property will accommodate the consolidation of the Nuclear Medicine research and development department; and,

WHEREAS, the project will create one hundred, new to Cuyahoga County, full-time equivalent jobs within three years of project completion, which must be maintained for five years; and,

WHEREAS, the total project costs are estimated at \$77,000,000.00, and the County's assistance is approximately 4% of the project; and

WHEREAS, the Economic Development Large Scale Attraction Loan was considered by the Cuyahoga County Community Improvement Corporation economic Development Loan Committee on February 8, 2012, and approved for an amount not-to-exceed \$3,000,000.00 to assist with building renovations; and,

WHEREAS, the Economic Development Loan borrower is Phillips Medical Systems (Cleveland), Inc., and the principal owners are Phillips Holding USA (92.42%) and ADAC Laboratories Europe B.V. (7.58%); and,

WHEREAS, the loan is fully forgivable upon satisfaction of the job creation requirements; 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 County departments, offices, and agencies.

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

SECTION 1. The Cuyahoga County Council hereby approves the Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to Philips Medical Systems (Cleveland), Inc. for renovation of property located at 595 Miner Road, Highland Heights.

SECTION 2. The County Executive and/or Director of Development is authorized to execute all documents required in connection with said loan and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, this Resolution, provided it receives the affirmative vote of eight members elected to Council, shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 28, 2012
Committee Assigned: Economic Development & Planning

Second Reading: March 13, 2012

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0037

Sponsored by: County Executive FitzGerald/Department of Development	A Resolution authorizing an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to 800 Superior, LLC, for renovation of property located at 800 Superior Avenue, Cleveland; authorizing the County Executive and/or Director of Development to execute all documents consistent with said loan and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Development requests approval of an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to 800 Superior, LLC, for renovation of property located at 800 Superior Avenue, Cleveland; and,

WHEREAS, the Economic Development Loan provides eligible businesses with financial assistance in order to create employment opportunities and promote economic growth in the County; and,

WHEREAS, the renovation of the property located at the former Key Bank Center Building, 800 Superior Avenue, Cleveland will be renovated and used as the new headquarters for AmTrust Financial Services, Inc.; and,

WHEREAS, the project will create 750, new to Cuyahoga County, full-time equivalent jobs within three years of project completion, which must be maintained for five years; and,

WHEREAS, the total project costs are estimated at \$20,055,000.00, and the County's assistance is approximately 15% of the project; and

WHEREAS, the Economic Development Large Scale Attraction Loan was considered by the Cuyahoga County Community Improvement Corporation Economic Development Loan Committee on February 8, 2012, and approved for an amount not-to-exceed \$3,000,000.00 to assist with building renovations; and,

WHEREAS, the Economic Development Loan borrower is 800 Superior, LLC, and the principal owners are AmTrust Financial Services, Inc. (50%) and Intego National Insurance Company (50%); and,

WHEREAS, the loan has a fixed interest rate of 3% and must be repaid within 15 years; 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 County departments, offices, and agencies.

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

SECTION 1. The Cuyahoga County Council hereby approves an Economic Development Large Scale Attraction Loan in the amount not-to-exceed \$3,000,000.00 to 800 Superior, LLC, for renovation of property located at 800 Superior Avenue, Cleveland.

SECTION 2. The County Executive and/or Director of Development is authorized to execute all documents required in connection with said loan and this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, this Resolution, provided it receives the affirmative vote of eight members elected to Council, shall become effective immediately upon the signature of the County Executive; otherwise it shall be in full force and effect from and immediately after the earliest time permitted by law.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 28, 2012
Committee Assigned: Economic Development & Planning

Second Reading: March 13, 2012

Journal _____
_____, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0035

<p>Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Budget & Management</p>	<p>A Resolution amending the 2012/2013 Biennial Operating Budget for 2012 by providing for additional fiscal appropriations from the General Fund and other funding sources, for appropriation transfers between budget accounts, and for cash transfers between budgetary funds, in order to meet the budgetary needs of various County departments, offices, and agencies; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, on December 13, 2011, the Cuyahoga County Council adopted the 2012/2013 Biennial Operating Budget and Capital Improvements Program (Resolution No. R2011-0291) establishing the 2012/2013 biennial budgets for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the 2012/2013 Biennial Operating Budget for 2012 to reflect budgetary funding increases, funding reductions, to transfer budget appropriations, and to transfer cash between budgetary funds, in order to accommodate the operational needs of certain County departments, offices, and agencies; and

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

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

SECTION 1. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following additional appropriation increases and decreases:

<u>Fund Nos./Budget Accounts</u>		<u>Journal Nos.</u>
<p>A. 24A435- Cuyahoga Tapestry System of Care (CTSOC) CF135004- DCFS- Cuy Tapestry System of Care Capital Outlay</p>	<p style="margin-left: 400px;">\$ (1,109.00)</p>	<p>BA1200212</p>

Funding Source: Federal and State revenues, as well as the Health and Human Services Levy Fund.

B. 24A301 Children & Family Services **BA1200213**
 CF135467-CFS Administration
 Capital Outlay \$ 1,109.00

Funding Source: Federal and State revenues, as well as the Health and Human Services Levy Fund.

C. 20D447 – Economic Development Fund **BA1200177**
 DV520676 – Economic Development Fund
 Other Expenses \$ 20,000,000.00

Funding Source: Reserves in the General Fund and from proceeds from future debt issuance.

D. 21A308 – EMA FY2009 Port Sec WMD Exercise Program **BA1200261**
 JA769984 – Port Wide WMD Maritime Exercise
 Other Expenses \$ 226,345.82

Funding Source: United States Department of Homeland Security.

E. 01A001 – General Fund **BA1200262**
 JS200048 – Justice Systems Management
 Other Expenses \$ (30,000.00)

Funding Source: General Fund.

F. 01A001 – General Fund **BA1200263**
 SH350470 – Jail Operations-Sheriff
 Other Expenses \$ 30,000.00

Funding Source: General Fund.

G. 21A065 – Cleveland Safe Port **BA1200267**
 SH456087 – Cleveland Safe Port II
 Other Expenses \$ 25,001.00
 Capital Outlays \$ 20,394.00

Funding Source: United States Department of Homeland Security, Federal Emergency Management.

SECTION 2. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following appropriation transfers:

<u>Fund Nos. /Budget Accounts</u>		<u>Journal Nos.</u>
A. FROM:	21A304 – Victim Safety Enhancement DR754127– Victim Safety Enhancement Program Other Expenses \$ 1,300.00	BA1200266
TO:	21A304 – Victim Safety Enhancement	

DR754127 – Victim Safety Enhancement Program
 Capital Outlays \$ 1,300.00

Funding Source: United States Department of Justice, Office on Violence Against Women.

B. FROM: 21A854 – DNA Backlog Reduction Program **BA1200265**
 CR752931– 10/12 DNA Backlog Reduction Program
 Personal Services \$ 5,156.00

TO: 21A854 – DNA Backlog Reduction Program
 CR752931 – 10/12 DNA Backlog Reduction Program
 Other Expenses \$ 5,156.00

Funding Source: United States Department of Justice.

SECTION 3. That the 2012/2013 Biennial Operating Budget for 2012 be amended to provide for the following cash transfers between County funds.

Fund Nos. /Budget Accounts **Journal Nos.**

A. FROM: 29A390 – Alcohol Drug Addiction Mental Health 2.9 **JT1200004**
 SU514646– Alcohol Drug Addiction Mental Health Board Subsidy
 Transfer Out \$ 4,389,207.00

29A391 – Alcohol Drug Addiction Mental Health 4.8
 SU514596 - Alcohol Drug Addiction Mental Health Board Subsidy
 Transfer Out \$ 4,389,207.00

TO: 20A317 – Mental Health
 MH431056 – Mental Health Administrative
 Revenue Transfer \$ 8,778,414.00

Funding Source: Health and Human Services Levy Fund.

B. FROM: 20A400 – Youth Services **JR1201863**
 JA100214 – Youth Services-Administration
 Transfer Out \$ 98.00

TO: 29A391 – Health and Human Services Levy 4.8
 SU514240 – Youth Services HHS Subsidy
 Revenue Transfer \$ 98.00

Funding Source: Health & Human Services Levy Fund.

C. FROM: 01A001 – General Fund **JT1200003**
 SH350272 – Law Enforcement-Sheriff
 Transfer Out \$ 11,349.00

TO: 21A065 – Cleveland Safe Port
 SH456087 – Cleveland Safe Port II

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0038

<p>Sponsored by: County Executive FitzGerald on behalf of Common Pleas Court/Corrections Planning Board</p>	<p>A Resolution authorizing an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,780,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2012 - 12/31/2014; authorizing the County Executive to execute the agreement and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald on behalf of Common Pleas Court/ Corrections Planning Board has submitted an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,780,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2012 - 12/31/2014; and

WHEREAS, the term of the Agreement is three (3) years starting January 1, 2012 and running through December 31, 2014, with an anticipated cost of \$593,465.00 per year, not-to-exceed \$1,780,395.00 over the three (3) year term; and

WHEREAS, the primary goals of the agreement are: (a) to provide residential treatment services for alcohol and other drug dependent offenders referred by the Cuyahoga County Adult Probation Department, (b) to effectively coordinate appropriate services for the client population including, but not limited to, medical and mental health services, and (c) to provide housing and other AOD services; and

WHEREAS, the procurement method for this project was, other than full and open competition request for a governmental purchase from the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County; and

WHEREAS, the proposed contract received other than full and open competition approval to forward to the Contracts and Purchasing Board on December 29, 2011; and

WHEREAS, the contractor for the project is William M. Denihan, CEO of the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, located at 2012 West 25th Street, Sixth Floor, Cleveland, Ohio 44113 in Council District 7; and

WHEREAS, the funding for the Agreement each year is as follows: (1) 87% or \$513,465.00 from the Health & Human Services Levy Dollars, and (2) 13% or

\$80,000.00 from the Community Corrections Act Grant Funds. The schedule of payments will be monthly by invoice; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term has already begun. The reasons for the delays were due to the need to identify and appropriate available funding for 2012, and obtaining the required signatures for contract submittal.

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

SECTION 1. That the County Executive is hereby authorized to enter into an agreement with Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County in the amount not-to-exceed \$1,780,395.00 for the Adult Probation Substance Abuse Residential Treatment Program for the period 1/1/2012 - 12/31/2014.

SECTION 2. That the County Executive is authorized to execute the agreement and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the project's term has already begun. The reasons for the delays were due to the need to identify and appropriate available funding for 2012, and obtaining the required signatures for contract submittal. Provided that this Resolution receives the affirmative vote of eight members of Council, this Resolution shall become immediately effective upon the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 28, 2012
Committee Assigned: Justice Affairs

Journal CC005
March 13, 2012

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0039

<p>Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry and Councilmembers Conwell, Jones, Brady, Miller and Simon</p>	<p>A Resolution authorizing contracts with various providers for various services in connection with the FY2011 Second Chance Act Adult Offender Reentry Program for the period 10/1/2011 - 9/30/2012; authorizing the County Executive to execute the contracts and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive FitzGerald on behalf of the Department of Health and Human Services/Division of Community Initiatives/Office of Re-entry has submitted four (4) contracts with various providers for various services in connection with the FY2011 Second Chance Act Adult Offender Reentry Program for the period 10/1/2011 - 9/30/2012 as follows:

- 1) for evaluation services:
 - i) Case Western Reserve University/Begun Center for Violence Prevention Research & Education in the amount not-to-exceed \$75,000.00.
- 2) for assessment, case management and referral services:
 - i) Center for Families and Children in the amount not-to-exceed \$170,815.00.
 - ii) Community Assessment and Treatment Services, Inc. in the amount not-to-exceed \$201,471.00.
 - iii) Community Re-entry, Inc. in the amount not-to-exceed \$216,134.00.

WHEREAS, the primary goals of this project are (a) to provide comprehensive case management, (b) to direct services and referral services to one hundred fifty (150) clients returning to Cuyahoga County from incarceration in local prisons, and (c) to provide an "Outcome" evaluation conducted by CWRU to analyze data markers including demographic, descriptive, and recruitment date by site; and

WHEREAS, the procurement method for this project was a grant agreement in the amount of \$685,303.00; and

WHEREAS, the proposed contracts received RFP Exemption Approval on December 27, 2011; and

WHEREAS, the contractors for each contract is as follows:

Center for Families and Children
4500 Euclid Avenue
Cleveland, Ohio 44103
Sharon Sobol Jordan, President & CEO
Council District

Community Reentry, Inc.
1468 W. 25th Street
Cleveland, Ohio 44113
Charles R. See, Executive Director
Council District

Community Assessment and Treatment Services, Inc.
8415 Broadway Avenue
Cleveland, Ohio 44105
Roxanne Wallace, Director

Case Western Reserve University-Begun Ctr. for Violence Prevention
Research & Education
Mandel School of Applied Social Services
10900 Euclid Avenue
Cleveland, Ohio 44106
John Sideras, Sr. VP of Finance and CFO

WHEREAS, this project is funded 100% by a one-year grant agreement from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance. The schedule of payments will be distributed by invoice with attachments; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term began October 1, 2011. The reason for the delay in this request was due to the Office of Reentry receiving approval for "Justification for Other than Full and Open Competition."

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

SECTION 1. That the County Executive is hereby authorized to enter into contracts with the following providers for various services in connection with the FY2011 Second Chance Act Adult Offender Reentry Program for the period 10/1/2011 - 9/30/2012 as follows:

- 1) for evaluation services:
 - i) Case Western Reserve University/Begun Center for Violence Prevention Research & Education in the amount not-to-exceed \$75,000.00.

- 2) for assessment, case management and referral services:
 - i) Center for Families and Children in the amount not-to-exceed \$170,815.00.
 - ii) Community Assessment and Treatment Services, Inc. in the amount not-to-exceed \$201,471.00.
 - iii) Community Re-entry, Inc. in the amount not-to-exceed \$216,134.00.

SECTION 2. That the County Executive is hereby authorized to execute the contracts and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective because the project's term began October 1, 2011. The reason for the delay in this request was due to the Office of Reentry receiving approval for "Justification for Other than Full and Open Competition." Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective up the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Council of Cuyahoga County, Ohio

Resolution No. R2012-0040

Sponsored by: County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood and Councilmember Conwell	A Resolution authorizing a contract with Starting Point in the amount not-to-exceed \$1,832,782.00 for administration of the Special Needs Child Care Program for the period 1/1/2012 - 12/31/2012; authorizing the County Executive to execute the contract and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, County Executive FitzGerald/Department of Health and Human Services/Division of Community Initiatives/Office of Early Childhood has submitted a request to contract with Starting Point in the amount not-to-exceed \$1,832,782.00 for the administration of the Special Needs Child Care Program for the period 1/1/2012 - 12/31/2012; and

WHEREAS, the Special Needs Child Care Program is designed to increase the inclusion of children with identified disabilities, challenging behaviors, medical needs, and children who are at risk of not being served in typical child care settings; and

WHEREAS, the primary goals of this project is to provide system coordination and administration of the Special Needs Child Care Program including child assessments, technical assistance, training, special equipment, and resources for families who are in need of specialized child care for their children with special needs; and

WHEREAS, there will be three (3) components to the contract as follows: (a) Starting Point will subcontract with at least six (6) Training and Technical Assistance providers; (b) Starting Point will provide service coordination including training and technical assistance, and link families to appropriate service providers, school districts, and community resources; and (c) Starting Point will administer the program; and

WHEREAS, Starting Point has been designated by the State of Ohio as Cuyahoga County's child care resource and referral agency and is RFP exempt; and

WHEREAS, the contractor for this project is Billie Osborne-Fears, Executive Director, Starting Point, 4600 Euclid Avenue, Suite 500, Cleveland, Ohio 44103; Council District 7; and

WHEREAS, this project is funded 94.52% by the Health and Human Services Levy, and 5.48% by donated funds. The schedule of payments will be monthly by invoice; and

WHEREAS, it is necessary that this Resolution become immediately effective because the project's term has already begun. The reason for the delay in this request is due to the need to ensure that funds were allocated to the Office of Early Childhood budget to cover the expenses of the contract and to negotiate the scope of work.

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

SECTION 1. That the County Council hereby authorizes a contract with Starting Point in the amount not-to-exceed \$1,832,782.00 for administration of the Special Needs Child Care Program for the period 1/1/2012 - 12/31/2012.

SECTION 2. That funds have been certified and encumbered sufficient to fund this contract.

SECTION 3. It is necessary that this Resolution become immediately effective because the project's term has already begun. Provided that this Resolution receives the affirmative vote of eight members Council, this Resolution shall become immediately effective up the signature of the County Executive.

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

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

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: February 28, 2012
Committee Assigned: Health, Human Services & Aging

Additional Sponsorship Requested: March 1, 2012

Journal CC005
March 13, 2012

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0009

Sponsored by: County Executive FitzGerald/Department of Human Resources on behalf of Human Resource Commission	An Ordinance providing for adoption of various changes to the Cuyahoga County Non-Bargaining Classification Plan, and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, Section 9.01 of the Charter of Cuyahoga County states that the County's human resources policies and systems shall be established by ordinance and shall be administered in such a manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, age or ancestry; and,

WHEREAS, Section 9.03 of the Charter of Cuyahoga County states that the Cuyahoga County Human Resource 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, Section 2.10 of the Cuyahoga County Personnel Policies and Procedures Manual (Ordinances No. O2011-0015 and O2011-0028) states that the employment of all classified County employees is subject to the provisions of the Ohio Revised Code, the Ohio Administrative Code, the Cuyahoga County Administrative Rules and the Policies and Procedures Manual; and,

WHEREAS, the Director of Human Resources submitted several proposed changes to the Cuyahoga County Non-Bargaining Classification Plan to the Human Resource Commission; and,

WHEREAS, the Human Resource Commission held several public meetings on 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 March 7, 2012, the Human Resource Commission met for their final review of the classification changes (attached hereto as Exhibits A through L), and recommend to County Council the formal adoption and implementation of the attached changes; 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 agency.

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

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

Amended Classifications:

From:

- Exhibit A1: Class Title: Accountant
Number: 1055111
Pay Grade: 6
- Exhibit B1: Class Title: Senior Accountant
Number: 1055112
Pay Grade: 8

To:

- Exhibit A2: Class Title: *Accountant 1*
Number: 1055111
Pay Grade: 6
- Exhibit B2: Class Title: *Accountant 2*
Number: 1055112
Pay Grade: 8

New Classifications:

- Exhibit C: Class Title: *Accounting Technician*
Number: 1013213
Pay Grade: 5
- Exhibit D: Class Title: *Appraisal System Administrator*
Number: 1057205
Pay Grade: 16
- Exhibit E: Class Title: *Cashier*
Number: 1013111
Pay Grade: 3
- Exhibit F: Class Title: *Communications Specialist*
Number: 1053424
Pay Grade: 11

- Exhibit G: Class Title: *Development Administrator*
 Number: 1055243
 Pay Grade: 17

- Exhibit H: Class Title: *Financial Reporting Manager*
 Number: 1055115
 Pay Grade: 15

- Exhibit I: Class Title: *Fiscal Office Inquiries Assistant*
 Number: 1013411
 Pay Grade: 4

- Exhibit J: Class Title: *Residential/Agricultural Appraiser Coordinator*
 Number: 1057104
 Pay Grade: 13

- Exhibit K: Class Title: *Scanning Reviewer*
 Number: 1011141
 Pay Grade: 1

- Exhibit L: Class Title: *Security Camera Coordinator*
 Number: 1024101
 Pay Grade: 2

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue, and to continue the usual and daily operation of a County agency. Provided that this Ordinance receives the affirmative vote of eight members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

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 foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

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

Journal _____
_____, 2012

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant	Class Number:	1055111
		Pay Grade:	6

Departments:	All departments
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Classification Function

The purpose of this classification is to maintain fiscal control and management operations to ensure compliance with established policies and state and federal regulations.

Essential Job Functions

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

- Maintains fiscal control and management operations to ensure compliance with established policies and state and federal regulations (e.g. - audits contractor invoices submitted for payment against terms on contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; maintains accounting and automated data systems; completes month end closing process, including cost allocation plan, compliance/distribution and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists in the annual budget process).
- Performs administrative duties (e.g. - processes requisitions, encumbrances, and encumbrance adjustments; purchases and controls office supplies; responds to vendor inquiries; prepares necessary correspondence; prepares, files and distributes various financial reports and records; provides assistance to supervisor).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting with five months of accounting experience, or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, typewriter, adding machine, calculator, copier, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, use algebra and statistical inference, and calculate decimals and percentages.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including contracts, invoices, billings, budgets, encumbrances, general ledgers, accounting reports, financial documents, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including federal OMB circulars, fiscal policies and procedures manual, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare cost allocation reports, various financial reports and records, budgets, encumbrances, accounting reports, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret accounting and computer terminology and language.
- Ability to communicate effectively with supervisors, County Auditor's staff, County Treasurer's staff, vendors, contractors, and state and federal personnel.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 1	Class Number:	1055111
FLSA:	Non-Exempt	Pay Grade:	6
Dept:	All departments		

Classification Function

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

Distinguishing Characteristics

This is an entry level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 50% +/- 10%
- Audits contractor invoices submitted for payment against terms of contracts; verifies contract balances; records all fiscal transactions and data entry postings; reviews travel expenses; solves accounting problems; reviews and prepares billings for construction and engineering projects and submits same for reimbursements; coordinates billings and account receivables; prepares and analyzes capital and operating leases; maintains accounting and automated data systems; completes month end closing process, including cost allocation plan, compliance/distribution and corresponding adjustments; monitors and analyzes financial records and reports; makes budget and cost projections; assists preparing Comprehensive Annual Financial Report (CAFR) reports and schedules; assists in the annual budget process.
- 30% +/- 10%
- Processes requisitions, encumbrances, and encumbrance adjustments; processes purchases and controls office supplies; responds to vendor inquiries; reviews and analyzes input into FAMIS; prepares necessary correspondence; prepares, files and distributes various financial reports and records; provides assistance to supervisor.
- 20% +/- 5%
- Serves as liaison with other County departments and agencies to provide a line of communication with fiscal officers; assists fiscal officers in completing special projects; reviews and organizes FAMIS reports.

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No certificates or licenses required.

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

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, contracts, billings, budget reports, encumbrances, FAMIS reports, accounting reports, financial documents, FAMIS trial reports, cash financial statements, inventory reports, grants and CAFR reports.
- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), County policy handbook, fiscal policies and procedures, related websites and program manuals such as FAMIS, NOVUS and BuySpeed.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisors, vendors, contractors, external governmental employees, external auditors and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Senior Accountant	Class Number:	1055112
		Pay Grade:	8

Departments:	All departments
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Classification Function

The purpose of this classification is to coordinate accounting activities of the department and to function as lead worker over lower level accountants, account clerks and/or external contractors.

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.

- Coordinates accounting activities of the department (e.g. - coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; establishes and maintains bank accounts; maintains computer generated systems and reports; monitors and makes site visits to sub-recipients; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; develops internal accounting procedures; implements new policies and procedures).
- Functions as lead worker over lower level accountants, account clerks and/or external contractors (e.g.- assigns work and reviews completed work assignments; provides orientation, training and instruction; responds to problems and issues).
- Performs administrative duties (e.g. - functions as liaison with Office of Budget and Management and auditors; represents department regarding fiscal matters; provides fiscal information to auditors and monitoring staffs; prepares various monthly, quarterly, and annual requests, reports, forms, and plans; represents the fiscal section at staff and team meetings; performs data entry, posting, filing, and file maintenance).

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in accounting with two years of accounting experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computer, calculator, typewriter, safe, filing cabinets, etc.

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtract, multiply, divide, use algebra, calculate decimals and percentages and apply the principles of algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to comprehend a variety of informational documents including various checks, money orders, FAMIS documents, vendor invoices, financial documents, time sheets, resolutions, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including federal OMB circulars, fiscal policies and procedures manual, personnel policy manuals, and the Ohio Revised Code.
- Ability to prepare productivity records, FAMIS forms, management plans, schedules, expense adjustments, site monitoring records, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret accounting and computer terminology and language.
- Ability to communicate effectively with managers, supervisors, other County departments, County Auditor's staff, County Treasurer's staff, vendors, contractors, and state and federal personnel.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accountant 2	Class Number:	1055112
FLSA:	Exempt	Pay Grade:	8
Dept:	All departments		

Classification Function

The purpose of this classification is to maintain fiscal control and operations to ensure accountability and compliance with established policies and Federal, state and local regulations. This class may establish and help set the property tax rates for all political subdivisions in the County.

Distinguishing Characteristics

This is a journey level classification with responsibility for performing technical activities in the Accounting Division of the applicable Department. This class works under direction from senior management of the Department, and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work.

Essential Job Functions

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

- 20% +/- 10%
- Coordinates accounting activities of the departmental unit; coordinates accounts payable, accounts receivable, appropriation transfers/adjustments, appropriation increases/decreases, and cash transfers and adjustments; develops budget using sources and uses; reconciles accounts payable, accounts receivable, and cash accounts; establishes and maintains bank accounts; maintains computer generated systems and reports; audits fuel consumption and vehicle/equipment usage; processes and reviews contractual and legally binding documents; determines and confirms terms for loan repayments; recommends internal accounting procedures; implements new policies and procedures.
- 10% +/- 5%
- May function as lead worker over lower level accountants, account clerks and other assigned staff; assigns work and reviews completed work assignments; provides orientation, training and instruction; responds to problems and issues.
- 20% +/- 10%
- Prepares monthly financial reports; audits FAMIS postings; audits and reconciles municipal billing reports; proofreads and audits construction bid packages prior to placement for advertisement; prepares actions for County Council.
- 20% +/- 10%
- Sets tax rates for all political subdivisions in the County; audits tax budgets received from various political subdivisions; issues Certificate of Estimated Resources for political subdivisions; advances real estate property taxes; settles real estate taxes; settles other tax collections with political subdivisions; certifies property tax levies requested by political subdivisions; maintains bond/note system; determines property tax millage limitations; supplies information necessary for Official Statements; supplies information for CAFR schedules.

20% +/- 5%

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

10% +/- 5%

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

Minimum Training and Experience Required to Perform Essential Job Functions

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

Additional Requirements

No certificates or licenses required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

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

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including invoices, contracts, billings, budget reports, encumbrances, FAMIS reports, BRASS budget reports, tax budgets, Department of Tax Equalization forms, accounting reports, financial documents, FAMIS trial reports, cash

financial statements, inventory reports, bank websites, investment maturity list, grants and CAFR reports.

- Ability to comprehend a variety of reference books and manuals including the GAAFR, Auditor of State website, Federal Office of Management and Budget circulars, Ohio Revised Code (ORC), County policy handbook, fiscal policies and procedures, FEMA manuals, related websites and program manuals such as FAMIS, NOVUS and BuySpeed.
- Ability to prepare various financial reports and records, budgets, accounting reports, encumbrances, reconciliation reports, memos, forms, financial statements, tax settlements, Certificate of Estimated Resources, fuel/vehicle usage reports, CD Bank reconciliations, correspondence, spreadsheets, and related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, record and deliver information, to explain procedures and to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and legal terminology and language.
- Ability to communicate with supervisors, vendors, bank officials, contractors, external governmental employees, external auditors and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Accounting Technician	Class Number:	1013213
FLSA:	Non - Exempt	Pay Grade:	5
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to audit accounts payable vouchers, balance revenue receipts, re-issue or cancel warrants and prepares adjusting journal entries.

Distinguishing Characteristics

This is an advance journey-level clerical classification with responsibility for performing activities in the Accounts Payable unit of the Fiscal Office – Auditor. This class works under general supervision from the Accounts Payable manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures. This class is distinguished from the Account Clerk classifications by the complexity of the work and by the experience required.

Essential Job Functions

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

- 20% +/- 10%
- Performs a variety of clerical and technical accounting duties in the preparation, keying in, maintaining, balancing, processing, and issuance of records of accounting and financial transactions; verifies accounting entries to ensure accuracy; distributes FAMIS reports; receive checks; verifies check numbers and dates; distributes checks as appropriate; prepares journal entries to cancel checks issued in error; reissues lost checks.
- 20% +/- 10%
- Processes, code enters, and various numerical or financial data; keys a variety of vouchers and audits for payment; distributes reports; checks for accuracy.
- 20% +/- 10%
- Totals and balances all direct deposits; balances revenues to FAMIS; enters tax deposits from the Budget Commission; monitors tax deposits and distributes receipt reports; ensures appropriate signatures; maintains files of reports.
- 20% +/- 10%
- Maintains the necessary accounting records and files to support processed transactions; provides technical support to assigned accounting clerical personnel, and provides back-up as necessary; researches and compiles basic technical information related to area of assignment.
- 20% +/- 10%
- Respond to questions from operating departments, vendors, agencies, employees, and the public regarding area of assignment; performs special projects and studies; collects and compile statistical and financial data for special reports

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma supplemented with business vocational training with three (3) years experience in bookkeeping or clerical accounting; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or corticated required.

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

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including reports generated by the computer system, vouchers, tax settlement vouchers, financial statements, and revenue receipts.
- Ability to comprehend a variety of reference books and manuals including computer software manual and policies and procedure manuals.
- Ability to prepare vouchers, reports, journal entries and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees and managers of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Appraisal System Administrator	Class Number:	1057205
FLSA:	Exempt	Pay Grade:	16
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to provide residential property valuations for annual maintenance, reappraisals, triennial updates, reports and tentative abstracts; to develop and maintain databases and software related to appraisal operations; to coordinate workflow between Real Property and Appraisal to produce a final abstract.

Distinguishing Characteristics

This is a professional, program coordinator classification with responsibility for performing activities under direction in the County Fiscal Office. This class develops and provides information used throughout the Appraisal Division and is responsible for performing duties in a timely and accurate manner. The employee works within a broad framework of regulations, policies, and procedures.

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% +/- 5%
- Provides all residential valuation models, costs and comparable sales data for reappraisals; develops plans and timelines for reappraisals; coordinates the workflow for residential annual maintenance.

- 40% +/- 5%
- Works with the computer assisted mass appraisal systems (CAMA) and other computer systems; integrates transfers between real property and CAMA; rolls over the CAMA database into the new year; integrates values into CAMA; develops residential land rates and maintains the database; executes batch updating and major database transactions of primary appraisal systems; extracts, transforms and loads data from real property system, CAMA, and all primary sub-systems into a centralized data warehouse; scrubs the CAMA database and performs troubleshooting.

- 20% +/- 5%
- Produces a variety of periodic and ad hoc reports and abstracts; creates and rolls over certified valuations; extracts data for value change notices; develops residential land rates and maintains database tables.

- 10% +/- 0%
- Coordinates the workflow of the residential valuation team.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, business administration, computer science or a related field with six (6) years previous experience in real estate appraisal, computer database systems and/or finance; or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser certification is desirable, but not required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use college level algebra and descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including a variety of applications, real estate transfers, building permits, emails, memos, databases, and correspondence.
- Ability to comprehend a variety of reference books and manuals including computer manuals, the Ohio Revised Code (ORC), tax appeals, plat maps, maps, International Association of Assessing Officers (IAAO) publications, and procedures and policy manuals.
- Ability to prepare appraisals, valuations, reports, databases, models, transfers, accounting, abstracts and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret programming and real property appraisal terminology and language.
- Ability to communicate with taxpayers, co-workers, supervisors, other County employees, employees from other agencies, boards, committees.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Cashier	Class Number:	1013111
FLSA:	Non - Exempt	Pay Grade:	3
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to perform cashiering duties including collecting payments, cashing vouchers and warrants, balancing cash drawer, and maintaining daily records; and to provide general information and assistance to staff and the public.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

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%
- Acts as a cashier; receives and processes various fees and charges including property and other taxes, public transit ticket payments, child support payments, vendor license payments; processes payments and enters information into the appropriate computer system making changes as necessary; processes tax payments, non sufficient funds, escrow, real estate and credit card payments.
- 20% +/- 10%
- Cashes vouchers and warrants; verifies amounts; provides correct change; balances the drawer daily with supporting documentation.
- 20% +/- 10%
- Sends invoices for Non Sufficient Fund (NSF) items.
- 10% +/- 10%
- Maintains records including daily records of transactions; checks and tabulates records, balances, and funds received; prepares routine reports and distributes reports to appropriate departments or divisions.
- 20% +/- 10%
- Performs a wide variety of routine clerical work including sorting, filing, copying, billing, verifying, recording information on records and sending delinquent notices when necessary.

Cashier

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma GED with six (6) months previous experience including public contact and cashiering, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including warrants, vouchers, payment slips, one stop payments and bills.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and bookkeeping manuals.
- Ability to prepare vouchers, data entry, clerk of court reports, non sufficient funds reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret bookkeeping terminology and language.
- Ability to communicate with vendors, the public, co-workers, supervisors, and employees of other departments.

Cashier

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Communications Specialist	Class Number:	1053424
FLSA:	Exempt	Pay Grade:	11
Dept:	Communications Department, only		

Classification Function

The purpose of this classification is to assist the Department Director in the management and delivery of internal and external communications for all Cuyahoga County departments to standardize process and create a unified department.

Distinguishing Characteristics

This is a journey level classification with responsibility for creating, designing and delivering public relations, marketing and informational materials. Employees at this level are expected to become fully aware of operating procedures and policies of the assigned work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures. As opposed to being assigned to specific Departments, this employee is required to understand all Departments under the County Executive to best serve them as a whole.

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%
- Assists the Communications Director in the development of communication materials including brochures, reports and correspondence for internal and external customers of Cuyahoga County; responsible for writing newsletters, employee communications, speeches and news releases; produces work in print, on websites and the County intranet.

- 20% +/- 10%
- Oversees the writing, editing, updating, and placement of content on the County website and intranet; ensures content meets the requirements of the County Executive.

- 20% +/- 10%
- Proposes, oversees and develops strategies to enhance the County's public image including establishing relationships with members of the media, offers stories to publications and monitors media coverage; implements outreach programs and projects.

- 20% +/- 10%
- Responds to or reviews requests for information from other agencies, the general public and news media for information about department programs; may deliver speeches and give presentations regarding different County programs and initiatives.

- 10% +/- 10%
- Plans and coordinates press conferences, media launches, and special events; serves as a resource liaison at various meetings and functions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in public relations, communications or related field with three years of public relations experience; or any equivalent combination of training and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, fax machines, and telephone.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

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.
- Requires excellent written and superior verbal communication skills.
- Ability to comprehend a variety of informational documents including contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including Ohio Revised Code, Ohio Administrative Code, Federal Register, legal journals.
- Ability to prepare speeches, outreach programs, legislative analysis, rules/clearance responses, policy statements, consumer satisfaction surveys and reports, summary appeals, findings of fact and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to analyze and strategize to influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret legal, public relations, media and marketing terminology and language.
- Ability to communicate with the media, advocacy groups, customers, lawyers, judges, referees, directors, managers, support staff, legislators and elected officials.

Communications Specialist

Environmental Adaptability

- Work is typically performed in an office environment and throughout county departments.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Development Administrator	Class Number:	1055243
FLSA:	Exempt	Pay Grade:	17
Dept:	Development, only		

Classification Function

The purpose of this classification is to plan, organize, manage and administer a departmental division including economic development, community development or regulation and compliance. This classification supervises subordinate staff.

Distinguishing Characteristics

This is a senior management classification with responsibility for planning, directing and controlling a division of the Development Department responsible for either economic development, community development, or regulation and compliance. This class works under administrative direction from the Development Department's Deputy Director, and work requires the analysis and solution of operational, technical, administrative and management problems related to economic development, community development or compliance and regulation. 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.

- 40% +/- 10%
- Manages and administers a departmental division including economic development, community development or regulation and compliance; responsible for economic and community development opportunities; manages projects and programs including research, design and development, and reporting; analyzes financial aspects of projects, underwrites and determines collateral value; forecasts resource requirements and monitors usage and compliance of various funding streams; manages and monitors existing projects, related portfolios and compliance; manages deal structuring, negotiations and closing; administers development financing programs; monitors regulatory compliance; coordinates actions with issuance of bonds, bond counsel and related impacts of using bonds as a funding source in project planning; meets with director to coordinate and develop division goals, direction, activities and policies.
- 20% +/- 10%
- Analyzes and evaluates existing operations, systems, policies and procedures; develops systems, operations, options and alternatives; determines impact of changes.
- 15% +/- 5%
- Supervises subordinate staff; assigns work and reviews completed work; provides job training and instruction; evaluates employee performance; recommends selection, promotion, and discipline; reviews and approves employee leave requests.
- 15% +/- 5%
- Represents County at various meetings and conferences; provides technical assistance and support to boards and commissions regarding community and economic development issues; attends meetings and seminars to make presentations regarding community and economic development programs.

10% +/- 5%

- Performs related administrative duties; prepares legislation for County Council and committees; prepares correspondence to communities, businesses and other organizations regarding community and economic development issues; prepares reports, grant proposals and applications; and/or provides input on various reports for local, state and federal program requirements; maintains necessary files and records.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business administration, finance or a related field with six (6) years of experience with community and economic development programs; 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 computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtracts, multiply, divide and calculate decimals and percentages; to use descriptive statistics.

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including tax statements, financial statements, financial projections, credit reports, appraisals and studies, architectural drawings, invoices, correspondence and other reports and records.

- Ability to comprehend a variety of reference books and manuals including financial analysis handbooks, accounting principles, neighborhood stabilization programs, bond programs, census data, construction methods books, CDBG regulations, the Ohio Revised Code and the Federal Register.
- Ability to prepare loan analysis, annual loan summary, loan portfolio reports, GPR documentation, tax abatement reports, compliance reports, legislation, correspondence, project descriptions and other related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to manage, 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.
- Ability to use and interpret legal, accounting, financial analysis and marketing terminology and language.
- Ability to communicate with staff, Director, elected officials, municipal employees, attorneys, real estate brokers, planners, bankers, accountants, lobbyists and the general public.

Environmental Adaptability

- Work is typically performed in an office environment.

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CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Financial Reporting Manager	Class Number:	1055115
FLSA:	Exempt	Pay Grade:	15
Dept:	Fiscal Office - Auditor		

Classification Function

The purpose of this classification is to manage and control the Financial Reporting staff of the Fiscal Office for preparation of the Comprehensive Annual Financial Report (CAFR), Federal Single Audit Report, maintain Financial Accounting Management Information Systems (FAMIS) and other reporting needs.

Distinguishing Characteristics

This is a management classification with responsibility for managing and controlling the financial reporting functions of the Fiscal Office directly and through one subordinate supervisor. This class works under administrative direction from the Director of Accounting, and requires the analysis and solution of operational, technical, administrative and management problems related to financial accounting and reporting and related areas. The incumbent exercises discretion in applying policies and procedures to resolve financial reporting 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.

- 60% +/- 10%
- Manages, prepares and reviews the preparation of the County's CAFR; manages and responsible for updating and rollup of the Excel spreadsheets that produce the CAFR; manages and coordinates the County's audit and assists with the preparation and review of the Schedule of Expenditures of Federal Awards; reviews work papers of staff for CAFR and reviews new Government Accounting Standards and implements new standards; reviews and assists in preparing contents for the County's Popular Annual Financial Report (PAFR); monitors the addition of new grants and capital projects.
- 10% +/- 5%
- Supervises the Financial Reporting staff directly and through one supervisor; assigns and reviews work; recommends hiring, promotions, discharges, and disciplinary actions; documents misconduct; assesses staffing requirements; evaluates training needs and provides instruction; evaluates performance; establishes and promotes employee morale.
- 20% +/- 10%
- Maintains FAMIS; manages system upgrades; establishes policies and procedures for Countywide processing; reviews appropriateness of all journal entries, budget adjustments, subfunds and implements organizational changes; establishes balancing methods to locate errors in closing funds; supervises closing of expired grants and capital projects.
- 10% +/- 5%
- Assists with Budget Reporting & Analysis Support System; assists in review of the performance audit; assists with evaluating Requests for Proposals.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in business, accounting, financial management or a related field with six (6) years previous experience in accounting or financial management; or an equivalent combination of education, training, and experience.

Additional Requirements

License as a Certified Public Accountant in Ohio.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Ability to perform mid to high level data analysis requiring managing of data and people deciding the time, sequence of operations or events within the context of a process, system or organization. Involves determining the necessity for revising goals, objectives, policies, procedures or functions based on the analysis of data/information and includes performance reviews pertinent to such objectives, functions and requirements.
- Ability to comprehend a variety of informational documents including accounting reports, spreadsheets, financial statements, budgets, fixed asset reports, flow charts, invoices, investment reports and payroll reports.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, Government Accounting Standards Board, Government Accepted Auditing Standards, computer operation manuals, accounting manuals, and the Ohio Revised Code (ORC).

- Ability to prepare CAFR, PAFR, GAAFR Checklist, Schedule of Expenditures of Federal Awards, memos, policies, performance appraisals, disciplinary reports, spreadsheets, financial statements, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to supervise and counsel employees, convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret accounting and financial analysis terminology and language.
- Ability to communicate with staff, consultants, external auditors, employees from other departments, departmental employees and administrators, and elected officials.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Fiscal Office Inquiries Assistant	Class Number:	1013411
FLSA:	Non - Exempt	Pay Grade:	4
Dept:	Fiscal Office Auditor's Office		

Classification Function

The purpose of this classification is to provide information and assistance to the general public in person, on the telephone and by mail; to establish contractual payment agreements for delinquent taxpayers.

Distinguishing Characteristics

This is an entry/journey level, clerical classification. Employees at this level are expected to become fully aware of operating procedures and policies of the work unit. The incumbents receive immediate supervision progressing to general supervision as experience is gained. This class works under a well-defined framework of policies and procedures.

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%
- Staffs a front desk in the Taxpayer Services unit in the Cuyahoga County Fiscal Office; receives the general public; responds to inquiries and requests regarding taxes; provides assistance in resolving tax problems; explains penalties, interest and payment schedules; explains tax bill calculations and calculates tax penalties, interest and tax rates; reviews lists of contractual or revised tax accounts; contacts taxpayers by phone and by mail regarding payments; responds to telephone inquiries; refers the public to other agencies, as needed.
- 30% +/- 10%
- Responds to questions regarding foreclosure and to court and sheriff costs; assists the Prosecutor's Office with calculating sheriff costs and to recover court costs and fees; researches property ownership.
- 20% +/- 10%
- Calculates, checks, totals, and processes pre-pay monthly program; explains the program and enrolls taxpayers; assists taxpayers in applying for the Tax Escrow Account Management Program (T.E.A.M.) that allows property owners to pay their property taxes in monthly installments to avoid large tax bills twice a year; determines whether applicants qualify; determines monthly payments and processes applications; verifies bank account numbers; receives and processes pre-payments; returns rejected applications with explanation.
- 20% +/- 10%
- Performs a wide variety of related clerical work including sorting, filing, copying, verifying, mailing and recording information.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED with and two (2) years of experience including public contact; or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certificates required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

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

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including contract payments, escrow payments, forms and applications.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals, treasurer reference manual, and tax rates and levies passed.
- Ability to prepare escrow and tax bill statements, delinquent tax contract, payment plans and contracts, tax bills, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret tax terminology and language.
- Ability to communicate with the public, co-workers, supervisors, and employees of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Residential/Agricultural Appraiser Coordinator	Class Number:	1057104
FLSA:	Exempt	Pay Grade:	13
Dept:	Fiscal Officer		

Classification Function

The purpose of this classification is to supervise, coordinate, and participate in residential, condominium, and agricultural property annual maintenance and valuation appraisal for tax purposes.

Distinguishing Characteristics

This is a first-line supervisor level classification with responsibility for supervising, coordinating and performing technical activities in the Real Estate Appraisal division of the County Fiscal Officer. This class works under direction and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of established regulations, policies, and procedures. This class is distinguished from the Senior Residential/Agricultural Appraiser class in that the former supervises the latter employees and performs the more complex appraisals and handles more difficult citizen complaints related to appraisals.

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% +/- 5%
- Dispatches appraisers and field staff to places of work; supervises staff in performance of annual maintenance for a variety of properties including new condominium and conversion data collection, neighborhood maintenance, sales verification, parcel accounting, quality control, sub-register splits and consolidations, and new construction; plans, coordinates, assigns and reviews work; evaluates training needs and organizes or provides instruction; conducts staff meetings; verifies time and mileage sheets; establishes and promotes employee morale; acts on employee problems; performs time studies.
- 20% +/- 5%
- Determines the value of residential property in the County; researches property information and performs field inspections of new construction and major improvements to existing structures for value determination; handles petitions to change values.
- 30% +/- 5%
- Oversees and participates in the appraisal of agricultural properties and residential properties; completes parcel accounting of any errors or omissions of value or characteristics on residential properties; develops forms and information sheets; maintains schedules of deadlines and activities and develops new data and valuations during update and re-appraisal years.
- 20% +/- 5%
- Communicates with builders, sales office staff, condominium associations, building departments, taxpayers, realty offices and internet realty sites; provides information, answers questions and resolves complaints by phone, mails and the internet; regarding property characteristics and value; reports progress and production to managers; attends meetings with supervisors and managers of other divisions.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in finance, economics, business or a related field with five (5) years previous experience in real estate, appraisal, construction, property valuation, finance; or an equivalent combination of education, training, and experience.

Additional Requirements

Real Estate Appraiser 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 computers and peripheral equipment.

Supervisory Responsibilities

- Ability to assign, review, plan and coordinate the work of other employees and to maintain standards.
- Ability to provide instruction to other employees and to act on employee problems.
- Ability to prepare employee performance evaluations.
- Ability to recommend the discipline or discharge of employees.
- Ability to recommend the transfer, promotion or salary increase of other employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide and calculate decimals and percentages; calculate and use descriptive statistics.

Language Ability & Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Ability to comprehend a variety of informational documents including production sheets, mileage sheets, property inspections, tax bills, certificates, lists, and letters.
- Ability to comprehend a variety of reference books and manuals including computer manuals, new construction manual, the Ohio Revised Code (ORC), tax appeals, plat maps, zoning maps, tax rate book, appraisal manual, procedures, and policy manual.
- Ability to prepare weekly production report, planned production report, sales verification, appraisals, training manuals, reports, forms, lists, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Residential/Agricultural Appraisal Coordinator

- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret legal and real property appraisal terminology and language.
- Ability to communicate with taxpayers, data collectors, co-workers, supervisors, other County employees, employees from other agencies, builders, property owners and property managers, and attorneys.

Environmental Adaptability

- Work is typically performed in an office environment.

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:	Scanning Reviewer	Class Number:	1011141
FLSA:	Non - Exempt	Pay Grade:	1
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to review and input previously scanned documents within the Fiscal Office's imaging system.

Distinguishing Characteristics

This is an entry level clerical classification with responsibility for performing activities in the Records Management unit of the Fiscal Office. This class works under direct supervision from the unit manager, and is responsible for performing duties in a timely and accurate manner. The employee works within a framework of well defined regulations, policies, and procedures.

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.

- Preps the documents by cropping, cleaning, rotating and straightening the images; searches and edits documents for missing pages, page numbers and volume numbers; ensures documents are numbered sequentially. 80% +/- 10%
- Locates specific documents on CD ROM that are missing in computer system; copies missing documents into computer system. 10% +/- 10%
- Searches microfilm for errors, mistakes or missing documents that were not scanned. 10% +/- 5%

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with six (6) months experience in general clerical work, or an equivalent combination of education, training, and experience.

Additional Requirements

No licenses or certifications required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of automated office machines including computers, scanners, and peripheral equipment.

Supervisory Responsibilities

No supervisory requirements.

Mathematical Ability

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

Language Ability & Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including deeds, mortgages, land contract, plat maps, reports and images.
- Ability to comprehend a variety of reference books and manuals including Kodak processing manual and policies and procedure manuals.
- Ability to prepare documents, reports and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret general office and administrative terminology and language.
- Ability to communicate with vendors, co-workers, supervisors, and employees of other departments.

Environmental Adaptability

- Work is typically performed in an office environment.

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

CUYAHOGA COUNTY CLASSIFICATION SPECIFICATION

Class Title:	Security Camera Coordinator	Class Number:	1024101
FLSA:	Non - Exempt	Pay Grade:	2
Dept:	Fiscal Office - Recorder		

Classification Function

The purpose of this classification is to monitor security cameras to oversee the security of office documents and employees.

Distinguishing Characteristics

This is an entry/journey level, technical classification with responsibility for acting as a member of a survey crew. This classification works under a framework of well-defined procedures and regulations. The incumbent performs assignments designed to develop technical work knowledge and abilities pertaining to the operation of all types of surveying instruments. Limited exercise of judgment is required on details of work and making preliminary selections and adaptations of surveying alternatives.

Essential Job Functions

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

- 75% +/- 15%
- Monitors DVR cameras of all areas of the office; initiates calls proper authority regarding emergency situations; works with County Security and detectives concerning safety and security issues; checks wave system daily.
- 10% +/- 5%
- Interacts with customers; provides information as needed.
- 10 +/- 5%
- Serves as safety and evacuation coordinator; addresses employee safety or security issues; coordinates lockdown procedures with employees; installs access code for front office.
- 5% +/- 5%
- Conducts yearly inventory; tags equipment for inventory.

Experience Required to Perform Essential Job Functions

High school diploma or GED with two (2) years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Additional Requirements

No required licenses.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

Security Camera Coordinator

- Ability to operate a variety of office equipment including computers and security monitoring equipment.

Supervisory Responsibilities

No supervisory responsibilities.

Mathematical Ability

- Ability to understand and apply addition, subtraction, multiplication, and division.

Language Ability & Interpersonal Communication

- Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and problem solve. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Ability to comprehend a variety of informational documents including confidentiality sheets, schedules and inventory documentation.
- Ability to comprehend a variety of reference books and manuals including departmental and County policy manual, reference manuals and standards.
- Ability to prepare inventory report, memos and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, to explain procedures, to follow instructions.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the department.
- Ability to use and interpret general office and security equipment related terminology and language including survey nomenclature, symbols and adjustments.
- Ability to communicate with supervisor, co-workers, and the general public.

Environmental Adaptability

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

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

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0006

Sponsored by: County Executive FitzGerald/Fiscal Officer/Office of Procurement & Diversity	An Ordinance approving revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 2/1/2012; and declaring the necessity that this Ordinance become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer/Office of Procurement & Diversity requests approval of the revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 2/1/2012; and,

WHEREAS, the Board of County Commissioners approved Resolution No. 084247 on October 7, 2008, establishing Cuyahoga County Procurement Card Program Policies and Procedures for the Office of Procurement & Diversity; and,

WHEREAS, the Cuyahoga County Procurement Card Program is to be used in accordance to ORC Section 301.29 in which procurement cards are designed to be used only to pay work-related expenses; and,

WHEREAS, the revisions to the Cuyahoga County Procurement Card Program Policies and Procedures are necessary due to the changes to the County's structure and therefore, updates to the procedures since the start of the pilot program in 2008; and,

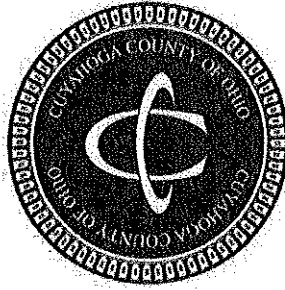
WHEREAS, the procurement card provider is Fifth Third Bank, selected through the County's Request for Proposal process; and,

WHEREAS, this project is a three-year contract, ending 12/31/2014 and is funded by the General Fund; 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 County departments, offices, and agencies.

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

SECTION 1. The Cuyahoga County Council hereby approves the revised Cuyahoga County Procurement Card Program Policies and Procedures, effective 2/1/2012, to read as follows (additions are bolded and italicized; deletions are stricken out):



Cuyahoga County Procurement Card Program Policies and Procedures, ~~October 2008~~ Effective 2/1/2012

Background

Procurement cards are designed to make small-dollar purchases in a manner that reduces paperwork and processing time. The program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed. The program can also help minimize or eliminate the need for the use of personal funds reimbursed by expense report *five hundred dollars or less (<\$500.00) in accordance with Cuyahoga County's Procurement Procedures.*

The procurement card reduces paperwork and processing time. The program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

Authority

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. ~~The Board of County Commissioners, with the advice of the County Auditor, shall~~ **The Office of Procurement & Diversity** formulated the policy for the use of the cards. **The approval/Ordinance** shall set limits for spending, activity and allowable expenditures as well as administrative controls that the board **County** determines; ~~after consulting with the County Auditor,~~ will be sufficient for use of a procurement card. ~~The County Auditor~~ **Fiscal Officer** shall develop internal accounting controls in consultation with the Auditor of State.

General Information

The procurement card program is not intended to avoid or bypass the competitive bid requirements of ORC 307.86, appropriation of funds process, approval process (including ~~Data Board approval, as applicable~~), or payment processes. Rather, the program complements the existing processes. ***Informal competitive bidding is encouraged for these types of purchases.*** Expenditures may not exceed appropriations ***under current County policy*** under any circumstances.

The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone and ***in-addition***, fax orders. It is not an ATM (automated teller machine) card or a debit card. The card is not to be used for personal or non-work-related purchases.

A “cardholder” is an individual who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The cardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The cardholder must comply with the programs record-keeping requirements (including retention of original receipts) for the protection of both the cardholder and the County. The cardholder is also responsible for timely reconciliation of the billing statement. Employees have a responsibility to report instances where the County’s policies and procedures are not being followed.

The card program carries corporate, not individual, liability. The cardholder’s personal credit history is not impacted in any way, and credit checks are not done on individual cardholders. Billings for authorized purchases will be paid with County funds.

Policies and Procedures

1. Selection of the procurement card issuer

The procurement card provider ~~will has been~~ **is** selected through the County’s Request for Proposal (RFP) process. As part of the evaluation process, the contractor’s ability to support the County in the following areas ~~will be was is shall be~~ assessed ***and supported:***

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses
- Maximum return to the County in the form of a rebate/revenue-sharing awards program
- No cost to County (such as no annual fees, no interest charged on current balances, no fixed fees, transaction fees or late payment charges)
- Soft-dollar savings as a result of increased administrative efficiency and better resource allocation for County staff

- Internet-based/online program administration including workflow processes for card application, approval, suspension and cancellation; maintenance of cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation
- Standard and custom reporting capabilities
- Ability to directly upload transactional data into the County's accounting system
- Ability for the County to pay the card issuer electronically
- Outstanding customer service through a toll-free, 24-hour, 365 day-a-year telephone number
- Recognizable card including County's name, logo and phrase "For Official Use Only – Tax Exempt" printed on the face, and toll-free customer service telephone number printed on the back

~~Should the Board of County Commissioners make an award as result of the RFP process, a written contract will be signed between the County and the successful bidder. The agreement will includes fee schedules, processing procedures, and rights and responsibilities of both parties. Cuyahoga County requires a one (1) year pilot program using approved agencies prior to making cards available on a comprehensive basis.~~

2. Agencies' policies

~~Should the County decide to implement a comprehensive program after the pilot program it will require departments and elected officials to apply for participation in the program with The Office of Procurement & Diversity and attend mandatory training for cardholders and agency coordinators in the use of procurement cards and related processes.~~ *The County requires departments and elected officials to apply for participation in the program with the Office of Procurement & Diversity and receive training for cardholders and agency coordinators in the use of procurement cards and related processes.*

3. Designation of the program administrator and agency coordinators

~~The Board of County Commissioners~~ *Cuyahoga County* designates an employee of the Office of Procurement & Diversity as administrator for the procurement card program. This person will be responsible for administration of the countywide contract and for establishment of the countywide policy adopted through *approval/Ordinance by the Board of County Commissioners*. Specific duties include, but are not limited to, processing applications, troubleshooting problems encountered with care use or vendor authorization, following up on lost or stolen cards, training of agency coordinators and card users and acting as mail liaison with the procurement card vendor.

In addition, each County agency/*department* that participates in the procurement card program will name a program coordinator. The agency coordinator will be responsible for processing its' cardholder applications, *activity logs*, suspensions, and

cancellations; resolving disputes with merchants, reviewing and reconciling card activity; and maintaining cardholder profiles.

4. Establishment of card limits

In addition to any applicable county ordinances, individual procurement cards are subject to the following maximum limits:

- Daily spending per card: \$ 1,000
- Monthly spending per card: \$ 10,000
- ~~Single transaction limit: \$ 999~~
(may not exceed \$1,000 per ORC 5705.41 (D)(3))
- Daily number of transactions per card: 5
- Monthly number of transactions per card: 100

Single transaction limit shall be as provided in the Contracting and Procurement Ordinance.

Purchases may not be split to bypass the single transaction limit.

Through the cardholder application process, agencies may also further define limits for specific cardholders, not to exceed the limits established above.

~~The Board of County Commissioners~~ *Cuyahoga County* shall pass a ~~Ordinance~~ including *provide approval of* the above card limits and number of cards issued to determine an estimated dollar amount of work-related expenses in accordance with Ohio Revised Code Sections 301.29 (F)(1) or 301.29 (F)(2).

5. Designation of allowed/disallowed transactions

The card may be used to purchase duty-related goods and items specific and coded to the specific agency subject to the limits established above.

The cards may not be used to pay for the following:

- Capital equipment
- Entertainment
- Alcoholic beverages
- Long-distance telephone charges
- County-issued credit card purchases otherwise authorized by O.R.C. 301.27

The procurement card issuer must maintain an annual record of all transactions that are 1099 reportable. Summarized transactions, including the vendors' tax identification number, name address and dollar amount paid, must be supplied in a manner acceptable to the County Auditor's *Fiscal Officer's* office no later than the second Monday in January of the following year.

ATM, cash advance and all other cash-related transactions are strictly prohibited.

Through the cardholder application process, agencies will define allowed merchant commodity codes for specific cardholders within the parameters established above.

6. Sales and use tax

Purchases made with the County procurement cards are tax-exempt. The name of the County agency and the words “tax-exempt” will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor and receive a credit for the unnecessary tax.

7. Application for procurement card and subsequent profile changes

Cards will be issued either in the name of the office of the appointing authority or in the designated individual’s name, with the ~~appointing authority’s~~ *appropriate* name clearly indicated as the buyer on the card. An individual cardholder must be a current full-time County employee.

The application will specify monetary and transaction limits, as well as approved merchant commodity codes for the individual cardholder in compliance with sections 4 and 5 above. The agency coordinator will prepare the application, obtain the written approval of the *agency’s director or* top executive and forward it to the program coordinator. The program administrator also approves the application and submits it to the card issuer. The issuer assigns a card number and notifies the program coordinator who, in turn, notifies the County Auditor *Fiscal Officer* and the agency coordinator.

Once a card has been issued, an agency may later wish to modify the card’s limits such as adding approved merchant commodity codes or raising the daily dollar limit within those established in Section 4 above. Any changes or updates to a cardholder’s name, job title, address, telephone number, spending limits or merchant commodity codes should be initiated by the agency coordinator and approved by the program administrator, who will take any recommended changes to the ~~Board of County Commissioners~~ *appropriate board* for approval as required.

8. Cardholder acknowledgment and responsibilities

The card holder is responsible for the physical custody of card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration date. The card is not to be loaned to anyone or used by anyone other than the person designated to do so.

The cardholder will sign a written acknowledgment indicating that the cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the ~~Commissioners as well as those established by any appointing~~ **approving** authority. The ~~appointing authority~~ **program administrator** will retain the signed acknowledgment, and will forward a copy to the program administrator ***maintain current record of all card holders.***

9. Making purchases; record-keeping

a. Contract Encumbrance

A contract encumbrance will be established in the name of the card issuer based on estimates of approved card use within the monetary and transaction limits established for the card by the ~~Board of County Commissioners~~ **County** to ensure that expenditures do not exceed available appropriations.

For accounting purposes a contract encumbrance will be established for each procurement card to ensure that individual charges, reconciliation and payments are prompt and accurate.

b. Original receipts

When making a purchase, the cardholder should obtain and retain the original receipt. The receipt must contain the vendor's name, date of purchase, itemized description of purchase, and per unit price and extended price if applicable. The cardholder will match and attach receipts to billing statements as part of the account reconciliation.

c. Internet, telephone and fax purchases

Procurement cards may be used to purchase goods over the Internet, telephone or fax. The purchases must be evidenced by either the original packing slip that accompanied the purchased goods or an original or faxed itemized receipt.

When using the Internet, the cardholder must make sure the web site where the card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A cardholder can determine if the web site address is secure in two ways:

1. An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
2. A symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signals that the web site is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendor that turn out not to be legitimate businesses.

The cardholder should inform the vendor that the purchase will be paid through the County procurement card, and that the purchase is tax exempt. The cardholder should also ensure the vendor will comply with the requirements of items **c** (above), and **e** and **f** (below).

d. Declined attempts

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of the spending pattern, or, sometimes if the “bill to” address does not match the “ship to” address.

e. Agent, acceptance or service fees

The County will not pay agent, acceptance or service fees in order to process a procurement card charge. If fees of these types are not disclosed upfront the cardholder shall dispute the fee immediately, regardless of amount.

f. Vendor invoices

Vendors should not invoice the cardholder for purchases made with the procurement card. The vendor will be paid by the card issuer, not by the county. However, the cardholder must always receive an itemized receipt or order confirmation.

g. Purchasing log

Each cardholder will maintain a purchasing log . The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was place (via Internet, phone, fax, mail or in person) and countywide or individual contract number (if applicable). A separate line is required for each purchase. The receipt for each purchase should be stapled to the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by the agency coordinator or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

h. Monitoring card activity

Certain County employees, such as the program administrator, agency coordinators, and County Auditor *Fiscal Officer* staff, will have access to view and monitor card activity. This review can occur at any time.

i. Inventory

Any items purchased with procurement cards considered attractive for personal use must be identified and inventoried in accordance with Ohio Revised Code Section 305.18 and County policy as applicable.

10. Account reconciliation and payment of procurement card billing

The program administrator will receive a comprehensive statement identifying all transactions made during the billing cycle. The cardholder and their agency coordinators will reconcile the statement's accuracy against the purchasing log and receipts and forward to the program administrator. Next, the program administrator and agency coordinators will communicate on a regularly scheduled basis to reconcile the comprehensive statement prior to making payment to the card issuer. Payment cannot be made until the cardholder confirms receipt of the goods and services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The agency coordinator is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving the statement for each cardholder under their supervision. The approval must be evidenced by the agency coordinator's signature. Once all charges are approved for payment, the program administrator must submit the original comprehensive statement, purchasing log and supporting receipts to the County Auditor *Fiscal Officer*, who will issue payment to the card issuer by warrant.

11. Returns, credits and dispute Ordinance

Problems associated with procurement card purchases may include broken merchandise, a billed amount which does not match the quote, a billed amount that includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned for any reason, a credit to the procurement card account should be requested. The cardholder shall notify the agency coordinator so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the cardholder should contact the program administrator.

12. Late fees or finance charges

No late fees or finance charges shall be paid by the Board of County Commissioners under terms of the procurement card program.

13. Lost or stolen cards

If the card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the *card* issuer via mail or fax, with copies to the program administrator, the agency coordinator and the County Auditor *Fiscal Officer*. The date and time of the phone report of the lost or stolen *card* should be included in the written notification. The program administrator will initiate issuance of a replacement card.

14. Suspension or cancellation of card

The agency coordinator will initiate suspension or cancellation of the card, and will notify the program administrator and the County Auditor *Fiscal Officer* that such action has been requested. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The agency coordinator will cut canceled cards in half. Cardholders on extended leave or reassignment may have their card suspended or revoked. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in card cancellation.

15. Penalties for improper use of card

The card is to be used only by the cardholder to pay for authorized, work-related expenses. The cardholder is not allowed to lend the card to someone else. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds and may result in disciplinary action up to and including termination of employment. Improper use can result in revoking the card. In addition, the cardholder is personally liable for payment of improper purchases, including those in excess of dollar amounts appropriated or authorized by the Board of County Commissioners and subject to criminal prosecution under terms of Ohio Revised Code Section 309.29 (G)(4). Misuse of a procurement card is a violation of law for purposes of Section 2913.21 of the Ohio Revised Code.

SECTION 2. It is necessary that this Ordinance become immediately effective in order that critical services provided by Cuyahoga County can continue without interruption, and to provide for the usual, daily operation of a county department; therefore, this Ordinance, provided it receives the affirmative vote of eight members of Council, shall become effective immediately upon the signature of the County Executive.

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.

